



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

SOP File Number:	SCM-DEMI/ACQ-PR04
SOP Version:	V.001
Document Owner:	Director: Demand and Acquisition

STANDARD OPERATING PROCEDURE: DEMAND AND ACQUISITION BIDDING PROCESS (ABOVE R500 000)

Approval Date	4 November 2019
Commencement Date	4 November 2019
Review Date	4 November 2020
Periodical Review	Annual
Resources	Staff, ICT Equipment and budget
Intent of SOP	To document the standard operating procedure for the process of Acquisition Management. Acquisition Management is charged with the sole responsibility of conducting all activities relating to acquisition of all goods and services to be utilized by the Department within the framework published by National Treasury.
Scope	This SOP applies to the management of acquisition of all goods and in the Department of Social Development within the Eastern Cape Government.
Objective(s)	The purpose of the process is to manage the procurement of goods and services and capital within the threshold of R500 000 and above. The process is triggered by the budgeting process which informs the procurement plan.
Definitions	BSC – Bid Specification Committee BEC – Bid Evaluation Committee BAC – Bid Adjudication Committee SARS - South African Revenue Services (Tax certificate)

	<p>SANAS – South African National Accreditation System</p> <p>BBBEE – Broad Based Black Economic Empowerment</p>
<p>Key Performance Indicator</p>	<p>Percentage of procurement budget spend targeting Local suppliers in terms of LED framework</p>
<p>Principles</p>	<ul style="list-style-type: none"> • Transparency: The procurement process shall be open and predictable and shall afford each prospective bidder timely access to the same and accurate information. • Equal treatment: All bidders and providers shall be treated equally throughout the whole supply chain process and shall be given access to the same information. • Effectiveness: The Department shall strive for SCM system effectiveness and shall carry out its procurement processes as cost-effectively as possible while meeting the commercial, regulatory and socio-economic goals of government in a balanced manner appropriate to the procurement requirement. • Efficiency: The Department shall strive to standardise and simplify procedures where appropriate to enhance SCM system effectiveness and shall carry out its SCM processes as cost-effectively and efficiently as possible. The Department shall strive to build relationships with providers, shall ensure good working practices and shall encourage innovative solutions for providers • Competitiveness: The Department shall satisfy its requirements through competition unless there are justifiable reasons to the contrary. • Fairness: All bidders and contractors shall be dealt with, fairly and without unfair discrimination. Unnecessary constraints shall not be imposed on bidders/contractors and commercial confidentiality shall be protected. • Ethics: All suppliers shall be treated equally whilst promoting certain empowerment objectives, all stakeholders shall conduct business and themselves professionally, fairly, reasonably and with integrity, all interests shall be disclosed and all breach shall be reported. • Proportionality: The product/service requirements stipulated in the specification/terms of reference and the qualification requirements attached thereto must be appropriate, necessary and in reasonable proportion to the product/service being procured.

	<ul style="list-style-type: none"> • Uniform application: The Department shall ensure the application of a SCM policy and a streamlined SCM process and documentation that is uniformly applied by the Department, all things being equal. The supply chain process shall be simple and adaptable to advances in modern technology to ensure efficiency and effectiveness. • Accountability: Each practitioner shall be accountable for their decisions and actions relative to their SCM responsibilities, the SCM process as well as in the implementation of concluded contracts. The Department shall have a system, when warranted by circumstances, to investigate and hold liable both employees and relevant private parties dealing with the Department, for their decisions and actions relative to their procurement responsibilities, the procurement process as well as in the implementation of concluded contracts. • Openness: The Department shall ensure a procurement process and a subsequent contract award and implementation according to the predetermined specification in line with the best practice procurement principles. • Value for money: The Department shall achieve value for money through the optimum combination of whole life cycle cost and quality (or fitness for purpose) to meet the customer's requirements while maximising efficiency, effectiveness and flexibility.
<p>Compliance Measures</p>	<ul style="list-style-type: none"> • The requested goods/services must be in the Procurement Plan of the current Financial Year. • The shortlisted bidder must be Tax compliant, the owners must not be government employees, the bidder must not be Restricted Supplier.
<p>Performance Measure</p>	<ul style="list-style-type: none"> • Bid award to the service provider to provide the service • Bid award report in the case of non-availability of the bid award
<p>Desired Performance</p>	<ul style="list-style-type: none"> • Efficient procurement of goods and services to fast track service delivery
<p>Process Input</p>	<ul style="list-style-type: none"> • Procurement request memo • Drafted Specification • Budget
<p>Process Output</p>	<ul style="list-style-type: none"> • Approved award report and awarded Bidder's documents • Purchase order

