d) Participants and all members of an SCM-BCC meeting must ensure that all relevant procurement documents are duly completed and signed by the bidder(s).
e) The SCM-BCC must utilize all SCM resources and tools to authenticate all information disclosed by the bidder(s) through submitted bid documents, with emphasis on conflict of interest forms, local content, and other relevant disclosure bid documentation forms.
f) The SCM-BCC must ensure that the DR&PW procure on the basis of value for money.
g) The SCM-BCC must perform procurement audit activities as and when required/deemed necessary by the DR&PW Senior Manager: SCM.
h) Individual SCM practitioners of the DR&PW may be nominated and appointed to serve as compliance officers for the administration function of the closing day of the bids, referring to the closing and opening of the bids, the recording and registering of the bids received and date stamping of every page of bid documentation received.
i) The relevant SCM individuals/SCM-BCC members are to follow all procurement steps outlined in this SCM SOP Manual.
j) The SCM-BCC must compile an SCM Compliance Report, covering the different stages of procurement process.

5. Procurement, Acquisition, Competitive Bidding and Logistics Processes and Procedures

5.1 PROCESS FOR PROCUREMENT – GOODS AND SERVICES, WORKS DEMAND SECTION – STAGE 1(A) PLANNING

ACTIVITY	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
PROCUREMENT PLAN	Directorates Needs submission/plan. MEC Budget Speech/Priorities.	Senior Managers. Managers. SCM Manager. Demand Manager. (Strategic / Executive Committee).	All.	All internal controls can be referenced to Treasury Regulation 8 and PFMA Sections 38, 39, 40. National Treasury (NT) Practice Note. Provincial SCM Policy.

				Departmental SCM Policy. Procurement best practice documents. Management Performance Assessment Tool (MPAT) Reference: Figure1 Procurement planning Compilation and Submission Procedure.
PROCESS	**<u>EXECUTIVE MEMBER'S ROLE</u>** 1. Set Procurement Priorities. 2. Define Procurement Risk. 3. Recommend Risk Mitigation. 4. Needs and Sourcing Analysis. 5. Forecast, Categorize and Prioritize Demand. 6. Develop and Approve Procurement Strategy. 7. Procurement Plan Forward to Treasury.			
DEMAND MANAGEMENT PLAN	Procurement Plan. Procurement strategies Plan. Demand Management Plan.	Manager: SCM. Manager: Demand. BSC. HOD.	All	NT Practice Note. Provincial SCM Policy. Departmental SCM Policy. Procurement best practice documents. MPAT.

PROCESS	**SCM MANAGER AND DEMAND MANAGER ROLES** 1. Develop and Implement Procurement Schedule. 2. Receive *ad hoc* Business Case request. 3. Procurement Schedule Adjustment. 4. Endorse Procurement Schedule – Manager: SCM. 5. Approve Procurement Schedule – Bid Specification Committee (BSC). 6. **HOD** Approve/Reject Recommendation(s) of BSC. 7. Report Demand Management Plan.			
	Registration Of Suppliers on Database			
Goods and Services	National Treasury Central Supplier Database. LOGIS Maintenance Form. Annual invitation to register on LOGIS system/ Documents from suppliers: -Entity form; -Tax clearance; certificate.	Provincial Treasury. Demand Senior Clerk. District Office.		Provincial and Departmental SCM Policy. PN 8 of 2007/2008. NTR 16A6.3 (e). NTI 02 OF 2016/17. Central Supplier Database (CSD) LOGIS Security Management Manual. Departmental LOGIS database-excel spread sheet.
Contractors	**CIDB Forms.**	**CIDB Provincial Office.**	**CIDB Office.**	**CIDB Act, 2000 (Act No. 38 of 2000).**
Professional Services	RFP Documentation.	Assistant Manager:	Head Office.	Provincial and DR&PW SCM

		Demand		Policies respectively. PSP Roster List. PSP Policy and SOP.
PROCESS	**1.** Annually invites suppliers of goods and services to register and update details on the LOGIS system. Departmental - set date for province on a continuous basis (End of January). **2.** Registration of Professional Services Roster to be closed for a period of three (3) years and annually reviewed.			

5.2 DEMAND SECTION – STAGE 1(B) PROCUREMENT REQUEST INCEPTION QUOTATION PROCESS FOR GOODS AND SERVICES FROM R0 - R500 000

ACTIVITY	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
GOODS & SERVICES REQUIRED	1. SLD *(fully completed and approved),* submission. 2. Budget Availability *(cost manager must indicate amount of available budget).* 3. SCM Process Flow and Compliance Checklist Specification Library). 4. Specification *OR* annually approved specification. 5. Rotation Register.	Assistant Manager: Demand.	Head Office.	Provincial and DR&PW SCM Policies.
PROCESS	*1.* Receive an Approved SLD *(compiled by client, approved by delegated person)*,			

	submission (*signed by appropriate person).* 2. Check and verify the Budget *(availability and allocations – refer to (budget controller).* **3.** Verify the Specification correctness and compliance [***goods/services zero to five hundred thousand rand (R0 - R500 000, 00) specification library for both head office and districts must be utilized].*** *4.* Attach SLD, submission together with the SCM Process flow and Compliance check list *(docs must follow the process!!!).* 5. Select the Method or procurement Strategy on SCM Checklist *(Threshold values / Tender/Term Contract).* 6. Select the suppliers from Central Supplier Database according to the procurement strategy. 7. Register them on the Rotation Register (Supplier Rotation SOP). 8. Supervisor verifies that all information needed on the SCM Checklist relating to the section is completed. 9. Approve the section information on checklist. 10. Start LOGIS transactions. 11. Register the request in demand register then forward it to Acquisition Manager for further Handling (Districts one register from inception to delivery to performance). ***<u>NOTE: No procurement to continue without adherence to all above mentioned steps.</u>***

