

ADDENDUM 1

WESTERN CAPE EDUCATION DEPARTMENT

**MINIMUM STANDARDS
FOR
SUPPLY CHAIN MANAGEMENT
SYSTEM
DELEGATIONS**

Part One

Delegation Definitions and Concepts

1. Definitions

1.1 The following definitions are provided to standardise delegation terminology:

1.1.1 **“Delegation”** means the allocation of a power conferred or a duty imposed on a Principal Functionary to a Delegated Employee. To delegate means to entrust a power or duty to somebody else – an agent of the original holder of the power. Delegation includes an instruction to a Delegated Employee in terms of the PFMA.

1.1.2 **“Principal Functionary (PF)”** means any person to whom a power is conferred or a duty is imposed through an empowering provision in terms of which an administrative action is taken – the authority with original powers. The PF, in whom the power or duty is vested, remains accountable for the execution of the delegation.

1.1.3 **“Delegated Employee (DE)”** means any person to whom a power has been delegated or who has been authorised to perform a duty in terms of a formal delegation. This includes:

- (a) An employee who lawfully acts in the capacity of the DE.¹; and
- (b) The holder of a post or occupation delegated to.

1.2 Origin of Delegated Powers and Duties

1.2.1 **“Original legislation”** is legislation enacted by Parliament or a provincial legislature in accordance with constitutional powers. In exercising this power, these bodies exercise original power which is subject to constitutional review but not subject to review for just administrative action.

1.2.2 The exercise of any administrative power, duty of function, which includes the exercise of delegated powers and duties, is inevitably linked to the taking of a decision. The presence of a discretionary power is determined from the language of the statute and is often reflected by the use words **“shall”** or **“may”**. The word **“shall”** is peremptory which generally means the administrator must do or not do something, whereas the word **“may”** is directory and the

¹ See section 10(2) and 10((6) of the Interpretation Act, 1957 as amended

administrator thus has a choice whether to do or not to do something. The word “**must**” indicates a mandatory provision.

1.2.3 The exercising of a power is not mandatory (may exercise a power) whereas authorisation to perform a duty is a legal obligation and mandatory (must perform the duty).

1.2.4 It is a principle of our law that where a power is entrusted to a person to exercise his or her own individual judgment and discretion, it is not competent for him or her to delegate such power unless he/she has been **empowered to do so expressly** by the empowering provision. PAJA clearly states that an administrative action may be reviewed if the administrator who took it “*acted under a delegation of power which was not authorised by the empowering provision*”.

2

1.2.5 According to the definition in section 1 of PAJA, an empowering provision means “a law, a rule of common law, customary law, or an agreement, instrument or other document in terms of which an administrative action was purportedly taken”. Annexure A provides examples of instruments that specify empowering provisions in terms of which delegated powers are exercised. Annexure A highlights the following instruments:

1.2.5.1 Delegation instruments which expressly authorise the delegation of powers and duties in terms of legislation, namely:

- (a) Original legislation; and
- (b) Subordinate legislation.

1.2.6 Non-delegation instruments in terms of which legislation or subordinate legislation does not expressly authorise the delegation of powers and duties, but supports and elucidates the above-mentioned delegation instruments.

1.3 Delegation Concepts

1.3.1 The following elements explain key delegation concepts of delegation philosophy. The delegation concepts form the building blocks for cascading delegations between the different performer levels in head, regional and district offices:

1.3.1.1 **Authority to exercise discretion is delegated** to the DE to make decisions, to use and allocate the resources efficiently, act or dispose of matters at his or her own particular level without having to refer the matter to a higher authority for a decision. Authority are the rights inherent

² Section 6(2)(a)(ii)

in a position to accept work and direct work to subordinates to give commands, orders and get things done. The top level management (SMS) have the greatest authority. Authority always flows from top to bottom and explains how a superior gets work done from the subordinate by clearly setting conditions or explaining what is expected of him/her and how he/she should go about it. Authority should be accompanied with an equal amount of responsibility. Delegating the authority to someone else doesn't imply avoiding accountability. Accountability still rests with the PF having the most authority.

1.3.2 **Responsibility** – It is the duty of the DE to complete the task assigned to him or her. A person who is given the responsibility has the obligation to perform, accomplish and report on the tasks assigned to him/her. Responsibility without adequate authority leads to discontent and dissatisfaction for the person with delegated authority. Responsibility flows from bottom to top. The lower level and middle level management holds more responsibility. The person held responsible for exercising a power or performing a duty is answerable for it.

1.3.3 **Accountability** – means being answerable for the end result and giving explanations for any variance in the actual performance from the expectations or conditions set. Accountability cannot be delegated. The top level management is most accountable. Accountability cannot be avoided as it arises from responsibility. The PF, in whom a power or duty vested, remains accountable for the outcome of the delegated power or duty.

1.3.4 The **efficient and effective** achievement of institutional outputs and outcomes require the division of work and commensurate delegations between performer levels³ in head-, regional-, and district offices. Delegation is a driver for efficiency and effectiveness:

- (a) **Efficiency** – explores how productively inputs are translated into outputs. An efficient operation maximises the level of output for a given set of inputs, or it minimises the inputs required to produce a given level of output. The focus is operational to convert inputs such as human, financial and productive resources through tasks, operating procedures, organisational processes and projects into outputs.
- (b) **Effectiveness** – explores how well the outputs of an institution achieve the desired outcomes. The focus is strategic to ensure that outcomes achieve the desired impact, realise the mandate and strategic objectives of the institution and meet the expectations of clients or citizens.

1.3.5 **Control over and guidance on delegated authority** – In view of the accountability requirements, the PF must retain a measure of control over the exercise of discretionary power and provide the DE with adequate conditions and guidelines for the exercise of the power. The purpose of control measures or guidelines is to:

- (a) Impose limits and constraints on the discretionary power to act;
- (b) Clarify the performance standards for delegated authority; and
- (c) Confirm formalities to be observed. A common example would be that reports on specific matters related to the power delegated have to be compiled and submitted on a regular basis to a higher employee or institution. Other measures include the inspection or auditing of documents.

1.3.6 The following factors also influence the development and cascading of delegations between the different performer levels in an organisation:

1.3.6.1 **Complexity** informs the degree to which activities can be decomposed from key functions to a basic level in terms of vertical, horizontal and spatial dimensions:

- (a) Vertical differentiation, the number of hierarchical levels which depict the authority of the performer levels;
- (b) Horizontal differentiation, the degree of specialisation between divisions based on the nature of key functions and major tasks performed, required skills and education, and orientation of employees; and
- (c) Spatial differentiation, the location of the offices geographically into tiers e.g. head-office, region, district, circuit offices and institutions.

Performer levels are, the levels of management that describes the job of a manager in terms of complexity, responsibility, time application, value attached to the job, skills required and difficulty dimensions

1.3.6.2 **Formalisation** – the degree to which jobs are standardised for uniform output:

- (a) High Formalisation, minimum discretion on how, what and when the job should be done. Job is performed according to prescripts; and
- (b) Low Formalisation, non-programmed jobs, great deal of freedom to exercise discretion on condition that outputs are met by the employee.

1.3.6.3 **Centralisation**, the degree to which decision-making is concentrated at a single point in the organisation or top management level within the organisation based on the evaluation of internal and external risks which impact on outcomes, delivery and accountability.

1.3.6.4 **Decentralisation**, lower level managers at tiers are given discretion to make decisions which impact on local outputs and service delivery.

1.3.6.5 **Departmentalisation**, grouping of activities or functions performed by organisational units e.g. branch, division, directorate based on the service delivery model, business process flow, specific services, product lines, citizen segmentation and geographical location.

1.3.6.6 **Matrix arrangement**, incorporating dual or parallel reporting lines (bold or dotted), authority, decision-making and communication channels.

1.3.6.7 **Organisational growth or decline**, life cycle of the organisation and level of maturity e.g. embryonic, developmental, mature, decline.

1.3.6.8 **Technology**, information and communication technologies that modify work processes.

1.3.6.9 **Organisational variables** –

- (a) Span of control, number of subordinates that a manager can efficiently and effectively direct and control;
- (b) Chain of command, relationship of authority between supervisor and subordinate; and
- (c) Power structure, organisational groupings, organisational culture, planning and coordination.

1.4 Purpose and Advantages of Delegation

1.4.1 In practice, delegation has the following primary purposes, as a means of:

- 1.4.1.1 Achieving results through the actions of others. This entails the division of decision-making authority between the different performer levels in an institution. This division is necessary, since administrators and officials very often simply cannot cope with all their administrative functions;
- 1.4.1.2 Giving practical effect to decentralising of institutional administrative actions in order to implement regulatory frameworks and render services as close as possible to the point of service delivery;

- 1.4.1.3 Developing the competencies, commitment, decision-making experience and new skills of employees'; and
- 1.4.1.4 Freeing up one's time to devote attention to more important tasks.
- 1.4.1.5 The advantages that accrue from a delegations approach that mirrors decentralisation of administrative functions can include, amongst others:
 - 1.4.1.5.1 The workload of EA's, HOD's and other managers are reduced, enabling them to devote more attention to strategic issues;
 - 1.4.1.5.2 The speed, quality and flexibility of decision-making improves because the decisions are closer to the work at hand and time does not have to be allocated for referring the matter to a higher authority;
- 1.4.1.6 Improved initiative and job satisfaction amongst middle and junior level managers as they are made to feel part of the effort to manage the institution and are being prepared to assume greater responsibilities;
- 1.4.1.7 Employees are encouraged to exercise judgement and accept responsibility, which adds to their self-confidence and willingness to take initiative;
- 1.4.1.8 Capacity development of support services practitioners and line employees; and
- 1.4.1.9 Building institutional memory at various levels in the institution.

1.5 Delegation Challenges

- 1.5.1 Research conducted by the DPSA and NT regarding the status of delegations identified the following conditions and challenges:
 - 1.5.1.1 Powers and duties are sometimes over centralised to the detriment of service delivery.
 - 1.5.1.2 Political leadership is a key element to promote efficient and effective delegations to managers at the point of service delivery.
 - 1.5.1.3 Delegation formats are inconsistent and incomplete and should also include regional and district tiers. In terms of quality criteria such as appropriately authorised, signed, and dated and limitations of conditions set, there is room for improvement.

- 1.5.1.4 Inconsistencies in delegations between the different performer levels in institutions.
- 1.5.1.5 Amendments to the Public Service Regulations are required to standardise delegations and promote compliance to prescripts.
- 1.5.1.6 Many of the delegations are out-dated and in some instances signed by predecessors.
- 1.5.2 Personal and managerial factors can inhibit delegation:
 - 1.5.2.1 The higher the degree of accountability that legislation demands may lead to a tendency to centralise activities and reluctance to delegate to employees lower in the hierarchy.
 - 1.5.2.2 Senior managers fear that insufficient capacity exists amongst subordinates to carry out the tasks to be delegated.
 - 1.5.2.3 Senior managers fear that their own performance evaluation could suffer if employees fail to carry out the tasks delegated to them.
- 1.6 Senior managers sometimes inherit organisations, or parts thereof, that were designed by others. It is possible that the design of the organisation itself inhibits effective delegation. Organisational impediments to delegation can include:
 - 1.6.1 Delegation is not effective if the nature of the duty or task, accompanying authority and reporting requirements are not clearly explained and the functionary responsible identified.
 - 1.6.2 When senior managers fail to delegate there is a strong likelihood that the responsibility for its execution will eventually be passed to others in the organisation, which creates additional staff, reporting, performance evaluation and communication burdens.
 - 1.6.3 In the absence of clear delegation templates or with poorly developed job descriptions, staff members at all levels of the organisational hierarchy may not have a good understanding of what is expected of them.
 - 1.6.4 Effective use of delegation calls for changes in mind set, assumptions and behaviours that can be difficult for new and veteran delegators alike.
 - 1.6.5 Especially in professional organisations, leaders and managers are accustomed to contributing to projects individually. Thus, they are used to maintaining close control over work content, pace, quality and presentation in order to "get it right." In contrast, delegation requires a certain

amount of “letting go” of control over the work, which can be motivational especially when the delegator finds the work to be a source of motivation and satisfaction.

- 1.6.6 When new, a manager may not feel he or she knows the work well enough to delegate it. However, this tendency to avoid delegation can become a habit over time, trapping the manager in a deliberate cycle of under-delegation.
- 1.6.7 Delegators generally delegate work and expect outputs that meet with their expectations, yet they do not communicate their expectations clearly or provide key information and guidance.
- 1.6.8 Sometimes, managers who wish to be liked by employees avoid delegating duties in order not to “impose” on subordinates.
- 1.6.9 Managers can become envious of a subordinate’s ability instead of giving credit where it is due and working to develop a deputy or potential replacement.
- 1.6.9.1 Managers are sometimes more comfortable “doing” than “managing,” which are fundamentally different jobs and very different frames through which to think about work.

Part Two

Delegation Principles

2. The delegation principles set out in this part are presented to encourage the development of effective and efficient delegation. The approach that is followed is to state a particular principle followed by an explanation if required.
- 2.1 **Primary Principles** – the following primary principles must be upheld:
 - 2.1.1 **Upholding the Constitution and legislation** – Any delegation may not conflict with the Constitution, the relevant legislation, applicable collective agreements and institutional policy.
 - 2.1.2 **Delegation authorised by statutory authority** – Any delegation must be authorised by an empowering provision in legislation or subordinate legislation (see Annexure A: Delegation and Non-delegation Instruments).
 - 2.1.3 **Administrative action in terms of delegation is subject to judicial review** – See section 6 (2) of PAJA for the grounds for review of administrative action.
 - 2.1.4 A head of the institution shall empower employees in the institution by means of appropriate delegations
- 2.2 **System of Delegations Principles** – Every system of delegations must:
 - 2.2.1 **Measure ideal and desired results and performance** on work outputs.
 - 2.2.2 **Be specific and unambiguous** to the power or duty being delegated.
 - 2.2.3 Must **uphold the principles of Responsibility, Accountability, Effectiveness and Efficiency**.
 - 2.2.4 Must be **periodically reviewed** for validity and completeness.
 - 2.2.5 Must be **aligned** to the strategic plan, measurable objectives, organisational structure and budget programme or responsibility structure for implementation.

2.2.6 Provide for a **formal process** to

- (a) Ensure the validity (quality and legal soundness) of delegations. This should involve expert scrutiny and sign-off by Legal Services and in the case of financial delegations Internal Audit; and
- (b) allocate a specific responsibility to an employee(s) to manage, maintain and monitor delegations in the institution.

2.3 **Delegation Conditions** – Any delegation or authorisation to perform a power or duty:

2.3.1 Must be in writing.

2.3.2 Does not prevent the PF who made the delegation or granted the authorisation from exercising that power of performing that duty himself or herself. Such action by the PF must be communicated to the DE in writing to avoid duplication.

