



Reference number: RCS/C.6

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TREASURY CIRCULAR NO. 3/2021 (SUPPLEMENTARY 1 OF 2022)

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE AND ECONOMIC OPPORTUNITIES
THE MINISTER OF HEALTH AND WELLNESS
THE MINISTER OF INFRASTRUCTURE
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF MOBILITY
THE MINISTER OF POLICE OVERSIGHT AND COMMUNITY SAFETY
THE MINISTER OF SOCIAL DEVELOPMENT

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)
THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER IH MEYER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER A MARAIS) (ACTING)

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (DR H MALILA)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R ADAMS)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR D SAVAGE)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (ADV. Y PILLAY)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH AND WELLNESS (DR K CLOETE)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MS P MAYISELA)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR G GERBER)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (DR M SEBOPETSA)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR V DUBE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR G REDMAN)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

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THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MS A SMIT)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
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THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR RT MOSOME)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV. C SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

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THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR D GREEN)
THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)

For information

THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MR M DLAMUKA)
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 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS W STANDER)
 THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MS K BEUKES)
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 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS K ZAMA)
 THE CHIEF FINANCIAL OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR H BONESCHANS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
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 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
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 THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

PROCUREMENT PLANNING REQUIREMENTS FOR 2021/22: QUARTERLY PROGRESS REPORT: 4TH QUARTER DUE DATE: 15 APRIL 2022 EXTENSIONS

1. PURPOSE

- 1.1 The purpose of this communicate is to formally notify accounting officers:
- a. Of the extension of the online approval of the quarterly progress report: 4th quarter's deadline of 15 April 2022 to 13 May 2022 as communicated via email on 29 April 2022;
 - b. Of the reasons for the extensions granted; and
 - c. The enhancements to the Automated Procurement Planning Toolkit.

2. BACKGROUND

- 2.1 The Provincial Treasury implemented an automated procurement planning toolkit in the 2021/22 financial year to enable the procurement planning process within departments and to create the linkages between procurement planning and budgeting processes for departments.
- 2.2 When implementing a new system, it is common cause that implementation challenges may occur within the systems environment. Reflections over the year of implementation of the online tool, shows that implementation challenges were experienced with capturing inputs into the tool but that this was managed via the Provincial Treasury and Ce-I within the Department of the Premier.
- 2.3 However, in respect of the last quarter's progress report, it had come to the attention of the Provincial Treasury that two system's errors occurred whilst departments captured their 4th quarter progress report, which were isolated to certain schedules and did not impact all reporting. This issue ought to have been resolved prior to the due date for the 4th quarter progress reports.
- 2.4 The deadline set by the National Treasury for the 4th quarter progress reports is 15 April 2022 as communicated via paragraph 5.2 of Provincial Treasury Circular No. 3 of 2021. The deadline of 15 April 2022 was extended on three occasions due to the system errors via email on:
- 11 April 2022 with an extension to 22 April 2022;
 - 21 April 2022 with an extension to 3 May 2022; and
 - 29 April 2022 with an extension to 13 May 2022.

3. REASONS FOR THE EXTENSION

- 3.1 The two system errors experienced are as follows:
- a. Cancellations/cancelled status captured after 1 April 2022 automatically prepopulated the date the capturer inserted the feedback and either moved to the Quarter 1 tab or remained in Quarter 4; and
 - b. Items with a future date not within the 2021/22 financial year either moved to the Quarter 1 tab automatically or remained in Quarter 4.
- 3.2 The system errors were reported to Ce-I however due to staff/resource shortages/challenges and prior commitments in terms of other applications the Ce-I development team were unable to immediately attend to the correction of the errors logged, hence necessitating the extensions granted by the Provincial Treasury.

4. PROCESS FOLLOWED

- 4.1 On detection of the errors, the Provincial Treasury reported the matter to Ce-I via the TAPS Service Desk Logging system. Multiple meetings were held to discuss the way forward.
- 4.2 Since the detection of the system error, the Provincial Treasury exported the quarterly feedback information captured and reported the information to the Ce-I on a weekly basis.
- 4.3 Once an agreement was reached on the solution and the way forward the Automated Procurement Planning Toolkit was closed for access from 28 April 2022 to 3 May 2022 to implement the changes and corrections.
- 4.4 After implementation the changes and corrections were tested. The Automated Procurement Planning Toolkit was then reopened for capturing on 4 May 2022 as communicated via email.

