

Reference number: RCS/C.6

Private Bag X9165  
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## TREASURY CIRCULAR NO. 25/2021

THE PREMIER

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

THE SPEAKER: PROVINCIAL PARLIAMENT  
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

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

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

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THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MS A SMIT)  
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THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR S KAYE)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR RT MOSOME)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV. C SMITH)  
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)  
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THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)  
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

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 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)  
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 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MS E WENN) (ACTING)  
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 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)  
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 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

## **THRESHOLD VALUES FOR THE PROCUREMENT OF GOODS, WORKS AND SERVICES BY MEANS OF PETTY CASH, WRITTEN PRICE QUOTATIONS OR COMPETITIVE BIDS**

### **1. PURPOSE**

1.1 The purpose of this circular is to:

- a. inform accounting officers/accounting authorities of the amendments to the requirements and threshold values within which institutions may procure goods, works and services by means of petty cash, written price quotations or competitive bids as issued via National Treasury Instruction No. 02 of 2021/22 (hereto attached as Annexure A); and

- b. to amend the following paragraphs in the Provincial Treasury Instructions (PTIs) issued in 2019:
- Part 5 (Acquisition management), paragraph 5.4.1 (b and c) [Threshold Values for various forms of procurement];
  - Part 5 (Acquisition management), paragraph 5.4.3 (b)(ii);
  - Part 5 (Acquisition management), paragraph 5.5.2 (a and b); and
  - Part 5 (Acquisition management), paragraph 5.5.4 (b)(ii)

## 2. BACKGROUND AND CONTEXT

2.1 Treasury Regulation 16A6.1 makes provision for the procurement of goods and services by way of price quotations or through a bidding process within the threshold values as determined by the National Treasury. The National Treasury has revised the previous threshold values for the procurement of goods, works and services with effect from 1 July 2021. The NT subsequently issued an amendment to NTI 02 of 2021/22 in terms of the effective date, which has now changed to 1 August 2021 (hereto attached marked Annexure B).

2.2 Accounting officers and accounting authorities are required to note the following:

- a. In terms of paragraph 2.6.2 of the PTIs, 2019, *the Provincial Treasury (PT) shall after consultation with the relevant role-players within the Western Cape Government (WCG), and within 20 (twenty) working days of a National Treasury Instruction being issued, assess the requirements of such National Treasury Instructions to determine whether and to what extent the National Treasury Instruction should be applicable to institutions with reference to the following factors:*
- i. *whether and to what extent the Western Cape Government has existing or improved methods of satisfying the purpose of the National Treasury instruction, which methods negate the need for strict compliance with some or all of the requirements set out in the National Treasury instruction;*
  - ii. *the practicality and rationality of the requirements provided for in the National Treasury instruction;*
  - iii. *whether and to what extent the requirements provided for in the National Treasury instruction are in line with the provisions of the Constitution and other legislation;*
  - iv. *the impact of implementing the requirements provided for in the National Treasury instruction from a process, resource, value for money, red tape and systems perspective; and*
  - v. *the cost-benefit implications of ensuring strict compliance with the requirements provided for the National Treasury instruction.*
- b. Paragraph 2.6.3 of the PTIs allows the PT to issue a circular to institutions confirming the extent and **effective date of the implementation** of those requirements of the National Treasury Instructions that have been determined as being applicable to institutions. Noting further that the Instruction Note provides that the accounting officer/ accounting authority may lower but not increase the thresholds hence there is no risk in implementing the requirements later than 1 August 2021.

- 2.3 The PT concluded an impact assessment of NTI 02 of 2021/22 (attached hereto marked Annexure C) and identified the following key amendments to the provincial procurement requirements which was presented to the Supply Chain Management (SCM) Heads at the SCM Forum on 24 June 2021:
- a. The Instruction Note is applicable to the procurement of goods, works and services;
  - b. the current petty cash threshold remains unchanged at R2 000;
  - c. written price quotations required for procurement requirements above R2000 up to R1 000 000 (all taxes included);
  - d. processes for written price quotations must be defined and documented by the accounting officer/accounting authority;
  - e. omission of the verbal quotation process against which the order must be placed against written confirmation from the supplier for procurement requirements above R2000 up to R10 000;
  - f. competitive bidding process must be followed for all procurement above R1 000 000 (all taxes included);
  - g. Central Supplier Database (CSD) requirements as articulated in NT Instruction Note 4A remain applicable as these have not been repealed and must be read in conjunction with the newly issued Instruction Note;
  - h. the accounting officer/accounting authority may direct that a competitive bidding process be followed for any procurement below R1million either on a case-by-case basis or for a category of goods and services;
  - i. accounting officers/accounting authorities can lower but not increase the thresholds prescribed in the NT Instruction Note; and
  - j. the effective date of the NT Instruction Note is 1 August 2021.

