

Navrae
Enquiries
Imibuzo
Telephone
Telephone
Ifoni
Faks
Fax
Ifekisi
Verwysing
Reference
ISalathiso

RI. Africa

(021) 467-2819

(021) 467-2996

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20021206-0019



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEBE IeMfundo IeNtshona Koloni

CIRCULAR: 0164/2002

EXPIRY DATE: NONE

TO: DEPUTY DIRECTORS-GENERAL, CHIEF DIRECTORS, DIRECTORS, DEPUTY DIRECTORS AND POST LEVEL 5's AT EMDCs

BRIEF SUMMARY: EMDCs may purchase goods and services to a maximum of R 10 000 without referring the matter to Head Office.

SUBJECT: REVISED DELEGATIONS OF THE TENDER BOARD'S AUTHORITY.

1. The delegations to the Western Cape Education Department, pertaining to the authority of the Provincial Tender Board, has recently been revised.
2. Accordingly, an Assistant Director (or higher rank) is authorised to approve the procurement of goods and services to a value of R10 000 without referring the matter to the Directorate Logistical Services. The following organisational conditions are set:
 - Each EMDC Director must assign a person (the delegatee) who will have this authority at the EMDC in writing.
 - Each EMDC Director must also assign at least two other persons in writing who together with the delegatee will consider quotations.
3. The following procedures, also contained in Circular Minute LS 0006/2002 dated 14 May 2002, must be followed when such purchases are made:
 - All requests for goods and services must be submitted to the delegatee on the duly completed and authorised (Program Manager) VA2 requisition form.
 - Quotations must be in writing. This means a letter, telegram, facsimile or e-mail.
 - Only the lowest quotation according to specification may be accepted. If not, the Directorate Logistical Services must be approached.
 - A committee consisting of not less than 3 persons, including the delegatee, must consider the quotations.
 - The acceptance of quotations must be confirmed in writing before expiry of its validity.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHIALE INOMBOLO ZESALATHISO KUYO YONKE INIBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

4. The authority to procure goods and services to a maximum value of R2000 without calling for price quotations, has also been delegated to an official with the rank of Assistant Director or higher at EMDCs. They must be the same person as the delegatee referred to in the above paragraphs
5. EMDC Directors are requested to inform all staff of the content of this circular.
6. Further enquiries on the content of this circular can be directed to:

Mr RL Africa Tel : (021) 467 2819

Ms CD Pause Tel : (021) 467 2812

Ms JR Sampson Tel : (021) 467 2813



HEAD: EDUCATION

DATE: 2002-12-20