**STEP BY STEP GUIDE
PROCUREMENT PROCESS (ABOVE R500 000)**

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Submit a procurement request	<ul style="list-style-type: none"> • Submit a memo signed by the Responsibility Manager requesting procurement to the SM(Director): Demand and Acquisition Management. • Ensure that the memo is clearly indicating the details of the goods or services required. • Attach a copy of the budget report to the request. 	End User	<ul style="list-style-type: none"> • Procurement request • Draft Specification • Budget confirmation • Business Case / Concept document • Proof of submission 	1 day
2	Effect Recommendations and re-submit specification	<ul style="list-style-type: none"> • Revise the specification to include the BSC recommendations • Re-submit the specification with effected recommendations to Demand. 		<ul style="list-style-type: none"> • Draft specification • Amended Draft specification 	
3	Arrange bid specification committee meeting	<ul style="list-style-type: none"> • Prepare the specification for the BSC and ensure that the standard requirements are correct. • Organise the meeting date and send invitations to the members and the end user. 	SCM Practitioner	<ul style="list-style-type: none"> • Draft specification • Invitation 	1 day
4	Analyze Draft Specification and make recommendations	<ul style="list-style-type: none"> • Present the specification to the Committee. • Check specification and interrogates the End-user. • Make recommendation. • Sign the minutes. 	End User	<ul style="list-style-type: none"> • Draft specification • Draft Specification with recommendations • Minutes of the meeting • Attendance Register 	1 to 2 days depending on the availability of information

5	Submit final Specification	<ul style="list-style-type: none"> Prepare memo, attach the draft specification and circulate for signatures of chairperson, End-user, GM - SCM, CFO and HOD. 	SCM Practitioner	<ul style="list-style-type: none"> Approved memo / Not approved memo Signed Specification / not signed Specification 	1 to 5 days depending to the availability of signatories
6	Approve memo and sign specification	<ul style="list-style-type: none"> Approve recommended memo and sign specification If memo not approved and specification not signed Send back to the End-user 	HOD SCM Practitioner	<ul style="list-style-type: none"> Recommended memo and specification Approved memo and signed specification 	1 day
7	Allocate bid Number and record in the Open Bid Register.	<ul style="list-style-type: none"> Allocate bid number to the approved specification. Ensure that the Bid number is relevant to the financial year as follows: Bid number must start with 'SCMU4', followed by the current financial year and lastly add four digits starting from 0001 e.g (SCMU4-19/20-0001) 	SCM Practitioner	<ul style="list-style-type: none"> Approved specification Updated Bid Register 	1 day
8	Compile bid documents	<ul style="list-style-type: none"> Attach standard Bid documents from National Treasury to the specification as follows: ECBD 1 – Invitation to Bid ECBD 2 – Tax Clearance Requirement ECBD 3.1 – Pricing schedule-Firm Prices ECBD 3.2 – Pricing schedule-Non-Firm Price ECBD 4 - Declaration of interest ECBD 5 – National Industrial Participation Program 	SCM Practitioner	<ul style="list-style-type: none"> Specification Bid documents with bid Number 	1 day

		<p>ECBD 6.1- PPP Regulations 2017</p> <p>ECBD 6.2- Local Production and Content (only in procurement of goods designated for local content by DTI)</p> <p>ECBD 8 – Declaration of Bidders past SCM Practices</p> <p>ECBD 9 – Certificate of Independent of Bid Determination</p> <p>Government Procurement July 2010: General Conditions of Contract</p> <p>Signed Specification</p>			
9	<p>Create and sign bid notice for procurement request</p>	<ul style="list-style-type: none"> • SCM Practitioner create Bid Notice. • Sign the bid notice. 	<p>SCM Practitioner Director :SCM</p>	<ul style="list-style-type: none"> • Bid documents with bid Number • Signed bid Notice 	<p>1 day</p>
10	<p>Advertise bid notice</p>	<ul style="list-style-type: none"> • Submit the Bid notice for inclusion in Tender Bulletin before 12 on Wednesday and specify the required publication date. The adverts are published every Friday. • Advertise bid notice on the Tender Bulletin, eTender Bulletin, Departmental website and Print Media where necessary. 	<p>SCM Practitioner</p>	<ul style="list-style-type: none"> • Signed bid notice • Published bid advert 	<p>21 Days or any approved shorter period</p>

