



Isalathiso: 20191106-1296
Inombolo yefayili: 5/1/7/4
Imibuzo: JT Solomons

INGcaciso eMfutshane yeCandelo loLawulo loKuthengwa kweMpahla neeNkonzo:
0006/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela-Balawuli, kwiipraktishina ze-SCM nakuMagosa eSCM akwaNdlunkulu nakwii-Ofisi zeZithili

ISihloko: Ukulandelwa mbo kwemiyalelo kanondyabo ngokumalunga nokunika ingxelo ngeetranzekhsini zokuthengwa kweempahla neenkonzo zikarhulumente (procurement transactions)

1. ISebe leMfundo leNtshona Koloni linyanzelekile ukuba liyilandele mbo iMiyalelo i-*Western Cape Provincial Treasury Instructions (PTIs)*, eyakhutshwa ngowe-23 Septemba 2019, neneemfuno ezimiselweyo ezithile eziqala ukusebenza ukususela nge-01 Oktobha 2019.
2. Ayeceliwe onke amagosa olawulo lokuthengwa kweempahla neenkonzo (*procurement officers*) kwi-*Procurement Management Instruction No. 00001/2013* ukuba aphumze iithemplethi zeetranzekhshini (*transaction templates*) ekubhekiswa kuzo kumhlathi 6.2.1 we-PTIs. Nakuba kunjalo, ii-PTIs zikwafuna ukuba igosa elimele ukuphendula ngosetyenziso lwemali linike ingxelo ngako konke ukuthengwa kweempahla neenkonzo zikarhulumente okwenziwa qho ngenyanga. Ngenxa yoku, zonke iintloko zee-ofisi zokuthengwa kweempahla neenkonzo (ii-ofisi zezithili neze-*Learning and Teaching Support Material Project Team*) ziyayalelwa ngokwenjenje ukuba zizalise ezi ngxelo zethemplethi (*template reports*) ziqhotyoshelweyo qho ngenyanga yaye zingeniswe kuMlawuli weCandelo loKuthengwa kweMpahla neeNkonzo zikaRhulumente zingadlulanga iintsuku ezimbini zomsebenzi emva kokuphela kwenyanga nganye. Iingxelo zeethemplethi ekubhekiswa kuzo zezi:
 - 2.1 *IsiHlomelo A – Ukunika ingxelo ngee-procurement transactions* zaqho ngenyanga
 - 2.2 *IsiHlomelo B – Ingcaciso emalunga nee-iinvoiyisi ezihlawulwe emva kweentsuku eziyi-30 zifunyenwwe nee-invoiyisi ezingaphezu kwentsuku eziyi-30 nangaphezulu ezingakahlawulwa*

- 2.3 nesiHlomelo C – iNgxelo yaqho ngenyanga nge-*Supply Chain Management (SCM)*.
3. Kukhunjuzwa onke amagosa azii-*SCM champions* ukuba amele ukudlala indima ekuthengweni kweempahla neenkonziso ngekweengingqi abakuzo yaya ke ngoko kumele aqinisekise ukuba anolwazi ngokuqulethwe ziithemplethi zengxelo phambi kokuba zisayinwe ngumlawuli ochaphazelekayo.
 4. Kukho ithemba lokuba le miyalelo iqulethwe kule ngcaciso imfutshane iya kulandelwa mbo ngawo onke amaxesha.
 5. Nayiphi na imibuzo emalunga nokuqulethwe kule ngcaciso imfutshane mayibhekiswe ku-Mnu JT Solomons kule nombolo yefoni 021 467 2818.
 6. Le ngcaciso imfutshane iyithatha ngokupheleleyo indawo yeNgcaciso eMfutshane yeCandelo loLawulo loKuthengwa kweeMpahla neeNkonzo zikaRhulumente 0001/2013.
 7. Bayacelwa abaphathi abajongene nestokhwe ukuba bazise bonke abasebenzi ngokuqulethwe kule ngcaciso imfutshane ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-LJ ELY

USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO

UMHLA : 2019-12-10

Information related to invoices paid after 30 days from receipt and invoices older than 30 days that have not been paid
(Refer to Provincial Treasury Circular no. 47/2013 and National Treasury Regulation 8.2.3)

Financial Year:	Month:	Name of department: Western Cape Education Department	Education District Office: Directorate: Institutional Resource Support (LTSM Project Team)
Number of invoices paid after 30 days (Attach hereto a list reflecting the invoice number, invoice received date, invoice date, order number and invoice total)	Age Analysis	Value	Reasons for late payments of invoices (Reflect alongside each case on the list the reason for the particular case - see column 1.)
	30-60 days		
	>60 days		
Total number of invoices:		Total value:	
Number of invoices older than 30 days that have not been paid (Attach hereto a list reflecting the invoice number, invoice received date, invoice date, order number and invoice total)	Age analysis	Value	Reasons for late payments of invoices (Reflect alongside each case on the list the reason for the particular case - see column 1.)
	30-60 days		
	> 60 days		
Total number of invoices :		Total value:	
Name of relevant Director	Contact number	Email address of relevant Director	Signature of relevant Director

Date

REPORT ON SUPPLY CHAIN MANAGEMENT FOR THE MONTH:.....

