



**LIMPOPO**

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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PROVINCIAL TREASURY

# ***LIMPOPO PROVINCIAL TREASURY***

## ***SUPPLY CHAIN MANAGEMENT***

### ***POLICY***

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## DEFINITIONS AND ACRONYMS

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|--|---|
| <b>Accounting officer:</b>                 | The official who is charged with the responsibility of accounting for voted moneys. For the Provincial Treasury (i.e. Head of Department).            |
| <b>Appropriation act:</b>                  | Act of Parliament in terms of which funds are made available for a specific financial year.   |
| <b>BAS:</b>                                | Basic Accounting System.  |
| <b>FINEST</b>                              | Financial Efficiency Strategic Planning System  |
| <b>Charge:</b>                             | Expenditure/commitment against the annual budget.   |
| <b>Chief Financial Officer:</b>            | Financial Manager of the Department reporting directly to the Accounting Officer.   |
| <b>Chief user:</b>                         | A senior manager or higher or their delegates in control of a budget.   |
| <b>Conferences:</b>                        | Includes congresses, conventions, seminars, symposia, meetings and workshops, amongst others.   |
| <b>Consumable items:</b>                   | Items with a lifespan of no longer than one year as well as items with a value of less than R1000.  |
| <b>Contract:</b>                           | A written binding agreement between two parties.  |
| <b>Contractors:</b>                        | Suppliers of goods and services to the Department.  |
| <b>District/Sub Office:</b>                | All offices other than the Provincial Headquarters.   |
| <b>BAC</b>                                 | Bid Adjudication Committee  |
| <b>SCM</b>                                 | Supply Chain Management   |
| <b>Double payment:</b>                     | A payment erroneously made for a second time.   |
| <b>Face value form:</b>                    | Any form with a potential monetary value.   |
| <b>Financial year:</b>                     | Period starting on 1 April of any year and ending on 31 March of the next year.   |
| <b>Fruitless and Wasteful Expenditure:</b> | Expenditure which was made in vain and would have been avoided had reasonable care been exercised.  |
| <b>Irregular expenditure:</b>              | Expenditure, other than unauthorised expenditure, incurred in contravention of or that is not in accordance with a requirement of any applicable law. |
| <b>Law:</b>                                | Any act of Parliament, regulation, or prescript.  |

|  |  |
|--|--|
| <b>MEC:</b>  | Member of the Executive Council  |
| <b>MMS</b>   | Middle Management Scheme   |
| <b>SMS</b>   | Senior Management Scheme   |
| <b>MTEF:</b>   | Medium Term Expenditure Framework.   |
| <b>Non consumable items:</b>                         | Items other than consumable items  |
| <b>Non-standing commissions and committees:</b>      | Temporary commissions and committees appointed by the Head of Department, including negotiation teams.   |
| <b>Payment in advance:</b>                           | Pre-payment made in terms of a contract.   |
| <b>PERSAL:</b>                                       | Personnel and Salary System.   |
| <b>Petty cash:</b>                                   | Cash for official purchases up to a set limit.   |
| <b>PFMA:</b>   | Public Finance Management Act, 1999 (Act 1 of 1999) as amended by Act 29 of 1999.  |
| <b>PPPFA</b>   | Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)  |
| <b>Requisition/Memorandum of Goods and Services:</b> | Written request for cash/services/goods.   |
| <b>Stores:</b>                                       | Moveable State property which is kept in stock for issuing.  |
| <b>Stores depot:</b>                                 | A storage place from where stores are issued.  |
| <b>Unauthorised expenditure:</b>                     | Overspending of a vote or a main division within a vote or expenditure not in accordance with the purpose of the vote or in case of a main division, not in accordance with the purpose of that main division. |
| <b>Virement:</b>                                     | Shifting of funds between programmes, sub-programmes and standard items.   |
| <b>Voucher:</b>                                      | Document supporting a financial transaction.   |
| <b>Warrant voucher:</b>                              | Cheque issued by the Department.   |

## **1. PREAMBLE**

### **1.1 PURPOSE**

Government of the Republic of South Africa has introduced a number of legislation over the past years with a view of modernizing the management of the public sector, to make it more efficient and sensitive in meeting the needs of the communities it serves. Since 1994, government initiated a number of budgetary and financial reforms and a lot of progress has been made in financial management since then. The Public Finance Management Act, 1999 assigns considerable powers to Accounting Officers to enable them to manage their financial affairs within the parameters laid down by prescribed norms and standards.

