

ADDENDUM 1

WESTERN CAPE EDUCATION DEPARTMENT

**MINIMUM STANDARDS
FOR
SUPPLY CHAIN MANAGEMENT
SYSTEM
DELEGATIONS**

Part One

Delegation Definitions and Concepts

1. Definitions

1.1 The following definitions are provided to standardise delegation terminology:

1.2 “Delegation” means the allocation of a power conferred or a duty imposed on a Principal Functionary to a Delegated Employee. To delegate means to entrust a power or duty to somebody else – an agent of the original holder of the power. Delegation includes an instruction to a Delegated Employee in terms of the PFMA.

1.3 “Principal Functionary (PF)” means any person to whom a power is conferred or a duty is imposed through an empowering provision in terms of which an administrative action is taken – the authority with original powers. The PF, in whom the power or duty is vested, remains accountable for the execution of the delegation.

1.4 “Delegated Employee (DE)” means any person to whom a power has been delegated or who has been authorised to perform a duty in terms of a formal delegation. This includes:

- (a) An employee who lawfully acts in the capacity of the DE.¹; and
- (b) The holder of a post or occupation delegated to.

2. Origin of Delegated Powers and Duties

2.1 “Original legislation” is legislation enacted by Parliament or a provincial legislature in accordance with constitutional powers. In exercising this power, these bodies exercise original power which is subject to constitutional review but not subject to review for just administrative action.

2.1.1 The exercise of any administrative power, duty of function, which includes the exercise of delegated powers and duties, is inevitably linked to the taking of a decision. The presence of a discretionary power is determined from the language of the statute and is often reflected by the use words “shall” or “may”. The word “shall” is peremptory which generally means the administrator must do or not do something, whereas the word “may” is directory and the

¹ See section 10(2) and 10((6) of the Interpretation Act, 1957 as amended

administrator thus has a choice whether to do or not to do something. The word must indicate a mandatory provision.

2.1.2 The exercising of a power is not mandatory (may exercise a power) whereas authorisation to perform a duty is a legal obligation and mandatory (must perform the duty).

2.1.3 It is a principle of our law that where a power is entrusted to a person to exercise his or her own individual judgment and discretion, he or she is not allowed to delegate such power unless he or she has been **expressly empowered to do so** by an empowering provision. PAJA clearly states that an administrative action may be reviewed if the administrator who took it “*acted under a delegation of power which was not authorised by the empowering provision*”.²

2.1.4 According to the definition in section 1 of PAJA, an empowering provision means “a law, a rule of common law, customary law, or an agreement, instrument or other document in terms of which an administrative action was purportedly taken”. Annexure A provides examples of instruments that specify empowering provisions in terms of which delegated powers are exercised. Annexure A highlights the following instruments:

2.1.4.1 Delegation instruments which expressly authorises the delegation of powers and duties in terms of legislation, namely:

- (a) Original legislation; and
- (b) Subordinate legislation.

2.1.5 Non-delegation instruments in terms of which legislation or subordinate legislation does not expressly authorise the delegation of powers and duties but supports and elucidates the above-mentioned delegation instruments.

2.2 Delegation Concepts

2.2.1 The following elements explain key delegation concepts of delegation philosophy. The delegation concepts form the building blocks for cascading delegations between the different performer levels at head-office and district offices:

2.2.1.1 The **authority of the PF to exercise decision-making, with the requisite accountability is delegated** to the DE to make decisions, to use and allocate the resources efficiently, and to act or dispose of matters at his or her own particular level without having to refer the matter

² Section 6(2)(a)(ii)

to a higher authority for a decision. However, if such delegated authority is inappropriately exercised, the PF may withdraw it. Authority compromises the rights inherent in a position to accept work and direct work to subordinates, to give commands, orders and to get things done. The top-level management (SMS) has greatest authority. Authority always flows from top to bottom and explains how a superior gets work done by his or her subordinate by clearly setting conditions or explaining what is expected of him/her and how he/she should go about it. Authority should be accompanied with an equal amount of responsibility. Delegating the authority to someone else does not imply abdicating accountability. Accountability still rests with the PF, who has the highest authority.

2.2.2 Responsibility – It is the duty of the DE to complete the task assigned to him or her. A person who is given the responsibility has the obligation to perform, accomplish and report on the tasks assigned to him/her. Responsibility without adequate authority leads to discontent and dissatisfaction for the person with delegated authority. Responsibility flows from bottom to top. The lower level and middle level management holds more responsibility. The person held responsible for exercising a power or performing a duty is answerable for it.

2.2.3 Accountability – means being answerable for the end result and giving explanations for any variance between the actual performance and the expectations or conditions set. Accountability cannot be delegated. The top-level management is most accountable. Accountability cannot be avoided as it arises from responsibility. The PF, in whom a power is vested or on whom a duty is imposed remains accountable for the outcome of the delegated power or duty.

2.2.4 The **efficient and effective** achievement of institutional outputs and outcomes requires the division of work and commensurate delegations between performer levels ³ . Delegation is a driver for efficiency and effectiveness:

- (a) **Efficiency** – explores how productively inputs are translated into outputs. An efficient operation maximises the level of output for a given set of inputs, or it minimises the inputs required to produce a given level of output. The focus is operational to convert inputs such as human, financial and productive resources through tasks, operating procedures, organisational processes and projects into outputs.
- (b) **Effectiveness** – explores how well the outputs of an institution achieve the desired outcomes. The focus is strategic to ensure that outcomes achieve the desired impact,

realise the mandate and strategic objectives of the institution and meet the expectations of clients or citizens. The focus is on outcome, impact and value indicators.

2.2.5 Control over and guidance on delegated authority – In view of the accountability requirements, the PF must retain a measure of control over the exercise of discretionary power by the PF and provide the DE with adequate conditions and guidelines for the exercise of the power. The purpose of control measures or guidelines is to:

- (a) Impose limits and constraints on the discretionary power to act;
- (b) Clarify the performance standards for the delegated authority; and
- (c) Confirm formalities to be observed. A common example would be that reports on specific matters related to the power delegated have to be compiled and submitted on a regular basis to a higher employee or institution. Other measures include the inspection or auditing of documents.

2.2.6 The following factors also influence the development and cascading of delegations between the different performer levels in an organisation:

2.2.6.1 Complexity informs the degree to which activities can be decomposed from key functions to a basic level in terms of vertical, horizontal and spatial dimensions:

- (a) Vertical differentiation, the number of hierarchical levels which depict the authority of the performer levels;
- (b) Horizontal differentiation, the degree of specialisation between divisions based on the nature of key functions and major tasks performed, required skills and education, and orientation of employees; and
- (c) Spatial differentiation, the location of the offices geographically into tiers e.g. head-office, region, district, circuit offices and institutions.

Performer levels are, the levels of management that describes the job of a manager in terms of complexity, responsibility, time application, value attached to the job, skills required and difficulty dimensions

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2.2.6.2 **Formalisation** – the degree to which jobs are standardised for uniform output:

- (a) High Formalisation, minimum discretion on how, what and when the job should be done. Job is performed according to prescripts; and
- (b) Low Formalisation, non-programmed jobs, great deal of freedom to exercise discretion on condition that outputs are met by the employee.

2.2.6.3 **Centralisation**, the degree to which decision-making is concentrated at a single point in the organisation or top management level within the organisation based on the evaluation of internal and external risks which impact on outcomes, delivery and accountability.

2.2.6.4 **Decentralisation**, lower level managers at tiers are given discretion to make decisions which impact on local outputs and service delivery.

2.2.6.5 **Departmentalisation**, grouping of activities or functions performed by organisational units e.g. branch, division, directorate based on the service delivery model, business process flow, specific services, product lines, citizen segmentation and geographical location.

