

**GOVERNMENT COMMUNICATIONS COMMUNICATION AND INFORMATION SYSTEM
SUPPLY CHAIN MANAGEMENT DELEGATIONS**



APPLICABLE FROM 1 APRIL 2013

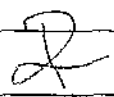
NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.13	Extend the closing dates of bids. Approval thereof.	Deputy Director: SCM Director: SCM	Treasury Regulation 16A.8.3 Treasury Regulation 16A3.2 (a)	In a specific case where there are minor adjustment to the specification. <ul style="list-style-type: none"> • Amended documents should be sent to service-providers who might have collected the bid documents. • The extension will be applicable in cases where there is enough time left before the bid closes to allow service-providers to see the amendments.
1.14	Grant approval that, in the event of serious mistakes and amendments to the bid documents, fresh bids are invited or amendments to the bid invitation are issued.	DCEO: relevant section: unlimited	<ul style="list-style-type: none"> • Treasury Regulation 16A.8.3 • Treasury Regulation 16A.32 (a) 	<ul style="list-style-type: none"> • In a specific case where it is not possible to extend the closing period of the bid. • A detailed motivation indicating the implications, should the bid not be withdrawn, should be provided by all relevant parties involved. • In cases where the bid was already closed, the bidders who submitted proposals should be informed.

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1.15	<p>Approve that early delivery of goods or services be requested from a service-provider after the bid has been awarded.</p> <p>Approval thereof.</p>	<p>Director: end-user: unlimited</p> <p>Relevant Chief Director</p>		<ul style="list-style-type: none"> • Clear timelines must be provided and the end-user must adhere to timelines that are relevant to the department. • The capacity of the service-provider to deliver on the specified timelines should be considered. • The timelines must be reasonable. • Financial implications due to request of early delivery should be taken into account. • Supplier performance should be monitored. In the event of non-performance, deviations should be documented and provided to the service-provider to respond. Information should also be forwarded to SCM.
1.16	<p>Supervise the receiving and processing of bids.</p> <p>Relevant section.</p> <p>Internal Audit.</p>	<p>Assistant Director: SCM: unlimited</p>	<p>Treasury Regulation 16A9.1(d)</p>	<ul style="list-style-type: none"> • All bids are to be recorded. • Late bids should be recorded, indicating the time they were received.

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1.17	Consider bids for admission (or non-admission (late bids).	Deputy Director: SCM: unlimited	Treasury Regulation 16A8.3 (a-f) Treasury Regulation 16A9.1(d)	<ul style="list-style-type: none"> • Bids will be classified as late if they are received at the address given in the bid documents, after the closing time specified. • Late bids will be considered where no acceptable bids were received. • Late bids will be filed unopened until it has been determined whether acceptable bids have been received. • In cases where acceptable bids were received, the late bids are to be returned unopened to the service- providers.
1.18	Approve that communication with bidders may take place in cases where information is incomplete or where a lack of clarity exists about technical aspects of the offer.	Assistant Director: SCM: unlimited		<ul style="list-style-type: none"> • The following provisions should be observed: Treasury Regulation 16A3.2 (a) Treasury Regulation 16A8.3 (a-f).
1.19	Approve that correspondence with bidders may be made to obtain confirmation of prices or preference claims, in cases where it is obvious that a written, typed or transcription error or an error in the unit price has been made.	Director: SCM in consultation with the CFO		<ul style="list-style-type: none"> • Provisions of Treasury Regulation 16A3.2 (a) and • Treasury Regulation 16A8.3 (a-f).