The purpose of this Policy is to ensure that the Limpopo Provincial Treasury (Department) obtains goods and services in support of its activities at a lowest possible cost, having regard to quality and service, while acting in a socially responsible manner in developing and supporting Small, Micro and Medium enterprises owned by the Historically Disadvantaged Individuals (HDI's).

### **1.2 OBJECTIVES**

National Cabinet resolved that the concept of be introduced in the public sector to address the following objectives:

- transform government procurement and provisioning practices into an integrated SCM function;
- introduce a systematic approach for the appointment of consultants;
- create a common understanding and interpretation of the preferential procurement policy; and
- promote the consistent application of 'best practices' throughout government's supply chain.

**1.3      APPLICABLE LEGAL FRAMEWORK**

- 1.3.1      Public Finance Management Act , 1999 (Act No.1 of 1999) as amended by Act 29 of 1999.
- 1.3.2      Treasury Regulations for the Department, Trading Entities, Constitutional Institutions and Public Entities, issued in terms of Public Finance Management Act, 1999 during March 2005.
- 1.3.4      Preferential Procurement Regulations, 2001(August 2001)
- 1.3.5      Regulations in terms of S76 (4) (c) of the PFMA: Framework for Supply Chain Management.
- 1.3.6      Supply Chain Management: A guide for Accounting Officer/ Authorities (February 2004).
- 1.3.7      Constitution of the Republic of South Africa Act, 1996 (Act No.108 of 1996)
- 1.3.8      Promotion of Access to information Act, 2000 (Act No.2 of 2000)
- 1.3.9      Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000)
- 1.3.10      Prevention and Combating of Corrupt Activities Act, 2004(Act No 12 of 2004.
- 1.3.11      Relevant National Treasury Practice Notes
- 1.3.12      Provincial Treasury Instructions on Supply Chain Management issued in July 2004

**1.3.13 Relevant Provincial Treasury Practice Notes****2. DEMAND MANAGEMENT**

The Accounting Officer must establish and implement an appropriate demand management system in order to ensure that the resources required by the Department support its operational commitments and its strategic goals outlined in Strategic Plan.

**2.1 The demand management system must:-**

**2.1.1.** include timely planning and management processes to ensure that all goods and services required by the Department are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality at a fair cost and must also ensure that future as well as current needs are understood and requirements are linked to the budget;

**2.1.2.** take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature;

**2.1.3.** to undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.

**2.1.4** demand management should provide benefits such as:

- best value of money;
- better risk management;
- more efficient procurement;
- improve in procurement outcomes
- more opportunities for innovating bidding and contract management;

- More opportunities for implementing and achieving National Government's broader policy objectives; and
- effective partnership between Supply Chain Management practitioners and end-users.

### **3. ACQUISITION MANAGEMENT**

#### **3.1. SYSTEM OF ACQUISITION MANAGEMENT**

**3.1.1** The Accounting Officer must implement the system of acquisition management set out in this Part in order to ensure:-

**3.1.1.1.** that goods and services are procured by the Department in accordance with authorized processes only;

**3.1.1.2.** that expenditure on goods and services is incurred in terms of the approved budget in terms of section 15 of the PFMA;

**3.1.1.3.** that the threshold values for different procurement processes as prescribed from time to time by Treasury, will be compiled with;

**3.1.1.4.** that bid documentation, evaluation and adjudication criteria, and general conditions of contract, are in accordance with any applicable legislation;

**3.1.1.5.** that any Treasury guidelines on acquisition management shall be properly taken into account; and

**3.1.1.6.** unless the Department otherwise directs:-

**3.1.6.1.** bids are invited in the Republic only, and

**3.1.6.2.** the laws of the Republic should govern contracts arising from the



acceptance of bids.

**3.2** the SCM procurement processes shall not apply if the Department contracts with another organ of state for:-

**3.2.1** the provision of goods or service to the Department; and

**3.2.2** the procurement of goods and services under a contract secured by that other organ of state, provided that the relevant supplier has agreed to such procurement.

