

**CENTRAL KAROO DISTRICT MUNICIPALITY**

**SUPPLY CHAIN MANAGEMENT DELEGATIONS REGISTER**

**2020/2021**

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| **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
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| 201 – 2 000  | No quotation required, also considered as petty cash purchase | Relevant Manager or Acting Official |  | * Authorised requisition
* Official order
* Taxed invoice
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| 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 | * 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. |
| 5001 – 30 000 | Three written price quotations | Relevant Manager/ Senior Manager/ Chief Financial Officer or MM | Relevant Manager/ Senior Manager 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/ Chief Financial Officer/ MM | Relevant Senior Manager/ Chief Financial Officer/ MM | * Advertisement
* All quotations / document received
* Evaluation and adjudication of quotation
* Taxed Invoice
* Official order
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| 200 001 – 50 000 000 | Competitive Bidding Process | Accounting Officer | Bid Committees as per Regulations | * Advertisement
* All tenders received
* Minutes of all the Bid Committee Meetings
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**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 and the Chief Financial Officer may sign off on any requisition/order/invoice up to R 1 000 000**