



CENTRAL KAROO DISTRICT MUNICIPALITY

SUPPLY CHAIN MANAGEMENT DELEGATIONS REGISTER

2023/2024

ANNEXURE A – DELEGATIONS

Purchase Requisitions and Orders

Rand value (Vat included)	Classification	Authorization of purchase order	Evaluation and Adjudication of quotation/tender	Supporting documents required
0 - 200	Petty Cash (From cashier)	Relevant Manager or Acting Official	n/a	<ul style="list-style-type: none"> • Authorised petty cash requisition form • Cash register receipt
201 – 2 000	No quotation required, also considered as petty cash purchase	Relevant Manager or Acting Official	n/a	<ul style="list-style-type: none"> • Authorised requisition • Official order • Taxed invoice
2 001 – 5000	Three verbal or written price quotations	Relevant Manager/ Senior Manager/ Chief Financial Officer or MM	Relevant Manager/ Senior Manager or Chief Financial Officer	<ul style="list-style-type: none"> • Three written quotations/proof of the request for quotations • Authorised requisition • Official order • Taxed invoice <p>Section 17 report if 3 written quotations could not be obtained.</p>

5001 – 30 000	Three written price quotations	Relevant Manager/ Senior Manager/ Chief Financial Officer or MM	Relevant Manager/ Senior Manager or Chief Financial Officer	<ul style="list-style-type: none"> • Three written quotations/proof of the request for quotations • Authorised requisition • Official order • Taxed invoice <p>Section 17 report if 3 written quotations could not be obtained.</p>
30 001 – 200 000	Formal price quotation Process, must be advertised for 7 days	Relevant Senior Manager/ Chief Financial Officer/ MM	Relevant Senior Manager/ Chief Financial Officer/ MM	<ul style="list-style-type: none"> • Advertisement • All quotations / document received • Evaluation and adjudication of quotation • Taxed Invoice • Official order
200 001 – 50 000 000	Competitive Bidding Process	Accounting Officer	Bid Committees as per Regulations	<ul style="list-style-type: none"> • Advertisement • All tenders received • Minutes of all the Bid Committee Meetings

Tenders for a Rand Value equal to R 50 million will be evaluated on the 80/20 preference point system

Tenders for a Rand Value above R 50 million will be evaluated on the 90/10 preference point system.

The Director: Corporate and Strategic Services, the Chief Financial Officer and the Senior Manager: Roads Infrastructure may sign off on any requisition/order/invoice and deviations up to R 1 000 000