



PROVINCIAL TREASURY

Provincial Government of the Western Cape

MOVEABLE ASSET MANAGEMENT

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REFERENCE: T16/20/1
ENQUIRIES: T. Adams

TREASURY CIRCULAR NO. 26/2011

THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF HOUSING
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT
ALL OTHER MEMBERS OF PARLIAMENT

} For information

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)
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 (MS P VINJEVOLD)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KC HOUSEHAM)
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THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR P O'BRIEN)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)
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THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDSE)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TC ARENDSE) (PRO TEM)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MR T MADONDLE/MS M FORTUIN) (ACTING)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS A SMIT)
THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

REPORTING REQUIREMENTS IN RESPECT OF CONTRACTS ABOVE R100 000 AS WELL AS THE DAILY UPLOADING OF BID ADVERTISEMENTS AND AWARDS

1. PURPOSE

- 1.1 To re-iterate the requirements of Treasury Circular 46/2010 (attached hereto marked "Annexure A") in respect of capturing all contracts above R100 000 on the National Treasury's Procurement Contract Information (PCI) system, as well as to inform Departments of the due dates for such reporting.
- 1.2 To re-iterate the requirements of Treasury Circular 14/2010 (attached hereto marked "Annexure B") in respect of the daily uploading of bid advertisements and awards on the Cape Gateway website.

2. REPORTING REQUIREMENTS

- 2.1 Departments must comply with the requirements of Treasury Circular 46/2010 in respect of capturing all contracts above R100 000 on the PCI system. Departments are advised to capture as and when a contract has been awarded. ***The due date for capturing is ten (10) working days after the end of each month.***

Furthermore, as specified in the said Circular, the Provincial Treasury will forward a pre-populated spreadsheet to all responsible officials on a monthly basis with a request to insert the description as well as the method of procurement information for each contract that has been awarded. Departments will further be requested to verify whether the contracts that appear on the spreadsheet are a true reflection of all contracts awarded for a particular month. ***The due date for completion is within ten (10) working days of the request being sent by the Provincial Treasury.***

- 2.2 Departments must comply with the requirements of Treasury Circular 14/2010 in respect of the bid advertisement and the letter of acceptance being forwarded to the Provincial Treasury upon advertisement and upon award, respectively. This information must be sent to the Provincial Treasury in a timely manner, ***not later than two (2) working days after advertisement and award.*** This is to ensure that bids are uploaded on the Cape Gateway website from the time of advertisement to the time of award.
- 2.3 The Provincial Treasury will issue non compliant letters to Accounting Officers of Departments who fail to comply with the contents of this Circular.

3. NAME AND CONTACT DETAILS OF RESPONSIBLE OFFICIALS

3.1 The below mentioned person will be the point of contact for reporting purposes as well as the daily uploading of bid information on the Cape Gateway website for the first (1st) and second (2nd) quarter of the 2011/12 financial year. All correspondence related to any of the abovementioned matters within the specified time period must be directed to:

Tasneem Adams: **Room 3024, 3rd Floor**
 Atterbury House
 9 Riebeek Street
 Cape Town
 8001
 T: 021 483 4720
 F: 021 483 4671
 E-mail: Tasneem.Adams@pgwc.gov.za

3.2 The below mentioned person will be the point of contact for reporting purposes as well as the daily uploading of bid information on the Cape Gateway website for the third (3rd) and fourth (4th) quarter of the 2011/12 financial year. All correspondence related to any of the abovementioned matters within the specified time period must be directed to:

Laverne Josias: **Room 3023, 3rd Floor**
 Atterbury House
 9 Riebeek Street
 Cape Town
 8001
 T: 021 483 3275
 F: 021 483 4671
 E-mail: Laverne.Josias@pgwc.gov.za

4. REQUEST

- 5.1 Departments are hereby requested to take cognisance of the content of this Circular and comply with the various requests made herein.
- 5.2 Departments are further requested to bring this Circular to the attention of all institutions under its control.
- 5.3 This Circular is effective from the date of signature herein.

Your co-operation in this regard will be appreciated.



