



provincial treasury

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

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Provinsiale Tesourie

Enquiries : Mr R Masambo X 4230

Ref : MPT 14/4/2/2

PROVINCIAL TREASURY CIRCULAR NO. 33 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 MUNICIPALITY (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 MJF BEZUIDENHOUT)

SUBMISSION OF COMPLIANCE REPORT: MONITORING ON THE IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT INFORMATION IN LOCAL GOVERNMENT

1. PURPOSE

This circular is intended to enhance compliance on monthly reporting of Supply Chain Management information by municipalities.

2. BACKGROUND

The Provincial Treasury mandate 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 Municipal Finance Management Act, No. 56 of 2003, Sections 74(1) and 104(1) (b) an Accounting Officer of a Municipality should submit information regarding the implementation of Supply Chain Management to the Provincial Treasury in the format as well as at intervals as it may be determined by the Provincial Treasury as and when necessary.

To this end, the Provincial Treasury has developed a reporting template which is supposed to be used by all Municipalities whenever reporting on information relating to Supply Chain Management on a monthly basis.

3. PROVINCIAL TREASURY'S DIRECTIVE TO MUNICIPALITIES

The Provincial Treasury hereby directs as follows:-

- a) Municipalities should report information relating to Supply Chain Management to the Provincial Treasury, in the format as captured on the attached template and annexures on a monthly basis, **within seven (7) days** after the end of each month.
- b) All reports submitted should be signed upon submission; reports that are not signed will be regarded as non-submission.

Municipal Managers should disseminate the contents of this Circular to their respective Chief Financial Officers and Supply Chain Management Units for implementation.

Your co-operation is at all times appreciated.

Regards,



MS GUGU MASHITENG
HEAD: PROVINCIAL TREASURY
DATE: 11/06/2024




COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF- NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
			YES	NO						
1)	APPLICABLE THRESHOLD AND MINIMUM NUMBER OF QUOTATIONS In terms of Sub - regulation 12 (1) (g) of the Municipal Supply Chain Management Regulations, goods, works or services estimated in excess of R10 000,00 up to R200 000,00 (inclusive of applicable taxes), can be acquired from the relevant service-providers through the formal written price - quotations.	Were there instances of procurement of goods, works or services through the quotation system? To confirm status, mark with X on the appropriate space at the next columns.	<input type="checkbox"/>	<input type="checkbox"/>	<p>If confirmation of status is yes, indicate the number of incidents whereby goods, works or services were acquired through the quotation method, as well as the total expenditure incurred in the process.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px;">INCIDENTS</td> <td style="width: 50px;">EXPENDITURE</td> </tr> <tr> <td style="text-align: center;">.....</td> <td style="text-align: center;">R.....</td> </tr> </table>	INCIDENTS	EXPENDITURE	R.....	If confirmation of status is yes , provide information in line with Annexure A.
INCIDENTS	EXPENDITURE									
.....	R.....									
2)	APPLICABLE THRESHOLD FOR COMPETITIVE BIDS According to the provisions of Sub - regulation 12 (1) (d) (i) and (ii) of the Municipal Supply Chain Management Regulations, the acquisition of goods, works or services estimated in excess of R200 000,00 (inclusive of applicable taxes) and the arrangement of long term contracts, should be by way of the competitive bidding process.	Were there instances of procurement of goods, works or services through competitive bidding? To confirm status, mark with X on the appropriate space at the next column.	<input type="checkbox"/>	<input type="checkbox"/>	<p>If confirmation of status is yes, indicate the number of incidents whereby goods, works or services were procured through the competitive bidding process, as well as the total price for all projects involved.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px;">INCIDENTS</td> <td style="width: 50px;">EXPENDITURE</td> </tr> <tr> <td style="text-align: center;">.....</td> <td style="text-align: center;">R.....</td> </tr> </table>	INCIDENTS	EXPENDITURE	R.....	If confirmation of status is yes , provide information in line with Annexure B.
INCIDENTS	EXPENDITURE									
.....	R.....									

COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT

NAME OF MUNICIPALITY :




PERIOD OF REPORTING :

REF.-NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
			YES	NO						
3)	<p>DEVIATION FROM NORMAL PROCUREMENT PROCESS</p> <p>In terms of Sub - regulation 36(1)(a)(i)-(v) of the Municipal Supply Chain Management Regulations, municipalities may dispense with the normal procurement processes and procure goods, works or services by any means, which may include direct negotiations, but only in an emergency ;if such goods, works or services are produced or available from a single service - provider only; for acquisition of special works of art or historical objects where specifications are difficult to compile; acquisition of animals for zoos; or in any other exceptional case where it is impractical or impossible to follow the normal procurement processes.</p>	<p>Were there any incidents of deviation from the normal procurement process during the period of reporting?</p> <p>To confirm status, mark with X on the appropriate space at the next columns.</p>	 <input type="checkbox"/>	 <input type="checkbox"/>	<p>If confirmation of status is yes, indicate the number of incidents of deviation from the normal procurement process and the total expenditure incurred.</p>  <table border="1" data-bbox="662 1310 869 1691"> <tr> <td>INCIDENTS</td> <td>EXPENDITURE</td> </tr> <tr> <td>.....</td> <td>R.....</td> </tr> </table>	INCIDENTS	EXPENDITURE	R.....	<p>If confirmation of status is yes, provide information in line with Annexure C.</p>
INCIDENTS	EXPENDITURE									
.....	R.....									



COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT

NAME OF MUNICIPALITY :



PERIOD OF REPORTING :

REF- NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
			YES	NO						
4)	RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESSES In terms of Sub - regulation 36 (1) (b) of the Municipal Supply Chain Management Regulations, Accounting Officers at municipalities may ratify any minor breaches of the procurement processes by an official or Committee acting in terms of delegated powers or duties which are purely of technical nature.	Were there instances of any minor breaches of the procurement process by an official or Committee, acting in terms of delegated powers or duties which are purely of technical nature? To confirm status, mark with X on the appropriate space at the next columns.	 <input type="checkbox"/>	 <input type="checkbox"/>	If confirmation of status is yes, indicate the number of incidents whereby the Accounting Officer of the municipality ratified minor breaches of procurement processes carried out by officials or Committees, acting through delegation, as well as the total expenditure incurred in the process.  <table border="1" data-bbox="555 1326 794 1691"> <tr> <td>INCIDENTS</td> <td>EXPENDITURE</td> </tr> <tr> <td>.....</td> <td>R.....</td> </tr> </table>	INCIDENTS	EXPENDITURE	R.....	If confirmation of status is yes, provide information in line with Annexure D. <ul style="list-style-type: none"> - Service rendered per case; - Appointed service-provider per case; - price paid per service rendered; - BBBEE rating of appointed service-providers; - order numbers; approved reasons for ratification; and - documentary proof for incident(s) being reported to Council
INCIDENTS	EXPENDITURE									
.....	R.....									




COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF - NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
			YES	NO						
5)	<p>PARTICIPATION ON CONTRACTS OF OTHER ORGANS OF STATE</p> <p>In terms of Sub regulation 32(1) (a) to (d) of the Municipal SCM Regulations, municipalities may procure goods, works or services using contracts of other organs of State, only if such contract have been secured by that organ of state through competitive bidding: the municipality has no reason to believe that such contracts were not validly procured: there are demonstrable discounts or benefits for the municipality to do so; and that the other organs of State and service-provider involved have consented to such procurement in writing.</p>	<p>Were there incidents of participation on contracts arranged by other organs of State, in terms of the provisions of Sub - regulation 32(1) (a) to (d)?</p> <p>For confirmation of status, mark with X on the appropriate space at the next columns.</p>	 <input type="checkbox"/>	 <input type="checkbox"/>	<p>If confirmation on status is yes, indicate the number of incidents of participation on contracts arranged by other organ(s) of State and the total expenditure incurred in the process.</p> <table border="1" data-bbox="614 1321 845 1691"> <tr> <td>INCIDENTS</td> <td>EXPENDITURE</td> </tr> <tr> <td>.....</td> <td>R.....</td> </tr> </table>	INCIDENTS	EXPENDITURE	R.....	<p>If confirmation of status is yes, provide information, as captured on Annexure E.</p>
INCIDENTS	EXPENDITURE									
.....	R.....									




COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF-NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
			YES	NO						
6)	<p>MODIFICATION AND EXPANSION OF CONTRACTS</p> <p>In terms of Circular 62 of 2013 from National Treasury, Accounting Officers of Municipalities and Municipal Entities may approve expansion of contracts or variations by not more than 20% (including applicable taxes) for construction related goods, works and/or infrastructure projects and 15% (including applicable taxes) for all other goods, works or services of the original value of the contract. Any expansion or variation in excess of these thresholds must be dealt with in terms of section 116(3) of the Municipal Finance Management Act which provides for the amendment of contracts and also reported to Council or Board of Directors in case of a Municipal Entity for consideration.</p>	<p>Were there incidents of approval of expansion or variation in line with the provisions of Circular MFMA 62 of 2013, issued by the National Treasury?</p> <p>For confirmation of status, mark with X on the appropriate space at the next columns.</p>	 <input type="checkbox"/>	 <input type="checkbox"/>	<p>If confirmation of status is yes, indicate the number of incidents of modification or expansion of contract, and the total expenditure incurred in the process.</p> <table border="1"> <tr> <td align="center">INCIDENTS</td> <td align="center">EXPENDITURE</td> </tr> <tr> <td align="center">.....</td> <td align="center">R.....</td> </tr> </table>	INCIDENTS	EXPENDITURE	R.....	<p>If confirmation of status is yes, provide information, as captured on Annexure F.</p>
INCIDENTS	EXPENDITURE									
.....	R.....									




COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF - NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
			YES	NO						
7)	<p>CONDUCTING BUSINESS WITH TAX - COMPLIANT CONTRACTORS</p> <p>Municipalities and Municipal entities are required in terms of Sub - regulation 43 of the Municipal Supply Chain Management Regulations to conduct business with service-providers in good standing with SARS, in terms of tax obligation for requirements estimated in excess of R15 000,00 (applicable taxes included).</p>	<p>Did the municipality at any stage conduct business with service-providers whose tax matters were not confirmed to be in good standing with the South African Revenue Service?</p> <p>For confirmation of status, mark with X on the appropriate space at the next columns.</p>	<p> <input type="checkbox"/></p>	<p> <input type="checkbox"/></p>	<p>If confirmation of status is yes, indicate the number of incidents of conducting business with service-providers not in good standing with the South African Revenue Service, and the total expenditure incurred in the process.</p> <table border="1" data-bbox="571 1332 837 1697"> <tr> <td>NO. OF INCIDENTS</td> <td>TOTAL EXPENDITURE</td> </tr> <tr> <td>.....</td> <td>R.....</td> </tr> </table> <p></p>	NO. OF INCIDENTS	TOTAL EXPENDITURE	R.....	<p>If confirmation of status is yes, provide information, as captured on Annexure G.</p>
NO. OF INCIDENTS	TOTAL EXPENDITURE									
.....	R.....									




COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF - NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF		
			YES	NO				
8)	<p>CANCELLATION OF BIDS</p> <p>In terms of Sub - regulation 13 of the Preferential Procurement Regulations, an organ of State may, before the award of a tender, cancel a tender invitation if : -</p> <ul style="list-style-type: none"> - due to changed circumstances, there is no longer a need for the goods or services specified in the invitation; - funds are no longer available to cover the total envisaged expenditure; - no acceptable tender is received ; or - there is material irregularity in the tender process. <p>The decision for the cancellation of a tender invitation in line with the circumstances indicated above, must be published in the same manner in which the original tender invitation was advertised. An organ of State may cancel a tender invitation for the second time, only if prior approval of the relevant Treasury has been sought and granted.</p>	<p>Did the municipality at any stage cancel a tender invitation due to compelling circumstances, as provided for in terms of Sub - regulation 13 of the Preferential Procurement Regulations?</p> <p>For confirmation of status, mark with X on the appropriate space at the next columns.</p>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">NUMBER OF INCIDENTS</td> </tr> <tr> <td style="text-align: center;">.....</td> </tr> </table>	NUMBER OF INCIDENTS	<p>If confirmation of status is yes, indicate the number of incidents of cancellations emanating from circumstances as provided for in terms of Sub-regulation 13 of the Preferential Procurement Regulations.</p> <p>If confirmation of status is yes, provide information, as captured on Annexure H.</p>
NUMBER OF INCIDENTS								
.....								



COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF - NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS	NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
9)	APPLICATION OF OBJECTIVE CRITERIA TO DETERMINE AN AWARD OF CONTRACT In terms of Section 2(1) (f) of the Preferential Procurement Act, when adjudicating on received offers, a contract must be awarded to the tenderer who scores the highest points, unless objective criteria, in addition to those contemplated in sub - sections (d) and (e) of the Act, justify the award to another tenderer.	Were there any instances of award of contracts to tenderers not scoring the highest points, as provided for in terms of Section 2(1) (f) of the Preferential Procurement Policy Framework Act? For confirmation of status, mark with X on the appropriate space at the next columns.	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <input type="checkbox"/> YES </div> <div style="text-align: center;">  <input type="checkbox"/> NO </div> </div>	If confirmation of status is yes, indicate the number of incidents of award of contracts to bidders not scoring the highest points, and the total expenditure incurred in the process. <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;">  <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">NO. OF INCIDENTS</td> <td style="padding: 5px;">TOTAL EXPENDITURE</td> </tr> <tr> <td style="padding: 5px;">.....</td> <td style="padding: 5px;">R.....</td> </tr> </table> </div>	NO. OF INCIDENTS	TOTAL EXPENDITURE	R.....	If confirmation of status is yes, provide information, as captured on Annexure I.
NO. OF INCIDENTS	TOTAL EXPENDITURE								
.....	R.....								

COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF - NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL EXPENDITURE	DOCUMENTARY PROOF				
			YES	NO						
10)	<p>PROCUREMENT THROUGH UNSOLICITED BIDS</p> <p>In terms of Section 37(3) of the Municipal Supply Chain Management Regulations, if a municipality or municipal entity decides to consider an unsolicited bid for a project that is compliant to sub-regulation 37(2) of the Municipal Supply Chain Management Regulations, such decision must be made in public in accordance with section 21A of the Municipal Systems Act, together with:-</p> <ul style="list-style-type: none"> - reasons why the bid should not be subjected to the normal competitive bidding process; - an explanation of the potential benefits for the consideration of unsolicited bid; and - an invitation to the public or other potential service-providers to submit their comments within thirty days of the notice. 	<p>Were there any instances of procurement of goods, works or services by way of unsolicited bid?</p> <p>For confirmation of status, mark with X on the appropriate space at the next columns.</p>	 <input type="checkbox"/>	 <input type="checkbox"/>	<p>If confirmation of status is yes, indicate the number of incidents for award of contracts through unsolicited bid. In addition, indicate the total price involved in the process.</p>  <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">NO. OF INCIDENTS</td> <td style="text-align: center;">TOTAL PRICE</td> </tr> <tr> <td style="text-align: center;">.....</td> <td style="text-align: center;">R.....</td> </tr> </table>	NO. OF INCIDENTS	TOTAL PRICE	R.....	<p>If confirmation of status is yes, provide information, as captured on Annexure J.</p>
NO. OF INCIDENTS	TOTAL PRICE									
.....	R.....									



COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT
NAME OF MUNICIPALITY :
PERIOD OF REPORTING :

REF - NUMBER	COMPLIANCE - AREA	CURRENT STATUS	CONFIRMATION OF STATUS		NUMBER OF INCIDENTS AND TOTAL AMOUNT OWED TO CONTRACTED SERVICE-PROVIDERS	DOCUMENTARY PROOF
			YES	NO		
11)	TIMEDUS - PAYMENT OF INVOICES In terms of Sub - regulation 8.2.3 of the Treasury Regulations, it is required of Government institutions to settle payment owed to contracted service - providers within thirty days after the submission of invoices.	Did the municipality at any stage manage to pay for services rendered by contracted service - providers on time (within 30 days) after receipt of invoices? For confirmation of status, mark with X on the appropriate space at the next columns.	 <input type="checkbox"/>	 <input type="checkbox"/>	<p>If confirmation of status is <i>yes</i>, indicate the number of invoices which were paid within 30 days indicate the respective total rand values.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">INVOICES PAID WITHIN 30 DAYS</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">NO. OF INVOICES</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">TOTAL AMOUNT :</div> <div style="border: 1px solid black; padding: 5px;">R.....</div>	<p>If confirmation of status is <i>yes</i>, provide a copy of register for all invoices paid within 30 days as captured on annexures M.</p>

COMPLIANCE - MONITORING ON IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT IN LOCAL GOVERNMENT

NAME OF MUNICIPALITY :

PERIOD OF REPORTING :

<p>12) TIMELY PAYMENT OF INVOICES</p> <p>In terms of Sub - regulation 8.2.3 of the Treasury Regulations, it is required of Government institutions to settle payment owed to contracted service - providers within thirty days after the submission of invoices.</p>	<p>Did the municipality at any stage fail to pay for services rendered by contracted service - providers on time (within 30 days) after receipt of invoices?</p> <p>For confirmation of status, mark with X on the appropriate space at the next columns.</p>	<p></p> <p><input type="checkbox"/></p>	<p></p> <p><input type="checkbox"/></p>	<p>If confirmation of status is Yes, indicate the number of invoices which were paid after 30 days and those that remained unpaid after 30 days. In addition, indicate the respective total rand values.</p> <table border="1"> <tr> <td data-bbox="997 1332 1069 1500"> <p>INVOICES PAID AFTER 30 DAYS</p> </td> <td data-bbox="997 1500 1069 1691"> <p>INVOICES UNPAID AFTER 30 DAYS</p> </td> </tr> <tr> <td data-bbox="933 1332 997 1500"> <p>NO. OF INVOICES:</p> </td> <td data-bbox="933 1500 997 1691"> <p>NO. OF INVOICES:</p> </td> </tr> <tr> <td data-bbox="869 1332 933 1500"> <p>TOTAL AMOUNT :</p> </td> <td data-bbox="869 1500 933 1691"> <p>TOTAL AMOUNT :</p> </td> </tr> <tr> <td data-bbox="753 1332 869 1500"> <p>R.....</p> </td> <td data-bbox="753 1500 869 1691"> <p>R.....</p> </td> </tr> </table>	<p>INVOICES PAID AFTER 30 DAYS</p>	<p>INVOICES UNPAID AFTER 30 DAYS</p>	<p>NO. OF INVOICES:</p>	<p>NO. OF INVOICES:</p>	<p>TOTAL AMOUNT :</p>	<p>TOTAL AMOUNT :</p>	<p>R.....</p>	<p>R.....</p>	<p>If confirmation of status is Yes, provide a copy of register for all invoices paid after 30 days and those that remained unpaid after 30 days, in the format as captured on annexures K and L respectively.</p>
<p>INVOICES PAID AFTER 30 DAYS</p>	<p>INVOICES UNPAID AFTER 30 DAYS</p>												
<p>NO. OF INVOICES:</p>	<p>NO. OF INVOICES:</p>												
<p>TOTAL AMOUNT :</p>	<p>TOTAL AMOUNT :</p>												
<p>R.....</p>	<p>R.....</p>												

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 A : COMPLIANCE TO APPLICABLE THRESHOLD AND MINIMUM NUMBER OF OFFERS TO BE OBTAINED ON QUOTATIONS (SUB – REGULATION 12(1)(C) OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS)

DESCRIPTION OF SERVICE	APPOINTED CONTRACTOR	QUOTED PRICE OF APPOINTED CONTRACTOR	BEE - RATING OF APPOINTED CONTRACTOR	ORDER NUMBER	NUMBER OF QUOTATIONS INVITED	NUMBER OF QUOTATIONS OBTAINED
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE B : LISTING OF PROJECTS EXECUTED THROUGH THE COMPETITIVE BIDDINGPROCESS (SUB – REGULATION 12 (1) (D) (I) AND (II) OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS

DESCRIPTION OF SERVICE	TENDER NUMBER	APPOINTED CONTRACTOR	QUOTED PRICE OF APPOINTED CONTRACTOR	BEE - RATING OF APPOINTED CONTRACTOR	DATE OF AWARD OF CONTRACT
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

**ANNEXURE C : INCIDENTS OF DEVIATION FROM NORMAL PROCUREMENT PROCESSES (SUB-REGULATION 36 (1) (A))
 (I) – (V) OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS**

DESCRIPTION OF SERVICE	APPOINTED CONTRACTOR	QUOTED PRICE OF APPOINTED CONTRACTOR	BEE - RATING OF APPOINTED CONTRACTOR	ORDER NUMBER	RECORDED AND APPROVED REASONS FOR DEVIATION	DOCUMENTARY PROOF FOR INCIDENT BEING REPORTED TO COUNCIL (TO BE ATTACHED)
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE D : RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESSES (SUB - REGULATION 36 (1) (B) OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS

DESCRIPTION OF SERVICE RENDERED	APPOINTED CONTRACTOR	QUOTED PRICE OF APPOINTED CONTRACTOR	BEE - RATING OF APPOINTED CONTRACTOR	ORDER NUMBER	RECORDED AND APPROVED REASONS FOR RATIFICATION	DOCUMENTARY PROOF FOR INCIDENT BEING REPORTED TO COUNCIL (TO BE ATTACHED)
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE E : PARTICIPATION ON CONTRACTS OF OTHER ORGANS OF STATE (SUB - REGULATION 32 (1) (A) – (D) OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS

DESCRIPTION OF SERVICE RENDERED	APPOINTED CONTRACTOR	QUOTED PRICE OF APPOINTED CONTRACTOR	BEE - RATING OF APPOINTED CONTRACTOR	COPY OF ADVERTISEMENT OF PROJECT (FROM ORGAN OF STATE INITIATED CONTRACT)	BENEFITS DERIVED FROM PARTICIPATION	PROOF OF CONSENT FOR PARTICIPATION (FROM ORGAN OF STATE INITIATED CONTRACT AND APPOINTED CONTRACTOR)
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE F : MODIFICATION AND EXPANSION OF CONTRACTS (CIRCULAR MFMA 62 OF 2013) FROM NATIONAL TREASURY

DESCRIPTION OF SERVICE RENDERED	APPOINTED CONTRACTOR	BEE - RATING OF APPOINTED CONTRACTOR	PRICE OF CONTRACT	ORIGINAL	PRICE OF MODIFIED OR EXTENDED SCOPE OF WORK	PARTICULARS OF THE EXTENDED OR MODIFIED SCOPE OF WORK (MOTIVATION ON APPROVAL FOR VARIATIONS)
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE G : INCIDENTS ON APPOINTMENT OF TAX-DEFAULTERS (SUB - REGULATION 43 OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS)

DESCRIPTION OF SERVICE RENDERED	APPOINTED CONTRACTOR	EXPENDITURE INCURRED PER CASE	REASONS FOR NON - COMPLIANCE WITH SUB - REGULATION 43 OF MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (IF TAX - DEFAULTERS WERE APPOINTED)
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

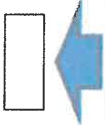
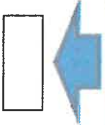
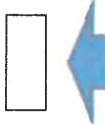
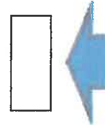
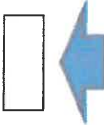
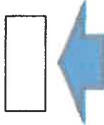
COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE H : CANCELLATION OF BIDS (SUB - REGULATION 13 OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017)

DESCRIPTION OF PROJECT	BID NUMBER	NUMBER OF OFFERS RECEIVED	REASONS OF CANCELLATION OF PROJECT	NUMBER OF INCIDENTS ON CANCELLATION OF SAME BID (MARK WITH X ON APPROPRIATE SPACES BELOW)	FIRST INCIDENT ON CANCELLATION OF SAME BID	SECOND INCIDENT ON CANCELLATION OF SAME BID
1)					 <input type="checkbox"/>	 <input type="checkbox"/> (If cancelled for the second time, provide documentary evidence of prior approval by the Provincial Treasury for the cancellation)
2)					 <input type="checkbox"/>	 <input type="checkbox"/> (If cancelled for the second time, provide documentary evidence of prior approval by the Provincial Treasury for the cancellation)
3)					 <input type="checkbox"/>	 <input type="checkbox"/> (If cancelled for the second time, provide documentary evidence of prior approval by the Provincial Treasury for the cancellation)

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE I : APPLICATION OF OBJECTIVE CRITERIA TO DETERMINE AWARD OF CONTRACT (SECTION 2(1)(F) OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT)

DESCRIPTION OF SERVICE RENDERED	APPOINTED CONTRACTOR	QUOTED PRICE OF APPOINTED CONTRACTOR	BEE - RATING OF APPOINTED CONTRACTOR	OBJECTIVE CRITERIA APPLIED TO JUSTIFY AWARD TO ANOTHER SERVICE-PROVIDER NOT SCORING THE HIGHEST POINTS
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE J : PROCUREMENT BY WAY OF UNSOLICITED BID (SECTION 37(3) OF THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS)

DESCRIPTION OF SERVICE	APPOINTED CONTRACTOR	CONTRACT PRICE	JUSTIFIABLE REASONS FOR BID NOT SUBJECTED TO OPEN TENDER PROCESS	POTENTIAL BENEFITS FOR OPTING UNSOLICITED	INVITATION SENT TO PUBLIC OR OTHER POTENTIAL SERVICE-PROVIDERS FOR COMMENTS WITHIN 30 DAYS OF NOTICE (MARK WITH X ON APPROPRIATE SPACES BELOW)
1)					<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> </div>
2)					<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> </div>
3)					<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> </div>

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE K : LATE PAYMENT OF INVOICES OF CONTRACTED SERVICE - PROVIDERS AFTER 30 DAYS(SUB - REGULATION 8.2.3 OF TREASURY REGULATIONS)

DESCRIPTION OF SERVICE	CONTRACTED SERVICE- PROVIDER	AMOUNT CONTRACTED PROVIDER	OWED TO SERVICE	ORDER NUMBER	DATE OF INVOICE	RECEIPT OF INVOICE	DATE OF PAYMENT OF INVOICE	REASONS FOR LATE PAYMENT OF INVOICE
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)

ANNEXURE L : NON - PAYMENT OF INVOICES OF CONTRACTED SERVICE-PROVIDERS AFTER 30 DAYS(SUB - REGULATION 8.2.3 OF TREASURY REGULATIONS)

DESCRIPTION OF SERVICE	CONTRACTED SERVICE - PROVIDER	AMOUNT OWED CONTRACTOR	TO	ORDER NUMBER	DATE OF RECEIPT OF INVOICE	DATE OF PAYMENT OF INVOICE	REASONS FOR NON-PAYMENT OF INVOICE AFTER 30 DAYS
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							

COMPILER OF INFORMATION :

DESIGNATION :

DATE :

CONTACT DETAILS : (E-MAIL ADDRESS) AND (TELEPHONE NUMBERS)