

Annexure A: Guide for the Submission of Requisitions

Process Name	1. Administration of Requisitions received
Process Scope	Receiving requisitions from the Responsibility Manager or SCM Champion
Applicable legislation/policy	<ul style="list-style-type: none"> • The Constitution of the Republic of South Africa, 1996, (Act no. 108 of 1996); • Public Finance Management Act (PFMA), 1999 (Act 1 of 1999); • Preferential Procurement Policy Framework Act (PPPFA), (Act no. 5 of 2000); • Preferential Procurement Regulations (PPR), 2017 • Broad Based Black Economic Empowerment Act (BBBEE) (Act no. 53 of 2003); • National Treasury Regulations issued in terms of the PFMA; • Practice and Instruction Notes issued by the relevant Treasury; • Accounting Officer's System of the WCED; • Institutional Instructions; • Standard Operating Procedures.
Process Beneficiary	Responsibility Managers (RM)

Process Name	2. The following requisition and the supporting documentation will be required for compliance.		
2.1	Petty cash (less than R2 000 - at least 14 days prior to the goods/service being required)	<ul style="list-style-type: none"> • Requisition detailing goods/services required (LOG 1); • IMS Number (optional – for record keeping); • BAS allocation form (PGWC 002); • Valid and original quotation with: <ul style="list-style-type: none"> i) Validity period = 45 days ii) Date of quotation iii) Signed 	Administration Officer
2.2	EPS goods/services (more than R2 000 but less than R1 Million) R2 000 - R500 000 = 90 days Above R500 000 - R1Million = 6-9 months	<ul style="list-style-type: none"> • Requisition detailing goods/services required (LOG 1) • IMS Number (optional – for record keeping); • BAS Allocation form (PGWC 002) • Draft specification • If above R100k: <ul style="list-style-type: none"> i) Detailed description of the goods/services required as per the Procurement Plan (PP) entry; ii) Procurement Plan line entry number; iii) business case signed on at least DDG level; iv) Approved memorandum/submission (reasons why it is necessary to procure the goods or services). v) if not on procurement plan, change request form signed by Accounting Officer. vi) Draft specification in a format of a WCBD3.4 	Administration Officer
2.3	Formal tender for goods/services (above R1million)	<ul style="list-style-type: none"> • LOG 1 Requisition with the detailed description of the goods/services required as per the Procurement Plan (PP) entry; • Procurement Plan line entry number; 	Administration Officer

	General Bids = 9-12 months Technical Bids = 12 months	<ul style="list-style-type: none"> • IMS Number (optional – for record keeping); • BAS allocation form (PGWC 002); • Draft specification in the format of WCBD 3.4; • Business case signed on at least DDG level. • If not on procurement plan, change request form signed by Accounting Officer. • Approved memorandum/submission (reasons why it is necessary to procure the goods or services). 	
2.4	Security services and goods of a technical nature (more than R1 million – at least 12 months prior to the goods/service being required)	<ul style="list-style-type: none"> • LOG 1 Requisition with the detailed description of the goods/services required as per the Procurement Plan (PP) entry; • Procurement Plan line entry number; • IMS Number (optional – for record keeping); • BAS allocation form (PGWC 002); • Draft specification in the format of WCBD 3.4; • Business case signed on at least DDG level; • If not on procurement plan, change request form signed by Accounting Officer; • Approved memorandum/submission (reasons why it is necessary to procure the goods or services). 	Administration Officer
2.5	Contract items (catering, stationery, cleaning materials, copy paper, furniture removal, etc. – at least 45 days prior to goods/services being required)	<ul style="list-style-type: none"> • Requisition detailing goods/services required (LOG 1); • IMS Number (optional – for record keeping); • BAS allocation form (PGWC 002); • When a request is not received within 30 days, a motivation letter with reasons for the late request must be signed by the Director and submitted to SCM. • For catering and furniture removal: <ul style="list-style-type: none"> i) Quotation from contracted service provider; ii) Internal meetings – approval from the DDG: CS 	Administration Officer

