

Reference number: RCS/C.6

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR NO. 10/2021

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE AND ECONOMIC OPPORTUNITIES
THE MINISTER OF HEALTH
THE MINISTER OF HUMAN SETTLEMENTS
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE 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 FRITZ)

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 (DR K CLOETE)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MS J SAMSON)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
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 S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR G REDMAN) (ACTING)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MS A SMIT)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR S KAYE)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR A GAFFOOR) (ACTING)
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)

For information

THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR D LAKAY)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD
 THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR M SPICER)
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)
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 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 FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS K ZAMA)
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 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
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 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)
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 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
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 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS T VAN DE RHEEDE) (ACTING)
 THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
 THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)
 THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)
 THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

PUBLICATION OF BID ADVERTISEMENTS, CANCELLATIONS AND AWARDS ON THE WESTERN CAPE GOVERNMENT WEBSITE

1. PURPOSE

- 1.1 The purpose of this communiqué is to inform accounting officers and accounting authorities of the interim measure established by the Provincial Treasury (PT) in terms of co-ordinating bid advertisements, cancellations and awards on Western Cape Government (WCG) website to ensure standardisation of such publications in the public domain.

2. BACKGROUND

2.1 National Treasury Regulation 16A 6.3 (c) and (d) prescribes that -

(c) *"The accounting officer or accounting authority must ensure that bids are advertised in at least the Government Tender Bulletin for a minimum period of 21 days before closure, except in urgent cases when bids may be advertised for such shorter period as the accounting officer or accounting authority may determine; and*

(d) *awards are published in the Government Tender Bulletin and other media by means of which the bids were advertised".*

2.2 On 7 April 2015, the NT introduced a web application in the form of the eTender publication portal where all bids must be advertised, and awards must be published. This requirement was issued via NT Instruction no. 1 of 2015/16 and disseminated to accounting officers and accounting authorities via PT Circular 28 of 2015. As per the NT, this application is aimed at ensuring that all potential service providers have easy access to advertised bids and are provided with an opportunity to supply goods and services.

2.3 On 4 February 2021, the Government Printing Works (GPW) was reported to be offline and institutions have been unable to place bid advertisements, cancellations and awards in the Government Tender Bulletin (GTB). The PT issued Treasury Circular No. 5 of 2021 issuing NT Instruction Note 12 of 2020/21 informing accounting officers and accounting authorities of the departure to publish bid advertisements and awards in the GTB indicating that as an interim measure, accounting officers and authorities must utilise the e-Tender Portal, and where deemed necessary, the institutional website or any other means available to the institution until such time that the GPW is able to publish bid advertisements and bid awards in the GTB.

2.4 Subsequently, the National Treasury's (NT) eTender portal, being the secondary advertising medium has also been reported to be offline and this was communicated to provinces by NT via email on 5 March 2021 and institutions were requested to utilise alternative media to advertise bid invitations, bid cancellations and awards.

2.5 Following the communication on 5 March 2020 by the NT, the PT issued a supplementary Circular communicating that the eTender portal is offline and advised institutions to utilise and where deemed necessary, their own institutional website or any other means available until such time that the GPW and the eTender Portal is able to publish bid advertisements, cancellations and bid awards.

2.6 Since the issuance of the above-mentioned Instruction Notes and Circulars departments have specifically raised concerns with the PT regarding the ability to reach the broader and intended supplier base via their websites and other media platforms. Departments have also alluded to the fact that the placement of advertisements in newspapers had not been budgeted for and would result in an unplanned and un-budgeted implication on departments and hence the Provincial Treasury has established an interim mechanism to advertise bid adverts, cancellations and awards on the WCG tender website.

2.7 An interim process was put together by the Provincial Treasury that mirrors the GPW process utilised by state institutions currently. The process was presented at the SCM Forum on 31 March 2021 for comments and refinement and received overall support and approval from a complete quorum of SCM heads.

3 DEPARTMENTAL PROCESS ON PUBLISHING ON THE WCG WEBSITE

3.1 The following process has been established by PT to co-ordinate the process for advertising bids, cancellations and awards on the Western Cape Government's website for departments and provincial public entities. Provincial public entities that are not amenable to participating in the process will continue to advertise bids, cancellations and bid awards as per the supplement issued to PT Circular No. 5 of 2021:

- a. Departments will utilise the WCG website publication template (an excel document) to populate three (3) types of templates embedded within the publication template. The excel tab titled "PDF Advert Sheet", "PDF Award_Sheet" and "PDF Cancel_Sheet" must be transposed to pdf for publication on the WCG website. However, the excel template together with the pdf document must be submitted to PT. The WCG website publication template is attached herewith as Annexure A.
- b. Departments must submit, the pdf and excel templates to PT on a weekly basis at 15:00 on a Friday for bid advertisements and awards and 12:00 on a Tuesday for cancellations to the following email addresses:
 - Xolani.Galada@westerncape.gov.za;
 - Ean.Steenkamp-Cairns@westerncape.gov.za; and
 - PT.SCMReporting@westerncape.gov.za.
- c. Bid advertisements already received by PT will be published on Friday, 16 April 2021.
- d. A single point of contact sheet (excel document) has been collated for all departments and public entities to identify the official that will be submitting the publications to PT on a weekly basis to streamline the process. Departments and public entities that have not yet submitted the single point of contact template to the PT, is requested to do so as a matter of urgency. The single point of contact sheet is attached herewith as Annexure B.
- e. Bid documents will not be housed on the WCG website. Departments must follow their normal procedures in availing bid documents to bidders. The website publication template (excel document) provides for a column for an indication of where bid documents are to be collected.
- f. Departments must familiarise themselves with the process as outlined in the WCG website publication process flow, attached herewith with as Annexure C. This process was also discussed at the ad hoc SCM forum held on 31 March 2021.

4 WAY FORWARD

- 4.1 As an interim measure, accounting officers and authorities must utilise the Western Cape Government website to publish bid advertisements, cancellations as a primary mechanism and only where deemed necessary, their own institutional websites or any other means available until such time that the GPW and the e-Tender Portal is able to publish bid advertisements and bid awards.
- 4.2 Adherence to this interim measure on the departure from the GTB and e-Tender Portal and to place advertisements, cancellations and awards on the WCG website will be critical to an institutions supply chain management system and will assist in avoiding non-compliance to the National Treasury Regulations 16A6.3 (c) and (d) and will serve as a mechanism to mitigate risk against non-compliance;

4.3 Accounting officers and accounting authorities are advised that the minimum period of 21 days for advertising bids before closure, as indicated in Regulation 16A6.3 (c) remains unchanged and must still be complied with.

5 REQUEST

5.1 Accounting Officers and accounting authorities must:

- a) note that this Circular takes effect on **16 April 2021** until such time as the National Treasury via the Office of the Chief Procurement Officer notifies institutions of the Government Tender Bulletin and the e-Tender Publication Portal's ability to publish bid advertisements, cancellations and awards;
- b) ensure that the contents of this Circular are brought to the attention of all relevant officials within their institution; and
- c) that any enquiries relating to this Circular may be directed to:

SCM Helpdesk: SupplyChainManagement.HDPFMA@westerncape.gov.za



NADIA EBRAHIM
DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT
DATE: 16 April 2021