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NRF/SAEON Procurement process flow and threshold

Category 1 1 cent to R2,000

Petty cash

- .Project manager (PM) identifies the need for procurement
- . PM requests the petty cash from the petty cash keeper (normally the node administrator)
- . Petty cash limit of R2000 per transaction placed on the nodes
- . Petty cash limit for each node is R4000
- . No asset purchases (e.g. office chairs, printers) using petty cash
- . Receipt / slip handed to node administrator for recon

Category 2 R2,001 to R50,000

3 Quotes & Purchase Order

Request for quotes

- . PM identifies the need for procurement
- . PM draws up specifications
- . Node administrator (NA) request for 3 quotes from **CSD registered suppliers**
- . If the supplier is not registered, NA requests the supplier to register

.Tax clearance for Foreign Entity- TCC001 application form must be submitted to Moshidi to apply for clearance from SARS

Node administrator (NA) fill in the request for order & Node manager (NM) approve it

NA Request for order (RFO)

- . NA attach 3 quotations with RFO
- . Failure to submit 3 quotations, motivation must submitted
- . NA sends to National Office (Patricia and Moshidi)

Purchase Order (PO)

- . Moshidi checks the RFO for completeness (quotes, authorization and CSD registration)
- . Lawrence checks the budget
- . Patricia will then generate the purchase order (PO) and send to NA
- . For Asset items (Capex) the approved Request for Asset form must also be submitted.
- . Turnaround of the process is two (2) days

Payment

- . Once the goods/services have been received, manager signs invoice
- . NA sends the signed invoice to Patricia to request payment
- . Payment days for suppliers is every Friday
- . Patricia sends proof of payment (POP) to NA.
- [Payment days for S&T claims and advance is every Tuesday]

NB. Authorization of approval

NM can approve from 1c to R40 000. SAEON MD (Johan) can approve from R40 001 to R500 000.

Category 3 R50,001 to R500,000

3 Quotes obtained by Bids

Stage 1 Quotes on SBD form

- . PM identifies the need for procurement & draws up detailed specifications
- . PM requests 3 quotes but using QUOTATION STANDARD BIDDING DOCUMENT ANNEXURE (SBD)
- . The updated SBD form can be found [here](#)
- . Detailed specifications and evaluation criteria and closing date must be included in the SBD. PM should send the same SBD to three (3) or more potential suppliers
- . The suppliers should be given a minimum of 7 days or maximum of 15 days to respond to the bid
- .. **Tax clearance for Foreign Entity- TCC001 application form** must be submitted to Moshidi to apply for clearance from SARS

Stage 2 Evaluation

- . PM or evaluation team evaluate according to the evaluation criteria submitted to bidders using the evaluation spreadsheet found here.
- . PM or evaluation team secretary note the minutes of evaluation process
- . PM or evaluation team recommend the successful bidder and ask the NA to request for order
- . NA fills in RFO and submits it to Moshidi and Theo.
- . The submitted RFO must be accompanied with the minutes and submitted bidder's documents to Moshidi and Theo
- . For Asset items (Capex) the approved Request for Asset form must also be submitted.

NA Request for order

- . RFO checked by Moshidi and Theo for completeness (quotes, budget, authorization)
- . Lawrence to check the budget
- . Patricia will then generate the purchase order (PO) and send to NA
- . Turnaround of the process is two (2) days

Purchase order

Payment

- . Once the goods/services have been received, cost centre manager signs invoice
- . NA sends the signed invoice to Patricia: Refer to category 2 for payment days

Category 4 R500,001 and above

Tender Process

Stage 1

Specification

- . PM identifies the need for procurement.
- . PM informs NO (Theo & Law and Moshidi)
- . Lawrence will include in procurement plan – submit to Cooperate SCM (**Mandatory**)
- . PM appoints bid specification and evaluation committee (**Mandatory**).
- . After the bid specification meeting, PM fill the tender document that can found [here](#) with the help from Lawrence

