



## **PROCUREMENT POLICY FOR GOODS AND SERVICES**

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## 1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

<b>B-BBEE</b>	The Policy of Broad-Based Black Economic Empowerment governed by the Broad-Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	B-BBEE status received by a measured entity and issued under the terms of section 9(1) of the B-BBEE Act.
<b>BID EVALUATION COMMITTEE (BEC)</b>	Bid committee appointed to evaluate bid submissions and recommend awards.
<b>BID ADJUDICATION COMMITTEE (BAC)</b>	Bid committee appointed to consider the recommendations of the bid evaluation committee and adjudicate on whether to make a final award.
<b>BID SPECIFICATION COMMITTEE (BSC)</b>	Bid committee appointed to review and finalise bid documents.
<b>BID SUBMISSION</b>	Bidder's written proposal in response to an Invitation for Bids (Request for Proposals/Request for Quotations/Request for Information, etc.)
<b>BOARD</b>	TCTA's Board of Directors
<b>CONSULTANT</b>	A professional person appointed to provide technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
<b>CONTRACT</b>	A legal agreement signed between two parties, including a service level agreement. This term does not refer to the actual bid or successful bid.
<b>CONTRACT MANAGER</b>	A representative from each requesting department who will manage the day-to-day activities related to a contract. This is an ad hoc role that can be assumed by any staff member as and when a contract is allocated to them by their line manager.
<b>ODOA</b>	TCTA's approved Operational Delegation of Authority. as amended from time to time.
<b>PROCUREMENT SPECIALIST</b>	A duly appointed person in the Procurement Division responsible for procurement-related transactions and processes, including RFQs.
<b>RD</b>	Requesting Division or its representative.
<b>SUPPLIER</b>	Supplier, service provider or contractor that is a legal entity that provides goods or services to TCTA.

## **2. SCOPE OF APPLICATION**

This Policy applies to the procurement of all general goods and services by TCTA, except that which is related to Project Funding and infrastructure development, as defined in the National Treasury Instruction Note No. 4 of 2015/16. The Note prescribes a Policy for Infrastructure Procurement and Delivery Management.

## **3. PURPOSE AND OBJECTIVE**

- 3.1. In terms of section 51(1)(iii) of the PFMA, an Accounting Authority for a public entity must ensure that that public entity has and maintains an appropriate procurement and provisioning system that is fair, equitable, transparent, competitive and cost-effective. This Policy aims to affect this provision.
- 3.2. The primary objectives of the Policy are to:
  - 3.2.1. Give effect to the principles in sections 217(1) to 217(3) of the Constitution of the Republic of South Africa, Act No. 108 of 1996,
  - 3.2.2. Enhance the effectiveness and efficiency of procurement within TCTA;
  - 3.2.3. Align TCTA with the legislative framework as well as procurement practices and trends;
  - 3.2.4. Promote transformation in accordance with the laws and policies of the government of the Republic of South Africa;
  - 3.2.5. Create a common understanding and interpretation of procurement-related legislation within TCTA;
  - 3.2.6. Promote a consistent application of best practices;
  - 3.2.7. Enable the rest of TCTA through the timeous and effective procurement of goods and services; and
- 3.1.1. Ensure that TCTA's strategic objectives are achieved economically, efficiently and effectively.

## **4. LEGISLATIVE FRAMEWORK**

Supply Chain Management (SCM) is governed by the following, but not limited to:

- 4.1. The Constitution of the Republic of South Africa, 1996 ("the Constitution");
- 4.2. Broad-Based Black Economic Empowerment Act 53 of 2003 as amended by Act 46 of 2013, regulations and codes (B-BBEE);
- 4.3. Competition Act 89 of 1998 and its regulations;

- 4.4. Public Finance Management Act 1 of 1999, regulations, standards, instruction notes, practice notes and guidelines (PFMA);
- 4.5. Preferential Procurement Policy Framework Act 5 of 2000 and regulations (PPPFA);
- 4.6. Prevention and Combating of Corrupt Activities Act 12 of 2004;
- 4.7. Promotion of Administrative Justice Act 3 of 2000 (PAJA); and
- 4.8. Promotion of Access to Information Act 2 of 300 (PAIA).

