



Quarter 1 2022/23

Procurement Disclosure Report



Western Cape
Government
FOR YOU

Authored by
Provincial Treasury
Provincial Government
Supply Chain Management

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INTRODUCTION

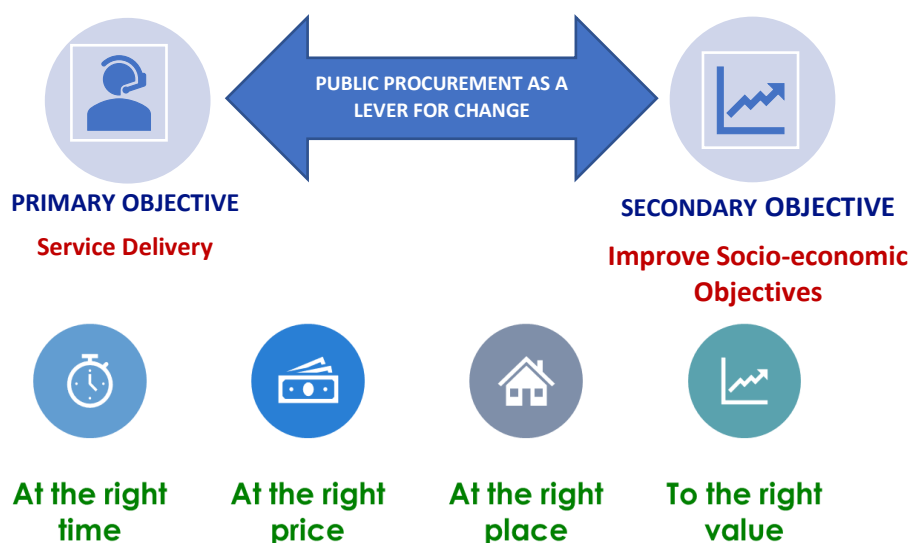
The Western Cape Government's Procurement Disclosure Report was initiated at the beginning of the declaration of the National State of Disaster in respect of the COVID -19 pandemic. It has been utilised to provide a consolidated view of COVID-19 procurement expenditure on a monthly, quarterly, and annual basis to support our continued commitment to good governance and transparency in public procurement in the Western Cape.

The National State of Disaster has since been lifted, bringing specific COVID-19 expenditure reporting to an end. The Western Cape Government will continue with its commitment to ensure good governance and transparency in public procurement and continue with broader forms of procurement disclosure going forward. This will take the form of quarterly reports that will unpack and package procurement information to ensure that purchasing within the Western Cape Government is transparent and clear.

This is the first iteration of the quarterly report. It focuses on procurement performance for the first quarter of the 2022-23 financial year (i.e., 01 April 2022-30 June 2022). This issue does not focus on expenditure but aims to frame the context of how procurement operates in the Western Cape as a starting point and will progressively provide more insights as we build our reporting capabilities.

CONTEXT AND INTENT OF PUBLIC PROCUREMENT

Public procurement is the function whereby public sector organizations acquire goods, services and works from suppliers in the local and international market, subject to the general principles of fairness, equitability, transparency, competitiveness, and cost-effectiveness. This is the primary focus of all government procurement as encapsulated in Section 217(1) of our Constitution; and at a secondary level to ensure socio-economic enablement through preferential procurement as per national legislation in terms of section 217(2) and (3) of the Constitution. This then means that we acquire goods, services and works at the right time, at the right price, at the right place and to the right value.



At a regulatory and policy level government must in addition allocate preference points to companies or individuals that have been historically unfairly discriminated on by affording them preference in tender processes:

- This is primarily achieved by giving points in a tender for B-BBEE (based on broad based black ownership and a company's turnover – (i.e., SMME focus) and then on price.
- Tenders are awarded to companies who score the highest point collectively for price and B-BBEE preference

It should be noted that on 16 February 2022 the Constitutional Court handed down judgment declaring the entire Preferential Procurement Regulations 2017 (PPPFR), invalid. Interim arrangements were endorsed by Provincial Cabinet on 9 March 2022 to maintain the status quo and apply PPPFR via Cabinet Minute 85 of 2022.

Judgment handed down by the Constitutional Court on 30 May 2022 in respect of the clarification sought by the National Treasury in respect of suspension of invalidity of the regulations confirmed that the appeal interrupted the suspension after 21 days and the suspension continues after the judgment was handed down. Countdown on the 12-month period of suspension commenced immediately after the date of suspension. The countdown, however, was halted by the lodgment of the application for leave to appeal in the Constitutional Court. The countdown resumed on 16 February 2022, when the Constitutional Court dismissed the Minister's appeal against the Supreme Court of Appeal's order. The Constitutional Court confirmed that the suspension of the declaration of the order of invalidity of the 2017 Regulations is still valid for the remainder of the 12-month period, namely until 26 January 2023. Hence for Quarter 1 the PPPFR, 2017 remains applicable to government procurement.

It must also be noted that price alone is not the only determining factor when awarding request for proposal (RFQs), there are other deciding factors such as terms and conditions of bid/RFQ to be considered, which can contribute to a supplier being disqualified. In other words, a supplier may be cheaper in price and still be deemed non-compliant if the supplier fails to adhere to other stipulated clauses within the bid/RFQ.

As a principle, organs of state are required to draft specifications and evaluation criteria in a manner that allows all potential suppliers who can meet the requirements, an opportunity to offer their goods and services.