**3.3** if the Department procure goods or services contemplated in 3.2 above, it must make public the fact that it procures such goods or services in other ways than through its Supply Chain Management system including:-

**3.3.1** the kind of goods or services; and

**3.3.2** the name of the supplier.

**3.4** The SGM, except where provided otherwise in the regulation, shall also not apply in the following:-

In the event the service/product is procured from public entity, another municipality or a municipal entity.

**3.5 PROCUREMENT PROCESSES**

In terms of sections 44 of the PFMA, the Accounting Officer should delegate officials within his/her SCM unit to deal with SCM processes. Bid Evaluation/adjudication committees should be delegated to evaluate and adjudicate bids, or make recommendations to the accounting officer

regarding the award of any bid. The principle should be that no individual official should be in a position to take a decision in isolation regarding the award of a bid.

**3.5.1** Purchases must be in accordance with the PFMA, and the PPPFA, and Regulations, or other directives issued by National Treasury and/or the Provincial Treasury.

**3.5.2** Goods and services may only be procured after the issuing of an official purchase order. However, as an exception, urgent maintenance/repairs and other emergency services may be procured without the prior issuing of an official purchase order on condition that prior approval should be obtained from the Senior Manager, Supply Chain Management. In all these instances, the orders must nevertheless be issued within 24 hours after the goods/services will have been rendered to effect payment. Payments made for goods and services not covered by the prior issuing of an official order must be regularized by the BAC otherwise may be regarded as irregular and be dealt with in terms of the PFMA, except for contractual payments.

**3.5.3** Responsibility Managers authorizing the procurement of goods and services must ensure that:

**3.5.3.1** funds are available per sub-programme and standard item;

**3.5.3.2** Departmental approvals have been obtained in advance, for example approvals from the Departmental Information Technology Office, etc.

**3.5.3.3** the item/service is available on contract or price quotations or formal bids are invited.

**3.5.3.4** preference is given to procurement from Small, Micro and Medium Enterprises (SMMEs) and to enhance Black Economic Empowerment (BEEs).

**3.5.3.5** The prevailing procurement delegation limits are adhered to.

### **3.6. BIDDING PROCEDURES**

For procurement of goods/service above the prescribed threshold, the following bidding procedures shall be applicable:

**3.6.1** a request to invite a tender must be submitted to the Directorate, Supply Chain Management and that request must have been signed by the relevant Head of Branch accompanied by:

**3.6.1.1** a clear and comprehensive specification.

**3.6.1.2** the estimated financial implication and certification that funds are available.

**3.6.1.3** confirmation of approvals by relevant Responsibility managers

**3.6.2** invitation of a bid:

**3.6.2.1** tenders shall be published in the Provincial Government Tender Bulletin normally within 14 days after submitting the notice of publication to the printers.

**3.6.3** closing date and time of bid:

**3.6.3.1** prospective bidders have a period of 30 days to respond to tenders

published in the Provincial Government Tender Bulletin and other print media by either depositing their tender(s) in the tender box or by post.

- 3.6.3.1** Bids received shall be opened on the closing time and date specified in the tender documentation. Therefore, all bids received after the closing time and date are late and will as a rule not be accepted for consideration unless there were no bids received or the bids received are unacceptable i.e. does not comply with the bid specification and the deviations are unacceptable.
- 3.6.3.2** SCM officials should not accept bid documents directly from prospective suppliers/service providers and they should rather be advised to deposit their bid documents in the bid box. Bid documents received by post should be channeled to the Directorate, Supply Chain Management as a matter of urgency once received. The date and time of receipt accompanied by the relevant official's signature must be recorded on the bid document and the bids received register.
- 3.6.4** Consideration and acceptance of bids:
- 3.6.4.1** After the closing date, all tender documents received will be submitted to the Bid Evaluation Committee for evaluation and recommendation to the Senior Manager, Supply Chain Management for verification and submission to the Departmental Bid Adjudication Committee for consideration;
- 3.6.4.2** Recommendations of the Bid Evaluation Committee must be submitted to the Senior Manager, Supply Chain Management at

least two weeks prior to the scheduled Departmental Bid Adjudication Committee's meetings.

