

Reference: T16/20/2

Enquiries: Xolani Oliphant

TREASURY CIRCULAR MUN NO 10 /2012

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THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MS R JAGER
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
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THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR BD KIVEDO
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THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
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THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
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THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR T Mnyimba
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR D DU PLESSIS (Acting)
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THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J VAN DER WESTHUIZEN
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THE HEAD OF SCM, CITY OF CAPE TOWN: MR L SHNAPS
THE HEAD OF SCM, WEST COAST DISTRICT: MR M MARKUS
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THE HEAD OF SCM, CENTRAL KAROO DISTRICT: MS L STRUMPHER
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THE HEAD OF SCM, PRINCE ALBERT MUNICIPALITY: MR GS BOTHMA
THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MS SA POTHBERG

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 (MS N EBRAHIM) (ACTING)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
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THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS. L NGXONONO)
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)
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
THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

REGISTRATION OF USERS ONTO THE CONTRACT REGISTRATION APPLICATION (CRA) AS A RESULT OF THE REVISED PROCUREMENT REGULATIONS, 2011 WHICH CAME INTO EFFECT ON 07 DECEMBER 2011.

1. PURPOSE

- 1.1. The purpose of this Provincial Treasury Circular is to inform municipalities on the new registration requirements pertaining to the capturing of contracts awarded above R100 000, as a result of the revised Preferential Procurement Regulations, 2011 which came into on 07 December 2011.
- 1.2. To request all SCM managers to provide their assistance with the registration of users onto the Contract Registration Application (CRA), previously known as the Procurement Contract Information (PCI) system.

2. BACKGROUND

- 2.1. The Provincial Treasury previously communicated via Treasury Circular Mun No. 03 of 2012, informing municipalities on the process to be instituted when capturing contracts awarded above R100 000 in the absence of the old system, namely; the Procurement Contract Information (PCI).
- 2.2. Furthermore, a communiqué was also received from the National Treasury which indicated the status of the old Procurement Contract Information (PCI) system. Municipalities in this regard were requested to halt with the capturing process until further guidelines have been communicated.
- 2.3. The Procurement Contract Information (PCI) which was used for the purpose of reporting all contracts awarded above R100 000 has currently been amended to be consistent with the

requirements of the revised Preferential Procurement Regulations, 2011 which came into effect 07 December 2011.

- 2.4. Provided in this circular are the latest transitional arrangements, in order to assist municipalities in giving effect to the new registration requirements for the Contract Registration Application (previously known as the Procurement Contract Information (PCI) system).

3. **REQUEST**

- 3.1 Each Municipality must nominate at least three (3) officials within the Supply Chain Management unit for registration and training purposes.

- 3.2 Municipalities are to submit to the Provincial Treasury the following details for each nominated individual:

- Surname and full names of the nominated users;
- Name of the Municipality;
- Assigned profiles i.e. contract capturer, approver and system's Manager;
- E-mail addresses; and
- Employee numbers.

- 3.3 It is imperative that at least one nominated official should be a data capturer that is familiar with contract award reporting requirements.

- 3.4 The information requested above must be captured on the attached spreadsheet (herein marked as **Annexure A**). The information is to be forwarded either by e-mail or fax to the following official:

Mr Xolani Oliphant

Western Cape Provincial Treasury

Tel: 021 483 4736

Fax: 021 483 4671

E-mail: [Xolani. Oliphant@pgwc.gov.za](mailto:Xolani.Oliphant@pgwc.gov.za)

- 3.5 The due date for the submission of the required information is **Thursday, 16 February 2012**.
- 3.6 Municipalities are still required to report on all outstanding contracts awarded in terms of the previous Preferential Procurement Regulations, 2001, as outlined in **Treasury Circular Mun. No. 3 of 2012**.

4. The Accounting Officer must ensure that the content of this Circular is brought to the attention of all the relevant officials within the institution.
5. Your co-operation in this regard will be highly appreciated.



A handwritten signature in black ink, appearing to read 'Ms. Nadia Ebrahim', is written over a horizontal dotted line.

MS NADIA EBRAHIM

HEAD: ASSET MANAGEMENT (Acting)

DATE: 14/02/2012