

## **WESTERN CAPE EDUCATION DEPARTMENT**

# **SCM EMERGENCY PROCUREMENT POLICY**

Issued in terms of section 38(1) (a) (iii) of the Public Finance Management Act, 1999 (Act 1 of 1999) and Provincial Treasury Instruction Chapter 16A 5.2.1.

## **CONTENTS**

|            |  | Page no. |
|------------|--|----------|
| Part 1     | Context  | 3        |
| Part 2     | Objectives   | 5        |
| Part 3     | Emergency Procurement Policy                                       | 6        |
| Part 4     | Emergency Procurement Process                                      | 10       |
| Part 5     | Reporting and Evaluation   | 11       |
| Annexure A | Standard Operating Procedure for Predictable Emergency Procurement |          |
| Annexure B | Standard Operating Procedure for Ad-hoc Emergency Procurement      |          |

## **Part 1**

### **Context**

- 1.1 The Provincial Treasury (PT) issued Provincial Treasury Instructions (PTI's) on 23 September 2019 to promote consistency and uniform application of SCM in accordance with the minimum standards set by the Provincial Treasury. The PTI 16A 5.5.5 provides for emergency procurement as a procurement solution. The Western Cape Education Department's (WCED) Accounting Officer's System (AOS) makes provision for the management and the process to be followed in terms of emergency procurement.
- 1.2 A Standard Operating Procedure for emergency procurement is inclusive in this policy and is issued to:
  - 1.2.1 ensure uniformity in the application of all emergency procurement procedures;
  - 1.2.2 prevent abuse of the AOS;
  - 1.2.3 establish credible audit evidence; and
  - 1.2.4 promote transparency.
- 1.3 An emergency in the WCED is defined as being:
  - (a) a situation when **unforeseen** events make it extremely urgent to obtain goods or services and these goods or services cannot be obtained in time by means of the formal bid procedures; or,
  - (b) a situation where life or misery is threatened; or,
  - (c) want must be relieved; or
  - (d) an effort must be made to avoid the aforementioned.
- 1.4 It is understood that not all circumstances can be determined and provided for pro-actively, especially in instances of major events or other emergency incidences.
- 1.5 When an emergency occurs, normal procurement practices could be impractical and therefore, suppliers with proven capability and ability may be approached to

supply goods or services within a short-time frame to avoid a dangerous or perilous condition or risky situation or misery or defect.

- 1.6 It is therefore, important to understand that during emergency procurement activities, the core values of the Constitution as contained in Section 217, need to be balanced and in some instances, may be compromised:
- 1.6.1 **Fairness** may be waived and a limited number of suppliers may be approached as time is of the essence and proven capability and ability is more important than supplier support.
  - 1.6.2 **Transparency** may be waived as there may not be sufficient time available to follow an open and competitive bidding process. This may include dispensing with the need to advertise in the Government Tender Bulletin or other media.
  - 1.6.3 **Competition** may be waived as selection of expertise and ability may be required to resolve an emergency situation.
  - 1.6.4 **Cost-effectiveness** may be waived as proven expertise and ability may be more expensive than an open and competitive bidding process.
  - 1.6.5 **Equitability** may be waived as proven expertise and ability may be more important than equitable work distribution.
- 1.7 Taking the above into account, it is therefore imperative that emergency procurement incidences be limited to only such events as defined in paragraph 1.3 and that such incidences are properly recorded for audit purposes and managed by the relevant Responsibility Manager.
- 1.8 Further, the WCED will not utilise emergency procurement to:
- (a) obtain goods or services to satisfy preferences/conveniences; or
  - (b) prevent funds from reverting at the end of a fiscal year; or
  - (c) for any reason that seems to circumvent regular procurement methods.

The WCED Responsibility Managers must plan their needs for goods/services to avoid requesting emergency procurement as a result of inadequate forecasting (planning) or overlooked circumstances.

