



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

ADDENDUM 1 TO FINANCIAL CIRCULAR NUMBER 3 OF 2019-20

This is an addendum to financial circular number 3 of 2019-20, which provides guidelines on finance and supply chain management matters in support of COVID19 Disaster Management Response Plan of the Department of Correctional Services.

1. PROCUREMENT OF ITEMS WHERE STOCK IS NOT IMMEDIATELY AVAILABLE FROM APPROVED LIST OF SUPPLIERS

The National Treasury issued an instruction note number 8 of 2019/2020, which contains a list of service providers, transversal contracts and pricing of COVID19 items. Where items are not available immediately from such suppliers, management areas, region and head office may approach any other supplier to obtain quotes and may procure from such suppliers on condition that:

- a. The items are to the specification as determined by the National Department of health
- b. The prices are equal or lower than those listed on Annexure A of the above-mentioned instruction note
- c. The supplier is registered in the Central Supplier Database

2. PROCUREMENT OF STRATEGIC STOCK PILES – NUTRITION

Management areas are directed to place orders of strategic stockpiles which will sustain operations for a period of at least 60 days, in respect of perishable and non-perishable food items. The intention of the stockpiles is to secure and guarantee supply of such items. The procurement of such items may only be made from existing contracted service providers. In the event that a particular management area does not have a term contract in place, such procurement may not exceed R500 000 unless deviation from National Treasury has been granted.

The quantum of such stock must be maintained at all times

GUIDELINES ON FINANCE AND SUPPLY CHAIN MANAGEMENT MATTERS IN SUPPORT OF COVID19 RESPONSE PLAN

3. PEST CONTROL AT WAREHOUSES AND STORES

Regional Heads and Area Coordinators responsible for Finance and Supply Chain must ensure that all logistical stores and warehouses are fumigated. These stores must include those where dry ration is stored.

4. LETTERS OF ASSURANCE FROM SUPPLIERS AND SERVICE PROVIDERS

Area Coordinators Finance and Supply Chain must request all contracted service providers and suppliers to file their disaster management response plans or assurance letters which details their preventative mechanism for COVID19.

5. REPORTING REQUIREMENTS

All items procured as emergency procurement related to COVID-19 must be reported to Directorate Procurement within 10 days of issuance of purchase order.

The reports must be emailed to: Matlhakeng.Rammai@dcs.gov.za

The above directive must be implemented with immediate effect.

APPROVAL



MR. D K N LIGEGE
CHIEF FINANCIAL OFFICER
2020/3/20