

Reference number: RCS/C.6

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR NO. 12/2020

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 ACCOUNTING OFFICER: VOTE 1: PREMIER (MR 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 (MR G MORRIS)

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

THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

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

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)

THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (MS J GANTANA) (ACTING)

THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)

THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR A PHILLIPS)

THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK) (ACTING)

THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (VACANT)

THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)

THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)

THE CHIEF FINANCIAL OFFICER (MS A SMIT)

For information

THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS C GREEN)  
 THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR P PIENAAR)  
 THE DIRECTOR: FINANCIAL GOVERNANCE (MS M VAN NIEKERK)  
 THE DIRECTOR: FISCAL POLICY (DR N NLEYA)  
 THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)  
 THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (VACANT)  
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 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
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 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS R SLINGER)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK) (PRO TEM)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS T RAKIEP) (ACTING)  
 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)

## FINANCIAL MEASURES IN RESPONSE TO COVID-19

### PURPOSE

1. This circular aims to inform all Western Cape Government departments, public entities and the Provincial Parliament (where applicable) of financial measures to be put in place to respond to the COVID-19 pandemic.

### BACKGROUND

2. The Director-General has issued two circulars in respect of the COVID-19. These circulars provided staff and departments with relevant information and direct support in dealing with the Pandemic.
3. Noting that it cannot be business as usual, the Provincial Treasury issued its Business Continuity Plan in response to the COVID 19 pandemic, which included the following circulars:

- *System Circular No. 1/2020 dated 18 March 2020:*

Business Continuity Measures in preparation of COVID-19 for the Corporate Financial Systems (BAS, Logis & Persal) and its related Business Intelligence Tools.

- *Treasury Circular Municipalities No. 4/2020 dated 19 March 2020:*

Municipal Budget Circular for the 2020/21 Medium Term Revenue and Expenditure (MTREF) and associated strategic integrated municipal engagements.

- *Treasury Circular No. 11/2020 dated 19 March 2020:*

Western Cape Government's procurement requirements in response to the declaration of a National State of Disaster due to the Coronavirus (COVID-19) pandemic.

Given the President's announcement of a 21-day lockdown, an updated circular will be distributed in due course to address the impact and implications in the supply chain environment.

- *Treasury Circular No. 10/2020 dated 20 March 2020:*

Cash flow financial year-end process 2019/20.

4. It is envisioned that these circulars will aid government departments, public entities, provincial parliament and municipalities to deliver on their mandate during this "business unusual" period, and must be read and applied as a collective. For ease of reference these circulars are attached, Annexures A - D.

## **BUDGETARY CONTROL**

5. In line with the WCG's response to COVID-19, it is expected that departments, public entities and the Provincial Parliament will, **as a first response, reprioritise both their 2019/20 and 2020/21 budgets**. This reprioritisation should seek to delay or reduce spending programmes that are not immediately required or essential to the COVID-19 response and / or frontline service delivery. Reprioritisation should seek to ensure adequate funding through virement between programmes and shifts between sub-programmes in the first instance.
6. All Accounting Officers should ensure that expenditure performance for the remainder of 2019/20 is maximised through undertaking a daily review of payments and transfers due in this financial year.
7. Departments and Provincial Parliament will be given an opportunity to adjust their 2020/21 cashflow requirement in terms of section 40(4)(a) of the PFMA.
8. Noting the significant challenges that may lie ahead, departments are reminded of their governance obligations as it relates to the Public Finance Management Act, 1999.
9. In terms of Section 39(1)(a), (b) and (c) of the PFMA expenditure of a department must be in line with the vote of that department as well as the main divisions within the vote. To prevent unauthorised expenditure in a vote or a main division within a vote, effective and appropriate steps must be taken to prevent potential overspending. Any impending under collection of revenue due, shortfalls in budgeted revenue and potential overspending of the department's vote or main division within the vote must be reported to the Provincial Treasury and the vote must comply with any remedial measures imposed by the Provincial Treasury to prevent any such potential overspending.
10. Once more certainty on the cost and the impact of COVID-19 is known, further communication on the availability and procedures for accessing additional funding will be distributed. At this stage the Health Sector has submitted a request for disaster relief from the National Disaster Relief Grant, as announced by the President.

## **RECORDING OF COVID-19 EXPENDITURE**

11. Departments and entities are advised to maintain a basic register of all COVID-19 expenditure as audit evidence for the supplementary information. This will have the least impact on the SCoA line items, and transactions can be recorded as per delegations.
12. To enable recording of expenditure on BAS, departments must create a project titled COVID-19 on BAS in terms of the SCoA as follows:

### **PROJECTS**

#### **DEPARTMENTAL SPECIFIC PROJ LIST**

#### **CREATE A PROJECT ON NON-POSTING AND POSTING LEVEL WITH THE DESCRIPTION: COVID-19**

All expenses in terms of COVID-19 must be expensed against this project on BAS.

13. Public entities and the Provincial Parliament must be able to report on expenditure relating to COVID-19. In order to achieve this, the Chief Financial Officer's office must ensure that COVID-19 expenditure is identifiable on their particular financial system.

#### **REPORTING RESPONSIBILITIES**

14. In line with section 40(1)(a) of the PFMA, accounting officers for a department, CEO's of Public Entities and the Secretary of the Provincial Parliament must keep full and proper records of their financial affairs in line with the directive on recording expenditure indicated in the paragraphs above.
15. Public entities and the Provincial Parliament must indicate the spending on COVID-19 as part of the In-year monitoring reporting to the Provincial Treasury.
16. Departments should monitor the cash position of public entities and service providers that may face liquidity challenges due to business disruptions caused by the COVID-19 disaster. Any risks with regard to these entities should be reported to the Provincial Treasury on an ongoing basis.

#### **DISCLOSURE OF EXPENDITURE RELATED TO COVID-19 FOR THE YEAR ENDED 31 MARCH 2020**

17. To be transparent and accountable, departments and entities will prepare the necessary disclosure on expenditure related to COVID-19 as supplementary information.
18. The supplementary information will be included in the annual report of the departments and public entities, included under the accounting officer's section of the annual report.
19. This supplementary information should be included as part of the **"General review of the state of the financial affairs"** under the heading **"Any other material matter – COVID-19 related expenditure"**
20. A narrative can support the Rand Values to contextualise the supplementary information.
21. Public entities are requested to include this information as a supplementary note to the annual report.
22. Please note that the information disclosed will be subject to audit as other information, and not subject to an audit opinion. This information must be maintained for the 2019/20 and the 2020/21 financial years.
23. Should there be any further queries to this circular, kindly contact Ms Analiese Pick at e-mail: [Analiese.Pick@westerncape.gov.za](mailto:Analiese.Pick@westerncape.gov.za).
24. The Provincial Treasury is committed and dedicated to providing the necessary support in order to respond to COVID-19.



**MS A PICK**

**ACTING CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE**

**DATE:** 23 March 2020

Private Bag X9165  
CAPE TOWN  
8000

Reference number: RCS/C.4

## SYSTEM CIRCULAR NO. 1/2020

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

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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 (MR H MALILA)

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 THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR D LAKAY)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF. G MANEVELDT)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR B FIGAJI)  
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)  
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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)  
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 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MS M VOS) (ACTING)  
 THE DIRECTOR: GOVERNMENT MOTOR TRANSPORT (MR R WIGGILL)  
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)  
 THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (MS J GANTANA) (ACTING)  
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 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)

## **BUSINESS CONTINUITY MEASURES IN PREPARATION OF COVID-19 FOR THE CORPORATE FINANCIAL SYSTEMS (BAS, LOGIS & PERSAL) AND ITS RELATED BUSINESS INTELLIGENCE TOOLS**

### **1. PURPOSE**

The purpose of this circular is to inform all WCG departments of certain measures put in place to ensure access to all critical corporate financial systems (BAS, LOGIS, PERSAL and its Business Intelligence tools) and to further advise system users on standard operating procedures in order to support departments in the event of possible decisions to work from home.

## **2. BACKGROUND**

The Director General of the Western Cape Government, has issued two circulars in respect of the COVID-19. Therefore, DG Circular No. 17 and 23 of 2020 should be read in line with this circular. The Provincial Treasury will initiate its business continuity plan in response to the COVID-19 pandemic in order to enable government departments requiring to perform critical financial transactions on the BAS, LOGIS and PERSAL systems during this "business unusual" period.

## **3. ACCESS TO CORPORATE FINANCIAL SYSTEMS**

The Provincial Treasury has partnered with the Centre of e-Innovation(CeI) and State Information Technology Agency (SITA) to test and ensure that BAS, LOGIS & PERSAL systems are securely accessible via a Virtual Private Network Remote Access (VPNra). The VPNra allows for systems users to be able to access their workstation remotely and therefore have the ability to access BAS, LOGIS & PERSAL and other systems that they would ordinarily access while at the workstation in the workplace. Though this capability is available it is important to note that such access can only be granted to a limited number of system users that each department deems critical to access financial systems during this period.

It is incumbent on each government department to identify critical system users and put forward an application for VPNra access via the Provincial Treasury for these users to be created. It is important that each government department submits a list of all system users that will access BAS, LOGIS & PERSAL via VPNra to the Provincial Treasury.

It should also be noted that the business intelligence tools i.e. Vulindlela, PERSAL share and KITSO will also be made available via both third-party access (3PA) and VPNra.

## **4. TRAINING ON THE CORPORATE FINANCIAL SYSTEM**

All formal classroom training on PERSAL, BAS & LOGIS has been suspended until further notice.

## **5. FORUMS & MEETINGS**

All LOGIS, PERSAL and BAS related meetings/forums will be convened via Skype for business or Video Conference as and when necessary.

## **6. SUPPORT ARRANGEMENTS FOR SYSTEM USERS**

Department are advised that the help desk function for PERSAL, LOGIS & BAS and related business intelligence tools will be kept running in order to support system users throughout this period. Though some of our staff members may also be working remotely during this period, the help desk function will be prioritised to have sufficient resource available to support system users.

All other technical support queries for VPNra, 3PA, Skype, etc. can be logged via the Ce-I Helpdesk on 4800.

Should there be any further queries to this circular kindly contact our helpdesk on [Logistreas.LogisTreasury@westerncape.gov.za](mailto:Logistreas.LogisTreasury@westerncape.gov.za)



**MR A. MAZOMBA**

**DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS**

**DATE:** 18 March 2020





Reference: RCS/C.5

Private Bag X9165  
CAPE TOWN  
8000

## **TREASURY CIRCULAR MUN. NO. 4/2020**

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS  
THE MAYOR, MATZIKAMA MUNICIPALITY: MS M BAINS  
THE MAYOR, CEDERBERG MUNICIPALITY: MS S QUANTA  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT  
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASEN  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE  
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN  
THE MAYOR, LANGEBOEG MUNICIPALITY: MR HM JANSEN  
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO  
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART  
THE MAYOR, SWELLENDAAM MUNICIPALITY: MR NG MYBURGH  
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN  
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY  
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES  
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL  
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR C SYLVESTER  
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE  
THE MAYOR, KNYSNA MUNICIPALITY: MR A TSENGWA  
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: DR A RABIE  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR M GOUWS  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE  
THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR L MBANDAZAYO  
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR L PHILLIPS (ACTING)  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR H SLIMMERT (ACTING)  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR H METTLER  
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBBRANDT  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS  
THE MUNICIPAL MANAGER, LANGEBOEG MUNICIPALITY: MR SA MOKWENI  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR G MATTHYSE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL  
THE MUNICIPAL MANAGER, SWELLENDAAM MUNICIPALITY: MR A GROENEWALD  
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R STEVENS  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: ADV. MG GILIOME  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: ADV. L NGOQO  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: DR S VATALA  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J KOMANISI (ACTING)



THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS A VORSTER  
 THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR K HAARHOFF  
 THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY  
 THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: DR JCP TESSELAAR  
 THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR J BOOYSEN  
 THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED  
 THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR F LÖTTER  
 THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER  
 THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR M BOLTON  
 THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MS FA DU RAAN-GROENEWALD  
 THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR A RAUBENHEIMER  
 THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS  
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 THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG  
 THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN  
 THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR C HOFFMAN  
 THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW  
 THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDÉ  
 THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BILJON  
 THE CHIEF FINANCIAL OFFICER, SWELLENDAAM MUNICIPALITY: MR H SCHLEBUSCH  
 THE CHIEF FINANCIAL OFFICER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR JW DE JAGER  
 THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR R BUTLER  
 THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN  
 THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR DM ASMAL  
 THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MS Z VAN ROOYEN (ACTING)  
 THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: (VACANT)  
 THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA  
 THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEIMANI  
 THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN  
 THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD  
 THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING  
 THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR CJ KYMDELL  
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)  
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# MUNICIPAL BUDGET CIRCULAR FOR THE 2020/21 MTREF AND ASSOCIATED STRATEGIC INTEGRATED MUNICIPAL ENGAGEMENTS: 2020

## 1. PURPOSE

The purpose of this circular is to:

- provide guidance to municipalities with the finalisation of the 2020/21 Medium Term Revenue and Expenditure Framework (MTREF) Budgets and accompanied budget documentation, and
- brief municipalities on the 2020 Strategic Integrated Local Government Medium Term Expenditure Committee Process (i.e. LG MTEC) and related matters.

## 2. LEGISLATIVE CONTEXT

The Western Cape Provincial Government has institutionalised the Strategic Integrated Municipal Engagements (SIME; previously referred to as LGMTEC) process in fulfilment of its obligations under:

- Sections 5, 22 and 23 of the Local Government: Municipal Finance Management Act (MFMA), Act No. 56 of 2003; and
- Chapter 5 of the Local Government: Municipal Systems Act (Act No. 32 of 2000) [MSA].
- Chapter 3 of the National Environmental Management Act (Act No. 107 of 1998) (NEMA); and
- Chapter 4 of the Spatial Planning and Land Use Management Act (Act No. 16 of 2013) (SPLUMA).

The 2020 SIME process gives effect to the “Integrated Work Plan” agreed to in 2017. It builds on the 2019 integrated municipal and provincial processes in order to strengthen alignment between municipal and provincial planning and budgeting and driving the theme of “**Integrated Service Delivery**”. The 2020 process continues to drive this theme for the current 4<sup>th</sup> Generation Integrated Development Planning Cycle.

The SIME process has been amended from previous years in response to the challenges resulting from the Coronavirus disease (COVID-19) pandemic.

## 3. BACKGROUND

### 3.1 2020 National Budget

The 2020 National Budget, which was tabled by the Minister for Finance, Tito Mboweni on 26 February 2020, was formulated in an environment of slow economic growth and constrained fiscal environment. Low growth has led to a R63.3 billion downward revisions to estimates of tax revenue in 2019/20 relative to the 2019 Budget. To support growth, no major tax increases have been proposed. Debt is not projected to stabilize over the medium term, and debt-service costs now absorb 15.2 per cent of main budget revenue. Over the next three years, the 2020 Budget proposes total reductions of R261 billion, which includes a R160.2 billion reduction to the wage bill of national and provincial departments, and national public entities. Reallocations and additions total R111.1 billion over the medium term, of which R60 billion is set aside for Eskom (to address the electricity crises via debt payment, the renewable energy programme and allowing municipalities to purchase electricity from independent power producers) and South African Airways. These measures narrow the consolidated deficit from 6.8 per cent of GDP in 2020/21 to 5.7 per cent in 2022/23, with debt rising to 71.6 per cent of GDP over the same period.

Along with faster economic growth, fiscal sustainability will require targeted reduction of specific programmes, and firm decisions to rein in extra-budgetary pressures, including reform of state-owned companies and the Road Accident Fund (RAF).

Key programmes to be implemented over the medium term include: modernizing network industries; restructuring state-owned enterprises; opening markets to trade with the rest of the continent; focusing on job creating sectors such as agriculture and tourism; lowering the cost of doing business, supporting Jobs Fund projects; creating a fairer process for third party access into the rail network; the Innovation Fund; Industrial Business Incentives, refurbishment of industrial parks in townships and rural economies; small business incentive programmes; and implementing a State Bank.

The 2020 National Budget documentation are available at:

<http://www.treasury.gov.za/documents/National%20Budget/2020/>

### 3.2 2020 Western Cape Provincial Budget

The 2020 Provincial Budget, which was tabled by the Minister of Finance and Economic Opportunities, Mr David Maynier on 10 March 2020, was formulated in an environment of sluggish economic growth and fragile fiscal environment. The Western Cape is also confronted by perennial supply side constraints in the water and energy sectors, rising crime levels, increased service load pressures associated with population growth.

The 2020 MTEF offers the Western Cape Government (WCG) response to the volatile and uncertain economic and fiscal environment, while giving effect to the Province's vision of a "safe Western Cape where everyone prospers". The MTEF aims to ensure that the credibility and sustainability of public finances is maintained while keeping the citizen at the centre of delivery through responsive fiscal and budget policy.