## **5. STATEMENT OF ALIGNMENT**

This Policy is aligned to the legislative frameworks mentioned above and their associated amendments, regulations, instructions and standards as at the effective date of this Policy.

## **6. EXCLUSIONS**

The following transactions are excluded from the SCM process:

- 6.1. Professional and corporate memberships not including journal subscriptions;
- 6.2. Rates and taxes, water, electricity, and other levies raised by local authorities and provincial administrations;
- 6.3. Sponsorships, donor funding (procurement process is specified by the donor) and bursaries extended by TCTA;
- 6.4. Revenue generating transactions that do not have a procurement aspect to them in that there is no incurring of expenditure from TCTA in their conclusion.;
- 6.5. Human resources-related claims, salaries, staff bursaries and the attendance of external conferences/workshops/seminars approved and paid in terms of TCTA's policies;
- 6.6. Investments and loans;
- 6.7. Goods and services procured as a result of an insurance claim governed by TCTA's insurance policies;
- 6.8. Goods and Services provided by a statutory body unless the use thereof is discretionary; and
- 6.9. Disbursements linked to a specific contract and not specified as part of the original bid/contract.

## **7. PROBLEM STATEMENT**

- 7.1. In 2003, the Government of South Africa discontinued the procurement and provisioning system in favour of an integrated SCM system. The change in approach to the fulfilment of the constitutional requirements through the SCM system has since evolved over recent years to include the regulation of Schedule 2 entities listed in the PFMA.
- 7.2. The regulator for public procurement is the National Treasury of South Africa, which has been granted the power to issue instructions, standards and guidelines to strengthen the implementation of SCM processes in the public sector. Accordingly, TCTA needs to adapt its procurement policies in line with this new legislative framework and the impending Public Procurement Bill to modernise its processes to be agile for future legislative changes.

## **8. GUIDING PRINCIPLES**

TCTA is committed to the principles set out in section 217 of the Constitution and is committed to:

### **8.1. Transparency**

Promoting accountability and eradicating corruption. TCTA should strive to promote access to information and make it openly available where it is not protected by confidentiality. Changes to the SCM process must be made under the relevant legislation and not to the detriment of stakeholders.

### **8.2. Equity**

8.2.1. Not discriminating against bidders and or other stakeholders (except where permitted by legislation for the advancement of previously disadvantaged individuals) in doing so, TCTA shall consider South Africa's unfair and discriminatory past.

8.2.2. Implementing government policies for the advancement of persons or categories of persons disadvantaged by unfair discrimination.

### **8.3. Fairness**

Creating an environment that is procedurally fair for suppliers to compete on equal terms in the provision of goods and services. Fair behaviour includes, but is not limited to:

8.3.1. Applying rules consistently;

8.3.2. Being impartial when making decisions;

8.3.3. Recognising conflicts of interest and appropriately reporting these;

8.3.4. Treating all suppliers in the same manner; and

8.3.5. Not accepting illegitimate gifts and/or bribes.

#### 8.4. **Competitiveness**

8.4.1. Promoting an open market in order to boost competitiveness;

8.4.2. Encouraging new entrants to the market to participate in bid processes;

8.4.3. Discouraging anti-competitive behavior amongst bidders and suppliers.

#### 8.5. **Cost-Effectiveness**

8.5.1. Taking into consideration the total cost of ownership of goods and services procured. This ensures a balance between the initial cost and the long-term value that will be derived from the goods or services.

8.5.2. Identifying the best outcome after considering all relevant costs and over the full procurement cycle;

8.5.3. Avoiding unnecessary costs;

8.5.4. Monitoring the supply arrangements, making the necessary changes and ensuring continuous improvement in the efficiency of internal processes and systems.

### 9. **POLICY STATEMENTS**

#### 9.1. **Accountability**

Accountability shall be apportioned in line with TCTAs Strategic and Operational Delegation of Authority, as amended from time to time, notwithstanding any accountability delegated by any legislation.