11	Submit bid document to Acquisition	<ul style="list-style-type: none"> Record bid document in the register and send to acquisition. 	SCM Practitioner	<ul style="list-style-type: none"> Bid document Confirmation of budget Updated bid register 	1 day
12	Issue bid documents to suppliers	<ul style="list-style-type: none"> Issue Bid documents based on Instruction from National Treasury. 	SCM Practitioner	<ul style="list-style-type: none"> Bid document Payment receipt Signed bid Collection Register 	21 days
13	Attend compulsory Briefing meeting with service providers where applicable	<ul style="list-style-type: none"> Ensure that briefing meeting is held in 7 days after publication. Presents Bid Document and Evaluation Criteria Present the Bid Specification. 	SCM Practitioner End User	<ul style="list-style-type: none"> Bid document Closed supplier register Official attendance Register 	1 day
14	Close Bid at specified time and venue	<ul style="list-style-type: none"> Close the Tender On the closing date. Record responded companies and price information in the Bid Register. Copy register for the attended suppliers. 	SCM Practitioner Risk Management official SCM Practitioner	<ul style="list-style-type: none"> Completed bid closing register Signed declaration of Confidentiality and Impartiality Register Bid submitted responses 	1 day
15	Publish bid Register with price on the Departmental website	<ul style="list-style-type: none"> Email Bid Register with price to Web Master for uploading in Departmental Website within 10 working days of closing the bid Ensure that the Bid Register with Price is Published in the Departmental website within 10 working days. 	SCM Practitioner Web Master	<ul style="list-style-type: none"> Completed bid closing Register Published close bid register with pricing and BBBEE points claim 	1 day

16 Compile and sign pre-evaluation Report and send Invitations for BEC meeting	<ul style="list-style-type: none"> • Prepare pre-evaluation report according to the criteria and sign the check list before the Bid Evaluation Committee meeting. • Prepare report for the committee and check list for the members. • Distribute invitation for Bid Evaluation Meeting and package 3 days before the meeting. 	SCM Practitioner	<ul style="list-style-type: none"> • Bid documents • Checklist • Signed pre-evaluation report • Pre-evaluation report • BEC Invitations 	1 Day
17 Evaluate bid documents	<ul style="list-style-type: none"> • Sign the declaration of interest and confidentiality register before the meeting starts. • Verify each Bid document using check list. • Sign on the check list after verification. • Conclude the shortlisted bidders and calculate the score bidder for each bidder. • Check whether the shortlisted bidder is Tax compliant, the owners are not government employees, the bidder is not a Restricted Supplier and BBBEE Status level. • Capture the minutes and prepare the Evaluation report. 	Bid Evaluation Committee members SCM Practitioner Secretariat	<ul style="list-style-type: none"> • Bid documents • Signed register with Declaration of interest and confidentiality • Evaluation Report • CSD Report 	5 days
18 Verify recommended bidder with the highest score using the evaluation report	<ul style="list-style-type: none"> • Validate the eliminated companies and short listed companies by Bid Evaluation Committee and agree with BEC Recommendations. • Send the recommendation report to Head of Department for the Approval. <p>If not in agreement with BEC report;</p>	Bid Adjudication Committee SCM Practitioner	<ul style="list-style-type: none"> • Evaluation report • Signed register of declaration of interest and confidentiality • Recommended/ not recommended report 	5 days

