

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		Authorised petty cash requisition form Cash register receipt
201 – 500	No quotation required, also considered as petty cash purchase	Relevant Manager or Acting Official		Authorised requisition Official order Taxed invoice
501 – 2 000	Three written or verbal quotation	Relevant Manager or Acting Official	Relevant Manager or Acting Official	Verbal/Written quotation report Authorised requisition quotations Official order Taxed invoice Section 16 report if 3 quotations could not be obtained.
2 001 – 30 000	Three written price quotations	Relevant Senior Manager/ Director or Chief Financial Officer	Relevant Senior Manager/ Director or Chief Financial Officer	Three written quotations/proof of the request for quotations Authorised requisition Official order Taxed invoice Section 17 report if 3 written quotations could not be obtained.
30 001 – 200 000	Formal price quotation Process, must be advertised for 7 days	Relevant Senior Manager/ Director or Chief Financial Officer	Relevant Senior Manager/ Director or Chief Financial Officer	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	Advertisement All tenders received Minutes of the Evaluation and Adjudication 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.