
9. PURCHASING AND TENDER POLICY AND PROCEDURE

Policy number: Finance Committee 24/04/2009

Scope: The policy contains financial guidelines and procedures with regard to purchasing of goods and services and tenders.

CONTENTS

A. POLICY FOR CENTRALISED PURCHASING MANAGEMENT

B. SUMMARY OF PURCHASING POLICY

1. BBBEE, ENVIRONMENTAL STATEMENT AND LABOUR PRACTICES
2. PURCHASING THRESHOLDS FOR QUOTATIONS AND TENDERS
3. QUOTATIONS
4. TENDERS
 - 4.1 Policy Determining Responsibility
 - 4.2 Procedure at commencement of tendering
 - 4.3 Regulations of the Tender Committee
 - 4.4 Procedure on receipt of tenders
 - 4.5 Procedure at the opening of the tender box and tenders
 - 4.6 Evaluation of tenders that need not to be submitted to the Tender Committee
 - 4.7 Evaluation of tenders to be submitted to the Tender Committee
 - 4.8 Timing and return dates for tenders: Shortest possible options
 - 4.9 Recommendations, decisions, confirmations and notification
 - 4.10 Samples
 - 4.11 Negotiations with the tenderer
 - 4.12 Sole tenderers
 - 4.13 Communicating with tenderers
 - 4.14 Procedure following the approval of tenders
 - 4.15 Urgent tasks
 - 4.16 Amendment or extension of accepted tenders after approval
 - 4.17 List of approved suppliers
 - 4.18 Sole tender documents
 - 4.19 Repeated purchases
 - 4.20 Availability of documents
 - 4.21 Accounting responsibilities related to projects
 - 4.22 Alteration to tender documents, abbreviated tender documents and applications
 - 4.23 Responsibilities related to tender process

- 4.24 Tender procedure and allocating of tenders with regard to Capital and Maintenance projects (Facility Management)
- 4.25 Appointment procedures with regard to consultants on projects by Facilities Management: Planning and Development and Maintenance
- 4.26 Compilation of contract tender lists for individual projects

5. GENERAL PURCHASING

- 5.1 Items with a purchasing price of less than R1 000
- 5.2 Capital goods (asset items)
- 5.3 Consumable goods and services

6. CONTRACTS AND STANDARDISED GOODS

- 6.1 Bookings for air travel
- 6.2 Car rental bookings
- 6.3 Printing
- 6.4 Photocopiers
- 6.5 Computers and printers
- 6.6 Furniture and equipment

7. DELIVERY AND PAYMENT WITH REGARD TO GOODS AND SERVICES

8. GENERAL

- 8.1 Inventory control
 - 8.2 Purchasing of goods
 - 8.3 SU Suppliers List
-

A. POLICY FOR CENTRALISED PURCHASING MANAGEMENT

The management strategy of Stellenbosch University (SU) entails the decentralisation of decision making and capacities as much as possible within a centralised management and coordinating structure. The **purchasing function** of Stellenbosch University is, however, managed by a **centralised Purchasing and Provision Services division and provisioning** and its control is computerised. The policy and system require that **all purchases** be channelled to the central office for purchasing to be coordinated and administered. An **official university order**, as issued or confirmed by computer by an authorised buyer on behalf of the Executive Director Operations and Finance, **is therefore the only means by which the University can be bound to a purchase, service or lease transaction.**

Stellenbosch University is a corporate body and can therefore be bound by contractual rights and obligations.

The University Council has decided that the following officials, in terms of delegated authority and responsibility, may to sign contracts on its behalf:

The Rector	Prof WJS de Villiers
The Chief Operating Officer	Prof L van Huyssteen
The Chief Director: Finance	Mr HAJ Lombard

No other staff member, department, division, bureau or institute is thus authorised to enter into a contract on behalf of SU with the exception of research contracts.

The following signing powers apply when research contracts have to be signed:

Contract value	≤R150 000	Chairperson/head of department or in case of an institute/bureau/centre, the director. Such signing powers and authority are only applicable when expressly delegated by the relevant Dean.
Contract value	≤R500 000	Dean
Contract value	>R500 000	Vice-Rector (Research and Innovation)

The complete policy for signing research contracts is available from the Division for Research Development. The division should be contacted before any contracts are signed. All prospective contracts also have to be referred to the Legal Department and the Purchasing and Provision Services division and Provisioning (henceforth the Purchasing and Provision Services division) for approval before being signed.

A centralised purchasing division ensures that buyers negotiate the right goods and services in cooperation with client's at the most advantageous prices and conditions for all departments and divisions of the US. **This** makes it possible for staff in departments and divisions to concentrate **on their own core tasks.**

B. SUMMARY OF PURCHASING POLICY

The official Purchasing Policy of Stellenbosch University applies to all purchasing of goods and services from funds managed SU or held in trust, from all suppliers on the University's preferred service provider's base.

- All requests for goods and services at SU have to be made by means of an official SU order.
 - No goods or services may be delivered by preferred service providers if they are not in possession of an official SU order.
 - No goods or services may be purchased and paid for by means of a personal credit card or cheque to be claimed from SU at a later date.
 - SU reserves the right to refuse repayment for any personally incurred expenses for goods and services required for official SU purposes.
 - The Purchasing and Tender policy and Procedures depends heavily on the Rules in respect of Delegated Authority and Responsibility.
-

1. **BBBEE, ENVIRONMENTAL STATEMENT AND LABOUR PRACTICES**

The purchasing and tender policy arranges the provision of financial guidelines, processes and procedures to meet the requirements set out in legislation.

1.1 **Policy**

- It will be a fair, equitable, impartial, transparent and competitive, cost-effective process that will offer an opportunity in an ethical manner to all service providers, representative of all communities, without discrimination on the basis of race, gender or physical disability, to do business with SU.
- No compromise regarding quality, standards, services and prices will be allowed.
- In terms of tenders, BBBEE must be an evaluation criteria for all domestic purchases.
- For all tenders for domestic purchases more than R1 000 000, the tenderer must supply an environmental and labour practice statement to qualify as a tenderer, to be considered by the tender committee.

1.2 **Points awarded**

1.2.1 **Tenders unto R1 000 000**

- For tenders unto R1 000 000 the BBBEE weight of 20% and points will be awarded as follows:

BBBEE Status	Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
No BBBEE Status	0

1.2.2 **Tenders above R1 000 000**

- For tenders above R1 000 000 the BBBEE weight of 10% and points will be awarded as follows:

BBBEE Status	Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
No BBBEE Status	0

2. PURCHASING THRESHOLDS FOR QUOTATIONS AND TENDERS

Capital goods (furniture and equipment), consumable goods and services:

- R 0 - R 999 At least one verbal quotation
- R 1 000 - R 5 000 At least one written quotation
- R 5 001 - R 50 000 At least two written quotations
- R 50 001 - R 75 000 At least three written quotations
- R 75 001 - R250 000 At least three written quotations (sealed, see 3.3 below)
- R250 001 - and above Tenders

PLEASE NOTE: Printing and graphic work

Departments/divisions are expected to procure at least one quotation from AFRICAN SUN MeDIA (Edms) Bpk (see below for complete policy) in accordance with purchasing thresholds.

PLEASE NOTE: The purchase of academic text books in excess of R250 000 does not have to be placed on tender. Three sealed quotations must be obtained.

Non-recurring specialist consultancy services:

- R 0 - R 999 At least one verbal quotation
- R 1 000 - R 50 000 At least one written quotation
- R 50 001 - R250 000 At least two written quotation
- R250 001 - and above Tenders

Building and Construction work, Landscaping, Lesser Capital Work & Immoveable equipment:

- R 0 - R 2 000 At least one verbal quotation
- R 2 001 - R 10 000 At least one written quotation
- R 10 001 - R 50 000 At least two written quotations
- R 50 001 - R250 000 At least three written quotations
- R250 001 - R500 000 At least three selective tenders/three written quotations (sealed) from the approved suppliers list.
- R 500 001 - R2 000 000 At least four selective tenders from the approved suppliers list.
- R2 000 001 and above At least five selective tenders from the approved suppliers list. (Making use of consultants.)

Please note that the above thresholds are applicable to the total value of an order and not to the individual item value of an order. Above mentioned thresholds are applicable to all external purchases. In terms of internal purchases, the thresholds are only applicable to purchases above R500 000. Below is a detailed explanation of the applicable quotation and tender procedures.

SU Vehicles

A minimum of three quotations must be obtained at all times and are obtained by the Purchasing and Provision Services division in collaboration with the Division for Transport Services. If possible, one quote should be obtained from a local agent.

Private purchases on the SU car scheme or in own name

Personnel may seek the assistance of the Division for Transport Services with the obtaining of quotations. Obtaining of quotations in this regard is not compulsory.

Entertainment and accommodation

Entertainment and accommodation costs are not subject to the above intercepts but are dealt with in terms of the limits contained in the Entertainment policy (4.5) and the Travel and accommodation policy (4.9).

