



Water Research Commission
Lynnwood Bridge Office Park, 2nd Floor, Bloukrans Building,
4 Daventry Street, Lynnwood Manor, Pretoria, 0081

Private Bag X03, Gezina, 0031, South Africa

Confidential

Executive Memo

SUBMISSION TO EXCO

FROM: RD&I	
Knowledge & Impact	
Research, Development & Innovation	X
Finance	
Corporate Services	

Date of TopCo Meeting	
Date of EXCO Meeting	

TO:	
TechManco	X
ManCo	
TopCo	X
GE: RDI	X

For Approval	X
For Noting	

SUBJECT: Request for early closure of existing contract and permission to seek a new contract to complete the remaining project deliverables

1. Purpose:

The purpose of this Memo is to request for an approval of project C2022.2023-00927 early closure and readvertisement for a new service provider to complete the project.

2. Background:





An active Memorandum of Agreement exists between the Water Research Commission (WRC) and the University of Pretoria (UP), in terms of which the above-mentioned project is to be executed over the period of two (2) years from 01/04/2022 to 31/03/2024 for an amount of R1,130,000.00 (VAT inclusive). To date, a budget of R500,000.00 for three (3) deliverables already received and accepted by the WRC have been paid to UP, while a budget of R630,000.00 is still available to complete the outstanding four (4) deliverables.

In a letter dated 24th of July 2023 addressed to the Dean - Faculty of Engineering, Built Environment and Information Technology, Prof Wynand JvdM Steyn as the UP contract signatory, the WRC requested the UP to provide a new Project Leader to successfully complete the above-mentioned project following the departure of Prof Ndeke Musee.

In a letter dated 4th of August addressed to the WRC Group Executive, the Head of the Department of Chemical Engineering, Prof Michael Daramola expressed willingness for the Department to take over and complete the project, but failed to provide a new competent Project Leader with the required minimum skills relevant to complete the project as outlined in the WRC-UP contractual agreement. On the 21st of August 2023, further communication (**attached**) was received from Prof Wynand JvdM Steyn requesting for early closure of the project. The early closure request cited the UP's inability to provide a Project Leader with minimum skills to complete the project following Prof Ndeke Musee's departure.

3. Discussion / Motivation:

This MEMO is a formal request for the WRC EXCO approval of the project early closure request from the UP. The MEMO further requests for approval to re-advertise and appoint a new service provider that can complete the project.

4. Conclusion:					
In conclusion, the early closure of the project is in the interest of protecting the WRC's reputation as it is risky for the WRC to allow the project to continue under a Project Leader without the minimum skills requirements. Furthermore, early closure will allow the WRC to appoint a new service provide to complete the project.					
Levy	X	Leverage		Levy + Leverage	
Budget available:	Yes		KSA: 3		
Submission by:					
John Ngoni Zvimba		Signature: <u>John Ngoni Zvimba</u> Date: <u>1-Feb-2024</u>			
Comments & Recommendation by Acting EM/HEAD		Conditions / Comments:			
		Supported			
		Signature: <u></u> Date: <u>05/02/2024</u>			
Comments & Recommendation by TechManco Chair		Conditions / Comments:			
		Supported			
		Signature: <u></u> Date: <u>12/02/2024</u>			
Recommended by TOPCO		Conditions / Comments:			
		Signature: <u></u> Date: <u>Feb 15, 2024</u>			
APPROVED/NOTED BYGE:RDI		Conditions / Comments			
		Signature: <u></u> Date: <u>Feb 15, 2024</u>			