The Provincial Budget amounts to R71.619 billion in 2020/21, R74.887 billion in 2021/22 and R78.308 billion in 2022/23. The Provincial Budget delivers on the Western Cape's Vision Inspired Priorities (VIPs) embedded in the 2020-2024 Provincial Strategic Plan by allocating an estimated R224 billion over the medium term as follows:

- R4 billion towards VIP1: To create **safe and cohesive communities** by enhancing capacity and effectiveness of policing and law enforcement; strengthening youth-at-risk referral pathways and child-and-family centred initiatives to reduce violence; and increasing social cohesion and safety of public spaces.
- R32.4 billion towards VIP 2: Economic **growth and jobs** by increasing investment; engaging in infrastructure investment and development and building and maintaining infrastructure; growing the economy through export growth and resource resilience; and creating opportunities for job creation through skills development.
- R173.8 billion towards VIP 3: **Empowering people** through long-term and holistic planning that target socio-economic challenges facing children and families, education and learning, youth and skills, health and wellness and older persons and persons with disabilities.
- R24.6 billion towards VIP 4: Enabling **Mobility and Spatial Transformation** through better linkages between places through public transport and mobility systems that work together; creating spatially and economically viable growth points; creating more opportunities for people to live in better locations; and improving the places where people live.

- R7.5 billion towards VIP 5: **Innovation and Culture**: where the WCG will engage in citizen-centric culture and innovation; innovation for impact; integrated service delivery and good governance transformation.

The 2020 Provincial Budget documentation are available at:

<https://www.westerncape.gov.za/provincial-treasury/news/western-cape-budget-202021>

### 3.3 2020/21 Strategic Integrated Municipal Engagements

The Integrated Implementation Plan (IIP) for Provincial and Municipal planning, budgeting and implementation is an annual plan which outlines the approach, processes and actions required as well as the stakeholders who will be involved in executing the Integrated Work Plan (IWP) for the respective year. Taking an Integrated Management approach therefore involves the practice of co-planning, co-budgeting and co-implementation through both vertical and horizontal integration. The IIP takes into account the policy, economic and fiscal context and identifies the objectives and approach for 2020/21 to give effect to Integrated and Citizen-centric Service Delivery. The IIP is the official departure point for the 2020/21 integrated planning and budgeting process and is further complimented by the Joint District Approach. The 2020/21 integrated planning and budgeting process focuses on strengthening the progress made to align planning and budgeting in the Province and will place particular emphasis on enhancing the provincial and local government interface.

The Integrated Management approach seeks to ensure that, inter alia, the budgets, programmes and projects of municipalities and provincial and national departments are derived from robust and integrated planning processes, at the heart of which is the development of an Integrated Development Plan (IDP) and its core components, such as a Spatial Development Framework (SDF). SDFs must direct the spatial location of growth and development within the municipal areas.

The *SIME* which takes place in April and May precedes the approval and implementation of municipal budgets. The engagement provides provincial government the opportunity to assess the Municipality's compliance and performance through the planning review of Municipal IDP and budgeting efforts for the upcoming financial year.

The engagement will include an assessment compliance and performance information obtained from the Western Cape Monitoring and Evaluation System (MES) as well as conformance, responsiveness, credibility and sustainability of the municipality's draft budget, IDP, SDF and supporting plans to ensure they are aligned and give effect to the national and provincial priorities while highlighting possible risks and informing provincial support plans to municipalities.

The SIME process will primarily focus on strategic issues emanating from the municipalities integrated development plans, strategic development planning frameworks and draft annual budgets. The aim will be to strengthen the synergies between the three main sets of documents in order to gear the municipalities for sustainable growth and development and social upliftment.

A key focus of the 2020/21 SIME process will be on local governments responsiveness to its socio-economic environment and the related impact for its citizens. This will also reveal potential opportunities and gaps for spending and collaboration or partnerships with Province or other stakeholders.

The overall objectives of the 2020/21 SIME process and the key messages therefore emphasises:

- Aligning strategic intent as encapsulated within the 2019 - 2024 Provincial Strategic Plan and Integrated Development Plans (IDP) and municipal budgets to create public value based on the community needs/priorities identified through the public participation processes;
- Safeguarding of municipal sustainability by ensuring that municipalities table funded budgets and the strengthening of municipal financial management;
- Ensure optimal and targeted service delivery through strategic spatial planning and alignment;
- Deepening of an integrated approach to service delivery with the intention of creating synergies through the consolidation/concentration of resources, also across different spheres of government;
- Identification of areas that require amendment to the IDP; support and training; as well as opportunities for collaboration and partnerships.

The discussions at the engagements are strategic in nature. The representation at the SIME engagements between the Province and municipalities will be as follows:

- The Provincial Government - senior officials from the Provincial Treasury, Department of Local Government, Department of Environmental Affairs and Development Planning and relevant provincial departments.
- Municipalities - Municipal Manager, section 56 Managers, Budget and Treasury officials, IDP Manager/officials and Planning officials.
- **Due to the developments with the COVID-19 pandemic and the measures announced by the President to minimize the risk of the spread of the disease, SIME engagements will no longer take place on site at municipal offices. The Provincial Treasury will instead arrange for engagements to take place via video-conferencing.** A list of available video-conference facilities across the Province will be made available for use by any municipality that does not have access to such facilities.
- The SIME engagements are provisionally scheduled to take place from 24 April 2020 to 8 May 2020 and is subject to confirmation from the municipalities. PT will communicate with each Municipality on an individual basis to confirm the date and time of the engagement.

#### 4. NATIONAL TREASURY AND PROVINCIAL TREASURY GUIDELINES

##### 4.1 Context

- Municipalities are advised to consult the latest Budget Circular, MFMA Circular 99 released on 9 March 2020, which is a follow up circular on MFMA Circular 98 issued on 6 December 2019.
- Municipalities MUST include the National and Provincial Treasury Budget Circulars as part of the source documents consulted in the preparation of the 2020/21 MTREF Budget documents and table it as part of the budget documentation in the Municipal Council.

##### 4.2 Changes to the Local Government Fiscal Framework

###### *Improve municipal revenue thru pilot initiatives*

The 2020 Budget includes funding to support pilot initiatives to improve municipal revenue collection. The National Treasury will work with selected municipalities that have large outstanding debts to bulk

suppliers, including Eskom, as a result of customer non-payment. Smart meters will be retrofitted in these municipalities to test whether revenue collections increase sufficiently to pay for the meters and recover associated costs. If so, further rollout of smart meters may be funded by borrowing against future revenue increases. The Department of Cooperative Governance has also been funded to run a payment culture campaign.

### ***Review of municipal funding model***

In 2020, the Minister of Finance will host a special lekgotla of the Budget Forum – the intergovernmental structure established to facilitate formal consultation on local government finances – to review the municipal funding model broadly. The National Treasury is working with the Department of Cooperative Governance, the South African Local Government Association, the Financial and Fiscal Commission and provinces to prepare for this lekgotla.

### ***Division of Revenue Outlook***

Municipalities will be experiencing pressure as they are expected to expand the provision of free basic services and improve revenue collection. This comes on the back of large reductions in transfers to municipalities (conditional grants) in the 2020 MTEF; a reduction in the amount of cities with access to the Public Transport Network Grant; and the Municipal Cost Containment Regulations, 2019 which calls for municipalities to improve their efforts to limit non-priority spending and to implement stringent cost-containment measures. Re-prioritization of projects may therefore be required over the MTEF.

### ***Local Government conditional grants and additional allocations***

The proposed division of revenue will prioritize the funding of services for the poor. Allocations will be geared towards the provision of basic services, new infrastructure and maintenance of existing infrastructure.

The 2020 Division of Revenue Bill (DoRB) indicates that equitable share transfers to Western Cape local municipalities for the 2020 MTREF amount to R5.689 billion and will grow at an annual average rate of 6.6 per cent over the MTEF period. Municipalities will receive unconditional funding in the form of equitable share and the general fuel levy. Conditional grant funding must be utilised for the intended purpose within the timeframes, as specified in the annual DoRB. Unspent funds should be returned to the fiscus. Requests for roll-overs will only be considered where unforeseen and unavoidable circumstances led to underspending of conditional grants. Refer to the criteria for the rollover of conditional grants as published in MFMA Circular No. 75. Unspent cash-backed grants should be classified as “Cash and cash equivalents” and any over expenditure must be funded from the municipalities own revenue.

The 2020 DoRB has been published by the Minister of Finance. The grant allocations are specified in this Act and municipalities must reconcile their budgets to the numbers published therein. Municipalities are advised to use these numbers to compile their 2020/21 MTREF. The DoRB is available at:

[http://www.treasury.gov.za/legislation/bills/2020/\[B03-2019\]%20Division%20of%20Revenue.pdf](http://www.treasury.gov.za/legislation/bills/2020/[B03-2019]%20Division%20of%20Revenue.pdf)

### ***Changes to the structure of local government allocations***

The local government equitable share formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the MTEF period.

Due to underinvestment in infrastructure amongst large urban municipalities, government will introduce dedicated grant funding for these municipalities. Eligible municipalities will receive co-financing on a declining basis over three years. Financing will be conditional on establishing a municipal project preparation fund and an infrastructure delivery management system, and achieving targets for programmes and projects under preparation. Funding for this new facility will be reprioritised from existing allocations to municipalities.

Government will continue to assist municipalities with raising their revenue. The Municipal Fiscal Powers and Functions Amendment Bill, which has been published for public comment (due 31 March 2020), will standardise the regulation of development charges. Currently, these charges are frequently below cost. The change could increase municipal revenues for capital spending by an estimated R20 billion a year. The draft Bill can be accessed on the National Treasury website at: [http://www.treasury.gov.za/legislation/draft\\_bills/default.aspx](http://www.treasury.gov.za/legislation/draft_bills/default.aspx).

#### 4.3. Municipal Tariffs and Charges Increases

- Municipalities are urged to maintain tariff and charges increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring sustainability of the Municipality.
- Consumer Price Index (CPI) inflation is forecasted to be within the upper limit of the 3 to 6 per cent target band; thus municipalities are required to justify all increases in excess of the projected inflation target of **4.5 per cent** for 2020/21, **4.6 per cent** for 2021/22 and 2021/22 in their budget narratives, and pay careful attention to the differential incidence of tariff increases across all consumer groups.
- Municipalities should include details of their revenue growth assumptions for the different service charges in their budget narrative. Valuation roll data should be reconciled with that of the billing system to ensure that anticipated revenue is realistic and accurate.

#### 4.4 Setting cost reflective tariffs

- Section 74(2) of the MSA states that tariffs must reflect the costs reasonably associated with rendering the service. Municipalities thus need to set credible budgets which reflects the costs necessary to provide a service efficiently and effectively. As such the National Treasury has developed a tool to set proper tariffs for water, sanitation, electricity and solid waste. Municipalities are encouraged to use the tool in order to improve budgeting and financial sustainability.
- The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website:  
<http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08>
- The Municipalities should attempt to reduce its technical and non-technical losses as these will reduce the cost of supplying services and increase the volumes sold. In turn this will reduce the tariffs required.



#### 4.5 Electricity Supply and Tariffs

- On 9 March 2020, the National Energy Regulator of South Africa (NERSA) considered Eskom's application for Retail Tariffs and Structure Adjustment (ERTSA). The bulk input tariff applicable to municipalities from 1 July 2020 is 6.9 per cent.
- The National Energy Regulator of South Africa (NERSA) has not yet published their Municipal Benchmark 2020/21.
- Taking the above into consideration municipalities are advised to prepare scenarios for an electricity bulk price increase in 2020/21 of between 7.0 and 15.0 per cent (as per the guidance provided in MFMA Circular 98). **Municipalities should also include a disclaimer in the Budget documentation and Tariff List** which states that the electricity tariffs are still subject to change due to the non-availability of the NERSA Tariff Guidelines for municipalities.
- Municipalities are cautioned that the proposed bulk input tariff was finalised before the High court ruling on Tuesday, 10 March 2020.
- NERSA's upcoming "Municipal Tariff Guidelines Increases, Benchmarks and Proposed Timelines for Municipal Tariff Approval Process for the 2020/21 financial year" publication should be consulted before the tabling of the final budgets.

#### 4.6 Borrowing and refinancing for capital projects

- A municipality may appropriate funding for capital expenditure for a period not exceeding three financial years, provided that a separate appropriation is made for each of those financial years. Municipalities should spend on their capital budgets in accordance with Section 19(1) of the MFMA.
- Before approving capital budgets, the municipal council must consider the projected cost until the project is operational and the future operational costs and revenue of the project.
- Expenditure may be revised downward if there is material under-collection of revenue for the current year in terms of section 28(2) of the MFMA and may similarly appropriate additional revenues for the project if revenues are higher than anticipated, via an adjustments budget process. These appropriations can only be used to revise or accelerate spending programmes already budgeted for and cannot be used for new capital projects, unless provided for in terms of section 28(2) of the MFMA.
- Funds can be shifted between multi-year appropriations as long as it is done in accordance with section 31 of the MFMA.
- A municipality is allowed to re-finance existing long-term debt in accordance with the provisions set out in Section 46(5) of the MFMA. If the re-financing of an existing loan does not comply with these provisions, then the municipality should consider going to the market for a new loan that offers more affordable terms and/or negotiate a payment arrangement with the financial institution until the loan can be repaid as per the original terms.

#### 4.7 Addressing unfunded budgets in local government

A revised strategy to address municipal financial performance failures has been endorsed by the Budget Council and Budget Forum. This strategy is largely aimed at ensuring that municipalities adopt funded budgets. This is in order to avoid financial distress in the long run, which could affect the municipalities ability to fund its strategic goals. It is also essential that municipalities pay attention to reconciling the valuation roll data to that of the billing system to ensure that revenue anticipated from property rates are accurate. Municipalities who are finding it difficult to table funded and sustainable budgets should contact National or the Western Cape Provincial Treasury for assistance to reprioritise their budgets. The SIME process will advise municipalities on whether their budgets are funded or not. Should the municipality proceed to table an unfunded budget then a strategy should be tabled along with the budget to indicate how the municipality will proceed to make their budget funded over the course of the financial year.

#### 4.8 Municipal Standard Chart of Accounts (mSCOA)

##### *Release of Version 6.4.1 of the Chart*

On an annual basis, the mSCOA chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.4.1 was released with MFMA Circular No. 98. Version 6.4.1 of the chart will be effective from 2020/21 and must be used to compile the 2020/21 MTREF. The chart is available on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx>

Should a municipality not be mSCOA compliant, the Municipality must provide a road map to National and Provincial Treasury indicating how they will become mSCOA compliant. Progress against the road map must be presented at the Benchmark engagements.

#### 4.9 Municipal Budget Day

According to sections 16(2) and 17(3)(d) of the MFMA, the Mayor of a municipality must table the annual budget at a council meeting at least 90 days (i.e. by 31 March 2020) before the start of the budget year.

It is important to note there is no explicit requirement for council to endorse or approve the tabled budget or reviewed/amended IDP tabled by the mayor for public participation. The municipal council only has the legal authority to consider a tabled budget and reviewed/amended IDP after the completion of one or more public participation processes undertaken pursuant to section 22, read with section 23 of the MFMA. Council will only consider for approval "*the product of an inclusive budget preparation and consultative process*" when the proposed annual budget (as amended, if applicable) is placed before council in terms of section 24(1) of the MFMA.

Given that the preparation, consultation, adoption and implementation of a municipality's annual budget is inextricably linked to, and must be substantially aligned to and informed by the contents of that municipality's IDP, it would be procedurally flawed by the mayor to proceed with the tabling of the proposed annual budget (and commence with public participation process required in terms of section 22 of the MFMA) at a time when the annual review and/or revision of the Municipality's IDP has not been completed.

If a municipality has failed to complete the relevant processes applicable to review and revision of the annual budget and IDP in time for the deadline applicable to the tabling of the proposed annual budget (i.e. 31 March), the mayor should submit an application for an extension of the said deadline.

Municipalities are kindly requested to indicate any changes to the confirmed tabling dates as per **Appendix A** with the Provincial Treasury as it is crucial for the budget documentation and the assessment schedule leading up to the SIME engagements. Municipalities are requested to indicate any changes to the confirmed tabling dates to [Tania.Bosser@westerncape.gov.za](mailto:Tania.Bosser@westerncape.gov.za) by **23 March 2020**.

In light of the recent developments with the COVID-19 pandemic and the National Address by the President of South Africa on 15 March 2020, the Department of Local Government is aware of the difficulties presented to undertake the IDP and budget public participation process. Consequently, there was a Special MinMay held on 18 March 2020 where public participation engagements formed part of the agenda. The Department of Local Government's Circular C4 of 2020 provides guidance on how public participation should be conducted under the prevailing circumstances.