Conference, seminar and course costs

Certain costs are not subject to the above intercepts but should be affordable in terms of the relevant budget. The following costs are not subject to the above intersections:

- meal and accommodation costs are not subject to the above intercepts but are dealt with in terms of the limits contained in the reception policy (4.5) and the Travel and accommodation policies (4.9).
 - Hiring of facilities.
-

3. QUOTATIONS

- 3.1 Sealed quotations and tenders are obtained by means of a standard quotation or a standard tender document that is available from the Purchasing and Provision Services division. This document makes provision for specific conditions for support, installation, guarantees, maintenance, etc., and has to be produced on request from the auditors, amongst others, and made available for control purposes. All sealed quotations or tender documents are returned to the Purchasing and Provision Services division, where they are filed and entered into a document flow register.
- 3.2 Quotations have to be acquired as necessary, according to purchasing thresholds.
- 3.3 A sealed quotation is a written quotation received in a sealed envelope from a service provider. The sealed quotation must be sought by the Purchasing and Provision Services. Written quotations are procured by either the department itself or the Purchasing and Provision Services division on request by the department concerned. The sealed quotations are opened and checked by the Purchasing and Provision Services division and submitted to the department in question. The department, in conjunction with the Purchasing and Provision Services division, decides on a suitable quotation. At this point a requisition is entered onto the SU system. All quotations must be entered onto the system.
- 3.4 Sealed quotations for goods and services must be obtained from suppliers on the preferred providers' list.
- 3.5 The person who requires the goods or services is free to obtain quotations; the Purchasing and Provision Services division will not be bound to such quotations and will be free to obtain further quotations as may be necessary.
- 3.6 Written quotations are procured by either the department itself or by the Purchasing and Provision Services division on request by the department concerned, before a requisition is entered onto the SU system. The requisition should provide relevant detail regarding the required goods and services, e.g. quantities, specifications, etc. The Purchasing and Provision Services division checks and approves the requisition if it satisfies all the requirements of the purchases policy and if the product meets all pricing and quality standards.
- 3.7 Quotations must provide a detailed explanation of the specific job, goods or service to be provided, as well as the type of material, surfaces and trade names of goods that have to be used or provided.
- 3.8 The Purchasing and Provision Services division will decide on a successful supplier in consultation with the department, division, project leader or person that requires the goods or services. Should a dispute arise, the quotation will be allocated in consultation with the Director: Finance and Asset Management. Departments or divisions should provide details and specifications for goods or services to the Purchasing and Provision Services division in good time for budgetary or ordering purposes, so that there is sufficient time to do the necessary product and market research, locally and/or overseas.

Minimum periods for this process are as follows:

Local quotations	At least two weeks
Overseas quotations	At least four weeks
Local/overseas tenders	At least six weeks
Local Capital Project tenders (Facility Management)	At least 10 working days

(Physical emergency services are excluded)

- 3.9 Departments or divisions should not directly contact local or foreign agents out of hand if a costly purchase or lease transaction is planned, and may definitely not finalise any purchase before an official purchasing number has been issued. The Purchasing and Provision Services division has

access to manufacturers (local and overseas) who supply direct to SU and of whom departments and divisions may be unaware. If agents and representatives become involved before the manufacturers have been approached directly, the possibility arises that negotiations may be disturbed and impeded to SU's detriment.

- 3.10 Quotations must be signed by suppliers. However, this will not be necessary if the quotation was received by e-mail. Stamped signatures on quotations and tenders are not acceptable.
- 3.11 All quotations, be it written or oral, must be entered into the purchases system.
- 3.12 There might be instances where it is not possible or necessary to procure the required number of quotations, e.g. publicity items from sole and limited service providers and third parties, or standardised items that might jeopardise guarantees. In cases such as the above, and with the prior approval of the Director: Finance and Asset Management, the number of quotations so sourced may be limited. Departments will have to give a detailed motivation for deviating from policy. The department concerned must file and store their motivation as well as the approval given.
- 3.13 All relevant documentation received by Purchasing, including invoices, guarantees and additional quotations, will be returned to the department concerned for filing and safekeeping. Such documentation should be made available to the Purchasing and Provision Services division on request.
- 3.14 All quotations should be sourced at the same time and all quotations older than one month are no longer valid and must be replaced with new quotations. The dates on which quotations were received must be entered onto the purchasing system and purchasers will check whether the dates are correct or not. All quotations obtained by a department must be entered on the US computerised system. An attempt must be made to spread purchases evenly amongst suppliers in instances where quotations or tenders are equal in value.

If more than one quotation have been obtained, but have expired as a result of the period of validity having been exceeded, the lowest bidder shall be approached to confirm whether the price would be valid for a further period. The confirmation must be done within 30 days after the quotation lapsed. If the validity of the price is confirmed, the process of placing an official order may continue; if not, the process shall be repeated – i.e., new prices have to be obtained from all bidders.

4. TENDER POLICY AND PROCEDURE

4.1 Determining responsibility

- 4.1.1 All tenders and sealed quotations are centrally administered and procured on the standard SU tender document that describes specific terms and conditions of SU Tender purchases, by the Purchasing and Provision Services division and Provisioning Services (henceforth Purchasing and Provision Services division)
- 4.1.2 Tenders from preferred service providers will be procured according to purchasing thresholds and the minimum lead period for tenders as defined in the purchasing policy and procedure.
- 4.1.3 All tender documents are returned to the Purchasing and Provision Services division, where they will be filed and entered into a document flow register.
- 4.1.4 The Purchasing and Provision Services division is responsible for purchasing all goods and services, locally as well as internationally.
- 4.1.5 The purchasing function is specification-driven.

4.2 Procedure at commencement of tendering

- 4.2.1 Departments and divisions, professional teams, project leaders and other persons who may be involved in the process must plan their activities in such a way that sufficient time will be available for the Purchasing and Provision Services division to conduct negotiations to the best advantage of SU in terms of this document. Before any tender process is commenced, the Purchasing and Provision Services division must receive written approval indicating that all expenses that may possibly be incurred have been approved in principle.
- 4.2.2 A detailed document must at all times be set out in writing to indicate quantities, specifications and other information such as drawings, measurements, etc. of goods and services for which tenders are requested. Details of samples or prototypes that are to be submitted by the tenderer must also be explained. This document will be known as the specifications document. The title "Addendum A" must appear at the top of the first page. The project leader or person who is authorised to request the goods or services to be purchased bears the responsibility for this.

The specifications document must be approved and signed by the person who has the capacity to authorise the expenditure. The specifications document may only be compiled by a tenderer or prospective tenderer in exceptional cases, with the agreement of the Tender Committee. If necessary, a consultant or his/her associate may compile the specifications document, but this person may only tender or be involved with the tender in exceptional cases and with the approval of the Tender Committee.

The specifications document must contain sufficient details of the specific goods or services desired, especially in the case of repair work, maintenance and computer and research equipment. Specification documents may not give preference to certain brands or providers. The tender process cannot be initiated if full specifications are not submitted in writing.

The detailed specifications document must be handed in for the Purchasing personnel to be able to initiate the correct tender procedures. A target date for the delivery of goods must also be indicated, if possible.

The specifications document must be handed in at the office of the Buyer.

- 4.2.3 The date for the receipt of the specifications document at the office of the Buyer must be entered in the tender register. The nature of the eventual contract must be determined, e.g. year contract, service contract, repairs, maintenance, etc., and must be entered as such in the tender register.
- 4.2.4 The Purchasing and Provision Services division allocates a tender number and description to the tender and enters these details into the tender register. Tender numbers must commence from number one (1) each year. Each subsequent number must begin with one figure more than the previous tender. This is followed by a forward slash (/), followed by the year (e.g. 13/2000).
- 4.2.5 The Purchasing and Provision Services division will determine the starting date for the tender and enter this date in the tender register.
- 4.2.6 The Purchasing and Provision Services division will determine the closing date for the tender in conjunction with the project leader and enter it in the tender register. The closing date must provide the tenderer with a reasonable amount of time.
- 4.2.7 The Purchasing and Provision Services division will determine the date from which tenders are binding for acceptance and enter this date in the tender register. The tender should be binding for acceptance for at least two calendar weeks following the date for the acceptance of tenders. (Reason: Should the successful tenderer, for whatever reason, be unable to perform or deliver, or should there be a delay in the process, for whatever reason, it is possible that the second-best candidate will be selected as the successful tenderer without necessarily having to restart the tender process.)
- 4.2.8 The Purchasing and Provision Services division will determine the tender acceptance date in co-operation with the project leader and enter this date in the tender register.
- 4.2.9 The following information must be included in the tender document distributed to tenderers by the Purchasing and Provision Services division:
- Tender number
 - Description of the goods/services applicable to the tender
 - The starting date for the tender
 - The closing date and closing time for the tender
 - The date until which the tender should be binding with regard to acceptance
 - The acceptance date for the tender
 - Proposed delivery date
 - Specifications document
- 4.2.10 The relevant buyers must consult the list of approved suppliers to identify a list of suitable potential suppliers who could be invited to tender which must be in line with the tender purchasing thresholds.
- Should there be too few or no approved suppliers who could deliver the relevant goods and/or services, the buyer in question, together with the project leader or head of the division, should decide on a manner of invitation to open up the tender process wider, should there be a possibility of more than one potential supplier. A list of potential suppliers, listed under the tender number, should be compiled and submitted to the Tender Committee for approval.
- 4.2.11 The buyer in question must then contact by telephone or e-mail the potential suppliers that have been identified in order to ascertain whether they wish to tender and wish to collect tender documents.
- The name of the person with whom contact is made must be noted down on the list, described under 4.2.10. The invitation to tender must then be confirmed by e-mail and the copies must be filed together with the list as stipulated in 4.2.10.

