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Department of Finance *Office of the HOD*

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Departement van Finansies

Kgoro ya Matlotlo

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Ref No : DOF 14/4/1/1

PROVINCIAL TREASURY CIRCULAR 15 OF 2013: SUBMISSION OF ANNUAL PLANS ON SCM STAFF ROTATION AND PROCUREMENT OF GOODS, WORKS AND SERVICES ESTIMATED IN EXCESS OF R500 000

- TO :
- THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR NONHLANHLA MKHIZE)
 - THE ACCOUNTING OFFICER: VOTE 3: FINANCE (MS N.Z. NKAMBA)
 - 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: COMMUNITY SAFETY, SECURITY & LIAISON (MR S.T. SIBUYI)
 - THE ACCOUNTING OFFICER: VOTE 10: HEALTH (MR R.M. MNISI)
 - THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORT & RECREATION (MS S.P. MJWARA)
 - THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS N.L. MLANGENI)
 - THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR S. M. MTSWENI)
- THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR T. NKOJOANA)
- 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.E.B. MATSEBULA)
- THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY & LIAISON (MR B.H. NGOMA)
- THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MS B. MOJAPELO)
- THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 11: CULTURE, SPORT & RECREATION (MS P. KHOZA)
- THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS P. MORGAN)
- THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 13: HUMAN SETTLEMENTS (MS S.A. SEFALA)
- THE CHIEF EXECUTIVE OFFICER: MPUMALANGA ECONOMIC GROWTH AGENCY (ADV. B. MKHIZE)
- THE CHIEF EXECUTIVE OFFICER: MPUMALANGA GAMBLING BOARD (MR B. MLAMBO)
- THE CHIEF EXECUTIVE OFFICER: MPUMALANGA TOURISM & PARKS AGENCY (MR B.J. MODIPANE)
- THE CHIEF EXECUTIVE OFFICER N: MPUMALANGAREGIONAL TRAINING TRUST (MR N.D. MOROPANE)
- OFFICE OF THE AUDITOR-GENERAL: MPUMALANGA (MS S. LUBAMBO)

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1. INTRODUCTION

- 1.1. The purpose of this circular is to request all Heads of department and Chief Executive Officers of public entities listed on schedules 3C and 3D to the Public Finance Management Act, to submit their annual plans for 2013/2014 financial year which relate to the rotation of SCM Units staff and also the procurement of goods, works and services estimated in excess of R500 000 per case.

2. BACKGROUND

- 2.1. In terms of the provisions of the Public Finance Management Act (Act No. 29 of 1999) and the Regulatory Framework for Supply Chain Management that was promulgated in 2003 as Treasury Regulations in terms of section 76(4) (C) of the Public Finance Management Act, the Provincial Treasury is entrusted with a mandate to oversee and monitor the implementation of Supply Chain Management in departments, public entities and delegated municipalities.
- 2.2. In terms of this mandate, it is expected of the Provincial Treasury to interact with these institutions mentioned above, in different forms for purposes of ascertaining their level of compliance to set standards in line with applicable legislative frameworks governing procurement in the public sector.
- 2.3. To this end, we have attached two templates marked "A and B" which should be filled in accordingly with relevant information on staff rotation and procurement of goods and services respectively.

3. PROVINCIAL TREASURY'S DIRECTIVE TO DEPARTMENTS AND PUBLIC ENTITIES LISTED ON SCHEDULES 3C AND 3D TO THE PUBLIC FINANCE MANAGEMENT ACT

- 3.1. As part of the mechanisms to monitor compliance, the Provincial Treasury hereby directs as follows:
- 3.1.1. All provincial departments and public entities listed on schedules 3C and 3D to the PFMA are requested to fill in the attached templates and submit their annual plans to the Provincial Treasury on or before Friday, 17 May 2013.
- 3.1.2. Heads of Department and CEOs of Public Entities listed on schedules 3C and 3D to the PFMA are requested to disseminate the contents of this circular to their respective Supply Chain Management Units for implementation.

Kind regards,



**MS N.Z. NKAMBA
HEAD OF DEPARTMENT**

DATE: 11/5/13

COMPLIANCE MONITORING ON ROTATION OF STAFF ATTACHED TO SCM UNIT

Name of institution:

PERSONAL PARTICULARS			PLACEMENT OF STAFF IN SCM UNIT			LOGISTICAL ARRANGEMENT		ROTATION PERIOD	
Surname and initials	Rank	Persal No.	Current placement	Component rotated to	Access to BAS/LOGIS or any financial system needed	Yes	No	From	To

RECOMMENDATIONS

CHIEF FINANCIAL OFFICER

DATE: _____

APPROVAL

HEAD OF DEPARTMENT

DATE: _____

ANNEXURE B
 PROCUREMENT PLAN FOR COMPETITIVE BIDS IN EXCESS OF R500 000 (APPLICABLE TAXES INCLUDED) INCLUDING INFRASTRUCTURE PROJECTS FOR THE
 PERIOD 2013/2014

Name of institution:

PARTICULARS OF REQUIREMENTS					
Description of goods/works /services	Cost estimation (applicable taxes included)	Envisaged date of advertisement	Envisaged closing date of bid	Envisaged date of award	Responsible Directorate

RECOMMENDATIONS

 CHIEF FINANCIAL OFFICER
 DATE: _____

APPROVAL

 HEAD OF DEPARTMENT
 DATE: _____