		<ul style="list-style-type: none"> send the recommendation report to BEC for re-consideration. Capture the minutes and prepare the Evaluation report. 	Secretariat		
19	Approve the BAC report	<ul style="list-style-type: none"> Receive the BAC recommended report. Approve the BAC Report if it does not exceed R 5 000 000. <p>If bid is above R5 000 000</p> <ul style="list-style-type: none"> Send the memo to Interim Bid Advisory Committee (IBAC) at Provincial Treasury for recommendation through a letter signed by the Head of Department. Submit at least 3 days before the scheduled date for the IBAC Meeting. 	HOD Bid Adjudication Committee SCM Practitioner	<ul style="list-style-type: none"> Recommendation report Approved recommended report Signed award letter Proof of submission 	1 day
20	Receive, recommend and approve BAC report	<ul style="list-style-type: none"> Receive the IBAC report and submit to the BAC whether it is positive or negative. Make recommendations to the HOD for approval informed by the IBAC report whether negative or positive. Approve the recommended report. Sign award letter. 	HOD BAC HOD	<ul style="list-style-type: none"> IBAC recommend Recommendation report Approved recommendation report Signed award letter 	5 days
21	Issue award letter	<ul style="list-style-type: none"> Informed the awarded Bidder to come and collect the award letter from Director. Demand and Acquisition. Collect and sign for receipt of award letter from Director. Demand and Acquisition. 	Director. Demand and Acquisition Bidders	<ul style="list-style-type: none"> Signed award letter Copy of signed award letter 	1 day
22	Notify the End-user and Contract Management unit	<ul style="list-style-type: none"> Submit approved award report and awarded Bidder's documents to the End-user in preparation of the Order and Contract 	SCM Practitioner	<ul style="list-style-type: none"> Copy of approved award report with Bid documents Signed outgoing register 	1 day

		Management Unit in preparation of the Service Level Agreement.			
23	Notify unsuccessful suppliers	<ul style="list-style-type: none"> Ensure that all the signed regret letters are posted through the Departmental Records Management to the bidders. 	SCM Practitioner	<ul style="list-style-type: none"> Regret letters 	1 day
24	Advertise award results	<ul style="list-style-type: none"> Advertise Award results in tender bulletin, Departmental website and print media where the Bid was advertised. Submit the Bid notice for inclusion in Tender Bulletin before 12 o'clock every Wednesday and specify the required publication date. The adverts are published every Friday. 	SCM Practitioner	<ul style="list-style-type: none"> Published award results 	1 day
25	Compile monthly report and send to National and Provincial Treasury	<ul style="list-style-type: none"> Compile the report that includes all Bids completed for the month. Compile CRA report of bids above R30 000 on monthly basis. Compile LED report on monthly basis. Compile a status report that includes Bids that are cancelled and re-advertised is compiled on monthly basis. 	SCM Practitioner	<ul style="list-style-type: none"> Capturing Registration Application (CRA) Report for National Treasury and Provincial Report LED report Bid status report 	Monthly

LEGISLATION, POLICIES, PROCEDURES, LEGISLATION & OTHER DOCUMENTATION (I.e. SOPs)

Document or Process Name		Effective Date (if applicable)
The Constitution	<p>The Constitution of the Republic of South Africa, Act No 108 of 1996, as amended, regulates procurement through Section 217 and determines that:</p> <p>"217 (1) When an Organ of State in the national, provincial or local sphere of Government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective.</p> <p>(2) Subsection (1) does not prevent the Organs of State or institutions referred to in that subsection from implementing a procurement policy providing for –</p> <ul style="list-style-type: none"> • Categories of preference in the allocation of contracts; and • The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination. • (3) National legislation must prescribe a framework within which the policy referred to in subsection (2) must be implemented." 	1996
The Public Finance Management Act (PFMA)	<p>The PFMA, Act No 1 of 1999, as amended by Act 29 of 1999, gives effect to and reiterates the Constitutional requirements of Section 217 quoted above and is primary in the regulation of Financial Management. It sets out broadly the requirements for the procurement and provisioning system to be in place and allocates responsibilities attached thereto.</p> <p>The Act stipulates that in contracting for goods and services, and the disposal and letting of state assets, including the disposal of goods no longer required, the Accounting Officer will develop and implement a system, which is fair, equitable, transparent, competitive and cost-effective.</p> <ul style="list-style-type: none"> o Section 76(4)(c) of the PFMA determines inter alia that: 	1999