2.4 Impact of the NT Instruction Note on provincial procurement requirements:

- a. For construction related procurement, the current Construction Industry Development Board (CIDB) prescripts as it relates to threshold values will apply.
- b. amendment of the thresholds for written price quotations via the eProcurement Solution and competitive bidding in the PTIs. Thresholds have been amended accordingly hereunder;
- c. accounting officers and accounting authorities will be required to review its procurement plans and conduct a commodity analysis to identify opportunities for the procurement of longer-term contracts; framework agreements and or commodity strategies. Further guidance on these requirements is provided hereunder;
- d. accounting officers and accounting authorities may have to assess the impact of the amended thresholds on operational requirements and resource impact and align its business processes accordingly;
- e. accounting officers/accounting authorities will be required to amend its Accounting Officer's System and delegations to reflect the amended thresholds;

- f. as per the paragraph 5.5.2 (b) of the PTIs, it is currently a discretionary requirement for accounting officers/accounting authorities to utilise the ePS for procurement requirements between R2 000 to R10 000. Departments may utilise the ePS for this threshold value to strengthen governance and controls in the process;
- g. Re-consideration of the timing rules on e-PS for procurement requirements between R500 000 to R1 000 000. The timing rules are amended hereunder for this procurement threshold;
- h. Paragraph 3.4.2 of the PTIs, directs that an accounting officer/accounting authority may establish a committee for the evaluation of quotations. The PT recommends that accounting officers/accounting authorities consider a compulsory committee for the evaluation of procurement requirements between R500 000 to R1 000 000 as articulated hereunder; and
- i. the requirements for procurement from foreign suppliers outside of the ePS with no registered entity must be defined as these suppliers do not have to be registered on CSD as applicable and as noted hereunder.

### **3. POLICY AMENDMENTS**

#### **3.1 AMENDMENTS TO THE PROVINCIAL TREASURY INSTRUCTIONS, 2019**

- a. The following paragraphs in the PTI's, 2019 are herewith repealed and replaced by Annexure D (the relevant pages of the PTI's, 2019 with the amendments are attached hereto marked "Annexure D"):
  - i. Page 22, paragraph 5.4.1 (b)
  - ii. Page 23, paragraph 5.4.1 (c), 5.4.3 (b)(ii) and 5.5.2 (a and b); and
  - iii. Page 25, paragraph 5.5.4 (b)(ii)

#### **3.2 THRESHOLD VALUE FOR QUOTATIONS BETWEEN R2000 UP TO R1 000 000 (INCLUSIVE OF ALL APPLICABLE TAXES)**

- a. Whilst the PT will not be amending paragraph 5.5.2 (b) of the PTIs in terms of prescribing the compulsory utilisation of the e-PS for procurement requirements between R2000 and R10 000, it is recommended that the accounting officer/accounting authority utilise the e-PS for this threshold to strengthen its governance and control environment given the requirements articulated in the IN.
- b. It is further recommended that the accounting officer/accounting authority considers establishing a compulsory Quotation Committee (QC) to handle all procurement from R500 000 and up to the value of R1 000 000 (inclusive of all applicable taxes).

#### **3.3 THRESHOLD VALUE FOR COMPETITIVE BIDDING ABOVE THE TRANSACTION VALUE OF R1 000 000 (INCLUSIVE OF ALL APPLICABLE TAXES)**

- a. Accounting officers/accounting authorities must invite open competitive bids for all procurement above R1 000 000 (inclusive of all applicable taxes) (amendments are also reflected in Annexure D).
- b. All other provisions in terms of competitive bidding as per the PTI's, 2019 remains unchanged.
- c. Accounting officers and accounting authorities will be required to review its procurement plans and conduct a commodity analysis to identify opportunities for the procurement of longer-term

contracts; framework agreements and or commodity strategies. The PT has done a preliminary analysis in the impact assessment attached hereto marked Annexure E. An extract from the procurement plans of departments is attached hereto marked Annexure F that the Department may also use for this purpose. The relevant data may also be extracted from the automated procurement planning toolkit into an excel workbook to conduct further analysis where required.