5.3 DEMAND SECTION OPEN COMPETITIVE BID PROCUREMENT PROCESS FOR GOODS, SERVICES, WORKS ABOVE R1 000 000 – STAGE 1(C) PROCUREMENT REQUEST INCEPTION

ACTIVITY	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
OPEN BIDS	1. Cost Manager Request Memo including project needs assessment. 2. Request approved by cost centre manager. 3. Draft Bid Document. 4. T1 Form (request to advertise).	Assistant Manager: Demand. SCM	H/O Demand Manager.	**DR&PW SCM Policy and DR&PW Financial Delegations. PN 8 of 2007/08 par. 3.4.1,TR 16A6.1 TR16A6.4, PN 6 of 2007/08.**
PROCESS	**1.** Open a file and attach the control sheet **(Write description of the project and <u>DO NOT</u> *ISSUE BID NUMBER*).** 2. Receive approved Cost Manager Request, memo and need assessment to procure. 3. Verify the Budget availability. 4. Receive draft Bid document. **5.** Arrange Bid Specifications Committee (BSC), and Host BSC meeting, co-opt the project leader- ***[goods/services zero to one million rand (0 – R1 000 000, 00) specification library for both head office and districts must be utilized].*** 6. Forward the approved BSC minutes and recommendations to SCM Manager for Verification, then recommendations to HOD for Approval. 7. Receive back and Attach the BSC approved minutes and approved recommendations. 8. Select media publication to be used for advert, thus including Government Tender Bulletin. 9. Record the file with all demand processes in the Demand Register. 10. Forward to Acquisition Manager for Further Handling. ***<u>NOTE:</u> NO procurement to continue without all the steps being followed, unless it is a deviation, and must be handled as per financial delegation, DR&PW SCM Policy and Preferential Procurement Policy and Manual.***			

5.4 DEMAND SECTION – TERM CONTRACTS, FRAMEWORKS – STAGE 1(D) PROCUREMENT INCEPTION

DEMAND SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
TERM CONTRACTS AND TRANSVERSAL CONTRACTS	1. SLD, MEMO. 2. Copy of Contract. 3. SCM Check List and compliance check list.	**Assistant Manager: Demand.** **Senior Clerk.**	**H/O and District Office.**	**DR&PW SCM Policy.** **NT Practice note.** **Demand Management Plan.**
PROCESS	1. Receive and verify the SLD Correctness and compliance. 2. Receive the Quantity of goods/scope of works. 3. Receive the estimate cost amounts for goods/services. 4. Verify the Budget Availability. 5. Verify Supplier availability of material, goods, and services. 6. Select three (3) suppliers from the list of relevant term contracts/transversal contracts. 7. Complete and Approve SCM Check list. 8. Start LOGIS transaction. 9. Forward to Acquisition for further handling.			

5.5 ACQUISITION PROCESSES – QUOTATIONS – STAGE 2(A) - SOURCING Threshold Value (R0 – R2 000) & Threshold Value (R2 001 – R29 000)

ACQUISITION SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
Goods and Services	SCM Compliance Checklist. Approved SLD. Annexure F/Quotations Form. NCP 4, 8, 9 Forms. Price Comparison Schedule.	**Acquisition Clerk.**	**All.**	Financial Delegations. DR&PW SCM Policy. PN 8 of 2007/08 par 3.3.3 & 3.3.2). PN 8 of 2007/08 par 3.2, TR16A6.1). PN 8 of 2007/08 par 3.3.1TR16A6.1, (PN 8 of 2007/08 par 3.3.1 TR16A6.1). PN 7 of 2009/10. TR 16A3.2 (a). TR 8.2. LOGIS Process Manual. LOGIS Security Manual. Statistics Form. SCM Checklist.
PROCESSES	1. Receive approved SLD attached to SCM Compliance Checklist. 2. Confirm Procurement Strategy. 3. Invite telephonic/verbal Quotes ***[minimum of three (3) quotations] as per approved selected supplier.*** 4. Print the CSD Report of the service providers to be invited to make sure that the Tax matters at time of invite are correct. 5. Forward the Annexure F quotation Form and NCP 4, 8 9 to all approved selected suppliers. 6. Receive back quotation at the Date and Time of closure. 7. Confirm Responsiveness and the lowest/cheapest quote. CSD report must be printed again before signatory of order. 8. Forward the quotation/s [zero to twenty nine thousand nine hundred and ninety nine rand (R0 – R29 999)] for Approval by the SCM-BCC. 9. Start the LOGIS process. 10. Forward the quotation Batch to Logistics for further Handling.			

