



Reference: T16/20/1

TREASURY CIRCULAR, NO.34/2012

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 HUMAN SETTLEMENTS

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

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)

THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY)

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)

THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR M RICHARDSON)

THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR M TSHANGANA)

THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)

THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)

THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)

THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)

THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)

THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

} For information

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)

THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)

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: HUMAN SETTLEMENTS (MR F DE WET)

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 CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR R BENNIT) (ACTING)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MS M MOROKA)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR N FLAATTEN)

THE CHIEF EXECUTIVE OFFICER: CAPE TOWN ROUTES UNLIMITED (DMO) (MR C GILFELLAN)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LANGUAGE COMMISSION (MS J MOLELEKI)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE HERITAGE COMMISSION (MS J MOLELEKI)

THE CHIEF EXECUTIVE OFFICER: CASIDRA (MS T MLONYENI) (ACTING)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR BOARD (MR S FOURIE)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR A PRESTON)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR I BLACKIE)

THE CHIEF FINANCIAL OFFICER: CAPE TOWN ROUTES UNLIMITED (DMO) (MR H BONESCHANS)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMISSION (MS B RUTGERS)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE COMMISSION (MS B RUTGERS)

THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR BOARD (MS M ABRAHAMS)

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 (VACANT)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: LOCAL GOVERNMENT FINANCE (MR TC ARENDSE)
THE HEAD: FINANCIAL GOVERNANCE (MR A HARDIEN)
THE HEAD: ASSET MANAGEMENT (MR I SMITH)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYNS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR A REDDY)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON-KORSTEN)
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 SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

REPORTING ON THE CONTRACT REGISTRATION SYSTEM IN RESPECT OF THE NEW PREFERENTIAL PROCUREMENT REGULATIONS, 2011

1. Purpose

- 1.1 The purpose of this communiqué is to outline the importance of the monthly and general reporting requirements as per Provincial Treasury Instruction (PTI) 16A: Part 11, paragraph 11.1.2 (a) (i) and 11.1.2 (b) (vi) (refer to paragraph 3.3 and 3.5 below).
- 1.2 To re-tract Provincial Treasury Instruction (PTI) 16A: Part 11, paragraph 11.1.2 (a) (ii) (refer to paragraph 3.4 below).

2. Background

- 2.1 Departments are required to report all contracts awarded above the value of R100 000 (reference to "contracts" hereunder means all contracts above R100 000) on the CRA system.
- 2.2 The National Treasury deactivated the PCI system in November 2011 for the purpose of incorporating the requirements of the Preferential Procurement

Regulations, 2011 (BBB-EE requirements). The system was reactivated and has been operational since 7 December 2012.

- 2.3 To bridge the gap between the deactivation and the reactivation of the system, the Provincial Treasury had requested departments via Provincial Treasury Circular 69/2011 to manually report all contracts awarded via the D1 and D2 templates provided with the said circular.
- 2.4 The National Treasury provided training to departments on the CRA system on 30 March 2012. On 4 April 2012 it was communicated to all SCM Managers that departments should start capturing all contracts advertised as of 7 December 2011 on the CRA system.
- 2.5 An operating procedure in respect of the utilisation of the system is attached hereto marked "Annexure A" for your perusal.

3. Reporting Requirements

- 3.1 The National Treasury required that departments retrospectively capture all contracts awarded in terms of the PPR, 2011 which implies that all contracts advertised as of 7 December 2011 must be captured on the system.
- 3.2 The manual reporting requirements communicated via Provincial Treasury Circular 69/2011 (referred to in paragraph 2.2 above) is no longer applicable and will not be accepted by the Provincial Treasury, as reporting must be done on the CRA system.
- 3.3 In terms of Provincial Treasury Instruction (PTI) 16A: Part 11, paragraph 11.1.2 (a) (i) **"Accounting officers or accounting authorities must capture the prescribed information for all institutional contracts awarded above the value of R100 000 on the National Treasury's Contract Registration Application (CRA) within ten working days after the end of each month."** Departments are advised to capture as and when a contract is awarded.