All potential suppliers who show interest in the tender must comply with specified conditions and criteria when submitting their offer(s). The onus remains on the bidder to familiarize themselves with such bid conditions and criteria prior to submitting an offer.

Bids are required to be responsive to all the requirements contained in the bid documents or RFQ. Bids that are adjudicated as non-responsive do not move into the next stage of bid evaluation which deals with criteria including functionality, pricing, or empowerment. Non-responsive bids, irrespective of their merits, are excluded from the bid process.

METHODS OF PROCUREMENT

The following procurement methods as regulated have been utilized in the public sector, and will continue to be, followed by accounting officers and authorities in the WCG:

Competitive Price Quotations: threshold between R2 001 and up to R1 000 000.00* via the eProcurement Solution	Competitive Bidding for procurement requirements above R1 000 000.00	Limited Bidding single source/specific group/category of possible supplier/s; service provider/s or contractor/s	Emergency Procurement ordinary emergencies (not disaster procurement) dealt with via emergency procurement policies and delegations
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** It must be noted that the ePS is used for procurement from R10 000 up to R1million, whilst utilisation of the system between R2000 to R10 000 is discretionary and will be articulated in the accounting officer's system of each procuring entity.*

In addition, the following methods of procurement are also available for utilization by procuring institutions:

Participating in Contracts procured by other organs of state	Procurement from national or provincial transversal contracts	Honouring of existing departmental contracts	Disaster Procurement requirements as issued by NT/ PT/ Municipalities (Dependent on disaster declaration and classification)
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PROCUREMENT PLANNING

Procurement plans are an essential part of the Western Cape Government's procurement activities for a financial year. This ensures that procurement activities are aligned to service delivery objectives and budgets.



**Link procurement
planning to Service
Delivery**



**Profile procurement
and practices,
establish
benchmarks to
measure
performance, and
identify
improvements**



**Achieve better value
for money outcomes**



**Realise more cost-
efficient
procurement
processes and
improved service
offering from
suppliers**



**Increases the
transparency and
predictability of the
procurement
process for suppliers**

The Western Cape Government has implemented an automated procurement planning toolkit in 2021/22 financial year. All departments have transitioned to the automated procurement planning toolkit and hence the Provincial Treasury is able to produce a provincial procurement plan as well as view progress on departmental plans when the information becomes available on a quarterly basis.

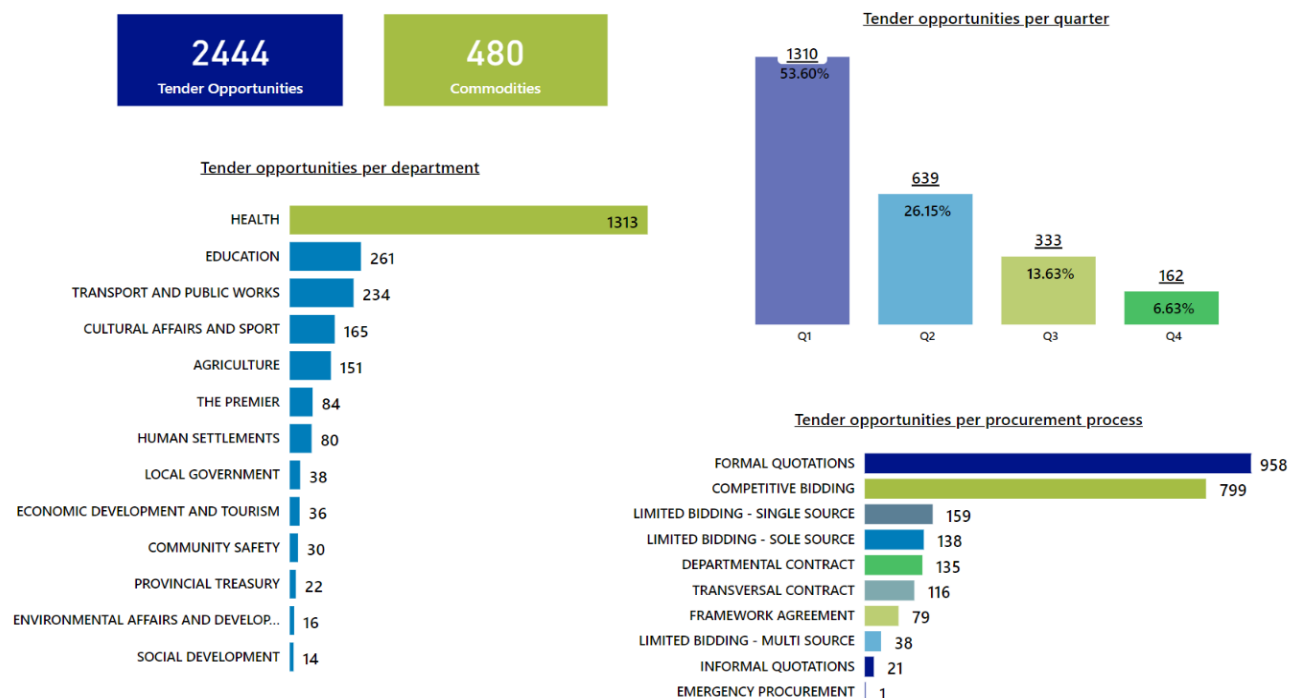
The advertised procurement plans for all 13 of our provincial departments may be viewed via this link here: <https://www.westerncape.gov.za/provincial-treasury/procurement-disclosure-report>.