2.3.3 May at any time be withdrawn in writing by the PF.

2.3.4 Is subject to any limitations and conditions the PF may impose.

2.3.5 Is subject to any limitations and conditions that may be prescribed in terms of legislative provisions.

2.3.6 Must be to the holder of a post or in terms of legislative provision to a specific individual. Delegation to the holder of a post will ensure continuation of service delivery in instances where another person lawfully acts in a post with associated delegated powers and duties.

2.3.7 Does not divest the PF of the responsibility concerning the exercise of the delegated power or performance of the duty.

2.3.8 Must be reviewed annually or when-

- (a) A new Accounting Officer is appointed;
- (b) Changes are effected to the strategic plan or measurable objectives;
- (c) Changes are effected to the organisational structure due to reorganising or restructuring;
- (d) Changes are effected to the programme or responsibility structure; and

(e) Changes are effected in terms of new or amended policy or legislation.

2.3.9 A PF may only vary or revoke a decision by a DE as a result of a delegation if legislation specifically provides for such an empowering provision.

2.4 **The Principal Functionary** – For any Principal Functionary the following principles apply:

2.4.1 **Record delegations in employment contracts or performance agreements**- A delegation or authorisation to perform a power or duty must be recorded in the employment contracts of HoD's and in the performance agreements of senior managers.

2.4.2 **The PF delegates to the Delegated Employee** only – The Delegated Official may not further delegate to any other official unless expressly authorised by legislation. In practice this means that the PF must delegate throughout all the performer levels in the organisation.

2.4.3 To delegate his or her powers lawfully, a PF **must be authorised** to do so by the empowering provision.

2.4.4 The PF must (where the delegation takes place in the same administrative hierarchy) **retain a measure of control** over the DE.

2.4.5 The PF must provide **clear guidance** on expectations, limitations to be upheld, the circumstances in which or the conditions under which and the factors to be taken account of, in the exercising of a delegation.

2.4.6 A PF may only **delegate to employees** who occupy positions on the approved establishment of the department.

2.4.7 A PF must ensure that the DE has the **required capacity** (skills and competency, administrative, technical, financial and human resources) to enable the effective discharge of delegations.

2.4.8 The Principal Functionaries must **sign and date each page of the delegation templates** and any amendments to such templates to ensure no unauthorised changes can be effected to the delegations.

2.5 **Delegated Employee** – For any Delegated Employee the following principles apply:

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

2.5.1 A DE must **report to the PF at such intervals as the PF may require**, on decisions taken or on the performance of delegated power and duty.

2.5.2 For performing any delegation that has any **financial implication** the DE must ensure that he/she –

- (a) Is duly authorised as a budget holder (programme or responsibility manager) to incur expenditure within the prescribed limits; and
- (b) Obtain the approval of the relevant budget holder (programme manager, responsibility manager or chief financial officer) if not authorised to incur such expenditure.

2.5.3 **Acting** – The delegations attached to a post on the approved establishment of an institution are delegated to an employee acting in higher post.

2.6 **Date of effect**

These SCM Delegations are effective from the date approved by the Accounting Officer and will be reviewed as and when required.

Part Three

Delegation Process and Templates

3.1 Delegation Process

3.1.1 The delegation process is essential to managers in the public sector to assist them to discharge their responsibilities delegated to them. Delegation does also not take place automatically; it is initiated by the Principal Functionary and implemented by the Delegated Employee to whom the power or duty is delegated.

3.1.2 The steps recommended by which the delegation process can be carried out is described below:

Step 1 – Decide on the powers and duties to be delegated. Duties of a repetitive nature can easily be delegated. It is important to delegate more challenging tasks in order to develop employees and to create self-confidence.

Step 2 – Decide who should perform the powers and duties. The time available, competencies and skills required, and experience of the sub-ordinate employee should be taken into account.

Step 3 – Provide sufficient resources for carrying out the powers, and duties delegated. These include human, financial, technical, information and other physical resources. Without sufficient resources employees will not be able to perform the powers and duties that have been delegated to them.

Step 4 – Delegate the powers and duties and set limitations and conditions. The PF delegating the powers and duties should brief the DE and provide all relevant information on the task to be performed, including limitations, conditions and the results expected. Open channels of communication should exist between the manager and the employee on all matters related to the delegation.

Step 5 – Establish a reporting system. This is vital because the outcome of the delegation process is information on the performance of the delegated power or duty. This serves as a measure to evaluate its execution and as input for when delegations are reviewed.

3.2 Guidelines to Overcome Delegation Risks

- 3.2.1 In order to make decisions about whether to delegate a power or function and to whom a power or function should be delegated, it is necessary to make an assessment of any foreseeable risks associated with the exercise of the power or function by the delegate. Foreseeable risks will vary depending on the power or duty that is being considered for delegation. Possible risks may include poor performance and undesirable or unintended outcomes, negative findings from political scrutiny, adverse audit reports, litigation, adverse media exposure, increased resources devoted to reviews of administrative actions, exposure to fraud, maladministration or unethical conduct, or a breach of the public service Code of Conduct.
- 3.2.2 Principal functionaries should consider contingencies to minimise the risk associated with delegation. Strategies to minimise risk may include ensuring that –
- 3.2.2.1 Delegations are within the scope permitted by the legislative framework;
 - 3.2.2.2 Both the PF and DE are familiar with their roles and responsibilities;
 - 3.2.2.3 DE possess the necessary skills and competencies to exercise the delegation;
 - 3.2.2.4 Effective performance management, feedback and reporting mechanisms are in place;
 - 3.2.2.5 Appropriate internal audit and controls are in place;
 - 3.2.2.6 Regular review and monitoring is undertaken;
 - 3.2.2.7 DE's receive relevant training;
 - 3.2.2.8 Delegations are regularly reviewed for appropriateness and accuracy, particularly following internal reorganising or restructuring, introducing new legislation, policy changes, changes to programme budget structures and in the case of the transfer of functions between institutions; and
 - 3.2.2.9 Clear directions or instructions are given and conditions set that restrict the exercise of delegations.

3.3 Delegation Templates

- 3.3.1 To ensure that the system of delegations is standardised across the Western Cape Province, the Provincial Treasury issued the Delegation templates where it is proposed that delegations in terms of the PFMA and related Regulations and Instructions are structured in accordance with the formats set out in Annexure B.

Example of Delegation and Non-delegation Instruments

<p>Original Legislation (expressly authorises the delegation of powers and duties)</p> <p><i>The Constitution Legislation</i></p>	<p>Delegation Instruments</p>
<p>Subordinate Legislation (legislation expressly authorises the delegation of powers and duties)</p> <p><i>Regulations Instructions</i></p>	
<p>Non Delegations Instruments (legislation or subordinate legislation does not expressly authorises the delegation of powers and duties)</p> <p><i>Accounting officer/authority Supply Chain Management System</i></p> <p><i>Standard Operating Procedures</i></p>	<p>Non Delegation Instruments</p>

DELEGATION TEMPLATE IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT 1 OF 1999 AS AMENDED)

IN ACCORDANCE WITH THE POWERS VESTED IN ME BY-

- (a) THE PUBLIC FINANCE MANAGEMENT ACT, 1999;**
- (b) THE TREASURY REGULATIONS, 2005;**
- (c) THE PROVINCIAL TREASURY INSTRUCTIONS, 2019; and**
- (d) ANY OTHER LEGISLATION.**

I, BRIAN SCHREUDER, THE ACCOUNTING OFFICER OF THE WESTERN CAPE EDUCATION DEPARTMENT, DELEGATE THE POWERS AND DUTIES VESTED IN ME IN TERMS OF SECTION 44 (1) AND (2) OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, TO THE DELEGATED EMPLOYEES AS SET OUT IN THE ATTACHMENT.