#### **4.10 Submitting budget documentation and schedules for 2020/21 MTREF**

- Section 22 (b)(i) of the MFMA requires that, immediately after an annual budget is tabled in municipal council, it must be submitted to the National Treasury and the relevant provincial treasury.
- If the annual budget is tabled in council on 31 March 2020, the final date of submission of the electronic budget documents and corresponding **mSCOA data strings** is Wednesday, 1 April 2020.
- However, in cases where Council requires amendments to the tabled budget prior to consultation, municipalities should inform the National Treasury and the relevant provincial treasury immediately and submit the required budget documents and corresponding mSCOA data strings within **three working days** after the Council meeting.
- Metropolitan municipalities should also submit the Built Environment Performance Plan (BEPP) to [Yasmin.coovadia@treasury.gov.za](mailto:Yasmin.coovadia@treasury.gov.za) or if it exceeds 4 MB to [Yasmin.coovadia@gmail.com](mailto:Yasmin.coovadia@gmail.com) or send to Yasmin Coovadia via Dropbox; any problems experienced in this regard can be addressed with [Yasmin.Coovadia@treasury.gov.za](mailto:Yasmin.Coovadia@treasury.gov.za). Hardcopies of the BEPP may be sent to Yasmin Coovadia, National Treasury, 3<sup>rd</sup> Floor, 40 Church Square, Pretoria, 0002 or Private Bag X115, Pretoria, 0001. The BEPP should also be submitted to Provincial Treasury together with the budget documentation.
- The accompanying checklist (see Appendix B) provides an inclusive list of the documentation as required from Provincial Government. Electronic budget related documents need to be provided in PDF format. In addition, the A schedules should be provided in both Microsoft Excel and PDF formats.
- The designated municipal official needs to complete and sign the accompanying checklist (Appendix B) as confirmation that the set of budget, IDP and related documents have been submitted.

#### **4.11 Electronic copy submissions**

National Treasury budget related documents and schedule should be uploaded by approved registered users using the LG Upload Portal at: <https://lguploadportal.treasury.gov.za/>. Documents should be in PDF format. Each document type should be identified and uploaded separately. National Treasury will issue a full guideline in due course to explain the process and to outline which documents municipalities will be required to upload.

Provincial Treasury electronic documents should be submitted to: [MFMA.MFMA@westerncape.gov.za](mailto:MFMA.MFMA@westerncape.gov.za) or if too large (exceeds 3 MB) must be submitted via the lift server function (<http://lift.pgwc.gov.za/>) or One Drive. Instructions for uploading the budget related documents are provided in Appendix C.

Hard copies of the budget related documentation should be submitted to the Provincial Treasury via 24-hour courier to the following address:

**For attention: Mr Paul Pienaar**

Room 3.50

3<sup>rd</sup> Floor

7 Wale Street

Cape Town

8001

#### **4.12 Publication of budgets on municipal website**

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the Municipality's website. This will aid in promoting public accountability and good governance.

#### **5. CONCLUSION**

Municipalities are encouraged to take into account and apply the contents on this budget circular in the 2020/21 planning and budgeting process.

Please direct any queries regarding this circular to: Malcolm Booysen at [Malcolm.Booyesen@westerncape.gov.za](mailto:Malcolm.Booyesen@westerncape.gov.za).



**J GANTANA**

**ACTING DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES**

**DATE:** 19 March 2020

### CONFIRMED 2020 BUDGET TABLING DATES

Municipality	Confirmed date
City of Cape Town	Thursday, 26 March 2020
Matzikama	Tuesday, 31 March 2020
Cederberg	Tuesday, 31 March 2020
Bergrivier	Tuesday, 31 March 2020
Saldanha Bay	Tuesday, 31 March 2020
Swartland	Tuesday, 31 March 2020
West Coast District Municipality	Wednesday, 25 March 2020
Witzenberg	Tuesday, 31 March 2020
Drakenstein	Tuesday, 31 March 2020
Stellenbosch	Wednesday, 30 March 2020
Breede Valley	Tuesday, 24 March 2020
Langeberg	Tuesday, 31 March 2020
Cape Winelands District Municipality	Thursday, 26 March 2020
Theewaterskloof	Thursday, 26 March 2020
Overstrand	Wednesday, 25 March 2020
Cape Agulhas	Tuesday, 31 March 2020
Swellendam	Thursday, 26 March 2020
Overberg District Municipality	Monday, 30 March 2020
Kannaland	Thursday, 26 March 2020
Hessequa	Tuesday, 31 March 2020
Mossel Bay	Tuesday, 31 March 2020
George	Tuesday, 31 March 2020
Oudtshoorn	Tuesday, 31 March 2020
Bitou	Tuesday, 31 March 2020
Knysna	Tuesday, 31 March 2020
Garden Route District Municipality	Monday, 30 March 2020
Laingsburg	Tuesday, 31 March 2020
Prince Albert	Monday, 30 March 2020
Beaufort West	Tuesday, 31 March 2020
Central Karoo District Municipality	Thursday, 26 March 2020

## **SUBMISSION CHECKLIST FOR THE 2020/21 TABLED INTEGRATED DEVELOPMENT PLAN, BUDGET AND RELATED DOCUMENTATION**

**MUNICIPALITY:** \_\_\_\_\_

In completing and signing the Budget and IDP documentation checklist below, the municipality confirms that Schedule A1 **complies with the Municipal Budget and Reporting Regulations (MBRR)** and that the main tables (A1 - A10) and the supporting tables (SA1 - SA38) are completed in **version 6.4.1** of Schedule A1 (the Excel formats) and **drawn directly from the municipal financial system**.

The Integrated Development Plan as set out in Section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and Section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

The Spatial Development Framework, Disaster Management Framework and additional documents must be submitted as required in terms of budget circulars.

<b>Budget Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Council Resolution in terms of the Budget			
Draft Service Delivery and Budget Implementation Plan			
Procurement Plan			
Draft Service Level Standards			
Signed Quality Certificate as prescribed in the MBRR			
Budget Narrative, including budget tables in <i>PDF format</i>			
<b>Municipal Budget Tables: Tables A1 to A10</b>			
Table A1: Budget Summary			
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)			
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)			
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)			
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)			
Table A4: Budgeted Financial Performance (revenue and expenditure)			
Table A5: Budgeted Capital Expenditure (by vote, standard classification & funding source)			
Table A5A: Budgeted Capital Expenditure (by vote, standard classification & funding source)			
Table A6: Budgeted Financial Position			
Table A7: Budgeted Cash Flow			

Budget Documentation	Yes	No	N/A
Table A8: Cash Backed Reserves/Accumulated Surplus Reconciliation			
Table A9: Asset Management			
Table A10: Basic Service Delivery Measurement			
<b>Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38</b>			
SA1: Supporting Detail to Budgeted Financial Performance			
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and department)			
SA3: Supporting Detail to Budgeted Financial Position			
SA4: Reconciliation of IDP Strategic Objectives and Budget (revenue)			
SA5: Reconciliation of IDP Strategic Objectives and Budget (operating expenditure)			
SA6: Reconciliation of IDP Strategic Objectives and Budget (capital expenditure)			
SA7: Measurable Performance Objectives			
SA8: Performance Indicators and Benchmarks			
SA9: Social, Economic and Demographic Statistics and Assumptions			
SA10: Funding Measurement			
SA11: Property Rates Summary			
SA12a: Property Rates by Category (current year)			
SA12b: Property Rates by Category (budget year)			
SA13a: Service Tariffs by Category			
SA13b: Service Tariffs by Category (explanatory)			
SA 14: Household Bills			
SA15: Investment Particulars by Type			
SA16: Investment Particulars by Type			
SA17: Borrowing			
SA18: Transfers and Grant Receipts			
SA19: Expenditure on Transfers and Grant Programme			
SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds			
SA21: Transfers and Grants made by the Municipality			
SA22: Summary Councillor and Staff Benefits			
SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)			
SA24: Summary of Personnel Numbers			
SA25: Budgeted Monthly Revenue and Expenditure			
SA26: Budgeted Monthly Revenue and Expenditure (municipal vote)			
SA27: Budgeted Monthly Revenue and Expenditure (standard classification)			
SA28: Budgeted Monthly Capital Expenditure (municipal vote)			
SA29: Budgeted Monthly Capital Expenditure (standard classification)			
SA30: Budgeted Monthly Cash Flow			
SA31: Aggregated Entity Budget (where applicable)			
SA32: List of External Mechanisms			
SA33: Contracts having Future Budgetary Implications			
SA34a: Capital Expenditure on New Assets by Asset Class			
SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class			
SA34c: Repairs and Maintenance Expenditure by Asset Class			
SA34d: Depreciation by Asset Class			
SA34e: Upgrading of Existing Infrastructure			
SA35: Future Financial Implications of the Capital Budget			
SA36: Detail Capital Budget			
SA37: Projects Delayed from Previous Financial Years			



Budget Documentation	Yes	No	N/A
SA38: Consolidated Detail Operational Projects			
<u>Excel</u> version of all main (A1 - A10) and supporting budget tables (SA1 - SA38)			
Budget Related Policies			
Information on any amendments to budget related policies			
Suite of budget related policies			
IDP and Related Documentation			
Council Resolution in terms of the IDP			
Proposed amendments to the IDP			
Process Plan/Time schedule according to Section 29) of the MSA read in conjunction with Section 21 (b) of the MFMA			
Spatial Development Framework			
Council Resolution in terms of the adoption of the <i>Spatial Development Framework</i>			
Applicable Disaster Management Plan			
Council Resolution in terms of the adoption of the <i>Disaster Management Framework</i>			
Integrated Waste Management Plan			
Air Quality Management Plan			
Coastal Management Plan ( <i>Coastal Municipalities only</i> )			
Human Settlement Plan			
Local Economic Development Strategy			
Water Services Development Plan			
Storm Water Master Plan			
Integrated Transport Plan			
Electricity Master Plan			
Infrastructure Growth Plan			
Workplace Skills Plan			
Additional documentation for the metro			
Draft Built Environment Performance Plan (BEPP)			

MUNICIPAL REPRESENTATIVE: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The following instructions provide a guide for the upload of budget documentation onto the lift server and OneDrive respectively.

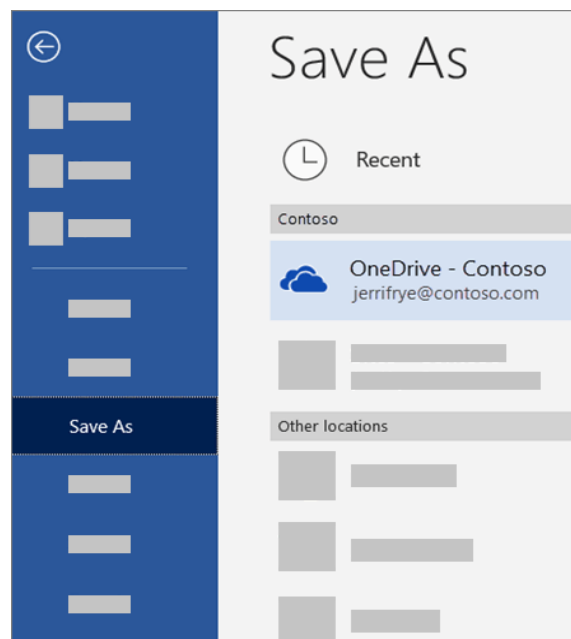
● **How to lift:**

1. Go to the website: <http://lift.pgwc.gov.za/>
2. Type in the email address: [MFMA.MFMA@westerncape.gov.za](mailto:MFMA.MFMA@westerncape.gov.za)
3. Browse to and click on the correct file for uploading
4. Press: Submit

● **How to upload documents to One drive:**

**You can use this option if you have OneDrive linked to your Microsoft Office or Office 365**

1. In any Office document, select File > Save As, choose your OneDrive, and then pick the folder where you want to save the file. Create a new folder (e.g. DC1 2020 Budget Documents) and place all the budget related documents within it.



2. In order to share the link to that folder Go into OneDrive
3. Select the file that you want to share and right click on it

4. Choose "share"
5. Ensure that sharing is defaulted to "Anyone with the link can edit"
6. Enter the MFMA email address: [MFMA.MFMA@westerncape.gov.za](mailto:MFMA.MFMA@westerncape.gov.za) and email addresses of anyone else that you want to share the link with.
7. Click the Share Button

**File names in following sequence for budget related documents to be submitted to MFMA:**

- Demarcation code
- "ccyy" century and year (eg.2020)
- Name of document submitted (e.g. Draft Budget, draft IDP, draft SDBIP etc.)  
E.g.: DC1 2020 Draft IDP or DC1 2020 MTREF main budget  
E.g.: DC1\_A1 Schedule - mSCOA vs 6.4.1

Reference number: RCS/C.6

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR NO. 11/2020

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 (MR 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 (MR G MORRIS)

THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR BK SCHREUDER)

THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR B ENGELBRECHT)

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 (MS J ISAACS)

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

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

THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (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 (MS O SAMUELS)

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 (PROF. G MANEVELDT)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR B FIGAJI)  
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)  
 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)  
 THE ACCOUNTING AUTHORITY: CASIDRA (MR A MOOS)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (ADV. T SIDAKI)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR T HARRIS)  
 THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MS K BEUKES)  
 THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR A SEYMOUR)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (DR L MDUNYELWA)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MS Z SIWA)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)  
 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)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MS M VOS) (ACTING)  
 THE DIRECTOR: GOVERNMENT MOTOR TRANSPORT (MR R WIGGILL)  
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)  
 THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (MS J GANTANA) (ACTING)  
 THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)  
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR A PHILLIPS)  
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK) (ACTING)  
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (VACANT)  
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)  
 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)  
 THE CHIEF FINANCIAL OFFICER (MS A SMIT)  
 THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS C GREEN)  
 THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR P PIENAAR)  
 THE DIRECTOR: FINANCIAL GOVERNANCE (MS M VAN NIEKERK)  
 THE DIRECTOR: FISCAL POLICY (DR N NLEYA)  
 THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)  
 THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (VACANT)  
 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR M BOOYSEN)  
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR C MAPEYI)  
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (VACANT)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS R SLINGER)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK) (PRO TEM)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS T RAKIEP) (ACTING)  
 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)

## **WESTERN CAPE GOVERNMENT'S PROCUREMENT REQUIREMENTS IN RESPONSE TO THE DECLARATION OF A NATIONAL STATE OF DISASTER DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC**

### **1. PURPOSE**

- 1.1 The purpose of this circular is to provide guidance to accounting officers/accounting authorities in respect of managing their procurement requirements in response to the Coronavirus (COVID-19) pandemic and its effects in South Africa ("the COVID-19 Disaster").

## 2. BACKGROUND

- 2.1 As of 15 March 2020, the COVID-19 has been classified as a Disaster in terms of Section 23 of the Disaster Management Act, 2002 (Act No. 57 of 2002) ("the DMA"). It has further been classified as a national state of disaster in terms of Section 27 of the DMA.
- 2.2 The National Executive is therefore primarily responsible for the co-ordination and management of the COVID-19 Disaster (pursuant to Section 26(1) of the DMA), and provincial organs of state must play a supportive role to the National Executive. Provincial support must be provided in close co-operation with the National Executive; undertaken in consultation with all relevant disaster management centres; and provided in accordance with any contingency plans, emergency procedures and disaster management plans that are applicable at a national, provincial and municipal level.
- 2.3 Given the above, the Provincial Treasury has taken immediate steps to provide guidance to provincial institutions on the existing measures available to ensure the timeous, lawful and effective procurement of essential goods and/or services required to respond to the COVID-19 Disaster.

## 3. PROCUREMENT OF ESSENTIAL GOODS AND SERVICES REQUIRED TO RESPOND TO THE COVID-19 DISASTER

- 3.1 Provincial organs of state involved with the provision of disaster-related support in response to the COVID-19 Disaster need to:
  - 3.1.1 Ensure that they provide such support in co-operation and coordination with each other and any other existing structures, organisations and institutions mandated to provide support in relation to the disaster in question; and
  - 3.1.2 Optimise the collective skills and expertise of such organs of state and/or existing structures, organisations and institutions;

as the case may be, with particular linkages to the seven workgroups established in the Province for the COVID-19 Disaster, i.e. (1) Health, (2) Business/Economy/Tourism, (3) Education/Social, (4) Government Business Continuity & Advisory Services, (5) Transport and Logistics, (6) Safety and Security, and (7) Communication, which all fall under the co-ordination control of the Joint Operations Committee (JOC).

- 3.2 Each provincial organ of state legally mandated to provide disaster relief-related support must rely on its existing supply chain management policy, read with the applicable provisions of the Public Finance Management Act, 1999 (Act No. 29 of 1999) ("the PFMA"), the National Treasury Regulations, 2005 ("the NTRs") and Chapter 16A of the Provincial Treasury Instructions, 2019 ("the PTIs"), to procure any essential goods and/or services required for the provision of such support. In addition, the following procurement methods should be considered.
  - (i) Emergency procurement: a provincial organ of state may rely on its existing emergency procurement policy, read with Regulation 16A6.4 of the NTRs and paragraph 5.5.5 of Chapter 16A of the PTIs, to procure essential goods or services required for the provision of disaster-related support in emergency circumstances;
  - (ii) Procurement by way of limited bids: a provincial organ of state may rely on the limited bidding provisions contained in its accounting officer system and supply chain management policies, read with Regulation 16A6.4 of the NTRs and paragraph 5.5.4 of Chapter 16A of the PTIs, to procure essential goods or services required for the provision of disaster-related support; and

- (iii) Contracts procured by other organs of state: an accounting officer / accounting authority may rely on the provisions of Regulation 16A6.6 of the NTRs, read with paragraph 5.5.9 of the PTIs, to participate, on behalf of their respective provincial organs of state, in any contract arranged by any other organ of state if it has certified that the contract was secured through a procurement process that is fair, equitable, transparent, competitive and cost-effective and subject to the written approval of such other organ of state and the relevant contractors.

