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Department of Finance

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PROVINCIAL TREASURY CIRCULAR 12 OF 2012: COMPLIANCE MONITORING ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

TO :

- THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR J.M. RABODILA)
- THE ACCOUNTING OFFICER (ACTING): VOTE 2: PROVINCIAL LEGISLATURE (MR LB TSHABALALA)
- THE ACCOUNTING OFFICER (ACTING): VOTE 3: FINANCE (MR J.B. MBATHA)
- THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (MR D. MAHLOBO)
- THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (MS N.L. SITHOLE)
- THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM (DR D.V. DLAMINI)
- THE ACCOUNTING OFFICER: VOTE 7: EDUCATION: (MRS M.O.C. MHLABANE)
- THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MR K.M. MOHLASEDI)
- THE ACCOUNTING OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (MR S.T. SIBUYI)
- THE ACCOUNTING OFFICER: (ACTING): VOTE 10: HEALTH (MR R.M. MNISI)
- THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (MS S.P. MJWARA)
- THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS N.L. MLANGENI)
- THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENT (MR D. DUBE)

- THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR T. NKOJOANA)
- THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (MR S. SANYANE)
- THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (MS P. SEMENYA)
- THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (MR M.D. SHIPALANA)
- THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (MR CT. DLAMINI)
- THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (MS J.P. HLATSHWAYO)
- THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MR C.B. MNISI)
- THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MR S. SHONGWE)
- THE CHIEF FINANCIAL OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (MR B.H. NGOMA)
- THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MS G. MILAZI)
- THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (MR M. KHOZA)
- THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS P. MORGAN)
- THE CHIEF FINANCIAL OFFICER: VOTE 13: 13 HUMAN SETTLEMENT (MS B. MOJAPELO)

- THE CHIEF EXECUTIVE OFFICER: MPUMALANGA ECONOMIC GROWTH AGENCY (MR E. RABOHALE)
- THE CHIEF EXECUTIVE OFFICER: MPUMALANGA GAMBLING BOARD (MR B. MLAMBO)
- THE CHIEF EXECUTIVE OFFICER (ACTING): MPUMALANGA TOURISM & PARKS AGENCY (DR N. MOTETE)
- THE CHIEF EXECUTIVE OFFICER: MPUMALANGAREGIONAL TRAINING TRUST (MR N.D. MOROPANE)



PROVINCIAL TREASURY CIRCULAR 12 OF 2012: COMPLIANCE MONITORING ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

1. PURPOSE

- 1.1. This circular is intended to enhance compliance on monthly reporting of Supply Chain Management information by departments and public entities, as determined by the Provincial Treasury.

2. BACKGROUND

- 2.1. Part of the mandate entrusted to the Provincial Treasury is to oversee and monitor the implementation of Supply Chain Management by departments, public entities listed on schedule 3C to the Public Finance Management Act and municipalities in the Province. To achieve this objective, the Provincial Treasury, amongst other things, relies on monthly reporting by Government institutions mentioned above. In terms of the Treasury Sub-regulations 16A11.1 and 16A11.3, Government institutions that are delegated to the Provincial Treasury are required to submit information on Supply Chain Management, in the format and at intervals as it may be determined by the Provincial Treasury.
- 2.2. To this end, the Provincial Treasury has developed a reporting template which is supposed to be used by all departments and public entities whenever reporting on information relating to Supply Chain Management on a monthly basis. The template is attached for easy reference.

3. PROVINCIAL TREASURY'S DIRECTIVE TO DEPARTMENTS AND PUBLIC ENTITIES

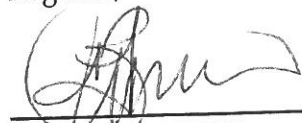
- 3.1. The Provincial Treasury hereby directs as follows:-

- 3.1.1. Departments and Public entities listed on schedule 3C to the Public Finance Management Act should report information relating to Supply Chain Management to the Provincial Treasury, in the format as captured on the attached template on a monthly basis, within seven (7) days after the end of each month.
- 3.1.2. Heads of Department and CEO's of the public entities listed on schedule 3C to the Public Finance Management Act should circulate the content of this circular to their respective Supply Chain Management Units for implementation.

4. APPLICABILITY AND EFFECTIVE DATE

- 4.1. This circular is applicable to all departments and public entities listed on schedule 3C to the Public Finance Management Act. The implementation of this circular takes effect from the date of issue.