**3.6.4.3** The Departmental Bid Adjudication Committee is appointed by the Head of Department.

**4.6.4.3** Committee members must declare any interest when a specific tender is considered and must be excluded from that tender discussion.

**4.6.4.4** All members of the Bid Evaluation as well as the Bid Adjudication committees must sign a code of conduct and oath of secrecy upon  
appointment or before the evaluation or adjudication of any bid.

**3.6.5** Procurement of goods and services may not be split to fall within a lower procurement delegation limit.

**3.6.6** Bids and all relevant information shall be kept confidential until final award.

**3.6.7** Bid specifications must under no circumstances be amended during site/information/presentation meetings.

**3.5.8** Officials, other than those with the delegated authority, are not allowed to negotiate bid prices with bidders.

**3.6.9** *Ad hoc* period contracts may only be concluded for a maximum period of three years for services and one year for supplies. Longer contract periods must be approved by the Provincial/National Treasury.

**3.6.10** procurement of all IT related items/services, except items available on general period contracts must be submitted to the Directorate, Government Information Technology Office.

**3.6.11** communication with bidders may under no circumstances take place without obtaining prior approval from the Senior Manager: Supply Chain Management.

**3.7** **OFFICIAL PURCHASE ORDER FORMS**

**3.7.2** The Head of Department must assign officials in writing to sign/counter sign manual or electronic purchase order forms.

**3.7.3** Order forms must be safeguarded at all times.

**3.8** **ESTABLISHMENT OF A DATABASE OF ACCREDITED PROSPECTIVE SERVICE PROVIDERS**

**3.8.1** In order to stimulate the promotion of BEE and the development of HDIs and SMMEs, the Department should keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotation; and shall:

**3.8.2** at least once a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective service providers/suppliers of goods and services.

- 3.8.3** specify the listing criteria for accredited prospective providers.
- 3.8.4** disallow the listing of any prospective provider whose name appears on the National Treasury's data base as a person prohibited from doing business with the public sector.
- 3.8.5** the list must be updated regularly, at least once a quarter to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.
- 3.8.6** list of Suppliers must be categorised according to the goods/services they are capable of supplying. Quotations for the goods/services required should be obtained from all potential suppliers in the specific category selected on a rotational basis.
- 3.8.7** S CM practitioners should operate within their delegated authority. Subdividing requirements to avoid the invitation of formal competitive bids is not allowed.
- 3.8.8** To avoid any accusations of favouritism, **at least, a minimum of three quotations shall be obtained.**

**3.9** **REGISTRATION OF ENTITIES**

- 3.9.1** Entities of Suppliers must be registered by completing Entity Form.
- 3.9.2** Attach letterhead/quotation on which NAME, ADDRESS OF SUPPLIERS APPEARS.

**3.9.3      REGISTRATION OF EBTS**

- 3.9.3.1**      Completed EBT Form must be stamped by the Bank.
- 3.9.3.2**      Cancelled cheque should be attached in the event the account is a cheque account.
- 3.9.3.3**      In the event the account is a savings account, a Bank statement must be attached.
- 3.9.3.4**      Account NAMES should be on the Business NAME and not Personal Account Name.
- 3.9.3.5**      For Registration of EBT Bank Details, the original Documents should be submitted and not copies or Faxes.

**4. STORES AND ASSET MANAGEMENT**

**4.1      APPOINTMENT OF INVENTORY CONTROLLERS AND CHIEF USERS**

**4.1.1      INVENTORY CONTROLLERS**

- 4.1.1.1**      Senior managers and higher are hereby appointed as Inventory Controllers.
- 4.1.1.2**      An inventory controller must ensure that:
  - (a)**      Assets are only moved permanently between inventory holders if the Directorate: Supply Chain Management has been informed thereof by means of a movement form.



- (b) Inventories and physical assets are checked quarterly and the correctness thereof must be confirmed in writing to the Directorate: Departmental Supply Chain Management.
- (c) A knowledgeable official from his/her directorate/component is nominated as a member of the departmental stocktaking team to assist with annual stocktaking. A stocktaking programme will be distributed annually by the Directorate, Supply Chain Management.
- (d) Assets are properly maintained, used and safeguarded. This implies that proper care must be exercised to ensure that assets are only utilised for official purposes.
- (e) Assets are not removed from official premises in terms of the prescripts without his/her prior written approval to be recorded on the removal form.