4.2.12 A record of each tender has to be kept in the tender register with regard to:

The names of potential suppliers who have collected tender documents or abbreviated tender documents; and
The name and signature of each person who collected or abbreviated a tender document.

4.2.13 The abbreviated tender documents have to be made available in the case of suppliers on the list of approved suppliers who have accepted the invitation to tender. Complete tender documents have to be made available in the case of suppliers whose names do not appear on the list of approved suppliers but have accepted the invitation to tender.

4.3. Regulations of the Tender Committee

Name and Objective

The committee is known as the Tender Committee of Stellenbosch University. The Tender Committee must see to it that the best possible conditions are negotiated for the University in the selection of all tenders that serve before the Tender Committee.

Composition

With a view to tenders for purchasing goods and services valued from R250 001, renting or use of assets, tenders for the sale, renting or utilisation of assets, and tenders for requests for information and requests for proposals, the Tender Committee comprises:

Institutional tenders, Strategic tenders and tenders that might be and reputation risk for the SU:

Tender committees are constituted by the RC head in conjunction with the Chief Director: Finance. The constitution of the tender committee and the review of the criteria and weight percentage must be submitted to the Finance Committee for recommendation to the Rectors Management Team for approval. The RC head decides, in consultation with the Dean of Students, whether a particular tender is of such importance to students that it warrants the inclusion of a representative of the Student Council to serve on the Tender Committee. Alternatively a proper way of consulting with the student community should be determined before the Tender Committee commences its activities.

The RC head in conjunction with the Chief Director: Finance identifies the chairperson of the Tender Committee. Such chairperson might be the RC head or a staff member who has no interest in the outcome and who does not work in the Purchasing and Provision Services division.

Tender Committees are constituted on different levels of senior management, depending on the nature of the transaction and the risk to SU's reputation. The RMT member or the Dean in conjunction with the RMT member responsible for coordinating risk management is responsible for requesting a more senior Tender Committee should reputation risk warrant such.

Tenders with no reputation risk:

In instances where a tender represents no risk to SU's reputation e.g. the purchase of equipment or apparatus, then the tender committee is determined by the department that is doing the purchase. The tender committee must be approved by the Chief Director: Finance when purchasing products or services and for capital tenders in the terms of the Regulations with regard to Delegation of powers en responsibilities.

The Purchasing and Provision Services division fulfils a technical advisory and a compliance function with regard to every tender committee, but no staff member of the Division Purchasing serves as a member of any tender committee.

A tender process of superior quality requires proper training for both tender committee members as well as other role players in the tender process.

Contravention of policy, procedures and management practices are deemed serious and may include immediate dismissal in terms of SU staff policy.

The Purchasing and Provision Division appoints a person to scrutinise tender specifications and to advise the Tender Committee on the tender process and risks involved in tenders.

The Tender Committee appoints a person as its secretary to take the minutes.

Duties and Responsibilities

The duties and responsibilities of the Tender Committee include the following:

- The activities of the Tender Committee are conducted in accordance with the procedures set out in the policy document titled "Purchasing-, tender- and –procedures.
- The activities and recommendations of the Tender Committee are confidential and may not be made public by members of the Tender Committee, except when the information is officially made public by the Tender Committee.
- The Tender Committee can, at its own discretion and depending on the nature of a tender, invite other knowledgeable Stellenbosch University personnel, or consultants, to advise the Tender Committee.
- The Tender Committee is not obliged to recommend selection of the lowest or any tender.
- The Tender Committee may only deviate from the approved tender policy and procedure of the University when there are valid reasons for deviation, and the chairperson must report such deviation to the RMS for ratification and implementation of the decision.
- The Tender Committee sees to it that an equitable and transparent tender process is followed.

Evaluation Criteria

The following is applicable when the Tender Committee determines evaluation criteria:

- Before the tender process commences, there is agreement about a scorecard that indicates the factors that must be measured as well as the weight of such factors.
- Evaluation criteria should be clear and systematic.
- When determining the evaluation criteria, the RC head determines if, and to what extent, the tender process and the resultant transaction affect other environments and sees to it that the evaluation criteria takes this into account.
- The scorecard is used in the evaluation of the written tender and the tenderer's oral submission (if applicable).
- The evaluation criteria are made public at the time the tender invitation goes out, it does not include the weights per review category.

4.4. Procedure on receipt of tenders

- 4.4.1 Tenders can be received by mail or be delivered to the office of the Buyer or placed in the tender box. As far as possible, a tender box will always be used.

If tenders are placed in a tender box, the following procedures will apply:

- 4.4.2 The tender box must be placed in the immediate vicinity of the office of the Buyer or in another appropriate position, in such a manner that adequate, continuous security will be possible.
- 4.4.3 The tender box must be constructed of suitable material to ensure the security of the tenders. The tender box must be fitted with locks or other security devices and must remain locked except when it is opened for tenders to be opened.
- 4.4.4 If the tender box is physically taken to another location for tenders to be removed from the tender box, a notice of reasonable size and prominence must be placed in the place

of the tender box to give clear indications concerning alternative methods of handing in tenders to prospective tenderers. Tenders handed in during this time must be scrupulously recorded and persons who deliver tenders should sign a document as proof of handing in the tenders.

- 4.4.5 At times when the tender box is opened, new tenders must be accepted across the counter by a person selected by the Buyer.
- 4.4.6 The responsible person selected according to 4.4.5 must give a verbal report to the Buyer concerning any tenders that may have been handed in during the opening of the tender box, as soon as the tender box has again been made available for the handing in of tenders. Such tenders must be deposited in the tender box without delay.
- 4.4.7 If the tender box is to be opened at its usual location, the tenders are placed in an appropriate container that can be locked before being taken to the Buyer.
- 4.4.8 No tender that is handed in late may be considered in the tendering process. (This may only be considered in exceptional cases, with the approval of the Director: Finance and Asset Management.)
- 4.4.9 When tenders are received by mail, its date of receipt at the office of the Director: Purchasing and Provisioning Services must be entered in the tender register and the tender must be deposited in the tender box without delay.
- 4.4.10 When tenders are delivered, the date of delivery and the name of the person delivering it must be entered in the tender register and the person who delivered the tender must sign the tender register. The receiver must then place the tender in the tender box in the presence of the person who delivered it.

4.5 Procedure at the opening of the tender box and tenders

- 4.5.1 The opening of the tender box, opening of sealed envelopes and entry of tenders that do not require the involvement of the Tender Committee must take place in the presence of a member of the Tender Committee.

Any member of the Tender Committee may also be present during this process.

On opening the tenders, the date on which the tenders are opened, must be written on the front page of the tender documents or the abbreviated tender documents.

- 4.5.2 Tenders must be recorded in a tender register. Allowance must be made for the signatures of all persons that have to be present at the opening, to serve as proof of the completeness of the opening process and the correctness of the procedure that is followed.
- 4.5.3 Tenders must be scheduled as far as possible from the least costly to the most costly tender.
- 4.5.4 The original tenders, as well as the tender prices, must be filed and must remain locked away in the safe of the Purchasing and Provision Services division, except during the evaluation of the tenders.
- 4.5.5 No tender information contained in the tender documents may be made public.

4.6. Evaluation of tenders that need not be submitted to the Tender Committee

- 4.6.1 All the tenders that are received for a project (except as set out below), must be handed to the project leader or the head of the division by the buyers on the second morning following the day of the date for the closing of tenders, at the latest, together with a written indication of the scheduling of tenders from the least costly to the most costly. The tenders,

copies thereof or scheduling documents may under no circumstances be made available to persons or parties who are already engaged in the particular service or are similarly contracted.

In the case of capital tenders, tenders must be scheduled and handed to the project leader by the beginning of the eleventh day after the closing date of the tender. In both cases, weekends, university holidays and public holidays must be left out of reckoning.

- 4.6.2 All the tenders that have been received for a specific project must be further evaluated on the basis of the evaluation criteria for tenders.

The Purchasing and Provision Services division administers the purchasing process, while the recommendation is made as set out in section 4.2 of this document.

A written summary of the evaluation of all the tenders must be prepared and handed to the person responsible for making the recommendation, on the last morning of the fourth day following the closing of the tenders (excluding weekends, university holidays and public holidays).

The project leader or the head of the division must propose a recommendation in writing, to be handed in together with the written summary of the tenders.

The project leader, head of the division or committee that makes the final recommendation with regard to the acceptance of a specific tender must evaluate the tenders on the basis of the evaluation criteria for tenders, the price and the proposed written recommendation of the project leader, head of the division or committee.

The final recommendation for the approval of a tender must be made in writing and sent for a decision, confirmation and notification in accordance with the regulations of the SU Council and the purchasing thresholds.

- 4.6.3 Tenders for expenses within the budget (names of tenderers, amount of allocated tender) for amounts between R50 000 and R250 000 must be made public for notification to the Tender Committee at the first subsequent meeting of the Tender Committee.