The Illustration hereunder depicts the potential opportunities that will become available to suppliers via envisaged departmental procurement processes in the 2022-23 financial year:

PLANNED TENDER OPPORTUNITIES



PROCUREMENT OPPORTUNITIES PER DEPARTMENT FOR 2022-23



53.60 per cent of the opportunities were advertised in Quarter 1 and opportunities will decline as the year progresses, hence it would be critical for suppliers to ready themselves for these opportunities. Further detail of the procurement plans can be found on the Procurement Dashboard here: <https://www.westerncape.gov.za/provincial-treasury/procurement-disclosure-report>.

Note: The procurement plans are as signed off by the Provincial Departments on 31 March 2022, however these plans are subject to change as the year progresses. This may be due to various factors such as budgetary constraints; strategic indicators; no longer a need for the goods/services or postponement of the need for the planned financial year. Hence this information is purely indicative of the plans signed off on the said date.

e-PROCUREMENT

The WCG has since 1999 implemented an electronic platform for bid invitation inclusive of a supplier database. The National Treasury has since 2012 implemented a central supplier database (CSD) which must be utilised by all provinces and suppliers who wish to conduct business with government.

Technology enablement within government, especially with the procurement space, is critical to optimize business efficiencies, reduce red tape in the long term for suppliers, and ensure accountability and transparency within the procurement process. The utilisation of automated systems allows us as government to do this given the scale and enormity of financial implications and transactions required.

INTEGRATED PROCUREMENT SOLUTION (IPS) & THE IN-HOUSE DEVELOPED e- PROCUREMENT SOLUTION (ePS)

The previous eProcurement Solution known as the Integrated Procurement Solution (IPS) had been in operation within the province since 1999 which facilitated the procurement of goods, services and works up to the value of R500 000.

The new in-house ePS was phased-in using a commodity approach with effect from October 2021 and as of 01 December 2021, the solution was fully implemented within the province. The ePS facilitates the procurement of goods, services, and works up to the value of R1 million.

VALUE AND BENEFITS OF AN ELECTRONIC PROCUREMENT SOLUTION (ePS)

For suppliers: providing procurement opportunities to a wider spectrum of suppliers; stimulating competition; automating manual processes (streamlining of procurement processes); ensuring ease of doing business with WCG; affording better transparency and accountability and helping and supporting suppliers to tender.

For departments: easier compliance with legislation, improved productivity, reducing paperwork and telephone costs, etc.); working with the latest and verified suppliers - information held centrally; fairness and transparency, curbs opportunities for irregularities, fraud and collusion between suppliers and officials; and provides for accurate management of information and audit trail of all transactions.

The ePS includes the Western Cape Supplier Evidence Bank (WCSEB) that serves as a central repository of governance documentation for utilisation when procuring via the ePS:

- The WCSEB utilises the Central Supplier Database (CSD) as the master database of information that feeds into the WCSEB. The WCSEB additionally houses compulsory governance documents and serves as a central repository of information.
- Registration on the WCSEB for procurement via ePS is a policy decision taken by the Western Cape Government to ensure that compulsory requirements of tenders are met and that the WCSEB constitutes a single central repository of governance documentation i.e., WCBD 4 (Declaration of interest; Bidders Past SCM Practices and Independent Bid Determination); WCBD 6.1 (Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Regulations ,2017 and Codes of Good Practice) and B-BBEE certification that is required in the procurement process that is utilised by all provincial government departments.

An actively registered supplier is a supplier who has a valid WCBD 4 on the WCSEB. The WCBD is valid for a year. Should this WCBD 4 expire, the supplier will become suspended on the WCSEB and will not be eligible to receive opportunities via the ePS.

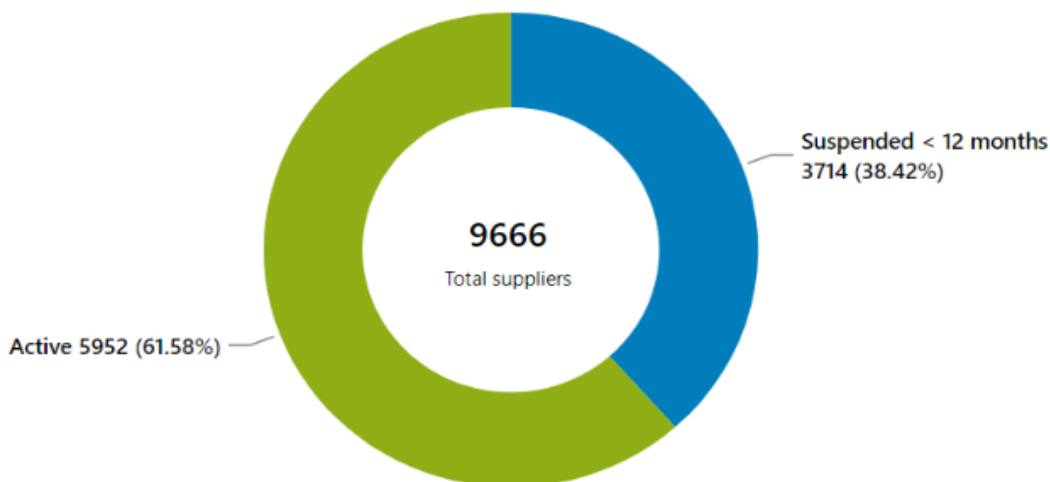
There are 9666 suppliers registered on the WCSEB of which 61.58 per cent are active and 38.42 per cent are suspended. These suppliers will therefore not be eligible to receive opportunities advertised via the ePS. Suppliers are requested to check their status on the WCSEB and uplift the suspension by submitting a duly completed Western Cape Bidding Document (WCBD) 4 to the Procurement Client Centre (PCC) - (detail of which can be found in at the end of this report)