SIGNED AT CAPE TOWN ON THIS 09TH DAY OF DECEMBER 2019

**SIGNED: BK SCHREUDER
ACCOUNTING OFFICER**

WESTERN CAPE EDUCATION DEPARTMENT
SUPPLY CHAIN MANAGEMENT DELEGATIONS

DELEGATION OF POWERS BY THE ACCOUNTING OFFICER IN TERMS OF SECTION 44 (1) AND (2) AND SECTION 56 OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999

NO.	PREVIOUS NO.	REGULATION SOURCE	REFERENCE TO AOS	CRYPTIC DESCRIPTION OF POWER AND/OR PROCUREMENT PROCESS	LOWEST RANK DELEGATED TO	CONTRACT VALUE	CONDITION/LIMITATION
A. INSTITUTIONAL ARRANGEMENTS							
1	NEW	PTI 16A5.2.1.3(a) PTI 16A5.3.1(c)	AOS 9.1 to 9.2 AOS 23.2.2	To invite offers (upload events) for goods/services (excluding Infrastructure related goods/services) via the eProcurement Solution (ePS), download the quotations received and present the quotations received to the Quotation Committee.	Administrative Clerk/Administrative Officer (IPS Administrator)	Up to R100 000 at Education District Offices and up to R500 000.00 at the Head Office (including LTSM)	<ol style="list-style-type: none"> 1. The invitation (upload) for the procurement of goods/services must be advertised for a minimum period of seventy two (72) hours on the ePS (unless the commodity falls into the category where there are <100 registered suppliers on the WCSEB) or approval exists for emergency procurement. 2. The quotations received must be recorded on a comparative schedule as well as the prescribed Annexure A procurement template and presented to the relevant Quotation Committee together with all the documents required through Institutional Instruction 10 of 2013. 3. All offers must be evaluated and reasons

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

							must be recorded for non-compliance.
2	8.2	NTR 16A6.1 PTI 16A5.3.1c	AOS 9.1 AOS 2.5.1	The acceptance of quotations for goods/services (excluding Infrastructure related goods/services) or the sale of goods where quotations are obtained through the eProcurement Solution (ePS).	Chairperson of the Education District Office Quotation Committee	Up to R100 000.00	Subject to recommendation by the Education District Office Quotation Committee.
					Chairperson of the Head Office Quotation Committee	Up to R200 000.00	Subject to recommendation by the Head Office Quotation Committee.
					Deputy Director: SCM Operations	From R200 000.01 to R500 000.00	Subject to recommendation by the Head Office Quotation Committee.
					Chairperson of the LTSM Quotation Committee	Up to R500 000.00	Subject to recommendation by the LTSM Quotation Committee. Reasons for non-compliance are to be verified by the relevant Committee.
3	9.1	PTI 16A5.2.1.3(g)	AOS 8.1 AOS 8.2 AOS 9.4.1 AOS 9.5	Approval to procure goods/services (excluding Infrastructure related goods/services) through Informal (written) quotations when the IPS is unavailable or impractical to use.	Deputy Director: Corporate Services at EDOs	Up to R100 000.00	<ol style="list-style-type: none"> Reasons for using this delegation to be documented through motivation. Quotations must be in writing and conform to all quotation requirements. An Informal Quotations Register must be maintained by the relevant office.
					Assistant Director: Specifications and Quotations and Assistant Director: LTSM	Up to R200 000.00	

					Deputy Director: SCM Operations and Deputy Director: LTSM	From R200 000.01 to R500 000.00	NOTE: the above conditions/limitations apply to all delegated levels
4		PTI 16A5.4.17	AOS 10.4.1(d) AOS 10.4.1 (e) AOS 10.4.1 (q)	To approve: (a) a shorter advertising period or the use of specific suppliers when inviting quotations for goods/services (excluding Infrastructure related goods/services) on the ePS.	Deputy Director: Corporate Services at EDOs	Up to R100 000.00	Reasons for using this delegation to be documented through motivation.
					Assistant Director: Specifications and Quotations and Assistant Director: LTSM	Up to R200 000.00	With the proviso that the advertisement be recorded on the National Treasury e- Procurement portal as directed by Provincial Treasury Circular 28/2015.
					Deputy Director: SCM Operations and Deputy Director: LTSM	From R200 000.01 to R500 000.00	1. Substantiating reasons to be documented for approval.
				(b) that, when processes require to do so, competitive bids not be advertised in the Government Tender Bulletin	Deputy Director- General: Corporate Services	Unlimited	2. Register to be maintained for audit purposes
				(c) that bids may be advertised during the period 15 December to 15 January	Deputy Director- General: Corporate Services	Unlimited	
5	1	PTI 16A5.2.1.4 PTI 16A7.1	AOS 10.4 AOS 5.7.3	To approve the invitation of formal bids and the user specifications and any special conditions and procedures for the procurement of goods, services, hiring or the acquisition of	Deputy Director- General: Corporate Services	Unlimited	1. Subject to guidelines contained in the Accounting Officer's System.

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

				anything (excluding Infrastructure related procurement) on behalf of the WCED.			<ol style="list-style-type: none"> 2. Advertisement to be placed in at least the Government Tender Bulletin and on the e-Procurement portal and/or other approved media. 3. On recommendation of the DBC.
6	3	PTI 16A5.2.1.1	SOP for Petty Cash (Addendum 4) AOS 7.1.1	To purchase goods and services (excluding Infrastructure related procurement) or hiring on behalf of the WCED via a petty cash transaction based on a price quotation.	Relevant Responsibility Manager	Up to R2 000.00	<ol style="list-style-type: none"> 1. Subject to LOGIS limitations regarding petty cash threshold. 2. Subject to the generation of a LOGIS Petty Cash voucher. 3. Subject to the petty cash being issued before the purchase is made.
7	18.2	NTR 16A6.3	AOS 10.4.1(a) AOS 10.4.1(c) AOS 10.4.1(r)	<p>To approve:</p> <ol style="list-style-type: none"> (a) a shorter bid advertising period (excluding IPS and informal quotations) (b) an extension to the advertised closing date of bids 	Deputy Director-General: Corporate Services	All cases	<ol style="list-style-type: none"> 1. Reasons for not advertising over the minimum 21 days must be properly recorded and a register to be maintained for audit purposes. 2. Provided that the closing date shall not be on a date between 15 December and 15 January. 3. All reasonable effort must be made to

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

							<p>inform potential suppliers of the shortened period.</p> <p>4. On recommendation of the DBC.</p> <p>5. Postponed / extended closing date to be advertised in the GTB at least one week before the original closing date as well as on the National Treasury e-Procurement Portal.</p> <p>6. All bidders must be timeously informed of the extended closing date.</p>
8	22.1	Provincial Treasury Practice Note 3 of 1 January 2004, Chapter 6, paragraph 4 and paragraph 9 (Issued in terms of Section 18(2)(i) of the PFMA, 1999)	AOS 9.3.11	To request the extension of the validity of price quotations, in writing.	Administrative Officer	Up to R500 000.00	<p>1. In mutual agreement with bidders.</p> <p>2. All communication between the parties to be duly documented.</p>
9	22.2	Guide to Accounting Officers/ Accounting Authorities, 2004, paragraph 8.1	AOS 10.4.1(r)	To approve the extension of the period of validity of bids, in writing, before the expiration date	Director: Procurement Management	From R500 000.01	In mutual agreement with bidders. All communication between the parties to be duly documented

