



PROVINCE OF THE FREE STATE

DEPARTMENT OF AGRICULTURE

DELEGATION OF POWERS ENTRUSTED OR DELEGATED TO THE MEC OF AGRICULTURE, TO THE DEPUTY DIRECTOR GENERAL OF THE PROVINCIAL DEPARTMENT OF AGRICULTURE AND THE AUTHORISATION TO FURTHER SUB-DELEGATE THE SAID POWERS TO AGRICULTURE OFFICIALS, THE HOLDER OF A SPECIFIC POST IN THE DEPARTMENT OF AGRICULTURE.

Under the powers vested in me by section 17(2) of the Public Finance Management Act, 1999 (1 of 1999), as amended by the Public Finance Management Amendment Act, 1999 (29 of 1999)-[the Act], I, **MC Mokotlane**, Member of the Executive Council of the province of the Free State responsible for financial matters and as the Acting Member of Executive Council of Department of Agriculture, hereby delegate to the Deputy Director General of the Department of Agriculture, the powers entrusted or delegated to me by the Act, as well as to authorise in terms of section 20(2)(b) of the Act the further sub-delegation of the delegated powers to Department of Agriculture officials, the holder of a specific post in the Agriculture, as attached in the schedule.

Signed at BLOEMFONTEIN this.....*21st*.....day of*APRIL*..... 2006

MEMBER OF EXECUTIVE COUNCIL: DEPARTMENT OF AGRICULTURE

**SCM DELEGATIONS FOR CAPITAL EXPENDITURE POWERS AND DUTIES OF THE ACCOUNTING OFFICER IN TERMS OF
THE PUBLIC FINANCE MANAGEMENT ACT
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

ITEM	PROVISION	POWERS VESTS IN	AUTHORITY FOR DELEGATION	MONETARY LIMITS	DELEGATION TO LOWEST RANK OF OFFICIAL	CONDITIONS
1.	Approval of submissions related to Capital Expenditure (e.g. CASP, LandCare Production Inputs, Food Security and Drought Relief funds)	Accounting Officer	Section 44 of PFMA	Up to R15 000 Up to R200 000 Up to R500 000 Over R500 000	Deputy Dir Director CD AO	<ul style="list-style-type: none"> ▪ No submission is required for purchases up to R5000 ▪ Submission up to R200 000 to be recommended by Director: Finance ▪ Ensure that Supplier bank details are registered with SCM ▪ Submission over R200 000 to be recommended by CFO ▪ Preference to be given to BEE companies ▪ PPPFA applies to quotations from R30 000
2.	Approval of Sole Supplier (i.e. Sole supplier also applies to cases where not more than two quotations can be obtained and there is no competition and only one bidder exists (for example, sole distribution rights))	Accounting Officer	Section 44 of PFMA	Up to R5000 Up to R100 000 Over R100 000	Directors CD AO	<ul style="list-style-type: none"> • In case of Sole Supplier a recorded motivation is required and confirmed by SCM Director ▪ No motivation is required for services procured from: <ul style="list-style-type: none"> - Eskom - Telkom - Municipalities - National Contracts
3.	Manual approval of Purchase Requisition (Log 1)	Accounting Officer	Section 44 of PFMA	Up to R200 000 Up to R500 000 Over R500 000	Directors CD AO	<p>Log 1 (Purchases requisition) up to R200 000 to be checked for correctness and accuracy by Director: Finance and or Director: SCM</p> <p>Log 1 (Purchase requisition) over R200 000 to be checked for accuracy and correctness by CFO</p>

Approved by:

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I Silinda
Acting HOD
Date: 21/04/06

Endorsed by:

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MC Mokitlane
MEC
Date: 21/04/06