3.4 Provincial Treasury Instruction (PTI) 16A: Part 11, paragraph 11.1.2 (a) (ii) which states that, "***the Provincial Treasury must on a monthly basis forward to all institutions a pre-populated spread-sheet as obtained for the CRA and request additional information. Accounting officers or accounting authorities must submit responses to this request within 10 working days of the request been made by the Provincial Treasury.***" is hereby retracted as the reports generated from the CRA system now contains the additional information previously requested from departments.

3.5 In terms of Provincial Treasury Instruction (PTI) 16A: Part 11, paragraph 11.1.2 (b) (vi) "***Accounting officers or accounting authorities must within 2 working days:***

(aa) Notify the Provincial Treasury of all bids advertised via the open bidding process as and when they are advertised in the Government Tender Bulletin (GTB) or the local newspapers; and

(bb) for awards, forward a copy of the acceptance letter sent to the successful bidder to the Provincial Treasury."

3.6 The Provincial Treasury is aware of certain glitches on the CRA system which has been communicated to the National Treasury for resolution. Departments are requested to forward any problems experienced on the system to officials noted in paragraph 4, so that it may also be elevated to the National Treasury.

3.7 Departments are also requested to notify the Provincial Treasury via email (as per paragraph 4) if no contracts have been awarded for a particular month, as the system does not make provision for such instances.

4. Name and contact details of responsible officials

4.1 The below mentioned official will be the point of contact for reporting purposes as well as the daily uploading of bid information on the Western Cape Government website for the period 1 July 2012 and 31 August 2012.

Tasneem Rakiep: Room 3024, 3rd Floor
Atterbury House
9 Riebeeck Street
Cape Town
8001
T: 021 483 4720
F: 021 483 4671
Email: Tasneem.Rakiep@westerncape.gov.za

4.2 The below mentioned official will be the point of contact for reporting purposes as well as the daily uploading of bid information on the Western Cape Government website from 1 September 2012 to 31 March 2013.

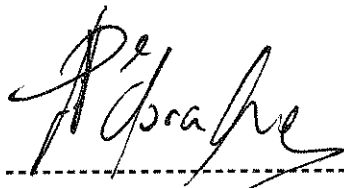
Laverne Josias: Room 3023, 3rd Floor
Atterbury House
9 Riebeeck Street
Cape Town
8001
T: 021 483 3275
F: 021 483 4671
Email: Laverne.Josias@westerncape.gov.za

5. Request

- 5.1 Departments are hereby requested to take cognisance of the content of this Circular and comply with the various requests made herein, more specifically
- All contracts awarded above the value of R100 000 must be captured on the CRA system
 - Departments must notify Provincial Treasury of all bids advertised within two working days of the advertisement
 - Departments must notify Provincial Treasury within two working days of all bids awarded and forward letters of acceptance to Provincial Treasury

5.2 Departments are further requested to bring this Circular to the attention of all institutions under its control

Your co-operation in this regard will be appreciated



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

NADIA EBRAHIM

DIRECTOR: PROVINCIAL AND LOCAL GOVERNMENT SCM

DATE: 20/07/2012

Nosipho Mzamo

From: Nosipho Mzamo
Sent: 04 April 2012 10:08 AM
To: ChristopherH@elsenburg.com; Marilyn Ross; Sharon Cornelius; Alexandra Henriques; Mariaan Cronje; Jade Haupt; Sylvia Dhayalan; Beauty Mkubukeli; Zanele Mkubukeli; Anthea Debique; Siyabulela Nciphah; Shoba Moodley; Jeremy September; WillemvZ@elsenburg.com; Lauren Louw; Marcha Louw; Thelma Mbe; Anwar Adonis; Roger Williams; Samantha May; Jacqueline Wentzel; Amanda Higa; Craig Peter Williams; Mmapitsi Phaswane; Johannes C Fritz; Ziyaad Toefy; Rashiek Schroeder; Odumo Mdutyana; Charlene Geduld; Leticia Nel; Nthabiseng Mahoko; Dewaldt van Zyl; Donna Lukas; Abegail Oostendorp; Fabian Kennedy; Ntombomzi Msimanga; Chris Van Rensburg; Vernon Mathee; Zelda Maneveld; Roger Carelse
Cc: Laverne Josias; Jerry.maluleke@treasury.gov.za; Khutso Mashabela (Khutso.Mashabela@treasury.gov.za)
Subject: Reminder: Capture all Procurement Stats as of 7 December 2012 to date on the new Contract Registration Application System (CRA)
Attachments: image001.jpg
Importance: High

