

ANNEXURE D

**PROVINCIAL TREASURY
FORMAT OF
MONTHLY REPORTS**

(PARAGRAPH 6.3 OF PROVINCIAL TREASURY INSTRUCTIONS, 2012)

REPORT ON SUPPLY CHAIN MANAGEMENT FOR THE MONTH:.....

A. INSTITUTIONALISATION OF SUPPLY CHAIN MANAGEMENT

A1. ACCOUNTING OFFICER/AUTHORITY SUPPLY CHAIN MANAGEMENT SYSTEM

Any problems experienced with the implementation of the accounting officer/authority system

A2. STRUCTURE OF SUPPLY CHAIN MANAGEMENT UNIT WITHIN THE OFFICE OF THE CFO (INFORMATION TO BE SUBMITTED QUARTERLY)

Size of the approved establishment

Number of funded positions

Number of vacancies (funded positions)

Risks indentified in relation to vacancies

A3. TRAINING OF SUPPLY CHAIN MANAGEMENT EMPLOYEES (INFORMATION TO BE SUBMITTED QUARTERLY)

Identified training needs

Planned training interventions

A4. DELEGATIONS (INFORMATION TO BE SUBMITTED QUARTERLY)	
Status of delegations in terms of the PFMA, Treasury Regulations, Provincial Treasury Instructions and Institutional Instructions	
B. DEMAND MANAGEMENT	
B1. STRATEGIC AND OPERATIONAL PLANNING (INFORMATION TO BE SUBMITTED QUARTERLY)	
Progress with the development of:	
- Supply chain strategy	
- Operational Plan	
B2. PROCUREMENT SCHEDULE	
Progress with implementation of the procurement schedule for the current financial year	
Detail of procurement transactions not included in procurement schedule	

C. ACQUISITION MANAGEMENT			
C1. PROCUREMENT TRANSACTIONS			
	FORMAL QUOTATIONS	COMPETITIVE	LIMITED
Incidents of fruitless and wasteful/irregular expenditure per category			
Non-compliance to norms and standards per category			
C2. EMERGENCY PROCUREMENT TRANSACTIONS			
Emergency procurement transactions during the month			

C3. LIMITED BIDDING	
Limited bidding transactions during the month	
C4. UNSOLICITED BIDDING	
Unsolicited bids received and awarded during the month	
C5. INTEGRATED PROCUREMENT SOLUTION	
Any patterns observed that could be construed as irregular in the responses received for quotations via the integrated procurement solution	
Problems experienced with the invitation of quotations through the integrated procurement solution	

D. LOGISTICS MANAGEMENT	
D1. PAYMENTS WITHIN PRESCRIBED PERIOD	
Information on payments outstanding after the prescribed 30 day period in relation to procurement transactions (RR101-Logis)	
D2. ELECTRONIC LOGISTICAL SYSTEM	
The number, of incorrect commitments found on the electronic logistical system (RR102-Logis)	
the number, of payments not made through the electronic logistical system (goods & services file on KITSO)	
Value of goods or services received but not paid (accruals) on electronic logistical system (RR103-Logis)	

E. ASSET MANAGEMENT	
E1. ASSET MANAGEMENT PLANS (INFORMATION TO BE SUBMITTED QUARTERLY)	
Progress with development and implementation of an asset strategic plan (including the acquisition plan, operational plan, maintenance plan, disposal plan, funding plan and risk management plan)	
E2. ASSET REGISTER (INFORMATION TO BE SUBMITTED QUARTERLY)	
Progress with the implementation and maintenance of an asset register as required in terms of Provincial Treasury Instruction 9.3	

F. GENERAL	
F1. FINANCIAL MANAGEMENT IMPROVEMENT PLANS IN RELATION TO SUPPLY CHAIN MANAGEMENT AND MOVEABLE ASSET MANAGEMENT (INFORMATION TO BE SUBMITTED QUARTERLY)	
<p>Progress made with financial management improvement action plans in respect of:</p> <ul style="list-style-type: none"> - Gaps identified by AGSA - Recommendations made in FGRO by the Provincial Treasury 	
F2. IMPLEMENTATION OF PROVINCIAL TREASURY INSTRUCTIONS (INFORMATION TO BE SUBMITTED QUARTERLY)	
<p>Challenges identified with regard to implementation of the Provincial Treasury Instructions, 2012 and identified steps to mitigate risks</p>	

F3. ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM	
<p>Objections or complaints received from persons aggrieved by decision or actions taken by the institution during implementation of the supply chain management system</p>	
<p>Number of bidders/contractors restricted in terms of section 13 (2) (d) of the Preferential Procurement Regulations, 2011</p>	
<p>.....</p> <p>HEAD OF SUPPLY CHAIN MANAGEMENT UNIT</p>	