|  **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.  |