Morning

This serves as a reminder that all department should upload all procurement stats as of 7 December to date on the new Contract Registration Application System (CRA) on National Treasury Website.

<https://contracts.treasury.gov.za>

All procurement Stats that was captured on Annexure D2 and forwarded to Provincial Treasury needs to be uploaded/captured on the new CRA System as per National Treasury at the training session of last Friday 30 March 2012

Your co-operation in this regard will be appreciated!

Kind regards

Nosipho Mzamo
Provincial Treasury
Western Cape Government

9 Riebeeck Street, 3rd floor
Atterbury House
Cape Town

Tel: 021 483 9184

E-mail: Nosipho.Mzamo@pawc.gov.za

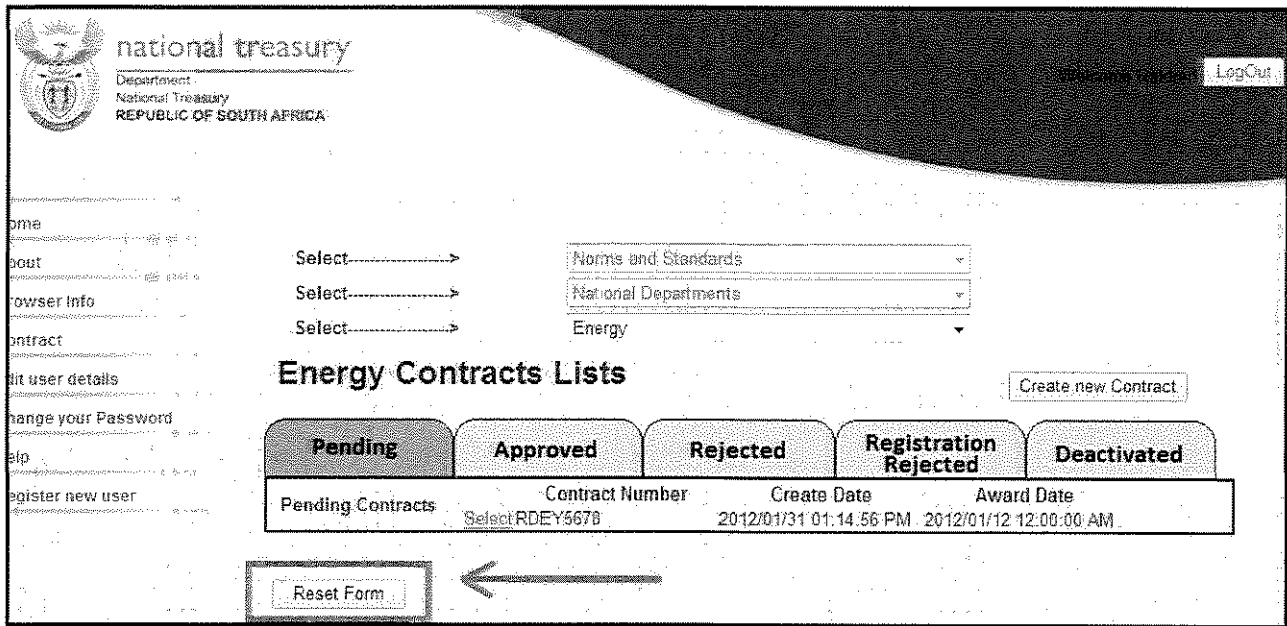
Website: www.westerncape.gov.za



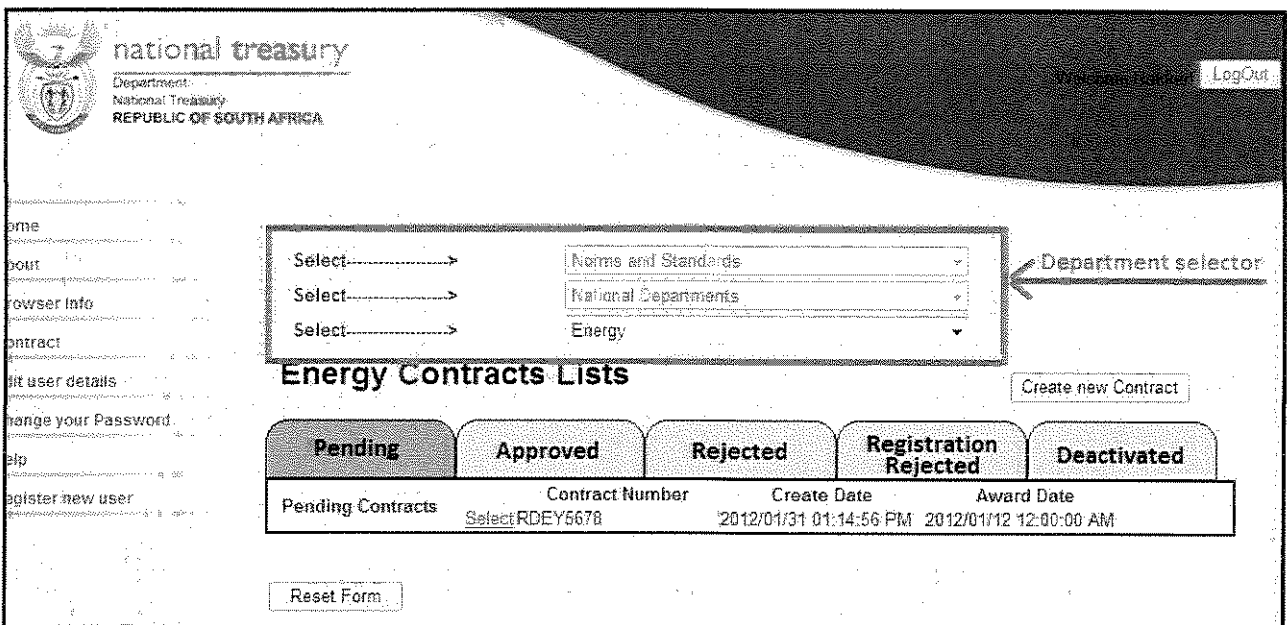
Tracking:

- Contract Registration Process

You can start over at any point during the registration process by using the "Reset Form" button.




Select the department to which you would like to capture the contract. Some users may have rights to select sub-departments, but for the majority users the correct department would have been pre-selected.



Use the "Create new Contract" button to start capturing a new contract for the department you have selected.

Complete all the fields & click on "Next". If you left out a field it will have the word "Required" below it. Fill in that field & click on "next" again. The data will be validated & the "Next" button will be replaced with the "Add Company" button.

Click the "Add Company" button & complete the company's details.



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Welcome, [Rocco le Roux](#) | [LogOut](#)

Contract Details

Contract number: Status:

Department: Contract Type:

Source Method: Joint Venture:

Commodity Type: Commodity Description:


Captured By: Approved By:

Captured Date: Award Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Initial Value: Current Value:

Lowest Acceptable Bid: Premium Paid:

Premium Paid: 

Click the "Add Individuals" button & complete the Individual's details.

