

PROCUREMENT IN THE SCHOOL ENVIRONMENT

PRESENTED BY: Andre Venter
DATE: 15 April 2021



DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

PROCUREMENT POLICY IN PLACE

Make sure annually approved by the SGB and
signed off by the chairperson.

When appointing contractors or suppliers:

- ✓ Make sure procedure is followed
- ✓ Quotations must be obtained independently
- ✓ Never work on cover quotes
- ✓ Never have favorites go for the best deal
- ✓ Make sure of the quality of product
- ✓ All tenders must have a time frame of supplying
- ✓ Do reference checks with new suppliers
- ✓ Consult with necessary committee or SGB before signing of.



PROJECT PLANNING

- ✓ Identify the need.
- ✓ Make sure it is a need to have and not a nice to if funds are tight.
- ✓ Do proper planning take to the SGB for approval.
- ✓ Contractors must quote on the exact same specifications.
- ✓ Quotations are presented to the SGB for approval.
- ✓ Should deposit be payable make sure that the contractor is reliable.
- ✓ When the project commences do regular inspections.
- ✓ It is suggested that a retention fee be held back for a certain period after completion should there be any shortcomings even if a guarantee is given



FINANCES

- ✓ Was this item budgeted for?
- ✓ If an emergency funds must be reallocated by SGB in budget.
- ✓ All expenses must support teaching and learning.
- ✓ Be very careful with in paying with credit or Samba cards.



PROTOCOL AGAINST ANTI-COMPETITIVE PRACTICES:

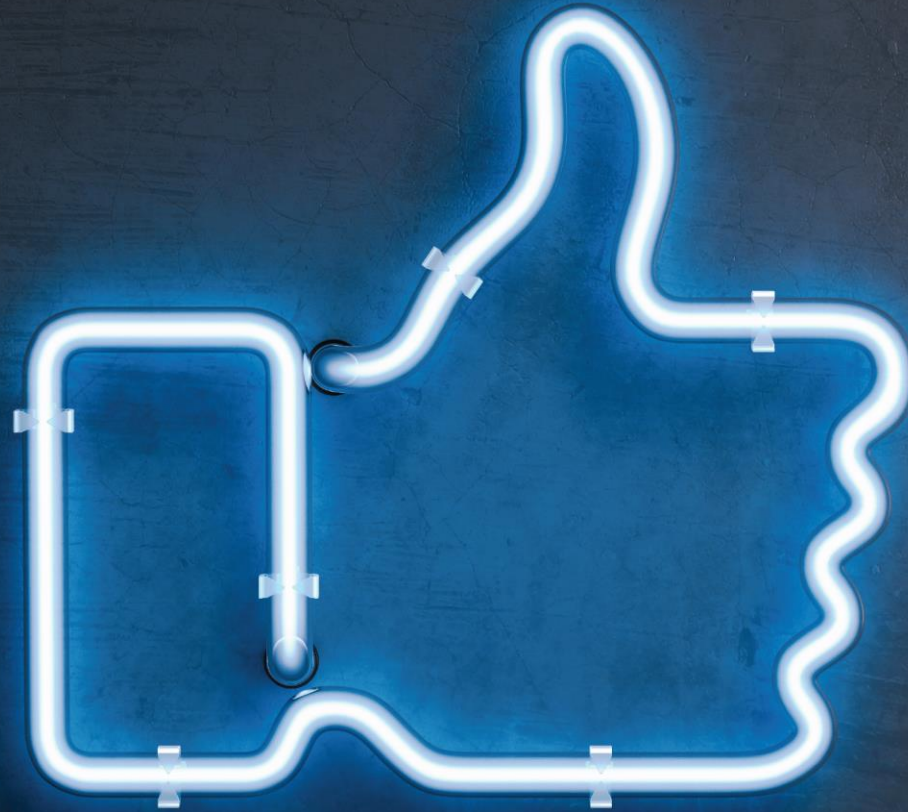
School governing bodies may enter into supply agreements or contracts with service providers, but these agreements are subject to the Competition Act. For example, provisions may be supplied exclusively by a school shop or a manufacturer who supplies to one or more local retailers. However, the cost of the uniform or other items may not place an unaffordable financial burden on parents.

Departmental Procedures

- ✓ Quintile 1-3 Schools Procurement handled by DoBE mainly
- ✓ All long term contracts must be approved by the HoD
- ✓ Good practice to inform your CM of projects at the school

UNOAS

SAOU



012 023 1333



saou@saou.co.za



076 127 1921



SAOU National



saouteachers



SAOU YouTube