5.6 ACQUISITION COMPETITIVE BIDDING PROCESS – QUOTATIONS STAGE 2 (B) SOURCING – R30 000 – R1 000 000

ACQUISITION SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
Goods and Services	SCM Compliance Checklist. Approved SLD. Full Standard Bid Documents (NCP1-NCP9). **SCM Pre-Evaluation checklist.**	**Manager: Acquisition and Manager: Demand.** **Appointed SCM-BCC.** **Acquisition Clerk.**	**All.**	Financial Delegations. DR&PW SCM Policy. **Obtain list of prospective suppliers (PN 8 of 2007/08 par 3.3.3 & 3.3.2).** **TR16A6.1** **(TR 16A6.3 (b), PPPFA Sec 2(1)(a), PPR 5(2), PPR 10, PPR 5(2)&(3).** Departmental/Provincial Website. LOGIS Process Manual. LOGIS Security Manual. Guidelines for SCM-BCC.
PROCESSES	1. Receive approved SLD/memo attached to SCM Compliance Checklist. 2. Confirm Procurement Strategy. **3.** Invite written Quotes [thirty thousand rand to one million rand (R30 000, 00 – R1 000 000, 00) **(minimum of three (3) suppliers/contractors)]; Print CSD report to confirm tax status.** 4. Set quotation closing date and validity date [Closing date maximum of fourteen (14) Day and thirty (30) Days validity period]. 5. Send Request to Senior Manager: SCM ***OR*** Delegated SCM Manager to appoint compliance team to undertake closing of the bid/quotation and Stamping Process [process (refer to SCM Pre- Evaluation Checklist and Guideline)]. 6. Close the quotation on the set date (Print CSD report). 7. Submit the procurement documents to Delegated Chairperson of SCM-BCC, to schedule a bid compliance Meeting for pre-evaluation of the procurement documents. 8. SCM-BCC meeting to be held for pre-evaluation of quotations. 9. Conduct Bid Committee pre-evaluation process (refer to SCM Pre-Evaluation Checklist and Guideline).			

	10. Forward the Procurement file together with Quotations to BEC or Chairperson of the BAC for approval. Chairperson authority to sign up to two million rand (R2 million) or Senior Manager (Director): SCM with delegated authority – one hundred thousand rand (R100 000, 00); Districts – six hundred and fifty thousand rand (R650 000, 00). 11. Start the LOGIS process. 12. Record the quote Information on the quotation Register. 13. Record the BBB-EE contribution level of the awarded quote on the National Treasury monthly procurement statistics Websites. 14. Forward the Minutes of BEC, BAC, HOD Approved recommendation to DR&PW Head Office - SCM for monthly reporting to Provincial Treasury. 15. Forward the quotation Batch to Logistics for further Handling. CSD report must be printed again before signatory of order. ***NOTE:*** **Should the recommended bidder be non-compliant on CSD regarding his/her tax matters the bidder must be given at least seven (7) calendar days to rectify; failure of which, will render him/her non-responsive and recalculation of points will be done and new highest points scorer be awarded.**

5.7 ACQUISITION TERM CONTRACTS / TRANSVERSAL CONTRACTS – STAGE 2 (C) SOURCING

TERM CONTRACTS AND TRANSVERSAL CONTRACTS	SLD, MEMO Copy of Contract, SCM Check List and compliance check list.	**Assistant: Manager Demand. Senior Clerk.**	**H/O and District Office.**	**DR&PW SCM Policy. NT Practice note. Demand Management Plan.**
PROCESS	1. Receive and verify the SLD Correctness and compliance. 2. Receive the Quantity of goods/scope of works. 3. Receive the estimate cost Amounts for goods, services. 4. Verify the Budget Availability. 5. Verify Supplier Availability of material, goods, services. 6. Select three (3) suppliers from the list of relevant term contracts/ transversal contracts. 7. Request Updated Bid Declaration forms from the suppliers. 8. Check and verify the bidder Disclosure Forms. 9. Apply points system for award of a Purchasing order. 10. Complete and Approve SCM Check list. 11. Start LOGIS transaction. *Forward to Acquisition for further handling.*			

5.8 ACQUISITION COMPETITIVE BIDDING PROCESS – QUOTATIONS STAGE 2 (D) SOURCING (Above R200 000 – R1 000 000)

ACQUISITION SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
Goods and Services	SCM Compliance Checklist. Approved SLD. Full Standard Bid Document. **SCM Pre-Evaluation checklist.**	**Manager: Acquisition and Manager: Demand.** **Appointed SCM-BCC.** **Acquisition Clerk.**	**All.**	Financial Delegations. DR&PW SCM Policy. NT Practice Notes **(PN 8 of 2007/08 par 3.3.3 & 3.3.2)** **PN 8 of 2007/08 par 3.3.1, TR16A6.1** **(TR 16A6.3 (b), PPPFA Sec 2(1) (a), PPR 5(2), PPR 10, PPR 5(2) & (3).** Departmental/Provincial Website. LOGIS Process Manual. LOGIS Security Manual. Guidelines for SCM-BCC.
Processes	1. Receive approved SLD/Memo attached to SCM Compliance Checklist. 2. Confirm procurement strategy. 3. Invite written Quotes [minimum of Five (5) suppliers]. 4. Open quotation document collection Register. 5. Set quotation Closing date and Validity date [closing date maximum of fourteen (14) Days and thirty (30) Days validity period]. 6. Send Request to Senior Manager: SCM ***OR*** Delegated SCM Manager to appoint Compliance Team to undertake Closing of the bid/quotation and Stamping Process (process refer to SCM Pre-Evaluation Checklist and Guideline). 7. Close the quotation on the set Date. 8. Submit the procurement documents to delegated Chairperson of SCM-BCC, to schedule a bid Compliance Meeting for pre-evaluation of the procurement documents. 9. SCM-BCC meeting to be held for pre-evaluation of quotations. 10. Conduct Bid Committee pre-evaluation process (refer to SCM Pre-Evaluation Checklist and Guideline).			