Initial Value:	<input type="text" value="R 150000"/>	Current Value:	<input type="text" value="R 150000"/>
Lowest Acceptable Bid:	<input type="text" value="R 148000"/>	Premium Paid:	<input type="text" value="R 2000"/>
Premium Paid:	<input type="text" value="1.35%"/>		

Contracting Company Details

Company Name: Company Reg Nr:

Company Tax Nr: E-Mail:

Tel: Fax:

Alternative Tel: BEE Status:



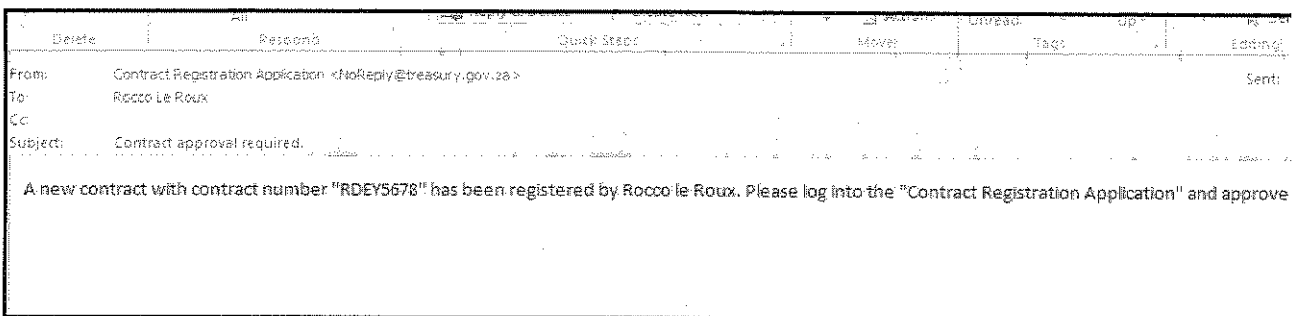
Use the "Add another Individual" button to add more Individuals or simply submit the contract.

Tel:	<input type="text" value="0002346643"/>	Fax:	<input type="text" value="0002346644"/>
Alternative Tel:	<input type="text" value="0002346646"/>	GEE Status:	<input type="text" value="Level 6"/>

Individual Details

Initials:	Surname:	S.A. ID:	Tax Nr:
<input type="text" value="P. S."/>	<input type="text" value="Mkhata"/>	<input type="text" value="9905225823084"/>	<input type="text" value="5678567567"/>

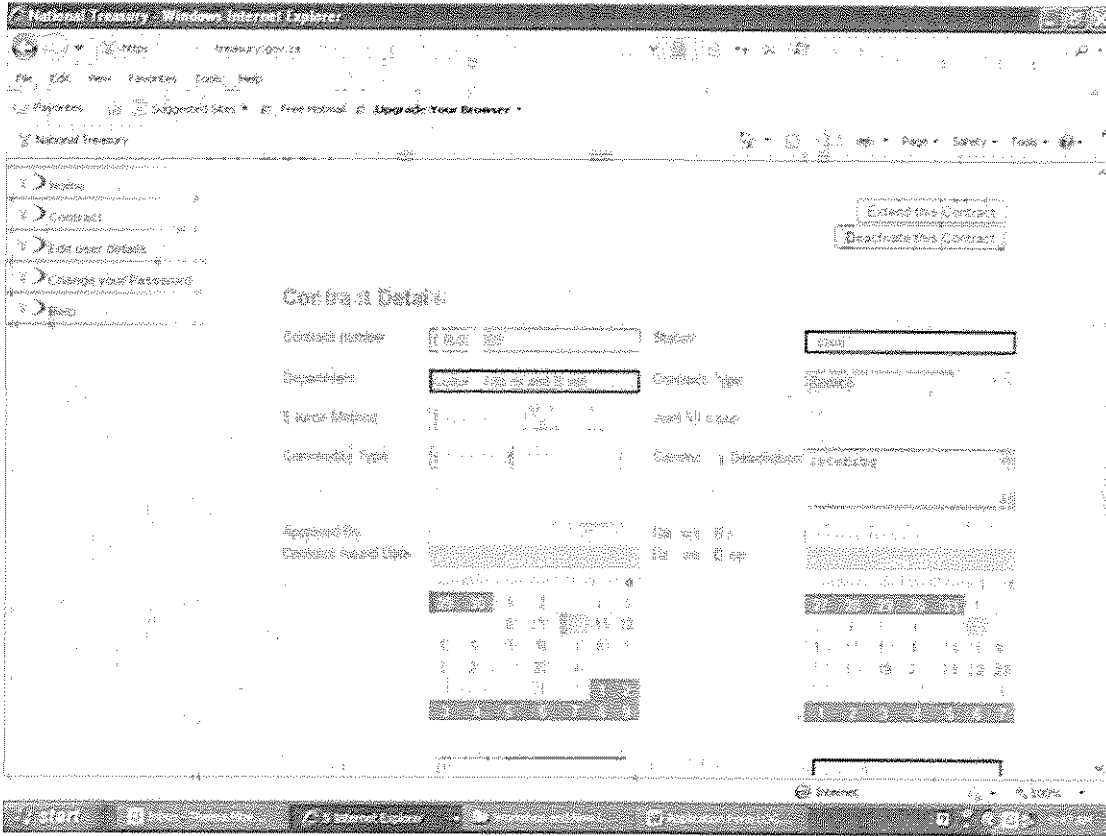
When you submit the contract, you will be presented with all the details you entered.
 Your "Approver" will receive an email informing them of your submission & requesting their approval.



