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Supply Chain Management
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**TO: DEPUTY DIRECTOR-GENERALS
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS**

SUPPLY CHAIN MANAGEMENT CIRCULAR NUMBER 01 OF 2025

RE: SUBMISSION OF PROCUREMENT PLANS FOR THE 2025/2026 FINANCIAL YEAR AND SUPPLY CHAIN MANAGEMENT PROCESS

1. The purpose of this circular is to request submission of procurement plans for the 2025/2026 financial year by all Programme Managers, Responsibility Managers, and sub-programme managers. (Head Office and Districts).
2. National Treasury SCM Instruction 02 of 2016/2017, Procurement Plans submission and reporting states that: -
“The Accounting authority must-
2.1 “Submit an approved Procurement Plan to the relevant Treasury by 31 March of each year “
2.2. “Align the procurement plan with the institutions budget and annual performance plan for a specific year”
2.3. “Include all estimate expenditure on goods, work sand services in excess of R500 000 (including VAT) per transaction. Whether or not the expenditure will be incurred by transversal contract, Quotations or other means. Items where a tender process is not yet finalized must also be included in the procurement plan and items to be procured through an agency.
3. Paragraph 2.3 above refers to items that will be reported to Treasury, and the procurement plan for items below R500 000 are required for internal compliance requirements. Therefore, both templates, Annexure A1 (Below R500 000) and Annexure A2, (above R 500 000) must be completed.
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.
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 or 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 31 March 2025 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


Date

ANNEXURE A1

SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF:

(GOODS, WORK OR SERVICES ABOVE R500 000 INCLUDING ALL APPLICABLE TAXES) FOR THE 2025/2026 FINANCIAL YEAR

Name of the Directorate/Business Unit

Signature of the Director

Telephone Number

Date:

Fax Number

Cellphone Number:

email address :

Description of goods/ works / services

Budgeted
Amount

Estimated value (including all applicable taxes)

Date goods/ service/work s required by

Envisaged date of submitting the specification

Responsible Office

Name of Chief Director

Signature

Name of the Deputy Director General

Signature

Date

Date

ANNEXURE A2							
SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF:							
(GOODS, WORK OR SERVICES ABOVE R500 000 INCLUDING ALL APPLICABLE TAXES) FOR THE 2025/2026 FINANCIAL YEAR							
Name of the Directorate/Business Unit							
Signature of the Director							
Telephone Number	Fax Number	Date goods/ service/work s required by	Estimated value(including all applicable taxes)	Budgeted Amount	Envisaged date of submitting the specification	Responsible Office	Date:
Cellphone Number:		email address :					
Description of goods/ works / services							
TOTAL							
Supported	Name of Chief Director Signature	Date					
Approval	Name of the Deputy Director General Signature	Date					