| **DEPARTMENT: PROGRAMME IMPLEMENTATION** | | | **PROCESS NAME: 4.4 DOCUMENTATION AND PROCUREMENT STAGE 4 (TENDER)** | | | **PROCESS NUMBER:** | | | **REVISION: 0** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROCESS STEP** | **INFO INPUT** | **DETAILED DESCRIPTION** | **INFO OUTPUT** | **CONTROL** | **SUPPORT REQUIRED** | **KNOWLEDGE REQUIRED** | **SYSTEMS / INFO FILE REQUIRED** | | **ACT / REG / STANDARD REQUIREMENTS** | **CONSTRAINT / IMPROVEMENT** | |
| **SYSTEM** | **FILE** |
| Activity 1  **Municipal Co-ordinator and CGC**  Implement the tender process: Preparation of tender docs, Tender issuance and tender evaluation | * Project tender baseline * Letter to proceed with construction | * Tender process implemented | * Any variance identified and communicated | * None | * Project Manager | * MS Suite. * Internet usage * Research capabilities * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | Proceed rules to be determined and included | |
| Activity 2  **Project Manager**  Notify the Municipal co coordinator to arrange additional funding as per MOU | * >10% Variance on the appointment | * Municipal coordinator notified to arrange additional funding | * Notification communicated via MIS | * Notification on MIS aligned to the file plan | * Municipal Coordinator | * MIS Training * Minutes keeping | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | None | |
| Activity 3  **Municipal Co-ordinator and CGC**  Submit for council approval | * >10% Variance on the appointment * Notification | * Motivation compiled and submitted to the Council for approval | * Council approval | * Council approval captured into MIS | * Municipal Council * Project Manager | * MS Suite * Resource planning capabilities * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | None | |
| Activity 4  **Municipal Co-ordinator and CGC**  Appoint contractors | * Proceed with appointment * Council Approval received (if required) | * Contractor appointed   Includes :   * Tender Documents * Construction Award * Baseline 3 * Costing * Cash Flow * Bill of Quantities update | * Appointed Contractor and Project Construction Baseline Compiled | * Project Construction Baseline compiled and on MIS aligned to the file plan | * Project Manager | * MS Suite * Drafting of reports and letters * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | None | |
| Activity 5  **Project Manager**  Check and capture into MIS | * Project Construction Baseline | * Project Construction Baseline evaluated | * Accepted project construction baseline | * Project Construction Baseline captured on MIS and filed aligned to the file plan | * Municipal Coordinator | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | Update project portfolio on MIS.  Will it be possible for MIS to automatically update the project portfolio on the upload of the project concept baseline. | |