**4.1.1.3** Where necessary, inventory controllers may appoint sub inventory controllers in writing to assist with the control of assets. The inventory controller, however, remains responsible.

**4.1.1.4** Each official assigned per inventory as an inventory holder shall be responsible for assets issued and must append signatures in the inventory forms. Where an office is shared, all the officials occupying that particular office shall responsible.

**4.1.2** **CHIEF USERS**

**4.1.2.1** Senior managers or higher are hereby appointed as Chief Users (Responsibility Managers).

**4.1.2.2** Chief users may delegate their functions to at least a Manager or equivalent rank to be in charge of a budget. A copy of each appointment letter which contains a specimen signature of the appointee must be submitted within 14 days from date of appointment, to the Senior Manager, Supply Chain Management for record purposes.

**4.1.2.3** Before requisitions for purchases, services and internal store items are approved, a Responsibility Manager must ensure that:

- (a) funds are available at sub-programme and standard item level.
- (b) a need for the item/service exists. This implies that requests should be controlled, i.e. 50 pens cannot be requested when there are only 10 officials in a component. Extra-ordinary requests must be motivated.
- (c) all other relevant prescripts are adhered to.
- (d) payment documentation are certified and returned to the Directorate, Financial Accounting, without delay. **According to Treasury Regulation 8.2.3, all payments must be settled within 30 days from date of receipt of invoice. Suppliers usually impose interest charges for late payments and any interest charged in this regard will be regarded as fruitless expenditure and be treated as such.**

**4.2            RECEIPT OF GOODS AND SERVICES**

**4.2.1**            Goods/services must be examined for quality and quantity before any delivery note is signed. **Goods or services must not be accepted by any official if the requirements on the official order have not been met**, such as short or wrong deliveries and damaged goods. Part deliveries may be done if prior agreement for such arrangement has been agreed upon between the supplier and or the end-user.

**4.2.2**            The receipt of goods/services must be acknowledged by an official who have knowledge of the goods/services purchased by signing the delivery note or invoice.

**4.2.3**            Where items are removed for repairs etc. from the premises of the Department the service provider must acknowledge receipt of the said items. The repair or service and the return of the said items must be monitored.

**4.3            ISSUES FROM STORES/TRANSITO**

**4.3.1**            Each issue must be made by means of a prescribed issue voucher on Tuesdays and Thursday between 8:00 AM and 12:00 PM.

**4.4            CLASSIFICATION OF ITEMS**

**4.4.1**            Items are classified as consumable and non-consumable. The Chief Financial Officer may consider the re-classification of such items.

**4.5      STORES**

- 4.5.1**      Store items must be suitably stored and arranged in a manner that will facilitate handling and checking. Items must be regularly checked by ensuring that the stock balances on the shelf and the prescribed records, correspond.
- 4.5.2**      The official responsible for the store must ensure that all items are locked away and stored securely at all times.
- 4.5.3**      No unauthorised person shall obtain entry to the store unless accompanied by the responsible official.
- 4.5.4**      Flammable or dangerous items must be stored separately and be dealt with in such a manner that persons or property are not endangered.
- 4.5.5**      Fire-extinguishing equipment must be available in each store and serviced as required. Smoking is not allowed in stores.
- 4.5.6**      Only standard items issued by the Government Printer and essential items must be kept in stores. Surplus furniture and equipment must be kept to the minimum requirement. Other items must be purchased as and when the need arises.

**4.6      ASSET CONTROL****4.6.1      STOCKTAKING**

- 4.6.1.1**      Assets are subjected to stocktaking at least twice a financial year. This procedure entails the comparison of stock counted with

official records of what should be in stock. Differences should then be accounted for.

**4.6.1.2** Directorates must be informed of the annual stocktaking by means of an Annual Stocktaking Programme.

**4.6.1.3** Stocktaking teams consisting of at least two knowledgeable officials per team shall be appointed in writing by the Senior Manager, Supply Chain Management to verify stock and to report their findings.

