



a world class African city

**SUPPLY CHAIN MANAGEMENT UNIT  
SMME Workshop  
Kenneth Pillay: Supply Chain Processes  
11 June 2008**

To be an accredited vendor in the CoJ the following is required:

- COJ Registration Form (Declaration and Commissioner of Oaths)
- Business Registration Documents – CC's, etc.
- Tax and Vat Certification from SARS
- Latest Municipal Rates and Taxes Account
- Shareholders or Partnership Agreements/Certificates
- Business Bank Account/ Cancelled Cheque
- Certified Identity Documents
- Statutory Affiliations eg. PSIRA, ECSA

## Current Supplier Programmes

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- Suppliers Workshops – Quarterly at each Region;
- Monitoring of the City's BEE targets (Current 68%)
- Forward planning of BEE spend;
- Awareness campaign on BEE related matters for officials of the City;
- Provide a professional help desk for managing queries;
- Suppliers awareness campaign of BEE related issues e.g Business Expo's, Rand Show;
- Establish partnership with private and public sectors that have advanced in the development and management of BBEE;

## City's Typical Procurement Methods

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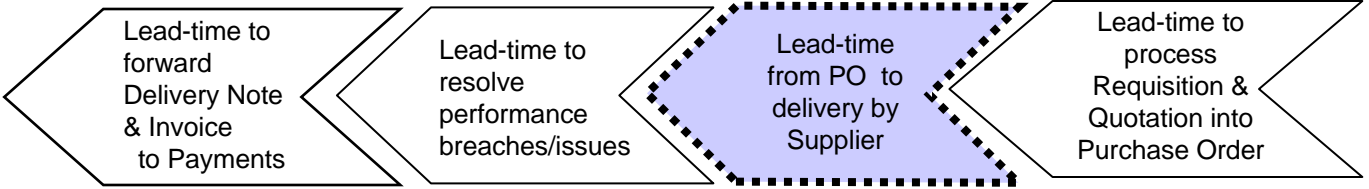
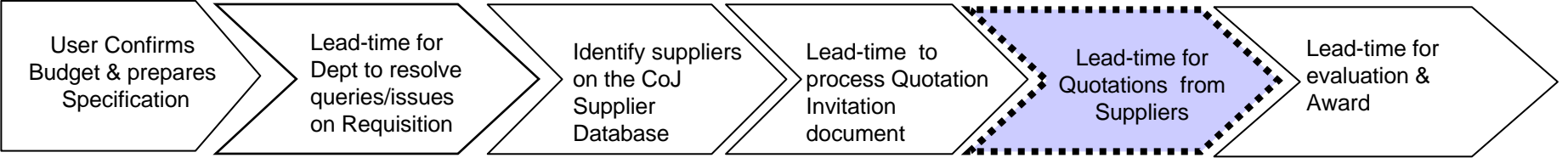
Process	Value
Informal Quotations	< R 30 000
Formal Quotations	> R 30 000 < R 200 000
Tenders/ Bids/ Proposals	> R 200 000
Contract Call Offs	Any Value

