

File no.: 6/4/3/1  
Reference: 20240925-6985

Procurement Management Minute: 0002/2024

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

**Subject: Procurement process applicable to the renewal of contracts for SIM cards and Wi-Fi devices**

1. The purpose of this notice is to inform all Western Cape Education Department officials of the Supply Chain Management (SCM) procurement process applicable to the renewal of contracts for SIM cards and related goods and services.
2. All requests for SIM cards and Wi-Fi devices, including contract renewal requests, must be accompanied by the formal submission of a requisition form (LOG 1) and supporting documentation. The requirements for procurement are as follows:
  - (a) A requisition form (LOG 1), indicating the current package on offer by the service provider – which is facilitated by the Directorate: Knowledge and Information Management.
  - (b) A Basic Accounting System allocation form (PGWC 002).
  - (c) An approved Information and Communication Technology Operational Committee (ITOPSCOM) application for the relevant cost centre/directorate.
3. Officials applying for the renewal of contracts for SIM cards and Wi-Fi devices must adhere to the SCM renewal process by doing the following:
  - (a) Provide a list of the names of all the custodians with their allocated SIM cards and verify which SIM cards are eligible for contract renewal.
  - (b) Maintain comprehensive records of the names of all Wi-Fi device custodians against the relevant SIM cards for accountability within the respective directorates.
  - (c) If a SIM card is lost within a directorate, it must be cancelled and lost control forms must be submitted for reporting.
  - (d) Eligible officials on the contract renewal list must return their old Wi-Fi devices, including the old SIM cards, in order to receive new ones.

4. All officials must comply with the provisions of this notice to avoid the misuse of government property.
5. Responsibility managers must effectively manage loss controls within their respective units to ensure officials are held accountable for losses.
6. The Public Finance Management Act, 1999 (Act 1 of 1999), enforces the above provisions insofar as it provides for measures and controls that must be taken when dealing with such losses.
7. If a SIM card or Wi-Fi device is lost or stolen, the official must request a replacement by submitting a completed WKOD 28 form, WKOD 030 form and a requisition form (LOG 1) including an ITOPSCOM application for loss control reporting.
8. The contents of this notice must be brought to the attention of all relevant officials.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2024-12-13