**Part 2**  
**Objectives**

2. The Emergency Procurement Standard Operating Procedure aims to:
- a) Appropriately define, classify and categorize emergency procurement situations for both predictable incidences based on past experience and ad-hoc events.
  - b) Instruct Responsibility Managers on applying the emergency procurement procedure.
  - c) Identify and assign roles and responsibilities to appropriate Responsibility Managers in relation to different categories of emergency procurement to ensure a coherent and structured approach for the WCED when managing and resolving an emergency situation.
  - d) Outline the WCED's planning efforts to limit and/or improve responsiveness during an emergency.
  - e) Indicate pre-requisites to consider when awarding and administering emergency procurement contracts.
  - f) Provide options available during emergencies.
  - g) Provide post execution assessment of the relevant emergency.
  - h) Provide for submission to the Departmental Bid Committee for confirmation of the relevant procurement and minuting thereof.
  - i) Provide for processes to be followed in respect of the recording and approval of emergency procurement.
  - j) Prevent the abuse of the SCM system.

**Part 3**  
**Emergency Procurement Policy**

3.1 This part constitutes the Emergency Procurement Policy of the WCED and an amendment to the AOS of the WCED. This Emergency Procurement Policy is effective from the date approved by the Accounting Officer and together with the relevant SOPs will be reviewed on an annual basis.

3.2 **Policy Issue**

3.2.1 Emergency Procurement Policy of the WCED.

3.3 **Regulatory Framework**

3.3.1 The Constitution,

Section 217 provides for the values in respect of procurement in the public sector and requires Government Departments to conclude contracts for goods/services in accordance with a system which is fair, equitable, transparent, competitive and cost-effective.

3.3.2 PFMA, 1999

To give effect to the various provisions of the Constitution and in pursuance of introducing uniform norms and standards.

3.3.3 PFMA, section 76(4) (c)

In terms of the above section the National Treasury issued the Supply Chain Management Framework (SCMF) and included same in the National Treasury Regulations.

3.3.4 Treasury Regulation 16A 6.4

This allows the Accounting Officer to procure goods/services by other means in cases where it is impractical to invite competitive bids.

### 3.3.5 Provincial Treasury Instructions,

PTI 16A 5.5.5 allows the Accounting Officer to dispense with the invitation of competitive bids in cases of an emergency, subject thereto that the AOS provides for a policy in relation to the management and resolving of emergency procurement.

## 3.4 Policy provisions

The following policy provisions are incorporated into this policy:

### a) Classification and Categorization of emergencies

- (i) The purpose is to identify the nature of emergencies the Department is exposed to, based on past trends, the strategic commodities required and the delivery standards.
- (ii) A distinction is drawn between those emergency occurrences that are predictable (based on past events) and ad-hoc incidents which are unforeseen, unavoidable and not within the control of the WCED. **The logic is that if a situation can be foreseen, it can be planned for.**

### b) Procurement strategy per category (response plan)

- (i) The following procurement strategies are applicable.

| Predictable emergency incidence |   | Ad-hoc emergency incidence                            |
|---------------------------------|---|---|
| 1                               | Informal quotation system                                 | Informal quotation system                             |
| 2                               | Period appointment of service providers                   | Single/sole source bidding                            |
| 3                               | Selected service provider (limited bidding)               | Piggy-backing (Departmental or transversal contracts) |
| 4                               | Multiple source bidding                                   |   |
| 5                               | Framework agreement as defined in Chapter 16B of the PTIs |   |
| 6                               | Piggy backing (Departmental or transversal contracts)     |   |

### c) Funding mechanisms

- (i) A clear distinction must be made between normal funding and funding specifically allocated to emergency situations or situations classified as disasters.
- (ii) The funding implications must be detailed as follows:
  - Vote
  - Programme
  - Sub-programme
  - Interdepartmental arrangements
  - Grant funding
  - Other sources of funding
  - SCOA
- (iii) The Responsibility Manager must ensure that funds are available in the relevant programme/budget or that funds are requested and approved for the procurement of goods/services in the case of emergency procurement.

d) Role definition

- (i) The relevant SCM unit will:
  - Facilitate and advise on the classification and categorization of the emergency procurement, obtain approval in terms of SCM processes, undertake the procurement and finalize the contract.
  - Report to Provincial Treasury and Auditor-General in compliance with PTI 16A 5.2.1.6(d). Education District Offices have to report instances, as prescribed, to the head office who will facilitate the report to the treasury.