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						Purchase requisition (Log 1) to be supported by: <ul style="list-style-type: none"> ▪ Written approved submission ▪ At least three written quotations ▪ Letter of appointment of chief users based on the budget structure ▪ Approved list of chief users entailing names, signature specimen, contact numbers and the sections ▪ Up to R5000 – two telephonic & one written quotations ▪ Up to 100 000.00 – three written quotations ▪ Over R100 000.00 tender procedures applies ▪ PPFA applies o quotations from R30 000.00 ▪ Preference to be given to BEE Companies
4.	Authorisation of purchase requisition (Log 1) on Logis system	Accounting Officer	Section 44 of PFMA	Up to R100 000 Up to R500 000 Up to R1 000 000 Over R1 000 000	PAO/CPAC AM: Ass Dir: SCM M:DD:SCM Director: SCM	Authorisation of Log 1 on Logis supported by: Written approved submission. (Where applicable) Three written quotations (Where applicable) <ul style="list-style-type: none"> ▪ A duly completed and approved log1
5.	Approval of purchase order on Logis System	Accounting Officer	Section 44 of PFMA	Unlimited	SCM Officials	Printing of purchase order is supported by: <ul style="list-style-type: none"> ▪ Written approved submission (Where applicable) ▪ Three written quotations (Where applicable) ▪ A duly completed and approved log1

Approved by:

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 I Silinda
 Acting HOD
 Date: 21/04/2016

Endorsed by:

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 MC Mokitlane
 MEC
 Date: 21/4/2016

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6.	Appointment of Departmental Bid Evaluation, Disposal, Specifications & Bid adjudication Committee Members	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	Committees must be independent of each other. (To ensure impartiality Bid Evaluation Committee members may not serve as Adjudication Committee Members)
7.	Manual approval of procurement advice	Accounting Officer	Section 44 of PFMA	Up to R500 000 Up to R500 000 Over R700 000	AM: Ass Dir: SCM M (DD:SCM) Dir: SCM	Purchase order to be supported by <ul style="list-style-type: none"> ▪ Written submission ▪ Approved purchase requisition ▪ At least three written quotations ▪ In case of less than three quotations, a motivation is required
8.	Call for tender	Accounting Officer	Section 44 of PFMA	Over R100 000	SCM Unit	Normal tender procedures applies
9.	Approval for the appointment of consultancy services	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	<ul style="list-style-type: none"> • Contracts to be entered into must be cleared by Legal services. • A written submission is a definite prerequisite due to the complexity of contracting such services • General conditions of Contract must apply The PPPFA applies to quotations from R30 000 (preference point claim systems)

Approved by:

I Silinda
Acting HOD

Date: 7.7.10/10/10

Endorsed by:

MC Mokitlane
MEC

Date: 21/4/10/10

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10.	Approval to purchase urgent and/ or emergency goods and services.	Accounting Officer	Section 44 of PFMA	Up to R15 000	Director	<ul style="list-style-type: none"> Urgent and Emergency cases are: <ul style="list-style-type: none"> early delivery is of critical importance and invitation of bids is either impossible or impractical immediate action is necessary in order to avoid a dangerous or risky situation or misery Reasons should be clearly recorded and approved by the HOD (NB! Lack of proper planning should not be constituted as an urgent and emergency case)
				Up to R200 000	CD	
				Over R200 000	AO	
11.	Approval to obtain deviation from the normal tender procedures	Accounting Officer	Section 44 of PFMA	Unlimited	Not Delegated	Deviation from normal tender procedures will be allowed under the following conditions: <ul style="list-style-type: none"> There is no competition and only one bidder exist after a thorough market research has been done and confirmed by Director: SCM There is limited competition, hence only a few prospective bidders are allowed to make a proposal Early delivery is of critical importance and the invitation of competitive bids is either impossible or impractical Immediate action is necessary in order to avoid a dangerous or risky situation or misery Lack of proper Planning should not be constituted as a reason to deviate form normal tender procedures. Reasons to deviate from normal tender procedures must clearly recorded in a submission and approved by HOD

Approved by:

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I Silinda
Acting HOD
Date: 21/04/06

Endorsed by:

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MC Mokitlane

MEC

Date: 21/4/2006

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12.	<p>Approval to:</p> <ul style="list-style-type: none"> Invite bids and/or tenders Special Conditions to bids Bid evaluation criteria 	Accounting Officer	Section 44 of PFMA	Unlimited	<p>CFO</p> <p>AO</p> <p>AO</p>	Written specification and motivation must be drawn and approved by the specifications Committee
13.	<p>Communication with all possible bidders after the closing date of the bid in order to provide additional information or to clear up points in the bid invitations that are not clear with regard to the following:</p> <ul style="list-style-type: none"> Information is incomplete Where a lack of clarity exists about technical aspects of the offer. Additional information is needed to do a recommendation Bids prices must be confirmed due to a typing error of obvious mistake 	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	<ul style="list-style-type: none"> Contracts to be entered into must be cleared by Legal Services. A written submission is a definite prerequisite due to the complexity of contracting such services General conditions of Contract must apply <p>The PPPFA applies to quotations from R30 000 (preference point claim system)</p>