WESTERN CAPE SUPPLIER EVIDENCE BANK (WCSEB)



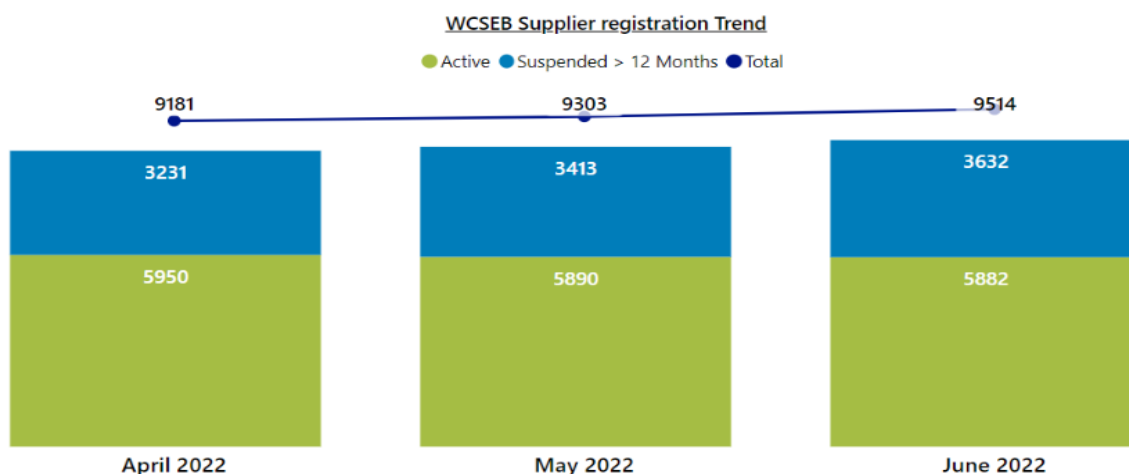
Western Cape Supplier Evidence Bank

The visual presents the total number of suppliers ([Active](#) and [Suspended<12 months](#)) registered on the WCSEB.



It must be noted that the registration status of suppliers continuously fluctuates as suppliers maintain their profile from a suspended status to an active status. As the WCBD 4 expires these suppliers will become suspended. Illustration 5 hereunder reflects the trends

WCSEB TREND ANALYSIS

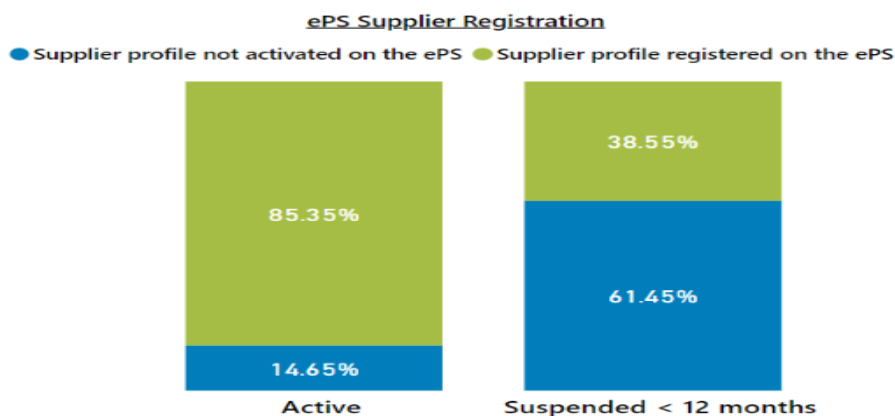


When the province transitioned onto the new system, suppliers registered on the WCSEB were assisted with the activation of their profiles on the ePS. Once these profiles have been activated, the system generates an email with brief instructions and a link to access the ePS. A Video Tutorial can be accessed on the WCG web page: <https://www.westerncape.gov.za/provincial-treasury/tenders/eprocurement-solution>.

14.65 per cent of the active suppliers base have not yet activated their profiles on the ePS and hence these suppliers will not be eligible to receive opportunities via the ePS even though the supplier is actively registered on the WCSEB.

It must further be noted that 38.55 per cent of the suspended suppliers have a profile registered on the ePS but will not receive opportunities because the suppliers are suspended on the WCSEB (due to an expired WCBD 4). It would be critical for suppliers to understand and know its status on the ePS to attend to its profile appropriately.

ePS SUPPLIER REGISTRATION



The Provincial Treasury has developed an in-house eProcurement Solution as required by paragraph 5.3.1 (a) of the PTIs which came into effect 1 December 2021 with the phasing out of the IPS. This Dashboard provides an overview in terms of the onboarding of suppliers to the ePS which took place on 7 September 2021.

BUSINESS OPPORTUNITIES

Goods or services between the value of R2 001 and up to R1 million, tax inclusive, must be invited from at least three or more service providers. It must be noted that the ePS is used for procurement from R10 000 up to R1million, whilst utilisation of the system between R2000 to R10 000 is discretionary and will be articulated in the accounting officer's system of each procuring entity. Should the ePS not be utilised for procurement between R2000 to R10 000, a manual quotation system is used by departments.