4.7. Evaluation of tenders to be submitted to the Tender Committee

- 4.7.1 The Buyer must, in consultation with and on behalf of the Director: Finance and Asset Management, arrange a meeting of the Tender Committee in good time, so that the committee can have an opportunity to evaluate the tenders and make a recommendation. See 4.3 for determining evaluation criteria.
- 4.7.2 All the tenders that were received for a project must be handed to the chairperson of the Tender Committee by the Buyer together with a written indication of the scheduling of tenders from the least costly to the most costly.
- 4.7.3 All the tenders that are received for a specific project must then be further evaluated in accordance with the evaluation criteria for tenders. The Tender Committee must make a recommendation or do an approval in accordance with regard to the nature of the tender. A recommendation must be made when tenders with a reputation risk, institutional- or strategic are involved. The Finance Committee will make a recommendation to the Rectors Management Team for approval.
- 4.7.4 The Tender Committee must, in all instances, decide whether a specific separate contract, over and above the tender document or abbreviated tender document, must be concluded
- 4.7.5 The Tender Committee must at all times apply the tender policy and procedures of SU. The activities and decisions of the Tender Committee must be regarded as confidential and may not be made public by members of the Tender Committee, except when such information is made public officially by the Tender Committee.

4.7.6 If members of the Tender Committee are in any way related to a tenderer or have any vested interest in a tender, this relationship or vested interest must be made known and entered in the minutes at the commencement of the meeting of the Tender Committee. Such a member of the Tender Committee is allowed to attend the meeting at which a decision on a specific tender is to be made, but is not allowed to vote and will not be considered in the decision with regard to the allocation of the tender, unless the other members of the Tender Committee decide otherwise. The non-disclosure of relationships/interests and receipt of gifts is deemed very serious and may lead to disciplinary action against staff and/or the annulment of a tender process and/or suspension of a supplier's contract. Each tender document contains a clear exposition of the considerations which might lead to an annulment of the tender process, and the way in which it will be done. Donations to US or US staff will not affect the evaluation and awarding of tenders.

4.8. **Timing and return dates for tenders: Shortest possible options**

4.8.1 If it is possible to speed up the process, the involved buyers will allow the process run as fast as possible. In all instances, though, the timing schedule as described below and return dates for tenders will apply as the shortest possible time for the Purchasing and Provision Services division

4.8.2 In the case of tenders on the abbreviated tender basis, whether submitted to the Tender Committee or not, the following timing schedule and return dates will come into operation if day 1 is the day on which the specifications document is received:

- Day 1 - Receipt of specifications document
- Beginning of day 4 - Creation of tender
- End of day 15 - Closing date for tender
- Beginning of day 20 - Handing over to evaluator
- Beginning of day 25 - Date of acceptance
- End of day 27 - Inform unsuccessful tenderers
- Beginning of day 33 - Place order

NB: The above dates exclude weekends, university holidays and public holidays.

4.8.3 In the case of tenders that are to be opened in public, whether submitted to the Tender Committee or not, the following timing schedule and return dates will apply, if day 1 is the day on which the specifications documents are received:

- Day 1 - Receipt of specifications document
- Beginning of day 7 - Creation of tenders
- End of day 17 - Closing date for tenders
- Beginning of day 22 - Handing over to evaluator
- Beginning of day 27 - Date of acceptance
- End of day 29 - Inform unsuccessful tenderers
- Beginning of day 35 - Place order

The two exceptions with regard to printed work and Natural Sciences are also applicable in this instance.

NB: The above-mentioned dates exclude weekends, university holidays and public holidays.

4.9. **Recommendations, decisions, confirmations and notifications**

4.9.1 The procedures to be followed for recommendations, decisions, confirmations and notification pertaining to tenders must be in accordance with the document dealing with purchasing thresholds that incorporate the procedures prescribed by the SU Council.

4.10. Samples

- 4.10.1 If the specifications document requires tenderers to provide samples, the samples must be delivered to the office of the Buyer between 08:00 en 16:00 on weekdays, excluding university holidays and public holidays.
- 4.10.2 The Purchasing and Provision Services division must issue a sample receipt form to the person delivering the samples when the samples are received. The receipt form must be made out in duplicate and the copy should be filed by the Purchasing and Provision Services division.

The sample receipt form should contain the following information:

- Tender number
- Description of the sample
- Date of handing in
- Signature of the person who delivered the sample
- Last date on which the sample can be collected in the case of unsuccessful tenderers.

This must be entered in the tender register to confirm that the tenderer has handed in the samples as required.

- 4.10.3 Samples handed in by unsuccessful tenderers can be collected from the office of the Buyer between 08:00 and 16:00 on weekdays, excluding university holidays and public holidays, on presentation of the sample receipt form, which must then be filed against the copy. The person who receives the sample in return has to sign the sample receipt form as proof of having received it in return.
- 4.10.4 Samples must be locked away for safekeeping. If the sample is handed to an evaluator, project leader or body for testing, the sample receipt form has to be endorsed with the relevant details and the person who receives it has to sign the endorsement.
- 4.10.5 If samples have to be sent away for testing, the tenderer must be contacted in advance by telephone for permission to do such testing, as the tenderer has to bear the cost of the testing.
- 4.10.6 This telephonic request must be confirmed by fax, by e-mail or in writing by the tenderer before the testing can proceed and such confirmation must be filed.
- 4.10.7 The final date on which unsuccessful tenderers can collect samples before such samples are to be auctioned for the account of SU will be 60 days subsequent to the date of the acceptance of the tender. The Purchasing and Provision Services division from time to time compiles a written description of samples that have not been collected by the prescribed date, or cannot be utilised in some other way by SU, and hands this to the relevant division or person responsible for auctions at SU.

4.11. Negotiations with the tenderer

- 4.11.1 Coordinating relations between the users and the supplier is an important part of the function of buyers. Prices have to be procured and compared in accordance with purchasing policy and procedures. Recommendations with regard to suppliers are made in cooperation with users in departments and divisions.
- 4.11.2 Negotiations with tenderers should be limited to requests for additional information should it become evident during the evaluation process that valuable information is needed to be able to compare tenders with one another, or that information is needed with regard to any other matter that may be to the advantage of SU. Negotiation about

the price that is tendered generally is NOT permissible. Negotiations may lead to additions and amendments to original documents.

The nature, reason and outcome of any negotiations with tenderers must be included in written form with the tender documents that are given to the persons who will be responsible for making the recommendations. Essential amendments pertaining to tenders must be submitted at the first subsequent meeting of the Tender Committee.

Continuing negotiations may take place between SU and suppliers on the list of approved suppliers, as two-way communication is seen as a feature of the partnership.

4.12. Sole tenderers

- 4.12.1 Should there be only one tenderer, this must be clearly indicated on the front of the tender document when the tender is handed to the persons who have to make the recommendation.

4.13. Communicating with tenderers

- 4.13.1 Unsuccessful tenderers must be informed by the relevant purchaser within two days of the decision and confirmation (if necessary) of a tender being allocated. The tender register must be updated with the necessary information as soon as unsuccessful tenderers have been informed in writing that they have not been successful.
- 4.13.2 All communication with tenders before and after the tender must be done by the Purchasing and Provision Services division.

4.14. Procedure following the approval of tenders

- 4.14.1 A tender acceptance form must be made out with regard to successful tenderers and sent to the successful tenderer.
- 4.14.2 The buyer who is involved must submit the order or any such documents. No orders may be placed before a tender is awarded.
- 4.14.3 The contract between the two parties must be finalised and signed, if necessary, as specified by the Tender Committee. In certain instances, the contracts first have to be concluded before orders can be placed. The Tender Committee should give clear instructions in this regard.

4.15. Urgent tasks

- 4.15.1 Urgent tasks or services that cannot take place in accordance with normal procedures because of the urgency of such tasks should be avoided, if possible.

In view of the brevity of the period in which tenders should be allocated, it should be possible to accommodate all tenders in the above process.

Departmental chairpersons, heads of divisions, professional teams, project leaders and other involved persons must consider the procedures and time limits indicated in this document when they are involved in planning.

- 4.15.2 Requests for urgent tasks that cannot be accommodated in the tender process must be accompanied by a motivation from the person who authorises incurring the expense. This documentation must be handed in at the office of the Buyer. The request and accompanying motivation must be referred to the Director: Finance and Asset Management. The Director: Finance and Asset Management must evaluate the matter to decide whether the task really is urgent and should be accommodated outside the tender process. All urgent work must be submitted to the RMS.

- 4.15.3 All urgent tasks that have not followed normal tender procedures must be submitted to the RMS for their notice and for further investigation, if necessary.
- 4.15.4 Abbreviated tender documents must be completed by the supplier within three (3) days of approval.
- 4.15.5 Emergency/after-hours maintenance tasks that cannot be carried out via the normal purchasing procedure because of their urgency shall be handled as follows:
- A written order shall be issued to the service provider. Should the total of this order exceed the amount of R500 000, it shall be approved in advance (telephonically) by the relevant head of division or, should he be unavailable, by the Chief Director: Facilities Management.
 - If the total amount of the order is more than R1 000 000, it must be approved beforehand (telephonically) by the Chief Operating Officer or his delegate.
 - The written order shall be confirmed by an electronic order within two working days.
 - The head of division shall approve the placement of the electronic order, regardless of the amount concerned.

4.16. Amend or extension of accepted tenders after approval

- 4.16.1 Motivation in writing must be compiled by the project leader, department or divisional head concerned and be approved by the Tender Committee or as determined by the SU delegation document, before the work may be continued.