2.2.6.6 **Matrix arrangement**, incorporating dual or parallel reporting lines (bold or dotted), authority, decision-making and communication channels.

2.2.6.7 **Organisational growth or decline**, life cycle of the organisation and level of maturity e.g. embryonic, developmental, mature, decline.

2.2.6.8 **Technology**, information and communication technologies that modify work processes.

2.2.6.9 **Organisational variables** –

- (a) Span of control, number of subordinates that a manager can efficiently and effectively direct and control;
- (b) Chain of command, relationship of authority between supervisor and subordinate; and
- (c) Power structure, organisational groupings, organisational culture, planning and coordination.

2.3 Purpose and Advantages of Delegation

2.3.1 In practice, delegation has the following primary purposes, as a means of:

2.3.2 Achieving results through the actions of others. This entails the division of decision-making authority between the different performer levels in an institution. This division is necessary, since administrators and officials very often simply cannot cope with all their administrative functions;

2.3.3 Giving practical effect to decentralising of institutional administrative actions in order to implement regulatory frameworks and render services as close as possible to the point of service delivery;

2.3.4 Developing the competencies, commitment, decision-making experience and new skills of employees'; and

2.3.5 Freeing up one's time to devote attention to more important tasks.

2.3.6 The advantages that stem from a delegation's approach that mirrors decentralisation of administrative functions may include the following:

2.3.7 The workload of EA's, HOD's and other managers are reduced, enabling them to devote more attention to strategic issues;

2.3.8 The speed, quality and flexibility of decision-making improves because the decisions are closer to the work at hand and time does not have to be allocated for referring the matter to a higher authority;

2.3.9 Improved initiative and job satisfaction amongst middle and junior level managers as they are made to feel part of the effort to manage the institution and are being prepared to assume greater responsibilities;

2.3.10 Employees are encouraged to exercise judgement and accept responsibility, which increases their self-confidence and willingness to take initiative;

2.3.11 Capacity development of support services practitioners and line employees; and

2.3.12 Building institutional memory at various levels in the institution.

2.4 Delegation Challenges

2.4.1 Research conducted by the DPSA and NT regarding the status of delegations identified the following conditions and challenges:

2.4.1.1 Powers and duties are sometimes over centralised to the detriment of service delivery.

- 2.4.1.2 Political leadership is a key element to promote efficient and effective delegations to managers at the point of service delivery.
- 2.4.1.3 Delegation formats are inconsistent and incomplete and should also include regional and district tiers. In terms of quality criteria such as appropriately authorised, signed, and dated and limitations of conditions set, there is room for improvement.
- 2.4.1.4 Inconsistencies in delegations between the different performer levels in institutions.
- 2.4.1.5 Amendments to the Public Service Regulations are required to standardise delegations and promote compliance to prescripts.
- 2.4.1.6 Many of the delegations are out-dated and, in some instances, signed by predecessors.
- 2.4.1.7 Personal and managerial factors may inhibit delegation:
- 2.4.1.8 The higher the degree of accountability that legislation demands, the greater the tendency to centralise activities and the greater the reluctance to delegate to employees lower in the hierarchy.
- 2.4.1.9 Senior managers fear that subordinates have insufficient capacity to carry out the tasks to be delegated.
- 2.4.10 Senior managers fear that their own performance evaluation could suffer if employees fail to carry out the tasks delegated to them.
- 2.5** Senior managers sometimes inherit organisations, or parts thereof, that were designed by others. It is possible that the design of the organisation itself inhibits effective delegation. Organisational impediments to delegation can include:
- 2.5.1 Delegation is not effective if the nature of the duty or task, accompanying authority and reporting requirements are not clearly explained and the functionary responsible identified.
- 2.5.2 When senior managers fail to delegate there is a strong likelihood that the responsibility for its execution will eventually be passed to others in the organisation, which creates additional staff, reporting, performance evaluation and communication burdens.

- 2.5.3 In the absence of clear delegation templates or with poorly developed job descriptions, staff members at all levels of the organisational hierarchy may not have a good understanding of what is expected of them.
- 2.5.4 Effective use of delegation calls for changes in mind set, assumptions and behaviours that can be difficult for new and veteran delegators alike.
- 2.5.5 Especially in professional organisations, leaders and managers are accustomed to contributing to projects individually. Thus, they are used to maintaining close control over work content, pace, quality and presentation in order to "get it right." In contrast, delegation requires a certain amount of "letting go" of control over the work, which may be unpleasant especially when the delegator finds the work to be a source of motivation and satisfaction.
- 2.5.6 When new, a manager may not feel he or she knows the work well enough to delegate it. However, this tendency to avoid delegation can become a habit over time, trapping the manager in a deliberate cycle of under-delegation.
- 2.5.7 Delegators generally delegate work and expect outputs that meet with their expectations, yet they do not communicate their expectations clearly or provide key information and guidance.
- 2.5.8 Sometimes, managers who wish to be liked by employees avoid delegating duties in order not to "impose" on subordinates.
- 2.5.9 Managers can become envious of a subordinate's ability instead of giving credit where it is due and working to develop a deputy or potential replacement.
- 2.5.10 Managers are sometimes more comfortable "doing" than "managing," which are fundamentally different jobs.

Part Two

Delegation Principles

3. The delegation principles set out in this part are presented to encourage the development of effective and efficient delegation. The approach that is followed is to state a particular principle followed by an explanation if required.

3.1 Primary Principles – the following primary principles must be upheld:

- 3.1.1 **Upholding the Constitution and legislation** – Any delegation may not conflict with the Constitution, the relevant legislation, applicable collective agreements and institutional policy.
- 3.1.2 **Delegation authorised by statutory authority** – Any delegation must be authorised by an empowering provision in legislation or subordinate legislation (see Annexure A: Delegation and Non-delegation Instruments).
- 3.1.3 **Administrative action in terms of delegation is subject to judicial review** – See section 6 (2) of PAJA for the grounds for review of administrative action.
- 3.1.4 A head of the institution shall empower employees in the institution by means of appropriate delegations

3.2 System of Delegations Principles – Every system of delegations must:

- 3.2.1 **Measure ideal and desired results and performance** on work outputs.
- 3.2.2 **Be specific and unambiguous** to the power or duty being delegated.
- 3.2.3 **Uphold the principles of responsibility, accountability, effectiveness and efficiency.**
- 3.2.4 Be **periodically reviewed** for validity and completeness.
- 3.2.5 Be **aligned** to the strategic plan, measurable objectives, organisational structure and budget programme or responsibility structure for implementation.
- 3.2.6 Provide for a **formal process** to
 - (a) Ensure the validity (quality and legal soundness) of delegations. This should involve expert scrutiny and sign-off by Legal Services and in the case of financial delegations Internal Audit; and

(b) allocate a specific responsibility to an employee(s) to manage, maintain and monitor delegations in the institution.

3.3 **Delegation Conditions** – Any delegation or authorisation to perform a power or duty:

3.3.1 Must be in writing.

3.3.2 Does not prevent the PF who made the delegation or granted the authorisation from exercising that power of performing that duty himself or herself. Such action by the PF must be communicated to the DE in writing to avoid duplication.

3.3.3 May at any time be withdrawn in writing by the PF.

3.3.4 Is subject to any limitations and conditions the PF may impose.

3.3.5 Is subject to any limitations and conditions that may be prescribed in terms of legislative provisions.

3.3.6 Must be to the holder of a post or in terms of legislative provision to a specific individual. Delegation to the holder of a post will ensure continuation of service delivery in instances where another person lawfully acts in a post with associated delegated powers and duties.

3.3.7 Does not divest the PF of the responsibility concerning the exercise of the delegated power or performance of the duty.

3.3.8 Must be reviewed annually or when-

- (a) A new Accounting Officer is appointed;
- (b) Changes are effected to the strategic plan or measurable objectives;
- (c) Changes are effected to the organisational structure due to reorganising or restructuring;
- (d) Changes are effected to the programme or responsibility structure; and
- (e) Changes are effected in terms of new or amended policy, and new or amended legislation.

3.3.9 A PF may only vary or revoke a decision by a DE as a result of a delegation if legislation specifically provides for such an empowering provision.

3.4 **The Principal Functionary** – For any Principal Functionary the following principles apply:

2.4.1 **Record delegations in employment contracts or performance agreements**- A delegation or authorisation to perform a power or duty must be recorded in the employment contracts of HoD's and in the performance agreements of senior managers.

2.4.2 **The PF delegates to the Delegated Employee** only – The Delegated Official may not further delegate to any other official unless expressly authorised by legislation. In practice this means that the PF must delegate throughout all the performer levels in the organisation.

2.4.3 To delegate his or her powers lawfully, a PF **must be authorised** to do so by the empowering provision.

2.4.4 The PF must (where the delegation takes place in the same administrative hierarchy) **retain a measure of control** over the DE.

2.4.5 The PF must provide guidelines as to how the powers are to be exercised.

2.4.6 The PF must provide **clear guidance** on expectations, limitations applicable, the circumstances in which or the conditions on which a delegation must be exercised and the factors to be taken account of in the exercise of a delegation.

2.4.7 A PF may only **delegate to employees** who occupy positions on the approved establishment of the department.

2.4.8 A PF must ensure that the DE has the **required capacity** (skills and competency, administrative, technical, financial and human resources) to enable the effective discharge of delegations.

2.4.9 The Principal Functionaries must **sign and date each page of the delegation templates** and any amendments to such templates to ensure no unauthorised changes can be effected to the delegations.

2.5 **Delegated Employee** – For any Delegated Employee the following principles apply:

2.5.1 A DE must **report to the PF at such intervals as the PF may require**, on decisions taken or on the exercise of a delegated power or performance of a delegated duty.

2.5.2 For performing any delegation that has any **financial implication** the DE must ensure that he/she –

- (a) Is duly authorised as a budget holder (programme or responsibility manager) to incur expenditure within the prescribed limits; and
- (b) Obtain the approval of the relevant budget holder (programme manager, responsibility manager or chief financial officer) if not authorised to incur such expenditure.

2.5.3 **Acting** – The delegations attached to a post on the approved establishment of an institution are delegated to an employee acting in higher post.

2.6 **Date of effect**

These SCM Delegations are effective from the date approved by the Accounting Officer and will be reviewed as and when required.

Part Three

Delegation Process and Templates

3.1 Delegation Process

3.1.1 The delegation process is essential to managers in the public sector to assist them to discharge their responsibilities delegated to them. Delegation does also not take place automatically; it is initiated by the Principal Functionary and implemented by the Delegated Employee to whom the power or duty is delegated.

3.1.2 The steps recommended by which the delegation process can be carried out is described below:

Step 1 – Decide on the powers and duties to be delegated. Duties of a repetitive nature can easily be delegated. It is important to delegate more challenging tasks in order to develop employees and to create self-confidence.

Step 2 – Decide who should perform the powers and duties. The time available, competencies and skills required, and experience of the sub-ordinate employee should be taken into account.

Step 3 – Provide sufficient resources for carrying out the powers, and duties delegated. These include human, financial, technical, information and other physical resources. Without sufficient resources employees will not be able to perform the powers and duties that have been delegated to them.

Step 4 – Delegate the powers and duties and set limitations and conditions. The PF delegating the powers and duties should brief the DE and provide all relevant information on the task to be performed, including limitations, conditions and the results expected. Open channels of communication should exist between the manager and the employee on all matters related to the delegation.

Step 5 – Establish a reporting system. This is vital because the outcome of the delegation process is information on the performance of the delegated power or duty. This serves as a measure to evaluate its execution and as input for when delegations are reviewed.

3.2 Guidelines to Overcome Delegation Risks

- 3.2.1 In order to make decisions about whether to delegate a power or function and to whom a power or function should be delegated, it is necessary to make an assessment of any foreseeable risks associated with the exercise of the power or function by the delegate. Foreseeable risks will vary depending on the power or duty that is being considered for delegation. Possible risks may include poor performance and undesirable or unintended outcomes, negative findings from political scrutiny, adverse audit reports, litigation, adverse media exposure, increased resources devoted to reviews of administrative actions, exposure to fraud, maladministration or unethical conduct, or a breach of the public service Code of Conduct.
- 3.2.2 Principal functionaries should consider contingencies to minimise the risk associated with delegation. Strategies to minimise risk may include ensuring that –
- 3.2.2.1 Delegations are within the scope permitted by the legislative framework;
 - 3.2.2.2 Both the PF and DE are familiar with their roles and responsibilities;
 - 3.2.2.3 DE possess the necessary skills and competencies to exercise the delegation;
 - 3.2.2.4 Effective performance management, feedback and reporting mechanisms are in place;
 - 3.2.2.5 Appropriate internal audit and controls are in place;
 - 3.2.2.6 Regular review and monitoring is undertaken;
 - 3.2.2.7 DE's receive relevant training;
 - 3.2.2.8 Delegations are regularly reviewed for appropriateness and accuracy, particularly following internal reorganising or restructuring, introducing new legislation, policy changes, changes to programme budget structures and in the case of the transfer of functions between institutions; and
 - 3.2.2.9 Clear directions or instructions are given and conditions set that restrict the exercise of delegations.

3.3 Delegation Templates

- 3.3.1 To ensure that the system of delegations are standardised across the Western Cape Province, the Provincial Treasury issued the Delegation templates where it is proposed that delegations in terms of the PFMA and related Regulations and Instructions are structured in accordance with the formats set out in Annexure B.

Example of Delegation and Non-delegation Instruments

<p>Original Legislation (expressly authorises the delegation of powers and duties)</p> <p><i>The Constitution</i> <i>Legislation</i></p>	<p>Delegation Instruments</p>
<p>Subordinate Legislation (legislation expressly authorises the delegation of powers and duties)</p> <p>Regulations Instructions</p>	
<p>Non-Delegations Instruments (legislation or subordinate legislation does not expressly authorise the delegation of powers and duties)</p> <p>Accounting officer/authority Supply Chain Management System</p> <p>Standard Operating Procedures</p>	<p>Non-Delegation Instruments</p>

DELEGATION TEMPLATE IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT 1 OF 1999 AS AMENDED)

IN ACCORDANCE WITH THE POWERS VESTED IN ME BY-

- (a) THE PUBLIC FINANCE MANAGEMENT ACT, 1999;**
- (b) THE TREASURY REGULATIONS, 2005;**
- (c) THE PROVINCIAL TREASURY INSTRUCTIONS, 2019, and**
- (d) ANY OTHER LEGISLATION.**

I, BRENT WALTERS, THE ACCOUNTING OFFICER OF THE WESTERN CAPE EDUCATION DEPARTMENT, DELEGATE THE POWERS AND DUTIES VESTED IN ME IN TERMS OF SECTION 44 (1) AND (2) OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, TO THE DELEGATED EMPLOYEES AS SET OUT HEREIN.