	11. Apply preferential procurement point system (80/20). 12. Compile SCM Compliance Report for prior BEC Meeting Processes. 13. Forward all bids received to BEC together with the SCM Compliance Report Approved by delegated SCM Senior Manager or Delegated SCM Manger. 14. Forward the Bid Evaluation Report for SCM Compliance Audit by SCM-BCC. 15. Forward the BEC and BCC Report to delegated official for appointment 16. Add Bid Close Up Comment/paragraph on the SCM Compliance Report. 17. Start the LOGIS process. 18. Record the bid information on the Tender and Quotation Register. 19. Record the BBB-EE contribution level of the awarded quote on the National Treasury Procurement Statistics websites. 20. Forward the procurement Batch to Logistics for further Handling. 21. Start **the LOGIS process.** 22. Record the quote Information on the quotation register. 23. Record the BBB-EE contribution level of the awarded quote on the National Treasury monthly procurement Statistics website. 24. Forward the minutes and recommendation of BEC, BAC, HOD Approved to DR&PW Head Office - SCM for monthly reporting to Provincial Treasury. 25. Forward the quotation Batch to Logistics for further Handling.

5.9 ACQUISITION PROCESS – COMPETITIVE PROCESS – OPEN BIDS / TENDERS – STAGE 2 (E) SOURCING (Above R1 000 000, but less than R50 000 000)

ACQUISITION SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
Goods and Services	Full Standard Bid **Document (ncp1-ncp9).** BSC Minutes. HOD Approval. T1Form (Request to advertise). NCT 52 (List of names forbids received). **SCM Pre-Evaluation checklist.**	**Senior Manager: SCM.** **Manager: Acquisition and** **Manager: Demand.** **SCM-BCC.** **Assistant Manager Acquisition**	**All.**	Financial Delegations. DR&PW SCM Policy. NT Practice Notes **PN 8 of 2007/08 par 3.3.3 & 3.3.2), PN 8 of 2007/08 par 3.3.1, TR16A6.1 (TR 16A6.3 (b), PPPFA Sec 2(1) (a), PPR 5(2), PPR 10, PPR 5(2) & (3).** **All NT Practice notes.** Departmental/Provincial Website. LOGIS Process Manual. LOGIS Security Manual. Bid Closing Process Guidelines. Compulsory Bid briefing session Guidelines. SCM Bid Compliance Guidelines.
PROCESSES	1. Receive above mentioned Source documents. 2. Implement procurement strategy as per BSC Recommendation and HOD APPROVAL. 3. Invite bids through Local Newspapers, Government Tender Bulletin, for the minimum of twenty one (21) Days and validity of ninety (90) Days (**Calendar days).** 4. Compulsory briefing session should be ten (10) days before the closing date, *amendments also ten (10) days before closing date. (Refer to* Compulsory Bid briefing session Guidelines). 5. Send Request to Senior Manager: SCM ***OR*** Delegated SCM Manager to appoint compliance team to undertake closing of the bid/quotation and Stamping Process			

	(refer to SCM Pre- Evaluation Checklist and Guideline). 6. Close the bids on the set date. ***(Refer to Bid Compliance Guidelines).*** 7. Submit the procurement documents to delegated Chairperson of SCM-BCC for closing of bid administration functions; include List of Bids received that need to be advertised on departmental website within ten (10) days of closing of bids and a bid compliance meeting for pre-evaluation of the procurement documents. 8. SCM-BCC meeting to be held for pre-evaluation of quotations. 9. Conduct Bid Committee pre-evaluation process (refer to SCM Pre-Evaluation Checklist and Guideline) including the following step No. 10. 10. Apply (Pre –Evaluation and apply Preferential Procurement Point System (80/20) less R50m. 11. Compile SCM Compliance Report for prior BEC Meeting Processes. 12. Forward all bids received to BEC, together with the SCM Compliance Report, Approved by delegated SCM Senior Manager or Delegated SCM Manger. 13. Conduct BEC Meeting. 14. Forward the Bid Evaluation Report for SCM Compliance Audit by SCM-BCC. 15. Forward the BEC and SCM-BCC Report to BAC for adjudication, and for recommendation for appointment by the HOD. 16. Prepare and Forward Appointment Letter for HOD approval, together with all Bid Committees Reports. 17. Forward the Appointment Letter to the Contractor/Supplier/Project Manager/Programme Manager. 18. Add Bid Close Up Comment/paragraph on the SCM Compliance Report. 19. Start the LOGIS process. 20. Record the bid Information on the Tender and Quotation Register. 21. Record the BBB-EE contribution level of the awarded quote on the National Treasury Procurement Statistics websites. 22. Forward the procurement Batch to Logistics for further Handling.

