

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO

Verwysing
Reference
Isalathiso

PT/18/2/4

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Enquiries
Imibuzo

Mr Craig Golding



TREASURY CIRCULAR MUN – 19- 2008

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THE MAYOR, WEST COAST DISTRICT: MRS H KITSHOFF
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THE MAYOR, CEDERBERG MUNICIPALITY: MS S NEWMAN
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THE MAYOR, SALDANHA BAY MUNICIPALITY: MR O DE BEER
THE MAYOR, SWARTLAND MUNICIPALITY: MR AW BREDELL
THE MAYOR, CAPE WINELANDS DISTRICT: MR CW JOHNSON
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THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS C MANUEL
THE MAYOR, STELLENBOSCH MUNICIPALITY: ALDERMAN PM SWARTZ
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR C NTSOMI
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
THE MAYOR, OVERBERG DISTRICT: MS M GILLION
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THE MAYOR, MOSSEL BAY MUNICIPALITY: ALDERMAN M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR BH DE SWART
THE MAYOR, OUDTSHOORN MUNICIPALITY: MS D DE JAGER
THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
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THE MAYOR, LAINGSBURG MUNICIPALITY: MS R MEYER
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M BENJAMIN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

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THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR BUTLER (Acting)
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV W ZYBRONDS
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THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR K NICOL
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR CM AFRICA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: REV NM PETERSON
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR L NGOQO
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR D ROSSOUW
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
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THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR LJ BRUWER
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THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR K COOPER
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THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR CM PETERSEN
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR BOLTON (Acting)
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR S ROETS (Acting)
THE CHIEF FINANCIAL OFFICER, BREEDE RIVER/WINELANDS: MR CF HOFFMANN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR R BUTLER
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THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG
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THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR BT LALOR
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN (Acting)
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR LH FOURIE
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR T MATHYSEN (Acting)
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR D LOTT
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT: MR CJ KYMDELL
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR GS BOTHMA
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

THE HEAD OF SCM, CITY OF CAPE TOWN: MR L SHNAPS
THE HEAD OF SCM, WEST COAST DISTRICT: MR M MARKUS
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THE HEAD OF SCM, CEDERBERG MUNICIPALITY: JENNIFER MAARMAN
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THE HEAD OF SCM, SALDANHA BAY MUNICIPALITY: MS R DE KOCK
THE HEAD OF SCM, SWARTLAND MUNICIPALITY: MR E LEWIS
THE HEAD OF SCM, CAPE WINELANDS DISTRICT: MR K FALCK
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THE HEAD OF SCM, STELLENBOSCH MUNICIPALITY: MR R MOOLMAN
THE HEAD OF SCM, BREEDE VALLEY MUNICIPALITY: MR M BOONZAAIER
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THE HEAD OF SCM, EDEN DISTRICT: MS D RAUBENHEIMER
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THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MS J DIEDERICKS (Acting)
THE HEAD OF SCM, MOSSEL BAY MUNICIPALITY: MR G WILLIAMS
THE HEAD OF SCM, GEORGE MUNICIPALITY: MR B GERICKE
THE HEAD OF SCM, BITOU MUNICIPALITY: MS N MNYANDU
THE HEAD OF SCM, KNYSNA MUNICIPALITY: MS M BRAND
THE HEAD OF SCM, CENTRAL KAROO DISTRICT: MS S VISAGIE
THE HEAD OF SCM, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE HEAD OF SCM, PRINCE ALBERT MUNICIPALITY: MR GS BOTHMA
THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MS S ADAMS

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR A BASTIAANSE) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYIS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING: PROVINCIAL GOVERNMENT (MR A REDDY)
THE SENIOR MANAGER: ACCOUNTING: LOCAL GOVERNMENT (MS N OLIPHANT) (ACTING)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK) (ACTING)
THE SENIOR MANAGER: INTERNAL AUDIT: G & A CLUSTER (MS B CAIRNCROSS)
THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR V ZINGITWA)
THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (VACANT)
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS W MAPIRA) (ACTING)
THE SENIOR MANAGER: BUDGET MANAGEMENT (MR PP PIENAAR) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR G PAULSE)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MS N VAN WYK) (ACTING)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

RE: REPORTING FRAMEWORK OF AWARDS ABOVE R100 000

1. PURPOSE

- 1.1 To inform all municipalities with regards to the reporting of supply chain management contracts awarded above the value of R100 000 (VAT) included.
- 1.2 To request all municipalities to submit the monthly reporting of awards on contracts above R100 000 in a required template. (See Annexure A.)

2. BACKGROUND

- 2.1 Sections 74(1) and 104(1) (b) of the Municipal Finance Management Act (MFMA) prescribes the following regarding reporting obligations:

“The accounting officer of a municipality [and municipal entity] must submit to the National Treasury, the provincial treasury, the department for local government in the province or the auditor-general such information, returns, documents, explanations and motivations as may be prescribed or as may be required.”

- 2.2 Municipalities are required to report on the awards of contracts above the value of R100 000. The purpose of these reports is to assist both the National and Provincial Treasury to monitor compliance on supply chain management reforms and to provide statistics on contracts awarded by local government. A contract should not be reported until it has been signed by all parties concerned. To this end municipalities should submit a separate report for each contract awarded above R100 000.

3. REQUEST

- 3.1 It is requested of municipalities to submit **within 15 days of the end of each month** reports on contracts above R100 000 to National and Provincial Treasury. Details of where reports must be submitted are as follows:

3.1.1 National treasury : pci.mfma@treasury.gov.za or fax to 012 326 5445;

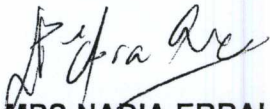
3.1.2 Provincial treasury : Rmwanza@pgwc.gov.za or fax 021 483 4671

- 3.2 Please note that reports are to be submitted in the required format enclosed herein as Annexure A.

- 3.3 Enquiries in this regard can be addressed to **Ms Rosetta Mwanza**: via email on Rmwanza@pgwc.gov.za or **Tel:** 021 483 6627 and **Fax:** to 021 483 5006

Your co-operation will be highly appreciated.

Kind regards



MRS NADIA EBRAHIM

SENIOR MANAGER : MOVEABLE ASSET MANAGEMENT

DATE: 16/10/2008



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

To be completed for each contract awarded above R100 000 and submitted within 15 days of the end of each month.

| | | | |
|----|---|---|--------|
| 1 | Name of municipality, or Name of municipal entity | [select from drop down list] [please type in full] | |
| 2 | Contract reference number | | |
| 3 | Contract signing date | | |
| 4 | Contract description | | |
| 5 | Name of contractor | | |
| 6 | Percentage equity ownership by black persons (no franchise prior to elections) based on information furnished on Municipal Bid Document (MBD) 6.1 | | |
| 7 | Percentage equity ownership by black women based on information furnished on MBD 6.1 | | |
| 8 | Percentage equity ownership by white women based on information furnished on MBD 6.1 | | |
| 9 | Outsourced / subcontracted business to small businesses as a percentage of annual turnover based on information furnished on MBD 6.3, if applicable | | |
| 10 | % local content of final product in relation to the bid price based on the information furnished on MBD 6.4, if applicable | | |
| 11 | Total contract price [A] | | |
| 12 | Total price of lowest acceptable bid (price of bid scoring the highest points for price) [B] | | |
| 13 | Premium paid to promote specified goals [C] [C = (A-B)] | | R 0.00 |

| | | | |
|----|-------------------------|-------------|------|
| 14 | Percentage premium paid | (C/B X 100) | 0.0% |
|----|-------------------------|-------------|------|

| | |
|-----------------|--|
| Contact Person: | |
| Position Title: | |
| Phone: | |
| E-mail: | |
| Date: | |

INSTRUCTIONS

- 1 Municipalities/ municipal entities are required to submit information in respect of each contract awarded on a monthly basis.
- 2 Reports must be submitted within 15 days of the end of each month.
- 3 It is recommended that the report be completed as and when each contract is awarded to ease the workload that may result if all reports are completed only at the end of the relevant month.
- 4 The completed questionnaires must be emailed to the National Treasury at pci.mfma@treasury.gov.za or by facsimile on (012) 326 5445
- 5 Any enquiries in this regard may be directed to George Jacobson or Dan Naidoo on telephone (012) 315 5233 or (012) 315 5348 respectively.
- 6 Your co-operation in this regard is appreciated.