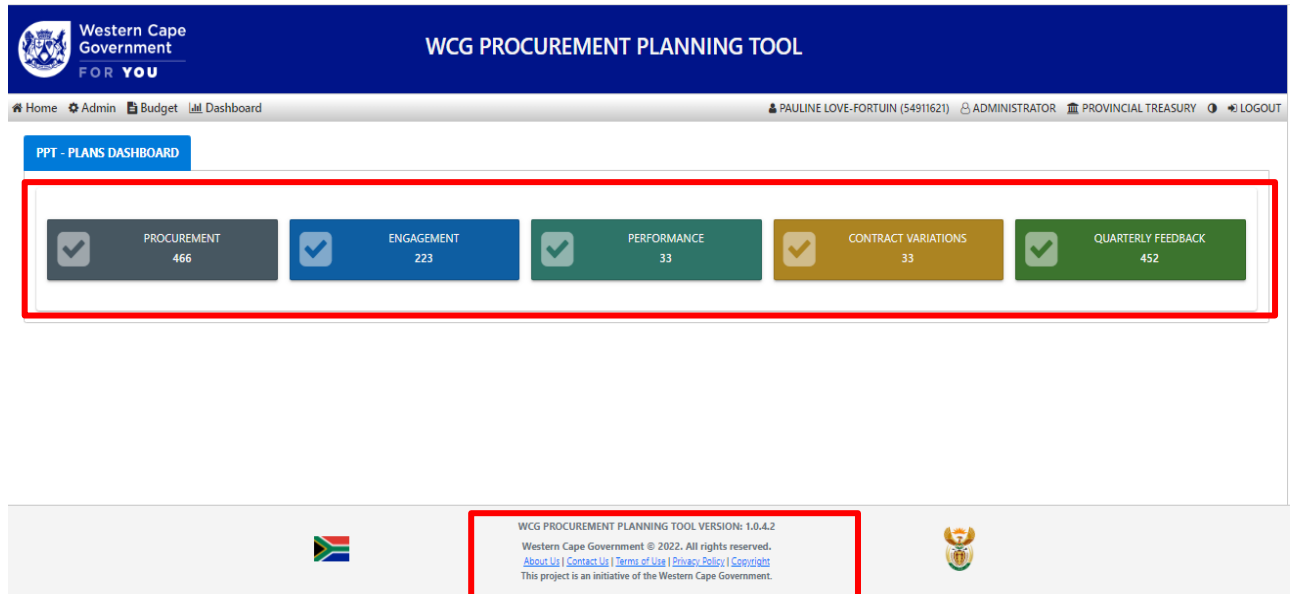
4.5 The Provincial Treasury contacted the impacted departments to discuss the impact and way forward.

5. ENHANCEMENTS

5.1 The following enhancements were made to the Automated Procurement Planning toolkit:

- a. Version of the toolkit updated to version 1.0.4.2;
- b. The home screen was augmented for easier navigation. The different plans are available under the labelled tabs as reflected in Figure 1 hereunder:

Figure 1 WCG Procurement Planning Tool



c. In terms of the Quarterly feedback tab, departments can filter per quarter. "Pending" with a "0" is an indication that no items are due for feedback in the particular quarter as reflected in Figure 2 hereunder:

Figure 2 Schedule Plans

Ref.No.	Plan	Department	Programme	S.Programme	Objective	Responsibility	Fin.Year	Status	Item	
1	131CUGA2	QUARTERLY FEEDBACK	AGRICULTURE	RURAL DEVELOPMENT	FARM WORKER DEVELOPMENT	FARM WORK DE EX/SEAS PRG 8	ELSENBURG 8.3	2021/22	APPROVED	1
2	13643073	QUARTERLY FEEDBACK	AGRICULTURE	RURAL DEVELOPMENT	SOCIAL FACILITATION	SOCIAL FACILITATION	ELSENBURG 8.2	2021/22	PENDING	0

6. PUBLISHING OF PROCUREMENT PLANS AND QUARTERLY FEEDBACK VIA THE PROCUREMENT DISCLOSURE REPORT

- 6.1 As communicated via Treasury Circular No. 5 of 2022, it is the intent of the Provincial Treasury to publish all approved procurement plans on its website so that suppliers can be kept abreast of procurement opportunities in the Province. This will be done once accounting officers have approved and signed-off their plans on the automated procurement planning template. Note that the PT will also record any subsequent amendments made to procurement plans on the website so there is no confusion as to what business opportunities are available and when they will be made available, in keeping with the intent to provide meaningful procurement disclosure information to the public that will in the long term add value and ensure transparency in procurement in the Province.
- 6.2 The above initiative is in keeping with the National Treasury requirements to publish all procurement plans on the SAGOV Portal (previously the eTender portal). The PT has been engaging with the NT on the possibility of streamlining the reporting requirements given that the automated procurement planning toolkit has already been implemented within the Province. It was indicated by the NT that there is opportunity for an interface between the SAGOV portal and the automated procurement planning toolkit in terms of a feed between the two systems and proposals were made by the NT on how this could be done to avoid duplication of effort for the Province. This is currently work in progress with the National Treasury; and departments will be kept abreast in respect of progress made in this regard.
- 6.3 It must be noted that the procurement plans, and quarterly feedback will be published on the Provincial Treasury website as an augmentation of the Procurement Disclosure Report. Once accounting officers sign off on their respective procurement plans and quarterly feedback via the system, it is accepted by the Provincial Treasury as a true reflection of the approved procurement plan for the department, which the Provincial Treasury will utilise for publication.
- 6.4 Departments are therefore requested to ensure the credibility of the information captured on the toolkit prior to the accounting officer's sign-off to ensure the integrity of the information on the system.

7. REQUEST

- 7.1 Accounting officers must note the content of this Circular and communicate this to officials under their control.

8. ENQUIRIES

- 8.1 All enquiries in respect of this circular or any other enquiries in respect of procurement planning must be directed to: Pt.Procplan@westerncape.gov.za.

NADIA EBRAHIM

DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

DATE: 18 May 2022