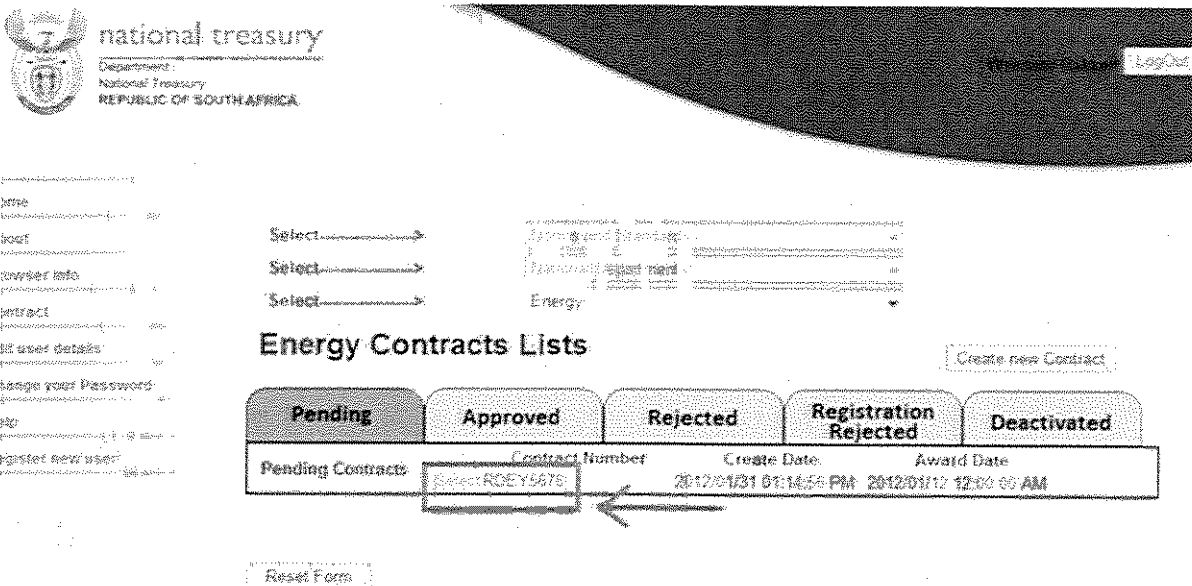
- [Approving/Rejecting a contract](#)
- [Extending a contract](#)

How to deactivate a contract:

Capturer: login and go to approved contact tab select contract discussed and click on "deactivate this contract"



Approver: Login and go to the pending contact tab select the contract discussed and approve it



The add comment stating that you deactivating and the reason thereof, then click approve

Individual Details

First Name	John	Last Name	Smith
Address	123 Main St	City	New York
State	NY	Zip	10001
Phone	71855473000	Mobile	9876543210

Approval

Approval Reason:

Approver Comment:
This project was commissioned by the president.

→

The contract should then be sitting in you Deactivated tab... which now means you can recapture it