#### 3.4 **UTILISATION OF THE e-PROCUREMENT SOLUTION FOR PROCUREMENT REQUIREMENTS FROM R500 000 TO R1 000 000**

- a. The Provincial Treasury is in the process of rolling out the new in-house developed ePS that will make provision for the adjusted thresholds and the minimum requirements set by the National Treasury for all purchases from R2000 up to the value of R1 000 000. It is the intention to fully implement the new system by 1 April 2022. A separate Circular will be issued to communicate the change management strategy and roll-out plan for such implementation.
- b. Given that the new system will be rolled out by 30 November 2021, institutions have the option to implement the adjusted threshold from 1 December 2021 or earlier as the current ePS may also be used for procurement requirements above R500 000 up to R1 000 000 provided that the Department has the necessary controls in place to manage the procurement process.
- c. Should institutions wish to utilise the current ePS, the template titled "R500 001 to R1000 000" must be utilised for any procurement requirements between this value. Timing rules have been implemented on the ePS to ensure that a supplier has sufficient time to respond appropriately to a request for quotation. The below timing rules are applicable to the various threshold values:
  - i. for the invitation of price quotations above R2 000 and up to R500 000, a minimum advertising period of 48 hours must be adhered to; and
  - ii. for the invitation of price quotations above R500 000 and R1 000 000, a minimum advertising period of 168 hours (7 working days) must be adhered to.

#### 3.5 **EPS, CSD AND WCSEB REGISTRATION REQUIREMENTS AND TAX OBLIGATIONS AS IT RELATES TO FOREIGN SUPPLIERS**

- a. Institutions may procure from foreign suppliers outside of the ePS as these suppliers are not required to be registered on the CSD and consequently on the WCSEB.
- b. The CSD requirements as articulated in National Treasury Instruction 4A remains applicable and must be read in conjunction with Instruction note No. 02 of 2021/22.
- c. The CSD and WCSEB registration requirements do not apply when procuring through petty cash, from foreign suppliers with no local registered entity and any other entity as may be directed by National Treasury from time to time.
- d. Where goods and services are procurement from foreign suppliers during a competitive bidding process, departments and public entities are required to request the foreign supplier to complete the applicable Western Cape Bidding Documents (WCBD 1 and WCBD 4) in the competitive bidding process.
- e. Where goods and services are procured from foreign suppliers with tax obligations in South Africa, proof of their tax compliance status must be obtained from the supplier.
- f. Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on the SBD1. Where a recommendation for award of a bid has been made to a foreign bidder, accounting officers and accounting authorities must

submit the bidder's completed SBD1 to the South African Revenue Service at the following email address: [GovernmentInstitute@sars.gov.za](mailto:GovernmentInstitute@sars.gov.za). The SARS will issue a confirmation of tax obligations letter to the accounting officer or accounting authority confirming whether or not the foreign entity has tax obligations in South Africa.

### 3.6 CIRCULARS ISSUED BY THE PROVINCIAL TREASURY TO DATE

- a. Where reference is made to threshold values for the written quotation process and competitive bidding process in Circulars already issued by the PT, it must be borne in mind that these threshold values have been amended and must be read in conjunction with this Circular. Attached hereto are the relevant provisions marked Annexure G.

## 4. EFFECTIVE DATE

- a. This Circular takes effect from 1 April 2022 or earlier at the discretion of the accounting officer/ accounting authority if:
  - i. the necessary mechanisms are in place within the institution to comply with the requirements; and
  - ii. that such controls are documented within the department's own institutional policies.

## 5. REQUEST

5.1 Accounting officers and accounting authorities must:

- a) ensure that the content of this Circular is brought to the attention of all relevant officials within their institution;
- b) note that this circular replaces all threshold values for quotations and competitive bidding in the Accounting Officer System (AOS) issued in 2013 issued via PT Circular 45 of 2013. The PT will align and effect the changes in the revised AOS.
- c) note that the following paragraphs of the PT Circulars are amended:
  - 1.1 *paragraph 7.1 (a) and 7.3 and 11 of PT Circular 28 of 2019 (Supplementary 1 of 2019);*
  - 1.2 *paragraph 5.1 of PT Circular 28 of 2019 (Supplementary 2 of 2019);*
  - 1.3 *paragraph 6.1 of PT Circular 28 of 2019 (Supplementary 2 of 2019);*
  - 1.4 *paragraph 4.2 of PT Circular 28 of 2019 (Supplementary 3 of 2020); and*
  - 1.5 *paragraph 3 (b) of PT Circular 29 of 2019 (Supplementary 1 of 2020).*
- d) that any enquiries relating to this Circular may be directed to:

SCM Helpdesk: [SupplyChainManagement.HDPFMA@westerncape.gov.za](mailto:SupplyChainManagement.HDPFMA@westerncape.gov.za)



**JULINDA GANTANA**  
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**DATE:** 3 August 2021