The relevant Responsibility Manager must certify the emergency through the completion of an emergency procurement application form and submit all supporting documents to the relevant SCM unit. The following information must be included:

- (i) a clear indication of the circumstances which could not be foreseen;
- (ii) an outline of the specific dangerous or perilous condition or misery or defect that may



- (iii) occur as a result of the emergency or the damage it may bring about if the emergency is not addressed;
- (iv) a full draft specification of the goods or services required;
- (v) what the aim is of the action (relieve, stem or prevent the condition);
- (vi) whether the recommended action will yield better results than the normal procedure;
  - (a) The Responsibility Manager will manage the contract that is concluded and report on the fulfillment thereof and the achievement of the objective.
  - (b) The relevant Departmental Bid Committee (DBC)/Quotation Committee will, where practicable and possible, consider the recommendations made by the relevant Supply Chain in relation to "predictable emergency procurement".
  - (c) The Accounting Officer or Delegated Authority (DA) will consider the merits of the motivation submitted by the relevant SCM Unit and either approve the recommendations made or indicate an alternative course of action to stem the consequences of the emergency.

e) Reporting and assessment

The Head office Supply Chain will undertake the reporting, monitoring, evaluation and assessment responsibilities as documented in PTI 16A11.1 and 16A12.1.

**Part 4**  
**Emergency Procurement Process**

- 4.1 In the event of emergency situations, officials will need flexibility in how they procure goods and services that are necessary for their response to an emergency and it is accepted that it would be impractical to adhere to the competitive bidding procedures.
- 4.2 In adopting a more flexible procurement process, officials should still, as far as feasible, adhere to the procurement principles of being fair, equitable, transparent, competitive and cost-effective. Officials are to balance the need to act without delay against meeting the public sector obligations of being accountable and to act lawfully and with integrity.
- 4.3 In order to embark on an emergency procurement process, the relevant delegated official needs to validate and approve the classification of emergency as well as the category of procurement process to be adopted i.e. a "predictable emergency incidence procurement process" or an "ad-hoc emergency procurement process".
- 4.4 Once approval as contemplated above, has been obtained, the procurement process as detailed in the relevant SOP must be adhered to.

**Part 5**  
**Reporting and Evaluation**

- 5.1 The Performance Management Section in the SCM unit will execute its mandated compliance checks as per the following checklist:

| <b>Emergency Procurement Compliance Checklist</b> |  | <b>Reference</b> | <b>Comments/<br/>Remedial action</b> |
|---|--|------------------|--------------------------------------|
| <b>Acquisition Stage</b>                          |  |                  |                                      |
| 1   | Was the need appropriately defined and categorized?  |                  |                                      |
| 2   | Was the existence of sufficient funds identified by the Responsibility Manager when the request was submitted? |                  |                                      |
| 3   | Were the appropriate approvals obtained?   |                  |                                      |
| 4   | Was the quote/s received sufficiently detailed?  |                  |                                      |
| <b>Award and Contract Management Stage</b>        |  |                  |                                      |
| 5   | Letter of acceptance on record?  |                  |                                      |
| 6   | Contract on record?  |                  |                                      |
| 7   | Contract Manager identified?   |                  |                                      |
| <b>Payment Stage</b>                              |  |                  |                                      |
| 8   | Payment documentation complete?  |                  |                                      |
| 9   | Substantiating proof on record?  |                  |                                      |
| <b>Reporting Stage</b>                            |  |                  |                                      |
| 10  | Are all reporting requirements met?  |                  |                                      |

