



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

REF: 4/2/R/1

TREASURY INSTRUCTION NOTE NO: 04 OF 2020/2021: SUBMISSION OF COVID-19 PROCUREMENT REPORTS

THE PREMIER

THE SPEAKER: LIMPOPO PROVINCIAL LEGISLATURE
THE DEPUTY SPEAKER: LIMPOPO PROVINCIAL LEGISLATURE
THE MEC FOR EDUCATION
THE MEC FOR AGRICULTURE AND RURAL DEVELOPMENT
THE MEC FOR FINANCE
THE MEC FOR ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM
THE MEC FOR HEALTH
THE MEC FOR TRANSPORT AND COMMUNITY SAFETY
THE MEC FOR PUBLIC WORKS, ROADS AND INFRASTRUCTURE
THE MEC FOR CO-OPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
THE MEC FOR SOCIAL DEVELOPMENT
THE MEC FOR SPORT, ARTS AND CULTURE

For information

ALL OTHER MEMBERS OF THE LEGISLATURE

THE ACCOUNTING OFFICER: VOTE 01: DIRECTOR GENERAL
THE ACCOUNTING OFFICER: VOTE 03: EDUCATION
THE ACCOUNTING OFFICER: VOTE 04: AGRICULTURE AND RURAL DEVELOPMENT
THE ACCOUNTING OFFICER: VOTE 05: PROVINCIAL TREASURY
THE ACCOUNTING OFFICER: VOTE 06: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM
THE ACCOUNTING OFFICER: VOTE 07: HEALTH
THE ACCOUNTING OFFICER: VOTE 08: TRANSPORT AND COMMUNITY SAFETY
THE ACCOUNTING OFFICER: VOTE 09: PUBLIC WORKS, ROADS AND INFRASTRUCTURE
THE ACCOUNTING OFFICER: VOTE 10: SPORT, ARTS AND CULTURE
THE ACCOUNTING OFFICER: VOTE 11: CO-OPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT

THE ACCOUNTING AUTHORITY: LIMPOPO ECONOMIC DEVELOPMENT AGENCY
THE ACCOUNTING AUTHORITY: LIMPOPO GAMBLING BOARD
THE ACCOUNTING AUTHORITY: LIMPOPO TOURISM AGENCY
THE ACCOUNTING AUTHORITY: ROAD AGENCY LIMPOPO
THE ACCOUNTING AUTHORITY: GATEWAY AIRPORTS AUTHORITY LIMITED

THE MANAGING DIRECTOR: LIMPOPO ECONOMIC DEVELOPMENT AGENCY
THE CHIEF EXECUTIVE OFFICER: LIMPOPO GAMBLING BOARD
THE CHIEF EXECUTIVE OFFICER: LIMPOPO TOURISM AGENCY
THE CHIEF EXECUTIVE OFFICER: ROAD AGENCY LIMPOPO
THE CHIEF EXECUTIVE OFFICER: GATEWAY AIRPORTS AUTHORITY LIMITED

THE CHIEF FINANCIAL OFFICER: VOTE 01: OFFICE OF THE PREMIER OFFICER
THE CHIEF FINANCIAL OFFICER: VOTE 03: EDUCATION
THE CHIEF FINANCIAL OFFICER: VOTE 04: AGRICULTURE AND RURAL DEVELOPMENT
THE CHIEF FINANCIAL OFFICER: VOTE 05: PROVINCIAL TREASURY
THE CHIEF FINANCIAL OFFICER: VOTE 06: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM
THE CHIEF FINANCIAL OFFICER: VOTE 07: HEALTH

THE CHIEF FINANCIAL OFFICER: VOTE 08: TRANSPORT AND COMMUNITY SAFETY
THE CHIEF FINANCIAL OFFICER: VOTE 09: PUBLIC WORKS, ROADS AND INFRASTRUCTURE
THE CHIEF FINANCIAL OFFICER: VOTE 10: SPORT, ARTS AND CULTURE
THE CHIEF FINANCIAL OFFICER: VOTE 11: CO-OPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT

THE CHIEF FINANCIAL OFFICER: LIMPOPO ECONOMIC DEVELOPMENT AGENCY
THE CHIEF FINANCIAL OFFICER: LIMPOPO GAMBLING BOARD
THE CHIEF FINANCIAL OFFICER: LIMPOPO TOURISM AGENCY
THE CHIEF FINANCIAL OFFICER: ROAD AGENCY LIMPOPO
THE CHIEF FINANCIAL OFFICER: GATEWAY AIRPORTS AUTHORITY LIMITED

THE PROVINCIAL AUDITOR

1. PURPOSE

The purpose of this Instruction Note is to give directive to Accounting Officers and Accounting Authorities on the submission of COVID-19 emergency procurement reports to Limpopo Provincial Treasury.

2. BACKGROUND

National Treasury issued Instruction No 5 of 2020/2021: Emergency Procurement in Response to National State of Disaster to prescribe emergency procurement procedures to deal with the COVID-19 pandemic, which was declared a national state of disaster on 15 March 2020 and to avoid the abuse of the supply chain management system in dealing with the Disaster

3. SUBMISSION OF COVID-19 DISASTER PROCUREMENT REPORTS

3.1. Paragraph 3.1 of the National Treasury Instruction No 5 of 2020/2021 provides that the Accounting Officers and Accounting authorities must put in place additional procurement and expenditure measures to address the programme of preventing the spread of the COVID 19 virus which are:

- a) *Internal system for financial control, risk management and reporting in order to account for the funds used for the COVID-19 disaster;*
- b) *Ensure that officials committing any expenditure are duly authorize or properly delegated;*

- c) Avail internal audit functions to conduct audit checks in order to pick up and prevent irregularities pro-actively;
- d) Regular monitoring any risks that may arise.

- 3.2. National Treasury Instruction Note 3 of 2016/2017 on "Preventing and Combating abuse in the Supply Chain Management System, paragraph 8.1 states that Accounting Officers and Accounting Authorities must only deviate from inviting competitive bids in cases of emergency and sole supplier status which is provided for in Treasury Regulations 16A6.4.
- 3.3. Instruction Note 8 of 2007/2008 paragraph 3.4.3 requires Accounting Officers and Accounting Authorities to report within 10 working days to the relevant treasury and the Auditor General all cases where goods and services above the value of R1 million (VAT inclusive) were procured in terms of Treasury Regulations 16A6.4. The report must include the description of the goods or services, the names of the supplier/s, the amount/s involves and the reasons for dispensing with the prescribed competitive bidding process.
- 3.4. In the light of paragraph 3.3. above Accounting officers and Accounting Authorities are therefore requested to submit the prescribed reports on COVID 19 disaster procurement from the date of disaster declaration by the President to the end of May 2020 (Mar-May) by the 22th June 2020. Subsequent monthly reports should be submitted by the 15th of every month. See attached reporting template as Annexure A.

4. APPLICABILITY

This Treasury Instruction Note is applicable to all departments and public entities within the Limpopo Provincial Administration.

5. AUTHORITY OF THIS INSTRUCTION NOTE

The Instruction Note is issued in terms of section 18(1)(c) read with Section 18(2)(a), (b), (f) and (i) of PFMA

6. EFFECTIVE DATE FOR IMPLEMENTATION

This Instruction Note takes effect immediately.

7. DISSEMINATION OF INFORMATION CONTAINED IN THE INSTRUCTION NOTE

Accounting officers/authorities are required to disseminate the contents of this Instruction Note to all heads of supply chain management and other SCM officials

8. NOTIFICATION TO THE AUDITOR - GENERAL AND AUDITABILITY OF THE INSTRUCTION NOTE

The Auditor General will be notified of the contents of this Provincial Treasury Instruction Note and contents thereof will be subject to audit.

9. CONTACT OFFICE

CHIEF DIRECTOR: PROVINCIAL SCM

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Mr G.C. Pratt CA (SA)
HEAD OF DEPARTMENT

17/6/2020
DATE

ANNEXURE A

COVID-19 PROCUREMENT REPORT

Date	Item Description	Supplier Name	INV Number	CSD No	Quantity	Unit Price	Total Price
Total							