Document or Process Name		Effective Date (if applicable)
Treasury Regulations Issued in terms of the PFMA	<ul style="list-style-type: none"> ○ The National Treasury may make regulations or issue instructions applicable to all institutions to which the PFMA applies concerning the determination of a framework for an appropriate procurement and provisioning system. <p>The Department shall apply the Treasury Regulations issued in terms of the PFMA as it pertains to supply chain management. It serves as a formal requirement for departments, to ensure the establishment and implementation of an effective and efficient SCM system.</p> <p>Public Private Partnerships</p> <p>The Accounting Officer must ensure that Treasury Regulation 16 is complied with when goods or services are procured through public private partnerships or as part of a public private partnership.</p> <p>Supply Chain Management</p> <p>The Accounting Officer must ensure that Treasury Regulation 16A is complied with when dealing with Supply Chain Management to ensure the establishment and implementation of an effective and efficient Supply Chain Management Unit within the office of the CFO, as an integral part of their financial system.</p> <p>The SCM system to be implemented must be fair, equitable, transparent, competitive and cost effective; be consistent with the PPPFA and BBEE Act and must provide at least for the following:</p> <ul style="list-style-type: none"> ○ Demand Management. ○ Acquisition Management. ○ Logistics Management. ○ Disposal Management. 	

Document or Process Name		Effective Date (if applicable)
	<ul style="list-style-type: none"> ○ Risk Management. ○ Regular assessment of supply chain performance. 	
<p>Policy to guide uniformity in procurement reform processes in government</p>	<p>The Policy to Guide Uniformity in Procurement Reform Processes in Government was approved by Cabinet 10 September 2003 and promulgated on 05 December 2003.</p> <p>The policy strategy has as a goal the uniform implementation of Government's procurement reform initiatives and compliance with minimum norms and standards in such a manner that the principles of cooperative governance are observed.</p> <p>In terms of this policy strategy, Accounting Officers are required to establish and implement a Supply Chain Management function that promotes sound financial management and uniformity in all spheres of Government.</p> <p>Regarding insurance, organs of State should either insure for procurement related physical risks, establish risk management programmes or make advance provision for losses associated with such risks, within the scope of the provisions of the Treasury Regulations. Suitable arrangements should also be made to ensure that insurance related excesses do not cause the failure of SMME's.</p>	
<p>National Treasury Practice Notes</p>	<p>All documents relevant to SCM are available electronically on National Treasury's web page http://www.treasury.gov.za /organisation/ specialist functions/ supply chain management: norms and standards.</p> <p>The SCM regulations in terms of the PFMA empower National Treasury to issue practice notes to ensure minimum norms and standards within Government.</p> <p>Currently 10 practice notes have already been issued covering a variety of topics. All practice</p>	

Document or Process Name		Effective Date (if applicable)
	notes issued from time to time must be taken into account and adhered to.	
The Preferential Procurement Policy Framework Act	<p>The Preferential Procurement Policy Framework Act (PPFFA), Act No 5 of 2000, was promulgated to give effect to Section 217(3) of the Constitution by providing a framework for the implementation of the procurement policy contemplated in Section 217(2) of the Constitution.</p> <p>The Act provides for the implementation of a preference system in the allocation of contracts for categories of service providers and the promotion of goals, including socio-economic goals, to advance the interest of persons disadvantaged by unfair discrimination on the basis of race, gender or disability and implementing the programmes of the Reconstruction and Development Programme (RDP).</p> <p>The Act also regulates that the evaluation processes are conducted in a fair, justifiable and transparent manner.</p> <p>There is currently a process underway to ensure that the PPFFA and the BBBEE Act is aligned.</p>	
The Preferential Procurement Policy Framework Act Regulations	<p>This is the enabling mechanism of the PPFFA mentioned above. It sets out the formulas for the points system and stipulates the rules and procedures governing the preferences that might be claimed in terms of this Act.</p>	
Broad Based Black Economic Empowerment Act	<p>The Broad Based Black Economic Empowerment Act (BBBEE Act), Act No 53 of 2003, provides the framework for the promotion of black economic empowerment, the establishment of a balanced scorecard and the publication of transformation charters. A supporting strategy has also been published. Draft codes of good practice have also been issued for comment. These codes could include qualification criteria for preferential procurement and other economic activities.</p> <p>The Department will adhere to the directives contained in the Broad Based Black Economic</p>	