**4.6.1.4** Stocktaking reports must be submitted to the Senior Manager, Supply Chain Management for consideration after the stocktaking is completed. If discrepancies or irregularities are revealed it must be reported to the CFO who may appoint a Disposal Committee to investigate such discrepancies. The chairperson of such a board must be at least a Deputy Manager or equivalent in rank.

**4.6.1.5** Deficiencies must as soon as confirmed, be recorded in a suspense register. Approval to dispose of or rectify such deficiencies may be granted by the chairperson of the Bid Disposal Committee.

**4.6.1.6** Private property must be declared to the stocktaking team during stocktaking.

**4.6.2**        **DISPOSAL**

**4.6.2.1** The Head of Department shall appoint Members of the Departmental Disposal Committee. One member may be from the

component whose assets are to be disposed of. The Committee is responsible to:

- (a) verify the findings of the Stocktaking Team; and
- (b) recommend method of disposal.

**4.6.2.2** The disposal of redundant, obsolete or unserviceable assets must be undertaken at least once a financial year. Assets identified for disposal may be moved to a central point for disposal if this is more cost effective.

**4.6.2.3** The chairperson of the Departmental Disposal Committee must ensure that assets are disposed of as approved.

**4.6.2.4** Redundant, obsolete or unserviceable assets may be offered for transfer to other components in the Department and/or the Public Service. If no interest is shown, such items may then be disposed of as follows:

- (a) be sold at the highest price per public auction or tender or quotation.
- (b) assets with no selling value must be destroyed in the presence of a senior official of the Directorate: Supply Chain Management.

**4.6.2.5** All revenue derived from disposal shall be paid into the Provincial Revenue Fund.

#### **4.6.3 MARKING OF ASSETS**

**4.6.3.1** If practical, assets will be marked for identification purposes.

**4.6.3.2** Livestock, except registered pedigree stock, must be branded in terms of the Livestock Brands Act, 1962. Pedigree stock must be identified in accordance with applicable requirements.

**4.6.3.3** Identification marks must not be removed from assets without prior authorisation by the Directorate, Supply Chain Management.

**4.6.4** **HANDING-OVER OF ASSETS**

**4.6.4.1** Where assets are handed over from one official to another, a handing-over certificate must be completed, a copy retained for record purposes and inventories updated accordingly.

**4.6.4.2** If for any reason the official from whom the stores, equipment and livestock are being taken over is not available, an impartial official must be nominated by the inventory controller, to assist the official taking over the assets and the certifying of any discrepancies.

**4.6.5** **UNAUTHORIZED USE AND TRANSACTIONS**

**4.6.5.1** Assets may not be donated, lent, traded in or transferred from one Department to another without the prior approval of the Head of Department.

**4.6.5.2** During the requisitioning, consideration, acceptance or allocation of tenders/quotations or any offer, no official employed by the State, or any person who acts on behalf of the State, may exercise or use his/her discretion, official powers or position in such a manner as to obtain for himself/herself or for any other person or legal person, an unlawful or unauthorised advantage, or an

advantage that serves to unlawfully prejudice the interests of the State or any other person or legal person.

**4.6.5.3** Assets of the Department must only be used for official purposes.

**4.6.5.4** Private property may not be stored in warehouses of the Department.

**4.6.5.5** Officials who keep private items such as plants, paintings, etc. in their offices shall do so at own risk. Private vehicles are also parked on Departmental premises at own risk.

## **5. POLICY CONTROL**

### **5.1 POLICY AUDIT**

Periodic audits will be conducted by the Directorate: Departmental Supply Chain Management, when deemed necessary to ensure compliance with the policy.

### **5.2 POLICY REVIEW**

This policy is subject to annual review or when deemed necessary by the Department, to ensure that it is aligned to prevailing legislation and market conditions.

### **5.3 POLICY AMENDMENTS**

**5.3.1.** No amendment(s) may be made to any section of this policy without such amendment(s) first being negotiated with recognized Employee



Organization; and duly approved and signed by the recognized parties to the provincial Bargaining council.

**6. EFFECTIVE DATE**

This policy will be effective from 22 day of June 2007.

**7. RATIFICATION**

Signed at POLOKWANE on 22 day of JUNE 2007.

HEAD OF DEPARTMENT: \_\_\_\_\_



MEMBER OF EXCECUTIVE COUCIL \_\_\_\_\_