3.3 The PTIs also make provision for the arrangement of provincial transversal contracts (contracts used by more than one department) and for the Provincial Treasury to designate any other provincial department not specifically defined in the PTIs as a principal procuring department with the concurrence of the Provincial Minister responsible for Finance. For the purposes of procuring provincial transversal contracts to respond to the COVID-19 Disaster in the Province, these categories shall **apply** as follows, subject to the provincial mandates, corporate functions and budget appropriations of the provincial departments concerned. Emergency procurement procedures, limited bidding, contracts procured by other organs of state and existing contracts may be utilised for these transversal requirements:

Principal Procuring Department	Corporate functions	Transversal requirements for COVID-19
Provincial Treasury	Provision of goods or services where no single institution can be determined as the principal procuring institution for the provision of such goods or services.	To be defined as and when transversal contracting requirements become applicable.
Department of the Premier	Provision of corporate shared services in respect of people management, corporate assurance, legal services, corporate communication and information technology related goods or services where such provision has a financial or contractual impact on other institutions.	Defined as per Workgroup: Communication and/or defined as per Workgroup: Government Business Continuity & Advisory Services.
Department of Transport and Public Works	Provision of accommodation or transport requirements where such provision has a financial or contractual impact on other institutions.	Defined as per Workgroup: Transport and Logistics and/or as per Workgroup: Government Business Continuity and Advisory Services.
Any other provincial department designated by the Provincial Treasury, with the concurrence of the Provincial Minister responsible for Finance	Provision of goods or services not contemplated by the categories referred to above in this table where the provision of such goods or services has a financial or contractual impact on other institutions.	Defined as per Workgroup: Health [Principal Procuring Department: Department of Health] Defined as per Workgroup: Economy/Tourism/Business [Principal Procuring Department: Department of Economic Development and Tourism] Defined as per Workgroup: Education/Social [Principal Procuring Departments: Western Cape Education Department and Department of Social Development]



Principal Procuring Department	Corporate functions	Transversal requirements for COVID-19
		Defined as per the JOC [Principal Procuring Department: Department of Local Government] Defined as per Workgroup: Safety and Security [Principal Procuring Department: Department of Community Safety]

3.4 Attached is the NT circular dealing with emergency procurement related to the disaster and which is self-explanatory. It includes essential health related items that are on transversal contracts as well as a pricelist of items not on transversal contracts. Institutions may use the NT circular where their needs have not been addressed in accordance with the process identified under par 3.1 – 3.3. It must also be noted that most of the items on the NT lists relates to the Department of Health. It is advisable that institutions engage with the Department of Health where they wish to procure these items themselves.

3.5 The Provincial Treasury will provide further guidance on the above as and when required.

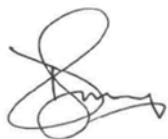
#### 4. DATE OF COMMENCEMENT

The guidance and requirements included herein are applicable with immediate effect.

#### 5. REQUEST

5.1 Accounting officers and accounting authorities are required to:

- a) document all processes and procedures followed for audit purposes;
- b) maintain a list of essential goods and services as well as all expenditure related to the COVID-19 crises; and
- c) ensure that the content of this Circular is brought to the attention of all relevant officials within their institution.



**DAVID SAVAGE**  
HEAD OFFICIAL: PROVINCIAL TREASURY  
DATE: 20 March 2020



**DAVID MAYNIER**  
PROVINCIAL MINISTER OF FINANCE AND ECONOMIC OPPORTUNITIES  
DATE: 23 March 2020

# ANNEXURE A

TABLE 1: ITEMS ON TRANSVERSAL CONTRACTS

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
RT296-2019									
1	RT296-2020	RT296-08-269	Mask, face, aseptic: Dust/Mist Respirator 1 Box 20 Pieces Exempli Gratia: 3M - 8710 Dust/Mist Respirator ICN: 18-016-6440 BX	Safarmex (PtYes) Ltd	box	R 119,73	Saclin	China	3
2	RT296-2020	RT296-08-270	Mask, face, aseptic: Fluid Resistant, Molded, Blue 1 Box 50 Pieces Exempli Gratia: 3M - 1942FB ICN: 18-971-2448 BX	The Dental Warehouse - A Henry Schein Company	box	R 176,66	Henry Schein	Europe	45
3	RT296-2020	RT296-08-270	Mask, face, aseptic: Fluid Resistant, Molded, Blue 1 Box 50 Pieces Exempli Gratia: 3M - 1942FB ICN: 18-971-2448 BX	3M South Africa PtYes Ltd	box	R 661,98	Fluid Resistant Masks	Germany	1-2 months
4	RT296-2020	RT296-08-271	Mask surgical: Single use, fluid resistant with elastic ear loops ICN: 18-970-1719 PK	Biologica Pharmaceuticals (PtYes) Ltd	pack	R 26,65	Dochem	China	30
5	RT296-2020	RT296-08-271	Mask surgical: Single use, fluid resistant with elastic ear loops ICN: 18-970-1719 PK	New Age Medident	pack	R 43,00	Asa	Italy	30
8	RT296-2020	RT296-10-012	Sanitizer-detergent, general purpose, dental: Surface Disinfectant, All Surfaces, Bromonitropane-diol and Non corrosive, effective against broad spectrum of antimicrobials, Spray 1 Bottle 500ml Exempli Gratia: Steri-Safe Steri 201 ICN: 18-008-3374 BT	Vital Life Medical Distributors (Pty) Ltd	bottle	R 40,37	SteriTech	South Africa	47
10	RT296-2020	RT296-10-014	Sanitizer-detergent, general purpose, dental: Vacuum System Cleanser, Non-Foaming, Non-corrosive Concentrate able to dissolve impression material, organic tissue, bone fragments, rope- like siliva, and other odour forming bacteria and dental debris 5L bottle to make 176 L Exempli Gratia: Purevac 5L (2115) ICN: 6520-18-970-7849 BT	Vital Life Medical Distributors (Pty) Ltd	bottle	R 106,91	PrimeSafe	South Africa	49

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
<b>RT32-2019</b>									
11	RT32-2019	42131601-00005	Apron, plastic, full body, single use, no-noise smooth plastic material Length from neck: not less than 110cm Width: not less than 65cm Thickness: 25 micron Ties length: not less than 50cm Width: not less than 5cm Each Colour: YELLOW	CENTRAL MEDICAL	EACH	R 0,32	HYGIENIC AND PROTECTIVE	CHINA	21
12	RT32-2019	42131601-00006	Apron, plastic, full body, single use, no-noise smooth plastic material Length from neck: not less than 110cm Width: not less than 65cm Thickness: 25 micron Ties length: not less than 50cm Width: not less than 5cm Each Colour: LIGHT-GREEN	CENTRAL MEDICAL	EACH	R 0,32	HYGIENIC AND PROTECTIVE	CHINA	21
13	RT32-2019	42295407-00000	Mask surgical face, Type 1: Fluid mask without eyeshield, single use. The mask should be made from four layers of fabric and pleated horizontally with three pleats. Have four tie backs for fastening to head Fit a wide range of face shapes and sizes to permit easy breathing Have a strip of foam rubber at the top edge at the back and a nose piece of flexible material at the front which enable the mask to be shaped around the nose and face. Packaging should indicate: Bacterial filtration efficiency, latex content, classification and type. Box of 50 (Note: Not the N95 mask)	CHEMICAL WORLD	BOX	R 14,95	EVERSAFE	CHINA	21

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
14	RT32-2019	42295407-00003	<p>Particulate filtering half mask: Disposable</p> <p>Description: Particulate filtration respirators used for protection against airborne diseases such as tuberculosis.</p> <ul style="list-style-type: none"> <li>• a particulate filtration half mask must cover the chin, mouth and nose; it may/ may not have an exhalation valve</li> <li>• The particulate filtration respirator must not disintegrate during continuous or intermittent use in a 12 hour work day.</li> <li>• Parts of the particulate filtration respirator that are more likely to come into contact with the wearer must be hypo-allergenic.</li> <li>• Filter performance must meet standards relevant to the specific respirator classification.</li> <li>• The respirator must have an adjustable/self-adjustable head harness which ensures ease of donning or removal of the respirator.</li> <li>• The particulate filtration respirator shall have a filtration efficiency .</li> <li>• The particulate filtration respirator shall have the equivalent of an external hydrophobic fabric layer for droplet protection.</li> </ul> <p>Labeling:</p> <ol style="list-style-type: none"> <li>1. Name or trademark</li> <li>2. Filter efficiency/Classification</li> <li>3. Approval number</li> <li>4. Standard compliance</li> <li>5. Size of the respirator</li> </ol> <p>Sizes: Small and regular</p> <p>Box of 30</p>	LIORA MEDICAL SUPPLIES	EACH	R 5,35	FLUIDSHIELD	USD	10
16	RT32-2019	42295407-00006	<p>Mask surgical face, Type 1: Fluid mask with eye shield.</p> <p>Features of eye shield:</p> <p>Clear PVC 0.1mm thickness, 89% light transmittance, superior anti-fog coating, zero optical distortion.</p> <p>Features of mask:</p> <p>Made of four layers of fabric and pleated horizontally with three pleats. Have four tie backs for fastening to head,</p> <p>A strip of foam at the top edge at the back and a nose piece of flexible material at the front which enable the mask to be shaped around the nose and face.</p> <p>Packaging should indicate:</p> <p>Bacterial filtration efficiency, latex content, classification and type.</p> <p>Box of 25</p>	ALLENCO MEDICAL AND DENTAL SUPPLIES	BOX	R 5,71	HALYARD	MEXICO	21
<b>RT76-2020</b>									
17	RT76-2020	42132203-00019	<p>Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex),single use,Powder free, Ambidextrous. SANS 11193-1,Box of 100 gloves, Size: Small</p>	PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,00	EXAMPRO	MALAYSIA	21
18	RT76-2020			EVERGREEN LATEX CC	Box of 100	R49,86	EVERGREEN	SOUTH AFRICA	21
19	RT76-2020	42132203-00020	<p>Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex),single use,Powder free, Ambidextrous. SANS 11193-1,Box of 100 gloves, Size: Small</p>	PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,00	EXAMPRO	MALAYSIA	7

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
20	RT76-2020		Size:medium	EVERGREEN LATEX CC	Box of 100	R49,86	EVERGREEN	SOUTH AFRICA	21
21	RT76-2020	42132203-00021	Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex),single use,Powder free, Ambidextrous. SANS 11193-1,Box of 100 gloves, Size: Large	PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,00	EXAMPRO	MALAYSIA	21
22	RT76-2020			EVERGREEN LATEX CC	Box of 100	R49,86	EVERGREEN	SOUTH AFRICA	7
23	RT76-2020	42132203-00022	Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex), single use,Powder free, Ambidextrous. SANS 11193-1,Box of 100 gloves, Size: X-Large	PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,00	EXAMPRO	MALAYSIA	21
24	RT76-2020			ACCESS MEDICAL (PTY) LTD	Box of 100	R49,53	PROGRIP	MALAYSIA	21
25	RT76-2020	42132203-00023	Glove, examination, non-sterile, type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution), single use,Powder free, Ambidextrous.SANS 11193-1,Box of 100 gloves, Size: Small	MEDTEX (PTY) LTD	Box of 100	R42.88	MEDTEX	INDONESIA	7
26	RT76-2020			PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,60	PROCARE	MALAYSIA	21
27	RT76-2020			MEDI-CORE TECHNOLOGIES (PTY) LTD	Box of 100	R47,86	PROGRIP NITRILE	MALAYSIA	14
28	RT76-2020	42132203-00024	Glove, examination, non-sterile, type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution),single use,Powder free, Ambidextrous.SANS 11193-1,Box of 100 gloves, Size: Medium	MEDTEX (PTY) LTD	Box of 100	R42.88	MEDTEX	INDONESIA	14
29	RT76-2020			PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,60	PROCARE	MALAYSIA	14
30	RT76-2020			MEDI-CORE TECHNOLOGIES (PTY) LTD	Box of 100	R47,86	PROGRIP NITRILE	MALAYSIA	14
31	RT76-2020	42132203-00025	Glove, examination, non-sterile, type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution),single use,Powder free, Ambidextrous.SANS 11193-1,Box of 100 gloves, Size: Large	MEDTEX (PTY) LTD	Box of 100	R42.88	MEDTEX	INDONESIA	14
32	RT76-2020			PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,60	PROCARE	MALAYSIA	14
33	RT76-2020			MEDI-CORE TECHNOLOGIES (PTY) LTD	Box of 100	R47,86	PROGRIP NITRILE	MALAYSIA	14
34	RT76-2020	42132203-00026	Glove, examination, non-sterile, type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution),single use,Powder free, Ambidextrous.SANS 11193-1,Box of 100 gloves, Size: X-Large	MEDTEX (PTY) LTD	Box of 100	R42.88	MEDTEX	INDONESIA	7
35	RT76-2020			PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R46,60	PROCARE	MALAYSIA	14
36	RT76-2020			MEDI-CORE TECHNOLOGIES (PTY) LTD	Box of 100	R48,86	PROGRIP NITRILE	MALAYSIA	14
37	RT76-2020	42132203-00027	Glove, Examination, non-sterile, Type 1(gloves made primarily from natural rubber latex),Glove shall be coloured for easy identification (excluding red colour) Powder free,For High risk use (e.g. postmortem),Textured surface and cut cuff, Length: not less than 290mm, Ambidextrous. SANS 11193-1,Size: Small, Box of 50 gloves	EVERGREEN LATEX CC	Box of 50	R78,00	EVERGREEN	SOUTH AFRICA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
38	RT76-2020	42132203-00028	Glove, Examination, non-sterile, Type 1(gloves made primarily from natural rubber latex),Glove shall be coloured for easy identification (excluding red colour) Powder free,For High risk use (e.g. postmortem),Textured surface and cut cuff, Length: not less than 290mm, Ambidextrous. SANS 11193-1,Size: Medium, Box of 50 gloves	EVERGREEN LATEX CC	Box of 50	R78,00	EVERGREEN	SOUTH AFRICA	14
39	RT76-2020	42132203-00029	Glove, Examination, non-sterile, Type 1(gloves made primarily from natural rubber latex),Glove shall be coloured for easy identification (excluding red colour) Powder free,For High risk use (e.g. postmortem),Textured surface and cut cuff, Length: not less than 290mm, Ambidextrous. SANS 11193-1,Size: Large, Box of 50 gloves	EVERGREEN LATEX CC	Box of 50	R78,00	EVERGREEN	SOUTH AFRICA	14
40	RT76-2020	42132203-00030	Glove, Examination, non-sterile, Type 1(gloves made primarily from natural rubber latex),Glove shall be coloured for easy identification (excluding red colour) Powder free,For High risk use (e.g. postmortem),Textured surface and cut cuff, Length: not less than 290mm, Ambidextrous. SANS 11193-1,Size: X-Large, Box of 50 gloves	EVERGREEN LATEX CC	Box of 50	R78,00	EVERGREEN	SOUTH AFRICA	14
41	RT76-2020	42132203-00033	Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex),, single use, Ambidextrous, SANS 11193-1, packaged as pairs in sterile packages, Size: Small, 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R95,72	EVERGREEN	SOUTH AFRICA	14
42	RT76-2020	42132203-00034	Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex), Latex, single use, Ambidextrous, SANS 11193-1, packaged as pairs in sterile packages, Size: Medium, 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R95,72	EVERGREEN	SOUTH AFRICA	14
43	RT76-2020	42132203-00035	Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex), Latex, single use, Ambidextrous, SANS 11193-1, packaged as pairs in sterile packages, Size: Large, 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R95,70	EVERGREEN	SOUTH AFRICA	14
44	RT76-2020	42132203-00036	Glove, examination, non-sterile, type 1(gloves made primarily from natural rubber latex), Latex, single use, Ambidextrous, SANS 11193-1, packaged as pairs in sterile packages, Size: X-Large, 50 pairs per box of 100	PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R90,00	EXAMPROSTERILE	MALAYSIA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
45	RT76-2020	42132203-00037	Glove, examination, sterile, Type 2(gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution), Single use, Powder free, Ambidextrous. SANS 11193-1, Packaged as pairs in Sterile Packages, Size: Small, 50 pairs of gloves, Box of 100	EVERGREEN LATEX CC	Box of 100	R92,00	EVERGREEN	MALAYSIA	14
46	RT76-2020	42132203-00038	Glove, examination, sterile, Type 2(gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution), Single use, Powder free, Ambidextrous. SANS 11193-1, Packaged as pairs in Sterile Packages, Size: Medium, 50 pairs of gloves, Box of 100	EVERGREEN LATEX CC	Box of 100	R92,00	EVERGREEN	MALAYSIA	14
47	RT76-2020	42132203-00039	Glove, examination, sterile, Type 2(gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution), Single use, Powder free, Ambidextrous. SANS 11193-1, Packaged as pairs in Sterile Packages, Size: Large, 50 pairs of gloves, Box of 100	EVERGREEN LATEX CC	Box of 100	R92,00	EVERGREEN	MALAYSIA	14
48	RT76-2020	42132203-00040	Glove, examination, sterile, Type 2(gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution), Single use, Powder free, Ambidextrous. SANS 11193-1, Packaged as pairs in Sterile Packages, Size: X-Large, 50 pairs of gloves, Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R170,14	NUGARD NITRIL STERILE	MALAYSIA	14
49	RT76-2020	42132203-00041	Glove, examination, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Elbow (extended) length for protection in obstetric and gynaecological procedures, Length: 450mm (min), Thickness: Double wall. Textured surface and rolled rim cuff, SANS 11193-1, Packaged as pairs in Sterile Packages. Size: Small, 25 pairs of gloves, Box of 50	EVERGREEN LATEX CC	Box of 50	R348,00	CUREXL	SOUTH AFRICA	7
50	RT76-2020	42132203-00042	Glove, examination, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Elbow (extended) length for protection in obstetric and gynaecological procedures, Length: 450mm (min), Thickness: Double wall. Textured surface and rolled rim cuff, SANS 11193-1, Packaged as pairs in Sterile Packages. Size: Medium, 25 pairs of gloves, Box of 50	EVERGREEN LATEX CC	Box of 50	R348,00	CUREXL	SOUTH AFRICA	21
51	RT76-2020	42132203-00043	Glove, examination, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Elbow (extended) length for protection in obstetric and gynaecological procedures, Length: 450mm (min), Thickness: Double wall. Textured surface and rolled rim cuff, SANS 11193-1, Packaged as pairs in Sterile Packages. Size: Large, 25 pairs of gloves, Box of 50	EVERGREEN LATEX CC	Box of 50	R348,00	CUREXL	SOUTH AFRICA	21
52	RT76-2020	42132203-00044	Glove, examination, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Elbow (extended) length for protection in obstetric and gynaecological procedures, Length: 450mm (min), Thickness: Double wall. Textured surface and rolled rim cuff, SANS 11193-1, Packaged as pairs in Sterile Packages. Size: X-Large, 25 pairs of gloves, Box of 50	EVERGREEN LATEX CC	Box of 50	R348,00	CUREXL	SOUTH AFRICA	21
53	RT76-2020	42132205-00012	Glove, surgical, sterile, type 1(gloves made primarily from natural rubber latex), single use, Powder free, SANS 68, packaged as pairs in sterile packages, size: 6 , 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R148,00	CUREX	SOUTH AFRICA	21
54	RT76-2020	42132205-00013	Glove, surgical, sterile, type 1(gloves made primarily from natural rubber latex), single use, Powder free, SANS 68, packaged as pairs in sterile packages, size: 6.5 , 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R148,00	CUREX	SOUTH AFRICA	21