Nadia Ebrahim

Acting Head: Asset Management

Date: 10 June 2011



PROVINCIAL TREASURY • PROVINSIALE TESOURIE
• UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

T16/20/1

Navrae
Enquiries
Imibuzo

Z Nocanda

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TREASURY CIRCULAR, /2010

- THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
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- THE SUPPLY CHAIN MANAGER: VOTE 1: PREMIER (MS A STASSEN)
- THE SUPPLY CHAIN MANAGER: VOTE 2: PROVINCIAL TREASURY (MR A SEALE)
- THE SUPPLY CHAIN MANAGER: VOTE 3: COMMUNITY SAFETY (MS E ISAACS)
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- THE SUPPLY CHAIN MANAGER: VOTE 14: LOCAL GOVERNMENT (MS L NEL)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

SUPPLY CHAIN MANAGEMENT:

- 1. REVISED PROCUREMENT STATISTICS REPORTING REQUIREMENTS**
- 2. THE ADJUDICATION OF QUOTATIONS AWARDED ON THE EPSi**

1. PURPOSE

- 1.1 To inform all Departmental Accounting Officers, Chief Financial Officers and Supply Chain Managers of the revised requirements for the reporting on procurement statistics ; and
- 1.2 To re-affirm that Provincial Departments adjudicate awards made on the Electronic Purchasing System (EPSi) as per PT Circular 14/2010.

2. BACKGROUND

- 2.1 Provincial Departments have been reporting procurement statistics in a dual manner to National Treasury via the electronic capturing tool and to Provincial Treasury as per the prescribed reporting template.
- 2.2 It is noted that this is an administratively burdensome process for departments hence the Provincial Treasury has decided to streamline the reporting requirements.
- 2.4 As a follow-up to the paragraph 16A7.2.4 of the PTI's (2009), it is still a matter of concern that departments are not adjudicating all awards made on the EPSi and this requirement is therefore deemed necessary to be addressed again in this Circular.

3. REVISED PROCUREMENT STATISTICS REPORTING

- 3.1 Provincial Departments should henceforth only capture their procurement statistics on the National Treasury website and adhere to the capturing requirement of **ALL** contracts above R100 000. It must be noted that this infers that all contracts be reported on, inclusive of contracts procured via the limited bidding process and contract extensions.
- 3.2 Departments must discontinue the monthly reporting of procurement statistics to Provincial Treasury as per the prescribed reporting template.
- 3.3. Provincial Treasury will on a monthly basis forward to all departmental SCM managers, a pre-populated spreadsheet as obtained via the National Treasury website to departments, with the request that departments indicate in the provided additional columns if the contracts are limited bids or extensions. This information will feed into the compilation of the Provincial Treasury quarterly procurement statistics report. Departments will be required to submit their responses to the pre-populated spreadsheet within ten (10) working days of the request being made by the Provincial Treasury.
- 3.3 Those departments that arrange term contracts and with multiple itemed awards and price lists will be approached by the Provincial Treasury to make the necessary arrangements in respect of the reporting on these types of contracts.
- 3.4 It is imperative that the procurement statistics captured on the National Treasury website be accurately and timeously captured. This information serves the basis for the reporting to National Parliament on the progress made in the public sector on the procurement reform processes and to the Provincial MEC of Finance, Economic Development and Tourism.

- 3.5 It was also requested in PT Circular 14/2010 (attached as **Annexure "A"**), that departments submit to the Provincial Treasury, a copy of the bid advertisement request when forwarded to the Government Tender Bulletin or newspaper for publishing and a copy of the acceptance letter when sent to the successful bidder.
- 3.6 The information submitted under paragraph 3.5 above will be utilised to address reporting gaps on the National Treasury website to improve data integrity.
- 3.7 It has come to Provincial Treasury's attention that departments are not complying with these requirements and it is hereby again requested that the information be forwarded to the following official:

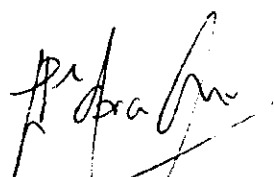
Sindiswa Ngaka
Room 307, 3rd Floor
15 Wale Street
Cape Town
Tel: 021-483 4215
Fax: 021-483 4671

4. THE ADJUDICATION OF QUOTATIONS AWARDED ON THE EPSI

- 4.1 In terms of paragraph 16A7.2.4 of the PTI's (2009), the Accounting Officers must ensure that all the quotations awarded on the EPSi be "adjudicated" on the system to ensure the credibility of procurement statistics. However, not all departments are compliant as is evident from the transversal adjudication rate of 38%. It must be noted that adjudication on the system infers that the department must indicate on the system to whom the quotation has been awarded to. This involves the responsible official informing the system via a tick (√) to whom the quotation has been awarded to.
- 4.2 Departments are urged to adjudicate all the awards on the EPSi, failing which will result in Provincial Treasury enforcing the measures indicated in paragraph 3 of Circular 10/20 (attached as **Annexure "B"**).

