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North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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SUPPLY CHAIN MANAGEMENT DIRECTORATE

TO : ALL SUPPLY CHAIN MANAGEMENT (SCM) PRACTITIONERS

**FROM : MR. O MONGALE
HEAD OF DEPARTMENT**

DATE : 06th OCTOBER 2009

SCM CIRCULAR NO 4 OF 2009:

PROCEDURE AND PROCESS OF IMPLEMENTATION OF PRO-QUOTE PLAN AND BID PROCESSES

This is a procedure and process implementation plan to improve the use of the pro-quote system and make it user friendly.

1. All requisitions for the procurement of goods and services are to be attended only if submitted through the required standard form.
2. All requisitions are to be registered and allocated to the acquisition staff equitably.
3. No quotations from the end-users should be accepted by the acquisition staff unless prior approval has been obtained from the Assistant Director or Deputy Director Acquisition.
4. The closing date and time of all quotations should be as short as possible. Service Providers that failed to respond before closing date and time should be contacted telephonically an hour before the closing time to enquire whether they will respond or not. All discussions must be recorded and each official must have register to record the details of the conversation.
5. For any requisition received the end-user must be informed of the progress of the submission within the next 12 hours after receipt.
6. Service Providers should be selected on a rotational basis for all commodities. No Service Providers should be requested to submit quotations in a short space of time.
7. Ensure that you do not record more than ten items on one request form. Responses must be captured as soon as they are received and the closing date and time.

8. For any quotation that in your opinion will exceed R30 000.00 sent the SCM Bid Document SBD.6.1 with the request for quotation and evaluate the quotation on the preferential points system. The Tax clearance certificate should also be requested from Service Providers.
9. Ensure at all times that proof of sending a fax to Service Providers is attached to the documents. Avoid assisting possible Service Providers to complete the RQF forms.
10. All documents should be filed properly at all times.
11. End-users should be given the purchase requisition forms immediately after the award has been completed
12. All awards must be recorded with the following details clearly indicated: name of Service Provider, commodity details, amount, date and End-user's details.
13. All requisitions must be attended to within 24 hours and finalized.
14. Exceptions from pro-quote system are as follows:
 - 14.1 Telkom account
 - 14.2 Water and Electricity accounts
 - 14.3 Auditor General
 - 14.4 Samdi (Palama) Government Training Institution
 - 14.5 Unannounced MEC's visits
 - 14.6 Lease agreements contracts
 - 14.7 Transversal contracts
- 15 The Acquisition staff should ensure at all times that submissions received for advertisements of bids are handled as follows:
 - 15.1 Determine whether there is no existing contract for goods or services required. In the event that there is a standing contract, advise the End-ser accordingly
 - 15.2 Determine the availability of funds from budget officials in Finance before sourcing.
 - 15.3 Prepare a detailed submission entailing the following information to the Bid Committee:
 - (i) Availability of budget
 - (ii) Specifications
 - (iii) Duration of contract
 - (iv) Closing date and time
 - (v) Evaluation criteria
 - (vi) Bid number
 - (vii) Recommended methods of evaluation and where the bid will be advertised.

- 15.4 Open a temporary file and keep all documents pertaining to the request on file and provide a file number.
- 15.5 The resolution of the Bid Committee and the approval of the Head of Department should also be kept in file.
- 15.6 Prepare and compile all relevant bid documents including any special conditions of bid.
- 15.7 Inform on monthly basis (1st of each month) the office of the Provincial Supply Chain Management of the awarded bids.
- 15.8 No information or details of the bid should be divulged to any prospective bidder before the tender is advertised. All details should be kept confidential. Should this directive be contravened, Section 10 of Public Finance Management Act, Act 1 of 1999 as amended will apply.
- 15.9 On the closing date, SCM Practitioners should be at the tender box 10 minutes before the closing time. Once the box is opened no bid documents should be accepted. Bids received after the closing time should be regarded as late tenders and should be stamped and recorded as such.
- 15.10 Bid received for huge contracts (R1Million) will be opened in the presence of bidders who will oversee the process. The names of those bidders will be listed.
- 15.11 All this information will be captured and recorded by SCM Practitioners in the presence of the bidders
- 15.12 SCM should immediately notify the end-user of the closing of the tender And request that an evaluation panel be established. The panel shall be constituted as follows:
 - (i) One member from SCM
 - (ii) The End-User or Representative
 - (iii) Representative from Risk Management
 - (iv) If the request is IT related, Representative from IT
- 15.13 SCM will play an advisory role in adjudication and evaluation matters.
- 15.14 Recommendation of the evaluation panel will be forwarded to the Departmental Bid Adjudication Committee (DBAC). Where DBAC deems it necessary to conduct compliance. Reviews of processes and activities SCM shall part of the inspection team.
- 15.15 The resolution of Departmental Bid Adjudication Committee will then be forwarded to the Head of Department for approval.
- 15.16 Ensure that the form declaring that the bidder is not blacklisted is included with all the documentation.

15.17 Notify the Provincial and the National Treasuries of any awarded contract Above R1 million within ten days after the awarding of the contract.

16 Failure to observe the above will results into institution of disciplinary action against the relevant official in terms of chapter 10 of Public Finance Management Act, Act 1 of 1999 as amended.

All members of the Departmental Management Committee are requested to circulate to all staff members within their components.

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MR S MADUMA
DIRECTOR SUPPLY CHAIN MANAGEMENT

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DATE

SUPPORTED/NOT SUPPORTED

.....
MS. D TSHABALALA
CHIEF FINANCIAL OFFICER

.....
DATE

APPROVED/NOT APPROVED

.....
MR O MONGALE
HEAD OF DEPARTMENT

.....
DATE

"Working together we can do more"