#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
55	RT76-2020	42132205-00014	Glove, surgical, sterile, type 1(gloves made primarily from natural rubber latex), single use, Powder free, SANS 68, packaged as pairs in sterile packages, size: 7 , 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R148,00	CUREX	SOUTH AFRICA	21
56	RT76-2020	42132205-00015	Glove, surgical, sterile, type 1(gloves made primarily from natural rubber latex), single use, Powder free, SANS 68, packaged as pairs in sterile packages, size: 7.5 , 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R148,00	CUREX	SOUTH AFRICA	14
57	RT76-2020	42132205-00016	Glove, surgical, sterile, type 1(gloves made primarily from natural rubber latex), single use, Powder free, SANS 68, packaged as pairs in sterile packages, size: 8 , 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R148,00	CUREX	SOUTH AFRICA	14
58	RT76-2020	42132205-00017	Glove, surgical, sterile, type 1(gloves made primarily from natural rubber latex), single use, Powder free, SANS 68, packaged as pairs in sterile packages, size: 8.5 , 50 pairs per box of 100	EVERGREEN LATEX CC	Box of 100	R148,00	CUREX	SOUTH AFRICA	14
59	RT76-2020	42132205-00018	Glove, surgical, sterile, type 1(gloves made primarily from natural rubber latex), single use, Powder free, SANS 68, packaged as pairs in sterile packages, size: 9 , 50 pairs per box of 100	PROMED TECHNOLOGIES (PTY) LTD	Box of 100	R129,00	SURGIPRO	MALAYSIA	14
60	RT76-2020	42132205-00020	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution), Single use, Powder free, One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68 Packaged as pairs in Sterile Packages. Size: 6. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14
61	RT76-2020	42132205-00021	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free, One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68 Packaged as pairs in Sterile Packages. Size: 6.5. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14
62	RT76-2020	42132205-00022	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free, One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68 Packaged as pairs in Sterile Packages. Size: 7. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
63	RT76-2020	42132205-00023	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free, One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68 Packaged as pairs in Sterile Packages. Size: 7.5. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14
64	RT76-2020	42132205-00024	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free, One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size: 8. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INFONESIA	21
65	RT76-2020	42132205-00025	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free, One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68 Packaged as pairs in Sterile Packages. Size: 8.5. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	21
66	RT76-2020	42132205-00026	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free, One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68 Packaged as pairs in Sterile Packages. Size: 9. 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R609,13	NUZONE	MALAYSIA	21

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
67	RT76-2020	42132205-00029	Glove, surgical, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning, Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 6. 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R245,38	ULMA PF	MALAYSIA	21
68	RT76-2020	42132205-00030	Glove, surgical, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning, Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 6.5 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R245,38	ULMA PF	MALAYSIA	21
69	RT76-2020	42132205-00031	Glove, surgical, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning, Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 7 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R245,38	ULMA PF	MALAYSIA	21
70	RT76-2020	42132205-00032	Glove, surgical, sterile, Type 1 (gloves made primarily from natural rubber latex). Single use, Powder free, Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning, Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 7.5. 50 pairs of gloves Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R245,38	ULMA PF	MALAYSIA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
71	RT76-2020	42132205-00033	Glove, surgical, sterile, Type 1 (gloves made primarily from natural rubber latex). Single use, Powder free, Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning, Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 8 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R245,38	ULMA PF	MALAYSIA	14
72	RT76-2020	42132205-00034	Glove, surgical, sterile, Type 1 (gloves made primarily from natural rubber latex), Single use, Powder free, Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning, Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 8.5 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R245,38	ULMA PF	MALAYSIA	14
73	RT76-2020	42132205-00035	Glove, surgical, sterile, Type 1 (gloves made primarily from natural rubber latex). Single use, Powder free, Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning, Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 9. 50 pairs of gloves Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R245,38	ULMA PF	MALAYSIA	14
74	RT76-2020	42132205-00037	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free. Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 6. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
75	RT76-2020	42132205-00038	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free. Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 6.5. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14
76	RT76-2020	42132205-00039	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free. Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 7. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14
77	RT76-2020	42132205-00040	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free. Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 7.5. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14
78	RT76-2020	42132205-00041	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free. Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 8. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
79	RT76-2020	42132205-00042	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free. Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. Packaged as pairs in Sterile Packages. To comply with the latest issue of SANS 68. Size: 8.5. 50 pairs of gloves. Box of 100	MEDTEX (PTY) LTD	Box of 100	R495,08	MEDTEX	INDONESIA	14
80	RT76-2020	42132205-00043	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Single use, Powder free. Microtextured, for neuro, ophthalmic and reconstructive procedures. One pair (1 left + 1 right) of gloves are folded & packed in a paper wallet. The paper wallet is packed in a plastic pouch which is sealed from all sides. Inner package shall be clearly marked with the size and the designation "left" or "L" or "right" or "R" on the package. Easy donning. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size: 9. 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R609,13	NUZONE	MALAYSIA	14
81	RT76-2020	42132205-00046	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Must be a double gloving system, consisting of a coloured inner glove and a standard outer glove. Two complete sets of correct size surgical gloves in one package, with ease of donning, the second pair, to prevent the gloves from "sticking". Perforations in the outer glove should be noticeable i.e. show Perforations/tears in the outer glove via, gel leaking, or different colour inner glove showing the site of the tear. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size on packaging: Inner glove size: 6.5 Outer glove Size: 7 25 Sets of double gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R1 096,27	MAXITEX DUPLEX	MALAYSIA	14
82	RT76-2020	42132205-00047	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Must be a double gloving system, consisting of a coloured inner glove and a standard outer glove. Two complete sets of correct size surgical gloves in one package, with ease of donning, the second pair, to prevent the gloves from "sticking". Perforations in the outer glove should be noticeable i.e. show Perforations/tears in the outer glove via, gel leaking, or different colour inner glove showing the site of the tear. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size on packaging: Inner glove size: 7. Outer glove Size: 7.5. 25 Sets of double gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R1 096,27	MAXITEX DUPLEX	MALAYSIA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
83	RT76-2020	42132205-00048	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Must be a double gloving system, consisting of a coloured inner glove and a standard outer glove. Two complete sets of correct size surgical gloves in one package, with ease of donning, the second pair, to prevent the gloves from "sticking". Perforations in the outer glove should be noticeable i.e. show Perforations/tears in the outer glove via, gel leaking, or different colour inner glove showing the site of the tear. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size on packaging: Inner glove size: 7.5. Outer glove Size: 8. 25 Sets of double gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R1 096,27	MAXITEX DUPLEX	MALAYSIA	14
84	RT76-2020	42132205-00049	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Must be a double gloving system, consisting of a coloured inner glove and a standard outer glove. Two complete sets of correct size surgical gloves in one package, with ease of donning, the second pair, to prevent the gloves from "sticking". Perforations in the outer glove should be noticeable i.e. show Perforations/tears in the outer glove via, gel leaking, or different colour inner glove showing the site of the tear. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size on packaging: Inner glove size: 8. Outer glove Size: 8.5. 25 Sets of double gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R1 096,27	MAXITEX DUPLEX	MALAYSIA	14
85	RT76-2020	42132205-00050	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Must be a double gloving system, consisting of a coloured inner glove and a standard outer glove. Two complete sets of correct size surgical gloves in one package with ease of donning, the second pair, to prevent the gloves from "sticking". Perforations in the outer glove should be noticeable i.e. show Perforations/tears in the outer glove via, gel leaking, or different colour inner glove showing the site of the tear. To comply with the latest issue of SANS 68, Packaged as pairs in Sterile Packages. Size on packaging: Inner glove size: 8.5. Outer glove Size: 9. 25 Sets of double gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R1 096,27	MAXITEX DUPLEX	MALAYSIA	14
86	RT76-2020	42132205-00051	Glove, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Must be a double gloving system, consisting of a coloured inner glove and a standard outer glove. Two complete sets of correct size surgical gloves in one package, with ease of donning, the second pair, to prevent the gloves from "sticking". Perforations in the outer glove should be noticeable i.e. show Perforations/tears in the outer glove via, gel leaking, or different colour inner glove showing the site of the tear. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size on packaging: Inner glove size: 9. Outer glove Size: 9.5. 25 Sets of double gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R1 096,27	MAXITEX DUPLEX	MALAYSIA	14

#	TENDER NUMBER	ITEM CODE	ITEM DESCRIPTION	SUPPLIER NAME	UNIT OF MEASURE	PRICE (15% VAT INCL.)	BRAND NAME	COUNTRY OF ORIGIN	DELIVERY (DAYS)
87	RT76-2020	42132205-00052	Glove, clear plastic, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Ambidextrous, Sterility indicator shall appear on the outer packaging and glove pouch. Two gloves per packet with paper backing. Packed in a dispensing box in plastic pouches. Easy donning. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size: Small. 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R99,88	AVACARE	CHINA	14
88	RT76-2020	42132205-00053	Glove, clear plastic, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Ambidextrous, Sterility indicator shall appear on the outer packaging and glove pouch. Two gloves per packet with paper backing. Packed in a dispensing box in plastic pouches. Easy donning. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size: Medium. 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R99,88	AVACARE	CHINA	14
89	RT76-2020	42132205-00054	Glove, clear plastic, surgical, sterile, Type 2 (gloves made primarily from nitrile rubber latex, polychloroprene rubber latex, styrene-butadiene rubber solution, styrene-butadiene rubber emulsion or thermoplastic-elastomer solution). Powder free, Ambidextrous, Sterility indicator shall appear on the outer packaging and glove pouch. Two gloves per packet with paper backing. Packed in a dispensing box in plastic pouches. Easy donning. To comply with the latest issue of SANS 68. Packaged as pairs in Sterile Packages. Size: Large. 50 pairs of gloves. Box of 100	SUPRA HEALTHCARE JOHANNESBURG (PTY) LTD	Box of 100	R99,88	AVACARE	CHINA	14



# ANNEXURE A

TABLE 2: ITEMS NOT ON TRANSVERSAL CONTRACTS

ITEM NUMBER	ITEM DESCRIPTION	Supplier Name	UNIT OF MEASURE	PRICE OFFERED (Incl. of all applicable taxes)	VALIDITY PERIOD	BRAND NAME	COUNTRY OF ORIGIN	NAME OF MANUFACTURER	QUANTITY AVAILABLE IN STOCK	LEAD TIME (WITH STOCK AVAILABLE)	FUTURE QUANTITY	LEAD TIME FOR FUTURE QUANTITY
RTCOVID19-001	Particulate filtering half mask: Disposable Description: Particulate filtration respirators used for protection against airborne diseases such as tuberculosis. • a particulate filtration half mask must cover the chin, mouth and nose; it may/ may not have an exhalation valve • The particulate filtration respirator must not disintegrate during continuous or intermittent use in a 12 hour work day. • Parts of the particulate filtration respirator that are more likely to come into contact with the wearer must be hypo-allergenic. • Filter performance must meet standards relevant to the specific respirator classification. • The respirator must have an adjustable/self-adjustable head harness which ensures ease of donning or removal of the respirator. • The particulate filtration respirator shall have a filtration efficiency . • The particulate filtration respirator shall have the equivalent of an external hydrophobic fabric layer for droplet protection. Labeling: 1. Name or trademark 2. Filter efficiency/Classification 3. Approval number 4. Standard compliance 5. Size of the respirator Sizes: Small	ALFREHUTCH TRADING CC	each	R 5,61	90 days	HUTCH	BELGIUM	Halyard	100 000	10 days	10 000	7 days
		Allenco Medical And Dental Supplies CC	each	R 7,06	30 days	Halyard	USA	Halyard	No stock	Not applicable	30 000	60 days
		Quality Medical Supplies (Pty) Ltd	each	R 9,00	90 days	A+	CHINA	Anging Yipak Packaging Material	1 000 000	14 Days	10 000 000	30 Days
		Lechoba Medical Technologies (Pty) Ltd	each	R 18,75	90 days	ALPHA PROTECH PFL®	USA	ALPHA PROTECH	1 480 000	21 days	1 500 000	30 days
		Tripple N Medical Distributors (Pty) Ltd	each	R 39,07	7 days	iclear	CHINA	NANFANG	50 000	15 days	10 000 000	30 days
		Arc Technology (Pty) Ltd	each	R 49,00	5 days	ARC-TEC (GENERIC)	CHINA	N/A	50 000	21 days	5 000 000	22 days
		Logan Medical and Surgical (Pty) Ltd	each	R 69,00	90 days	LMS	CHINA	Makrite	No stock	Not applicable	150 000	14 days
		JD Strategic Investments	each	R 69,00	90 days	Malicom	INDIA	JD Strategic Investments	1 500	5 days	No Stock	Not applicable
		Multisurge (Pty) Ltd	each	R 109,25	30 days	SANICAL	CHINA	SUZHOU SANICAL PROTECTIVE PRODUCT MANUFACTURING CO LTD	No stock	Not applicable	10 000	21 days
		Tara Healthcare (Pty) Ltd	each	R 150,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	1 000 000	20 days
RTCOVID19-002	Particulate filtering half mask: Disposable Description: Particulate filtration respirators used for protection against airborne diseases such as tuberculosis. • a particulate filtration half mask must cover the chin, mouth and nose; it may/ may not have an exhalation valve • The particulate filtration respirator must not disintegrate during continuous or intermittent use in a 12 hour work day. • Parts of the particulate filtration respirator that are more likely to come into contact with the wearer must be hypo-allergenic. • Filter performance must meet standards relevant to the specific respirator classification. • The respirator must have an adjustable/self-adjustable head harness which ensures ease of donning or removal of the respirator. • The particulate filtration respirator shall have a filtration efficiency . • The particulate filtration respirator shall have the equivalent of an external hydrophobic fabric layer for droplet protection. Labeling: 1. Name or trademark 2. Filter efficiency/Classification 3. Approval number 4. Standard compliance 5. Size of the respirator Sizes: Medium	ALFREHUTCH TRADING CC	each	R 5,61	90 days	HUTCH	BELGIUM	Halyard	10 000	14 DAYS	10 000 000	7 days
		Allenco Medical And Dental Supplies CC	each	R 7,06	30 days	Halyard	USA	Halyard	No stock	Not applicable	30 000	60 days
		Quality Medical Supplies (Pty) Ltd	each	R 9,00	90 days	A+	CHINA	Anging Yipak Packaging Material	1 000 000	14 Days	10 000 000	30 Days
		UNITRADE 1032 CC	each	R 11,12	120 days	HALYARD N 95	UK	HALYARD	No stock	Not applicable	AS REQUIRED	30 days
		Lechoba Medical Technologies (Pty) Ltd	each	R 18,75	90 days	ALPHA PROTECH PFL®	USA	ALPHA PROTECH	1 480 000	21 days	1 500 000	30 days
		Tripple N Medical Distributors (Pty) Ltd	each	R 39,07	7 days	iclear	CHINA	NANFANG	100 000	15 days	10 000 000	30 days
		Arc Technology (Pty) Ltd	each	R 52,00	5 days	ARC-TEC (GENERIC)	CHINA	N/A	50 000	21 days	5 000 000	22 days
		Logan Medical and Surgical (Pty) Ltd	each	R 69,00	90 days	LMS	CHINA	Makrite	No stock	Not applicable	150 000	14 days
		Multisurge (Pty) Ltd	each	R 115,00	30 days	SANICAL	CHINA	SUZHOU SANICAL PROTECTIVE PRODUCT MANUFACTURING CO LTD	No stock	Not applicable	10 000	21 days
		Tara Healthcare (Pty) Ltd	each	R 150,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	1 000 000	20 days
RTCOVID19-003	Particulate filtering half mask: Disposable Description: Particulate filtration respirators used for protection against airborne diseases such as tuberculosis. • a particulate filtration half mask must cover the chin, mouth and nose; it may/ may not have an exhalation valve • The particulate filtration respirator must not disintegrate during continuous or intermittent use in a 12 hour work day. • Parts of the particulate filtration respirator that are more likely to come into contact with the wearer must be hypo-allergenic. • Filter performance must meet standards relevant to the specific respirator classification. • The respirator must have an adjustable/self-adjustable head harness which ensures ease of donning or removal of the respirator. • The particulate filtration respirator shall have a filtration efficiency . • The particulate filtration respirator shall have the equivalent of an external	ALFREHUTCH TRADING CC	each	R 5,61	90 days	HUTCH	BELGIUM	Halyard	10 000	21 days	10 000 000	7 days
		Allenco Medical And Dental Supplies CC	each	R 7,06	30 days	Halyard	USA	Halyard	No stock	Not applicable	30 000	60 days
		Quality Medical Supplies (Pty) Ltd	each	R 9,00	90 days	A+	CHINA	Anging Yipak Packaging Material	1 000 000	21 days	10 000 000	30 Days
		UNITRADE 1032 CC	each	R 11,12	120 days	HALYARD N 95	UK	HALYARD	No stock	Not applicable	AS REQUIRED	30 days
		Tripple N Medical Distributors (Pty) Ltd	each	R 11,63	7 days	iclear	CHINA	NANFANG	250 000	21 days	1 000 000	30 days
		Lechoba Medical Technologies (Pty) Ltd	each	R 18,75	90 days	ALPHA PROTECH PFL®	USA	ALPHA PROTECH	1 480 000	21 days	1 500 000	30 days

**TABLE 2: ITEMS NOT ON TRANSVERSAL CONTRACTS**

ITEM NUMBER	ITEM DESCRIPTION	Supplier Name	UNIT OF MEASURE	PRICE OFFERED (incl. of all applicable taxes)	VALIDITY PERIOD	BRAND NAME	COUNTRY OF ORIGIN	NAME OF MANUFACTURER	QUANTITY AVAILABLE IN STOCK	LEAD TIME (WITH STOCK AVAILABLE)	FUTURE QUANTITY	LEAD TIME FOR FUTURE QUANTITY
	hydrophobic fabric layer for droplet protection. Labeling: 1. Name or trademark 2. Filter efficiency/Classification 3. Approval number 4. Standard compliance 5. Size of the respirator Sizes: Large	Arc Technology (Pty) Ltd	each	R 55,00	5 days	ARC-TEC (GENERIC)	CHINA	N/A	50 000	21 days	5 000 000	22 days
		Logan Medical and Surgical (Pty) Ltd	each	R 69,00	90 days	LMS	CHINA	makrite	No stock	Not applicable	150 000	14 days
		Multisurge (Pty) Ltd	each	R 80,50	30 days	LETIAN	CHINA	SUZHOU LETIAN PROTECTIVE PRODUCTS CO LTD	No stock	Not applicable	10 000	21 days
		Tara Healthcare (Pty) Ltd	each	R 150,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	1 000 000	20 days
RTCOVID19-004	*Mask surgical face standard, Type 1, procedure mask with elastic earloops, single use, and latex free. For patient procedures. Colour: Different colours acceptable Shape: Rectangula Label on packaging to state: Bacterial filtration efficiency of product, latex content. Box of 50"	Allenco Medical And Dental Supplies CC		R 2,12	30 days	Halyard	USA	Halyard	No stock	Not applicable	30 000	22 days
		Arc Technology (Pty) Ltd	each	R 9,00	5 days	GENERIC	CHINA	N/A	50 000	21 days	5 000 000	22 days
		Quality Medical Supplies (Pty) Ltd	each	R 10,35	90 days	A+	CHINA	Anging Yipak Packaging Material	2 000 000	21 days	10 000 000	22 days
		Tripple N Medical Distributors (Pty) Ltd	each	R 13,02	7 days	iclear	CHINA	NANFANG	100 000	21 days	10 000 000	22 days
		Logan Medical and Surgical (Pty) Ltd	each	R 17,25	90 days	LMS	CHINA	hian medigauze	No stock	Not applicable	1 400 000	22 days
		JD Strategic Investments	each	R 18,40	90 days	BULL	India	JD Strateic Investments	500 000	21 days	500 000	22 days
		ALFREHUTCH TRADING CC	box of 50	R 294,54	90 Days	HUTCH	BELGIUM	Halyard	10 000	21 days	10 000	22 days
		Multisurge (Pty) Ltd	box of 50	R 460,00	30 days	U-SAFE	CHINA	JIANGSU JIANYU HEALTH MEDICAL CO LTD	1 580	21 days	5 000	22 days
		UNITRADE 1032 CC	box of 50	R 516,24	120 days	UNI PRO	CHINA	HUBEI XIAMENG HEALTH	No stock	Not applicable	AS REQUIRED	22 days
		Tara Healthcare (Pty) Ltd	box of 50	R 2 350,00	180 days	TARA	INDIA	Shreeman Trading	60 000	21 days	150 000	22 days
RTCOVID19-005	Isolation gown Protective 3- layers of spunbond meltblown spunbound fabric( Top layer of spunbound polypropylene, a middle layer of meltdown polypropylene and a bottom layer of meltdown polypropylene for light fluid contact and contact Isolation, elastic cuff, Tape-tab neck closure, Tie waist, Non Sterile Dimensions: Large Length: (from shoulder to hem) 116cm Sleeve length: (from shoulder to wrist) 56cm Belt length: 167cm Belt Width: 5cm Belt place: (neck to top of belt) 38cm	Allenco Medical And Dental Supplies CC	each	R 24,55	30 days	Halyard	USA	Halyard	No stock	Not applicable	30 000	22 days
		Logan Medical and Surgical (Pty) Ltd	each	R 40,25	90 days	LMS	RSA	Logan Medical and Surgical	100 000	21 days	1 300 000	22 days
		Lechoba Medical Technologies (Pty) Ltd	each	R 59,95	90 days	SAFETY-MED	USA	SAFETY MEDICAL PRODUCTS	No stock	Not applicable	500 000	22 days
		Tara Healthcare (Pty) Ltd	each	R 125,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
		ALFREHUTCH TRADING CC	each	R 128,75	90 days	HUTCH	CHINA/ INDIA	SUGAMA SUPER UNON MEDICAL	300 000	21 days	30 000	22 days
		Arc Technology (Pty) Ltd	each	R 175,00	5 days	GENERIC	CHINA	N/A	5 000	21 days	5 000 000	22 days
		Multisurge (Pty) Ltd	each	R 310,50	30 days	U-SAFE	CHINA	ANHUI MEDPUREST MEDICAL TECHNOLOGY CO LTD	No stock	Not applicable	2 000	22 days
		Tripple N Medical Distributors (Pty) Ltd	each	R 408,95	7 days	iclear	CHINA	Mtfix	200 000	21 days	10 000 000	22 days
		Quality Medical Supplies (Pty) Ltd	each	R 750,00	90 days	A+	CHINA	Anging Yipak Packaging Material	500 000	21 days	1 000 000	22 days
RTCOVID19-006	Isolation gown Protective 3- layers of spunbond meltblown spunbound fabric( Top layer of spunbound polypropylene, a middle layer of meltdown polypropylene and a bottom layer of meltdown polypropylene for light fluid contact and contact Isolation, elastic cuff, Tape-tab neck closure, Tie waist, Non Sterile Dimensions: Extra Large Length: (from shoulder to hem) 127cm Sleeve length: (from shoulder to wrist) 62cm Belt length: 172cm Belt Width: 5cm Belt place: (neck to top of belt) 39cm	Arc Technology (Pty) Ltd	EACH	R 19,00	5 days	GENERIC	CHINA	N/A	50 000	21 days	5 000 000	22 days
		Allenco Medical And Dental Supplies CC	each	R 31,05	30 days	Halyard	USA	Halyard	No stock	Not applicable	30 000	22 days
		Logan Medical and Surgical (Pty) Ltd	each	R 34,50	90 days	LMS	RSA	Logan Medical and Surgical	No stock	Not applicable	1 300 000	22 days
		Lechoba Medical Technologies (Pty) Ltd	each	R 59,95	90 days	SAFETY-MED	USA	SAFETY MEDICAL PRODUCTS	200 000	21 days	500 000	22 days
		Tara Healthcare (Pty) Ltd	each	R 125,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
		ALFREHUTCH TRADING CC	each	R 128,75	90 days	HUTCH	CHINA/ INDIA	SUGAMA SUPER UNON MEDICAL	No stock	Not applicable	30 000	22 days
		Arc Technology (Pty) Ltd	each	R 184,00	5 days	GENERIC	CHINA	N/A	No stock	Not applicable	5 000 000	22 days

TABLE 2: ITEMS NOT ON TRANSVERSAL CONTRACTS

ITEM NUMBER	ITEM DESCRIPTION	Supplier Name	UNIT OF MEASURE	PRICE OFFERED (Incl. of all applicable taxes)	VALIDITY PERIOD	BRAND NAME	COUNTRY OF ORIGIN	NAME OF MANUFACTURER	QUANTITY AVAILABLE IN STOCK	LEAD TIME (WITH STOCK AVAILABLE)	FUTURE QUANTITY	LEAD TIME FOR FUTURE QUANTITY
		Multisurge (Pty) Ltd	each	R 310,50	30 days	U-SAFE	CHINA	ANHUI MEDPUREST MEDICAL TECHNOLOGY CO LTD	No stock	Not applicable	2 000	22 days
		Tripple N Medical Distributors (Pty) Ltd	each	R 564,28	7 days	iclear	CHINA	Mtfix	No stock	Not applicable	10 000 000	22 days
		Quality Medical Supplies (Pty) Ltd	each	R 750,00	90 days	A+	CHINA	Anging Yipak Packaging Material	No stock	Not applicable	1 000 000	22 days
RTCOVID19-007	"Mask surgical face, Type 1: Fluid mask without eyeshield, single use. The mask should be made from four layers of fabric and pleated horizontally with three pleats. Have four tie backs for fastening to head Fit a wide range of face shapes and sizes to permit easy breathing Have a strip of foam rubber at the top edge at the back and a nose piece of flexible material at the front which enable the mask to be shaped around the nose and face. Packaging should indicate: Bacterial filtration efficiency, latex content, classification and type. Box of 50 (Note: Not the N95 mask) "	Allenco Medical And Dental Supplies CC	each	R 8,28	30 days	Sumbow	CHINA	Sumbow	No stock	Not applicable	30 000	22 days
		Tripple N Medical Distributors (Pty) Ltd		R 13,02	7 days	iclear	CHINA	NANFANG	500 000	21 days	10 000 000	22 days
		ALFREHUTCH TRADING CC		R 299,76	90 Days	HUTCH	BELGIUM	Halyard	50 000	21 days	10 000 000	22 days
		Multisurge (Pty) Ltd	Box of 50	R 690,00	30 days	U-SAFE	CHINA	JIANGSU JIANYU HEALTH MEDICAL CO LTD	2 800	21 days	1 000	22 days
		Tara Healthcare (Pty) Ltd	box 50	R 2 350,00	180 days	TARA	INDIA	Shreeman Trading	60 000	21 days	150 000	22 days
RTCOVID19-008	Medical hand sanitizer, with not less than 70% alcohol must comply to WHO-recommended handrub formulations	Lechoba Medical Technologies (Pty) Ltd	500ML	R 60,75	90 days	OPTISAFE GEL	INDIA	MICROGEN HYGIENE INDIA	300 000	21 days	500 000	22 days
		UNITRADE 1032 CC	500ML	R 62,10	120 days	ANTIBAC SPRAY	RSA	CHEMLOG	No stock	Not applicable	AS REQUIRED	22 days
		Tripple N Medical Distributors (Pty) Ltd	500ML	R 84,33	7 days	iclear	CHINA	NANFANG	10 000	21 days	10 000 000	22 days
		Logan Medical and Surgical (Pty) Ltd	500ML	R 92,00	90 days	LMS	RSA	Logan Medical and Surgical	100 000	21 days	1 300 000	22 days
		Tara Healthcare (Pty) Ltd	500ML	R 98,50	180 days	TARA	RSA	Hychem	1 000 000	21 days	10 000 000	22 days
		Allenco Medical And Dental Supplies CC	500ML	R 103,50	30 days	Alco	RSA	Alco	No stock	Not applicable	30 000	22 days
RTCOVID19-009	Sanitizer, containers, 25 litre	Tara Healthcare (Pty) Ltd	25 litre	R 125,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
		UNITRADE 1032 CC	25 litre	R 1 500,75	120 days	ANTIBAC SPRAY	RSA	CHEMLOG	No stock	Not applicable	AS REQUIRED	22 days
		Tripple N Medical Distributors (Pty) Ltd	25 litre	R 2 459,43	7 days	EDS Chemicals	RSA	EDS Chemicals	500	21 days	5 000	22 days
		Logan Medical and Surgical (Pty) Ltd	25 litre	R 3 450,00	90 days	LMS	RSA	Logan Medical and Surgical	100 000	21 days	650 000	22 days
RTCOVID19-010	Wipes, container, 25 litre	Tara Healthcare (Pty) Ltd	25 liter	R 125,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
RTCOVID19-011	Medical and sugical disposable bags, Red	ALFREHUTCH TRADING CC	each	R 0,42	4 days	HUTCH	RSA	P.J PLASTICS	20 000 000	21 days	100 000 000	22 days
		Promed Technology (Pty) Ltd	each / per bag	R 1,30	180 days	Flowe-Pac	RSA	Flowe-Pac	1 000 000	21 days	1 000 000	22 days
		Promed Technology (Pty) Ltd	each / per bag	R 5,00	180 days	Flowe-Pac	RSA	Flowe-Pac	1 000 000	21 days	1 000 000	22 days
		Promed Technology (Pty) Ltd	each / per bag	R 13,40	180 days	Flowe-Pac	RSA	Flowe-Pac	1 000 000	21 days	1 000 000	22 days
		Tara Healthcare (Pty) Ltd	each	R 125,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
RTCOVID19-012	Bottle disinfectant, 5 litre	Promed Technology (Pty) Ltd	5 litres	R 90,00	180 days	Sanit	RSA	Chemical Logistics	2 000	21 days	2 000	22 days
		Tara Healthcare (Pty) Ltd	5 litres	R 125,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
		UNITRADE 1032 CC	5 litres	R 350,00	120 days	ANTIBAC SPRAY	RSA	CHEMLOG	No stock	Not applicable	AS REQUIRED	22 days
		Multisurge (Pty) Ltd	5 litres	R 460,00	30 days	ALL + CARE	RSA	SAIBER ENERGY CC	200	21 days	500	22 days
		Tripple N Medical Distributors (Pty) Ltd	5 litres	R 500,38	7 days	EDS Chemicals	RSA	EDS Chemicals	1 000	21 days	5 000	22 days
		Logan Medical and Surgical (Pty) Ltd	5 litres	R 690,00	90 days	LMS	RSA	Logan Medical and Surgical	100 000	21 days	650 000	22 days