**STANDARD OPERATING PROCEDURE (SOP)  
EMERGENCY PROCUREMENT PLAN**

| <b>SOP</b>                    | <b>PREDICTABLE EMERGENCY PROCUREMENT</b>   |  |                       |
|-------------------------------|--|--|-----------------------|
| Process Scope                 | Ensure that emergency procurement procedures are undertaken when <b>predictable</b> events based on past events make it extremely urgent to obtain goods/services in time.   |  |                       |
| Applicable legislation/policy | <ul style="list-style-type: none"> <li>• The Constitution of the Republic of South Africa, Act 108 of 1996, section 217;</li> <li>• Public Finance Management Act (PFMA), 1999 (Act 1 of 1999);</li> <li>• Treasury Regulations – 16 A 6.4 and 16A 5.2.1.6</li> <li>• Provincial Treasury Instructions, 2019</li> <li>• Accounting Officer's System of the WCED;</li> <li>• Emergency Procurement Policy;</li> <li>• Institutional Instructions; and</li> <li>• Standard Operating Procedures</li> </ul> |  |                       |
| Process Beneficiary           | Service/Goods are provided to the Responsibility Manager within the required time-frame.   |  |                       |
| <b>Task no.</b>               | <b>Task</b>  | <b>Sub-Task</b>  | <b>Responsibility</b> |
| <b>Process Name</b>           | <b>1. Demand Stage</b>   |  |                       |
| 1.1                           | Identification of need.  | <ul style="list-style-type: none"> <li>• The requisition form (LOG 1), PGWC 002 form, detailed specification and application form for Limited Bidding Process received from the Responsibility Manager (RM).</li> <li>• Existence of sufficient funds confirmed on PGWC002 and/or within motivated request.</li> </ul> |                       |

|                     |  |  |   |
|---------------------|--|--|---|
| 1.2                 | Motivate applicable acquisition management process.              | <ul style="list-style-type: none"> <li>Identify and consider the classification and categorisation according to the emergency as categorised in paragraph 3.4 (a) and (b) of Addendum 8 of the AOS.</li> <li>Assess the motivation for the predictable emergency procurement criteria.</li> </ul>  | Administrative Officer  |
| 1.3                 | Consider, validate and recommend the emergency procurement need. | <ul style="list-style-type: none"> <li>Research the policy provisions.</li> <li>Assess the motivation for the predictable emergency procurement criteria.</li> <li>Draft a submission to the relevant delegated official via the relevant Bid Committee or Quotation Committee (in a district environment and if practical and possible) for the authority to proceed in inviting and accepting a quotation(s) to address the need in accordance with the Emergency Policy and the Limited Bidding Process.</li> </ul> | Administrative Officer  |
| 1.4                 | Compile bid documents  | <ul style="list-style-type: none"> <li>Prepare bid documentation pack.</li> </ul>  | Administrative Officer  |
| <b>Process Name</b> | <b>2. Acquisition Stage</b>                                      |  |   |
| 2.1                 | Invite bid response/s  | <ul style="list-style-type: none"> <li>Invite bidders registered on the Western Cape Supplier Evidence Bank (WCSEB) database to respond as per the emergency category noting paragraph 4.5.6 of the AOS that speaks of registration on the WCSEB.</li> </ul>   | Administrative Officer  |
| 2.2                 | Evaluate bid response/s  | <ul style="list-style-type: none"> <li>Evaluate bidder/s response/s and adhere to the minimum functional and legislative requirements.</li> <li>Compile submission for the recommendation of the award to the relevant Departmental Bid Committee/Quotation Committee (where practical and possible) and the approval of the</li> </ul>  | Administrative Officer and/or Administrative Clerk in consultation with |

