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Enquiries: JT Solomons

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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, SCM Practitioners, SCM Champions and Asset Controllers at Head Office and district offices

Short summary: *Procedure for the submission of applications for the procurement of furniture and other equipment (ICT equipment included) for Head Office and district offices.*

Subject: Procedure for the submission of applications for the procurement of furniture and other equipment (ICT equipment included) for Head Office and district offices

1. This circular has been revised and repeals Circular 0068/2015, dated 02 December 2015, in its entirety.
2. All purchases of furniture and other equipment must be made via the Directorate: Procurement Management at Head Office, irrespective of the cost involved. This will ensure that:
 - a) the correct Item Control Number (ICN) is used on LOGIS;
 - b) a barcode is affixed to the item once delivered;
 - c) the correct description, value and location is recorded in the Asset Register; and
 - d) the Asset Register is accurate and updated.
3. The following steps must be followed to order furniture and other equipment:
 - 3.1 Complete a LOG 1 requisition form
 - 3.1.1 Given that there is a moratorium on the procurement of office furniture for Head Office, approval must first be obtained from the Head of Education. In respect of equipment for all components within Programme 1, approval for the funding of such acquisitions must be obtained from the Deputy Director-General: Corporate Services and such approval must be attached to the requisition.

- 3.1.2 In the description column, fully describe the item required and refer to the specification (if attached).
- 3.1.3 Fill in the quantity requested and quantity approved.
- 3.1.4 Reflect where the furniture/equipment will be found in the "Inventory/Personnel No." column. For example, 500E denotes the responsibility manager (Cost Centre) followed by 06-30 which represents room number 30 on the 6th floor. The door barcode number affixed by Head Office at cost centres must be recorded if it is an existing location.
- 3.1.5 Where more than one of the same item is ordered, the responsibility manager must indicate where each item will be located. For example, if two chairs are ordered and one chair is to be used in Room 1 and the other chair in Room 2, this would then be two separate rooms. Where there is insufficient space on the LOG 1 requisition form, a separate list can be compiled and attached.
- 3.1.6 Ensure that the list, which is attached to the requisition form, does not exceed ten line items. If more than ten line items are required, a separate requisition form must be submitted.
- 3.1.7 Complete the columns "Replacement Quantity" or "Increase in Capacity". "Replacement" refers to items that are lost/stolen/to be written off and "Increase in Capacity" means additional items of the same description already at the location.
- 3.1.8 The acquisition of furniture and other equipment in respect of directorates linked to the budget for Programme 1 is subject to the availing of a budget by the programme manager and therefore the requisition must be countersigned by the programme manager.
- 3.2 The LOG 1 requisition form in respect of furniture and other equipment must be completed and signed by the responsibility manager and SCM champion and must be sent to the Assistant Director: Supply Chain Management Policy, Planning and Performance Management on the 6th floor in Room 6-12 of the Grand Central Towers for recording thereof.
- 3.3 Attach the requisition form to the PGWC 002 BAS allocation form and reflect the budget available for the acquisition. This form must be checked and signed by the SCM champion. The Directorate: Management Accounting must be consulted regarding the correct expenditure structure that must be used.
4. Specifications and requisitions that are incomplete are common causes for delay in the processing of requisitioned items. Some items have to be manufactured by suppliers according to a set lead time and thus these items cannot be available immediately on request. Furthermore, Information and Communication Technology

(ICT) equipment is subject to importation and the time it takes for an Original Equipment Manufacturer (OEM) in the Republic of South Africa (RSA) to place an order abroad, have it assembled and then go through the customs process of importing and the eventual arrival in the RSA after the customs importation requirements have been met must be factored in. It is only thereafter that a reseller can deliver to the point of use. It is also important to remember that the actual procurement of ICT equipment is a State Information Technology Agency (SITA) mandate in terms of the State Information Technology Agency Act, 1998 (Act 88 of 1998), thus if SITA has not arranged a contract for use by all government departments in respect of the supply of standardised items, the procurement has to be undertaken via SITA and this has its own timeline.

5. Consequently, the following is recorded:
 - 5.1 Contract items are items available on national or provincial or SITA transversal contracts, which include:
 - a) the purchase of specific brands and types of shredders and specific brands of data video projectors (please consult the Assistant Director: Specifications and Quotations in respect of these brands to determine their suitability);
 - b) the rental of reprographic machines, standard ICT equipment (desktop PCs, laptops and printers, etc.); and
 - c) standard ICT software.
 - 5.2 Responsibility managers must ensure that, in respect of ICT equipment and software, ITOPSCOM approval accompanies the approved requisition. The Western Cape Education Department (WCED) ITOPSCOM has issued the attached list reflecting which items require ITOPSCOM approval.
 - 5.3 It is recommended that for items available on contract and those subject to manufacture, a lead time of at least three months is planned for expected delivery.
 - 5.4 Non-contract items: These are items not available on any contract and for which a supplier has to be sourced through the appropriate methods (either through a formal tender which can extend over a period of three months or through sourcing quotations through the Integrated Procurement Solution (IPS)). Although the latter method (limited to expenses estimated to be up to R500 000) has a shorter turnaround time, the supply is still subject to manufacture or importation and thus the recommended three months apply here as well.
6. The WCED is compelled to adhere to Treasury Instructions regarding inventories and the Asset Register is continually updated. It must be emphasised that all furniture and other equipment delivered to the end user are in the custody and care of the relevant responsibility manager. After delivery, such furniture and other equipment must be kept in a safe place until such time that it is issued to individual users and where applicable installed by the Centre for e-Innovation. This is particularly important in

respect of the Annual ICT Refresh Programme where, after ordering, the consignments are delivered directly to the pre-identified responsibility manager. Where multiple quantities of an item are acquired for use by individuals as and when required, the relevant responsibility manager must maintain an issue/receipt register for audit purposes. An example of such an instance is the use of notebooks or computers.

7. This circular must be read in conjunction with Circular 0033/2018, dated 10 September 2018.
8. Responsibility managers are requested to inform all personnel of the content of this circular.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-10-26