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Supply Chain Management  
Enquiries: Mr M. Mlangeni  
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**TO: DEPUTY DIRECTOR-GENERALS**

**CHIEF DIRECTORS**

**DIRECTORS AT HEAD OFFICE**

**DISTRICT DIRECTORS**

**SUPPLY CHAIN MANAGEMENT CIRCULAR NUMBER 02 OF 2024**

**RE: REQUEST FOR PROCUREMENT PLANS FROM PROGRAMME AND  
RESPONSIBILITY MANAGERS FOR THE 2024/2025 FINANCIAL YEAR**

1. Inform all Programme Managers, Responsibility Managers and sub-programme managers of the procurement planning requirements for the financial year 2024/2025 in line with the aforementioned Treasury directives. The purpose of this circular is to ensure compliance with the National Treasury instruction note on enhancing compliance monitoring and improving transparency and accountability in Supply Chain Management, issued on May 2011, Paragraph 3.1.
2. Procurement planning is an operational and strategic imperative to ensure conformity to established prescripts, empowerment prerogatives and the five constitutional pillars of procurement, namely, a system that is fair, equitable, transparent, competitive and cost effective.
3. The required procurement plans must contain a list of all goods/work/services that the Department intends to procure within the financial year 2024/2025 in line with respective operational plans and budgets.
4. In order to comply with the Treasury instruction, all Programme Managers, Responsibility Managers at Head Office and District offices are kindly requested to complete the procurement planning templates which are attached to this circular. It must be noted that there are two templates as follows:



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- 4.1. Annexure A1 (Quotations) for the procurement of goods/services/services/works with an estimated value equal to or below R1 000 000-00, and
- 4.2. Annexure A2 (Bids) for the procurement of goods/services/works with an estimated above R1 000 000-00.
5. The completed procurement plan templates must be signed by the respective Chief Director and Deputy Director General of the business unit prior to submission to Supply Chain Management at Head Office.
6. The duly completed and approved procurement plans must be submitted to the Supply Chain Management unit at Head Office for the attention of Mrs MMLS Mkhize, at room 404 NED building or e-mailed in PDF format to:- [Maria.Mkhize@kzndoe.gov.za](mailto:Maria.Mkhize@kzndoe.gov.za) or [Thulisile.Masinga@kzndoe.gov.za](mailto:Thulisile.Masinga@kzndoe.gov.za). An electronic excel version of the approved procurement plan must also be e-mailed for ease of consolidation.
7. The due date for the submission of all procurement plans to Head Officer is 15 March 2024 to allow sufficient time for the consolidation thereof.
8. This circular applies to all business units of Kwa-Zulu Natal Department of Education.

Mr G.N. Ngcobo  
Head of Department: Education

26/2/24  
Date

ANNEXURE A1

SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF ADVERTISED COMPETITIVE BIDS

(GOODS, WORK OR SERVICES BELOW R1 000 000 INCLUDING ALL APPLICABLE TAXES) FOR THE 2024/2025 FINANCIAL YEAR

Name of the Directorate/Business Unit

Signature of the Director

Date:

Telephone Number

Fax Number

Cellphone Number:

email address :

Description of goods/ works / services

Budgeted Amount

Estimated value( including all applicable taxes)

Date goods/ service/works required by

Envisaged date of submitting the specification

Responsible Office

Name of Chief Director

Signature

Date

Supported

Name of the Deputy Director General

Signature

Date

Approval

**ANNEXURE A2**

**SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF ADVERTISED COMPETITIVE BIDS**

**(GOODS, WORK OR SERVICES ABOVE R1 000 000 INCLUDING ALL APPLICABLE TAXES) FOR THE 2024/2025 FINANCIAL YEAR**

Name of the Directorate/Business Unit

Signature of the Director

Date:

Telephone Number

Fax Number

Cellphone Number:

email address :

Description of goods/ works / services

Budgeted Amount

Estimated value( including all applicable taxes)

Date goods/ service/works required by

Envisaged date of submitting the specification

Responsible Office

**TOTAL**

Name of General Manager

Signature

Date

Name of the Senior General Manager

Signature

Date