Regards,



**MR JB MBATHA
ACTING HEAD OF DEPARTMENT**

DATE: 26/04/2012

COMPLIANCE MONITORING TEMPLATE ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION BY PUBLIC SECTOR INSTITUTIONS

NAME OF INSTITUTION:

PERIOD OF REPORTING:

PART 1: CONTRACTS AWARDED FOR PROCUREMENT OF GOODS AND SERVICES BY WAY OF QUOTATIONS AND COMPETITIVE BIDDING PROCESSES

1.1. CONTRACTS AWARDED FOR PROCUREMENT OF GOODS AND SERVICES WITH A THRESHOLD RAND VALUE EQUALS TO R30 000 AND ABOVE UP TO R500 000 (INCLUSIVE OF ALL APPLICABLE TAXES)

SERVICE-DESCRIPTION	ORDER NUMBER	SERVICE-PROVIDERS	CONTRACT-PRICE	LOWEST PRICE	QUOTE'S PRICE	PREMIUM PAID	BBBEE - RATING

1.2. CONTRACTS AWARDED FOR PROCUREMENT OF GOODS AND SERVICES WITH A THRESHOLD RAND VALUE IN EXCESS OF R500 000 (INCLUSIVE OF ALL APPLICABLE TAXES)

SERVICE-DESCRIPTION	BID NUMBER	SERVICE-PROVIDERS	CONTRACT-PRICE	LOWEST BID'S PRICE	PREMIUM PAID	BBBEE - RATING

PART 2: PAYMENTS WITHIN THIRTY DAYS, DEVIATION FROM NORMAL COMPETITIVE BIDDING PROCESSES, EXPENDITURE INCURRED ON CONSULTANCY SERVICES (THROUGH QUOTATIONS OR COMPETITIVE BIDDING), MODIFICATION OF CONTRACTS, ADVERTISED AND WITHDRAWN BIDS

2.1.1. INFORMATION ON INVOICES PAID AFTER THIRTY (30) DAYS

SERVICE- DESCRIPTION	SERVICE- PROVIDERS	FINANCIAL YEAR	MONTH	AMOUNT OWING	REASONS FOR LATE PAYMENT

2.1.2. INFORMATION ON INVOICES OLDER THAN THIRTY (30) DAYS THAT HAVE NOT BEEN PAID

SERVICE-DESCRIPTION	SERVICE- PROVIDERS	FINANCIAL YEAR	MONTH	AMOUNT OWING	REASONS FOR NON - PAYMENT

2.2. DEVIATIONS FROM NORMAL COMPETITIVE BIDDING PROCESSES (TREASURY REGULATION 16A6.4)

SERVICE-DESCRIPTION	SERVICE-PROVIDERS	CONTRACT PRICE	PROCUREMENT DATE	JUSTIFIABLE DEVIATIONS	REASONS FOR

2.3. EXPENDITURE INCURRED ON CONSULTANCY SERVICES (THROUGH QUOTATIONS OR COMPETITIVE BIDDING)

SERVICE-DESCRIPTION	CONSULTING FIRM	CONTRACT PRICE	PROCUREMENT DATE	SOURCING STRATEGY (MARK WITH X WHERE APPLICABLE)	
				OPEN TENDER	QUOTATIONS

2.4. MODIFICATION OF CONTRACT RESULTING IN VARIATION ORDERS

SERVICE-DESCRIPTION	SERVICE- PROVIDERS	PROCUREMENT DATE	ORIGINAL QUOTED PRICE	QUOTED PRICE ON VARIATIONS	PARTICULARS OF THE EXTENDED SCOPE OF WORK (MOTIVATION FOR VARIATIONS)

2.5. PROJECTS ADVERTISED ON PRINT MEDIA OTHER THAN THE PROVINCIAL TENDER-BULLETIN

SERVICE-DESCRIPTION	DATE OF ADVERTISEMENT	CLOSING DATE OF BID	NAME OF MEDIA	PRINT	REASONS FOR NOT ADVERTISING IN THE TENDER-BULLETIN

2.6. WITHDRAWN BIDS

SERVICE-DESCRIPTION	NUMBER OF BIDS RECEIVED	CLOSING DATE OF BID	PROPOSED DATE OF RE-ADVERTISEMENT (if service still required)	REASONS FOR WITHDRAWAL OF BID

Compiler of information: Designation: Date:

Information certified to be correct in all respect by:

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CHIEF FINANCIAL OFFICER

DATE:

Information approved to be correct in all respect by:

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HEAD OF DEPARTMENT

DATE: