



Reference: T16/4/R

TREASURY CIRCULAR MUN NO 5 of 2015

THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR V VAN DER WESTHUIZEN
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON
THE MAYOR, HESSEQUA MUNICIPALITY: MS E NEL
THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KNYSNA MUNICIPALITY: MS J WOLMARANS

THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR GW LOUW
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR R LOTTERING (ACTING)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR G EASTON (ACTING)

THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT MUNICIPALITY: MS L HOEK
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR N DELO
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR MK BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: ADV F HUMAN (ACTING)
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR F LÖTTER
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON

THE HEAD OF SCM, EDEN DISTRICT: MR T MPURU
THE HEAD OF SCM, KANNALAND MUNICIPALITY: MR D LINKS
THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MR R BENT
THE HEAD OF SCM, MOSSEL BAY MUNICIPALITY: MS E NEL
THE HEAD OF SCM, GEORGE MUNICIPALITY: MR B GERICKE
THE HEAD OF SCM, OUDTSHOORN MUNICIPALITY: MR JC LADOUCE
THE HEAD OF SCM, BITOU MUNICIPALITY: MR P PETERS
THE HEAD OF SCM, KNYSNA MUNICIPALITY: MS F KRUGER

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN) (ACTING)
THE HEAD: PUBLIC POLICY SERVICES (MS M KORSTEN)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUY)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: FISCAL POLICY (MR H MALILA) (PRO TEM)
THE SENIOR MANAGER: INFRASTRUCTURE (MR P CHANDAKA)
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS M FORTUIN) (ACTING)
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR E JOHANNES) (ACTING)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR S MAYEKISO) (ACTING)

THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN) (PRO TEM)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

RE: WESTERN CAPE SUPPLIER DATABASE STEERCOM MEETING 28 JANUARY 2015: MOSSEL BAY MUNICIPALITY – MUNICIPAL COUNCIL CHAMBERS

1. PURPOSE

- 1.1 To inform the municipalities of the Eden District of the first **SteerCom** meeting regarding the roll out and implementation of the Western Cape Supplier Database to Municipalities. The meeting is scheduled to take place on **Wednesday, 28 January 2015 from 10:00 to 15:00 at the Mossel Bay Municipal Council Chambers.**
- 1.2 To request all municipalities of the Eden District to confirm attendees' names in terms of whom of the nominated **SteerCom** members will be attending the meeting.

2. BACKGROUND

- 2.1 Ariba, on behalf of Western Cape Government, has been contracted by Provincial Treasury for the population and maintenance of a Western Cape Supplier Database.
- 2.2 This supplier database serves to enable the effective implementation of the Preferential Procurement Policies and also promote uniformity, develop best practice guidelines, inform sound financial governance, and promote and maximise service delivery.
- 2.3 Through this initiative, the Provincial Treasury also aims to promote economic development by having a database that can also serve as a basis for information and economic indicators to promote such economic development within the local municipal areas.
- 2.4 To this end, Provincial Treasury, together with ARIBA, has successfully rolled out and implemented the supplier database across all of the departments within the Western Cape Government and would now like to turn their attention to the Municipal

sphere where it is envisaged that all Municipalities of the Western Cape will utilise the same database as the rest of the province.

3. AGENDA ITEMS TO BE DISCUSSED

3.1 The Provincial Treasury will afford the municipalities the opportunity to forward their proposed agenda items or issues to be addressed at the SteerCom meeting.

3.2 Should a Municipality wish to forward any proposed agenda items for discussions, they can do so via email or fax no later than **Monday, 26 January 2015**.

3.3 The draft agenda items includes but will not be limited to the following:

1. Welcoming

2. Apologies

3. Discussion Topics

- ✓ Status to date
- ✓ Reconciliation between Municipal Supplier Databases and WCSD (To be completed ASAP)
- ✓ Update on tweaks and changes made to the system.
- ✓ Granting Municipalities access to the WCSD. (Time frames for allocating usernames and passwords and creating new accounts)
- ✓ Training of Municipal Staff to use the WSDB system.
- ✓ How PT and Municipalities can assist suppliers logistically with the registration process. (Clarity and consensus regarding registration forms)
- ✓ New SARS pin number system and how it will affect the WCSD.
- ✓ Possibility of having Supplier Open Days to bring suppliers on board.
- ✓ Roll out to all remaining Municipalities within the Western Cape.
- ✓ Live demonstration of the system.

4. Way Forward

- ✓ What Municipalities need to do?
- ✓ What PT needs to do?
- ✓ Envisaged date of going Live.
- ✓ Date of next Meeting.

5. Closing

4. REQUEST

- 4.1 Municipalities are requested to confirm the representatives who will be attending the Supply Chain Management Forum meeting based on the finalised SteerCom nominations.
- 4.2 It will be highly appreciated if these details are submitted not later than **Friday, 23 January 2015**, via e-mail to Zubair.Adams@westerncape.gov.za.
- 4.3 Any enquiries in this regard may be directed to **Mr. Zubair Adams on 021 483 9241**.

Your co-operation will be highly appreciated.



MR SAKHUMZI MAYEKISO

ACTING DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

PROVINCIAL TREASURY

DATE: 20 January 2015