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| LOGO | *[name of organ of state]*  **S4: Acceptance and Approval of the Concept or feasibility report**  **(Version 1: October 2020)** |
| **Project no:**       **Title:**  **Project description:**    **Reason for feasibility report** *(check appropriate box)***:**  Major capital project  Complex project  SCM policy requirement  **Estimated total project capital expenditure including VAT:** R | |
| **Concept Report or Feasibility Report**  (i) The Concept Stage presents an opportunity for the development of different design concepts to satisfy the project requirements developed in Stage 1. This stage presents alternative approaches and an opportunity to select a particular conceptual approach. The objective of this stage is to determine whether it is viable to proceed with the project, premised on available budget, technical solutions, time frame and other information that may be required.  (ii) The Concept Report should provide the following minimum information:  a) Document the initial design criteria, cost plan, design options and the selection of the preferred design option; or the methods and procedures required to maintain the condition of infrastructure, or the project.  b) Establish the detailed brief, scope, scale, form and cost plan for the project, including, where necessary, the obtaining of site studies and construction and specialist advice.  c) Provide an indicative schedule for documentation and construction, or maintenance services, associated with the project.  d) Include a site development plan, or other suitable schematic layouts, of the works.  e) Describe the statutory permissions, funding approvals and utility approvals required to proceed with the works associated with the project.  f) Include a baseline risk assessment for the project and a health and safety plan, which is a requirement of the Construction Regulations issued in terms of the Occupational Health and Safety Act.  g) Contain a risk report, need for further surveys, tests, investigations, consents and approvals, if any, during subsequent stages.  (iii) A Feasibility Report must provide the following minimum information:  a) Details regarding the preparatory work covering:  • A needs and demand analysis with output specifications.  • An options analysis.  b) A viability evaluation covering:  • A financial analysis.  • An economic analysis, if necessary.  c) A risk assessment and sensitivity analysis;  d) A professional analysis covering:  • A technology options assessment.  • An environmental impact assessment.  • A regulatory due diligence.  e) An implementation readiness assessment covering:  • Institutional capacity.  • A procurement plan.  Stage 2 is complete when the Concept Report or the Feasibility Report is approved. | |
| **Title of feasibility report:**  **Version:**  **Date:**  **yes**  **no** *[check the appropriate box)*  Attach the feasibility report to this form, and if relevant, the comments and recommendations of the relevant treasury | |
| **Acceptance of the Concept or Feasibility report recommended by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  *\*designated person(s)* Signature: Date: | |
| **Concept or Feasibility report approved by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  *\*designated person(s)* Signature: Date: | |

*\* you can insert as many people or structures applicable as per your delegations*