5.10 ACQUISITION PROCESS – COMPETITIVE PROCESS – OPEN BIDS / TENDERS R50 000 000 AND ABOVE – STAGE 2 (F) SOURCING

ACQUISITION SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
Goods and Services	Full Standard Bid **Document (ncp1-ncp9).** BSC Minutes. HOD Approval. T1 Form (Request to advertise). NCT 52 (List of names for bids received). **SCM Pre-Evaluation checklist.**	**Senior Manager: SCM.** **Manager: Acquisition and** **Manager: Demand.** **SCM-BCC.** **Assistant Manager: Acquisition.** **Acquisition Clerk.**	**All**	Financial Delegations. DR&PW SCM Policy. NT Practice Notes **PN 8 of 2007/08 par 3.3.3 & 3.3.2)** **PN 8 of 2007/08 par 3.3.1, TR16A6.1** **(TR 16A6.3 (b), PPPFA Sec 2(1)(a), PPR 5(2), PPR 10, PPR 5(2)&(3).** **All NT Practice notes.** Departmental/Provincial Website. LOGIS Process Manual. LOGIS Security Manual. Bid Closing Process Guidelines. Compulsory Bid briefing session Guidelines. SCM Bid Compliance Guidelines. PPPFA of 2017.
PROCESSES	1. Receive above mentioned Source documents. 2. Implement procurement strategy as per BSC Recommendation and HOD APPROVAL. 3. Invite bids through, Local Newspapers, Government Tender Bulletin, for the minimum of twenty one (21) Days and validity of ninety (90) Days (**Calendar days).** 4. Compulsory briefing session should be ten (10) days before the closing date, *amendments also ten (10) days before closing date* (refer to Compulsory Bid briefing session Guidelines). 5. Send Request to Senior Manager: SCM ***OR*** Delegated SCM Manager to			

	appoint compliance team to undertake closing of the bid/quotation and Stamping Process (refer to SCM Pre-Evaluation Checklist and Guideline). 6. Close the bids on the set date. ***(Refer to Bid Compliance Guidelines).*** 7. Submit the procurement documents to delegated Chairperson of SCM-BCC for closing of bid administration functions; include List of Bids received that need to be advertised on departmental website within ten (10) days of closing of bids and a bid compliance meeting for pre-evaluation of the procurement documents. 8. SCM-BCC meeting to be held for pre-evaluation of quotations. 9. Conduct Bid Committee pre-evaluation process (refer to SCM Pre-Evaluation Checklist and Guideline); including the following step No. 10. 10. Apply Preferential Procurement Point System (90/10) above R50m. 11. Compile SCM Compliance Report for prior BEC Meeting Processes. 12. Conduct BEC Meeting. 13. Forward all bids received to BEC together with the SCM Compliance Report Approved by delegated SCM Senior Manager or Delegated SCM Manger. 14. Forward the Bid Evaluation Report for SCM Compliance Audit by SCM-BCC. 15. Forward the BEC and SCM-BCC Report to BAC for adjudication and for recommendation for appointment by the HOD. 16. Prepare and Forward Appointment Letter for HOD approval, together with all Bid Committees Reports. 17. Forward the Appointment Letter to the Contractor/Supplier/Project Manager/Programme Manager. 18. Add Bid Close Up Comment/paragraph on the SCM Compliance Report. 19. Start the LOGIS process. 20. Record the bid information on the Tender and Quotation Register. 21. Record the BBB-EE contribution level of the awarded quote on the National Treasury Procurement Statistics websites. 22. Forward the procurement Batch to Logistics for further Handling.

5.11 LOGISTICS PROCESS STAGE 3 (A) LOGISTICS MANAGEMENT

LOGISTICS SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
Goods and Services –	Full Standard Bid Document or Annexure F Quotation form. All Procurement Documentation. Procurement Advice.	**Assistant Manager: Logistics.** **Acquisition Clerk.**	**All.**	**Financial Delegations.** **DR&PW SCM Policy.**
PROCESSES	1. Receive above mentioned Source documents. 2. Print the Order Form and submit to the relevant Authority for signature. 3. Forward the Order Form to the Supplier, indicating the date of delivery - thirty (30) days. 4. File the Procurement Document. 5. Update Goods Delivery Register. 6. Notify the Client about the date of delivery. 7. Follow up the delivery every four (4) Days after the orders being issued. 8. Update the Delivery Register. 9. Receive the goods - Physically inspect, quality, quantity and cost. 10. Acquire a certifying Signature from the end User on the delivery note/invoice. 11. Dispatch goods to Client. 12. Client to Sign service and goods delivery note and Review Supplier Performance. 13. Receive Goods on LOGIS system. 14. Capture the invoice. 15. Compile payment batch using relevant documentation and submit to relevant official for Authorization of payment. 16. Update the Goods Delivery Register, and Rate the service of the supplier.			

5.12 LOGISTICS SECTION STAGE 3 (B) TRAVEL AND ACCOMMODATION MANAGEMENT

LOGISTICS SECTION	SOURCE DOC	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
TRAVEL AND ACCOMMODATION	Trip Authorization/ Itinerary Form OR SLD	**Logistics Clerk**	**All**	**Financial Delegations.** **DR&PW SCM Policy.** **Travel Term Contract.** **NT Instruction note 34.** **NT Instruction Note 1 of 2013/2014.** **DR&PW Subsistence and Travelling (S&T) Policy.**
PROCESSES	1. Receive a completed and signed as well as APPROVED, (as per Policy) Itinerary/Trip Authorization form. 2. Send a detailed request to the Travel Agency. 3. Issue an Order (**Before issuing ensure that arranged bookings comply with rates or Limits of NT Instruction Notes and S&T Policy – Do NOT exceed daily limits.** 4. Submit the Order to relevant authority for approval. 5. Update bookings and cost containment Register. 6. Receive invoices from Travel Agencies. 7. Acquire a certifying signature on the invoice. 8. Monthly Reconcile invoice(s) received versus booking register. 9. Capture invoice on LOGIS system, verify the contract rates. 10. Check and verify compliance with NT Practice Notes [seven (7) Days after the trip was taken]. 11. Update your Bookings Register. 12. Compile payment batch using relevant documentation and submit to relevant official for verification of payment.			