QUOTATIONS ADVERTISED VIA THE EPS FOR QUARTER 1



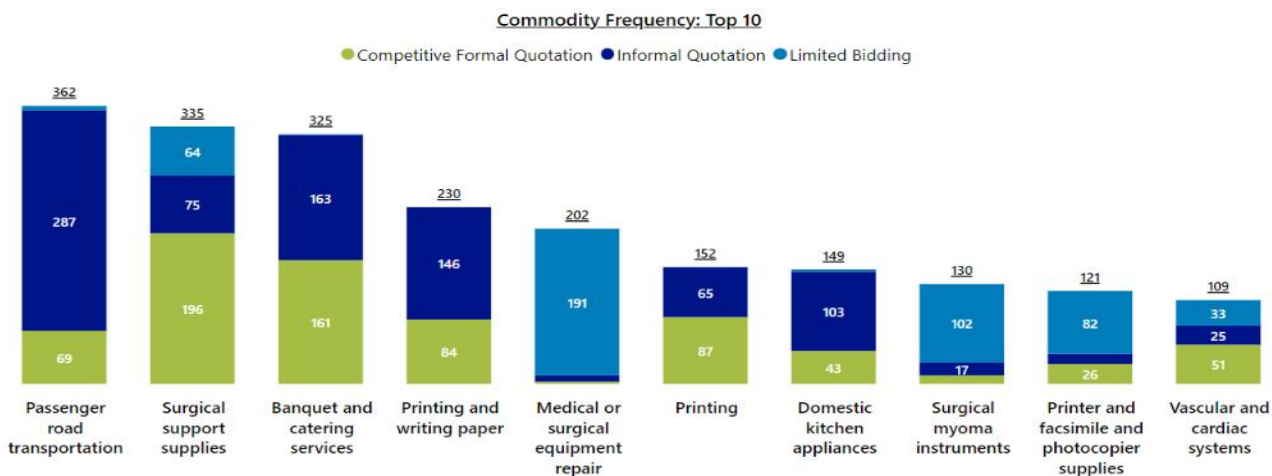
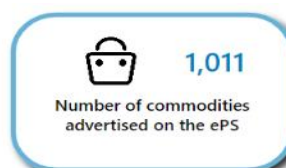
10 458 opportunities published via the ePS across 1011 commodities



Top 3 commodities advertised:

362 - Passenger and Road Transportation;
335 - Surgical Support;
325 - Catering Services

ePS REFLECTIONS



Opportunities advertised via the ePS for Quarter 1 (1 April to 30 June 2022) of the 2022/23 financial year

PROCUREMENT METHODS UTILISED VIA THE ePS FOR QUARTER 1



43.29% opportunities
published via quotations
with a threshold value of
R10 000 to R1 million



40.24% opportunities
published via quotations
with a threshold value of
R2000 to R10 000



16.48% opportunities
published via limited bidding
with a threshold value of R10
000 to R1 million

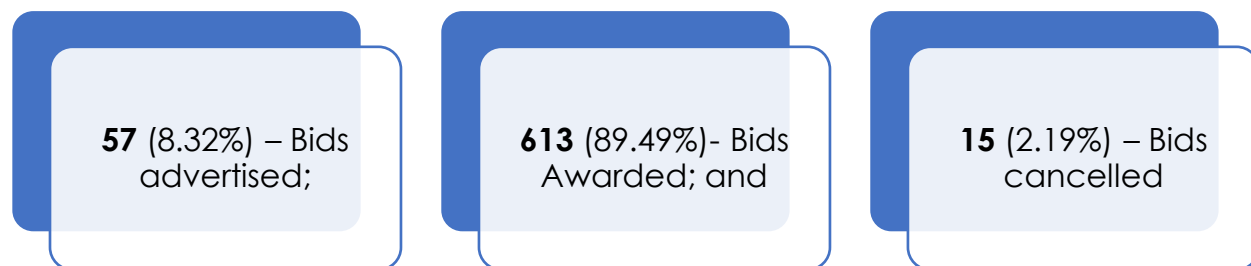
FORMAL TENDERS ADVERTISED VIA WCG TENDER ADVERTISEMENT MECHANISM

On 04 February 2021 and 05 March 2021 The Government Tender Bulletin (GTB) and e-Tender portal was communicated by the National Treasury to be offline respectively. These mechanisms are used to advertise tenders and publish awards and tenders that have been cancelled for procurement above R1 million. As a result, the National Treasury indicated that procuring institutions are required to use acceptable media during this period to comply with advertisement requirements.