Stage 2

BSAC

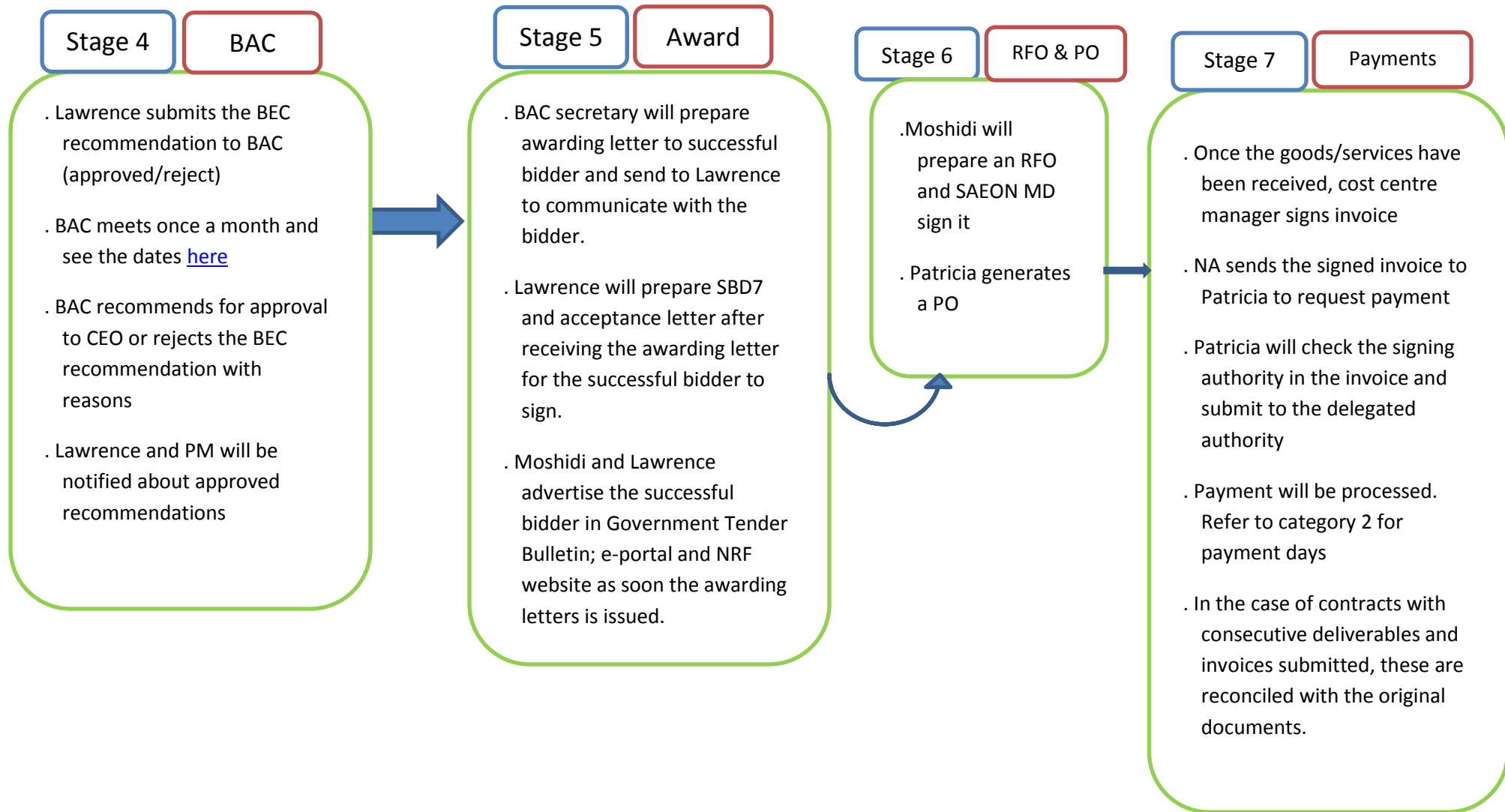
- . Lawrence will submit the filled Tender template to BSAC committee for advisory that sit every Tuesday of the week.
- . The submission day for BSAC is every Thursday of the week for the next Tuesday meeting
- . Lawrence and PM attend the BSAC meeting (via Skype and video conference)
- . After the BSAC advice is incorporated in the Tender template by Lawrence and PM, Lawrence advertises the tender on Government Tender Bulletin and other appropriate media (e-portal)
- . The tender will be advertised for minimum of 21 days with the closing date clearly stated
- . Tender documents are sent to National Office tender box.

Stage 3

BEC

- . Lawrence and Moshidi collect the bids from tender box and schedule the evaluation meeting with evaluation committee
- . Evaluation committee evaluate the received bids (via Skype and video conference) with the guidance of Lawrence and Moshidi
- . Signed minutes from all committee meetings and declaration of interest forms should be retained by Lawrence
- . **Tax clearance for Foreign Entity-TCC001 application form** must be submitted to Moshidi to apply for clearance from SARS
- . Evaluation committee recommends the successful bidder to BAC

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Explanation of codes and abbreviations:

BSAC = Bid Specification Adjudication Committee

BEC = Bid Evaluation Committee

BAC = Bid Adjudication Committee