#### 8.1. **Procurement Thresholds**

<b>Bid Process</b>	<b><i>Thresholds (Including VAT)</i></b>
RFQ	Below R1 000 000
Open Bid	Above R1 000 000

***The above thresholds shall apply to the estimated contract value as at requisition.***

## **8.2. Demand Management**

- 9.1.1. TCTA will treat the demand management (or planning) function as a cross-functional exercise that involves all TCTA divisions.
- 9.1.2. Procurement Plans shall state most expected procurement items for a particular financial year to promote proper planning.
- 9.1.3. Divisions requesting goods or services must determine clear specifications and terms of reference where applicable.

## **8.3. Strategic and Transactional Procurement**

The following goods and services shall be classified as Strategic:

- 8.3.1. The procurement of professional consultants;
- 8.3.2. The procurement of a main contractor;
- 8.3.3. The procurement of health and safety officers;
- 8.3.4. Goods and services whose delivery has a direct impact on TCTA's mandates as received from the Division of Water and Sanitation from time to time; and/or
- 8.3.5. Goods and services that are repetitive and warrant a strategic outlook.
- 8.3.6. All strategic procurement shall have a procurement strategy in place.
- 8.3.7. All other procurement shall be designated as transactional procurement and will accordingly not require a procurement strategy.

## **8.4. Competitive Bidding Processes**

- 8.4.1. All bid processes must be in strict adherence to the Procurement Policy and Procedure Manual for Goods and Services.
- 8.4.2. Any bid issued on a public platform and/or where over one bidder is invited shall be considered a competitive bidding process unless stated otherwise.

## **8.5. Deviations**

- 8.5.1. Deviation from inviting competitive bids shall only apply in cases of emergency or sole source bids.
- 8.5.2. Emergency procurement may occur when there is a serious and unexpected situation that poses an immediate risk to health, life, property and environment which calls an agency to action and there is insufficient time to invite competitive bids.



- 8.5.3. Sole source procurement may occur where there is evidence that only one supplier possesses the unique available capacity to meet the requirements of TCTA.
- 8.5.4. Any other deviation will be subject to prior approval from the National Treasury in line with the PFMA.
- 8.5.5. Where National Treasury's Transversal Term Contracts are in place, the strategy must be to first procure using the National Treasury's Transversal Term Contracts.
- 8.5.6. When procuring IT services and goods, the State Information Technology Agency's transversal contracts must be utilised if those contracts are valid.
- 8.5.7. Where desirable, procure goods or services under a contract secured by another organ of the state.

#### **8.6. Supplier Requirements**

- 8.6.1. TCTA shall only conduct business with legal entities as recognised by the law in South Africa.
- 8.6.2. TCTA shall only award contracts to suppliers that are registered on the National Treasury Central Supplier Database.
- 8.6.3. TCTA reserves the right to request any information needed to verify supplier details.
- 8.6.4. TCTA may visit supplier premises as part of either accreditation or tender evaluation process.
- 8.6.5. Each supplier is required to furnish TCTA with a valid and current BBBEE Verification Certificate and Scorecard from a SANAS (South African National Accreditation System) Accredited Verification Agency except for qualifying small and exempted micro-enterprises. Qualifying small and exempted micro enterprises must submit a certified, sworn affidavit in line with the National Treasury prescripts.
- 8.6.6. Large entities and Qualifying Small Enterprises must be registered with SARS for Value Added Tax, to be able to do business with TCTA.
- 8.6.7. Each Emerging Micro Enterprise is encouraged to register voluntarily for VAT as soon as its turnover exceeds the annual turnover threshold set by the South African Revenue Service (SARS). International companies must possess a similar certificate from the relevant authority in their country.
- 8.6.8. Suppliers of goods and/or services whose value exceed R30 000 must have a valid current SARS Tax Clearance Certificate.

- 8.6.9. TCTA will not award a contract if a supplier is not in good standing with SARS at the time of the award.
- 8.6.10. All service providers dealing in financial instruments must have a clearance of their registration with the Financial Sector Conduct Authority.
- 8.6.11. TCTA may exclude a supplier from conducting further business and/or cancel all its existing contracts should it be found to have acted in bad faith or engaged in misconduct.
- 8.6.12. TCTA shall conduct business in a manner that encourages good supplier relations in an environment that promotes competition and complies with the law. TCTA shall fulfil its contractual commitments to suppliers and require that they meet their contractual commitments to TCTA.
- 8.6.13. Contact with suppliers by any employee should not result in any expressed or implied commitment to do business without the prior written approval of the appropriate authority.
- 8.6.14. Once the bid process has begun, no bid committee member or participant in the bid process shall be in contact with bidders in respect to the bid in process except for the Procurement Division.
- 8.6.15. If required, a verification process shall be conducted through an established agency.