**TABLE 2: ITEMS NOT ON TRANSVERSAL CONTRACTS**

ITEM NUMBER	ITEM DESCRIPTION	Supplier Name	UNIT OF MEASURE	PRICE OFFERED (Incl. of all applicable taxes)	VALIDITY PERIOD	BRAND NAME	COUNTRY OF ORIGIN	NAME OF MANUFACTURER	QUANTITY AVAILABLE IN STOCK	LEAD TIME (WITH STOCK AVAILABLE)	FUTURE QUANTITY	LEAD TIME FOR FUTURE QUANTITY
		Alenco Medical And Dental Supplies CC	5 litres	R 724,50	30 days	Alco	RSA	Alco	No stock	Not applicable	30 000	22 days
RTCOVID19-013	Tank Disinfectant, 5 litres	Promed Technology (Pty) Ltd	5 litres	R 90,00	180 days	Sanit	RSA	Chemical Logistics	2 000	21 days	2 000	22 days
		Tara Healthcare (Pty) Ltd	5 litres	R 125,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
		Tripple N Medical Distributors (Pty) Ltd	5 litres	R 500,38	7 days	EDS Chemicals	RSA	EDS Chemicals	1 000	21 days	5 000	22 days
		Logan Medical and Surgical (Pty) Ltd	5 litres	R 690,00	90 days	LMS	RSA	Logan Medical and Surgical	100 000	21 days	650 000	22 days
RTCOVID19-014	Protective cover bodysuits, disposable - Microporous type 5/6 coverall	Arc Technology (Pty) Ltd	each	R 59,00	180 days	KARAM	CHINA	N/A	No stock	Not applicable	10 000	60 days
	Protective cover bodysuits, disposable	ALFREHUTCH TRADING CC	each	R 89,76	90 days	Hutch	CHINA/ INDIA	SUGAMA	1 000 000	21 days	100 000 000	22 days
	Protective cover bodysuits, disposable - CHEMICAL RESISTANT/ 55gsm/ Medium/ packed in polybag/ 50 per carton/ minimum order quantity 5,000 (100 cartons)	Arc Technology (Pty) Ltd	each	R 175,00	5 days	ARC-TEC (GENERIC)	CHINA	N/A	5 000	21 days	1 000 000	22 days
	Protective cover bodysuits, disposable	Arc Technology (Pty) Ltd	each	R 225,00	180 days	TARA	INDIA	Shreeman Trading	No stock	Not applicable	500 000	22 days
	Protective cover bodysuits, disposable	Arc Technology (Pty) Ltd	each	R 537,99	90 days	SMP MICROPOROUS PROTECTIVE COVERALS /	USA / GERMANY	SAFETY MEDICAL PRODUCTS / DU PONT	10 000	21 days	500 000	22 days
	Protective cover bodysuits, disposable	Arc Technology (Pty) Ltd	each	R 564,28	7 days	iclear	CHINA	NANFANG	10 000	21 days	10 000 000	22 days
	Protective cover bodysuits, disposable NON WOVEN POLYPROPYLENE COVERALLS MEDIUM, LARGE, X-LARGE, XX-LARGE, 3X LARGE	Arc Technology (Pty) Ltd	each	R 575,00	30 days	U-SAFE	CHINA	ANHUI MEDPUREST MEDICAL TECHNOLOGY CO LTD	5 638	21 days	1 000	22 days
	Protective cover bodysuits, disposable	Arc Technology (Pty) Ltd	each	R 659,58	90 days	LMS	CHINA	hian medigauze	No stock	Not applicable	1 400 000	22 days
	Protective cover bodysuits, disposable	Arc Technology (Pty) Ltd	each	R 883,27	120 days	PROSUIITS	CHINA	HUBEI XIAMENG HEALTH	No stock	Not applicable	AS REQUIRED	22 days
RTCOVID19-015	Visors Disposable Constructed from high-quality optically clear, distortion-free 7mil polyester film Anti-fog coating Must fit well over spectacles Foam brow-band fits comfortably against the forehead Headband/arms to holds visor in place disposable/reusable	Arc Technology (Pty) Ltd	EACH	R 18,00	120 days	VISIONPRO	RSA	UNITRADE 1032 CC	No stock	Not applicable	AS REQUIRED	21 days
		Arc Technology (Pty) Ltd	each	R 21,28	30 days	Alco	RSA	Alco	No stock	Not applicable	30 000	60 days
		Arc Technology (Pty) Ltd		R 24,35	90 days	Hutch	RSA	P.J PLASTICS	50 000	10 DAYS	100 000 000	7 Days
		Arc Technology (Pty) Ltd	each	R 49,50	90 days	SMP FULL-FACE VISOR	USA	SAFETY MEDICAL PRODUCTS	No stock	Not applicable	Not indicated	30 days
		Arc Technology (Pty) Ltd	each	R 89,55	180 days	TARA	INDIA	Shreeman Trading	15 000	25 days	100 000	30 days
		Arc Technology (Pty) Ltd	each	R 115,00	30 days	U-SAFE	CHINA	JIANGSU JIANYU HEALTH MEDICAL CO LTD	200	3 days	1 000	21 days
RTCOVID19-016	Goggles Good seal with the skin of the face, Flexible PVC frame to easily fit with all face contours even with pressure, Enclose eyes and the surrounding areas, Accommodate wearers with glasses, Clear plastic lenses with fog and scratch resistant treatment	Arc Technology (Pty) Ltd	EACH	R 25,00	120 days	VISION GUARD	RSA	UNITRADE 1032 CC	No stock	Not applicable	AS REQUIRED	21 days
		Arc Technology (Pty) Ltd	EACH	R 28,00	5 days	ARC-TEC (GENERIC)	CHINA	N/A	250 000	30 days	1 000 000	21 days
		ALFREHUTCH TRADING CC		R 49,85	90 days	Hutch	RSA	P.J PLASTICS	20 000	10 Days	1 000 000	7 days
		Quality Medical Supplies (Pty) Ltd	Each	R 65,00	90 days	Elitemed	CHINA	Kejian Medical	30 000	10 days	50 000	20 days
		Lechoba Medical Technologies (Pty) Ltd	each	R 65,90	90 days	DV-21 WIDE VISION	RSA	DROMEX	100 000	10 DAYS	120 000	21 days
		Lechoba Medical Technologies (Pty) Ltd	each	R 65,90	90 days	DV-21 WIDE VISION	RSA	DROMEX	78 400	10 DAYS	120 000	21 days
		Tara Healthcare (Pty) Ltd	each	R 89,55	180 days	TARA	INDIA	Shreeman Trading	15 000	25 days	100 000	30 days
		Supra Healthcare Jhanesburg (Pty) Ltd	each	R 379,50	90 days	AVACARE	RSA	NORTH SAFETY	500	5 days		30 days
		Multisurge (Pty) Ltd	each	R 172,50	30 days	RONDO	CHINA	RONDO INDUSTRO PTY LTD	500	3 days	1 000	21 days

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RTCOVID19-017	Powered Air Purifying Respirator (PAPR) Motorised battery charger, flow tubes Battery packs HEPA filters Breathing tubes	JD Strategic Investments	each	R 24 437,50	90 days	Freflow V1 TM-H2 hood PAPR system	CHINA	TECMEN	No stock	Not applicable	1 000	21 days
		NEW AGE MEDIDENT	each	R 24 437,50	90 days	Freflow V1 TM-H2 hood PAPR system	CHINA	TECMEN	No stock	Not applicable	1 000	21 days
		Tara Healthcare (Pty) Ltd	each	R 29 500,00	180 days	TARA	INDIA	Shreeman Trading	10 000	20 days	10 000	21 days
RTCOVID19-018	Digital Body Thermometer	Tara Healthcare (Pty) Ltd	each	R 125,00	180 days	TARA	India	Shreeman Trading	20 000	30 days	50 000	60 days
	Digital Body Thermometer INFRARED NON CONTACT	Multisurge (Pty) Ltd	each	R 2 300,00	30 days	SEJOY	CHINA	HANGZHOU SEJOY ELECTRONICS & INSTRUMENTS CO LTD	No stock	Not applicable	500	21 days



**national treasury**

Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**

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**TRANSVERSAL CONTRACTING**

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Ref: For Covid Personal Protective Equipment

**ANNEXURE B**

**SUPPLIERS ADDRESS LIST**

#	CONTRACTOR	CONTACT PERSON	POSTAL ADDRESS	CONTACT NUMBER	E-MAIL ADDRESS
1	Safarmex (Pty) Ltd CSC <b>MAAA0572473</b>	Ivone Alves Lourenco	P.O Box 12189 Benoni 1501	011 4259 200 011 425 1314	<a href="mailto:tenders@safarmex.co.za">tenders@safarmex.co.za</a>
2	The Dental Warehouse-A Henry Schein Company <b>CSD Number: MAAA</b> <b>MAAA0061947</b>	Atiya Hendricks	Private Bag X8 Wendywood 2144	011 719 9111 082 896 0278	<a href="mailto:atiya@dentalwarehouse.co.za">atiya@dentalwarehouse.co.za</a>
3	Biologica Pharmaceuticals (Pty) Ltd <b>MAAA0014602</b>	Dr. Nondumiso Y.H Mzizana	P.O Box 30235 Sunnyside Pretoria 0132	012 347 0961 084 672 0106	<a href="mailto:info@biologica.co.za">info@biologica.co.za</a>

4	Vital Life Medical Distributors (Pty) Ltd <b>CSD Number: MAAA0332061</b>	Conrad Jubb	P.O. Box 201422, Durban North, 4051	(031) 564 1396 080 010 2030 083 441 5123	<a href="mailto:conrad@vital-life.co.za">conrad@vital-life.co.za</a>
5	Central Medical (Pty) Ltd <b>CSD Number: MAAA</b>	Yuan Shiun Wu	P.O Box 164, Canelands 4344	032 533 9724 032 533 9727	<a href="mailto:ysw@centromed.co.za">ysw@centromed.co.za</a>
6	Chemical World Cc <b>CSD Number: MAAA0259889</b>	Rakesh Rewachanda	P.O Box 167702031 Bradendowns, 1454	086 111 4183 086 111 4180	<a href="mailto:info@chemicalworld.co.za">info@chemicalworld.co.za</a>
7	Liora Medical Supplies Cc <b>CSD Number: MAAA0002271</b>	Getrude Jill Selamolela	P.O Box 752659 Gardenview 2047	011 622 7671 086 562 5867	<a href="mailto:jill@lioramedical.co.za">jill@lioramedical.co.za</a>
8	Promed Technologies (Pty) Ltd <b>MAAA0352514</b>	Nash-Lee Govender	18 Drift Road Canelands Verulam	031 537 8030 076 409 0592 079 906 5379	<a href="mailto:info@promedtechnologies.co.za">info@promedtechnologies.co.za</a>
9	Evergreen Latex Cc <b>CSD Number: MAAA0080910</b>	Chien Hui Yang	P.O Box 35116 Centurion 0102	012 661 3241 086 216 8473	<a href="mailto:katie@evergreenlatex.com">katie@evergreenlatex.com</a>
10	Access Medical <b>CSD Number: MAAA0013740</b>	Duran Govender	25 Drift Road Canelands Verulam	032 533 3581 086 600 3088	<a href="mailto:admin@accessmedical.co.za">admin@accessmedical.co.za</a>

11	Medtex (Pty) Ltd <b>CSD Number: MAAA0020152</b>	Chang-Chieh Wu	P.O Box 1943 Brokonspruit, 1020	013 932 4618 082 823 0858	<a href="mailto:medtexsa@gmail.com">medtexsa@gmail.com</a>
12	Medi-Core Technologies (Pty) Ltd <b>CSD Number: MAAA0013514</b>	Moonlial Seopursat	P.O Box 1803 Verulam 4340	032 541 1064 086 546 7747	<a href="mailto:medicoresales@gmail.com">medicoresales@gmail.com</a>
13	Supra Healthcare Johannesburg (Pty) Ltd <b>CSD Number: MAAA0035243</b>	David Burnstein	P.O Box 178 Isando Kempston Park 1600	011 049 4100 011 974 5421 /2	<a href="mailto:daveb@suprahealthcare.com">daveb@suprahealthcare.com</a>
14	New Age Medident <b>CSD Number: MAAA0016850</b>	Mogammad Nasiegh Khan	72 Klip Road, Grassy Park, Cape Town	021-705 5457/082 780 8706	<a href="mailto:info@dentalequipment.co.za">info@dentalequipment.co.za</a>
15	Lechoba Medical Technologies (Pty) Ltd. <b>CSD Number: MAAA00838766</b>	Mkateko Charlotte Mangalana	62 Metropolitan Street, Highveld Extension 47, Highveld,0147	012-665 1559/082 872 8954	<a href="mailto:lechoba.medicals@gmail.com">lechoba.medicals@gmail.com</a>
16	Quality Medical Supplies (Pty) Ltd <b>CSD Number: MAAA0039490</b>	Vigneswari Naicker	Postnet Suite 12, Private Bag X5, Struben Valley, Gauteng	(011) 397 1079 082 643 0508	<a href="mailto:info@quality1.co.za">info@quality1.co.za</a>
17	Tara Technologies CC <b>MAAA0104716</b>	Nicholas Naidoo	Unit 6 Barbeque Heights, 9 Dytchley Road, Barbeque Downs, Midrand, 1693	(010) 015 1550 084 572 7980	<a href="mailto:nicholas@taratech.co.za">nicholas@taratech.co.za</a>
18	Unitrade 1032 Cc <b>CSD Number: MAAA0026259</b>	Daphne Baitchu	P.O. Box 60797, Phoenix, 4080	(031) 507 9300 084 560 0315	<a href="mailto:daphne@unitrademical.co.za">daphne@unitrademical.co.za</a>



19	Alfrehutch Trading Cc <b>CSD Number: MAAA0148860</b>	Mthokozisi Joshua Ndlovu	112 Cancaster Grove Durban North 4051	031 563 4636 031 563 0909	<a href="mailto:alfrehutch@live.com">alfrehutch@live.com</a>
20	Logan Medical And Surgical Supplies Cc <b>CSD Number: MAAA009035</b>	Vimla Naidoo Eugene Moodley	P.O Box 60175 Phoenix 4080	031 500 2200 013 500 4412 0680410186	<a href="mailto:vimla@loganned.co.za">vimla@loganned.co.za</a> <a href="mailto:eugene@loganmed.co.za">eugene@loganmed.co.za</a>
21	Allenco Medical And Dental Supplies Cc <b>CSD Number: MAAA0003731</b>	Shanelle Moodley	P.O Box 56932 Chatsworth Durban 4030	031 463 3396 031 463 1824	<a href="mailto:allenm@telkomsa.net">allenm@telkomsa.net</a>
22	Arc Technology <b>CSD Number: MAAA 0448977</b>	Premesh Narismulu	18 Riverton Road Rondebosch Cape Town 7700	0824434885	<a href="mailto:premeshn@mweb.co.za">premeshn@mweb.co.za</a>
23	Multisurge (Pty) Ltd <b>MAAA0004727</b>	Michelle Govender	P.O. Box 167702, Brackendowns, 14754	011 902 1216 066 473 7450	<a href="mailto:info@multisurge.co.za">info@multisurge.co.za</a>
24	JD Strategic Investments <b>CSD Number: MAAA0850880</b>	Siya Ngcakani	23 Dehoek, Knights Street, Windsor 2194  No.129 Donnavel, Villas, Burt Drive Newton Park, 6045	0768926578 084 8656049	<a href="mailto:jdstratinvest@outlook.com">jdstratinvest@outlook.com</a>
25	Tripple N Medical Distributors <b>CSD Number: MAAA0001283</b>	Naomi Ngwenya	1872 Stonehaven Street Blue Valley Golf Estate Kosmosdal Pretoria 0157	1131892192 0827085231	<a href="mailto:naomi@tripplenmedical.co.za">naomi@tripplenmedical.co.za</a>



## **national treasury**

Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X115, Pretoria, 0001

**TO: ACCOUNTING OFFICERS OF ALL NATIONAL DEPARTMENTS AND  
CONSTITUTIONAL INSTITUTIONS**

**ACCOUNTING AUTHORITIES OF ALL SCHEDULE 2 AND 3 PUBLIC ENTITIES**

**HEAD OFFICIALS OF PROVINCIAL TREASURIES**

**NATIONAL TREASURY INSTRUCTION NO. 08 OF 2019/2020:**

**EMERGENCY PROCUREMENT IN RESPONSE TO NATIONAL STATE OF DISASTER**

### **1. PURPOSE**

1.1 The purpose of this Instruction is to—

- 1.1.1. facilitate emergency procurement to deal with the COVID-19 pandemic which was declared a national state of disaster (the Disaster) on 15 March 2020; and
- 1.1.2. avoid the abuse of the supply chain management (SCM) system to deal with the Disaster.

