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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers and Officials at Head Office and district offices

Short summary: *Supply Chain Management procurement process applicable to Information and Communication Technology related goods and services as per the State Information Technology Agency requirements.*

Subject: Supply Chain Management procurement process applicable to Information and Communication Technology related goods and services as per the State Information Technology Agency requirements

1. This circular repeals and replaces Circular 0039/2020, dated 26 October 2020, in its entirety.
2. The purpose of this circular is to inform all officials of the Western Cape Education Department (WCED) of the Supply Chain Management (SCM) procurement process applicable to Information and Communication Technology (ICT) related goods and services as per the State Information Technology Agency (SITA) requirements.
3. In terms of section 238 of the Constitution of the Republic of South Africa (RSA), 1996, an organ of state in any sphere of government may perform any function for any other executive organ of state on an agency basis.
4. The SITA Act, 1998 (Act 88 of 1998), intends to provide for the establishment of a company that will provide information technology, information systems and related services to, or on behalf of participating departments and, in regard to these services, acts as an agent of the South African Government and to provide for matters connected therewith.
5. In relation to SCM, **the department must, in terms of section 7(3) of the SITA Act, procure all information technology goods and services through the SITA contract.** ICT goods refer to equipment and consumables, i.e. laptops, printers, desktop computers, and cartridges. Procurement through the SITA contract must be sourced from SITA accredited resellers listed for the relevant commodities.

6. All ICT equipment and consumables requests for goods and/or services must be accompanied by the formal submission of the Requisition (LOG1) and supporting documents. Below are the requirements for each method of procurement:
 - (a) Requisition detailing goods/services required (LOG 1) and identifying the product (i.e. brand and model) as per Western Cape Government standards list;
 - (b) Integrated Management System number (optional – for record keeping);
 - (c) BAS allocation form (PGWC 002);
 - (d) If above R100 000, detailed description of the requisition of the goods/services required as per the Procurement Plan (PP) entry;
 - (e) PP line entry number;
 - (f) Business case signed on at least Deputy Directors-General level;
 - (g) If not on a PP, Change Request form signed by Accounting Officer (AO);
 - (h) Approved memorandum/submission (reasons why it is necessary to procure the goods or services); and
 - (i) Additional documentation for hardware: Approved ITOPSCOM application for relevant financial year.
7. Requesters are to note that the estimated time of arrival is dependent on whether goods/services are available in the RSA. The minimum import period is 4-6 weeks, subject to confirmation with the appointed service provider. Some items have to be manufactured by suppliers according to a set lead time, thus these items cannot be available immediately on request.
8. Furthermore, ICT equipment is subject to importation; therefore, the time it takes for an Original Equipment Manufacturer in the RSA to place an order abroad, have it assembled, go through the customs process of importing and the eventual arrival in the RSA, after the customs importation requirements have been met, must be factored in.
9. The minimum timeline to complete the entire procurement process via the SITA procurement process is 90 days. This excludes written price quotations where goods/services required that are of a technical nature or where specialist inputs are necessary. The envisaged timeline may vary depending on the type of procurement/commodity type/category. The envisaged timeline will be consulted and agreed with the responsible managers.
10. All officials must comply with the provisions of this circular, National Treasury Regulations and Instructions, Provincial Treasury Instructions, the AO's System, SCM and the Financial Delegation of Powers regarding the procurement processes and payments to avoid any possible irregular, unauthorised, and fruitless and wasteful expenditure.
11. The request for ICT goods and services not available via any SITA contract will be submitted to the Centre for e-Innovation and SITA to advise on the procurement method to be followed.

12. The contents of this circular must be brought to the attention of all relevant officials.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2024-02-27