|                     |                                     |  |  |
|---------------------|-------------------------------------|--|--|
|                     |                                     | <p>delegated official after following all required verification procedures. At this stage, the cost of the remedial action must have been weighed up against the funds availed by the Responsibility Manager and if insufficient, consultation must have taken place with the Responsibility Manager to get additional funds.</p> <ul style="list-style-type: none"> <li>In the case of Education District offices, if the acceptable quotation exceeds the threshold of R100 000.00, the relevant Director in the district environment can accept the limited bidding quotation if the quotation amount does not exceed more than 10% of the procurement threshold value. In the event that the quotation amount is indeed above the acceptable 10% excess, the necessary approval must be sought from the Deputy Director-General: Finance via email.</li> </ul> | Responsibility Manager   |
| <b>Process Name</b> | <b>3. Award Stage</b>               |  |  |
| 3.1                 | Award bid                           | <ul style="list-style-type: none"> <li>Compile letter of acceptance and the WCBD 7.1 Contract form which must be signed by the delegated official</li> </ul>   | Administrative Officer   |
| <b>Process Name</b> | <b>4. Contract Management Stage</b> |  |  |
| 4.1                 | Contract                            | <ul style="list-style-type: none"> <li>Conclude a contract through the signing of the WCBD 7.1 Contract Form and acceptance of such award by the service provider</li> </ul>   | Deputy Director: Corporate Services<br><br>Deputy Director: SCM Operations |
| 4.2                 | Manage contract                     | <ul style="list-style-type: none"> <li>Execute contract management and administration activities for the emergency and limited bidding incident.</li> </ul>  | Responsibility Manager   |

|                     |  |  |   |
|---------------------|--|--|---|
|                     |  |  |   |
| 4.3                 | Order  | <ul style="list-style-type: none"> <li>Issue official order form for predictable emergency incidences as per approved acquisition management process.</li> </ul>   | Administrative Officer                              |
| <b>Process Name</b> | <b>5. Reporting Stage (this will be undertaken by the sub-directorate Policy, Planning and Performance with inputs from the relevant Education District Offices)</b> |  |   |
| 5.1                 | Departmental reporting   | <ul style="list-style-type: none"> <li>Report on the application/award of the predictable emergency incident via the monthly reporting procedure for SCM procurement transactions (Annexure C).</li> <li>Report on the application/award of the limited bidding incident via the monthly reporting procedure for SCM procurement transactions (only applicable to Head Office SCM unless award at the EDO is in excess of R100 000.00).</li> <li>Compile commitment</li> <li>Compile procurement statistics (only applicable to Head Office SCM unless award at the EDO is in excess of R100 000.00).</li> <li>Report to Provincial Treasury and Auditor-General.</li> </ul> | Administrative Clerk<br><br>Administrative Officer  |
| <b>Process Name</b> | <b>6. Record Management Stage</b>  |  |   |
| 6.1                 | Records attached to payment advice   | <ul style="list-style-type: none"> <li>Upon receipt of the invoice, prepare and process payment in accordance with the receipt of invoice and payment procedures.</li> </ul>   | Administrative Clerk.<br><br>Administrative Officer |
| <b>Process Name</b> | <b>7. Monitoring and Evaluation Stage</b>  |  |   |
| 7.1                 | Compliance review  | <ul style="list-style-type: none"> <li>Complete the Compliance Review</li> </ul>   | Administrative Officer Section:                     |

|     |                           |   |   |
|-----|---------------------------|---|---|
|     |                           |   | Performance Management.   |
| 7.2 | Post execution assessment | <ul style="list-style-type: none"> <li>Report quarterly in the Assessment Report to the Chief Financial Officer and Accounting Officer.</li> </ul>  | Deputy Director<br><br>Assistant Director<br><br>Administrative Officer |
| 7.3 | Analyse statistics        | <ul style="list-style-type: none"> <li>Maintain SCM Emergency Procurement database and control register.</li> <li>Analyse information for reporting in the quarterly Assessment Report to the Chief Financial Officer and Accounting Officer.</li> <li>Determine the risks and recommend remedial action and report accordingly in the Assessment Report and amend the Risk and Fraud Plans of the SCM unit.</li> </ul> | Administrative Officer  |



