



the dps

Department : Public Safety
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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SUPPLY CHAIN MANAGEMENT DIRECTORATE

TO : OFFICE OF THE MEC
OFFICE OF THE HOD
CHIEF DIRECTORS
DIRECTORS
REGIONAL MANAGERS
DISTRICTS MANAGERS
CORE PROGRAMME MANAGERS

FROM : MR. O MONGALE
HEAD OF DEPARTMENT

DATE : 30TH SEPTEMBER 2009

SCM CIRCULAR NO 1 OF 2009:

PROCUREMENT OF GOODS AND SERVICES BY MEANS OF PRO-QUOTE AND PROCURE SYSTEMS

1. Section 217 of the Constitution of the Republic of South Africa 1996; prescribes that procurement of goods and services must be effected through a system that is fair, equitable, transparent, competitive and cost effective. This prescript stipulates how government's Supply Chain Management system should be managed and also confers a constitutional right on every potential supplier to offer goods and services to the Public Sector when need arises.
2. The SCM process of procuring services by means of Pro-quote system, public advertisement, including its potential supplier should be afforded the right to compete for Public Sector Business through competitive bidding or Pro-quote system.
3. Please note that all procurement of goods and services must be done through Supply Chain Management. All requisitions must be submitted to Supply Chain Management to request quotations from the approved Departmental Database of suppliers prior to the commitment thereof.
4. In case of emergency or urgent needs, should it be impractical to invite competitive bids or utilize the Pro-quote system, prior approval by Accounting Officer is needed before engagement of Service Provider.

5. Any procurement of goods and services effected without obtaining three quotations from the pro-quote system or inviting of bids through Supply Chain Management contravenes with section 45 of Public Finance Management Act, Act 1 of 1999 as amended to take effective and appropriate disciplinary steps against any official in the service of the Department who contravenes or fails to comply with a provision of this directives.
6. In this regard the Accounting Officer needs to institute appropriate disciplinary steps against any official in the service of the Department who contravenes or fails to comply with this directive 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.

SUPPORTED/NOT SUPPORTED

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MS D TSHABALALA
CHIEF FINANCIAL OFFICER

.....
DATE

APPROVED/ NOT APPROVED

.....
MR O MONGALE
HEAD OF DEPARTMENT

.....
DATE

“Working together we can do more”

