



**PROVINSIALE TESOURIE •  
PROVINCIAL TREASURY •  
UNONDYEBO WEPHONDO**



**HOOFDIREKTORAAT: BATEBESTUUR  
CHIEF DIRECTORATE: ASSET MANAGEMENT**

Verwysing  
Reference T7/2/PROC  
Isalathiso

10 July 2009

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**TREASURY CIRCULAR NO. 43/2009**

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)  
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)  
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR RB SWARTZ)  
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)  
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)  
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJIET)  
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR T MANYATHI)  
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)  
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR B ROBERTS)  
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)  
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)  
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR D BASSON)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)  
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)  
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)

THE SUPPLY CHAIN MANAGER: VOTE 1: PREMIER (MS A STASSEN)  
THE SUPPLY CHAIN MANAGER: VOTE 3: PROVINCIAL TREASURY (MR A SEALE)  
THE SUPPLY CHAIN MANAGER: VOTE 4: COMMUNITY SAFETY (MS E ISAACS)  
THE SUPPLY CHAIN MANAGER: VOTE 5: EDUCATION (MR W CARELSE)  
THE SUPPLY CHAIN MANAGER: VOTE 6: HEALTH (MR I SMITH)  
THE SUPPLY CHAIN MANAGER: VOTE 7: SOCIAL DEVELOPMENT (MS P MABHOKWANA)  
THE SUPPLY CHAIN MANAGER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS L NEL)  
THE SUPPLY CHAIN MANAGER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR W PHASWANE)  
THE SUPPLY CHAIN MANAGER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV C MENTOOR)  
THE SUPPLY CHAIN MANAGER: VOTE 11: AGRICULTURE (MS M VAN BREDA)  
THE SUPPLY CHAIN MANAGER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR LE BRETON)  
THE SUPPLY CHAIN MANAGER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS L LA GRANGE)

## PROCUREMENT STATISTICAL REPORTING FOR 2009/2010

### 1. PURPOSE

- 1.1. To inform all Departmental Accounting Officers, Chief Financial Officers and Supply Chain Managers of the official responsible for the collation and reporting of the procurement statistics for the 2009/10 financial year;
- 1.2. To re-affirm the due date for submission of the Procurement Statistics and the manner of submission;
- 1.3. To communicate the effective date of this Circular; and
- 1.4. To circulate the reporting questionnaire (attached Annexure A) that needs to be completed for each bid awarded by the department.

### 2. RESPONSIBLE OFFICIAL

- 2.1. **Pumeza Cakata:** Room 3.07 3<sup>rd</sup> floor  
15 Wale Street  
Cape Town  
T: 021 483 3594  
F: 021 483 4671  
E-mail: [bpcakata@pgwc.gov.za](mailto:bpcakata@pgwc.gov.za)

### 3. DUE DATE

- 3.1. The Procurement Statistics are to be submitted to the said official within **10 days after the end of each month**. Should the last day of this period fall on a weekend or a public holiday, the statistics are due on the following working day.
- 3.2. The signed reporting questionnaire may be hand delivered to the address indicated above or scanned and submitted electronically via email.

### 4. EFFECTIVE DATE

This reporting requirement is effective from **1 August 2009**, and replaces all previously required reporting formats requested from the Provincial Treasury in respect of procurement statistics.



**5. REQUEST**

- 5.1. The Provincial Treasury (Moveable Asset Management) hereby requests the reporting questionnaire be completed fully and that departmental Supply Chain Managers continue to submit the statistical reports in a timely manner, by no later than the **10<sup>th</sup> day of the month** following the month that the department is reporting on.
- 5.2 It must be reiterated that a questionnaire must be completed for every open, limited and unsolicited bid as well as contract extensions, procured for the reporting period.
- 5.3 Departments are requested to make a concerted effort in adhering to this requirement.

Your co-operation will be appreciated



**SENIOR MANAGER: Moveable Asset Management**

**DATE:** 09/01/2009

## REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

### MONTHLY REPORTING QUESTIONNAIRE

**NB: There are two sections in this report namely: National Treasury information and Provincial Treasury information. Both sections must be submitted within 10 days after the end of each month. A questionnaire must be completed for every open, limited and unsolicited bid as well as contract extensions**

**REPORTING MONTH:** \_\_\_\_\_

<b>INFORMATION REQUIRED BY NATIONAL TREASURY</b>	1	Name of Department	
	2	Contract Number	
	3	Contract Date	
	4	Contract Description	
	5	Name of Contractor	
	6	Percentage equity ownership by black persons (no franchise prior to elections) based on information furnished on Standard Bidding Documents (WCBD 6.1) People of Colour	
	7	Percentage equity ownership by black women based on information furnished on WCBD 6.1	
	8	Percentages equity ownership by white women based on information furnished on WCBD 6.1	
	9.	Outsourced / subcontracted business to small businesses as a percentage of annual turnover based on information furnished on WCBD 6.3, if applicable	
	10	% Local content of final product in relation to the bid price based on the information furnished on WCBD 6.4, if applicable.	
	11	Total contract price <b>[A]</b>	
	12	Total price of lowest acceptable bid (price of bid scoring the highest points for price) <b>[B]</b>	
	13	Premium paid to promote specified goals <b>[C = (A-B)]</b>	
	14	Percentage premium paid (C/B X 100)	



<b>INFORMATION REQUIRED BY PROVINCIAL TREASURY</b>	15	Type of contract (Ad hoc/Period)	
	16	Type of Bidding Process Followed: (Open Bidding, Limited bidding, Unsolicited bids, Contract extensions)	
	17	Reasons for Limited Bid / Unsolicited bid / Contract extension (if applicable)	
	18	Period of Contract Extension (if applicable)	
	19	Value of Contract Extension (if applicable)	
	20	Date advertised	
	21	Date Closed	
	22	Contract Period (i.e. 1 month, 1 yr, 2yrs etc including commencement and end date)	
	23	Commodity Name (SCOA ITEM CLASSIFICATION)	
	24	RESPONSIBILITY (SCOA)	
		OBJECTIVE (SCOA)	
	25	BUDGET OVER 2009/10 FINANCIAL YEAR	
	26	Country of manufacture (i.e. South Africa, China etc)	
	27	Is company a SMME (Yes/No)	
28	Preference points used (80:20 or 90:10)		

**INFORMATION FURNISHED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

<sup>1</sup> Information required by National Treasury (1-14)  
Information required by Provincial Treasury (15-28)