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**To : DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
DIRECTORS  
ALL KZN DOE OFFICIALS**

**SUPPLY CHAIN CIRCULAR NUMBER 01 OF 2024**

**CONTRACT MANAGEMENT PROCEDURE FOR KZN DOE**

1. The Department is required to manage and maintain a Contract register for services procured through contractual obligations for the Department.
2. The Directorate LAD requests Responsibility Managers to provide for all contracts under their area of responsibility and to provide information relating to the performance on these contracts on the attached template, on a monthly basis.
3. The performance of service providers is a critical element in the management of services for the Department and as such Treasury requires that emphasis be placed on Contracts for maintenance and reporting.
4. This circular is therefore to bring to the attention of all officials in the Department the following:
  - a. All contracts entered, with service providers must be reported to LAD Contract Management sub directorate once the letter of award is issued to service provider.
  - b. A copy of the Service Level Agreement and General Conditions of Contract or Special Conditions of Contract must be submitted to LAD
  - c. A copy of the purchase order and any other relevant accompanying document must be provided to LAD to provide the financial commitment amount of the services
  - d. End Users to provide a completed Performance Management tool template on a monthly basis for the duration of the contract to LAD
  - e. LAD will monitor the submission of the above information and it is imperative the Responsibility Managers ensure that these activities are adhered to
  - f. Contract Management section will ensure that the Contract register is maintained and that the reports to Treasury are done in accordance with the prescripts
5. Kindly bring the contents of this circular to the attention of all your staff

Mr. GN Ngcobo

Head of Department KZN Education

14/2/24

Date