SIGNED AT CAPE TOWN ON THIS 17 DAY OF DECEMBER 2024

**MR B WALTERS
ACCOUNTING OFFICER: WESTERN CAPE EDUCATION DEPARTMENT**

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
1	TR16A	To invite offers (upload events) for goods or services via the eProcurement Solution (ePS), download the quotations received and present the quotations received to the Quotation Committee.	Approved ePS Users	<p>Education District Offices: Up to R500 000</p> <p>Head Office SCM (including LTSM unit): Up to R1 million.</p> <p>Note: (Procurement of R1 million and above must be done via the open/competitive bidding process, unless otherwise approved.)</p>	<p>1. The invitation (upload on ePS) for the procurement of goods/services must be advertised for a minimum period as per Chapter 4 and 5 of the AOS.</p> <p>2. Minimum number of days for the advertising of goods and services via the ePS is:</p> <ul style="list-style-type: none"> • R2 000 and R10 000 (VAT inclusive), such requirement must be advertised for a minimum period of 24 hours; • R10 000 and up to R30 000 (VAT inclusive) must be advertised for a minimum period of 24 hours; • R30 000 and up to R500 000 (VAT inclusive) must be advertised for a minimum period of 48 hours; • R500 000 and up to a maximum of R1 Million (VAT inclusive) must be advertised for a minimum period of seven (7) days. <p>NOTE: the above conditions/limitations apply to all delegated levels.</p>
2.	TR16A	To accept offers for:	Assistant Director: Specifications and Quotations (SCM Head Office)	Up to R100 000	<p>1. The quotations received must be recorded on a comparative schedule as well as the prescribed procurement template and signed by the delegated official.</p> <p>2. All offers must be evaluated, and reasons must be recorded for non-</p>
		a) goods/services or the sale of goods obtained through the eProcurement Solution (ePS) and the award thereof.	Chairperson of the Education District Office Quotation Committee	Up to R300 000	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
		b) goods/services obtained through Transversal Contracts (eg. RT3 or RT5) and the award thereof.	Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	<p>compliance. Where less than 3 offers are received, this too must be recorded accordingly.</p> <p>3. SCM Head Office, excluding LTSM - recommendations below R100 000, the EPS Buyer must formalise the request for acceptance of an offer via a fully completed and signed Procurement Template, Comparative Schedule and the Points Calculation sheet and submit to the Assistant Director: Specifications and Quotations (SCM Head Office) for approval. Such recommendation must include all the required documents.</p> <p>4. The acceptance of an offer above R500 000 must be formalised via a submission to the delegated official together with all the prescribed procurement documents (Procurement Template, Comparative Schedule and the Points Calculation sheet).</p> <p>5. Reasons for non- compliance are to be verified.</p> <p>6. Where less than 3 quotes are received, this too must be recorded accordingly.</p>
			Chairperson of the Head Office Quotation Committee	From R100 000 up to R500 000	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Procurement Management	Up to R1 million	
			Deputy Director-General: Corporate Services/ CFO	Above R1 million (to accept offers for goods/services obtained through Transversal Contracts eg. RT3 or RT5 and the award thereof only.)	
			Chairperson of the LTSM Quotation Committee	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
					<p>7. The ePS Buyers or relevant SCM Official(s) must ensure that the adjudication/close-out is captured on the ePS.</p> <p>8. For Transversal Contracts, the procurement process as per the contracts conditions and requirements will apply.</p> <p>9. To accept offers above R1 million for goods/services obtained through Transversal Contracts eg. RT3 or RT5 and the award thereof is delegated to The Deputy Director-General: Corporate Services/ CFO via a submission.</p> <p>10. Written price quotations outside of the ePS in respect of Travel Management and related services will be procured (accept offers) as aligned with the approved SCM Delegations (if not on contract).</p> <p>NOTE: the above conditions/limitations apply to all delegated levels.</p>

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
3	TR16A	Approval to procure goods/services through written quotations: (a) when the ePS is unavailable or impractical to use; (b) as per Chapter 9 in the AOS.	Deputy Director: Corporate Services at the Education Districts Offices	Up to R300 000	<ol style="list-style-type: none"> Reasons for using this delegation to be documented through motivation. Quotations must be in writing and conform to all quotation requirements. Written Quotations Register must be maintained by the relevant office. SCM Head Office, excluding LTSM - Offers approved above R500 000 is subject to recommendation by the relevant Quotation Committee where applicable. Bidders must be registered on the CSD and WCSEB. (See requirements in the AOS) <p>NOTE: the above conditions/limitations apply to all delegated levels.</p>
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	
			Assistant Director: Specifications and Quotations (SCM Head Office)	Up to R100 000	
			Assistant Director: LTSM unit at Head Office	Up to R300 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: LTSM	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Chairperson of the Head Office Quotation Committee	From R100 000 up to R500 000	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Procurement Management	Up to R1 million	
4.	TR16A	To approve: (a) a shorter advertising period or the use of specific suppliers when inviting quotations for goods/services on the EPS, written price quotations outside of the EPS and ICT goods and services invited through SITA RFB Transversal Contracts.	Deputy Director: Corporate Services at EDOs	Up to R300 000	1. Reasons for using this delegation to be documented through motivation and approval by the delegated official. 2. Register to be maintained by the relevant office for audit purposes. 3. Subject to the requirements set out in Chapters 4 and 5 of the AOS. 4. Bidders must be registered on the CSD and WCSEB. (See requirements in the AOS). NOTE: the above conditions/limitations apply to all delegated levels.
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	
			Assistant Director: Specifications and Quotations (SCM Head Office)	Up to R100 000	
			Assistant Director: LTSM, Head Office	Up to R300 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up R750 000	
			Deputy Director: LTSM	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Up to R1 million	
		(b) that, when processes require to do so, competitive bids not be advertised in the Government Tender Bulletin.	Deputy Director- General: Corporate Services/ CFO	Unlimited	
5.	TR16A	To approve the invitation of formal bids and the user specifications and any special conditions and procedures for the procurement of goods, services, hiring or the acquisition thereof on behalf of the WCED.	Deputy Director- General: Corporate Services/ CFO	Unlimited	<ol style="list-style-type: none"> 1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. Advertisement to be placed in at least the PT Website/Government Tender Bulletin /the e-Procurement portal and/or other approved media. 3. On recommendation of the relevant SCM Committee or Departmental Bid Committee (where applicable).
6.	TR16A	To purchase goods and services or hiring on behalf of the WCED via a petty cash transaction based on a price quotation.	Relevant Responsibility Manager	Up to R2 000	<p>Subject to:</p> <ol style="list-style-type: none"> 1. LOGIS limitations regarding petty cash threshold. 2. the petty cash requirements and guidelines contained in the Accounting Officer's System. 3. the generation of a LOGIS Petty Cash voucher.

WESTERN CAPE EDUCATION DEPARTMENT'S (WCED) ACCOUNTING OFFICER'S SYSTEM (AOS): EFFECTIVE AS FROM 01 APRIL 2025

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
					4. the petty cash being issued before the purchase is made. NOTE: the above conditions/limitations apply to all delegated levels.
7.	TR16A	To approve: (a) a shorter bid advertising period (excluding ePS and written quotations). (b) an extension to the advertised closing date of bids (excluding ePS and written quotations).	Director: Procurement Management	All cases	1. Reasons for not advertising over the minimum 21 days must be properly recorded and a register to be maintained for audit purposes. 2. Provided that the closing date shall not be on a date between 15 December and 15 January. 3. All reasonable effort must be made to inform potential suppliers of the shortened period.
8.	TR16A	To request the extension of the validity of price quotations, in writing.	Official Intern, (Chief) Administrative Clerk /Administrative Officer	Up to R200 000	1. In mutual agreement with bidders. 2. All communication between the parties must be in writing and duly documented.
			Assistant Director: Specifications and Quotations	Up to R300 000	
			Assistant Director: LTSM, Head Office	Up to R300 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: Corporate Services at the EDOs.	Up to R300 000	
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Deputy Director: SCM Operations	Up to R750 000	
			Deputy Director: LTSM	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Up to R1 million	
9.	TR16A	To approve the extension of the period of validity of bids, in writing, before the expiration date (excluding ePS and written quotations).	Director: Procurement Management	All cases	1. In mutual agreement with bidders. 2. All communication between the parties must be in writing and duly documented.
10.	TR16A	To approve the cancellation of a quotation/bid invited via the ePS, ICT goods and services invited through SITA RFB Transversal Contracts, written price quotations outside of ePS and/or advertised in the PT Website Government Tender Bulletin/the e-tender portal and/or other approved media. a) prior to closing time if conditions, specifications or	Assistant Director: Specifications and Quotations (SCM Head Office)	Up to R100 000	1. SCM Head Office - Cancellation request above R500 000 is subject to recommendation by the relevant SCM Committee if applicable.
			Chairperson of the Education District Office Quotation Committee	Up to R300 000	2. In all the above instances, all bidders must be informed timeously.
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	NOTE: the above conditions/limitations apply to all delegated levels.

