



agriculture, environmental affairs,  
rural development and land reform

Department:  
agriculture, environmental affairs,  
rural development and land reform  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

### **Sub-Directorate: Supply Chain Management**

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DATE:	06 March 2024	FILE:	
TO:	All staff in the Department	FROM:	SCM unit
subject: process flow for speedy processing of orders and payments for goods and services in the Department.			

**OFFICE OF THE MEC  
OFFICE OF THE HOD  
MANAGERS  
DISTRICT MANAGERS  
ALL STAFF**

This communicate serves to inform all officials that for Supply Chain Management Unit to issue orders speedily and on time, the following must be submitted:

#### **PROCUREMENT OF GOODS AND SERVICES UP TO R30 000 INCLUDING TRAVELLING**

- Signed SLD with names printed next to the signature and a submission;
- Budget office to check availability of funds and sign off the SLD (before submission to demand unit);
- Clear specifications must be attached to the SLD;
- For Departmental events, requests must be submitted a month in advance e.g. Mandela Day, World Food Day and Female Farmer events;
- Cut off time to submit all SLD's will be 12:00 to allow SCM to carry on with processing of orders;
- Quotes will be sourced by SCM as from 1 April 2024 starting immediately with Francis Baard.
- Other District offices will continue sourcing their own quotes which will be checked and verified by Demand Unit;
- All Departmental Units must give Supply Chain 5-7 working days to process the requests for an order;
- Vet Services and Research must share their database of suppliers with Demand to facilitate the procurement of special needs;
- All Departmental Units will continue to source their own quotes for travelling; and
- **Demand Unit to complete the Annual Demand Plan for procurement of goods and services in collaboration with end-users (Directorates) for the 2024/25 financial year.**



## ACCOMMODATION AND FLIGHT

- Signed SLD, names must be printed next to the signature. Name and contact numbers of the official travelling including memo/invitation, one (1) quote and a signed out of Province for people travelling to other provinces. No order will be issued if the out of Province is not attached;
- No SLD for travel will be accepted a day before or on the day of travelling;
- Officials are requested to submit all their travelling requirements on time to avoid month end system down time;
- Arrangement for an order (**flight and accommodation**) will only be made during **month end** system closure by **Mr M. Dibane and the CFO**. That will be only in cases of **emergency and proof must be attached; and**
- **All officials to travel when they have confirmation from the agency because SCM will not be held accountable for your check in, or outstanding documents needed to issue and order.**

## PROCUREMENT ABOVE R30 000 IS DEALT WITH THROUGH THE DEPARTMENTAL BID COMMITTEES

- Specification Committee-All documents to be approved by specs;
- Quotation Committee approves procurement up to R200 000;
- Evaluation Committee approves procurement up to R500 000;
- Procurement above R500 000 to be referred to the Adjudication Committee;
- Adjudication approves procurement up to R1 000 000; and
- Procurement above R1 000 000 the adjudication committee recommends to HOD for approval.

**NB: If the above processes are not followed no orders will be issued. Supply Chain Management will not be held accountable for orders which are not issued.**

## TRANSPORT FOR DEPARTMENTAL EVENTS

- A template is provided to use for all transport quotations for Departmental events and programmes.

## PAYMENTS – NATIONAL TREASURY INSTRUCTION NOTE NUMBER 34

- Treasury regulation 8.2.3 provides that “unless determined otherwise in a contract or other agreement, all payments due to creditors must be settled within 30 days from receipt of an invoice or, in the case of civil claims, from the date of settlement or court judgement”.
- All invoices must be accompanied by a payment covering letter signed by the official who received the goods/service.

All invoices to be submitted to the Department via email to the central email address, [invoice.scm@daerl.co.za](mailto:invoice.scm@daerl.co.za)

The Demand Unit will set up meetings with Directorates to complete the Departmental Annual Demand Plan based on the Directorates' budgets available from April 2024.

The Annual Demand Plan will enable SCM to plan better for the procurement of goods and services in the Department.

All units (through Senior Managers) are to ensure that they honour the invitation for a meeting with Demand Management Unit to finalise their units input to the Departmental Demand Plan by end of April 2024.

Key personnel numbers for enquiry on the process flow

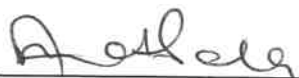
SCM Unit	Function	Person responsible	Contact details
Demand Management	Entry point for all SLD's	Ms Anna Mathibela	053 838 9174 076 419 8162
Purchasing-Orders	Capturing and issue orders	Mr Mack Senye	053 838 9300 066 303 7819
Purchasing-Payments	Capturing payments	Ms Kedi Leeuw	053 838 9200 082 440 3337
Acquisition Management	Advertising and progress on bids	Mr Garret Moitse	053 838 9124 053 838 9389
Demand Management	Advertising bids on Departmental website	Mr Melvin Claassen	053 838 9153

The Supply Chain Management unit will appreciate an opportunity to adequately present these SCM processes and more at all planned meetings of the different Directorates in the Department, preferably in the first quarter of the new financial year (**April-June 2024**). The unit, SCM can be contacted via the Manager, SCM to arrange these interactions. An email invite will do to [mdibane@daerl.co.za](mailto:mdibane@daerl.co.za). Since units hold their meetings at different dates, it is better for the invites to be generated from the units. Chief Directorate meetings are also a good opportunity to interact with.

Supply Chain Management encourages teamwork, respect, tolerance and patience.

Your cooperation and understanding in this regard will be highly appreciated.

Yours faithfully



**MS A. MATHIBELA**  
**ASD: DEMAND MANAGEMENT**



**MR M. DIBANE**  
**MANAGER: SCM**



**CFO**  
**MS P. CATITA**