4.17. List of approved suppliers

- 4.17.1 A list of approved suppliers must be kept up to date.
- 4.17.2 The document entitled "Application by prospective supplier to be placed on the list of approved suppliers" must be sent to identify suppliers. A record must be kept of all application documents that are sent out. These documents must be received back as soon as possible and considered in accordance with evaluation criteria to determine whether the applicant could be added to the list of approved suppliers.
- 4.17.3 The Purchasing and Provision Services division must continually be involved with market and product research to detect other suitable suppliers. Invitations to these prospective suppliers must be directed to them telephonically and be followed up by fax or e-mail. These applicants must also be evaluated according to the evaluation criteria.
- 4.17.4 An effort must be made to have at least five suppliers on the list of approved suppliers for each product group or service.
- 4.17.5 All the suppliers on the list of approved suppliers must be contacted by letter once annually so that information included in the application and might have changed can be updated. Should such a request for updating be directed to suppliers after the suppliers' year end, the process could be facilitated if the latest financial statements were to be placed on the records of the Purchasing and Provision Services division.
- 4.17.6 If applicants do not meet with success, there generally is no need to supply reasons for their non-inclusion on the list.

4.18. Sole tender documents

- 4.18.1 In the case of urgent tasks or sole tenderers, the suppliers have to complete the document undertaken, in order to place the minimum information concerning suppliers on record and to bind the supplier to the conditions of the tender.

4.19. Repeated purchases

- 4.19.1 In the case of a repeated purchasing transaction of below R250 000, tenders do not have to be called for if the requirements listed below are met.

A repeated purchasing transaction is defined as a transaction which is contracted within six (6) months of the previous purchasing transaction. The products and services for which repeated purchases are made must be of exactly the same kind and specifications as the original transaction.

A repeated purchasing transaction may be undertaken after consultation with the Director: Finance and Asset Management if the Purchasing and Provision Services division considers it to be to SU's advantage.

4.20 Availability of documents

- 4.20.1 All the documents that are referred to in these procedures are available from the Department: Purchasing and Provision Services.

4.21 Accounting responsibilities related to projects

- 4.21.1 Expenses and costs that accrue against one project cannot be justified against another project. No journal may be posted to transfer expenditure or costs of one project to another, except in the case of original posting errors.

- 4.21.2 Amounts approved in budgets for specific projects cannot be transferred to other projects without prior approval from the RMS.

4.22 Alteration to tender documents, abbreviated tender documents and applications

- 4.22.1 Any person found to alter the tender documents, abbreviated tender documents or application forms without prior approval of the Director: Finance and Asset Management will be subject to disciplinary action in terms of the Disciplinary Code of SU.

4.23 Responsibilities in the tender process

In the tender process liabilities apply with regard to the following responsibilities:

- The Rector's Management Team or the delegated management member or body – responsible for the approval of the Tender Committee and any requirements that the tender process must satisfy.
- Members of the Tender Committee – responsible for consideration of tender applications that is free from personal interest and which includes the approval of tender specifications, the determination and application of evaluation criteria, the determination of the nature and method of communication with tenderers including the type of information that must be conveyed (before and after the tender process) and awarding of the tenders.
- The Division for Purchases and Provisioning Services – responsible for compliance with the tender policy (which includes the random sourcing and handling of tenders and quotations) as well as the disclosure and management of risks with regard to product delivery, thresholds and price stipulations.
- The user division – responsible for technical specifications and quality control, as well as the disclosure and management of related risks.

4.24 Tender procedure and awarding of tenders with regard to Capital and maintenance projects (Facilities Management)

The tender procedure and awarding of tenders with regard to Capital Projects shall be handled as follows (project budgets and contract documentation already approved by both the Division: Finance and the Division: Legal Services):

- The project manager or SU agent shall attend to the tender/contract documentation.
- The project manager shall determine the tender period as well as the cut-off date and time for tenders, and shall inform the relevant buyer in the Division: Purchasing and Provision Services/SU agent of these particulars.
- The buyer or SU agent¹⁾ shall open the tender box on the day that tenders close, and shall read out the prices.
- The buyer or SU agent shall hand over the tender documents to the project manager.
- The project manager shall examine the documentation and prepare a tender report, to be submitted to the Manager: Property Projects/Manager: Maintenance Projects, regarding the acceptability and validity of the tenders.
- The Manager: Property Projects/Manager: Maintenance Projects shall make a recommendation regarding the acceptance of a tender to the Director: Planning and Development/Head: Maintenance.
- Final approval of tender recommendations shall take place in terms of the approved delegation of responsibilities and decision-making powers with regard to Facilities Management.

1) NOTE 'SU agent' refers to professional consultants (architects, quantity surveyors, engineers, etc.) appointed specifically to handle projects or parts of projects on behalf of Facilities Management. The Division: Purchasing and Provision Services shall be involved at all times to ensure that the processes meet the requirements of the Purchasing Policy.

4.25 Appointment procedures with regard to consultants on projects by Facilities Management: Planning and Development and Maintenance

Consultants shall be appointed on a rotational basis from an approved list of consultants after consideration and recommendation by a committee of which the composition is set out below. The annual compilation of the approved list of consultants shall take place in cooperation with the Division: Purchasing and Provision Services.

The committees that appoint the consultants shall be compiled as follows for the various functions:

Planning and Development

- Director: Planning and Development
- Manager: Facilities Planning
- Manager: Property Projects
- Manager: Building Design
- Project Planner

Maintenance

- Head: Maintenance
- Manager: Maintenance Projects
- Maintenance Manager
- Technical Manager
- Project Manager

At least three (3) of the abovementioned committee members shall be present when the recommendation is submitted.

In the recommendation and appointment of consultants the following criteria shall be considered over and above the rotation system:

- Whether the consultant is on the approved panel.
- Whether the consultant has specific expertise and experience of the required service.
- Whether the consultant has done work of satisfactory quality in the past.
- Whether the consultant has specific prior knowledge of the facility where the service has to be provided.
- Whether the consultant's follow-up service is good.
- The consultant's BBBEE status.
- Whether the consultant is a local entrepreneur.

Final approval of appointments, on a project basis, shall take place in terms of the approved delegation of responsibilities and decision-making powers with regard to Facilities Management. Professional fees shall be calculated in accordance with and up to a maximum of the latest applicable regulations as published in the Government Gazette.

At the end of each calendar year, a complete report on the appointment of consultants shall be made to the Chief Operating Officer, which report shall include the consultants who were appointed and how the work was divided among the consultants.

4.26 **Compilation of contract tender lists for individual projects**

Tender lists (contractors) for individual projects shall be compiled by the project team from the approved list of service providers/contractors. The compilation of the approved list of service providers/contractors shall take place in cooperation with the Division: Purchasing and Provision Services.

The project team consists of:

- Manager: Capital Projects
- Project Manager
- Facilities Planner
- Principal Agent/Consultant (where appointed)

Criteria for the compilation of tender lists:

- Whether the contractors are on the approved list of service providers.
- Whether the contractors have specific expertise and experience of the service required.
- The contractors' history with regard to similar work of satisfactory quality.
- The scope and nature of the required service versus the contractors' capacity and available resources and work load.
- Stipulations of the SU Purchasing Policy with regard to the acquisition of services.
- The contractors' BBBEE status.

Final approval of the appointments, on a project basis, shall take place in accordance with the approved delegation of responsibilities and decision-making powers with regard to Facilities Management.

At the end of each calendar year, a complete report on the appointment of contractors shall be made to the Chief Operating Officer, which report shall include the contractors who were appointed and how the work was divided among the contractors.

5. GENERAL PURCHASING

5.1 Items with a purchasing price of less than R1 000

To limit the cost of ordering to the minimum, purchases of consumable items (besides contract items like gasses, car rental, courier services, chemicals, glassware, etc.) of which the cost to order is less than R1 000 per order, may be organised by the department/division and paid for from the petty cash (maximum of R250 per item) of the particular department/division, or by cheque requisition. Departments/divisions that do not have a petty cash facility can apply for this from the Division for Financial Services.

5.2 Capital goods (asset items)

5.2.1 A budget is drawn up for all capital items (as identified by the Purchasing and Provision Services division in cooperation with the Division for Funds and Asset Management), irrespective of the cost point from which it is paid for. This rule applies to the purchasing of all capital items from all funds that are managed administratively by SU with a value from R2000. No capital or asset item may therefore be purchased out of hand without a **budget number**.

5.2.2 Specific standards are continually set and developed by the Purchasing and Provision Services division, Physical Infrastructure, IT, etc. in cooperation with relevant clients to ensure that specifications and standards of products are continuously improved.

5.2.3 An attempt is being made to standardise the following capital goods:

- Computer equipment
- Office furniture and equipment
- Audio-visual equipment
- Photocopying, fax and telephone answering machines
- Other specialised and/or research equipment

5.3 Consumable goods and services

5.3.1 Departments or divisions direct requests for the purchasing of goods and services from external suppliers, via computer per **Requisition for purchasing**, to the Purchasing and Provision Services division.

5.3.2 Departments or divisions direct applications for the acquisition of stock items, via computer per **Requisition for supplies**, to the relevant supply store and furnish the relevant commodity number(s) of the desired item(s).

5.3.3 Departments or divisions are responsible for proper completion of all the relevant computer fields of a requisition, as well as other details that are required to ensure that a complete and correct record of the transaction is taken up into the SU bookkeeping system.

5.3.4 **The fields requesting quotation details, in particular, must be completed fully at all times.**

5.3.5 Each requisition for purchasing is referred to a particular buyer who, among other things, determines the availability of the product and the final purchasing price before the necessary order is placed.

5.3.6 An official SU order form will be **posted, faxed or sent by e-mail** to the relevant supplier by the Purchasing and Provision Services division only **on request from** the department or division. Otherwise departments or divisions are expected to provide their own order numbers to suppliers by telephone.

- 5.3.7 Departments or divisions that obtain order numbers via the computer and then provide it telephonically to suppliers must themselves arrange timely delivery of the goods to the right location and must also follow up with suppliers if goods are not delivered or are delivered incorrectly.
- 5.3.8 An attempt is being made to purchase consumable goods, services and supplies used regularly by departments or divisions by means of term or annual contracts. These contracts are negotiated by the SU buyers. Informal Western Cape regional agreements and national agreements are also entered into by PURCO SA.

(The aim of such agreements is to negotiate, in the case of high volumes, better service delivery, prices and quality on a collective basis. This is applied particularly with regard to high frequency consumable articles. Participating organisations are bound to purchase pre-negotiated items from the contracted supplier.)

Coordination and contract management of these agreements are handled centrally by the Purchasing and Provision Services division.

In cases where tenders are accepted, SU is contractually bound to purchase the goods and services from the appointed supplier for the period of the contract. If there is any deviation from this contract, SU becomes guilty of breach of contract and is liable for the accompanying consequences.

Note: Departments and divisions are requested to first contact the Purchasing and Provision Services division for the purchasing of standardised capital goods and the above goods and services before requesting quotations and prices. This will prevent much frustration, duplication of work and wasting of precious time.

NB: No order may be cancelled without the knowledge of the relevant buyer who placed the order.

6. CONTRACTS AND STANDARDISED GOODS

These specific policy submissions must be read in conjunction with the General Policy for Purchasing and Procedures.

6.1 Bookings for air travel

6.1.1 **Account number 1153/1155, Travel and accommodation costs**, must be utilised for official air travel bookings in all instances.

6.1.2. The following rules apply in all instances when air trips for official purposes are undertaken, irrespective of the cost point (University funds, research funds or funds that have been generated personally – so-called own funds) against which the expense is incurred.

6.1.2.1 An official university order must be issued to accredited SU travel agents for all approved official travel by air.

6.1.2.2 **SU reserves the right to refuse compensation for any official air travel booking – and the accompanying expenditure incurred by the user – that is made without an official SU order being issued.**

6.1.2.3 If travellers wish to make use of alternative travel agencies, they have to pay themselves if the air travel agency are not listed on die SU system. Travellers may not pay for themselves at **Indo Jet, Maties Travel Bureau and Neelsie Travel Agency**, an official US order number must be issued. Requests for the reimbursement of costs or order numbers with regard to alternative travel agencies must include the following documentation:

- Three quotations of which two quotations must be from one of the following: Indo Jet, Maties Travel Bureau or Neelsie Travel Agency. If an internet ticket is purchased, quotations for internet reservations must also be obtained via the above mentioned travel agencies.
- The quotations must all be on the same day and the insurance must be equal to Diners Phase II travel cover for overseas flights and Diners Phase I travel cover for local flights.
- The reimbursement of costs with regard to alternative travel agencies will only be approved if the abovementioned stipulations have been carried out and the alternative travel agent is cheaper. The application must be sent to the Director Purchasing and Provision Services.

6.1.2.4 The travel agencies (Maties Travel Bureau, Neelsie Travel Agency and Indo Jet) may not issue air tickets without an official order number.

6.1.2.5 An air travel insurance claim will be in conjunction with a R500 transaction fee. The transaction fee will only be paid from SU-funds if the cause of the claim occurred during the official part of the journey. If additional air travel insurance is taken out, it shall be for the staff member's own account.

- 6.1.2.6 Following a process of tendering, the University is contractually bound to make air travel bookings with the following accredited air travel agents:

**Maties Travel Bureau
Neelsie Travel Agency
Indo Jet**

- 6.1.2.7 The agreement with the above-mentioned air travel agencies is such that **Voyager points (SAA) and Frequent Flyer points (BA)** can be earned by registered frequent travellers if bookings are made through the official ordering process. It remains the traveller's responsibility, however, to ensure that the registration number is entered on the Requisition for purchasing a booking, or he/she will forfeit this benefit.

- 6.1.2.8 Air travel is normally undertaken in the **Economy Discount Flight Class** only. Where there is a deviation from this procedure and air travel is undertaken in business class (J), first class, full economic class etc., the relevant dean/departmental chairperson/discipline head or executive head is expected to obtain the required advance authorisation from the Director: Finance and Asset Management.

Air travel agencies are contractually bound to book travellers in the Economy Discount Flight Class within the Economy Class.

- 6.1.2.9 Three written quotations from an official air travel agent (currently Maties Travel Bureau, Neelsie Travel Agency and Indo Jet) must be obtained for overseas flights. For internal flights three written quotations must be obtained from an official air travel agent (currently Maties Travel Bureau, Neelsie Travel Agency and Indo Jet). Refer to paragraph 6.1.2.3 if an alternative travel agency are used.

- 6.1.2.10 **All payments** for official air travel bookings will be made with the SU **corporate travel credit card (Diners Club International)** that has been launched at the official air travel agencies. On payment, travellers will immediately receive the obligatory air travel cover.

- Phase 1 for internal flights
- Phase 2 for overseas flights

(Travellers should always be given an information brochure by the official air travel agencies so that they may familiarise themselves with the conditions, exclusions and cover of Phase 1 and 2 insurance cover.)

- 6.1.2.11 The following information is required on the requisition for purchasing:

- Purpose for which the air trip is being undertaken
- Names and number of travellers
- Fully planned flight programme and airline(s) to be utilised
- Fund(s) and cost point(s) from which will pay for the purchase

- 6.1.2.12 **Discovery Health** members are not allowed to undertake official air trips to earn personal **Validity Club** points. Bookings may not be made directly by SU or by a travel agent at Discovery Health; this has to be booked directly by the member and paid for with his/her personal credit card, a procedure which is not acceptable in terms of SU policy and procedure.

Personal expenses such as passport costs are for the account of the staff member. Tickets purchased via the internet cannot be changed, if you cancel the ticket you will lose the full amount of the ticket.

6.1.2 Procedure for users with regard to local flights

When official bookings are made, the best discount rates available in the economy class must be insisted upon. This applies to SAA as well as to BA. If this is not insisted upon, travel agents are inclined to make the booking in the full economy class. Full economy class between main centres currently is significantly more expensive than discounted flights.

Various options for discounted flights are available in the economy class, provided that proper planning is done and the booking is made early. If these discounted flights are to be utilised, bookings have to be made as early as possible, as specific conditions of payment, as well as costs are involved should changes and upgrading occur.

Example: S-class tickets have to be paid five days before the flight is due, and T-class tickets must be paid for within 24 hours of the booking. Up to 25% of the cost of a ticket can be forfeited should there be a cancellation or a change/upgrade.

- 6.1.3 The following information is required on the requisition for purchasing before the order and flight booking can be confirmed:

In the quotation column on screen 1 of the requisition for purchasing:

- a. Air travel agent and consultant

In the details column on screen 2 of the requisition for purchasing:

- b. Name of traveller(s)
 c. Date and time of departure
 d. Airline, flight number and class for outbound journey
 e. Route (point of departure and point of arrival) of outbound journey
 f. Date and time of return
 g. Airline, flight number and class for return journey
 h. Route (point of departure and point of arrival) of return journey

For example:

- Item 1: Prof L. Blom; Leave 23/09/96 at 08:30 KPS/JHB op SA427 (Y)
Back: 23/09/96 at 17:30 JHB/KPS; MN327 (L)
- Item 2: Transaction fees
- Item 3: (Only Overseas) Diners Phase II insurance

This information enables the Purchasing and Provision Services division to check whether the correct tariff is being paid and/or whether the booking has been made in the most economical class. No air travel booking can be confirmed without the above information; it could cause a delay that could result in the loss of discounts on the part of the University and possibly in missing a flight.

Should a change be made to a confirmed booking, the Purchasing and Provision Services division must be informed so that the necessary changes or a cancellation can be made.

6.1.4 Procedure for users with regard to overseas flights

All relevant information as indicated in point 6.1.3 of internal flights is applicable.

Three written quotations from an official air travel agent (currently Maties Travel Bureau, Neelsie Travel Agency and Indo Jet) must be obtained for overseas flights and provided in the quotation column of the Requisition for Purchasing. Refer to paragraph 6.1.2.3 if an alternative travel agency are used.

Important:

Information must please be sent to the Purchasing and Provision Services division in good time so that it can be checked and processed in time.

6.1.5 Duties of the Purchasing and Provision Services Division

- To avoid delay, the Purchasing and Provision Services division will immediately send by e-mail the confirming order for purchasing for the relevant air trip to the air travel agency.
- The Purchasing and Provision Services division will see to it that the unique reference numbers for the different airlines, according to which credit rands are earned, are included in the official order.
- The Purchasing and Provision Services division will put the required reference numbers on the official order to authorise the corporate credit card payment. Constant and careful updating of the register of reference must be done.
- The Purchasing and Provision Services division must continuously check that discounts and credit rand are made available to the University and that a record is kept for subsequent application/allocation of it by the rectorate.