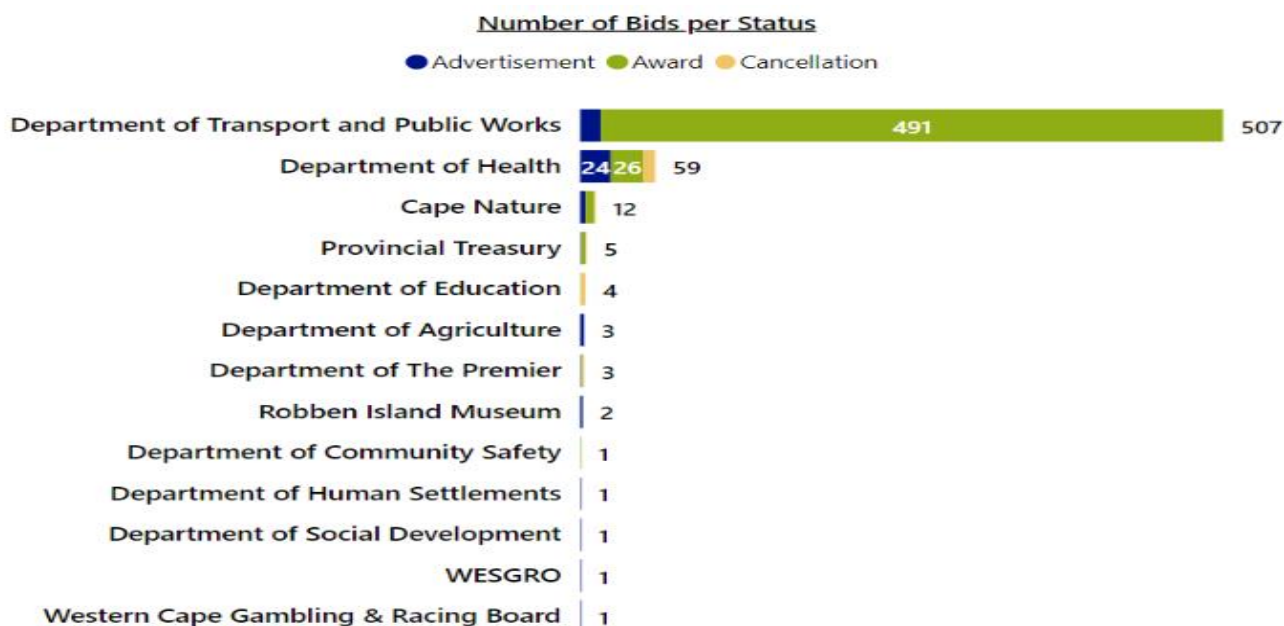
The Provincial Treasury established an interim process that mirrors the GTB processes utilised by procuring institutions with the intent to centrally co-ordinate the process for bid advertisements, bid cancellations, and bid awards on the WCG website for departments and provincial public entities.

Illustration 9 hereunder depicts that 57 bids were advertised; 613 awards were published, and 15 cancellations were published via the WCG website. Illustration 9 reflects the departments who published the information.

TENDERS ADVERTIED FOR NEW BID INVITATIONS; AWARDS AND CANCELLATIONS VIA WCG WEBPAGE



PUBLICATION INFORMATION PER DEPARTMENT



SUPPLIER SUPPORT

In 2019, the Western Cape Government (WCG), through its Provincial Treasury opened the Procurement Client Centre (PCC) to ensure in-person contact and support to WCG clients in respect of any procurement related issues.

This was aimed at reducing red tape and for businesses who are interested in becoming WCG suppliers for database registration support or need advice and guidance. At the inception level, the supplier management service included registration and maintenance of supplier profiles, a central repository of supplier's compulsory governance documents, handling of supplier queries and providing one-on-one supplier service.



TECHNOLOGY SERVICES
e- Procurement;
WCSEB; CSD



SERVICE DESK
Query handling;
Advice &
Guidance



LEARNING
Training; Videos;
Podcasts,
Webinars;
Open days; Web
enablement



COMPLAINTS HANDLING
Mediation; Redress



SERVICE AND INFORMATION MANAGEMENT
Transparency
(PDR); Booking tool;
Perception surveys,
resource &
Information
management

As shown above, the PCC offers a range of services to improve the ease of doing business with government, including providing procurement support assistance to provincial departments, entities, municipalities and suppliers through an integrated helpdesk that guides our clients through tender processes, and suppliers to correctly register and maintain its profiles on the National Treasury's Central Supplier Database (CSD) and the Provincial Treasury's Western Cape Supplier Evidence Bank (WCSEB) as well as eProcurement Solution (ePS) support

The main objective is to improve the manner in which supplier issues are dealt with, and to ensure that effective and efficient assistance and guidance is provided to the relevant suppliers, thus providing an enabling environment for development and capacitation and to build the capacity and capability of suppliers to do business with government. This is aimed to continuously improve service delivery objectives via our procurement processes

SUPPLIER SUPPORT PERFORMANCE FOR QUARTER 1 OF 2022/23:



In addition, "Frequently Asked Questions" (FAQs) related to:

- ✓ the National Treasury's Central Supplier Database (CSD) and the Provincial Treasury's Western Cape Supplier Evidence Bank (WCSEB) can be found on the following link <https://www.westerncape.gov.za/provincial-treasury/tenders/supplier-databases>; and
- ✓ FAQs related to the Provincial Treasury's in-house ePS can be found as follows <https://www.westerncape.gov.za/provincial-treasury/tenders/eprocurement-solution>

These FAQs are constantly refined and reviewed to ensure suppliers are kept abreast of the most recently developments relating to the databases and ePS.

COVID-19 EXPENDITURE FOR QUARTER 1

In closing the last Quarter feedback for COVID-19 it is important that we complete the COVID-19 Disclosure reporting for the two months of the Quarter in which the disaster status was still in place, (i.e., for April 2022 and May 2022).

It must be noted that the Province will also publish a complete close-out Procurement Disclosure Report for the entire period of the pandemic which will be published by 01 September 2022.

Cumulative COVID-19 expenditure for 2022/23 financial year now amounts to R25.06 million of which R25.064 million was spent by provincial departments and R6,060.00 by public entities

Most of the expenditure was incurred by the Departments of Health and Transport and Public Works. The expenditure of the Department of Health focused on personal protective equipment (PPE), non-PPE expenditure and the vaccination rollout programme; the Department of Transport and Public Works focused on non - PPE expenditure such as the hire of Brackengate hospital facilities; human resource, transport services and accommodation.

SUMMARY OF COVID-19 EXPENDITURE FOR QUARTER 1

Table 1(a): Summary of expenditure per department for the period 1 April 2022 to 31 May 2022:

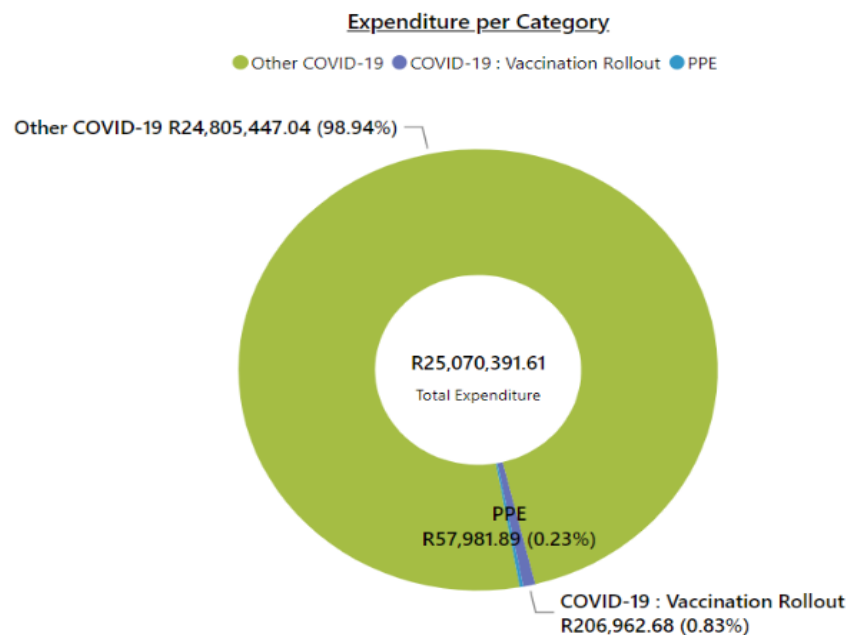
Department	PPE Expenditure	Other COVID-19 Expenditure	COVID-19 Vaccine Rollout	Total
Department of Agriculture	R 625.00	R 99.00	-	R 724.00
Department of Community Safety	-	-	-	-
Department of Cultural Affairs and Sport	-	-	-	-
Department of Economic Development and Tourism	-	-	-	-
Department of Education	-	R 1,725.00	-	R 1,725.00
Department of Environmental Affairs and Development Planning	-	-	-	-
Department of Health	R 47,769.64	R 9,978,756.63	R 206,962.68	R10,233,488.95
Department of Human Settlements	-	-	-	-
Department of Local Government	R 3,795.00	-	-	R 3,795.00
Department of Social Development	R5,792.25	R7,460.83	-	R 13,253.08
Department of Transport and Public Works	-	R 14,811,345.58	-	R 14,811,345.58
Department of the Premier	-	-	-	-
Provincial Treasury	-	-	-	-
Total	R 57,981.89	R 24,799,387.04	R 206,962.68	R 25,064,331.61

Table 1(b): Summary of expenditure per public entity reporting expenditure for the period 1 April 2022 to 31 May 2022:

Department	PPE Expenditure	Other COVID-19 Expenditure	Total
CASIDRA SOC Ltd	-	R 6,060.00	R 6,060.00
Western Cape Gambling and Racing Board	-	-	-
WESGRO	-	-	-
Western Cape Liquor Authority	-	-	-
Cape Nature	-	-	-

COVID-19 EXPENDITURE OVERVIEW FOR QUARTER 1

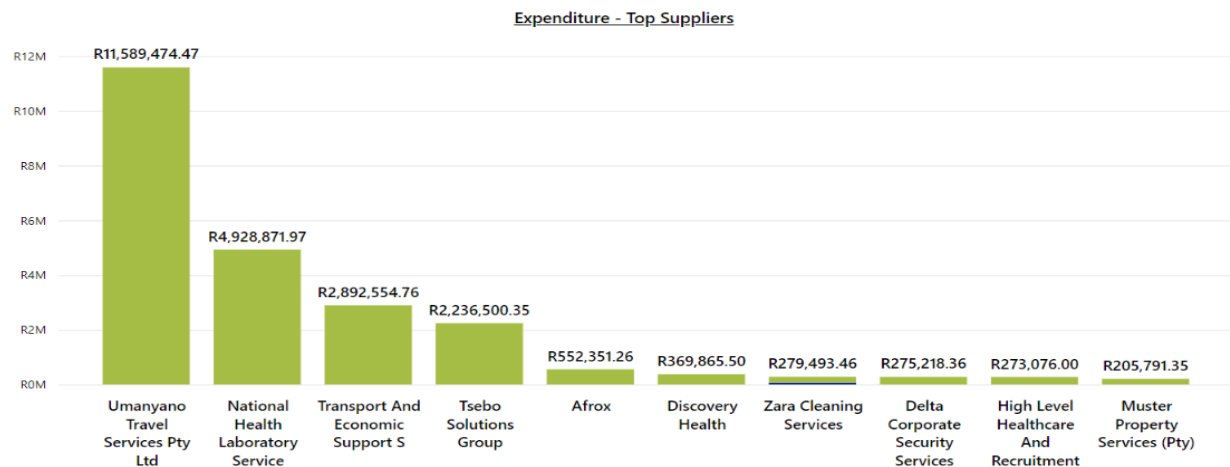
COVID-19 EXPENDITRE PER CATEGORY



Total COVID-19 expenditure for 2022/2023 amounts to R25.06 million:

- R57,981.89 (0.23per cent) was for PPE;
- R24,799 million (98.94per cent) was for other COVID-19 expenditure; and
- R206,962.68 (0.83per cent) was for the COVID-19 Vaccination Rollout Programme

COVID-19 TOP 10 SUPPLIERS



AVERAGE PPE PRICING

Average Price per PPE Item: WCG vs. National Treasury Benchmark Price

National Treasury Benchmark pricing: Maximum prices determined by National Treasury for Personal Protective Equipment items that must be utilised as benchmark prices to negotiate with service providers where required. If prices are higher than those provided on Annexure A, a price variance of up to 10% of prices on Annexure A will be allowed. Any deviation from this provision must be approved by the accounting officer or accounting authority or delegated person based on justifiable reason/s.