10	33 21.1 21.2 21.3	Preferential Procurement Regulations 2017 Paragraph 13 (issued in terms of the PPPFA,2000)	AOS 10.21	To approve the cancellation of a quotation/bid invited via the ePS and/or advertised in the Government Tender Bulletin: a) prior to closing time if conditions, specifications or any other information have to be changed or if mistakes are discovered in the documents and all bidders cannot be informed of the changes timeously before the closing time/date; and b) prior to award. c) That the formal quotation may be cancelled and informal quotations may be invited where prices received are unreasonable.	Chairperson of the Education District Office Quotation Committee	Up to R100 000.00	On recommendation of the EDO Quotation Committee in respect of ePS Quotations
					Chairperson of the Head Office Quotation Committee	Up to R500 000.00	On recommendation of the Head Office Quotation Committee in respect of ePS Quotations
					Chairperson: LTSM Quotation Committee	Up to R500 000.00	On recommendation of the LTSM Quotation Committee in respect of ePS Quotations
					Director: Procurement Management	From R200 000.01 to R500 000.00 (excluding LTSM)	On recommendation of the Head Office Quotation Committee in respect of ePS Quotations
					Deputy Director-General: Corporate Services	From R500 000.01	On recommendation of the DBC in respect of formal bids. Note: In all the above instances, ALL bidders must be informed timeously.
					Not delegated Note: The above delegated levels apply to (a) to (c)	Above R5 000 000.00	
11	35 53 55	Preferential Procurement Regulations 2017- Paragraph 13(1) to 13(3) ;	AOS 10.21 AOS 17	To approve the cancellation of bids and the invitation of fresh bids or allocate a bid to another qualifying service provider or termination of contract in the following instances:	Deputy Director-General: Corporate Services	All cases	1. All bidders must be informed timeously. 2. Provided that the legal ramifications are investigated prior to action taken.

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

		Provincial Treasury Practice Note of 1 January 2004 – Chapter 3, paragraph 19 and 20; Chapter 9, paragraph 2.1.1 and 2.1.3; (Issued in terms of Section 18(2)(i) of the PFMA, 1999)		<ul style="list-style-type: none"> a) where bids received exceed the preference points threshold in terms of which the bids were advertised; b) in the event of death of a contractor; c) due to sequestration, liquidation or judicial management of a contractor; d) in cases of <i>force majeure</i>; e) where there is no mutual agreement by the bidder to proceed with the required performance after issuance of the letter of acceptance; or f) where the contractor indicates that he/she cannot perform in terms of the contract; g) where a contractor breaches the terms and conditions of the contract and has not remedied such breaches within the specified time 			<ul style="list-style-type: none"> 3. Legal advice regarding possible remedial compensation to the WCED, where appropriate, must be obtained. 4. On recommendation of the DBC. 5. A complaints register in respect of non- or poor performance needs to be maintained for audit purposes.
12			AOS 10.18	To approve the rejection of quotations/bids received.	Chairperson of the Education District Office Quotation Committee	Up to R100 000.00	On recommendation of the EDO Quotation Committee.

					Chairperson of the Head Office Quotation Committee	Up to R200 000.00	On recommendation of the Head Office Quotation Committee.
					Deputy Director: LTSM	Up to R500 000.00	On recommendation of the LTSM Quotation Committee.
					Director: Procurement Management	From R200 000.01 to R500 000.00 (excluding LTS)	On recommendation of the DBC. All bidders must be informed timeously.
					Deputy Director-General: Corporate Services	From R500 000.01	.
13	45	Provincial Treasury Practice Note 3 of 1 January 2004- Chapter 8, paragraph 2.1.8 (Issued in terms of Section 18(2)(i) of the PFMA, 1999)	AOS 17.12	<p>To adjust prices as a result of statutory increases/decreases if the contract is awarded on the basis of firm prices or Rate of Exchange fluctuations and during the contract period:-</p> <p>a) a customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation, or</p> <p>b) any such duty, levy or tax is legally changed or abolished.</p>	Deputy Director-General: Corporate Services	All cases	<ol style="list-style-type: none"> 1. Subject to Treasury Guidelines. 2. Application to be motivated by the contractor as required in the AOS. 3. On recommendation of the DBC.

14	40	Provincial Treasury Practice Note 3 of 1 January 2004- Chapter 6, paragraph 21 (Issued in terms of Section 18(2)(i) of the PFMA, 1999)	AOS 17.9, 17.10 and 17.13	To approve the variation, waiver, rescission, expansion or extension of a contract.	Deputy Director: Corporate Services at EDO	Up to R100 000.00	The legal ramifications must be considered and legal advice to be sought where required On recommendation of the EDO Quotation Committee. Exercise of this delegation by the EDO is limited to contracts concluded by the relevant EDO but within the threshold as documented in paragraph 3.9 of National Treasury Instruction Note 32
					Chairperson of the Head Office Quotation Committee	Up to R200 000.00	On recommendation of the Head Office Quotation Committee.
					Deputy Director: LTSM	Up to R500 000.00	On recommendation of the LTSM Quotation Committee.
					Deputy Director-General: Corporate Services	From R200 000.01	On recommendation of the DBC.
15	15	PPPFA (Act No 5, 2000) – section 2.1(f) Provincial Treasury SCM Practice note 2 of 1 January 2014- Chapter 4 Paragraph 3.2	AOS 9.3.5 to 9.3.7 AOS 10.17	To award a bid for the procurement of goods, services or works, the hire of anything to the bidder which is to specification and scoring the highest total preference points whether offers are passed over or not.	Deputy Director-General: Corporate Services	Up to R5 000 000.00	1. Subject to guidelines in the Accounting Officer's System. 2. Particulars of the requirement must be advertised in the Government Tender Bulletin where required. 3. On recommendation of the DBC.
					Not delegated	From R5 000 000.01	

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

16		National Treasury Practice Note no. 11 of 2008/2009 Paragraph 1.3	AOS Chapter 13	To approve the award of an unsolicited proposal/bid.	Not delegated	All cases	<ol style="list-style-type: none"> 1. Subject to guidelines in the Accounting Officer's System. 2. On recommendation of the DBC.
17	52		AOS 17.1.3 AOS 17.4	To approve the institution of legal proceedings against a contractor.	Not delegated	All cases	The matter must be referred to Legal Advisory Services and/or the Office of the State Attorney to provide legal advice prior to the execution of this delegation.
18	54	Regulation 14(1) of the PPPFA Regulations, 2017; Provincial Treasury Practice Note 3 of 1 January 2004-, Chapter 9, paragraph 5.12 and 5.13 (Issued in terms of Section 18(2)(i) of the PFMA)	AOS 17.1.4 AOS 17.3	To approve the restriction of contractors and initiate recovery of costs.	Not delegated	All cases	<ol style="list-style-type: none"> 1. Subject to legal advice. 2. On recommendation of the DBC.
19	59	Provincial Treasury Practice Note 3 of 1 January 2004 , Chapter 6, paragraph 16 (Issued in terms of Section 18(2)(i) of the PFMA)	AOS 17.4	To approve the settlement of a matter as negotiated between the parties.	Not delegated	All cases	<ol style="list-style-type: none"> 1. Provided that the legal ramifications are investigated prior to action taken. 2. Legal advice may be obtained. 3. With the approval of contractor (consensus seeking).

