

# Quotation Committee Emergency Checklist

Annexure D (Amended 22 March 2023)

The following information must be populated by the Institutional representative and this checklist must be placed on top of the documentation presented to Bellville Engineering and Technical Services when payment is requested. The Engineering Technical representative will verify the information and present the findings to the Quotation Committee for notification and decisions regarding payment.

DESCRIPTION	To be completed by the Institutional representative		To be completed by Bellville Engineering.	
	YES	NO	YES	NO
Emergency reference no: _____ Order no: _____				
Was telephonic approval obtained from the delegated official?				
Was the emergency approved on the Emergency Maintenance Portal?				
Was an existing contract utilised? If yes, please provide the contract number .....				
Is a copy of the CSD and WCEB status report to confirm that the Contractor was duly registered when the emergency work was AWARDED to the Contractor attached?				
If existing contracts were not used, were contractors adequately rotated or contractors used within the geographic proximity?				
Did the emergency commence within 48 hours? If not, please provide and attach a detailed motivation for consideration.				
Have the job sheets been signed off, the time spent on site verified by the institutional representative and are the invoices a true reflection of the services rendered?				
Were market related prices charged and are the prices fair and reasonable? <ul style="list-style-type: none"> <li>Prices within 15% mark-up range?</li> <li>Travelling?</li> <li>Accommodation?</li> </ul>				
Has the invoice and all supporting documentation been submitted within 14 days of receipt of the invoice?				
Is Bellville Engineering responsible for payment?				

\_\_\_\_\_  
Institutional Technical Representative

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Bellville Engineering Technical Representative

\_\_\_\_\_  
DATE

## The Quotation Committee

	YES	NO
Noted the above		
Agree whether Bellville Engineering will fund the Emergency		
Other decisions (if applicable):   		

\_\_\_\_\_  
CHAIRPERSON QUOTATION COMMITTEE

\_\_\_\_\_  
DATE