6.1.6 Duties of the Division for Financial Services

The Division for Financial Services refers invoices on which the invoiced amount differs from the amount on the order to the Purchasing and Provision Services division, for checking and further handling.

If prospective travellers are not acquainted with arrangements for air travel the Purchasing and Provision Services division, tel. (021) 808 4839, should be contacted.

6.2 Car rental bookings

Hiring of vehicles for official use

6.2.1 **Account number 1153, Travel and accommodation costs**, must always be utilised for the booking of vehicles for hire for official use.

6.2.2 The following rules are applicable in **all instances** when vehicles are hired for official use, irrespective of the cost point (University funds, research funds or funds that are self-generated – so-called own funds) against which the expense is incurred:

6.2.2.1 The University is contractually bound to hire vehicles from the following Service providers only:

Bidvest Car Rental
Europcar
Hertz
Avis

6.2.2.2 Tariffs for the hiring of vehicles for official use are available on request from the Purchasing and Provision Services division.

Only vehicles in Economy Class may be hired at Bidvest Car Rental classes P, M, B, C, I and N, Hertz classes A, T, B, U, N and C, Avis classes A, B, M, C, D, K and N and at Imperial classes A, T, B, C, I, V and E.

Motivated requests for hiring vehicles in other (more expensive) classes shall only be considered if it is recommended by the relevant Responsible Centre head and submitted in good time in writing to the Division of Purchasing and Provision Services.

6.2.2.3 A booking for the hiring of a vehicle will not be accepted without an official requisition having been created for this purpose. The purpose of the journey and the names of the travellers must be provided at all times.

The University reserves the right to refuse to compensate the user for the cost incurred, should a vehicle be hired without the issue of an official order for that purpose.

6.2.2.4 Vehicles hired for official use within the borders of the country are insured against damage resulting from accidents and theft under the University's comprehensive policy. No additional insurance is required.

6.2.2.5 The relevant service provider must give **permission in writing** for the use of the hired vehicle beyond the borders of the country, in which instance the service provider's obligatory accident and theft cover will have to be taken out.

6.2.2.6 On acceptance of the booking referred to in 2.4 above, the Purchasing and Provision Services division will issue the confirming **voucher** of the relevant service provider that has to be **collected** from the Purchasing and Provision Services division. The voucher must be presented when the hired vehicle is fetched from/delivered to the service provider. **The relevant service provider will only hand over the hired vehicle if the above-mentioned confirmatory voucher is presented.**

6.2.2.7 The person who will be driving the hired vehicle must receive the vehicle in person and present a valid driver's licence. The relevant service provider is obliged to keep a copy of the driver's licence on record and to ensure that the

driver meets the required conditions and is qualified to hire a vehicle. All other persons who may possibly also drive the vehicle have to be registered similarly to ensure that insurance cover remains valid.

- 6.2.2.8 Cancellation of an order for a hired vehicle must be sent to the relevant service provider via the Purchasing and Provision Services division as soon as possible. If a cancellation is not confirmed in time, the hirer will be held responsible for one day's hire.
 - 6.2.2.9 When vehicles are hired in a foreign country, the University, on submission of the necessary proof, will normally only refund costs incurred with regard to vehicles in the **Economy** and **Compact** classes. Claims for compensation with regard to vehicles in other classes will only be considered on receipt of the necessary motivation in writing and on recommendation from the relevant dean, directed to the Director: Purchasing and Provisioning Services.
 - 6.2.2.10 Enquiries can be directed to the Purchasing and Provision Services division, Tel. (021) 808 4500.
-

6.3 Printing

SU has at its disposal the services of a professional in-house printing house that can handle and/or manage the complete scope and discipline of general printing (including graphic design, layout and binding).

Departments/divisions are expected to obtain **one quote** according to procurement thresholds from AFRICAN SUN MeDIA (Edms) Bpk for all printing, binding and graphic design of products or items of which SUN MeDIA are not the sole supplier. E-mail: sunmedia@sun.ac.za, tel.: (021) 808 2401 / tel. (021) 808 2762.

AFRICAN SUN MeDIA (Edms) Bpk has been appointed as the sole supplier of the following corporate stationary and printed items with the logo of the US and/or the SU shield:

- Letterheads*
- Business cards*
- Complimentary cards*
- Folders/Files
- Note books
- Certificates for accredited short courses; service certificates or any certificate with the US logo on.
- Multipurpose corporate cards
- Invitations
- Official Corporate Reports and Publications as described in the agreement between SU and AFRICAN SUN MeDIA (Edms) Bpk.

* This is relevant to all corporate, faculty and level 3-stationary, also where the US emblem the endorsed identity is.

PLEASE NOTE

SUN MeDIA shall develop new designs, as required, in consultation with the Division: Communication and Liaison (a subdivision Stellenbosch University Advancement) within the guidelines of the approved Corporate Identity Guide, and shall handle the printing of existing and new stationery.

As in the case of any other SU supplier, AFRICAN SUN MeDIA (Edms) Bpk shall compete with regard to price, quality and service provision regarding any other products.

6.3.1 Successful quotations by AFRICAN SUN MeDIA (Edms) Bpk shall be dealt with by means of a purchase requisition or interdepartmental requisition.

6.3.2 If a business is appointed to do graphic work, a purchase order shall be issued and completed for this purpose (the graphic work, in all formats, then becomes SU property), and the graphic design work and page layout must comply with SU's corporate image requirements and standards (CI Guide). A separate request for the corresponding **printing** shall then be issued. The graphic work shall be provided on a disc to calculate a quote for printing, for which AFRICAN SUN MeDIA (Edms) Bpk also shall be considered if the products or items are not part of the SUN MeDIA sole supplier list.

6.3.3 Copyright protection of third-party material: During the reproduction of study material, SU is exposed to the risk of copyright infringement if care is not taken in the process. Innovus Technology Transfer (Pty) Ltd is responsible for all copyright matters at SU (www.innovus.co.za).

6.3.4 SU has a blanket licensing agreement with DALRO, and staff is expected to report the use of third-party content in study material at http://www.chrysalis.its.uct.ac.za/cgi/cgi_plo_user.exe. For copyright use above the legally permissible quantities, transactional copyright permission must be applied for.

6.3.5 Enquiries

Please direct all enquiries to:

- Purchasing and Provision Services, tel.: (021) 808 4506
- Ms Carol Kat, SU's Copyright Officer, tel.: (021) 808 2922
- Ms Janetta van der Merwe of CHEC.

STELLENBOSCH UNIVERSITY

- ↩ Guidelines
- ↩ Enquiries/Reporting

Carol Kat
Copyright Officer
Stellenbosch University
Tel.: (021) 808 2992
E-mail: carolk@sun.ac.za

AFRICAN SUN MeDIA (Edms) Bpk

- ↩ Reproduction

Christal Rossouw
Client Service Representative:
AFRICAN SUN MeDIA (Edms) Bpk

Tel.: (021) 808 3917
Fax: (021) 808 2626
Email: christalr@sun.ac.za

CAPE HIGHER EDUCATION CONSORTIUM (CHEC)

- ↩ Direct reporting
- ↩ Enquiries

Janetta van der Merwe
Project Director: Copyright
CHEC
Tel.: (021) 659 7100/12
Fax: (021) 659 7117
E-mail: jwv@chec.ac.za
https://chrysalis.its.uct.ac.za/cgi/cgi_plo_user.exe

AFRICAN SUN MeDIA (Edms) Bpk

- ↩ Consultation

Justa Niemand
Chief Executive Officer
AFRICAN SUN MeDIA (Edms) Bpk

Tel.: (021) 808 2610
Fax: 086 620 6780
E-mail: justa@sun.ac.za

6.4 Photocopiers

Policy with regard to obtaining copying machines

- All photocopiers are obtained subject to a hire contract.
- Departmental copiers may not be used for more than 20 copies per master.
- Reasons must be given for requests for accessories like document feeders and sorters, which will only be supplied under exceptional circumstances.
- No copier with a greater capacity than 55 copies per minute will be placed in departments other than Sunprint.
- Deviation from the policy must be approved by the RCM head of the environment that applies for it and the Director Finance and Asset Management.

Procedure with regard to hiring of photocopiers

Application by the Department

The department applies, or is requested by Commercial Services (CS), to have a copier replaced and provides the following information:

- Name of department
- Contact person
- Telephone number
- Room in which the copier will be located
- Serial number of current machine to be replaced, or
- The estimated number of copies per month that will be made, if it is to be the first machine
- Phone number if the old machine is connected to a card reader
- Any further requirements for the new copying machine, e.g. document feeder, sorter, fax and printing facilities

Suppliers – Shortlist

At the end of each year, the Division for CS, in cooperation with the Purchasing and Provision Services division, shortlists at least three preferred service providers for the next year. The shortlist is based on price/product and levels of service in the preceding term. Short listed suppliers will be informed in writing of the procedure that will apply in the next year. Any supplier entering the market during a particular period will be evaluated on, among other things the placement of demonstration models, and will come into consideration for addition to the list of suppliers in the next term. If SU is able to benefit from immediate addition, this will be considered.