Document or Process Name		Effective Date (if applicable)
	<p>Empowerment Act as it affects the procurement process.</p> <p>Economic transformation will be promoted through preferential procurement in order to promote meaningful participation of black people including women, workers, youth and people with disabilities and people living in rural areas, in the economy.</p> <p>Transformation will achieve a change in the racial composition of ownership and management structures of existing and new enterprises.</p>	
<p>The prevention and combating of corrupt activities act</p>	<p>The Department will adhere to the directives contained in the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004 as it affects the supply chain process.</p> <p>The Act regulates offences in respect of corrupt activities relating to contracts, activities pertaining to acceptance or offering of any gratification and the improper influence of another person as well as offences in respect of corrupt activities relating to procuring and withdrawal of tenders and auctions.</p> <p>The Act provides for miscellaneous offences relating to possible conflict of interest and other unacceptable conduct such as acquisition of private interest in contract, agreement or investment of a public body.</p> <p>National Treasury must establish a register for tender defaulters.</p>	
<p>The King Report on Corporate Governance for South Africa, 2002</p>	<p>The Department will subscribe to the Code of Corporate Practices Conduct in all material respects as it affects procurement.</p> <p>The Report concludes that successful governance requires companies to adopt an inclusive approach and there must be greater emphasis on the sustainable or non-financial aspects of its performance.</p> <p>The tests of fairness, accountability, responsibility and transparency to all acts or omissions,</p>	<p>2002</p>

Document or Process Name		Effective Date (if applicable)
	<p>and be accountable to the Department, but also responsive and responsible towards the Department's stakeholders must be applied.</p> <p>The Report describes the principles of risk management, ethical conduct, black economic empowerment and social investment prioritization and spending.</p>	
Provincial Growth and Development Plan	<p>The Province developed the Provincial Growth and Development Plan (PGDP), which set out all the objectives to be achieved by Departments by the year 2014.</p> <p>The PGDP provides for a number of quantified targets for growth and development in the Eastern Cape for the period 2004 until 2014.</p> <p>These targets must be incorporated into each department's strategic goals and objectives.</p>	
State Information Technology Agency Act	<p>The State Information Technology Agency (SITA) Act, Act No 88 of 1998, as amended by Act 38 of 2002, requires that SITA must act as the procurement agency for the Department's information technology requirements.</p>	
The National Small Business Act	<p>The National Small Business Act, Act No 102 of 1996, as amended, establishes the National Small Business Council (NSBC) and also the Ntsika Enterprise Promotion Agency (Ntsika).</p> <p>The main functions of Ntsika are inter alia: to consult with any organ of government, the NSBC or a service provider in order to inter alia:</p> <ul style="list-style-type: none"> Facilitate national market access for products and services of small business. Generally strengthen the capacity of service providers to support small business and small business to compete successfully in the economy. <p>To enable small businesses to compete successfully in the economy, the procurement policies and practices influence the economic behaviour of small businesses, and therefore during the</p>	1996

Document or Process Name		Effective Date (if applicable)
Supply chain practice notes	<p>procurement process, it is important to implement guidelines to promote small businesses</p> <p>Provincial ECSCM Practice Note No.1 of 2009-10 Anti Competitive Practices in the Procurement Process</p> <p>Provincial Treasury ECSCM Practice Note No.1 Of 2009-10 - Anti Competitive Practices In The Bidding Process</p> <p>Provincial ECSCM Practice Note No.2 Of 2008 - Tax Clearance Certificate and Partnership</p> <p>Provincial ECSCM Practice Note No.1 Of 2008-2009</p> <p>Provincial ECSCM Practice No.1 Of 2008 - Guide lines for the Evaluation and Approval of Variation Orders</p> <p>Provincial Treasury Practice Note No.1 Of 2008-09 Irregular Expenditure</p> <p>Provincial ECSCM Practice Note No.1Of 2010-11- Conflict between the PPPFA and Preferential Procurement Regulations</p> <p>Provincial Treasury Instruction Note No 5 Of 2015_16</p> <p>Provincial Treasury Instruction Note No 3 Of 2015_16</p> <p>National Treasury Practice note on prohibition of restrictive practices of 2010</p> <p>National treasury Practice note number 7 of 2009_2010</p> <p>National treasury Practice note 11 of 2008_2009 unsolicited proposal</p> <p>National treasury practice note number 5 of 2009-2010 procurement through SITA and accountability of Accounting Officers or Authorities</p> <p>National Treasury Practice Note No.4 Of 2008-09 Irregular Expenditure</p> <p>National Treasury Annexure E. Accounting Transactions For Irregular Expenditure Trading</p>	