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1.20	<p>Approval that correspondence with bidders may be made with regard to the increase / decrease of quantities.</p> <p>Approval thereof.</p>	<p>Director: 20% of original contract quantity/value.</p> <p>Relevant Chief Director and CFO.</p>	<p>SCM 4 of 2003 Treasury Regulation 16A9.1 (a)</p>	<ul style="list-style-type: none"> • A detailed motivation signed by a Director and approved at Chief Director level and the CFO should be submitted to SCM. • For any amount above 20%, a detailed motivation should be • Provisions of Treasury Regulation 16A3.2 (a) and • Treasury Regulation 16A8.3 (a-f) should be observed • Where goods and or services were acquired through the RFQ process, the increase requirements should not exceed the threshold of R500 000.00
1.21	<p>Approve the extension of the validity of bids in the prescribed manner, in cases where it is expected that contracts cannot be awarded prior to the expiry of the initial validity period.</p>	<p>Deputy Director: SCM: unlimited</p>		<ul style="list-style-type: none"> • Provisions of Treasury Regulation 16A3.2 (a) and Treasury Regulation 16A8.3 (a-f) should be observed. • There should also be a review of the timelines if any were specified in the task directive.


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1.22	Consider the escalation of prices when the validity period is extended.	Departmental Bid Adjudication Committee: unlimited		<ul style="list-style-type: none"> • Availability of the budget to fund the project should be taken into consideration.
1.23	<p>Accept quantities other than those specified in the task directive.</p> <p>Approval thereof.</p>	<p>Relevant director: 20% of original contract quantity/value.</p> <p>Relevant Chief Director and CFO</p>		<ul style="list-style-type: none"> • The capacity of the service- provider to deliver on the specified timelines should be considered. • The timelines must be reasonable. • The total cost of the service/goods should be considered. • The items being provided/proposed should not be of inferior quality. • Should the quantities be less than what was specified in the task directive/specification, the relevant Responsibility Manager must ascertain or evaluate value for money for the organisation. • Supplier performance should be monitored. In the event of non-performance, deviations should be documented and provided to the service-provider to respond. Information should also be forwarded to SCM.

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1.24	Approval or rejection of a bidders own conditions.	Departmental Bid Adjudication Committee: unlimited		<ul style="list-style-type: none"> • If it contradicts the regulations. • If it contradicts the task directive and special conditions indicated in the bid documents.
1.25	<p>Verify the ability of a bidder to carry out a contract successfully.</p> <p>Approval thereof.</p>	<p>Departmental Bid Evaluation Committee: unlimited.</p> <p>Departmental Bid Adjudication Committee: unlimited</p>		<ul style="list-style-type: none"> • The size of the contract should be considered. • Bidder's financial position should be considered. • Previous contracts carried out by the bidder should be considered. • Availability of skills or knowledge and resources should be considered. • References may be sought from previous clients. • However, the circumstances should be fully motivated to the Bid Adjudication Committee.
1.26	Recommend the acceptance of a bid with acceptable deviation from the specification / TOR or alternative offers.	Departmental Bid Evaluation Committee: unlimited	Treasury Regulation 16A3.2(a)	<ul style="list-style-type: none"> • In specific cases where the bid offers an improvement to the specification / terms of reference. • The improvements should be recorded.
	Approval thereof.	Departmental Bid Adjudication Committee: unlimited		<ul style="list-style-type: none"> • Provisions of Treasury Regulation 16A3.2 (a) and Treasury Regulation 16A8.3 (a-f) should be observed.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.27	Finalise all bids up to an unlimited amount by accepting the bid, which is in accordance with the specification/task directive / TOR and has the highest points.	Departmental Bid Adjudication Committee: unlimited	SCM 4 of 2003 SCM 2 of 2005	
1.28	Sign a letter of acceptance after the Departmental Bid Adjudication Committee has granted approval that the bid be awarded.	Director: SCM,	Treasury Regulation 16A9.1 (c) and 16A9.1(e)	<ul style="list-style-type: none"> Letter of acceptance to be sent together with the order to the service-provider (if possible).
1.29	Cancel bids in cases where: <ul style="list-style-type: none"> no offer is received the items are no longer required there are errors in the bid invitation documents the bid price is certified as being exorbitant the bids were accidentally not advertised in the Government Tender Bulletin funds are not available. 	Relevant Chief Director or CFO: unlimited	SCM 4 of 2003	<ul style="list-style-type: none"> A motivation indicating why bids are to be cancelled, signed by the relevant director, should be submitted. Service-providers who submitted the bids should be informed. Should service-providers require debriefing on the action from the department, SCM will facilitate the meeting between the service-provider and the relevant section.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.31	<p>Cancellation of RFQ after award</p> <p>Approval thereof</p> <p>Where fraud is involved, Approval thereof</p>	<p>Relevant Director</p> <p>Relevant Chief Director and CFO</p> <p>Bid Adjudication Committee</p>		<ul style="list-style-type: none"> • If the supplier committed any corrupt or fraudulent act during the bidding process or execution of the contract • If any official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of that contract that benefited the supplier • The service provider failed to perform on any previous contract, and there is documented proof where the supplier was requested to remedy the non performance and there was no improvement • A detailed motivation signed by delegated officials and attached proof should be submitted.


