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File no.: 5/1/7/4
Enquiries: JT Solomons

Procurement Management Minute: 0006/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors and SCM practitioners and SCM Champions at Head Office and district offices

Subject: Adherence to treasury instructions in respect of reporting on procurement transactions

1. The Western Cape Education Department is obligated to adhere to the Western Cape Provincial Treasury Instructions (PTIs), issued on 23 September 2019, of which certain requirements are effective as from 01 October 2019.
2. All procurement officers were required through Procurement Management Instruction No. 00001/2013 to implement the transaction templates referred to in paragraph 6.2.1 of the PTIs. However, the PTIs also require an accounting officer to undertake reporting on all procurement undertaken on a monthly basis. Consequently, all heads of procurement offices (district offices and the Learning and Teaching Support Material Project Team) are herewith instructed to complete the attached template reports on a monthly basis and submit same to the Director: Procurement Management within two working days after the end of each month. The template reports referred to are:
 - 2.1 Annexure A – Reporting on monthly procurement transactions;
 - 2.2 Annexure B – Information related to invoices paid after 30 days from receipt and invoices older than 30 days that have not been paid; and
 - 2.3 Annexure C – Monthly report on Supply Chain Management (SCM).
3. All SCM champions are reminded that they have a role to play in the procurement of goods and services within their respective environments and therefore have to ensure that they acquaint themselves with the contents of the reporting templates before they are signed by the relevant director.
4. It is trusted that the instructions contained in this minute will be adhered to at all times.

5. Enquiries regarding the content of this minute may be directed to Mr JT Solomons at tel. no. 021 467 2818.
6. This minute replaces Procurement Management Instruction No. 0001/2013 in its entirety.
7. Responsibility managers are kindly requested to ensure that all personnel are informed of the contents of this minute.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 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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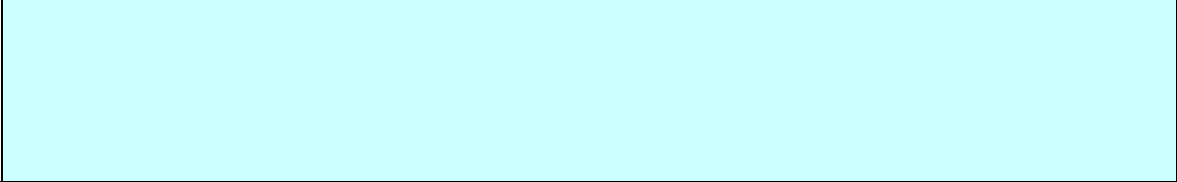
C3. LIMITED BIDDING	
Limited bidding transactions during the month	
C4. UNSOLICITED BIDDING	
Unsolicited bids received and awarded during the month	
C5. INTEGRATED PROCUREMENT SOLUTION	
Any patterns observed that could be construed as irregular in the responses received for quotations via the integrated 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

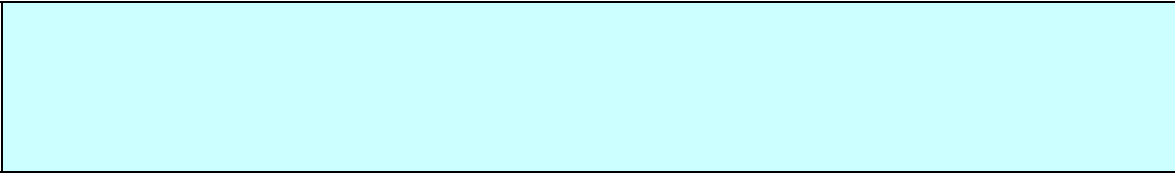
F2. IMPLEMENTATION OF PROVINCIAL TREASURY INSTRUCTIONS (INFORMATION TO BE SUBMITTED QUARTERLY)

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