A. INSTITUTIONALISATION OF SUPPLY CHAIN MANAGEMENT

A1. ACCOUNTING OFFICER/AUTHORITY SUPPLY CHAIN MANAGEMENT SYSTEM

Any problems experienced with the implementation of the accounting officer/authority system

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A2. STRUCTURE OF SUPPLY CHAIN MANAGEMENT UNIT WITHIN THE OFFICE OF THE CFO (INFORMATION TO BE SUBMITTED QUARTERLY)

Size of the approved establishment

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Number of funded positions

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Number of vacancies(funded positions)

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Risks indentified in relation to vacancies

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A3. TRAINING OF SUPPLY CHAIN MANAGEMENT EMPLOYEES (INFORMATION TO BE SUBMITTED QUARTERLY)

Identified training needs

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Planned training interventions

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A4. DELEGATIONS (INFORMATION TO BE SUBMITTED QUARTERLY)

Status of delegations in terms of the PFMA, Treasury Regulations, Provincial Treasury Instructions and Institutional Instructions	
B. DEMAND MANAGEMENT	
B1. STRATEGIC AND OPERATIONAL PLANNING (INFORMATION TO BE SUBMITTED QUARTERLY)	
Progress with the development of: - Supply chain strategy - Operational Plan	
B2. PROCUREMENT SCHEDULE	
Progress with implementation of the procurement schedule for the current financial year	
Detail of procurement transactions not included in procurement schedule	

C. ACQUISITION MANAGEMENT**C1. PROCUREMENT TRANSACTIONS**

	FORMAL QUOTATIONS	COMPETITIVE	LIMITED
Incidents of fruitless and wasteful/irregular expenditure per category			
Non-compliance to norms and standards per category			

C2. EMERGENCY PROCUREMENT TRANSACTIONS

Emergency procurement transactions during the month			
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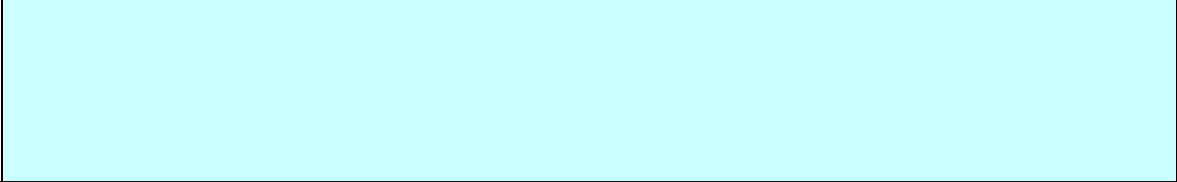
C3. LIMITED BIDDING	
Limited bidding transactions during the month	
C4. UNSOLICITED BIDDING	
Unsolicited bids received and awarded during the month	
C5. INTEGRATED PROCUREMENT SOLUTION	
Any patterns observed that could be construed as irregular in the responses received for quotations via the integrated procurement solution	
Problems experienced with the invitation of quotations through the integrated procurement solution	
C6. WESTERN CAPE SUPPLIER EVIDENCE BANK	
Number of awards made to suppliers not duly registered on the supplier database	
Nature of awards (supplier name, registration status on the supplier database, BBBEE status, reason for utilising the supplier, compliance to requirements of Supplement 4) (Additional information may be requested by the Provincial Treasury)	Attach separate sheet
D. LOGISTICS MANAGEMENT	
D1. PAYMENTS WITHIN PRESCRIBED PERIOD	

Information on payments outstanding after the prescribed 30 day period in relation to procurement transactions (RR101-Logis)



D2. ELECTRONIC LOGISTICAL SYSTEM

The number, of incorrect commitments found on the electronic logistical system (RR102-Logis)



the number, of payments not made through the electronic logistical system (goods & services file on KITSO)	
Value of goods or services received but not paid (accruals) on electronic logistical system (RR103-Logis)	
E. ASSET MANAGEMENT	
E1. ASSET MANAGEMENT PLANS (INFORMATION TO BE SUBMITTED QUARTERLY)	
Progress with development and implementation of an asset strategic plan (including the acquisition plan, operational plan, maintenance plan, disposal plan, funding plan and risk management plan)	

E2. ASSET REGISTER (INFORMATION TO BE SUBMITTED QUARTERLY)

Progress with the implementation and maintenance of an asset register as required in terms of Provincial Treasury Instruction 9.3

F. GENERAL**F1. FINANCIAL MANAGEMENT IMPROVEMENT PLANS IN RELATION TO SUPPLY CHAIN****MANAGEMENT AND MOVEABLE ASSET MANAGEMENT (INFORMATION TO BE SUBMITTED QUARTERLY)**

Progress made with financial management improvement action plans in respect of:

- Gaps identified by AGSA
- Recommendations made in FGRO by the Provincial Treasury

F2. IMPLEMENTATION OF PROVINCIAL TREASURY INSTRUCTIONS (INFORMATION TO BE SUBMITTED QUARTERLY)

Challenges identified with regard to implementation of the Provincial Treasury Instructions, 2019 and identified steps to mitigate risks

F3. ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM

Objections or complaints received from persons aggrieved by decision or actions taken by the institution during implementation of the supply chain management system

Number of bidders/contractors restricted in terms of section 13 (2) (d) of the Preferential Procurement Regulations, 2017



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HEAD OF SUPPLY CHAIN MANAGEMENT UNIT