	13. Forward the payment batch to Finance section for authorization.

5.13 LOGISTICS SECTION STAGE 3 (C) – CELL PHONE AND DATA MANAGEMENT

LOGISTICS SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
Cell phone (New & Upgrades)	New/Upgrade Application Form. Approval Letter. Acknowledgment of Receipt Form.	**Logistics Admin Officer/Clerk.**	**All.**	**Financial Delegations. DR&PW SCM Policy. NT Instruction note 34.**
PROCESSES	1. Receive a fully completed cell phone/device Application form, signed by Programme Manager, CFO and HOD. 2. Avail a departmentally approved List of cell phone devices to the end User, and explain the cost Limits on devices versus Designations, as well as limits on minutes and data. 3. Write a letter to the Service Provider, stipulating the device requested, that should be approved by the CFO, or delegated official. 4. If the Cost of the device requested Exceeds the departmentally approved limit, the difference will be deducted from the official's Salary or a cash Payment at the departmental cashier's office must be made. 5. Upon receiving the cell phone device, the end User signs the Acknowledgment of Receipt Form. 6. File the Acknowledgment of Receipt Form and Update the cell phone contract data base. 7. *For **Upgrades** begin at step 2 to 6.*			

5.14 LOGISTICS SECTION STAGE 3 (D) – INVOICE AND SUPPLIER PERFORMANCE MANAGEMENT

LOGISTICS SECTION	SOURCE DOCUMENT	RESPONSIBLE OFFICIAL	DELEGATIONS	PLAN AND POLICY
INVOICES (Goods & Services)	Procurement document. Invoices.	**Logistics Clerk.**	**All.**	**Financial Delegations. DR&PW SCM Policy. NT Instruction note 34.**
PROCESSES	1. Capture Invoice on LOGIS system. 2. Verify Invoice date, Delivery date, Capturing date. 3. Update the SCM Compliance Check List, Logistics Section (note the Reason for Late payment). 4. Supplier Performance Register must be Completed at this stage. 5. Update payment register. 6. Update Supplier Performance Register. 7. Compile Designated Supplier Awards Statistics. 8. Compile payment Batch using relevant Documentation and submit to relevant official for Verification of payment. 9. Forward payment Batch to Finance Section for further for Authorization.			

***NOTE:* REFERENCES TO BE MADE TO ALL PROCUREMENT REGULATION FRAMEWORKS, IN ORDER TO ENSURE FULL COMPLIANCE.**

the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMO

DATE:	17 APRIL 2023	**REF. NO.**	
TO:	THE DIRECTOR: STRATEGIC PLANNING MANAGEMENT		
FROM:	THE DEPUTY DIRECTOR: POLICY AND RESEARCH MANAGEMENT SERVICES		
SUBJECT:	**SUBMISSION FOR APPROVAL OF THE REVIEWED DEPARTMENTAL SUPPLY CHAIN MANAGEMENT (SCM) POLICY AND SCM STANDARD OPERATING PROCEDURE (SOP) MANUAL, VERSION 4**		

Dear Ms. Bekebeke

Please find attached the final draft of the departmental Supply Chain Management (SCM) Policy and SCM Standard Operating Procedure (SOP) Manual (version 4), for your perusal and consideration. These policy documents have been circulated departmentally for consultation and inputs and it is hereby submitted for approval by the Head of Department (HOD).

Regards,

Mr. T. Ferreira
Deputy Director: Policy and Research Management Services

the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMO

DATE:	17 APRIL 2023	**REF. NO.**	
TO:	THE HEAD OF DEPARTMENT (HOD)		
FROM:	THE DIRECTOR: STRATEGIC PLANNING MANAGEMENT		
COPY:	THE CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES		
SUBJECT:	**SUBMISSION FOR APPROVAL OF THE REVIEWED DEPARTMENTAL SUPPLY CHAIN MANAGEMENT (SCM) POLICY AND SCM STANDARD OPERATING PROCEDURE (SOP) MANUAL, VERSION 4**		

Purpose

1. The purpose of this submission is to obtain approval from the Head of Department (HOD) for the operationalization within the Department of the reviewed Supply Chain Management (SCM) Policy and SCM Standard Operating Procedure (SOP) Manual (version 4).

Recommendations

1. The above mentioned policy documents have been circulated departmentally by the Communication and Marketing Unit and the Strategic Planning Management Directorate to consult the staff members in order to provide opportunities for inputs toward the development of the said policy document.