**STANDARD OPERATING PROCEDURE (SOP)  
EMERGENCY PROCUREMENT PLAN**

|                               |   |  |                       |
|-------------------------------|---|--|-----------------------|
| <b>SOP</b>                    | <b>AD-HOC EMERGENCY PROCUREMENT</b>   |  |                       |
| Process Scope                 | Ensure that emergency procurement procedures are undertaken for <b>ad-hoc</b> incidents where <b>unforeseen and unavoidable</b> events make it extremely urgent to obtain goods/services in time.   |  |                       |
| Applicable legislation/policy | <ul style="list-style-type: none"> <li>• The Constitution of the Republic of South Africa, Act 108 of 1996, section 217;</li> <li>• Public Finance Management Act (PFMA), 1999 (Act 1 of 1999);</li> <li>• Treasury Regulation – 16 A 6.4 and 16A 5.2.1.6</li> <li>• Provincial Treasury Instructions, 2019</li> <li>• Accounting Officer's System of the WCED;</li> <li>• Emergency Procurement Policy;</li> <li>• Institutional Instructions; and</li> <li>• Standard Operating Procedures</li> </ul> |  |                       |
| Process Beneficiary           | Service/Goods are provided to the Responsibility Manager within the required time-frame.  |  |                       |
| <b>Task no.</b>               | <b>Task</b>   | <b>Sub-Task</b>  | <b>Responsibility</b> |
| <b>Process Name</b>           | <b>1. Demand Stage</b>  |  |                       |
| 1.1                           | Identification of need.   | <ul style="list-style-type: none"> <li>• The requisition form (LOG 1), PGWC 002 form, detailed specification and application form for Limited Bidding Process received from the Responsibility Manager (RM).</li> <li>• Existence of sufficient funds confirmed on PGWC002 and/or within motivated request.</li> </ul> |                       |

|                     |  |  |   |
|---------------------|--|--|---|
|                     |  |  |   |
| 1.2                 | Motivate applicable acquisition management process.              | <ul style="list-style-type: none"> <li>Identify and consider the classification and categorisation according to the emergency as categorised in paragraph 3.4 (a) and (b) of Addendum 8 of the AOS.</li> <li>Assess the motivation for the ad-hoc emergency procurement criteria.</li> </ul>   | Administrative Officer  |
| 1.3                 | Consider, validate and recommend the emergency procurement need. | <ul style="list-style-type: none"> <li>Research the policy provisions.</li> <li>Assess the motivation for the predictable emergency procurement criteria.</li> <li>Draft a submission to the relevant delegated official via the relevant Bid Committee or Quotation Committee (in a district environment and if practical and possible) for the authority to proceed in inviting and accepting a quotation(s) to address the need in accordance with the Emergency Policy and the Limited Bidding Process.</li> </ul> | Administrative Officer  |
| 1.4                 | Compile bid documents  | <ul style="list-style-type: none"> <li>Prepare bid documentation pack.</li> </ul>  | Administrative Officer  |
| <b>Process Name</b> | <b>2. Acquisition Stage</b>                                      |  |   |
| 2.1                 | Invite bid response/s  | <ul style="list-style-type: none"> <li>Invite bidders registered on the Western Cape Supplier Evidence Bank (WCSEB) database to respond as per the emergency category noting paragraph 4.5.6 of the AOS that speaks of registration on the WCSEB.</li> </ul>   | Administrative Officer  |
| 2.2                 | Evaluate bid response/s  | <ul style="list-style-type: none"> <li>Evaluate bidder/s response/s and adhere to the minimum functional and legislative requirements.</li> <li>Compile submission for the recommendation of the award to the relevant Departmental Bid</li> </ul>   | Administrative Officer and/or Administrative Clerk in consultation with |

