

MPUMALANGA PROVINCIAL GOVERNMENT

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Department of Finance

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UmNyango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries: CO Twala
Ref Number: 14/4/1/3

PROVINCIAL TREASURY CIRCULAR 27 OF 2012: COMPLIANCE MONITORING ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

TO :

- THE MUNICIPAL MANAGER: GERT SIBANDE DISTRICT MUNICIPALITY (MR C.A. HABILE)
- THE MUNICIPAL MANAGER: ALBERT LUTHULI LOCAL MUNICIPALITY (MR V.N. MPILA)
- THE MUNICIPAL MANAGER: DIPALESENG LOCAL MUNICIPALITY (MR J.B. MASEKO)
- THE MUNICIPAL MANAGER: GOVAN MBEKI LOCAL MUNICIPALITY (MR M.F. MAHLANGU)
- THE MUNICIPAL MANAGER: LEKWA LOCAL MUNICIPALITY: (MR L.B. TSHABALALA)
- THE MUNICIPAL MANAGER: MKHONDO LOCAL MUNICIPALITY (MR A.N. MAHLANGU)
- THE MUNICIPAL MANAGER: MSUKALIGWA LOCAL MUNICIPALITY: (MR T.B.W. DLAMINI)
- THE MUNICIPAL MANAGER: PIXLEY KA-SEME LOCAL MUNICIPALITY (MR P.B. MALEBYE)
- THE MUNICIPAL MANAGER: EHLANZENI DISTRICT MUNICIPALITY (ADV. H.M. MBATHA)
- THE MUNICIPAL MANAGER: BUSHBUCKRIDGE LOCAL MUNICIPALITY (MR L.D. SHABANGU)
- THE MUNICIPAL MANAGER: MBOMBELA LOCAL MUNICIPALITY (MR X.C. MZOBE)
- THE MUNICIPAL MANAGER: NKOMAZI LOCAL MUNICIPALITY (MR M.D. NGWENYA)
- THE MUNICIPAL MANAGER: THABA CHWEU LOCAL MUNICIPALITY (MR B. KOMA)
- THE MUNICIPAL MANAGER: UMJINDI LOCAL MUNICIPALITY (MR P. MPELE)
- THE MUNICIPAL MANAGER: NKANGALA DISTRICT MUNICIPALITY (MR A.G. ZIMBWA)
- THE MUNICIPAL MANAGER: DR JS MOROKA LOCAL MUNICIPALITY (MS N.P. BUSANE)
- THE MUNICIPAL MANAGER: EMALAHLENI LOCAL MUNICIPALITY (MR G.T. MTHIMUNYE)
- THE MUNICIPAL MANAGER: EMAKHAZENI LOCAL MUNICIPALITY (MR O.N. NKOSI)
- THE MUNICIPAL MANAGER: STEVE TSHWETE LOCAL MUNICIPALITY (MR W.D. FOUCHE)
- THE MUNICIPAL MANAGER: THEMBSILE LOCAL MUNICIPALITY (MR J.I. SINDANE)
- THE MUNICIPAL MANAGER: VICTOR KHANYE LOCAL MUNICIPALITY (MS R.M. MAREDI)



MPUMALANGA
A Pioneering Spirit

PROVINCIAL TREASURY CIRCULAR 27 OF 2012: COMPLIANCE MONITORING ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

1. PURPOSE

- 1.1. This circular is intended to request information from municipalities regarding implementation of Supply Chain Management.

2. BACKGROUND

- 2.1. Part of the mandate entrusted to the Provincial Treasury is to oversee and monitor the implementation of Supply Chain Management at municipalities in this province.
- 2.2. To achieve this objective, the Provincial Treasury relies on the information provided by municipalities regarding the status of Supply Chain Management at their respective operational levels. This implies that all municipalities delegated to the Provincial Treasury should submit information regarding the status of Supply Chain Management in the format as well as at intervals, as it may be determined by the Provincial Treasury.