3 quotes – RFQ  
80:20

# Procurement Process Flow

## Ad hoc Procurement Less than R30,000

### High Level Process Flow



Lead-time from Request to placing of Purchase Order with Supplier

**9 working days**

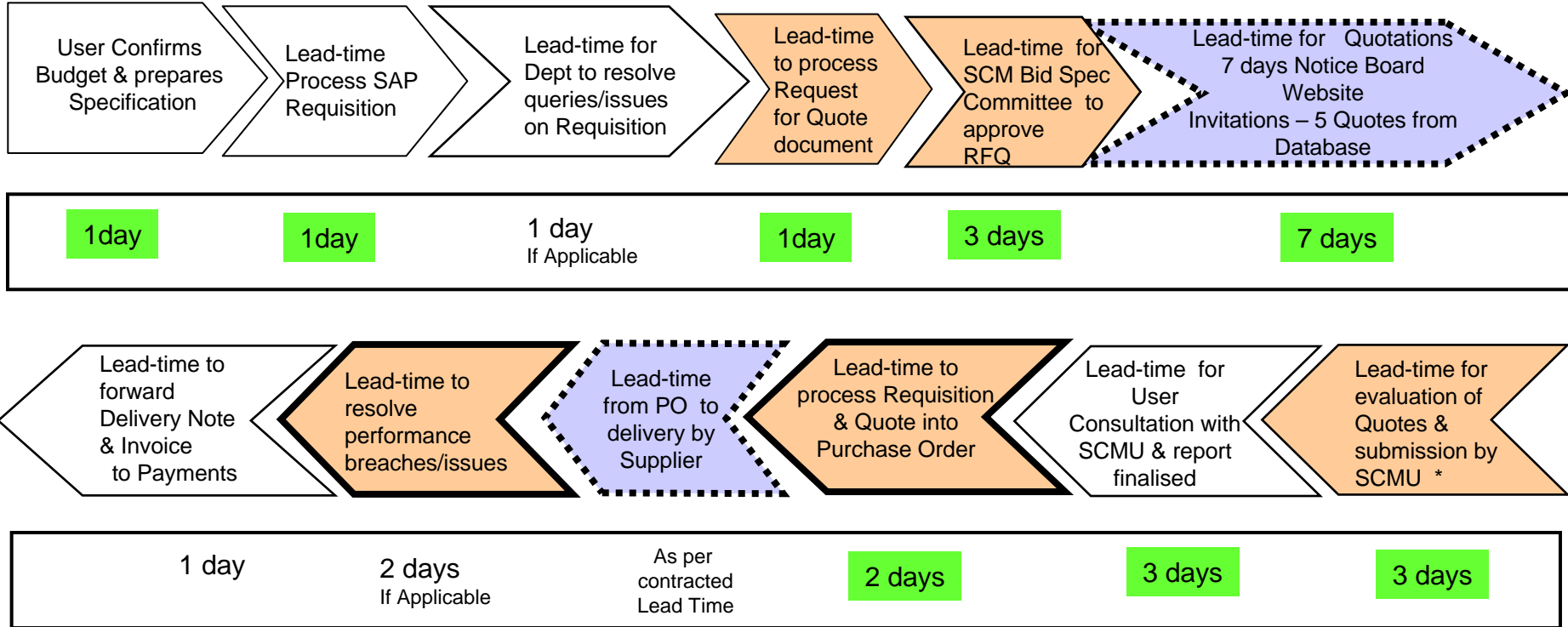
- SCMU
- Supplier
- Department

3 quotes – RFQ  
80:20

# Procurement Process Flow

## Ad hoc Procurement from R30,000 to R200,000

### High Level Process Flow



Lead-time from Request to placing of Purchase Order with Supplier

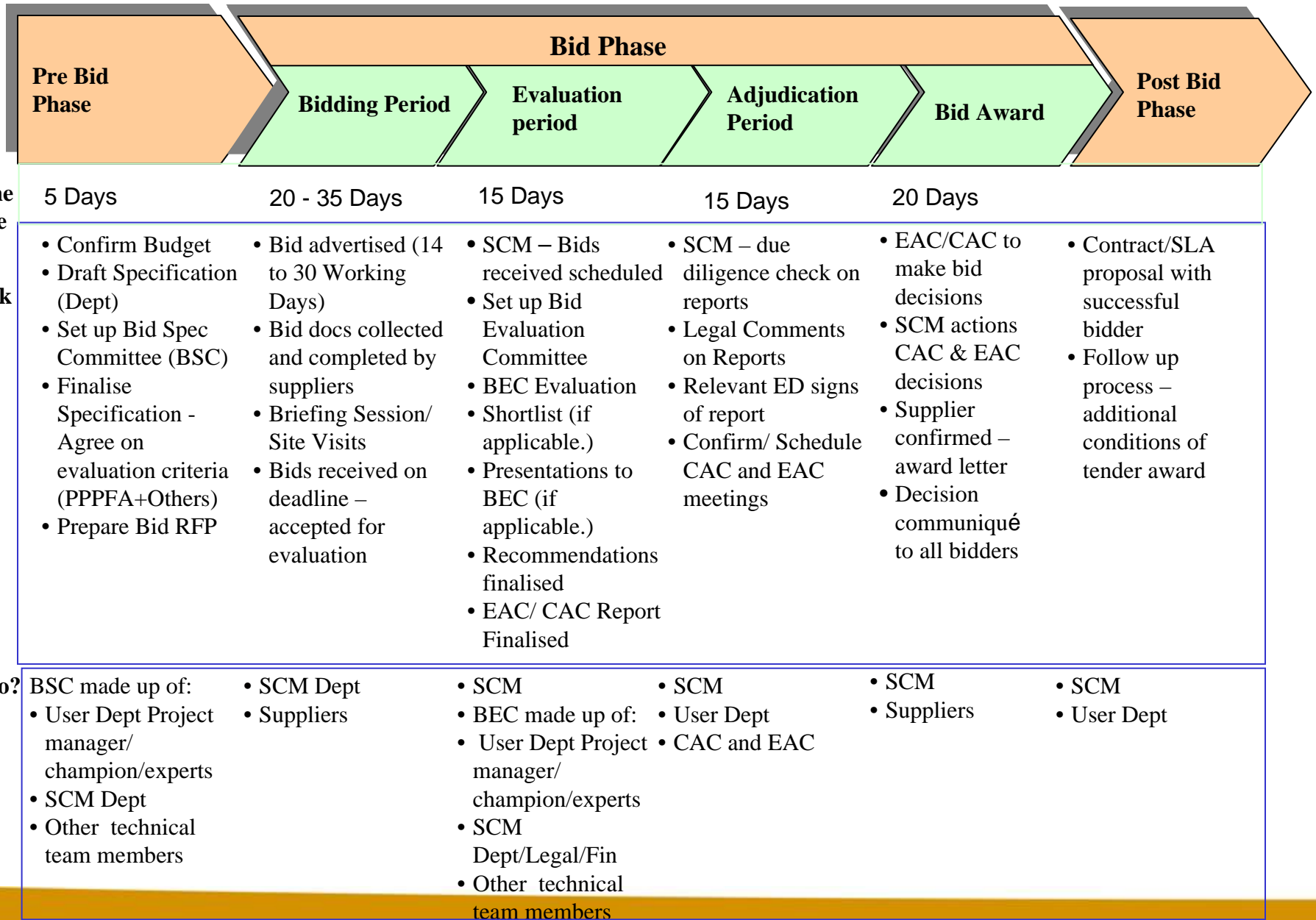
**21 Working Days**

- SCMU
- Supplier
- Department

\*SCM Will evaluate all quotations received in terms of the 80:20 Points Principle in terms of the PPPF Act

# Procurement Process Flow

## Ad hoc Procurement greater than R200,000



# KEY BIDDING REQUIREMENTS

- **Some of the key requirements are:**
  - Submission of an original valid tax clearance certificate, or a letter from SARS stating that suitable arrangements have been made with SARS
  - Form of Proposal Signature & Alterations in the Form of Proposal
  - Bids must be in accordance with the City specification
  - Incomplete bidding documents
  - Insufficient demonstration of capacity and capability
  - JV and Consortium Requirements
  - Compulsory Site Meetings
  - Late tenders
- **Detailed submission requirements will be contained in the Bidding Documents**

# Questions and Answers