Approved by:

I Silinda
Acting HQD

Date: 21/04/06

Endorsed by:

MC Mokitlane

MEC

Date: 21/4/06

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14.	Approval to postpone the closing date of the bid	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	Bids must be advertised before the closing date Cancellation must be advertised in the Government/Provincial Tender (bid) Bulletin
15.	Cancellation of bid invitations before the closing date and time of the bid	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	
16.	Closing of bids and opening of bids in public	Accounting Officer	Section 44 of PFMA	Unlimited	M:(DD SCM) AM: (Ass Dir. SCM)	Bid box must be opened by at least two members of the DBAC and/or SCM Unit
17.	Acceptance/approval of bid subsequent to DBAC recommendations	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	On recommendation of the DBAC
18.	Notification of acceptance of bid	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	

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I Silinda
Acting HOD
Date: 21/04/06

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19.	Signing of formal contracts other than the FSBF 7 forms, which resulted form the acceptance of a bid (Excluding PPP agreements)	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	On recommendation of Legal Support
20.	Approval to extend current contract period	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	On recommendation of the Legal Support
21.	To decide on the handling of <ul style="list-style-type: none"> ▪ Penalties for late deliveries ▪ Non/unsatisfactory performance of bidders ▪ Legal remedies ▪ Impose/consider restrictions 	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	On recommendation of the Legal support and the relevant Chief Director
22.	Verifying the ability of bidders to carry out a contract successfully before adjudication of the bid	Accounting Officer	Section 44 of FMA	Unlimited	SCM	On recommendation of DBAC and/or specific line functionary
23.	Disclosure of information regarding adjudication of the Bid/Quotations	Accounting Officer	Section 44 of PFMA	Up to R100 000 Over R100 000	Chief users Chairperson of DBAC	

Approved by:

I Silinda
Acting HOD
Date: 24/04/06

Endorsed by:

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Date: 24/4/06...

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24.	Correction of an incorrect acceptance of a bid	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	On recommendation of the DBAC
25.	Amendment of a contract to: <ul style="list-style-type: none"> ▪ Increase/decrease the quantities within the contract ▪ Extension of delivery periods ▪ Cession of contracts ▪ Transfer of contract payments ▪ Increase contract prices 	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	On recommendation of the DBAC <ul style="list-style-type: none"> ▪ The estimated value of the envisaged change in purchases must not exceed 20% of the total value of the original contract.
26.	Cancellation of contracts	Accounting Officer	Section 44 of PFMA	Unlimited	Not delegated	
27.	Purchasing of works of art	Accounting Officer	Section 44 of PFMA	Up to R200 000 per item	AO	Procurement procedure to be followed
28.	Purchase outside transversal Provincial and National Contract	Accounting Officer	Section 44 of PFMA	Unlimited	AO	

Approved by:

I Silinda
Acting HOD
Date: 21/4/06

Endorsed by:

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MEC

Date: 21/4/06

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29	Approval of "multiple source" supplier (i.e. There is limited competition, hence only a few prospective bidders are allowed to make a proposal)		Section 44 of PFMA	Up to R200 000	CD	To apply this method of procurement the following applies: - A thorough analysis of the market must be done ▪ Submission to use "multiple source" supplier to be checked, verified and recommended by Director SCM and Finance for purchase up to R100 000 ▪ Submission to use "multiple source" supplier to be checked, verified and recommended by CFO for purchase over R200 000
				Over R200 000	AO	

Approved by:

I Silinda
Acting HOD
Date: 21/04/06

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MEC
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LEGENDS:

AO: Accounting Officer
CD: Chief Director
CFO: Chief Financial Officer
PAO: Provincial Administration Officer
AM: Assistant Director: SCM
M: Deputy Director SCM
DBAC: Departmental Bid Adjudication Committee
SCM: Supply Chain Management

Approved by:

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I Silinda
Acting HOD
Date: 21/04/06

Endorsed by:

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MC Mokitlane
MEC
Date: 21/4/06