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C. Administration of contracts				
NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.32	Approve requests received from contractors for the extension of delivery periods, provided the price remains unchanged.	Director: relevant section and Deputy Director: SCM		<ul style="list-style-type: none"> • Supplier should make the request in writing. • End-user should be informed of the decision. • Extension should be made in writing. • The 0-9 file should be updated accordingly with the new delivery date. • In case of projects, the implications of the extension should be taken into consideration and reported. • Provisions of Treasury Regulation 16A3.2 (a) and Treasury Regulation 16A8.3 (a-f) should be observed.
1.33	Approve that contract payments may be transferred under certain circumstances.	CFO: unlimited		<ul style="list-style-type: none"> • This should be upon receipt of a written letter signed by the transferor, the transferee and two witnesses. • The parties must complete the entity maintenance form. • For amounts exceeding R30 000 per case, both parties are to arrange a meeting with the department.


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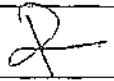
A. General delegations				
NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.1	Approve the procurement of supplies or services, the hiring or letting of anything, the acquisition or granting of any right or the disposal of movable state property, resulting from the invitation and acceptance of price quotations.	Directors: R80 000 within SCM process Chief directors: R150 000 within the SCM.	SCM 2 of 2005	<ul style="list-style-type: none"> • Price quotations must be accepted before expiry of validity by means of a telegram, telex, facsimile followed or an order. • For all procurement in excess of R30 000, the preferential procurement regulations 2001 will be applied. • Quotations should be requested in writing from the suppliers. • When quotations are obtained from suppliers who are not listed on the departmental database, the new supplier should be requested to complete the application form by the requesting section. • Those who fail to submit their application will be considered to have not claimed preferences in accordance with the said regulations. • Preferably the list of prospective service-providers on the departmental database must be used.

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1.34	Approve amendments to the specifications/deliverables.	Departmental Bid Adjudication Committee: unlimited		<ul style="list-style-type: none"> If a binding contract has been concluded but only after negotiation between the contractor and the department and at no additional cost. Should additional cost be involved, this should be dealt with in accordance with delegations 1.21 and 1.22.
2. Procurement and asset management				
2.1	Approve that an order number may be given, telephonically, to the supplier.	Senior SCM Officer: R10 000 Assistant Director: SCM: R30 000 Deputy Director: SCM: R200 000		<ul style="list-style-type: none"> When supplies or services are urgently required and system problems are experienced. The official order form must then be forwarded to the service-provider as soon as possible (48 hours). The documents must have already been submitted to SCM.
2.2	Approve that equipment or furniture may be transferred to another department/institution.	CFO	Departmental Asset Policy	<ul style="list-style-type: none"> Approval will be granted upon receipt of a written motivation. Although the CFO will serve as a confirming authority, he/she will be part of the disposal meeting to avoid rubber stamping.
2.3	Approve that any movable property be loaned to another institution (private or public).	DCEO: Corporate Services		<ul style="list-style-type: none"> Approval will be granted upon receipt of a written motivation from a senior manager of the relevant department.

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1.34	Approve amendments to the specifications/deliverables.	Departmental Bid Adjudication Committee: unlimited		<ul style="list-style-type: none"> If a binding contract has been concluded but only after negotiation between the contractor and the department and at no additional cost. Should additional cost be involved, this should be dealt with in accordance with delegations 1.21 and 1.22.
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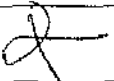
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2.4	Approve that a stock item be loaned to another department.	Director: SCM		<ul style="list-style-type: none"> • PAS Manual, paragraph 9.1.2.7.
2.5	Approve that a stock item be loaned from another department.	Director: SCM		<ul style="list-style-type: none"> • PAS Manual, paragraph 9.1.2.7.
2.6	Appoint asset holders and sub-asset holders.	Relevant Chief Director in conjunction with Deputy Director: SCM		
2.7	Remove (from the Asset Register) losses or damage to departmental property arising from, among other things, criminal acts or omissions if, after a thorough investigation, it is found that the loss or damage is irrecoverable or written off, etc.	SCM officer after approval by the Theft and Loss Committee	<p>Treasury Regulation 12.5.2</p> <p>SCM 4 of 2003: 3.4</p>	<ul style="list-style-type: none"> • Removal of items from the register will occur upon receipt of a written motivation/approval from the Loss Control Committee.
2.8	Approve disposal of obsolete, unserviceable or redundant equipment. Confirming authority.	<p>Disposal Committee</p> <p>CFO</p>	<p>Treasury Regulation 10.2.1</p> <p>PAS Manual, Chapter 18</p>	<ul style="list-style-type: none"> • Approval will be granted upon receipt of a submission signed by the Responsibility Manager on request form. • All requests to be submitted to the Disposal Committee.

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2.9	Approve the disposal of obsolete, redundant stock items. Confirming authority.	Disposal Committee CFO	PAS Manual, Paragraph 22.11.3 Departmental Asset Policy	<ul style="list-style-type: none"> Approval will be granted upon receipt of a submission signed by the Responsibility Manager on request form. All requests to be submitted to the Disposal Committee.
2.10	Approve the storing/usage/keeping of departmental property at a private property (CEO exempted).	DCEO: CS		<ul style="list-style-type: none"> Approval will be granted upon receipt of a written motivation.
2.11	Approve that an advance payment for goods or services may be made.	Director: relevant section CD: relevant section and CFO.		<ul style="list-style-type: none"> Approval will be granted upon receipt of a written motivation from the relevant director signed at Chief Director level.
	Approval thereof.	CD: relevant section and CFO.		<ul style="list-style-type: none"> The motivation should indicate the risk factors taken into consideration.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
3. Authorisation of orders and payments				
3.1	Pre-authorisation of payments on Procurement Integration and BAS.	SCM Clerk: R2 million SCM Officer: R3 million SCM Officer: R7 million. Assistant Director: SCM: R13 million Deputy Director: SCM: above R13 million Director: SCM above R13 million		<ul style="list-style-type: none"> • Delegations limited to SCM officials. • All relevant documents must be attached to the order/payment batch: <ul style="list-style-type: none"> ○ quotations ○ motivations, ○ Tax Clearance Certificate ○ SBD forms • The invoice, simultaneous receipts and issue or receipt vouchers must be signed/ authorised by the end-user, that the service is satisfactorily rendered before payment can be effected on the Procurement Integration or BAS System. • In instances where the invoice is signed and the Responsibility Manager is not available to sign the invoice, the following words should be written on the voucher "see attached invoice for signature". • All amounts from the value of R1 million and above should be processed via the clearing centre. • The option "transfer payments" should be selected on the Logis Integration system. • All international payments should be channelled through Financial Administration.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
3.2	Final authorisation of payments on Procurement Integration and BAS system.	SCM Clerk: R1 million. SCM Officer: R3 million. Assistant Director: SCM: R7 million. Deputy Director: SCM: R13 million. Director SCM: above R13 million. CFO: unlimited.		<ul style="list-style-type: none"> • Delegations limited to SCM officials. • All relevant documents must be attached to the order/payment batch: <ul style="list-style-type: none"> o quotations o motivations. • The invoice, simultaneous receipts and issue or receipt vouchers must be signed/authorised by the end-user, that the service is satisfactorily rendered before payment can be effected on the Procurement Integration or BAS System. • In instances where the invoice is signed and the Responsibility Manager is not available to sign the invoice, the following words should be written on the voucher "see attached invoice for signature". • All amounts from the value of R1 million and above should be processed via the clearing centre. • The option "transfer payments" should be selected on the Logis Integration. • All international payments should be channelled through Financial Administration.

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3.3	Payments to overseas institutions.	CFO: unlimited. Director: Finance: R200 000 Director: SCM: R200 000 Deputy Director: Finance Administration: R100 000 Deputy Director: SCM: R100 000		A BAS payment advice approved by the relevant Responsibility Manager should be submitted to SCM. <ul style="list-style-type: none"> All the relevant information, including banking details are to be provided by the relevant section.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
3.4	Authorisation of orders on Procurement Integration.	SCM: Clerk: R1 million SCM Officer: R3 million Senior SCM Officer: R7 million Assistant Director: SCM: above R7 million		<ul style="list-style-type: none"> • All relevant documents must be attached to the VAS 2 or request for order: <ul style="list-style-type: none"> <i>o quotations</i> <i>o motivations</i> <i>o approved submissions.</i> • Relevant documents to be verified for compliance against departmental policy before request for orders is captured or processed.

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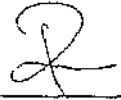
4. SPECIFIC DELEGATIONS (ACQUISITION OF MEDIA SPACE)				
NO.	Description of the authority	Delegate	Reference	Conditions applicable
4.1	Engagement of Media Owner	CD: CSA CFO	Treasury Regulation 16A3.2 (a) 16A8.3, 4 and 16A9.1(a) (d)	<ul style="list-style-type: none"> o There must be a letter of agreement indicating; o Account limit o How invoicing will be handled o How relationship will be managed including escalation of issues o Details of accounts officials on the GCIS and service provider's side

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1.2	Approve that supplies and/or services may be procured in urgent cases where early delivery is of critical importance and the invitation of comparative bids are either impossible or impracticable.	Chairperson: Departmental Bid Adjudication Committee: R600 000 Above: R600 000 the request will be ratified by the CEO	Treasury Regulation 16A6.4	<ul style="list-style-type: none"> • Approval will be granted upon receipt of written motivation, indicating the reason for the urgency and the losses or consequences that will follow if action is not taken. • Motivation to be signed at director level and approved by the relevant Chief Director. • Request to be tabled at the next adjudication meeting. • In instances where deviations to be approved by the Bid Adjudication Committee are from a particular branch, the DCEO and CD of the relevant branch, whom the request comes from, will be recused from the decision making of the particular request. In this instance the quorum will be reduced one,

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
4.2	<p>Acquisition of print Media directly with sole service providers (e.g. Sowetan, Cape Argus, etc)</p> <p>Approval thereof</p>	<p>Director: R10 000.00 - R3 million per campaign</p> <p>CD: CSA and CFO</p> <p>Chairperson of the BAC: Above R3 million per campaign CEO on recommendation from the BAC.</p>	<p>Treasury Regulation 16A3.2 (a) and 16A9.1 (a)</p>	<ul style="list-style-type: none"> o A detailed motivation indicating; o Purpose of the memo and relevant delegations o What resulted in the need o Why this procurement model was followed as well as why other service providers cannot be utilized for the service o What are the benefits for the department / state with this model o The submissions approved by the Chairperson of the Bid Adjudication Committee must be tabled at the following meeting of the Bid Committee. o At the end of every quarter, a memo will be submitted to MANCO on all bids awarded and submission approved by the Bid Adjudication Committee.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
4.3	<p>Acquisition of Radio Space directly with sole service providers (e.g. Community Radio Stations and SABC Stations)</p> <p>Approval thereof</p>	<p>Director: R30 000 - R3 million per campaign</p> <p>CD: CSA and CFO</p> <p>Chairperson of the BAC: Above R3 million –per campaign CEO on recommendation from the BAC.</p>	Treasury Regulation 16A3.2 (a) and 16A9.1 (a)	<ul style="list-style-type: none"> o A detailed motivation indicating; o Purpose of the memo and relevant delegations o What resulted in the need o Why this procurement model was followed as well as why other service providers cannot be utilized for the service o What are the benefits for the department / state with this model o The submissions approved by the Chairperson of the Bid Adjudication Committee must be tabled at the following meeting of the Bid Committee. o At the end of every quarter, a memo will be submitted to MANCO on all bids awarded and submission approved by the Bid Adjudication Committee.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
4.4	<p>Acquisition of TV Space directly with sole service providers (e.g. SABC and ETV)</p> <p>Approval thereof</p>	<p>Director: R10 000 - R5 million per campaign</p> <p>CD: CSA and CFO</p> <p>Chairperson of the BAC: Above R5 million –per campaign</p> <p>CEO on recommendation from the BAC.</p>	Treasury Regulation 16A3.2 (a) and 16A9.1 (a)	<ul style="list-style-type: none"> o A detailed motivation indicating; o Purpose of the memo and relevant delegations o What resulted in the need o Why this procurement model was followed as well as why other service providers cannot be utilized for the service o What are the benefits for the department / state with this model o The submissions approved by the Chairperson of the Bid Adjudication Committee must be tabled at the following meeting of the Bid Committee. o At the end of every quarter, a memo will be submitted to MANCO on all bids awarded and submission approved by the Bid Adjudication Committee.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
4.6	<p>Acquisition of Social media, Online and New Media directly with sole service providers</p> <p>Approval thereof</p>	<p>Director: R10 000 - R2 million per campaign</p> <p>CD: CSA and CFO</p> <p>Chairperson of the BAC: Above R2 million ~per campaign</p> <p>CEO on recommendation from the BAC.</p>	<p>Treasury Regulation 16A3.2 (a) and 16A9.1 (a)</p>	<ul style="list-style-type: none"> o A detailed motivation indicating; o Purpose of the memo and relevant delegations o What resulted in the need o Why this procurement model was followed as well as why other service providers cannot be utilized for the service o What are the benefits for the department / state with this model o The submissions approved by the Chairperson of the Bid Adjudication Committee must be tabled at the following meeting of the Bid Committee

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4.7	Acquisition of Transit Media service providers Approval thereof	Director: R10 000 - R1 million per campaign CD: CSA and CFO Chairperson of the BAC: Above R1 million –per campaign CEO on recommendation from the BAC.	Treasury Regulation 16A3.2 (a) and 16A9.1 (a)	<ul style="list-style-type: none"> o A detailed motivation indicating; o Purpose of the memo and relevant delegations o What resulted in the need o Why this procurement model was followed as well as why other service providers cannot be utilized for the service o What are the benefits for the department / state with this model <p>The submissions approved by the Chairperson of the Bid Adjudication Committee must be tabled at the following meeting of the Bid Committee.</p>

NB: Where powers have been delegated to a holder of a specific rank, that power may be executed by the acting official or the holder of an equivalent or higher rank. The person pre-authorising the payment should at all times not be the final authoriser of the same payment.

The CEO reserves the right to withdraw the delegations given to an official(s), should he/she be of the view that the delegations have been abused and disciplinary proceedings may be instituted against that particular official(s). These delegations will be reviewed on an annual basis.

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.3	<p>Approve, in emergency cases, that supplies and/or services may be procured where immediate action is necessary to avoid a dangerous or risky situation, misery or want. The principle of competition should, however, be adhered to as far as possible.</p>	<p>Departmental Bid Adjudication Committee: R900 000</p> <p>Above R900 000: recommendation by the Departmental Bid Adjudication Committee.</p> <p>Approval: CEO</p>	Treasury Regulation 16A6.4	<ul style="list-style-type: none"> • Approval will be granted upon receipt of written motivation, indicating the reason for the emergency and the losses or consequences that will follow if action is not taken. • Motivation to be signed at director's level and approved by the relevant Chief Director. • In instances where deviations to be approved by the Bid Adjudication Committee are from a particular branch, the DCEO and CD of the relevant branch, whom the request comes from, will be recused from the decision making of the particular request. In this instance the quorum will be reduced one,


 Initials: _____
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 Acting Chief Executive Officer

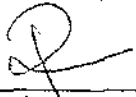
NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.4	<p>Acquisition of conference facilities</p> <p>Approval thereof</p> <p>Approval thereof</p>	<p>Director: relevant section: R500 000</p> <p>Chief Director: relevant section and CFO: R500 000</p> <p>Bid Adjudication Committee Above R500 000</p>	<p>Treasury Regulation 16A6.4 16A8.3 (a-f) 16A9.1 (a)</p>	<ul style="list-style-type: none"> • There must be a letter of engagement between GCIS and the venue finder • There must be an original valid tax clearance certificate • Quotations must reflect service fee / commission separately from the cost of the service itself • Closed bid process. Detailed motivation indicating, purpose background, timelines as well as service providers that will be approached.

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B. Consideration and acceptance of bids				
NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.5	Determine contract period.	Director: end-user: not exceeding the MTEF period (three years)		<ul style="list-style-type: none"> For rental of equipment, the rental period should not exceed a maximum of three years.
1.6	<p>Compile the specification or terms of reference that will be used for inviting competitive bids or request for quotes.</p> <p>Approval of the terms of reference / specification.</p> <p>Approval of the terms of reference / specification.</p>	<p>Director: relevant section Bid Specification Committee</p> <p>Chief Director: relevant section under R500 000</p> <p>DCEO: relevant section above R500 000</p>		

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.7	<p>Co-ordination of the collection of all relevant documents, including specifications / TOR, bid and contract conditions, and the allocation of bid numbers. This includes checking that specifications / TOR are compliant to the SCM framework.</p> <p>Approval thereof.</p> <p>Approval thereof.</p>	<p>Senior SCM clerk / officer Unlimited</p> <p>Assistant Director: SCM R500 000</p> <p>Above R500 000 Deputy Director: SCM.</p>	Treasury Regulation 16A6.3	<ul style="list-style-type: none"> Only for bids where specification / TOR has been received and signed off by the relevant Director or Chief Director.
1.8	Determine the validity period of bids.	Assistant Director: SCM		<ul style="list-style-type: none"> Activities of the organisation, e.g. GCF, State of the Nation Address, etc. should be considered when allocating validity period. Validity period of all bids should not exceed 90 days.
1.9	<p>Determine the period for the submission of bids.</p> <p>Approval thereof</p>	<p>ASD: SCM</p> <p>Deputy Director: SCM</p>	Treasury Regulation 16A6.3 (C)	

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NO.	Description of the authority	Delegate	Reference	Conditions applicable
1.10	Shorten the closing date.	Departmental Bid Adjudication Committee	Treasury Regulation 16A6.3 (C) Treasury Regulation 16.A.6.4	<ul style="list-style-type: none"> If in a specific case, if it is impractical to invite bids for a longer period. A detailed motivation indicating the implications should the bid be advertised for the full period should be presented to the Bid Adjudication Committee.
				<ul style="list-style-type: none"> In specific cases where a panel of service-providers were screened through the bidding process.
1.11	Approve the notification (advertising) of bid invitations and the issuing of bid documents.	Deputy Director: SCM		Upon receipt of a signed terms of reference / specification by a delegated official
1.12(a)	Approve the invitation of bids / quotes from selected/sole service-providers for specific brand or trade mark only.	Director: relevant section: R10 000.00 to R500 000	Treasury Regulation 16A6.4 16A8.3 (a-f) 16A9.1 (a)	<ul style="list-style-type: none"> If in a specific case, it is impractical to invite bids. A detailed motivation indicating the implications, signed at director level and approved by the relevant Chief Director should be provided. The motivation should also be signed by the CFO with regards to process followed and availability of funds.. In cases where the amount exceeds R500 000, a presentation on the deviation should be made to the Bid Adjudication Committee for recommendation to the CEO. Motivation should be submitted to the
(b)	Approve that services be sourced from a single or sole service-providers in case of training, workshops, conference facilities, translation, research or seminars.	Director: relevant section: R10 000.00 to R500 000.00		
(c)	Grant approval in instances where it is considered essential that requirements are obtained from one source of supply, e.g. where	Director: relevant section: R10 000.00 to R500 000.00		

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