		<ul style="list-style-type: none"> For stationery, cleaning materials, copy paper <p>i) Extract from relevant contract.</p>	
2.6	<p>SITA (ICT equipment and consumables, i.e. laptops, printers, desktop computers, cartridges)</p> <p>R2 000 - R500 000 = 90 days Above R500 000= 6-9 months</p>	<ul style="list-style-type: none"> Requisition detailing goods/services required (LOG 1) identifying product (i.e. brand and model) as per WCG standards list. IMS Number (optional – for record keeping); BAS allocation form (PGWC 002) If above R100k, detailed description on the Requisition of the goods/services required as per the Procurement Plan (PP) entry; Procurement Plan line entry number, business case signed on at least DDG level. If not on procurement plan, change request form signed by Accounting Officer; Approved memorandum/submission (reasons why it is necessary to procure the goods or services). Additional documentation for hardware: <ul style="list-style-type: none"> i) Approved ITOPSCOM application for relevant financial year. Requestors to note ETA is dependent on whether goods/services are in the RSA. Minimum import period 4-6 weeks. 	Administration Officer
2.7	<p>Travel (at least 30 days prior to travel date)</p>	<ul style="list-style-type: none"> if the request is received late, motivation signed by at least Director/Chief Director. If above R100k: <ul style="list-style-type: none"> i) business case signed on at least DDG level; ii) if not on procurement plan, change request form signed by Accounting Officer; For domestic travel: <ul style="list-style-type: none"> a) Requisition detailing goods/services required (LOG 1); 	Administration Officer

		<p>b) IMS Number (optional – for record keeping);</p> <p>c) BAS allocation form (PGWC 002);</p> <p>d) VA 26 signed by requestors' supervisor (at least Director level);</p> <p>e) Invitation request soliciting the travel;</p> <p>f) Email indicating date that invitation was sent.</p> <p>g) For shuttle service only, the flight details must also be stipulated on the VA26A form.</p> <ul style="list-style-type: none"> • For international travel: <p>a) ALL of the above PLUS submission signed by the Head: Education, Director-General, Minister for Education and the Department for International Relations.</p>	
2.8	Furniture requests	<ul style="list-style-type: none"> • Requisition detailing goods/services required (LOG 1); • IMS Number (optional – for record keeping); • BAS allocation form (PGWC 002). • In respect of Head Office requests, submission approved by the Accounting Officer given the moratorium placed on said procurement. • Draft specification. • If above R100k: <p>a) business case signed on at least DDG level;</p> <p>b) if not on procurement plan, change request form signed by Accounting Officer.</p>	Administration Officer
2.9	ALL Limited bidding (regardless of threshold)	<ul style="list-style-type: none"> • Requisition detailing goods/services required (LOG 1); • BAS allocation form (PGWC 002); • IMS Number (optional – for record keeping); • Draft specification in the format of WCBD 3.4; 	Administration Officer

		<ul style="list-style-type: none"> • Business case signed on at least DDG level. • If not on procurement plan, change request form signed by Accounting Officer; • Limited bidding application form signed by at least Director; • In the case of a sole service provider – request accompanied by an independent auditor's certificate/confirmation of intellectual property rights; • Approved memorandum (via reporting structures of relevant branch). 	
2.10	ALL Emergency procurement (regardless of threshold)	<ul style="list-style-type: none"> • Requisition detailing goods/services required (LOG 1); • BAS allocation form (PGWC 002); • IMS Number (optional – for record keeping); • Indication on the REMARKS/MOTIVATION column that sufficient funding is available for the current Financial Year; • Business case signed on at least DDG level; • If not on procurement plan, change request form signed by Accounting Officer; • Limited bidding application form signed by at least Director; • Certificate of emergency declaring said emergency signed by at least Director; • Detailed specification (in this case the scope of work performed); • Quotation received from the service provider rendering the emergency services. 	Administration Officer
2.11	For Noting	<ul style="list-style-type: none"> • All asset requests requisitions to indicate whether this an "increase in capacity" or "replacement quantity". 	Administration Officer

		<ul style="list-style-type: none"> • If the latter, inventory/personnel to be completed as well as accompanied by the disposal requisition; • Requisition to indicate whether “normal request” or “petty cash request” in top left-hand corner; • Chief User full name to be indicated; • Requestor reference no. to be indicated, i.e. requisition number; • Item description to be commensurate with description used on procurement plan; • Remarks/motivation to indicate funding available and/or contract number in the event of contract purchases; • ALL BAS forms to indicate sufficient funding available and to be signed by SCM Champion. • If the requisition is not signed by the Director, request to be accompanied by acting letter. 	
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