WESTERN CAPE EDUCATION DEPARTMENT'S (WCED) ACCOUNTING OFFICER'S SYSTEM (AOS): EFFECTIVE AS FROM 01 APRIL 2025

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
		any other information have to be changed or if mistakes are discovered in the documents and all bidders cannot be informed of the changes timeously before the closing time/date; and b) prior to award. c) That the formal quotation may be cancelled and written quotations may be invited where prices received are unreasonable	Chairperson of the Head Office Quotation Committee Chairperson: LTSM Quotation Committee Deputy Director: SCM Operations Director: Institution Resource Support Director: Procurement Management Not delegated (Accounting Officer) Note: The above delegated levels apply to (a) to (c)	From R100 000 up to R500 000 Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits) Up to R750 000 Up to R1 million (including the procurement of LTSM, household equipment and first aid kits) Up to R5 million Above R5 million	
11.	TR16A	To approve the cancellation of bids and the invitation of fresh bids or allocate a bid to another qualifying service provider or termination of contract in the following instances: a) where bids received exceed the preference points	Deputy Director-General: Corporate Services/ CFO	All cases	1. All bidders must be informed timeously. 2. Provided that the legal ramifications are investigated prior to action taken. 3. Legal advice regarding possible remedial compensation to the WCED, where appropriate, must be obtained.

WESTERN CAPE EDUCATION DEPARTMENT'S (WCED) ACCOUNTING OFFICER'S SYSTEM (AOS): EFFECTIVE AS FROM 01 APRIL 2025

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
		<p>threshold in terms of which the bids were advertised.</p> <p>b) in the event of death of a contractor.</p> <p>c) due to sequestration, liquidation or judicial management of a contractor.</p> <p>d) in cases of <i>force majeure</i>.</p> <p>e) where there is no mutual agreement by the bidder to proceed with the required performance after issuance of the letter of acceptance, or</p> <p>f) where the contractor indicates that he/she cannot perform in terms of the contract.</p> <p>g) where a contractor breaches the terms and conditions of the contract and has not remedied such breaches within the specified time.</p>			<p>4. On recommendation of the DBC (where applicable).</p> <p>5. A complaint's register in respect of non- or poor performance needs to be maintained for audit purposes.</p>

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
12.	TR16A	To approve the rejection of written quotations/bids received.	Assistant Director: Specifications and Quotations (SCM Head Office)	Up to R100 000	1. SCM Head Office, excluding LTSM - Cases above R500 000 is subject to recommendation by the relevant SCM Committee where applicable. 2. In all the above instances, all bidders must be informed timeously. NOTE: the above conditions/limitations apply to all delegated levels.
			Chairperson of the Education District Office Quotation Committee	Up to R300 000	
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	
			Chairperson of the Head Office Quotation Committee	From R100 000 up to R500 000	
			Chairperson: LTSM Quotation Committee	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Up to R5 million	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Deputy Director-General: Corporate Services/ CFO	Above R5 million	
13.	TR16A	<p>To adjust prices as a result of statutory increases/decreases if the contract is awarded on the basis of firm prices or Rate of Exchange fluctuations and during the contract period: -</p> <p>a) a customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation, or</p> <p>b) any such duty, levy or tax is legally changed or abolished.</p>	Deputy Director-General: Corporate Services/ CFO	All cases	<ol style="list-style-type: none"> 1. Subject to Treasury Guidelines. 2. Application to be motivated by the contractor as required in the AOS. 3. On recommendation of the relevant SCM Committee or Departmental Bid Committee (where applicable).
14.	TR16A	To approve the variation, waiver, rescission, expansion or extension of a contract.	Assistant Director: Contracts Administration and Payments (SCM Head Office)	Up to R100 000	<ol style="list-style-type: none"> 1. Subject to requirements and guidelines contained in the Accounting Officer's System. The sub-directorate: SCM Operations and all decentralised SCM units are required to complete the Checklist (Addendum 9) for extension or expansions for each case/request as specified in Chapter 18 in the AOS. 2. The legal ramifications must be considered and legal advice to be sought where required
			Chairperson of the Education District Office Quotation Committee	Up to R300 000	
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Chairperson of the Head Office Quotation Committee	From R100 000 up to R500 000	3. SCM Head Office, excluding LTSM - Cases above R500 000 is subject to recommendation by the relevant SCM Committee where applicable. 4. Exercise of this delegation by the EDO, LTSM unit and SCM Head Office is limited to contracts concluded by the relevant office within the threshold as documented, unless otherwise approved. 5. Compliance to the National Treasury requirements for extension and expansion in excess of the 15% threshold of the original contract value for goods and services and 20% threshold of the original contract value for construction/works.
			Chairperson: LTSM Quotation Committee	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Up to R1 million	
			Deputy Director-General: Corporate Services / CFO	Above R1 million	
15.	TR16A	To award a bid for the procurement of goods, services or works, the hire thereof to the bidder which is to specification and scoring the highest total preference points whether offers are passed over or not.	Director: Procurement Management	Up to R5 million	1. Subject to guidelines in the Accounting Officer's System. 2. Particulars of the requirement must be advertised in the Government Tender Bulletin or PT Website or other media, where required.
			Deputy Director-General: Corporate Services / CFO	Up to R10 million	
			Not delegated	Above R10 million	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
					3. On recommendation of the Departmental Bid Committee (where applicable).
16.	TR16A	To approve the award or rejection of an unsolicited /offer/proposal/bid.	Not Delegated	All cases	1. Subject to requirements and guidelines in the Accounting Officer's System. 2. On recommendation of the Departmental Bid Committee (where applicable).
17.	PFMA State Attorney's Act	To approve the institution of legal proceedings against a contractor.	Not Delegated	All cases	The matter must be referred to Legal Advisory Services and/or the Office of the State Attorney to provide legal advice prior to the execution of this delegation.
18.	TR16A	To approve the restriction of contractors and initiate recovery of costs.	Not Delegated	All cases	1. Subject to legal advice being sought. 2. On recommendation of the Departmental Bid Committee (where applicable).
19.	TR16A	To approve the settlement of a matter as negotiated between the parties.	Deputy Director-General: Corporate Services / CFO	Up to R10 million	1. Provided that the legal ramifications are investigated prior to action taken. 2. Legal advice may be obtained. 3. With the approval of contractor (consensus seeking). 4. On recommendation of the Departmental Bid Committee (where applicable).
			Not Delegated	Above R10 million	
20.	TR16A	To approve the establishment and appointment of a Departmental Bid Committee and other SCM committees.	Not delegated	Bid Specification Committee Bid Evaluation Committee Departmental Bid Committee	Subject to requirements and guidelines contained in the Accounting Officer's System on the SCM Committees.