							4. On recommendation of the DBC.
20	66	NTR 6.2 PTI 16A3.4.1	AOS 2.4 to 2.9	To approve the establishment and appointment of a Departmental Bid Committee and other SCM committees.	Not delegated	All cases (excluding Education District Office Quotation Committee)	None.
					Deputy Director-General: Corporate Services	Education District Office Quotation Committee	
21	20	Paragraph 4.8.1 of the Guide For Accounting Officers Authorities (National Treasury February 2004)	AOS 10.22	To approve communication, if necessary, with bidders order to clarify vague points in the quotation, bid invitation, or to supply additional information.	Deputy Director: Corporate Services at EDO	Up to R100 000.00	1. Reasons must be properly recorded. 2. Additional information must be made available to all relevant bidders. 3. All communication between the parties to be duly documented.
					Assistant Director: Specifications and Quotations	Up to R200 000.00	
					Deputy Director: SCM Operations	From R200 000.01	
					Assistant Director: LTSM	Up to R200 000.00	
					Deputy Director: LTSM	From R200 000.01	
					Note: The above delegated levels apply to (1) to (3)		

22	13	PTI 16A5.2.1.5 Provincial Treasury Circular 28/2017.	AOS Chapter 11 and Chapter 12	To approve limited bidding or emergency procurement as described in the Accounting Officer's System.	Deputy Director: Corporate Services at EDO	Up to R100 000.00	On recommendation of the relevant committee. In cases exceeding R500 000.00, the advertisement must be recorded on the National Treasury e-Procurement portal A register is to be maintained for audit purposes. Limited bidding is reserved for a sole supplier or emergency cases only.
					Assistant Director: Specifications and Quotations	Up to R200 000.00	
					Deputy Director: SCM Operations	Up to R500 000.00	
					Deputy Director: LTSM	Up to R500 000.00	
					Deputy Director-General: Corporate Services	From R200 000.01 up to R500 000.00 (excluding LTSM up to the value of R500 000.00)	
					Not Delegated	From R500 000.01 (excluding LTSM up to the value of R500 000.00)	
		PTI 16A5.2.1.5 NTI No. 03 of 2017/2018		Approval of the Business case for items on the annual Procurement plan	Deputy Director-General		

23	16	Preferential Procurement Regulations 2017 – section 10(3)	AOS 10.14.3 to 10.14.5	To draw lots in the event of equal bids.	Chairperson of the Education District Office Quotation Committee	Up to R100 000.00	Subject to recommendation by the relevant committees. A register is to be maintained for audit purposes.
					Chairperson of the Head Office Quotation Committee	Up to R200 000.00	
					Deputy Director: LTSM	Up to R500 000.00	
					Chairperson of Departmental Bid Committee	From R200 000.01 (excluding LTSM up to the value of R500 000.00)	
24	24		AOS 10.22.2	To accept or reject the bidder's own conditions.	Deputy Director: Corporate Services at EDO	Up to R100 000.00	<ol style="list-style-type: none"> 1. The bidder must be granted the opportunity to renounce its own conditions. 2. Legal implications should be kept in mind and where necessary legal advice should be sought before a decision is made. 3. On recommendation of the relevant committees.
					Deputy Director: LTSM	Up to R500 000.00	
					Director: Procurement Management	Up to R500 000.00 (excluding LTSM)	

					Deputy Director-General: Corporate Services	From R500 000.01	
					Note: The above delegated levels apply to (1) to (3)		
25	29	PTI 5.4.3 Provincial Treasury SCM Practice Note 3 of 1 January 2004- Chapter 6, paragraph 3 and paragraph 5 (Issued in terms of Section 18(2)(i) of the PFMA)	AOS 10.22.1 AOS 10.8.3	To approve that a bidder be approached: (a) to confirm the correct bid price calculation or clarify uncertainties or confirm other administrative/clerical errors in the bid documentation/quotation in writing. (b) prior to acceptance of a quotation/bid, to determine whether bidders would be willing to sign documents (which were not advertised to invalidate a bid) which they omitted to sign at the submission of such quotation/bid (c) to ensure supplier registration on the Central Supplier	Chairperson of the Education District Office Quotation Committee	Up to R100 000.00	1. Where the price of a bid is evidently incorrect due to a clerical, typing, transaction or similar error or an error in the unit price.
					Chairperson of the Head Office Quotation Committee	Up to R200 000.00	2. Confirmation must be in writing.
					Deputy Director: SCM Operations	From R200 000.01 (excluding LTSM)	3. On recommendation of the relevant Quotation Committees (where applicable).
					Assistant Director: LTSM	Up to R200 000.00	4. The process must be well documented especially the communication with the bidders.
		Provincial Treasury SCM Circular no 28 of 2017			Deputy Director: LTSM	From R200 000.01	

		Paragraph 2.2 (b) (i) and (ii)		Database and the Western Cape Supplier Evidence Bank, facilitation of the upliftment of suspension and verification of tax compliance status	Note: The above delegated levels apply to (a) (b) and (c)		5. No other amendments to the documents are permissible
26	36	Paragraph 4.12 of the Guide for Accounting Officers/ Authorities (National Treasury February 2004) and Provincial Treasury PT116A7.1 Practice Note 3 of 1 January 2004 - Chapter 6, paragraph 5.3 (Issued in terms of Section 18(2)(i) of the PFMA)	AOS 16.4	To sign a Contract Form (WCBD 7.1).	Deputy Director: Corporate Services at EDO	Up to R100 000.00	As approved by the relevant delegated officials.
					Assistant Director: Specifications and Quotations	Up to R200 000.00	
					Deputy Director: SCM Operations	From R200 000.01 (excluding LTSM)	
					Assistant Director: LTSM	Up to R200 000.00	
					Deputy Director: LTSM	From R200 000.01	
27	37	Paragraph 4.12 of the Guide for Accounting	AOS 10.19.9 AOS 15.1.8 AOS 16.4.9	To sign the Service Level Agreement (where required).	Deputy Director: Corporate Services at EDO	Up to R100 000.00	1. As directed by the delegated official in those cases where a

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

		Officers Authorities (National Treasury February 2004) and Provincial Treasury Practice Note 3 of 1 January 2004-Chapter 7, (Issued in terms of Section 18(2)(i) of the PFMA)	AOS 16.5		Assistant Director: Specifications and Quotations	Up to R200 000.00	2. Subject to prior vetting by Legal Advisory Services. 3. Copies of the signed contract must be filed for record and audit purposes. 4. Except in those instances that are undertaken by the implementing agent for infrastructure/ construction related procurement.
					Deputy Director: SCM Operations	From R200 000.01 (excluding LTSM)	
					Assistant Director: LTSM	Up to R200 000.00	
					Deputy Director: LTSM	From R200 000.01	
					Note: The above delegated levels apply to (1) to (4)		
28	38	National Treasury Instruction Note 32 of 31 May 2011, paragraph 3.7.2 Provincial Treasury Circular 28/2015.	AOS 25.5.7(a)(ii)	To publish information on the invitation and the award of the successful bids in the Government Tender Bulletin, the National Treasury e-Procurement Portal, and also in the media where the bid was originally advertised.	Administration Officer: Procurement Management	Bids above R200 000.00	Records of such publications must be retained for audit purposes.
29	67	PTI 16A8.3	AOS 22.2	To approve the disposal method for: a) moveable assets.	Deputy Director: Asset Management	Up to R500 000.00	On recommendation by the Head Office Disposal Committee.

