

2008 -10- 22

OFFICE OF THE HOD



agriculture

Department of
Agriculture
FREE STATE PROVINCE

TO: THE ACCOUNTING OFFICER
DEPARTMENT OF AGRICULTURE

RE: DELEGATIONS OF AUTHORITY FOR USE OF SINGLE AND SOLE SUPPLIERS

1. The above cited matter refers.
2. The Office of the Chief Financial Officer has thought it necessary and appropriate to review the delegation of authority with regard to the signing of submissions to obtain approvals for use of single and sole suppliers. Managers are hereby requested to ensure that their motivations in the submissions meets the expectations/requirements for use of single and sole suppliers as stipulated in the delegations.
3. In light of these amendments, permission is hereby requested to align and implement the departmental SCM Delegations as per attached **Annexure**.
4. Contents of this letter must be brought to the attention of all staff in the department.

Your co-operation is always appreciated.

Recommended

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Mothibedi Matshela
Acting Chief Financial Officer

Date: 21/10/2007

Approved

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S.T.R Ramakarane
Accounting Officer
Department of Agriculture

Date: 26/10/2008

PROVISION	DELEGATION TO THE LOWEST RANK/LEVEL	CONDITION
<p>Approval of submissions for sourcing of quotations from Single Suppliers.</p>	<p>Senior Managers 0.01 up to R 30 000</p>	<p>This should be on a thorough analysis of the market and use of a transparent and equitable pre-selection process to request only one amongst a few prospective bidder/suppliers to quote.</p> <p>Assistant Director Acquisition shall give confirmation/recommendation to the effect before submissions is approved (up to R30,000.00)</p> <p>Director: Supply Chain Management shall give confirmation/recommendation to the effect before submissions is approved (up to R30,000.00)</p> <p>(e.g. After requesting quotes from more than 3(three) suppliers only one meet the requirement of the specification adequately).</p>
<p>Approval of submissions for sourcing of quotations from Sole Suppliers</p>	<p>Executive Managers Above 30 000 up to R 100 000.</p> <p>Accounting Officer Above 100 000</p> <p>Senior Managers 0.01 up to R 30 000</p> <p>Executive Managers Above 30 000 up to R100 000</p> <p>Accounting Officer Above R 100 000</p>	<p>Director: Supply Chain Management shall give confirmation/recommendation to the effect before submissions may be approved</p> <p>There is no competition and only one bidder exists (for example sole distribution rights.</p> <ul style="list-style-type: none"> • A written submission is required for motivation. • No motivation is required for services rendered by Eskom Telkom Municipalities National Contracts and ad hoc Contracts <p>Proof of sole supplier or affidavit must be attached.</p>

Recommended

Approved

M.E Matshela
Acting Chief Financial Officer
Date: 2/11/2008

S.T.R Ramakrane
Accounting Officer
Date: 2/11/2008