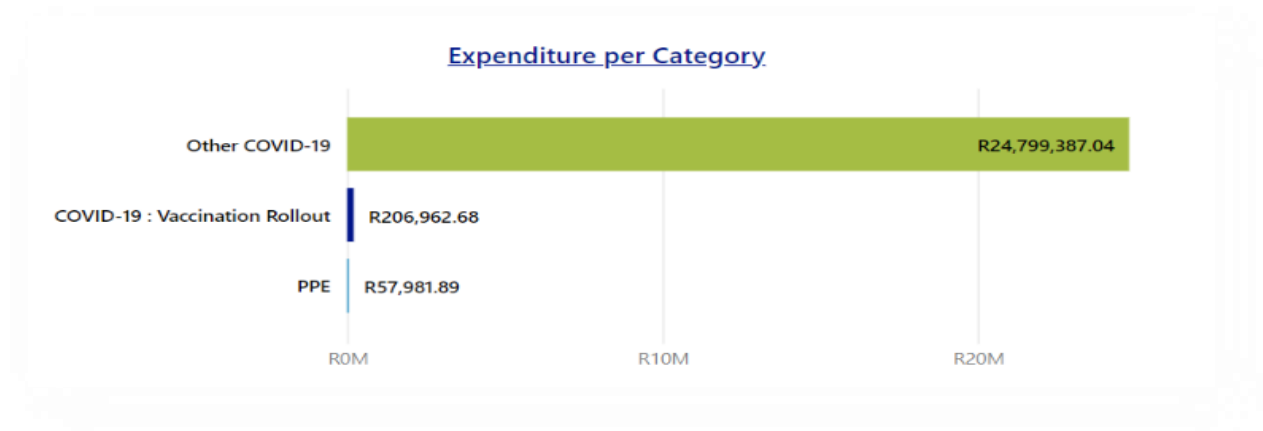
Hand Sanitisers, Multi-Purpose Sanitisers & Disinfectants

Item Description	25 Litre	NT benchmark price
PPE020 Hand sanitisers and disinfectants	R386.15	

Other PPE Items

Unit of Measure (UOM)	Box of 50	
Item Description	Unit Price	NT Price
PPE001 Surgical masks for patients	R125.00	R575.00

OTHER COVID-19 EXPENDITURE FOR QUARTER 1



CONTACT DETAILS

Department	Head of Department	CFO	Contact Details (HODs)	Contact Details (CFOs)
Premier	Dr H Malila	Mr. D Basson	Harry.Malila@westerncape.gov.za	Drikus.Basson@westerncape.gov.za
Provincial Treasury	Mr. D Savage	Ms. A Smit	David.Savage@westerncape.gov.za	Annamarie.Smit@westerncape.gov.za
Community Safety	Adv. Y Pillay	Mr. M Frizlar	Yashina.Pillay@westerncape.gov.za	Moegamat.Frizlar@westerncape.gov.za
Education	Mr. B Walters	Mr. L Ely	Brent.Walters@westerncape.gov.za	Leon.Ely@westerncape.gov.za
Health	Dr K Cloete	Mr. S Kaye	Keith.Cloete@westerncape.gov.za	Simon.Kaye@westerncape.gov.za
Social Development	Dr R Macdonald	Mr. JO Smith	Robert.Macdonald@westerncape.gov.za	Juan.Smith@westerncape.gov.za
Human Settlements	Ms. P Mayisela	Mr. F De Wet	Phila.Mayisela@westerncape.gov.za	Francois.DeWet@westerncape.gov.za
Environmental Affairs and Development Planning	Mr. G Gerber	Mr. RT Mosome	Gerhard.Gerber@westerncape.gov.za	Ronald.Mosome@westerncape.gov.za
Transport and Public Works	Ms. J Gooch	Adv. C Smith	Jacqui.Gooch@westerncape.gov.za	Chantal.Smith@westerncape.gov.za
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Cultural Affairs and Sport	Mr. G Redman	Ms. BG Rutgers	Guy.Redman@westerncape.gov.za	Brenda.Rutgers@westerncape.gov.za
Local Government	Mr. G Paulse	Ms. B Sewlall-Singh	Graham.Paulse@westerncape.gov.za	Bhavana.Sewlall-Singh@westerncape.gov.za

Public Entity	CFO	Contact Details
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Western Cape Gambling and Racing Board	Ms. Zoe Siwa	zoe@wcgrb.co.za
WESGRO	Ms. Kholeka Zama	kholeka@wesgro.co.za
Western Cape Liquor Authority	Mr. Sandiso Gcwabe	Sandiso.Gcwabe@wcla.gov.za
Casidra	Mr. Freek van Zyl	fvanzyl@casidra.co.za

The Procurement Client Centre:

Physical address:

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Century City

7441

Contact details:

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