2. It is therefore recommended that the HOD approve this policy document as departmental policy.

3. Please see e-mails attached of the Evidence of Departmental Consultation.

MS. B. BEKEBEKE
DIRECTOR: STRATEGIC PLANNING MANAGEMENT
Recommended / ~~Not Recommended~~

17/04/2023
DATE

MS. A. MPOTSANG
CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES
Recommended / ~~Not Recommended~~

2023-04-17
DATE

DR. J. MAC KAY
HEAD OF DEPARTMENT
Policy Approved / ~~Policy Not Approved~~

17/4/2023
DATE

the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

EVIDENCE OF CONSULTATION WITH DEPARTMENTAL STAKEHOLDERS

REVIEWED DEPARTMENTAL SUPPLY CHAIN MANAGEMENT (SCM) POLICY AND SCM STANDARD OPERATING PROCEDURE (SOP) MANUAL

SUBMISSION FOR APPROVAL
17 APRIL 2023

Gmail **Tom Ferrari <tferrarispace@gmail.com>**

DRPW DRAFT SCM POLICY VERSION 3

Babalwa Bekebeke <bbekebeke@gmail.com> Wed, Feb 22, 2023 at 12:23 AM
To: bradley slingers <bslingers1969@gmail.com>, AMpotsang <ampotsang@ncpg.gov.za>, Willy Pike <Willypike69@gmail.com>, Patrick Mogorosi <pmogorosi09@gmail.com>, vsidumo@ncpg.gov.za, Dr johny Mac Kay <j.mackay123456@gmail.com>, Its Nani <ogill@vodamail.co.za>, vuyani mhlauli <gvmhlauli@gmail.com>, Luyolo Bosman <luyolob25@gmail.com>, david vandermerwe <375man@gmail.com>, emodise@vodamail.co.za, Thanduxolo Jobe <ethanduxolojobe@gmail.com>, skumalo@vodamail.co.za, clivebailey007@gmail.com, Betty Mabilo <Bettymabili@gmail.com>, Tom Ferrera <tferrarispace@gmail.com>, TPhakedi <Tphakedi@ncpg.gov.za>, Bobby Bobeje <bobbybobeje@gmail.com>, LEECHA BULANE <leecha1@vodamail.co.za>, Mahlatse Selepe <mselepe@vodamail.co.za>, Rabele Matsoso <r.Matsoso@vodamail.co.za>, gabi.thupe@gmail.com, garnett.keyser@gmail.com

Colleagues,

Please find attached draft SCM policy version 3 for your input and for further processing. Please be advise that this draft is circulated on the ncpg for input of DRPW staff. Please make meaningful and technical input on the transformation issues related to SCM and on the basis of secondary published literature not grammatical and cosmetical errors, this is a draft under construction. Input without basis will not be considered.
The following are considered:
Transformation goals;
Additional deviations; and
Unbundling
Risk management process to be considered before award

Thank you.

Ms. Babalwa Bekebeke

Director: Strategic Management

Northern Cape Department of Roads & Public Works

Tel: 053-839 2260

Cell: 083 390 0039

E-mail: bbekebeke@gmail.com

DR&PW SCM Policy 2020 -DRAFT - VERSION 3 - 2023.docx
355K

From: DRPW-Info
To: amomokwadi@gmail.com,ampotsang79@gmail.com,andre.jooste17@gmail.com,arpi...
Date: 3/17/2023 2:46 PM
Subject: New DR&PW SCM Policy Draft 2023 - FOLLOW THE INTRANET LINK

Good Day Colleagues

Hereby receive the link below to access the above-mentioned draft policy for your consultation and input. The departmental management has decided to review the departmental SCM Policy, kindly note that the file is too big nad can therefore not be circulated. The draft policy is available on the dr&pw intranet and should be opened on the link as indicated.

http://ncrpwintranet.ncpg.gov.za/intranet/directives.php?unitsid=6&dirid=2

For more information or any clarification, kindly consult with Tom Ferreira (M.Admin, PDIA)
Deputy Director: Policy and Research Management Services, Department of Roads and Public Works (DR&PW)
Tel: 053 839 2156
Cell nr.: 082 824 1935

Once again, the Intranet link: http://ncrpwintranet.ncpg.gov.za/intranet/directives.php?unitsid=6&dirid=2

Thank You

Communications & Marketing Services

DRPW-info@ncpg.gov.za
COMMUNICATION AND MARKETING SERVICES

Stay informed by logging on to the following links

ncrpw.ncpg.gov.za https://www.facebook.com/NCdrpw @NC_drpw

Department of Roads and Public Works

Tebogo Leon Tume Complex
9-11 Stokroos Street
Squarehillpark
Kimberley
8301

Tel: 053 839 2100
Fax: 053 8392290

Trendsetters in infrastructure delivery to change the economic landscape of the province'

>>> DRPW-Info 3/17/2023 2:46 PM >>>
Good Day Colleagues

Hereby receive the link below to access the above-mentioned draft policy for your consultation and input. The departmental management has decided to review the departmental SCM Policy, kindly note that the file is too big nad can therefore not be circulated. The draft policy is available on the dr&pw intranet and should be opened on the link as indicated.

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Once again, the Intranet link: http://ncrpwintranet.ncpg.gov.za/intranet/directives.php?unitsid=6&dirid=2

Thank You

Communications & Marketing Services

TFerreira - REMINDER: New DR&PW SCM Policy Draft 2023 - FOLLOW THE INTRANET LINK

From: DRPW-Info

To: ABrand; ACLouw; AFembers; AKula; ALesotho; ALSishi; AMasisi; AMegalanyane; AMiller; AMkhize; AMoeti; AMokwadi; amomokwadi@gmail.com; AMotlagodisa; AMpotsang; ampotsang79@gmail.com; andre.jooste17@gmail.com; AnthonyL; arpinm7@gmail.com; ARudman; ASwanepoel; BaatileItumeleng; Babalwa Bekebeke; BBobeje; BChotelo; BCloete; BDamon; Bettymabili@gmail.com; BGaonakala; BGoba; BKapanda; BMaclean; BMazwi; BMeruti; BMontshiwa; bobbybobeje@gmail.com; BonoloMakoko; BosmanP; BPitso; BSedisho; BSemau; bslingers@vodamail.co.za; BValentine; c28robertson@gmail.com; CAdams; CBailey; cbailey@vodamail.co.za; CChakela; CDenysschen; CFourie; ChanelFourie; ChantelleCloete; CharmaineLouw30@gmail.com; ChristinaF; CKakora; clementinerifles@gmail.com; CMrwebi; CNdebele; CNotuku; collin.upt@gmail.com; CRabaji; CRobertson; CValentine; CvanRooi; DBingwa; DBingwane; denicebingwane460@gmail.com; DGaehete; DKowa; DMaqutyana; DMokoena; DMonyamane; DMwembo; DPhirisi; drpwesimon@gmail.com; DRPW-Info; DSolo; dtsoai.drpw.nc@gmail.com; DvdMerwe; EbenSwartbooi; EBeukes; EBlaauw; EBreytenbach; ed.simon19@gmail.com; EduPlessis; EJobe; EJonkers; EKhatwane; ELecwedi; elsie.dupels@gmail.com; EMichaels; emodise@vodamail.co.za; ENodoba; EPino; EricksenA; ESimon; esterhuysek133@gmail.com; euricanodoba04@gmail.com; faithpmoabi631@gmail.com; FdeBruin; FDooling; feliciadebruin2@gmail.com; FMogoje; FPetoro; FvanVuuren; GAppels; GCloete; GJacobs; GMoabi; GMolale; GPietersen; gregs.gak@gmail.com; GRiet; GSalimana; GSefotlho; gstuurman17@gmail.com; GSwanepoel; GThupe; GTopkin; gvmhlauli@gmail.com; HenerydeWee@gmail.com; howardvanstaden@gmail.com; HPuley; HvanderMerwe; ICarolus; IFredericks; ILottering; IMolore; inocentia.senza@gmail.com; IOliphant; IRammutla; Isaacprins9@gmail.com; ITlhopile; ivmphosi@gmail.com; j.mackay123456@gmail.com; JHanekom; jillian.williams74@gmail.com; JillianWilliams(...)

Date: 3/24/2023 10:42 AM

Subject: REMINDER: New DR&PW SCM Policy Draft 2023 - FOLLOW THE INTRANET LINK

Good day All

Kindly be reminded that due date for policy inputs/feedback is **Monday, 27 March 2023,** and inputs can be e-mailed to the following addresses: tferreira@ncpg.gov.za and tferrarispace@gmail.com

Thank you

TFerreira - DRAFT DR&PW SCM POLICY & SOP MANUAL, VER 4, 2023

From: Tom Ferrari <tferrarispace@gmail.com>
To: Babalwa Bekebeke <bbekebeke@gmail.com>, <babalwab@ncpg.gov.za>, bmazwi <bmazwi@ncpg.gov.za>, Tom Ferrari <tferreira@ncpg.gov.za>, tferrospace <tferrospace@gmail.com>
Date: 4/10/2023 4:17 PM
Subject: DRAFT DR&PW SCM POLICY & SOP MANUAL, VER 4, 2023
Attachments: March 2023 Reviewed Draft DR&PW SCM Policy & SOP Manual - Ver 4.docx

Dear Ms Bekebeke,

Please find attached the reviewed and consolidated draft departmental SCM Policy and SCM-SOP Manual, version 4 as requested. New and previous inputs are in RED.

Regards,

Tom Ferreira (M.Admin, PDIA)
Deputy Director: Policy and Research Management Services
DR&PW

From: TFerreira
To: vuyiswazorene@gmail.com
CC: bbekebeke@gmail.com,BSlingers,VSidumo,bslingers@vodamail.co.za
Date: 4/13/2023 10:33 AM
Subject: Re: Request for update on SCM Policy review
Attachments: April FINAL 2023 Reviewed Draft DR&PW SCM Policy & SOP Manual - Ver 4.docx

Good Day Colleagues

Please find attached the Final Draft DR&PW Supply Chain Management (SCM) Policy and SCM Standard Operating Procedure (SOP) Manual for your perusal, consideration and final inputs.

Regards,

Tom Ferreira (M.Admin, PDIA)
Deputy Director: Policy and Research Management Services
DR&PW

>>> vuyiswa zorene <vuyiswazorene@gmail.com> 04/12/23 3:03 PM >>>
Good day Mr Farreira,

The subject matter bears reference.

SCM is operating on an old policy which is not aligned with the new SCM regulations ,as a result this might have implications in terms of non-compliance and potential irregular expenditure.

Kindly advise the SCM office on the progress of the SCM Policy review.

It is kindly requested before final submission for approval to the HOD, you liaise with the SCM office to ensure all inputs are well captured or find expression in the policy.

Your response will be highly appreciated

Kind Regards
SCM office
Ms Hendricks
053 899 2359