|                     |                                     |   |   |
|---------------------|-------------------------------------|---|---|
|                     |                                     | <p>Committee/Quotation Committee (where practical and possible) and the approval of the delegated official after following all required verification procedures. At this stage, the cost of the remedial action must have been weighed up against the funds availed by the Responsibility Manager and if insufficient, consultation must have taken place with the Responsibility Manager to get additional funds.</p> <ul style="list-style-type: none"> <li>In the case of Education District offices, if the acceptable quotation exceeds the threshold of R100 000.00, the relevant Director in the district environment can accept the limited bidding quotation if the quotation amount does not exceed more than 10% of the procurement threshold value. In the event that the quotation amount is indeed above the acceptable 10% excess, the necessary approval must be sought from the Deputy Director-General: Finance via email.</li> </ul> | Responsibility Manager  |
| <b>Process Name</b> | <b>3. Award Stage</b>               |   |   |
| 3.1                 | Award bid                           | <ul style="list-style-type: none"> <li>Compile letter of acceptance and the WCBD 7.1 Contract form which must be signed by the delegated official</li> </ul>  | Administrative Officer  |
| <b>Process Name</b> | <b>4. Contract Management Stage</b> |   |   |
| 4.1                 | Contract                            | <ul style="list-style-type: none"> <li>Conclude a contract through the signing of the WCBD 7.1 Contract Form and acceptance of such award by the service provider.</li> </ul>   | <p>Deputy Director: Corporate Services</p> <p>Deputy Director: SCM Operations</p> |

|                     |  |  |  |
|---------------------|--|--|--|
| 4.2                 | Manage contract  | <ul style="list-style-type: none"> <li>Execute contract management and administration activities for the emergency and limited bidding incident.</li> </ul>  | Responsibility Manager                               |
| 4.3                 | Order  | <ul style="list-style-type: none"> <li>Issue official order form for ad-hoc emergency incidences as per approved acquisition management process.</li> </ul>  | Administrative Officer                               |
| <b>Process Name</b> | <b>5. Reporting Stage (this will be undertaken by the sub-directorate Policy, Planning and Performance with inputs from the relevant Education District Offices)</b> |  |  |
| 5.1                 | Departmental reporting   | <ul style="list-style-type: none"> <li>Report on the application/award of the predictable emergency incident via the monthly reporting procedure for SCM procurement transactions (Annexure C).</li> <li>Report on the application/award of the limited bidding incident via the monthly reporting procedure for SCM procurement transactions (only applicable to Head Office SCM unless award at the EDO is in excess of R100 000.00).</li> <li>Compile commitment</li> <li>Compile procurement statistics (only applicable to Head Office SCM unless award at the EDO is in excess of R100 000.00).</li> <li>Report to Provincial Treasury and Auditor-General.</li> </ul> | Administrative Officer<br><br>Administrative Officer |
| <b>Process Name</b> | <b>6. Record Management Stage</b>  |  |  |
| 6.1                 | Records attached to payment advice   | <ul style="list-style-type: none"> <li>Upon receipt of the invoice, prepare and process payment in accordance with the receipt of invoice and payment procedures.</li> </ul>   | Administrative Clerk.<br>Administrative Officer      |
| <b>Process Name</b> | <b>7. Monitoring and Evaluation Stage</b>  |  |  |
| 7.1                 | Compliance review  | <ul style="list-style-type: none"> <li>Complete the Compliance Review</li> </ul>   | Administrative Officer Section:                      |

|     |                           |   |  |
|-----|---------------------------|---|--|
|     |                           |   | Performance Management.  |
|     | Report findings           | <ul style="list-style-type: none"> <li>Report findings to the Senior Manager.</li> </ul>  |  |
| 7.2 | Post execution assessment | <ul style="list-style-type: none"> <li>Report quarterly in Assessment Report to the Chief Financial Officer and Accounting Officer.</li> </ul>  | Deputy Director: Policy, Planning and Performance Management<br><br>Assistant Director: Performance Management<br><br>Administrative Officer Section: Performance Management |
| 7.3 | Analyse statistics        | <ul style="list-style-type: none"> <li>Maintain SCM Emergency Procurement database and control register.</li> <li>Analyse information for reporting in the quarterly Assessment Report to the Chief Financial Officer and Accounting Officer.</li> <li>Determine the risks and recommend remedial action and report accordingly in the Assessment Report and amend the Risk and Fraud Plans of the SCM unit.</li> </ul> | Deputy Director: Policy, Planning and Performance Management<br><br>Assistant Director: Performance Management<br><br>Administrative Officer Section: Performance Management |