### **2. BACKGROUND**

- 2.1 On 15 March 2020, President Cyril Ramaphosa announced the declaration of a national state of disaster following the World Health Organisation declaring the COVID-19 outbreak as a pandemic as well as measures that must be implemented by the nation.
- 2.2 The Department of Public Service and Administration issued Circular 07 of 2020 that gives guidelines for the containment and management of the Corona Virus in the Public Service. Paragraph 2.6.19 of the said Circular reads as follows:

**2.6.19. It is incumbent on departments to procure sufficient hand sanitisers, soap, gloves, masks, tissues and when possible temperature scanners for use to monitor employee's possible exposure in terms of the COVID-19 symptoms. The procurement of such equipment must be defrayed from departments existing budget allocations. Such screening must be done by personnel with the requisite expertise.**

- 2.3 On 18 March 2020, regulations under the Disaster Management Act, 2002, were published in the *Gazette* regarding steps to prevent an escalation of the disaster or to alleviate, contain and minimise the effects of the Disaster. These regulations provide that institutions must comply with the Public Finance Management Act and the



applicable emergency provisions in the regulations and instructions issued under that Act.

- 2.4 Institutions will have to put in place additional measures to address the programme of preventing the spread of the COVID-19 virus and these measures will require that a procurement process is followed.
- 2.5 The nature of the goods that are required are not goods ordinarily procured and the high demand of these items by both the private and public sector may lead to uncompetitive and inflated prices.
- 2.6 To assist with the challenges that this pandemic will have on SCM operations, the National Treasury has put in place measures to assist the institutions to procure the basic preventative items to contain and manage the transmission of the COVID-19 virus.
- 2.7 This will ensure that the goods procured, comply with the specification as determined by the National Department of Health and at negotiated prices as agreed with suppliers.
- 2.8 National Treasury has engaged with Transversal Contract suppliers of these items and has put measures in place to ensure continuity of supplies and to keep the prices in check (**Annexure A: Table 1**).
- 2.9 For items that are not on Transversal Contracts, the OCPO has sought quotations on behalf of institutions from the suppliers (**Annexure A: Table 2**).
- 2.10 The list of items, suppliers and prices are attached as **Annexure A**. This Annexure may be updated from time to time during this period and it is advisable to frequently check for updates.

### **3. COVID-19 EMERGENCY PROCUREMENT PROCEDURES**

- 3.1 The central facilitation of procurement negotiations for these items is crucial as it will assist in the following:
  - 3.1.1 Pre-negotiated prices based on economies of scale;
  - 3.1.2 Security of supply; and
  - 3.1.3 Prevent rogue and panic buying.
- 3.2 This Instruction applies to items and suppliers listed on **Annexure A**.
- 3.3 **Use of Transversal Contracts:**
  - 3.3.1 Items on **Annexure A: Table 1** are items on Transversal Contracts.
  - 3.3.2 Institutions that are already participants on these contracts may continue placing orders as usual.
  - 3.3.3 Where an institution is not a participant of the mentioned Transversal Contracts, the accounting officer or accounting authority may procure the listed items on **Annexure A: Table 1** from these contracts without obtaining participation approval from the National Treasury Transversal Contracting Unit.



### 3.4 **Items not on Transversal Contracts:**

- 3.4.1 Items on **Annexure A: Table 2** are items that are not on Transversal Contracts.
- 3.4.2 National Treasury have made alternative arrangements with the suppliers providing the items listed on Table 2.
- 3.4.3 Accounting officers and accounting authorities may place orders with the suppliers listed on Table 2 for the specific required items.

### 3.5 **Items not on Annexure A (Table 1 and 2)**

- 3.5.1 If an item is not listed on Annexure A, and is deemed to be a specific requirement for the Institution, the Emergency procurement prescripts may be followed:
  - i. Accounting officers of national and provincial departments and accounting authorities of national and provincial public entities may deviate for inviting competitive bidding in cases of emergency – paragraphs 8.1 and 8.2 of National Treasury SCM Instruction 3 of 2016/17. This does not require National Treasury's approval.
  - ii. In terms of paragraph 9.2 of the National Treasury Instruction SCM No. 3 of 2016/17, accounting officers and accounting authorities may expand contracts for goods up to 15% or R15 million. For expansions in excess, the relevant treasury must approve. For the purposes of this Instruction, the requirement of paragraph 9.2 of the said instruction is waived for procurement of items related to COVID-19.

### 3.6 **Reporting requirement**

All items procured in terms of paragraph 3.5 as emergency procurement related to COVID-19 must be reported to the relevant treasury within 30 days. The report to the relevant treasury must contain the following information:

- i. Description of item
- ii. Supplier name
- iii. Unit price
- iv. Quantity
- v. Total price
- vi. Saving achieved when compared to the prices listed on **Annexure A**
- vii. Motivation for deviating from the items listed in **Annexure A** (if applicable)

### 3.7 **General compliance measures**

- 3.7.1 Where more than one supplier is listed per item, institutions may procure from any suppliers that have stock available.
- 3.7.2 Where an institution or a provincial treasury already have a contract(s) in place for the same items listed in **Annexure A**, the institution must honour the contract and continue to procure from that contract.
- 3.7.3 Where these items are included in existing Facilities Management Contracts, Institutions may negotiate with the Facilities Management Service Provider to provide



these items. Contracts may be expanded or varied (refer paragraph 3.5(ii)), but only for items that will aid the prevention of the spread of the virus. Institutions must not pay prices in excess of the prices provided for in **Annexure A**.

- 3.7.4 If an institution experiences any challenge with ordering the required items listed in **Annexure A**, it must immediately communicate the challenge to National Treasury Transversal Contracting Unit to intervene.
- 3.7.5 National Treasury will issue a communication once the risk of depletion of supplies are established.
- 3.7.6 Institutions may approach any other supplier to obtain quotes and may procure from such suppliers on condition that-
- i. the items are to the specifications as determined by the National Department of Health;
  - ii. the prices are equal or lower than the prices in **Annexure A**; and
  - iii. the supplier is registered in the Central Supplier Database.
- 3.7.7 Where Institutions already procured items, prior to the issue of this Instruction, under the Emergency Procurement procedures as stipulated in paragraphs 8.1 and 8.2 of National Treasury SCM Instruction 3 of 2016/17, such procurement must be reported within 10 days to the relevant treasury.

#### **4. IMPACT ON PROCUREMENT PROCESSES**

##### **4.1 TENDER BRIEFING SESSIONS**

- 4.1.1 Public Procurement is essential in preventing the spread of the virus and some processes within the procurement process are prone to interaction with various stakeholders, such as tender briefing sessions and public tender opening.
- 4.1.2 To ensure that service delivery is not negatively impacted and to complement the measures announced by the President, National Treasury advises that institutions must, as far as possible, avoid convening briefing sessions.
- 4.1.3 Briefing sessions should not be made compulsory or mandatory, unless otherwise approved by the accounting officer or accounting authority.
- 4.1.4 Bidders may be requested to send electronic mails for any enquiries related to the bid. The institution must specify the period within which the e-mail enquiries must be sent. The institution must respond to all enquiries related to the bid at least a week before the closing date of the bid. A schedule of the questions and answers must be uploaded on the institution's website and or any other measure to ensure that all bidders receive the information.
- 4.1.5 Institutions may extend the response period for bids beyond the required 21 days to accommodate the enquiry process, but not more than 40 days.
- 4.1.6 Where briefing session cannot be avoided, the session must be arranged in such a way that the number of attendees does not exceed 100 people per session, taking into



consideration the venue capacity and the guidelines issued around maintaining a safe distance between persons. This can be achieved by hosting more than one briefing session and implementing an RSVP process so that institutions can control the number of persons attending each session.

- 4.1.7 Institutions may also consider other means of conducting the briefing sessions such as podcasting, teleconferencing, Microsoft Teams, Zoom, and similar enablers.
- 4.1.8 In the case of bids that have already been advertised with a determined briefing date, the bid closing date and briefing session date may be extended to accommodate the logistical arrangements to effect the necessary health requirements as published. The revised dates must be republished on the eTender publication portal and the organ of state's website where possible.
- 4.1.9 Institutions must ensure that, in respect of all procurement activities, all precautionary measures issued by the Department of Health and other relevant authorities are strictly observed to prevent the spread of the COVID-19 virus.

#### **4.2 PUBLIC OPENING OF TENDERS**

Where there is a public bid opening, the institution must comply with the regulations made under the Disaster Management Act, 2002, published in the *Gazette* on 18 March 2020.

### **5. APPLICABILITY**

This Instruction applies to all national and provincial departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the Public Finance Management Act, 1999.

### **6. DISSEMINATION OF INFORMATION CONTAINED IN INSTRUCTION**

- 6.1 Heads of provincial treasuries are requested to bring the contents of this Instruction to the attention of accounting officers and supply chain management officials of their respective provincial departments.
- 6.2 Accounting officers of national and provincial departments are requested to bring the contents of this Instruction to the attention of accounting authorities and the supply chain management officials of Schedule 3A and 3C public entities reporting to their respective executive authorities.
- 6.3 Accounting authorities of Schedule 2, 3B and 3D public entities are requested to bring the contents of this Instruction to the attention of the supply chain management officials of their public entities.

### **7. NOTIFICATION TO THE AUDITOR-GENERAL**

A copy of this Instruction will be submitted to the Auditor-General for notification.

### **8. AUTHORITY FOR THIS CIRCULAR AND EFFECTIVE DATE**

- 8.1 This Instruction is issued in terms of section 76(4)(c) and (g) of the Public Finance Management Act, 1999 and takes effect from the date of issue.
- 8.2 This Instruction will be in effect until the national state of disaster, declared on 15 March 2020, lapses or terminates or until this Instruction is withdrawn.

**9. CONTACT INFORMATION**

**Any enquiries in respect of this instruction must be submitted to:**

Mr Molefe Fani  
Chief Director: Transversal Contracting  
Tel: (012) 395 6741  
EMAIL: [Molefe.Fani@treasury.gov.za](mailto:Molefe.Fani@treasury.gov.za)

Or

Ms Manthepeng Tshinavha  
Director: Transversal Contracting  
Tel: (012) 395 6528  
EMAIL: [Manthepeng.Tshinavha@treasury.gov.za](mailto:Manthepeng.Tshinavha@treasury.gov.za)

Or

Estelle Setan  
Acting Chief Procurement Officer  
EMAIL: [cpo@treasury.gov.za](mailto:cpo@treasury.gov.za)



**DONDO MOGAJANE**  
**DIRECTOR-GENERAL: NATIONAL TREASURY**

Date: 19/3/2020 .

Annexures Attached:

Annexure A - Table 1: Items on Transversal Contracts

Annexure A - Table 2: Items not on Transversal Contracts

Annexure B : Contact Details of Suppliers

Reference number: RCS/C.6

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR NO. 10/2020

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 (MR 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 (MR G MORRIS)  
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR BK SCHREUDER)  
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR B ENGELBRECHT)  
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 (MS J ISAACS)  
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)  
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)  
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (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 (MS O SAMUELS)  
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 (PROF. G MANEVELDT)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR B FIGAJI)  
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)  
 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)  
 THE ACCOUNTING AUTHORITY: CASIDRA (MR A MOOS)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (ADV. T SIDAKI)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR T HARRIS)  
 THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MS K BEUKES)  
 THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR A SEYMOUR)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (DR L MDUNYELWA)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MS Z SIWA)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)  
 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)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MS M VOS) (ACTING)  
 THE DIRECTOR: GOVERNMENT MOTOR TRANSPORT (MR R WIGGILL)  
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)  
 THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (MS J GANTANA) (ACTING)  
 THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)  
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR A PHILLIPS)  
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK) (ACTING)  
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (VACANT)  
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)  
 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)  
 THE CHIEF FINANCIAL OFFICER (MS A SMIT)  
 THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS C GREEN)  
 THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR P PIENAAR)  
 THE DIRECTOR: FINANCIAL GOVERNANCE (MS M VAN NIEKERK)  
 THE DIRECTOR: FISCAL POLICY (DR N NLEYA)  
 THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)  
 THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (VACANT)  
 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR M BOOYSEN)  
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR C MAPEYI)  
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (VACANT)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS R SLINGER)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK) (PRO TEM)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS T RAKIEP) (ACTING)  
 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)

## CASH FLOW FINANCIAL YEAR-END PROCESS 2019/20

### 1. PURPOSE

- 1.1 To inform and update all departments of the financial year-end (month of March 2020) cash management developments for the 2019/20 financial year and the impact of the COVID-19 pandemic to business continuity.

### 2. BAS PAYMENT RELEASES 2019/20

- 2.1 It must be noted that the scheduled remaining BAS manual payment release dates (20 March and 31 March 2020) will remain in force.

- 2.2 Written requests from a number of departments for additional BAS payment releases have been scheduled for 26 March 2020 with the following conditions:
- 2.2.1 Departments are required to submit and disclose in writing their available cash position as at 26 March 2020. This provision to ensures accountability and that departments do not exceed their available cash.
- 2.2.2 Departments are also required to provide the Rand value of the BAS release for 26 March 2020.
- 2.2.3 This information as requested, needs to reach the Cash Management Office by 12H00 at the following email address: [wcprovincial.revenuefund@westerncape.gov.za](mailto:wcprovincial.revenuefund@westerncape.gov.za).

### **3. DAILY CASH FLOW SUBMISSION**

- 3.1 Regardless of the impact of the COVID-19 on operations, all departments are required to submit their daily cash flow requirements to the Cash Management Office in Provincial Treasury by 09H30 on a daily basis.
- 3.2 The transfer schedule and cash position will be communicated to all departments on a regular basis in accordance with cash inflows and outflows.
- 3.3 Please find attached the cash position of the Province by Vote as of 19 March 2020 after taking into account Persal commitments. It highlights cash funding to Votes of R63 965 866 643.29 out of a budget of R68 011 589 000.00. The cash available from budget is R 3522 433 535.45 representing 5.18 percent.
- 3.4 Given the current cash balance available, departments are encouraged to reprioritize existing available funding to deal with **COVID-19**.
- 3.5 Any reprioritization will be subject to section 43 of the Public Finance Management Act, 1999 (PFMA).

### **4. BANKING SERVICES**

- 4.1 To ensure business continuity during the period of the COVID-19 outbreak, Provincial Treasury has activated its Business Continuity Plan to ensure that the functionality of the Cash Management Office is not affected adversely.
- 4.2 Normal banking services will continue, and all departments will have access to the official banking system up to and including 31 March 2020.



**DR NDODANA NLEYA**  
**DIRECTOR: FISCAL POLICY**  
**DATE: 20 March 2020**

CASH POSITION OF DEPARTMENTS AS AT 19 MARCH 2020									
Votes	Budget 2019/20	Cash Funding as at 19/03/2020	Balance of Budget 2019/20	Persal Commitments	BAS Commitments 25/03/2020	Total Commitments	Shortfall in Revenue	Cash Available as at 19/03/2020	Percentage Cash Available from Budget
Vote 1: Premier	1,582,788,000.00	1,447,776,398.32	135,011,601.68	3,747,379.23		3,747,379.23	-	131,264,222.45	8.29%
Vote 2: Provincial Parliament	203,614,000.00	193,000,000.00	10,614,000.00	-		-	-	10,614,000.00	5.21%
Vote 3: Provincial Treasury	338,009,000.00	300,470,000.00	37,539,000.00	1,990,497.56		1,990,497.56	-	35,548,502.44	10.52%
Vote 4: Community Safety	471,332,000.00	437,520,000.00	33,812,000.00	1,477,128.32		1,477,128.32	225,544.83	32,109,326.85	6.81%
Vote 5: Education	23,650,023,000.00	22,395,010,000.00	1,255,013,000.00	232,307,099.78		232,307,099.78	-	1,022,705,900.22	4.32%
Vote 6: Health	24,852,039,000.00	23,363,140,000.00	1,488,899,000.00	248,304,772.32		248,304,772.32	-	1,240,594,227.68	4.99%
Vote 7: Social Development	2,464,379,000.00	2,356,540,000.00	107,839,000.00	9,920,214.52		9,920,214.52	-	97,918,785.48	3.97%
Vote 8: Human Settlements	2,684,121,000.00	2,557,961,573.32	126,159,426.68	2,966,907.00		2,966,907.00	-	123,192,519.68	4.59%
Vote 9: Environmental Affairs	634,759,000.00	606,810,000.00	27,949,000.00	1,772,603.66		1,772,603.66	-	26,176,396.34	4.12%
Vote 10: Transport and Public Works	8,557,588,000.00	7,943,590,000.00	613,998,000.00	13,395,689.88		13,395,689.88	-	600,602,310.12	7.02%
Vote 11: Agriculture	947,929,000.00	876,720,000.00	71,209,000.00	3,043,398.75		3,043,398.75	-	68,165,601.25	7.19%
Vote 12: Economic Development	511,263,000.00	446,548,671.65	64,714,328.35	1,232,829.24		1,232,829.24	-	63,481,499.11	12.42%
Vote 13: Cultural Affairs	794,450,000.00	744,600,000.00	49,850,000.00	1,731,340.93		1,731,340.93	-	48,118,659.07	6.06%
Vote 14: Local Government	319,295,000.00	296,180,000.00	23,115,000.00	1,173,415.24		1,173,415.24	-	21,941,584.76	6.87%
Total	68,011,589,000.00	63,965,866,643.29	4,045,722,356.71	523,063,276.43	-	523,063,276.43	225,544.83	3,522,433,535.45	