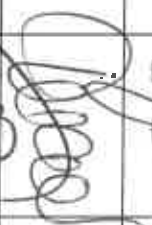

Document or Process Name		Effective Date (if applicable)
	<p>Entities</p> <p>National Treasury Annexure D. Accounting Transactions For Irregular Expenditure Departments</p> <p>National Treasury Annexure C. Disclosure Of Irregular Expenditure For Departments, Trading Entities, Constitutional Institutions And Public</p> <p>National Treasury Annexure A+B. Procedure For The Treatment Of Irregular Expenditure</p> <p>National Treasury Practice Note No.6 Of 2008-07</p> <p>National Treasury Practice Note No.8 Of 2008-07</p> <p>National Treasury Practice Note No.9 Of 2008-07</p> <p>National Treasury Practice Note Number SCM 1 Of 2006- Tax Clearance Certificates</p> <p>National Treasury Practice Note Number SCM 5 Of 2006 - Restriction Of Suppliers</p> <p>National Treasury Practice Note Number SCM 3 Of 2006- Tax Clearance Certificates for Price Quotations and Competitive Bids</p> <p>National Treasury Practice Note Number SCM 4 Of 2006 - Standard Bidding Document Declaration Of Bidder's Past Supply</p> <p>National Treasury Practice Note Number SCM 3 Of 2005</p> <p>National Treasury Practice Note Number SCM 1 Of 2004 - Tax Clearance Certificates</p> <p>National Treasury 01a Annexure A of 2011</p> <p>National Treasury Practice Note 11 Of 2008 _2009 Unsolicited Proposal</p> <p>National Treasury Annexure A+B Of 2008 Procedure For The Treatment Of Irregular Expenditure</p>	

Document or Process Name		Effective Date (if applicable)
OTHER RELEVANT ACTS	<p>National Treasury Annexure C Of 2008 Disclosure Of Irregular Expenditure For Departments, Trading Entities, Constitutional Institutions</p> <p>National Treasury Annexure D Of 2008 Accounting Transactions For Irregular Expenditure Departments</p> <p>National Treasury Practice Note Number SCM 2 Of 2005</p> <p>National Treasury Practice Note Number SCM 1 Of 2005- Standard Bidding Document</p> <p>National Treasury Practice Note Number SCM 2 Of 2003 - Threshold values for the invitation for Price Quotations and Competitive Bids</p>	
<ul style="list-style-type: none"> ▪ Public Service Act, No 23 of 1994. ▪ Promotion of Administrative Justice Act, No 3 of 2000. 		<p>1994</p> <p>2000</p>
<ul style="list-style-type: none"> ▪ Promotion of Access to Information Act, No 2 of 2000. ▪ Protected Disclosure Act, No 26 of 2000. ▪ The Competition Act, No 89 of 1998. 		<p>2000</p> <p>1998</p>

PROCESS RISKS

Risk Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	System / Manual
Insufficient personnel	Insufficient personnel leads to lack of segregation of duties and therefore no proper internal controls	H	H	Filling of vacant posts.	Manual
Delay for Bid completion	Delay of Bid completion lead to underspending and also compromise quality of service for example security services procured on month to month basis	H	H	Supervisors to allow committee member to attend the meetings.	Manual

AUTHORIZATION

Authorization:	Name:	Signature:	Comment:	Date:
Quality Checked By Director : Management Information Services	N. A. Mazizi		Quality Checked. The process must be reviewed annually to ensure relevance.	21/10/2019
Recommended by Acting Chief Information Officer	M. Gazi			22/10/2019
Director: Demand and Acquisition	M. Dlova			25/10/19
Recommended by Acting CFO	N. Ngcinzana			25/10/2019
Acting Deputy Director General	Z. Ganca			29/10/19
Approved by HOD	N. Baart		Overseen by BE DOME TA END - U.F.B.R.	04/11/2019
Distribution and Use of SOP	District Managers, Corporate Service Managers, Service Managers, Area Managers, Assistant Managers			