Submission of processed quotations to the department

- The latest prices (updated at least monthly) from the preferred service providers are used to evaluate prices and draw comparisons. Each new price per supplier will be numbered and indicated as such in the price comparisons. A standard notice will, however, be sent to suppliers each month for their confirmation of their latest prices.
- Send price comparisons to the department for submission, discussion and selection by those who are involved. Calculations are done on the average monthly volumes of the existing unit over a period of at least 12 successive months. The department obtains the approval of the dean or department head.
- Should prices change to the extent that the choice of service provider will be affected before approval is granted, the cost has to be recalculated and resubmitted to the relevant environment.
- The department provides confirmation of the approval in writing to CS. If they do not choose the least costly option, the Head: RCM, with the department head, will have to give his or her approval with reasons.

Ordering and Delivering of the copying machine

- CS creates a memo for the installation of the new copying machine and directs this to the successful provider. (This document is used as the official SU “order”.)
- The Director: Commercial Services gives approval for this “order” before it is despatched.
- The department informs CS as soon as the copying machine is delivered.
- The department informs CS of the serial number of the new copying machine to.
- The department provides the last meter reading of the old copying machine (if applicable).
- The department informs TAS if an existing card reader has to be disconnected and connected to a new machine.
- The provider supplies the new hire contract to CS.
- A copy of the signed delivery note must accompany the contract.
- CS checks the contract, makes a copy to attach to the complete record of all relevant correspondence with regard to the issue, which has to be filed with CS, and sends the original contract to the Division for Legal Services for signing and finalisation.

Control

- A control sheet (as per attached example) to be checked by the Director: Commercial Services, which lists all processes chronologically, will be provided with each order as part of internal control.
- All documentation is retained for the longest period of five years or for however long the copier remains on campus.

Control sheet

Date of request/application _____

Serial numbers and dates of price lists _____

Date of calculations _____

Date of sending of calculations _____

Date of approval by applicant _____

Approval: date _____

Director: Commercial Services _____

Date of order _____

Date of delivery _____

Date of despatch of contract _____

6.5 Computers and printers

An attempt is being made to standardise computers and printers at SU.

Policy

- A budget should be drawn up for all computers and printers and these should be requested per requisition for purchasing.
- IT does continuous market and product research to keep track of technological developments. IT will determine and submit specifications to the Purchasing and Provision Services division for the purchasing of standardised computers and printers that will satisfy SU expectations and needs.
- IT will provide technical support, maintain, deliver and set up the operation of the standardised computers and printers for users.
- Standardised computers with a three-year supplier's guarantee on components, as well as a three-year on-site guarantee for repairs on the NBD (next business day) principle will be purchased.
- Upgrading of any standardised computer will be subject to obtaining the required components from the preferred provider who delivered the original computer, to meet the requirements of the three-year maintenance guarantee.
- Details of standardised computers and printers will be published on the SU intranet and will be kept up to date for purposes of information and budgeting.
- Prices will be updated and adjusted continuously by the Purchasing and Provision Services division.
- A service level agreement will also be required from all preferred service providers selected for the provision of computers and printers.
- Any deviation or request for a non-standard computer will be subject to motivation by the dean /department head, directed to the Senior Director: IT and his/her approval thereof.
- The preferred provider for the supply of these non-standard computers will be selected by the Purchasing and Provision Services division.
- Obsolete and outdated computers will be identified by IT and written off.

Procedure

- Identify and assemble a standard computer that satisfies your specific requirements and needs from components and configurations on the IT web page.
 - Give a clear indication of your choice of service provider and trade name.
 - Create a budget with the specific configuration code of the computer as identified by you.
 - Create a Requisition for Purchasing with the configuration code directed to the Purchasing and Provision Services division.
 - The Purchasing and Provision Services division will refer the Requisition for purchasing to IT for internal approval and insertion of the details of the order on the IT HEAT system. After this, it will be referred to the Purchasing and Provision Services division for finalisation.
 - The computer will be delivered to IT for product evaluation.
 - IT will execute the setup, attach the asset label, and make arrangements for delivering the computer directly to the applicant and for setting it up for use.
-

6.6 Furniture and equipment

An attempt is being made to standardise general office furniture and equipment.

Policy

- A budget has to be drawn up for all office equipment and furniture and this also has to be requested by means of a Requisition for Purchasing.
 - The Purchasing and Provision Services division will determine specifications for standard office furniture and equipment in cooperation with the SU Division for Maintenance.
 - Examples of standardised office furniture and chairs can be viewed at the Purchasing and Provision Services division.
 - Service providers will visit each site from which a request for office furniture is made and will make a submission for the furniture that is required, within the standardised guidelines for office furniture (available at the Purchasing and Provision Services division).
 - Office furniture with an oak finish is supplied and is purpose-made for the particular environment; this therefore is not an off-the-shelf item and at least four weeks must be allowed for manufacture and delivery.
 - Office chairs (for the desk, visitors, operator and typist) are upholstered purpose-made steel frame chairs that require approximately three weeks for delivery.
 - In case of a deviation from the standardised office furniture and equipment, prior application, with reasons by the relevant dean or head, must be submitted to the Director: Purchasing and Provisioning Services.
 - Enquiries can be directed to the Division of Purchasing and Provision Services, Tel. (021) 808 4506.
-

7. DELIVERY AND PAYMENT WITH REGARD TO GOODS AND SERVICES

- 7.1 No goods (capital or current) and services, excluding consumable articles with a unit value of less than R1 000; **may be obtained and/or paid for without an official SU order.**
- 7.2 With the exception of some capital goods, all acquired goods and services are delivered directly to the department or division, namely to the point of delivery indicated on the order form.
- 7.3 It is the duty of the department or division to check whether the delivered goods and services are delivered correctly according to the quantity, price and quality indicated on the order form, and that the invoice is certified accordingly for payment. If a deviation is not acceptable, the department or division is responsible for the necessary return and crediting before the invoice is certified for payment.
- 7.4 Departments or divisions electronically (by computer) confirm the receipt of goods and then send the invoice to the creditor's section of the Division for Financial Services for payment. This procedure must be followed promptly and without delay by departments or divisions to avoid delay of payments, loss of discounts and disturbed relations between providers and the University.
- 7.5 No payment is made on receipt of a delivery note or a monthly statement. Only an invoice certified by the official concerned is accepted as proof for payment.
- 7.6 A **difference in price** between the delivery invoice and an official order from the University with regard to capital goods is not acceptable. These amounts usually involve fixed, quoted tender prices and there should not be any deviation or variation. Deviations or variations must first be cleared with the relevant buyer and confirmed before invoices can be certified for payment by the department or division concerned.
- 7.7 Replacement of capital goods and/or repairs to a capital item must not be undertaken before the guarantee and/or maintenance contract has been discussed and cleared with the relevant buyer. Any department, division or person in the service of SU that does not comply with these procedures and this policy will be subjected to disciplinary action in terms of the SU's Disciplinary Code.
-

8. GENERAL

8.1 Inventory control

- Inventory control counts must be done each month.
- Inventory control sheets must be completed in ink.
- Open spaces on inventory control sheets must be cancelled.
- Inventory control sheets must be initialled or signed by the individual doing the inventory control.
- An independent review of, and congruence with, inventory records on the system must be indicated by the signature of the person who did the independent review.
- The comparison of the physical inventory control with the inventory as indicated on the system must be done by a person independent of the person who did the physical inventory count.
- The person who compares the physical inventory count with the inventory as indicated on the system must draw up and sign a formal reconciliation and inventory count variance report.
- The formal reconciliation and inventory count variance report must be submitted to the Director: Purchasing and Provisioning Services for control and approval.
- Any deviation between the physical inventory count and the inventory on the system must be declared in the reconciliation and inventory count variance report.
- If the Director: Purchasing and Provisioning Services is satisfied with the reasons for any surplus or deficit, the report will be sent through to the Director Finance and Asset Management for approval.
- If the Director: Finance and Asset Management approves it, any deficit or surplus will be recorded.
- The Division for Finance does an independent audit at the end of the year to establish whether the inventory count is congruent with the inventory on the system and to ensure that all surpluses and deficits are declared and recorded.
- The Purchasing and Provision Services division will file all documentation.

8.2 Purchasing of goods

- The person in charge of purchases of goods enters the order.
- The person's line manager approves the order.
- The person in control of goods purchases enters the goods received onto the system unless the goods received deviate from the goods ordered. In the latter case, the person's line manager needs to handle goods received.

8.3 SU Suppliers list

All prospective suppliers must complete the official application form. The form must be returned to the Department of Purchasing and Provision Services and all supporting documents requested in the application form must be annexed to the form. The application form will be examined and evaluated by the buyer, using Stellenbosch University's (SU) evaluation criteria for new suppliers. When the buyer has satisfied him/herself that the application form complies with the evaluation criteria, the form will be presented to the Director: the Department of Purchasing and Provision Services for his/her approval. The application form including all supporting documents i.e. Credit Inform report, approval report from the buyer and the HoD approval report, is sent to the Department of Financial Services. SU is under no obligation to place any supplier on the SU suppliers list.

All international requisitions/suppliers must be approved by the Department of Purchasing and Provision Services.

Any department/division or person in the employ of SU who fails to abide by these procedures and this policy will be subject to disciplinary action in accordance with the SU Disciplinary code.

*Updated: Rectors Management Team 20110607
Rectors Management Team 20130507
Rectors Management Team 20141111
Rectors Management Team 20150505
20171023*