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Deputy Director-General: Corporate Services/CFO	All SCM Committees (excluding the BSC, BEC and DBC)	
21.	TR16A	<p>To approve communication, if necessary, with bidders for clarification in relation to quotations, bid invitation, or to supply additional information.</p> <p>(a) to confirm the correct bid price calculation or clarify uncertainties or confirm other administrative/clerical errors in the bid documentation/quotation in writing.</p> <p>(b) prior to acceptance of a quotation/bid, to determine whether bidders would be willing to sign documents (which were not advertised to invalidate a bid) which they omitted to sign at the submission of such quotation/bid.</p> <p>(c) to ensure supplier registration on the Central Supplier Database and the Western Cape Supplier</p>	Deputy Director: Corporate Services at the EDOs.	Up to R300 000	<ol style="list-style-type: none"> Reasons must be properly recorded. Additional information must be made available to all relevant bidders. Communication must be in writing and all communication between the parties to be duly documented. Where the price of a bid is evidently incorrect due to a clerical, typing, transaction or similar error or an error in the unit price. No other amendments to the documents are permissible.
			Director: EDO	Up to R500 000	
			Assistant Director: Specifications and Quotations	Up to R500 000	
			Assistant Director: LTSM, Head Office	Up to R300 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: LTSM	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up to R1 million	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Above R1 million	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
		Evidence Bank, facilitation of the upliftment of suspension and verification of tax compliance status			
22.	TR16A	To approve limited bidding or emergency or urgent procurement as described in the Accounting Officer's System.	Deputy Director: Corporate Services at the EDOs	Up to R300 000	<ol style="list-style-type: none"> 1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. Reasons must be motivated and documented accordingly for utilising the deviation from the normal procurement process. 3. In cases exceeding R1million, the advertisement must be recorded on the PT website/GTB or National Treasury e-Procurement portal or other media. 4. A register is to be maintained for audit purposes. 5. SCM Head Office, excluding LTSM - Cases above R500 000 is subject to recommendation by the relevant SCM Committee or Departmental Bid Committee where applicable.
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO- QC)	
			Assistant Director: Specifications and Quotations	Up to R100 000	
			Assistant Director: LTSM, Head Office	Up to R300 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: LTSM	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Chairperson of the Head Office Quotation Committee	From R100 000 up to R500 000	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Institution Resource Support	Up to R1 million (including the procurement of household equipment and first aid kits)	
			Director: Procurement Management	Up to R1 million	
			Deputy Director-General: Corporate Services/CFO	Up to R5 million	
			Accounting Officer	Above R5 million	
23.	TR16A	To draw lots in the event of equal bids.	Deputy Director: Corporate Services at the EDOs	Up to R300 000	<ol style="list-style-type: none"> 1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. SCM Head Office, excluding LTSM - Cases above R500 000 is subject to recommendation by the relevant SCM Committee or Departmental Bid Committee where applicable. 3. A register is to be maintained for audit purposes.
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO-QC)	
			Assistant Director: Specifications and Quotations	Up to R100 000	
			Chairperson of the Head Office Quotation Committee	From R100 000 up to R500 000	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Assistant Director: LTSM, Head Office	Up to R300 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: LTSM	Up to R500 000 (including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Up to R1 million	
			Chairperson of Departmental Bid Committee	Above R1 million	
24.	TR16A	To accept or reject the bidder's own conditions.	Deputy Director: Corporate Services at the EDOs.	Up to R300 000	1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. The bidder must be granted the opportunity to renounce its own conditions. 3. Legal implications should be kept in mind and where necessary legal
			Director: EDO	Up to R500 000 (subject to prior recommendation by the relevant EDO- QC)	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Assistant Director: Specifications and Quotations	Up to R100 000	<p>advice should be sought before a decision is made.</p> <p>4. SCM Head Office, excluding LTSM - Cases above R500 000 is subject to recommendation by the relevant SCM Committee or Departmental Bid Committee where applicable.</p>
			Assistant Director: LTSM, Head Office	Up to R300 000 (Including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: LTSM	Up to R500 000 (Including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Up to R1 million	
			Deputy Director-General: Corporate Services/ CFO	Above R1 million	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
25.	TR16A	To sign a Contract Form and the letter of acceptance.	Deputy Director: Corporate Services at EDO	Up to R500 000	1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. Subject to the approval for the award by the accounting officer or delegated official.
			Assistant Director: Specifications and Quotations	Up to R500 000	
			Assistant Director: LTSM	Up to R300 000 (Including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: LTSM	Up to R500 000 (Including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up to R5 million	
			Deputy Director- General: Corporate Services/ CFO	Above R5 million	
26.	TR16A	To sign the Service Level Agreement (where required) or agreement for goods and services obtained through	Deputy Director: Corporate Services at EDO	Up to R300 000	1. Subject to requirements and guidelines contained in the Accounting Officer's System.

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
		Transversal Contracts eg: RT3 or RT5/ RT8 etc.	Director: EDO	Up to R500 000	2. As directed by the delegated official in those cases where a separate SLA highlighting the specifications is required.
			Assistant Director: Contracts Administration and Payments	Up to R500 000	3. Subject to prior vetting by Legal Advisory Services. 4. Copies of the signed contract must be filed for record and audit purposes.
			Assistant Director: LTSM	Up to R300 000 (Including the procurement of LTSM, household equipment and first aid kits)	5. Except in those instances that are undertaken by the implementing agent for infrastructure/ construction related procurement. 6. Subject to the approval for the award by the accounting officer or delegated official.
			Deputy Director: LTSM	Up to R500 000 (Including the procurement of LTSM, household equipment and first aid kits)	
			Deputy Director: SCM Operations	Up to R5 million	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Deputy Director- General: Corporate Services/ CFO	Above R5 million	
27.	TR16A	To publish information on the invitation and the award of the successful bids in the Government Tender Bulletin or the Provincial Treasury Website or National Treasury e-Tender Portal, or any other media.	Administration Officer: Procurement Management Assistant Director: Specifications and Quotations Assistant Director: Evaluations and Orders Assistant Director: Contracts Administration and Payments	Above R1 million	Records of such publications must be retained for audit purposes. Requirement as per National Treasury PFMA Instruction in respect of capturing the information on the e-Tender Portal.
28	TR16A	To approve the disposal method for:	Deputy Director: Asset Management	Up to R500 000	1. Subject to requirements and guidelines contained in the Accounting Officer's System or applicable Policy. 2. On recommendation by the relevant Disposal Committee (where applicable).
		a) moveable assets (furniture & equipment)	Director: Procurement Management	From R500 001	
		b) library materials	Director: Cape Teaching and Leadership Institute (CTLI) Chief Director: Curriculum	Up to R500 000 From R500 001	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Management and Teacher Development		
		c) mobile units	Director: Infrastructure Delivery Management	Up to R500 000	
			Chief Director: Physical Resources	From R500 001	
29.	TR16A	To grant approval for the transfer, cession or assignment of a contract or part thereof.	Deputy Director-General: Corporate Services/ CFO	All cases	<ol style="list-style-type: none"> 1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. On recommendation of the relevant committees (where applicable). 3. Subject to the terms and conditions applicable to the original contract.
30.	TR16A SITA ACT & Regs.	To approve the procurement of all ICT goods and services invited through: <ol style="list-style-type: none"> a) SITA RFB Transversal contracts; b) Non-contract SITA procurement (subject to SITA procurement processes) 	Chairperson of the Education District Office Quotation Committee Director: EDO	Up to R300 000 (this however is limited to the procurement of printer cartridges as per SITA RFB) Up to R500 000 (this however is limited to the procurement of printer cartridges as per SITA RFB)	<ol style="list-style-type: none"> 1. Subject to requirements and guidelines contained in the Accounting Officer's System and applicable SITA RFB contract. 2. SCM Head Office, excluding LTSM - Offers above R500 000 is subject to recommendation by the relevant SCM Committee or Departmental Bid Committee (where applicable).
			Assistant Director: LTSM	Up to R300 000 (this however is limited to the procurement of printer cartridges as per SITA RFB)	