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

				b) library materials	Director: Procurement Management	From R500 000.01	
					Director: Cape Teaching and Leadership Institute(CTLI)	Up to R500 000.00	
					Chief Director: Curriculum Management and Teacher Development	From R500 000.01	
					Director: Infrastructure Planning and Management	Up to R500 000.00	
30	43	Provincial Treasury Practice Note 3 of 1 January 2004 – Chapter 6, paragraph 22.3	AOS 17.10	To grant approval for the transfer, cession or assignment of a contract or part thereof.	Chief Director: Physical Resources	From R500 000.01	
					Deputy Director: Corporate Services at EDO	Up to R100 000.00 (excluding contracts concluded by Head Office)	1. On recommendation of the relevant committees. 2. Subject to the terms and conditions

		(Issued in terms of Section 18(2)(i) of the PFMA.)			Chairperson of the Head Office Quotation Committee	Up to R200 000.00	applicable to the original contract.
					Deputy Director: LTSM	Up to R500 000.00 (Excluding contracts concluded by Head Office)	
					Deputy Director-General: Corporate Services	From R200 000.01 (excluding LTSM up to the value of R500 000.00)	
					Note: The above delegated levels apply to (1) and (2)		
31	NEW	National Treasury SCM Practice Note 5 of 2009/10 National Treasury SCM Circular No 2 of 2017/18	AOS 16.8	To approve quotations/pro-forma requisitions for all information technology goods and services invited through SITA RFB contracts.	Chairperson of the Education District Office Quotation Committee	Up to R100 000 (this however is limited to the procurement of printer cartridges as per SITA RFB 2007)	1. Subject to the conditions stipulated in National Treasury Practice Note 5 of 2009/10 and National Treasury SCM circular No 2 of 2017/18 2. Subject to the recommendation of the Head Office Quotation Committee for quotations/pro-forma requisitions up to R200 000.00.
					Chairperson of Head Office Quotation Committee	Up to R200 000.00	

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

					Deputy Director-General: Corporate Services Note: The above delegated levels apply to (1) to (3)	From R200 000.01	3. On recommendation of the DBC.
32	NEW	Paragraph 3.1 of PTI 16B	AOS Part B 1.2.4	To procure goods and services in respect of works for routine and day-to-day maintenance in respect of office accommodation (including the CTLI) that takes place on an <i>ad hoc</i> basis including minor repairs, modifications or replacements.	Chairperson of Education District Office Quotation Committee	Bids up to R100 000.00	1. Subject to the recommendation of the Education District Office Quotation Committee for quotations up to R100 000.00.
					Chairperson of Head Office Quotation Committee	Bids up to R200 000.00	2. Subject to the recommendation of the Head Office Quotation Committee for quotations up to R200 000.00.
					Not delegated Note: The above delegated levels apply to (1) and (2)	Bids above R200 000.01	3. On recommendation of the DBC, after consultation with DTPW
33	NEW	PTI 16A8.2.1(a) Provincial Treasury SCM Practice Note 4 of 01 January 2004, Chapter 10, Paragraph 4.	AOS 18.2	To approve and authorise the requisition form (LOG 1) and specifications for goods and services.	Responsibility Manager	Unlimited	1. The requisition form must be counter-signed by the authorised official. 2. The duly completed BAS 002 form reflecting the correct SCOA codes and expenditure must accompany the request.

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

							<p>3. The requisition form and specifications will be processed in accordance to the SCM prescripts and processes.</p> <p>4. The Responsibility Manager must ensure that there is a real need for the goods/services and that funds are available.</p>
34	NEW	<p>NTR 8.2 PTI 16A8.2.1(b)</p> <p>Provincial Treasury Practice Note 4 of 01 January 2004 Chapter 10, Paragraph 9</p>	<p>AOS 18.3</p> <p>AOS 18.3</p>	<p>To approve a Procurement Advice for the issuing of orders for the procurement of goods and services.</p> <p>To authorise the order on LOGIS</p>	Administrative Officer	Up to R200 000.00	<p>1. The authority in this delegation lies with the approval of the Procurement Advice and Order form (PAAP/ORAT function in LOGIS). The same applies to the VA1 in the non-LOGIS environment (Z492 order forms). Once the above authority has been exercised, the actual order form must be signed by an official at least on the level of Administrative Officer.</p>
					Administrative Officer	Up to R200 000.00	
					Assistant Director	From R200 000.01 to R1 000 000.00	
					Deputy Director	From R1 000 000.01 to R5 000 000.00	
					Director: Procurement Management (excluding LTSM)	Unlimited	

					<p>Director: Institutional Resource Support (for LTSM)</p> <p>Note: The above delegated levels apply to (1) to (4)</p>	Unlimited	<p>2. To note, that in respect of contracts that have already been approved in line with any of the above delegations, the authority has already been exercised by such delegated official.</p> <p>3. Subject to the acceptance of offers by the relevant committees or delegated officials.</p> <p>4. The applicable provisions of the NTR 8.2.2 and the relevant Finance Instructions must be complied with.</p>
35	NEW	NTR 8.2 PTI 16A8.2.1(a) and (b)	AOS 18.4 AOS 18.5	To receive and acknowledge receipt of goods, services and works procured on LOGIS.	Administrative Clerk/Administrative Officer	Unlimited	<p>1. The applicable provisions of NTR 8.2.2 and relevant Finance Instructions must be complied with.</p> <p>2. The receipt of goods must be validated against the official order to confirm that the correct items were delivered.</p> <p>3. The receipt of the delivery must be recorded on LOGIS</p>

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

							(SR) and the relevant documents endorsed.
36	NEW	NTR of 15 March 2005 Chapter 8, Paragraph 8.2 PTI of 02 November 2009 Chapter 8 Paragraphs 8.1.6, 8.5.4 to 8.5.5 PTI 16A 8.2.1(e)	AOS 18.6	To capture on LOGIS and BAS the valid tax invoice details for the payment of goods delivered/services rendered.	Administrative Clerk/Administrative Officer	Unlimited	<ol style="list-style-type: none"> 1. The applicable provisions of NTR 8.2.2 and relevant Finance Instructions must be complied with. 2. The invoice must be endorsed by the Responsibility Manager to confirm that the goods received/services rendered were necessary and received in good order/services were rendered satisfactorily. 3. The invoice must be checked against the relevant order to ensure that the goods/services delivered/rendered correspond with the official order.
37	NEW	NTR of 15 March 2005 Chapter 8 Paragraph 8.2 PTI 16A8.2.1(e)	AOS 18.6.3	(i) To pre-authorise the payment to suppliers for goods delivered and services rendered.	Administrative Officer	Up to R200 000.00	<ol style="list-style-type: none"> 1. The applicable provisions of NTR 8.2.2 and relevant Finance Instructions must be complied with. 2. This delegation is applicable to the Head Office SCM unit. The
					Assistant Director	From R200 000.01 to R1 000 000.00	
					Deputy Director	From	

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

				(ii) To authorise the payment on LOGIS to suppliers for goods delivered and service rendered. (This delegation is applicable to the LTSM team and the equipment functionaries in the Directorate: Institutional Resource Support as well as the Education District Offices where LOGIS is functional.)		R1 000 000.01 to R5 000 000.00	<p>final authorisation of payments on LOGIS must be done by Financial Accounting (the Z-LOGIS function).</p> <p>3. In respect of EDOs where LOGIS has not yet been rolled out, payments have to be effected on BAS.</p> <p>4. Where BAS payments are done the segregation of duties, in terms of capturing, verifying and authorisation must be adhered to.</p>
					Director: Procurement Management (excluding LTSM)	Unlimited	
					Administrative Officer (Education District Offices)	Up to R100 000.00	
					Other components referred to in this delegation:		
					Administrative Officer	Up to R200 000.00	
					Assistant Director	From R200 000.01 to R1 000 000.00	
					Deputy Director	From R1 000 000.01 to R5 000 000.00	
					Director: Institutional Resource Support Note: The above delegated levels apply to (1) to (4)	Unlimited	
38	NEW	NTR of 15 March 2005 Chapter 16A9.1	AOS 10.18.3	(i) To disregard an offer where it becomes apparent that a bidder has committed a	Not delegated	All cases	1. Legal advice may be obtained.

