



PROVINCIAL TREASURY CIRCULAR NO. 12 OF 2019

TO

**ACTING DIRECTOR-GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA: VOTE 1:
(MR KM MOHLASEDI)**

ACTING HEAD: VOTE 3: PROVINCIAL TREASURY (MS GM MASHITENG)

HEAD: VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR PS NYONI)

**ACTING HEAD: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND
ENVIROMENTAL AFFAIRS (MR LS MONARENG)**

ACTING HEAD: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MR NM SEBITSO)

HEAD: VOTE 7: EDUCATION (MR J NKOSI)

HEAD: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (MS SP XULU)

HEAD: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MR W MTHOMBOTHI)

HEAD: VOTE 10: HEALTH (DR S MOHANGI)

HEAD: VOTE 11: CULTURE, SPORT AND RECREATION (MR GS NTOMBELA)

HEAD: VOTE 12: SOCIAL DEVELOPMENT (MR MV MAHLALELA)

HEAD: VOTE 13: HUMAN SETTLEMENTS (MR K MASANGE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR SS SHONGWE)

THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR MA KHOZA)

**THE CHIEF FINANCIAL OFFICER: VOTE 4: CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS (MR SEB MATSEBULA)**

**THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND
AND ENVIROMENTAL AFFAIRS (MR MA LETSWALO)**

**THE ACTING CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND
TOURISM (MS H THRUSH)**

THE ACTING CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MR A THELA)

**THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT
(MS H MDAKA)**

**THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON
(MS S SEFALA)**

THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MR PP MAMOGALE)

**THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION
(MR M THOBELA)**

THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS B MOJAPELO)

THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR SB NYOKA)

THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT

THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT

THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

STREAMLINING THE PROCESS OF STAMPING TENDER DOCUMENTS

1. PURPOSE

This Circular serves to inform Departments about streamlining the process of stamping bid documents with effect from 1 April 2019.

2. BACKGROUND

Provincial Treasury (PT) has been stamping every page of tender documents after bid closure. This practice is done before bid documents are sent to Departments for further procurement processes. The stamping of every page is a control measure to validate that the document is not altered after the bid closure. Secondly, it shows that the bid document met the submission requirements i.e.

- The bid was submitted on time,
- It was deposited into Provincial Treasury tender box and
- It was received and certified by Provincial Treasury designated officials.

Provincial Treasury is expected to submit bid documents to Departments within ten (10) days after each bid closure. The late submission results in non-utilization of allocated budgets by Departments.

The Provincial Treasury as part of its internal controls in the administration of tender documents as a practice has introduced the stamping of all tender documents submitted by tenderers. However, this has placed enormous pressure on Provincial Treasury staff members. Included in the pressure is due to the shortage of staff which is caused by the moratorium in government administration. The current work bodies are not sufficient and the budget for overtime to stamp the large number of received tender documents is not always available.

3. STREAMLINING THE PROCESS OF STAMPING BID DOCUMENTS

3.1. In order to streamline the process of stamping bid documents which is aimed at reducing the excess work, Provincial Treasury would like to inform Departments about the following measures:

3.1.1. Provincial Treasury will only stamp mandatory documents such as Tax Clearance Certificate (SBD2), pricing (SBD3), Declaration of Interests (SBD4), Declaration of past SCM practices (SBD8), Certificate of independent bid determination (SBD9), Preference Points Certificate and Company Registration Certificate.

3.1.2. The Provincial Treasury will no longer stamp non-mandatory pages or the general documents such as the tender specification and the general condition of contract.

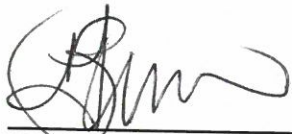
4. IMPLEMENTATION PROCESS

In order to ensure seamless implementation of these provisions all Heads of Department are requested to communicate the content of this Circular with the Chief Financial Officers, Heads of Supply Chain Management, Supply Chain Management practitioners and the respective bid specification, evaluation and adjudication committees.

5. IMPLEMENTATION DATE

This circular is effective from the 15th of April 2019.

Regards,



1 **MS. GUGU MASHITENG**
ACTING HEAD: PROVINCIAL TREASURY
DATE: 3/04/2019