WESTERN CAPE EDUCATION DEPARTMENT'S (WCED) ACCOUNTING OFFICER'S SYSTEM (AOS): EFFECTIVE AS FROM 01 APRIL 2025

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Deputy Director: LTSM	Up to R500 000 (this however is limited to the procurement of printer cartridges as per SITA RFB)	
			Director: Institutional Resource Support	R1 million (this however is limited to the procurement of printer cartridges as per SITA RFB)	
			Assistant Director: Specifications and Quotations	Up to R100 000	
			Chairperson of Head Office Quotation Committee	From R100 000 up to R500 000	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Procurement Management	Up to R1 million	
			Deputy Director-General: Corporate Services/ CFO	Above R1 million	
31	PFMA TR16A CIDB (where applicable)	To procure goods and services in respect of works for routine and day-to-day maintenance in respect of office accommodation (including the CTLI) that takes place on an ad	Chairperson of Education District Office Quotation Committee Director: EDO	Up to R300 000 Up to R500 000 (subject to prior	1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. SCM Head Office, excluding LTSM - Offers above R500 000 is subject to recommendation by the relevant SCM

WESTERN CAPE EDUCATION DEPARTMENT'S (WCED) ACCOUNTING OFFICER'S SYSTEM (AOS): EFFECTIVE AS FROM 01 APRIL 2025

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
		hoc basis including minor repairs, modifications or replacements.		recommendation by the relevant EDO-QC)	Committee or Departmental Bid Committee (where applicable).
			Assistant Director: Specifications and Quotations	Up to R100 000	
			Chairperson of Head Office Quotation Committee	From R100 000 up to R500 000	
			Deputy Director: SCM Operations	Up to R750 000	
			Director: Procurement Management	Up to R5 million	
			Deputy Director-General: Corporate Services	Above R5 million	
32.	TR16A	To approve and authorise the requisition form (LOG 1) and specifications for goods and services.	Responsibility Manager	Unlimited	<ol style="list-style-type: none"> 1. The requisition form must be counter-signed by the authorised official. (3 officials must sign the requisition) 2. The duly completed BAS 002 form reflecting the correct SCOA codes and expenditure must accompany the request. 3. The requisition form and specifications will be processed in accordance to the SCM prescripts and processes. 4. The Responsibility Manager must ensure that there is a real need for the

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
					goods/services and that funds are available. 5. Subject to requirements and guidelines contained in the Accounting Officer's System.
33.	TR16A	Approval of the Business Case for items on an Annual Procurement Plan	Deputy Director-General	All cases	Subject to requirements and guidelines contained in the Accounting Officer's System and approved Procurement Plan.
34.	TR16A	To approve a Procurement Advice for the issuing of orders for the procurement of goods and services.	Chief Administrative Clerk/ Chief Accounting Clerk/ Senior Admin Clerk/ Administrative Clerk/ Administrative Officer	Up to R1 000 000 Up to R5 000 000	<p>1. The authority in this delegation lies with the approval of the Procurement Advice and Order form (PAAP function in LOGIS). The same applies to the VA1 in the non-LOGIS environment (Z492 order forms). Once the above authority has been exercised, the actual order form (ORAT function on LOGIS) must be signed by an official at least on the level of Chief Administrative Clerk/ Administrative Officer.</p> <p>2. To note, that in respect of contracts that have already been approved in line with any of the above delegations, the authority has already been exercised by such delegated official.</p> <p>3. Subject to the award of offer(s) by the relevant committees or delegated officials.</p>
			Assistant Director	Up to R20 000 000	
			Deputy Director	Up to R30 000 000	
			Deputy Director General: Corporate Services/ CFO (Subject to written approval by the CFO)	From R30 000 000.01	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
					4. The applicable provisions of the NTR 8.2.2 and the relevant Finance Instructions must be complied with.
35.	TR16A	To receive and acknowledge receipt of goods, services and works procured on LOGIS.	Chief Administrative Clerk/ Administrative Clerk/ Senior Admin Clerk/ Chief Accounting Clerk/ Administrative Officer	Unlimited	<ol style="list-style-type: none"> 1. The applicable provisions of NTR 8.2.2 and relevant Finance Instructions must be complied with. 2. The receipt of goods must be validated against the official order to confirm that the correct items were delivered. 3. The receipt of the delivery must be recorded on LOGIS (SR) and the relevant documents endorsed.
36.	TR16A	To capture on LOGIS and BAS the valid tax invoice details for the payment of goods delivered/services rendered.	Chief Administrative Clerk/ Administrative Clerk/ Senior Admin Clerk/ Chief Accounting Clerk/ Administrative Officer	Unlimited	<ol style="list-style-type: none"> 1. The applicable provisions of NTR 8.2.2 and relevant Finance Instructions must be complied with. 2. The invoice must be endorsed by the Responsibility Manager to confirm that the goods received/services rendered were necessary and received in good order/services were rendered satisfactorily. 3. The invoice must be checked against the relevant order to ensure that the goods/services delivered/rendered correspond with the official order.

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
37.	TR16A	(i) To pre-authorise the LOGIS payment to suppliers for goods delivered and services rendered. (ii) To authorise the payment on LOGIS to suppliers for goods delivered and service rendered.	Chief Administrative Clerk/ Senior Admin Clerk/ Chief Accounting Clerk/ Administrative Clerk/ Administrative Officer	Up to R1 000 000	<ol style="list-style-type: none"> The applicable provisions of NTR 8.2.1 & 8.2.2 and relevant Finance Instructions must be complied with. The final authorisation of payments on LOGIS must be done by the Directorate: Financial Accounting (the Z-LOGIS function). (This is NOT applicable to the LTSM team and the equipment functionaries in the Directorate: Institutional Resource Support as well as the Education District Offices where LOGIS is functional.)
			Assistant Director	Up to R5 000 000	
			Deputy Director	Up to R20 000 000	
			Deputy Director General: Corporate Services (Subject to written approval by the CFO)	From R20 000 000.01	
38.	TR16A	<ol style="list-style-type: none"> To disregard an offer where it becomes apparent that a bidder has committed a fraudulent act or circumvented the SCM process. To institute the remedies stipulated after a contract has been awarded when it becomes apparent that a bidder has committed a corrupt or fraudulent act during the bidding process or the execution of the awarded contract. 	Not Delegated	All cases	<ol style="list-style-type: none"> Legal advice may be obtained. Provided that the legal ramifications are considered prior to action taken. On recommendation of the DBC (where applicable). Subject to requirements and guidelines contained in the Accounting Officer's System

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
39.	TR16A	(i) To approve the invitation of informal quotations for goods/services at EDO's (ii) To invite such quotations (iii) Maintain a register of informal quotations. (iv) Report monthly statistics to SCM Head-Office	Deputy Director: Corporate Services at EDO Administrative Officer/Chief Accounting Clerk/Admin Clerk/Senior Admin Clerk Administrative Officer/Chief Accounting Clerk/Senior Admin Clerk Administrative Officer/Chief Accounting Clerk/Senior Admin Clerk/Administrative Clerk Note: The above delegated levels apply to (i) and (iv)	Up to R10 000	1. Reasons for using this method of procurement/ delegation must be documented. 2. At least 3 written quotations must be obtained from suppliers actively registered on the WCSEB. Any deviations to be properly documented for audit purposes. 3. Subject to requirements and guidelines contained in the Accounting Officer's System
40.	PTI 16A5.2.1.3	To approve the application for access, amendment or cancellation of officials' access to the ePS	Director: Procurement Management	All cases	Subject to written request and motivation.
41.	TR16A	To condone that a SCM Practitioner accept a gift, exceeding the value of R350.00, from a supplier / service provider.	Not delegated	Gifts with a value exceeding R350.00	1. Subject to requirements and guidelines contained in the Accounting Officer's System and Departmental Gift Policy. 2. To be approved / condoned and duly recorded in the Gift Register.