5. REQUEST

- 5.1 Provincial Departments are requested to take cognisance of the content of this Circular and to comply with the various requests made herein.
- 5.2 Departments are further required to bring the contents of this to all institutions under their control.
- 5.3 Departments are also requested to note that this circular is effective from 1 November 2010.

A handwritten signature in black ink, appearing to be 'P. D. ...', written over a horizontal line.

SENIOR MANAGER

MOVEABLE ASSET MANAGEMENT

DATE: 25/10/2010



**PROVINSIALE TESOUIE
• PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO**



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

Verwysing Reference T16/20/1
Isalathiso P. Cakata
Navrae T: (021) 483 3594
Enquiries E: bpcakata@pgwc.gov.za
Imibuzo

9 April 2010

TREASURY CIRCULAR NO. 14/2010

THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF HOUSING
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

For information

ALL OTHER MEMBERS OF PARLIAMENT

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THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR J PETERS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR DP DANIELS)

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THE SUPPLY CHAIN MANAGER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR A ADONIS)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDESE) (ACTING)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS N OLIPHANT)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)

THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)
THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)
THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
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THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

DAILY UPLOADING OF ADVERTISED BID ADVERTISEMENTS AND AWARDS ON THE CAPE GATEWAY

1. PURPOSE

- 1.1 To inform all Departmental Accounting Officers, Chief Financial Officers and Supply Chain Managers of the changes in the manner in which procurement information will be updated on the Cape Gateway website;
- 1.2 To communicate the effective date of this new capturing format; and
- 1.3 To request that all departments comply with the request and submit all requested information in a timely manner.

2. BACKGROUND

2.1 Treasury Circular 55/2009 was circulated informing Departments of the uploading of certain information pertaining to awarded bids on the Provincial Treasury's website on the Cape Gateway. In this Circular it was communicated that the following information would be made public:

- 2.1.1 Contract number;
- 2.1.2 Name of the successful bidder;
- 2.1.3 Contract value;
- 2.1.4 Contract period;
- 2.1.5 Description of contract;
- 2.1.6 Method of procurement;
- 2.1.7 Date of award and
- 2.1.8 Preference point system utilised.

This was done in response to the Premier's call for more transparent and open bidding processes.

3. PROPOSED DAILY UPLOADING OF BID INFORMATION

- 3.1 The Provincial Treasury has found that although this was a good initiative, the time that elapsed before the actual information was updated on the site and the fact that suppliers were also not placed in a position to view advertised bids rendered the process to be somewhat deficient. Therefore a further enhancement was required in respect of capturing this information to ensure its usefulness to the public.
- 3.2 A decision was then taken to upload all bids from the time that they are advertised to the time that they are awarded. This would mean that Departments must notify Provincial Treasury of all bids that are advertised via the open bidding process as and when they are advertised in the Government Tender Bulletin (GTB) and/or the local newspapers where applicable.
- 3.3 The manner of notification would be that the Department sends a copy of the advertisement request forwarded to the GTB or relevant newspaper when it is sent for publication. Provincial Treasury will then check the relevant publication for the final advertisement and place it on the Treasury website on the Provincial Treasury Website on the Cape Gateway.
- 3.4 For awards, the Departments are also required to forward a copy of the acceptance letter sent to the successful bidder when it is sent to the bidder. The rest of the detail required to ensure that all information is captured, will be obtained from the consolidated procurement stats submitted to the Provincial Treasury on a monthly basis.
- 3.5 Any concerns or queries pertaining to the daily uploading of advertised bids on the Cape Gateway may be forwarded in writing to the responsible individual mentioned below.

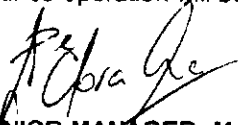
4. NAME AND CONTACT DETAILS OF RESPONSIBLE PERSON

Pumeza Cakata: Room 3.07 3rd floor
15 Wale Street
Cape Town
T: 021 483 3594
F: 021 483 4671
E-mail: bpacakata@pqwc.gov.za

5. REQUEST

- 5.1 It is requested that a copy of the advertisement request forwarded to the GTB or relevant newspaper when it is sent for publication is also forwarded to Provincial Treasury.
- 5.2 It is requested that the acceptance letter sent to the successful bidder is forwarded to Provincial Treasury when it is sent to the bidder.
- 5.3 That Departments note that this circular is effective from the date of signature on the circular.

Your co-operation will be appreciated



SENIOR MANAGER: Moveable Asset Management

DATE: 09/09/2010