

Reference:

10549

Enquiries:

9/4/5/2/4 JT Solomons

Supply Chain Management: Institutional Instruction no. 1/2013

To: All Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Corporate Services at Education District Offices), Deputy Director: LTSM Project Team and All SCM Champions

Adherence to Provincial Treasury Instruction 6.3.1 in respect of reporting on procurement transactions

- 1. The Western Cape Education Department is obligated to adhere to the Provincial Treasury Instructions (PTIS) issued on 30 March 2012 and which requirements are effective as from 1 April 2012.
- 2. All Procurement Officers were required through Supply Chain Management Instruction 1/2012 to implement the transaction templates. 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 (Education District Offices and the LTSM Project Team) are instructed herewith 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 refer 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.
- 3. All Supply Chain Management 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. These reporting templates must be implemented as from 1 May 2013 (all transactions/circumstances for the month of May 2013 must be reported on at the latest the 2nd working day of June 2013 and monthly thereafter).

Signed PA Vinjevold PA VINJEVOLD HEAD: EDUCATION DATE: 6 May 2013

REPORTING ON MONTHLY PROCUREMENT TRANSACTIONS

Education District Office / LTSM:

Reporting Month:

Requisition No.	Description of Goods/Services Required	Sourcelink Advert No.	Date Advertised	Quotes Received (Name/S Of Bidder/S)	Bid Amount	Awarded To	Contracted Amount	Order No.
								OR038000

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. 17/2013 and National Treasury Regulation 8.2.3)

Financial Year:	Month:	Name of department;	Education District Office:		
		Western Cape Education Department			
			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		
	1	.1	Date		

Monthly report on Supply Chain Management for the month:						
1. Structure of Supply Chain Management Unit within the education district office of the CFO						
Size of the approved establishment						
Number of funded positions						
Number of vacancies(funded positions)						
Risks identified in relation to vacancies						
2. Training of Supply Chain Management employees						
Identified training needs						
Planned training interventions						
Procurement transactions (details of fruitless/wasteful/irregular expenditure)						
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Incidents of fruitless and wasteful/irregular expenditure per category						
4. Electronic Procurement System (Sourcelink)						
Any patterns observed that could be construed as irregular in the responses received for quotations via Sourcelink						
Problems experienced with the invitation of quotations through Sourcelink						
5. Implementation of Provincial Treasury Instructions						
Challenges identified with regard to implementation of the Provincial Treasury Instructions, 2012 and identified steps to mitigate risks						
6. 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						
Name:						
Deputy Director-General/Chief Director/Director						
Signature:						
Date:						



WESTERN CAPE EDUCATION DEPARTMENT 1 to 31 MARCH 2013

(PARAGRAPH 6.3 OF PROVINCIAL TREASURY INSTRUCTIONS, 2012)