#### **8.7. Enterprise and Supplier Development**

TCTA shall promote supplier and enterprise development during the execution of a bid process. All initiatives for supplier and enterprise development shall be executed in consultation with the Procurement Division.

#### **8.8. Transformation**

In implementing this Policy, sustainable economic transformation shall be implemented in accordance with the PPPFA and its associated regulations.

#### **8.9. Declaration of Conflict of Interests**

- 8.9.1. Any person involved in the purchasing, public and closed bid or supplier evaluation process shall complete and sign the applicable declaration of conflict of interest form.
- 8.9.2. Any person with an interest that may affect, or could be seen to affect their impartiality, should immediately declare a conflict of interest in writing, withdraw entirely from the process and relinquish all further related duties to his/her line manager.

- 8.9.3. Suppliers or their employees may not take part in any way or influence the specifications or standards set for goods and services to be purchased. All suppliers shall complete a Declaration of Conflict of Interest form when registering as a supplier.
- 8.9.4. TCTA employees are not permitted to bid for TCTA business.
- 8.9.5. Bids from former TCTA employees and former members of the Board shall only be considered if submitted no less than 1 (one) year after the official's date of termination of service with TCTA.

#### 8.10. **Confidentiality and accuracy of information**

- 8.10.1. The confidentiality of information received in the procurement process should be respected.
- 8.10.2. Specific details of suppliers' bids shall not be divulged, unless it is in accordance with the Promotion of Access to Information Act, 2000 (Act 2 of 2000) and then only through the Legal Services Unit.
- 8.10.3. All staff in the Procurement Division, members of and invitees to procurement-related committees and meetings shall sign a confidentiality form.

#### 8.11. **Ethics**

All stakeholders must keep all information obtained during a bid process confidential and must always disclose any conflict of interest. All stakeholders must immediately report any fraudulent and/or corrupt acts or omissions to promote an ethical environment within TCTA.

#### 8.12. **Business Gifts and Hospitality**

No participant of a bid process or bid committee may accept any gift, hospitality or other inducements that may, or could be perceived to, influence them in their decision-making responsibilities. Any attempted inducements shall immediately be reported to the ethics function in the Chief Risk Officer's Division.

#### 8.13. **Just Administrative Action**

- 8.13.1. Procurement Specialists are therefore required, amongst other things, to act lawfully, reasonably and fairly when making decisions.
- 8.13.2. PAJA specifically requires Procurement Specialists, when making decisions, to:
- 8.13.3. Be rational, i.e. using the evidence and information before the specialist to support the decision made;

8.13.4. Be reasonable, i.e. the Procurement Specialist is satisfied that the correct process was followed and all arguments for and against the decision were considered; and

8.13.5. Adequately share the reasons for the decision with anyone affected by it.

#### **8.14. Disputes about preferred bidder**

If a dispute arises relating to any matter about the procurement process, such disputes shall be lodged with the Senior Manager Procurement.

#### **8.15. Endorsements**

TCTA does not endorse suppliers, their products or services. If a supplier seeks to publicize factual information regarding its relationship with TCTA, that request shall be forwarded for approval by the Information Officer or delegated representative.

#### **8.16. Risk Management**

The procurement of goods and services TCTA requires shall be conducted in accordance with the Risk Management Process and shall comprise the following activities:

8.16.1. Identifying potential procurement risks;

8.16.2. Channelling the risk where it is best placed and managed; and

8.16.3. Ensuring overall optimum risk mitigation.

#### **8.17. Insurance requirements**

8.17.1. The RD shall determine whether the agreement about to be entered into could place TCTA in a position of liability and to ensure that appropriate insurance requirements are met in line with TCTA's policies as prepared and amended by the Risk Division from time to time.

8.17.2. Any modification or waiver of the insurance requirements in standard contract language constitutes a risk and requires written approval prior to the execution of the contract.

