



provincial treasury

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

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UmNyango weeMali ZesiFunda

Provinsiale Tesourie

Enquiries : MR R MASAMBO
Ref : 14/14/2

PROVINCIAL TREASURY CIRCULAR NO 30 OF 2024

TO:

THE MUNICIPAL MANAGER: EHLANZENI DISTRICT MUNICIPALITY (DR NF MAHLALELA)

THE MUNICIPAL MANAGER: BUSHBUCKRIDGE LOCAL MUNICIPALITY (MR J NGOBENI)

THE MUNICIPAL MANAGER: CITY OF MBOMBELA (MR W KHUMALO)

THE MUNICIPAL MANAGER: NKOMAZI LOCAL MUNICIPALITY (MR XT MABILA)

THE MUNICIPAL MANAGER: THABA CHWEU LOCAL MUNICIPALITY (MR R MAKWAKWA)

THE MUNICIPAL MANAGER: GERT SIBANDE DISTRICT MUNICIPALITY (MR CA HABILE)

THE MUNICIPAL MANAGER: CHIEF ALBERT LUTHULI LOCAL MUNICIPALITY

(MR ME THABETHE)

THE MUNICIPAL MANAGER: DIPALESENG LOCAL MUNICIPALITY (MR L CINDI)

**THE MUNICIPAL MANAGER: DR PIXLEY KA SEME KA ISAKA SEME LOCAL
MUNIICIPALITY (MR MA NGCOBO)**

THE MUNICIPAL MANAGER: GOVAN MBEKI LOCAL MUNICIPALITY (MR EN MASEKO)

THE MUNICIPAL MANAGER: LEKWA LOCAL MUNICIPALITY (MR M LAMOLA)

THE ACTING MUNICIPAL MANAGER: MKHONDO LOCAL MUNICIPALITY

(MR M MKHONZA)

THE MUNICIPAL MANAGER: MSUKALIGWA LOCAL MUNICIPALITY (MR M KUNENE)

THE MUNICIPAL MANAGER: NKANGALA DISTRICT MUNICIPALITY (MS MM SKOSANA)

THE MUNICIPAL MANAGER: DR JS MOROKA LOCAL MUNICIPALITY (MS M MATHIBELA)

THE MUNICIPAL MANAGER: EMAKHAZENI LOCAL MUNICIPALITY (MR W SHABANGU)

THE MUNICIPAL MANAGER: EMALAHLENI LOCAL MUNICIPALITY (MR H MAISELA)

THE MUNICIPAL MANAGER: STEVE TSHWETE LOCAL MUNICIPALITY (MR M MNGUNI)

THE MUNICIPAL MANAGER: THEMBISILE HANI LOCAL MUNICIPALITY

(MR D MAHLANGU)

THE MUNICIPAL MANAGER: VICTOR KHANYE LOCAL MUNICIPALITY

(MR T MASHABELA)

THE DIRECTOR-GENERAL (ACTING): OFFICE OF THE PREMIER (MR TP NYONI)

HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR S NGUBANE)

THE ACTING PROVINCIAL CHIEF EXECUTIVE OFFICER: SALGA (MS D MATUMBA)

THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT: (MS G MILAZI)

THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT: (MR CT DLAMINI)

THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE: (MS M.JF BEZUIDENHOUT)

SUBMISSION OF ANNUAL PROCUREMENT PLANS FOR GOODS, WORKS AND SERVICES, INCLUDING INFRASTRUCTURE PROJECTS, ESTIMATED IN EXCESS OF R300 000 (INCLUSIVE OF APPLICABLE TAXES) FOR THE 2024/ 2025 FINANCIAL YEAR

1. PURPOSE

The purpose of this circular is to request Municipal Mangers of all municipalities in the Mpumalanga Province to submit annual procurement plans in respect of goods, works and services including infrastructure projects, estimated more than R200 000 (inclusive of applicable taxes) for District Municipalities, and for amounts in excess of R300 000 (inclusive of applicable taxes) for Local Municipalities for the 2024/2025 financial year. And again, this aims to ensure that municipalities pro-actively plan for the procurement of goods, service or infrastructure projects and to move away from merely reacting to ad- hoc purchasing requests.

2. BACKGROUND

The Provincial Treasury is required, in terms of its mandate to oversee and monitor the procurement of goods, works and services in municipalities for the purposes of enforcing compliance with the appropriate legislation and enhancing service - delivery.

In terms of the Municipal Finance Management Act Circular 62 of 2013, municipalities are required to develop annual procurement plans in respect of goods, works and services, including infrastructure projects estimated in excess of R200 000 for District Municipalities, and for amounts in excess of R300 000 (inclusive of applicable taxes) for Local Municipalities (inclusive of applicable taxes) per case, for the 2024/2025 financial year. These procurement plans must be approved by the accounting officer or his or her delegate.

3. SUBMISSION OF PROCUREMENT PLANS FOR THE 2024/2025 FINANCIAL YEAR

Municipalities are requested to submit their approved annual procurement plans for goods, works and services, including infrastructure projects estimated that are estimated more than R200 000 (inclusive of applicable taxes) for District Municipalities, and for amounts in excess of R300 000 (inclusive of applicable taxes) for Local Municipalities for the 2024/2025, to the Provincial Treasury on or before 30 June 2024.

All Municipalities should further **report quartely** on the implementation of the procurement plan. The progress reports must be submitted **15 days** after the closure of each quarter.

All the approved annual procurement plans and reporting thereof should be in the format as captured in the templates attached.

All the approved annual procurement plans and quarterly reporting thereof should be captured on the template which is attached herewith as Annexure "A" & 'B'.

PROVINCIAL TREASURY CIRCULAR NO 30 OF 2024

Municipal Managers are encouraged to disseminate the contents of this circular to their respective Chief Financial Officer's and Supply Chain Management Units to encourage prompt processing and accelerate the submission process.

All submission should be forwarded to Ms Emma Modupi at the email address:
emashiane@mpg.gov.za

Your co-operation is at all times appreciated.

Kind regards



MS G MASHITENG
HEAD: PROVINCIAL TREASURY
DATE: 10/10 /2024

QUARTERLY REPORTING FORMAT ON IMPLEMENTATION OF ANNUAL PROCUREMENT PLAN BY MUNICIPALITIES IN LOCAL GOVERNMENT

NAME OF MUNICIPALITY:

PERIOD OF REPORTING:

TABLE 1: ACTUAL IMPLEMENTATION OF PROJECTS AGAINST THE PLAN

Ref no.	Project description	Service-provider	Bid number	Value of contract	Procurement method	Bid advert date	Bid closing date	Evaluation start date	Evaluation end date	Date of award	Date of start of contract	Expiry date of contract
1.												
2.												

TABLE 2: APPOINTMENTS THROUGH DEVIATIONS (SUB – REGULATION 36 (1) (a) (i) – (v) OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS)

Ref no.	Project description	Service-provider	Value of contract	Reason for deviation	Date of award of contract	Date of start of contract	Expiry date of contract
1.							
2.							

QUARTERLY REPORTING FORMAT ON IMPLEMENTATION OF ANNUAL PROCUREMENT PLAN BY MUNICIPALITIES IN LOCAL GOVERNMENT

TABLE 3: APPOINTMENTS THROUGH CONTRACT VARIATIONS/EXPANSION (CIRCULAR MFMA 62 OF 2003 AND SECTION 116(3) OF THE MFMA)

Ref no.	Project description	Service-provider	Contract number	Reason for extension	Original value	Value of contract extension	Date of award of contract	Date of start of contract	Expiry date of contract
1.									
2.									

COMPILER OF INFORMATION: **DESIGNATION:** **DATE:**

Information certified to be correct in all respect by:-

.....
CHIEF FINANCIAL OFFICER
DATE:

Information approved to be correct in all respect by:-

.....
MUNICIPAL MANAGER
DATE:

ANNEXURE B

**SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF ADVERTISED COMPETITIVE BIDS
(GOODS, INFRASTRUCTURE PROJECTS OR SERVICES IN EXCESS OF R300 000 INCLUDING ALL APPLICABLE TAXES)
FOR THE FINANCIAL YEAR**

Name of Municipality or Municipal Entity	
Name of Accounting Officer / Delegated Official	
Signature of Accounting Officer / Delegated Official	
Telephone Number and e-mail address	

Description of goods / services / Infrastructure project	Estimated value (including all applicable taxes)	Envisaged date of advertisement in the website, newspapers or other media	Envisaged closing date of bid	Envisaged date of award	Responsible office

RECOMMENDATION

CHIEF FINANCIAL OFFICER

DATE:

APPROVAL

MUNICIPAL MANAGER

DATE: