

GENERAL NOTICE

DEPARTMENT OF CORRECTIONAL SERVICES

No. 582

29 May 2009

DELEGATED POWERS OF THE DEPARTMENT OF CORRECTIONAL SERVICES

PROCUREMENT AND PROVISIONING OF GOODS, WORKS AND SERVICES

I.	INTRODUCTION
1.1	By virtue of the authority vested in me in terms of Section 38(1)(a)(iii) and Section 44(1)(a) of the Public Finance Management Act, I Vivian P. Petersen, Commissioner of Correctional Services hereby delegate the powers and duties assigned to me in terms of the Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999) and the Treasury Regulations, Part 6 Chapter 16A issued in terms- of the Public Finance Management Act, to the post levels as indicated in this annexure.
1.2	As far as procedures and administrative actions are concerned, all procurement units are bound to comply with the conditions contained in the Government Procurement : General Conditions of Contract (GCC) and the Supply Chain Management User Manual : Directives in respect of Procurement in so far as they are not in conflict with the directives and limitations stipulated herein.
1.3	At any time the powers may be withdrawn or the conditions, under which they have been granted, may be amended.
1.4	Any delegated power in connection with the arrangement of a <u>specific service, goods, works or sale</u> will lapse automatically as soon as a contract for the relevant service, supply or sale has been arranged.
1.5	Where any doubt exists with regard to the interpretation or application of any power or condition, the Directorate : Procurement must be approached through normal channels for a decision or finalization.
1.6	These powers are granted subject to the provisions of any other Act of Parliament, as amended from time to time.
1.6.1	Armaments (firearms, ammunition, etc.) may not be acquired in terms of these delegated powers.
1.7	These powers are also applicable as far as sales/disposals are concerned.
1.8	Supply Chain Management Practitioners and officials in their line function reporting structure may execute these Delegated Powers.

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2.	<i>TERMINOLOGY</i>
2.1	<p><u>Case</u></p> <p>In respect of the Procurement Unit concerned, a "case" is the consolidated requirement of a specific category of items, which requirement exists at a given point in time and at the time of consolidation, is known to the specific Procurement Unit and has been quantified. It covers the estimated total value (VAT included) of all the items concerned for the complete service or supply and not only the value of any individual item in that specific category.</p> <p>Note: Whenever requirements are obtained within the delegated powers, Procurement Units must as far as possible consider the break-out of such requirements into smaller manageable segments with due consideration to the quality of the goods required, time to administrate the process and cost-effectiveness of the ensuing contracts. This can be achieved by providing for different items on a single bid/price quotation invitation, bearing in mind the cost of the requirement per case. Should the estimated cost for the total requirement, i.e. for the case, exceed the delegated authority applicable to the specific Procurement Unit, then the principle of break-out procurement should still be applied but it should be forwarded to the next level of authority with the request to invite the bids/price quotations.</p>
2.2	<p><u>Price quotation</u></p> <p>A verbal/written offer, which is not necessarily subject to the General Conditions of Contract (GCC).</p>
2.3	<p><u>Bid</u></p> <p>A written offer on a prescribed or stipulated form in response to an invitation by an organ of state for the provisioning of goods, works, services or the sale and letting of assets, and unless otherwise determined, has been advertised in the Government Tender Bulletin.</p>
2.4	<p><u>Bidder</u></p> <p>Any natural or legal person who makes an offer in response to a request to submit a bid or a price quotation</p>
2.5	<p><u>Contract</u></p> <p>Written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p>

AUTHORISED BY :


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2.6	<p><u>Transversal contract</u></p> <p>A contract arranged by the National Treasury for the supply, over a specified period of time, of the repetitive requirements of various participating organisations for goods, works or services, the hiring or letting of anything, the acquisition or granting of any right, or the disposal of movable State property</p>
2.7	<p><u>General period contract</u></p> <p>A contract arranged by the Directorate : Procurement for the supply, over a specified period of time, for the repetitive requirements of various participating Procurement Units for goods, works or services, the hiring or letting of anything, the acquisition or granting of any right, or the disposal of movable State property.</p>
2.8	<p><u>Ad hoc contract</u></p> <p>A contract arranged for a once-off requirement for goods, works or services, the hiring or letting of anything, the acquisition or granting of any right, or the disposal of movable State property</p>
2.9	<p><u>Specific period contract</u></p> <p>A contract for the supply, over a specified period of time, for the repetitive requirements of only one Procurement Unit for goods, works or services, the hiring or letting of anything, the acquisition or granting of any right or the disposal of movable state property.</p>
2.10	<p><u>GCC</u></p> <p>General Conditions of Contract</p>
2.11	<p><u>Standard Special Conditions</u></p> <p>Approved special conditions on standardized forms, applicable to certain commodities.</p>

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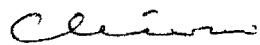
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2.12	<p><u>National Bid Adjudication Committee</u></p> <p>The National Bid Adjudication Committee of the department must at least consist of the following :</p> <ul style="list-style-type: none"> - Chairperson and Vice-chairperson, appointed in writing by the Accounting Officer, with the rank of at least a Chief Deputy Commissioner. - Three other members, appointed in writing by the Accounting Officer, of whom at least one is a Supply Chain Management Practitioner. <p>Where considered necessary, additional members may be co-opted on account of their specialized knowledge.</p>
2.13	<p><u>Sub-Bid Adjudication Committees</u></p> <p>The Sub-Bid Adjudication Committees of the department must at least consist of the following :</p> <ul style="list-style-type: none"> - Chairperson with a rank of at least a Deputy Commissioner and Vice-chairperson with a rank of at least a Director, appointed in writing by the Accounting Officer, - Three other members, appointed in writing by the Accounting Officer, of whom at least one is a Supply Chain Management Practitioner. <p>Where considered necessary, additional members may be co-opted on account of their specialized knowledge.</p> <p>Note: All members of the Bid Committees should be cleared at the level of "CONFIDENTIAL" and should be required to declare their financial interest annually</p>
2.14	<p><u>Appointment of Secundi</u></p> <p>For the purpose of continuity and not to delay meetings, a secundi may be appointed by the Accounting Officer to temporarily replace members that are absent from meetings due to illness, leave, etc. A secundi will have the same powers as the member for the duration of the meeting. Secundi's may not represent more than 50% of any Bid Adjudication Committee Meeting.</p>

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NUMBER	DELEGATION	MANAGEMENT AREA/ CORRECTIONAL CENTRE LEVEL	REGIONAL OFFICE LEVEL	HEAD OFFICE LEVEL
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3.0	<i>INVITATION AND ACCEPTANCE OF PRICE QUOTATIONS UP TO THE VALUE OF R500 000-00.</i>			
3.1	<p><u><i>Approval of purchases up to an transaction value of R2 000-00 (VAT included) per case</i></u></p> <p>Procurement of requirements without inviting competitive bids or price quotations by means of petty cash per petty cash voucher. Own internal procedures to ensure sound financial management of funds when goods and/or services are obtained by means of petty cash must be established.</p> <p>Note : For the granting of any right or the disposal of state property, competitive written price quotations must be invited.</p>	UP TO R2 000-00 – CO II/APAO	UP TO R2 000-00 – CO II/APAO	UP TO R2 000-00 – CO II/APAO
3.2	<p><u><i>Acceptance of price quotations between an estimated value of R2 000-00 and R30 000-00 (VAT included) per case</i></u></p> <p>Procurement of goods, works or services, the hiring or letting of anything, the acquisition or granting of any right or the disposal/sales of movable State property, by inviting competitive price quotations from as many as possible suppliers that are registered on the list of prospective suppliers for requirements up to an estimated value of R29 999-99.</p> <p>Note : The price quotation lowest in price per item and which is acceptable should be approved.</p>	UP TO R10 000-00 – CO II/APAO UP TO R30 000-00 – CO I/PAO	UP TO R10 000-00 – CO II/APAO UP TO R30 000-00 – CO I/PAO	UP TO R10 000-00 – CO II/APAO UP TO R30 000-00 – CO I/PAO
3.2.1	<p>Consideration and approval of reasons/motivation where it is not possible to obtain at least three (3) price quotations</p> <p>Note : Reasons should be recorded.</p>	UP TO R10 000-00 – CO II/APAO UP TO R30 000-00 – CO I/PAO	UP TO R10 000-00 – CO II/APAO UP TO R30 000-00 – CO I/PAO	UP TO R10 000-00 – CO II/APAO UP TO R30 000-00 – CO I/PAO

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