



## SCM Circular on reporting of procurement in response to National State of Disaster as result of severe weather events

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**TO: ACCOUNTING OFFICERS OF MUNICIPALITIES****1 Purpose**

The purpose of the Circular is to provide a reporting framework in relation to procurement in response to the national state of disaster as a result of the severe weather events.

**2 Background**

- 2.1 On 18 April 2022, following the severe weather events and the subsequent damage caused in various provinces, a national disaster was declared in terms section of 27(1) of the Disaster Management Act, 2002 (Government Notice No. R. 2029 of 18 April 2022).
- 2.2 There is a need for greater transparency on procurement and expenditure related to the flood disaster. For this purpose, the National Treasury considers it necessary to provide reporting measures for municipalities and municipal entities to improve the monitoring and transparency on procurement and expenditure related to the flood disaster and to publish such information on the National Treasury's website.

**3 Applicable procurement prescripts**

Procurement of all goods and services, to prevent further humanitarian suffering and infrastructure losses due to the flood disaster, or to alleviate, contain or minimise the effects of the disaster, must be conducted in terms of section 217 of the Constitution, the Municipal Finance Management Act, 2003, and its regulations and circulars as well as supply chain management policies of institutions.

**4 Reporting**

- 4.1 All municipalities and municipal entities affected by the flood disaster are requested to report procurement transactions to alleviate, contain or minimise the effects of the disaster, every Friday effective 13 May 2022. The first report, due 13 May 2022, must include all transactions since the beginning of the disaster up to 13 May 2022 and then weekly thereafter.
- 4.2 For purposes of paragraph 4.1, municipalities and municipal entities must use the attached template (**Annexure A**), and either manually capture the information on the template or extract the relevant information from its order and payment systems into the format of the template. The template may not be changed.
- 4.3 The National Treasury will automate the process of reading the data from the completed template and consolidate these into one database to enable reporting, analysis and publishing the information. The reports will be published continuously on the National Treasury's website and submitted to the Auditor-General of South Africa for purposes of real time audits.

4.4 The completed templates must be submitted to the National Treasury by email to [disaster-response@treasury.gov.za](mailto:disaster-response@treasury.gov.za), every Friday effective 13 May 2022.

4.5 Municipalities and municipal entities are requested to-

- (a) prepare detailed monthly reports on projects undertaken to deal with the effects of the disaster, expenditure on these projects and progress made in the implementation of these projects; and
- (b) publish on a monthly basis these reports on their websites.

## 5 Dissemination of information in this Circular

The accounting officer of a municipality is requested to bring the contents of this Circular to the attention of all relevant officials of the municipality and its municipal entities.

## 6 Notification to Auditor-General

A copy of this Circular will be submitted to the Auditor-General of South Africa for notification.

## 7 Effective date

This Circular takes effect on the day after signature hereof.

## 8 Contact

Any enquiries in respect of this instruction must be submitted to:

Molefe-Isaac Fani  
Acting Chief Procurement Officer  
Email: [cpo@treasury.gov.za](mailto:cpo@treasury.gov.za)

Any enquiries in respect of the reporting template and data extraction advice must be submitted to:

Tumelo Ntlaba  
Chief Director: SCM ICT  
Email: [tumelo.ntlaba@treasury.gov.za](mailto:tumelo.ntlaba@treasury.gov.za)

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**MOLEFE-ISAAC FANI**  
**ACTING CHIEF PROCUREMENT OFFICER**  
**DATE:**

**Annexure A:** Reporting Template