WESTERN CAPE EDUCATION DEPARTMENT'S (WCED) ACCOUNTING OFFICER'S SYSTEM (AOS): EFFECTIVE AS FROM 01 APRIL 2025

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
42.	TR16A	To appoint an official in writing, to maintain a petty cash register	Deputy Director: SCM Operations	Up to R2000 per requisition	All payments and replenishments to be entered in the petty cash register on a daily basis.
43.	PTI 16A	To adjudicate awarded quotations on the ePS	Official Intern, Chief Administrative Clerk/ Senior Admin Clerk/ Chief Accounting Clerk/ Administrative Clerk/ Administrative Officer/ Assistant Director	Up to R1 million	Subject to requirements and guidelines contained in the Accounting Officer's System.
44.	TR16A	To appoint, in writing, a system controller or sub-system controller for the LOGIS system	Deputy Director-General: Corporate Services	All cases	Users may only have access to system functionality directly related to the performance of their daily duties
45.	TR16A PTI 16A	To approve the utilisation of a supplier who is not actively registered on the CSD or WCSEB in cases of limited bidding in respect of emergency or urgent case procurement	Deputy-Director: Corporate Services Director: EDO Assistant Director: Specifications and Quotations Chairperson of Head Office Quotation Committee Deputy-Director: SCM Operations Chairperson of LTSM Quotation Committee	Up to R300 000 Up to R500 000 Up to R100 000 From R100 000 up to R500 000 Up to R750 000 Up to R500 000 (Including the procurement of	1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. If not registered on the CSD and WCSEBD, notify the supplier to register on both within 7 (seven) calendar days after the date of the award. 3. If suspended on the WCSEB, request the original and valid TCC/tax compliance status certificate verified on the CSD, original and valid WCB 4 and where applicable, BB-BEE certificate together with the WCB 6.1 and avail same to the Provincial Treasury to uplift the suspension.

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Director: Institution Resource Support	LTSM, household equipment and first aid kits) Up to R1 million (including the procurement of LTSM, household equipment and first aid kits)	
			Director: Procurement Management	Up to R1 million	
			Deputy Director-General: Corporate Services/ CFO	Above R 1 million	
46.	TR16A	To accept a limited bidding or emergency or urgent procurement (as described in the Accounting Officer's System) quotation not exceeding 10% of the approved threshold value	Deputy-Director: Corporate Services	Up to R330 000	1. Subject to requirements and guidelines contained in the Accounting Officer's System. 2. A register is to be maintained for audit purposes.
			Director of relevant EDO	Up to R550 000	
			Assistant Director: Specifications	Up to R110 000	
			Deputy-Director: SCM Operations	Up to R825 000	
			Director: Procurement Management	Up to R1 100 000	
			Deputy Director-General: Corporate Services/ CFO	Above R1 100 000	

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
47.	TR16A	To approve the participation in transversal contracts or contracts by other organs of state.	Not delegated	All cases	<ol style="list-style-type: none"> Only in those cases where it is more cost effective to participate in such contracts. Where the department does not have the capacity to arrange such contracts. Subject to the recommendation of the relevant SCM Committee (where applicable).
48.	TR16A	To record the name of a supplier that failed to deliver and/or perform in terms of the contract/specifications/SLA into the register of poor performers/complaints register.	Assistant Director: SCM and Finance Assistant Director: Contracts Administration and Payments	Unlimited Unlimited	<ol style="list-style-type: none"> The period for such recordal will be determined on a case by case basis The motivation must be considered by the relevant delegated official after consultation with the role-players
49.	TR16A	Should an unreliable /under-performing supplier be recommended for an award (see delegation 48), the WCED reserves the right to pass over such offer based on the poor performance rendered on a previous contract.	Assistant Director: Specifications and Quotations Chairperson: Head Office Quotations Committee	Up to R100 000 From R100 000 up to R500 000	<ol style="list-style-type: none"> SCM Head Office, excluding LTSM - Cases above R500 000 is subject to recommendation by the relevant SCM Committee or Departmental Bid Committee (where applicable). The process of inclusion of a supplier onto the National Treasury register of restricted suppliers and/or tender defaulters will apply (via the DBC and Head: Education to the Provincial Treasury in terms of the SCM legal framework)

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			Deputy-Director: SCM Operations	Up to R750 000	
			Director: Procurement Management	Up to R1 million	
			Chairperson of the Education District Office Quotation Committee	Up to R300 000	
			Director: EDO	Up to R500 000	
			Chairperson of the LTSM Quotation Committee	Up to R500 000	
			Director: Institution Resource Support	Up to R1 million (including the procurement of LTSM, household equipment and fist aid kits)	
			Deputy- Director: Corporate Services/ CFO	Above R1 million	
50	TR16A	To Request for Quotations for Flights, Accommodation, Shuttle services, Car Hire and other travel means (if not on contract).	Official Intern/ Administrative Clerk /Administrative Officer/ Assistant Director	Up to R1 million	<p>1. The request for quotations must be advertised for a minimum period of 24 hours as per Chapter 5 of the AOS.</p> <p>2. Subject to the NT Travel Guideline/ Framework for best fare of the day.</p>

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
			(SCM Head Office excluding the arrangements for the MEC's Office).		<p>3. Offers received for flights and Car rental is subject to change on confirmation of the actual cost incurred.</p> <p>4. All offers must be evaluated, and reasons must be recorded for non-compliance. Where less than 3 quotes are received, this too must be recorded accordingly.</p> <p>NOTE: the above conditions/limitations apply to all delegated levels.</p>
51	TR16A	To accept quotations for flights, accommodation, shuttle services, car hire and other travel means (if not on contract).	<p>Assistant Director: Specifications and Quotations</p> <p>Chairperson of the Head Office Quotation Committee</p> <p>Deputy Director: SCM Operations</p> <p>Director: Procurement Management</p> <p>Deputy Director General: Corporate Services</p>	<p>Up to R100 000</p> <p>From R100 000 up to R500 000</p> <p>Up to R750 000</p> <p>Up to R1 million</p> <p>Above R1 million.</p>	<p>1. The request for quotations must be advertised for a minimum period of 24 hours as per Chapter 5 of the AOS.</p> <p>2. Subject to the NT Travel Guideline/ Framework for best fare of the day.</p> <p>3. Offers received for flights and Car rental is subject to change on confirmation of the actual cost incurred.</p> <p>4. All offers must be evaluated, and reasons must be recorded for non-compliance. Where less than 3 quotes are received, this too must be recorded accordingly.</p> <p>NOTE: the above conditions/limitations apply to all delegated levels.</p>

NO.	ACT/ REGULATION SOURCE	DESCRIPTION OF DELEGATION	DELEGATED TO	FINANCIAL LIMIT	COMMENTS/CONDITION/REFERENCES
52	TR16A	To approve the acceptance of accommodation and meals where it exceeds the maximum allowable rates issued by the National Treasury.	Deputy- Director: SCM Operations	Up to R2 000 per request	Subject to the National Travel Guideline/ Framework and Departmental Travel Policy.
53	TR16A	To accept the reporting of procurement by "other means" and contract variations and expansions.	Deputy Director: SCM Policy, Planning and Performance Management	Unlimited	Accept the reporting requirements before submitted to PT and AGSA.
54	TR16A	To approve the VA26A Authorisation form for travel arrangements	From a Director level	Unlimited	Only applicable for the Education District Offices – For urgent or emergency cases, when the Director: EDO is not available to approve the VA26A form, the delegated official may provide written approval to delegate the function to the Deputy Director: Corporate Services
55	TR16A	To approve the request to deviate from the National Travel Guidelines/ Framework	Deputy Director-General: Corporate Services/ CFO	Unlimited	The request for approval must be a motivated request via a formal submission to the delegated. Subject to the Departmental Travel Policy.