		National Treasury Instruction Note 3 of 2016/17		<p>fraudulent act or circumvented the SCM process.</p> <p>(ii) To institute the remedies stipulated after a contract has been awarded when it is becomes apparent that a bidder has committed a corrupt or fraudulent act during the bidding process or the execution of the awarded contract.</p>	Not delegated	All cases	<p>2. Provided that the legal ramifications are considered prior to action taken.</p> <p>3. On recommendation of the DBC.</p>
39	NEW	NTR of 15 March 2005 Chapter 16A6.1 NT SCM Practice Note 8 of 2007/8	AOS 8.2	<p>(i) To approve the invitation of informal quotations for goods/services at EDO's</p> <p>(ii) To invite such quotations</p> <p>(iii) Maintain a register of informal quotations</p> <p>(iv) Report monthly statistics to Head-Office</p>	<p>Deputy Director: Corporate Services at EDO</p> <p>Administrative Officer/Clerk</p> <p>Administrative Officer/Clerk</p> <p>Administrative Officer/Clerk</p> <p>Note: The above delegated levels apply to (i) and (iv)</p>	Up to R2000.00	<p>1. Reasons for using this method of procurement/ delegation must be documented</p> <p>2. At least 3 written quotations must be obtained from suppliers actively registered on the WCSEB. Any deviations to be properly documented for audit purposes.</p>
40	NEW	PTI 16A5.2.1.3	AOS 4.4	To approve the application for access, amendment or cancellation of officials access to the ePS	Director: Procurement Management	All cases	<p>1. Motivate the reason and need for access.</p>
41	NEW	PTI 16A3.8 PT Practice note 1 of 1 January 2004-	AOS 3.5.2	To condone that a SCM Practitioner accept a gift, exceeding the value of R350.00, from a supplier / service provider.	Not delegated	Gifts with a value exceeding R350.00	<p>1. To be approved / condoned and duly recorded in the Gift Register</p>

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

		Chapter 3 paragraph 2.3 (Issued in terms of Section 18(2)(i) of the PFMA)					
42	NEW	PTI 16A5.2.1.1	AOS 7.1.2	To appoint an official in writing, to maintain a petty cash register	Deputy Director: SCM Operations	Up to R2000.00 per requisition	1. All payments and replenishments to be entered in the petty cash register on a daily basis
43	NEW	PTI 16A5.2.1.3(f)	AOS 9.3.6	To adjudicate awarded quotations on the ePS	Administrative Officer Administrative Officer(Education District Office)	Up to R200 000.00 Up to R100 000.00	None.
44	45	PTI 16A8.6	AOS 4.2	To appoint, in writing, a system controller or sub-system controller for the LOGIS system	Director: Procurement Management	All cases	1. Users may only have access to system functionality directly related to the performance of their daily duties

45	46	National Treasury Instruction 3 of 2016/2017 Paragraphs 8.1-8.2 Treasury Circular No. 28 of 2017 paragraph 2.2 (b) (iii)	AOS 4.5.5 AOS 11 AOS 12	To approve the utilisation of a supplier who is not actively registered on the CSD or WCSEB in cases of limited bidding in respect of emergency procurement	Director of relevant EDO	Up to R100 000.00 (noting delegation 47)	<ol style="list-style-type: none"> 1. If not registered on the CSD and WCSEBD, notify the supplier to register on both within 7 (seven) calendar days after the date of the award. 2. If suspended on the WCSEB, request the original and valid TCC/tax compliance status certificate verified on the CSD, original and valid WCBD 4 and where applicable, BB-BEE certificate together with the WCBD 6.1 and avail same to the Provincial Treasury to uplift the suspension; 3. If only registered on the CSD, the supplier must register on the WCSEB within 7 (seven) calendar days <u>after the award of the contract.</u> 4. If not registered on the CSD but suspended on the WCSEB, obtain a
					Chairperson of Head Office Quotation Committee	Up to R200 000.00	
					Deputy Director: SCM Operations	From R200 000.01 to R500 000.00	

					Director: Procurement Management	From R500 000.01 to R1 000 000.00	WCBD 4 and written proof of the tax compliance status verified on the CSD. The documentation must then be submitted to the Provincial Treasury in order to uplift the suspension. The bidder must register on the CSD within 7 (seven) calendar days of the date of award , 5. All awards made in this manner must be reported to the Provincial Treasury via the monthly reporting process (Annexure C & D).
					Deputy Director- General: Corporate Services	Above R1 000 000.01	
46	47	PTI 16A 5.2.1.5 PTI 16A 5.2.1.6 Provincial Treasury Circular 28/2017	AOS Chapter 11 and Chapter 12 Paragraph 2 and Paragraph 12.5	To accept a limited bidding or emergency procurement (as described in the Accounting Officer's System) quotation in excess of R100 000.00 but not exceeding 10% of the approved threshold value	Director of relevant EDO	Up to R110 000.00	On recommendation of the relevant committee.
					Deputy Director- General: Corporate Services	Above R110 000.00	In cases exceeding R500 000.00 the advertisement must be recorded on the National Treasury e-Procurement portal The conditions as warranted in paragraph 12.5 of the AOS be investigated

Accounting Officer's System – Addendum 1 (SCM Delegations approved on 09/12/2019).

							<p>A register is to be maintained for audit purposes</p> <p>Limited bidding is reserved for a sole supplier or emergency cases only.</p>
47	48	NTR 16A6.5 PTI 16A5.2.1.8	AOS 14	To approve the participation in transversal contracts arranged by the Provincial Treasury, National Treasury, Department of the Premier or Department of Transport and Public Works or piggy-back on Departmental Contracts.	Not delegated	All cases	<ol style="list-style-type: none"> 1. Only in those cases where it is more cost effective to participate in such contracts 2. Where the department does not have the capacity to arrange such contracts 3. Subject to the recommendation of the DBC
48	New	PTI 16A4.1.2 PTI 16A8.1.1(d) Paragraph 6.5 of the Guide for Accounting Officers Authorities (National Treasury February 2004) General Conditions of Contract Paragraph 21, 22 and 23.	AOS 16	To record the name of a supplier that failed to deliver and/or perform in terms of the contract/specifications/SLA into the register of poor performers/complaints register.	Assistant Director: Contracts Management and Payments		<ol style="list-style-type: none"> 1. Supplier will remain on the register for a period of <u>6 months</u> 2. The motivation must be considered by the relevant delegated official after consultation with the role-players

49	New	PTI 16A5.4.15 PTI 16A8.1.1(d) Preferential Procurement Regulations,2017 Paragraph 22.3	AOS 4.6.4(g) AOS 9.3.8 AOS 10.11.3 AOS10.11.13	Should an unreliable /under- performing supplier be recommended for an award during the 6 month period(see delegation 48), the WCED reserves the right to pass over such offer based on the poor performance rendered on a previous contract	Deputy-Director: SCM Operations Not delegated	Up to R500 000 Above R500 000.01	1. Subject to recommendation by the DBC 2.The process of inclusion of a supplier onto the National Treasury register of restricted suppliers and/or tender defaulters will apply(via the DBC and Head: Education to the Provincial Treasury in terms of the SCM legal framework)
----	-----	---	---	--	---	---	--