3. DIRECTIVE TO MUNICIPALITIES

- 3.1. To this end, the Provincial Treasury has developed a reporting template that is supposed to be used by municipalities in reporting the required information. Kindly consider the attached template for easy reference and implementation as directed.
- 3.2. It is therefore requested of municipalities to submit information on the implementation of Supply Chain Management on a monthly basis in the format as captured on the attached template.
- 3.3. Monthly reports should be submitted to the Provincial Treasury, for the attention of Mr Caesar Twala at the e-mail address: ctwala@mpg.gov.za within seven (7) days of the end of each month.
- 3.4. Moreover, Municipal Managers are requested to circulate the contents of this circular to their respective Supply Chain Management Units for implementation to enhance compliance.

4. APPLICABILITY AND EFFECTIVE DATE

- 4.1. This Circular is applicable to all the municipalities in the Mpumalanga Province and its implementation takes effect from the date of issue.
- 4.2. We trust that Municipal Managers will find this in order and ensure that their respective Supply Chain Management Units keep proper records of all procured goods and services and submit monthly reports directed.

Regards,



MR JB MBATHA
ACTING HEAD OF DEPARTMENT

DATE: 11/09/2012

MFMA COMPLIANCE MONITORING TEMPLATE ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

NAME OF MUNICIPALITY:

PERIOD OF REPORTING:

1. CONTRACTS AWARDED FOR PROCUREMENT OF GOODS, SERVICES AND WORKS WITH A THRESHOLD RAND VALUE EQUALS TO R30 000 AND ABOVE, UP TO R200 000 (INCLUSIVE OF ALL APPLICABLE TAXES)

SERVICE-DESCRIPTION	ORDER NUMBER	SERVICE-PROVIDERS	CONTRACT-PRICE	LOWEST PRICE	QUOTE'S	PREMIUM PAID	BBBEE - RATING
1.							
2.							
3.							
4.							
5.							
6.							

2. CONTRACTS AWARDED FOR PROCUREMENT OF GOODS , SERVICES AND WORKS WITH A THRESHOLD RAND VALUE IN EXCESS OF R200 000 (INCLUSIVE OF ALL APPLICABLE TAXES)

SERVICE-DESCRIPTION	BID NUMBER	SERVICE-PROVIDERS	CONTRACT-PRICE	LOWEST BID'S PRICE	PREMIUM PAID	BBBEE - RATING
1.						
2.						
3.						
4.						
5.						
6.						

MFMA COMPLIANCE MONITORING TEMPLATE ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

3. PAYMENTS WITHIN THIRTY DAYS FOR SERVICES RENDERED

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

SERVICE- DESCRIPTION	SERVICE- PROVIDERS	FINANCIAL YEAR	MONTH	AMOUNT OWING	REASONS FOR LATE PAYMENT
1.					
2.					
3.					
4.					
5.					
6.					

3.2. 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
1.					
2.					
3.					
4.					
5.					
6.					

MFMA COMPLIANCE MONITORING TEMPLATE ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

4. DEVIATIONS FROM NORMAL PROCUREMENT PROCESSES (SCM Regulation 36)

SERVICE-DESCRIPTION	SERVICE-PROVIDERS	CONTRACT PRICE	PROCUREMENT DATE	JUSTIFIABLE DEVIATIONS	REASONS FOR
1.					
2.					
3.					
4.					
5.					
6.					

5. 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
1.					
2.					
3.					
4.					
5.					
6.					

MFMA COMPLIANCE MONITORING TEMPLATE ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

6. 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)
1.					
2.					
3.					
4.					
5.					
6.					

7. PROJECTS (BIDS) ADVERTISED ON MEDIA

SERVICE-DESCRIPTION	DATE OF ADVERTISEMENT	CLOSING DATE OF BID	NAME OF MEDIA
1.			
2.			
3.			
4.			
5.			
6.			

MFMA COMPLIANCE MONITORING TEMPLATE ON MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

8. 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
1.				
2.				
3.				
4.				
5.				
6.				

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:

.....
Municipal Manager

Date: