

ADDENDUM 35

REPORTING REQUIREMENT

LEGISLATIVE REQUIREMENT	DESCRIPTION	DUE DATE	TO
NT SCM Instruction Note 2 of 2016/17 PT Circular 2 of 2020 (reiterated in annual procurement planning circular issued on an annual basis)	Annual Procurement Plan, stakeholder engagement plan and SCM performance plan via the automated procurement planning toolkit	31 March (Annually)	PT
NT SCM Instruction Note 2 of 2016/17	Quarterly progress report via the automated procurement planning toolkit	15 th of the month after the end of a quarter	PT
WC PTI's, 2019 par. 7.3.2	The accounting officer or accounting authority of an institution must submit motivations for all expansions or extensions of existing contracts above a threshold of 15% or R15 million, whichever is the lower amount, to the Provincial Treasury and the Auditor-General.	Motivations (reports) must be submitted within 10 working days after the accounting officer or accounting authority has granted approval for the expansion and/or extension.	PT and AG
WC PTI's, 2019 par. 5.5.4 (b)(iii)	All limited bids over the value of R1 million (all applicable taxes included) must be reported to the Provincial Treasury and the Auditor General.	Within 10 working days after finalisation of the procurement transaction;	PT and AG
WC PTI's, 2019 par. 5.5.4 (b)(iv)	All limited bids over the value of R5 million (all applicable taxes included) be executed in consultation with the Provincial Treasury prior to the award being made by an institution.	Executed in consultation with the Provincial Treasury prior to the award being made by an institution.	PT

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WC PTI's, 2019 par. 11.1.2 (a)(ii)	Monthly reporting: The head of the supply chain management unit of an institution must submit a report containing information on procurement transactions during that month, and other related information. Submit a report to the department CFO, who will in turn submit the report to the AO or their delegate, containing information on procurement transactions for that month. A copy of this report must also be forwarded to the Provincial Treasury.	Within 15 working days after the end of each month.	Via CFO to the AO/AA and a copy must be submitted to the PT
WC PTI's, 2019 par. 11.1.2 (c)(i)	Annual Reporting All concluded unsolicited proposal agreements must be reported by the accounting officer or accounting authority.	In the annual report of the institution.	Annual Report
WC PTI 2019, par. 11.1.2(c)(ii)	Annual Reporting A copy of the final annual stock take report must be submitted to Provincial Treasury for reporting purposes. The department must report to the Provincial Treasury that a complete count of all its assets has been completed and that steps were taken to address shortages and surpluses.	Before the close of the financial year or as soon as possible thereafter.	PT
WC PTI's, 2019 par. 11 (d)(i) Regulation 14(1) of the Preferential Procurement Regulations, 2022	Accounting officers or accounting authorities must inform the National Treasury in writing of any actions taken in terms of Regulation 14(1) of the Preferential Procurement Regulations, 2022.	Must inform, in writing	NT
WC PTI's, 2019 par. 11 (d)(ii) National Treasury Regulation 16A6.4	All cases where goods or services above the value of R1 million (inclusive of all taxes) were procured in respect of National Treasury Regulation 16A6.4 must be reported, as prescribed,	Within 10 working days after finalisation of the procurement transaction	PT and AG
WC PTI's, 2019 par. 11 (d)(iii)	Accounting officers or accounting authorities must furnish the Department of Trade, Industry and competition after the award of any contract that is in excess of R10 million with the following information: Bid number: <ul style="list-style-type: none"> description of the goods and services; date on which the contract was awarded; 	Within 5 working days	the dtic

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	<ul style="list-style-type: none"> • name, address and contact details of the contractor; and • - imported content of contract, if applicable 		
WC PTI's, 2019 par. 11 (d)(vi)	Accounting officers or accounting authorities must publish the required information on bids awarded/unsuccessful bids for all advertised competitive bids.	Within 7 working days of awarding bids.	e-Tender Publication Portal.
WC PTI's, 2019 par. 11 (d)(vii)	The accounting officer or accounting authority of an institution must in the event that a supplier breaches any of the material terms and conditions of a contract and/or a service level agreement.	Immediately on discovery of the breach.	Inform the Provincial Treasury and the Branch: Legal Services.
PFMA, 1999, S42	The accounting officer for the transferring department must file a copy of the signed inventory with the relevant treasury and the Auditor-General.	S42: within 14 days of the transfer.	PT and AG
NT Practice Note 11 of 2008/2009	The Provincial Treasury must be notified in writing, by the AO or their delegate, of receipt of an unsolicited proposal.	Within 10 working days	PT
NT Practice Note 11 of 2008/2009	The Departments must report all concluded unsolicited proposal agreements in its annual report.	Annually	Annual report
PFMA SCM Instruction No.03 of 2021/22	Enhance Compliance, Transparency and Accountability in the SCM	Monthly / within 14 days after the finalisation of the procurement by "other means"	PT and AG