#### **8.18. Functionality**

RDs may evaluate a bidders' capability to perform the goods and services by including functional evaluation criteria as part of their requisition to the Procurement Division. A bidder's capability shall not be evaluated on functional criteria that was not contained in the original invitation to bid.

#### **8.19. Financial analysis**

It is TCTA's Policy to conduct business with suppliers have the financial resources and are financially sound enough to execute the goods and services until completion.

#### **8.20. Funds approval and availability**

Prior to initiating a bid process the RD must provide proof of the approved budget for the intended procurement.

#### **8.21. Proprietary information**

8.21.1. Much of the information TCTA uses in its activities is proprietary. The information developed by TCTA is a valuable business asset and shall be protected, preserved and used only for the purposes of the organisation.

8.21.2. Proprietary information encompasses trade secrets, confidential technical and financial business data, and any other such intended for internal use. It may include any form of information, including but not limited to, records, practices, plans, studies, contracts and other agreements, requests for bid and information, Letter of Awards, catalogues, drawings and computer programs.

8.21.3. TCTA realises that the information released during the bid process is also proprietary as it conveys the potential plans for the deployment of various resources and technologies in the organisation to the supplier community. It may contain other confidential internal information.

8.21.4. If TCTA solicits information of a proprietary or confidential nature, the supplier shall prove that it is in fact proprietary or confidential and shall ensure that a non-disclosure agreement is executed, if required, by the supplier before release.

#### **8.22. Disposal of assets**

Disposal of movable assets is the final process when TCTA needs to do away with unserviceable, redundant or obsolete assets. Clients may request the disposal of assets on their behalf in line with TCTA's Asset Management Policy.

### **9. ROLES AND RESPONSIBILITIES**

#### **9.1. Delegated Authority**

To enhance effective corporate governance, the approved ODOA must always be complied with.

## **9.2. The Board**

- 9.2.1. The Board is the accounting authority of the organisation in terms of the PFMA and TCTAs founding legislation.
- 9.2.2. In terms of Section 51 (1) (a) (iii) of the PFMA, the Board should ensure that TCTA has and maintains a Supply Chain Management system that is fair, transparent, equitable, competitive and cost-effective. In terms of this provision, the Board sets both the Procurement Policy and system.
- 9.2.3. In terms of Section 16 of the TCTA Notice of Establishment, the Board may delegate any of its powers to a director, a committee of the Board or the Chief Executive Officer.
- 9.2.4. This Policy will be recommended to the Board for approval, by the relevant Board committee.

## **9.3. Chief Executive Officer**

The Chief Executive Officer is responsible for:

- 9.3.1. Executive leadership of the TCTA's management, including providing oversight on the implementation of this Policy.
- 9.3.2. Holding Executives accountable for implementing this Policy within their respective Divisions.
- 9.3.3. The sub-delegation of procurement powers to any employee and/or committee consisting solely of TCTA employees to assist him/her in implementing this Policy.

## **9.4. Executive Managers**

- 9.4.1. Responsible for ensuring that their respective Divisions comply with and implement this Policy.
- 9.4.2. Responsible to hold Senior Managers and Managers accountable for effective procurement, guided by this Policy.
- 9.4.3. Provide oversight and monitor compliance to the Policy.
- 9.4.4. Signing and authorising procurement of goods and services, in line with the ODOA;
- 9.4.5. Ensuring that TCTA has standard procurement procedures for implementing this Policy.
- 9.4.6. Ensuring employee awareness and adherence to procurement procedures.

- 9.4.7. Authorising any deviations from approved procurement procedures in line with the applicable Delegations of Authority.
- 9.4.8. Providing regular management information and reports to the Board on the performance of the procurement system.

## 9.5. **Procurement Division**

The Procurement Division is responsible for the operation of the procurement system. Its responsibilities include the following:

### 9.5.1. Procurement Management

- 9.5.1.1. Spend & Supply Demand Analysis
- 9.5.1.2. Segmentation of Spend
- 9.5.1.3. Market Analysis
- 9.5.1.4. Transacting methodologies
- 9.5.1.5. Sourcing Strategies
- 9.5.1.6. Contracting

### 9.5.2. Supplier selection and management

- 9.5.2.1. Supplier relationship management
- 9.5.2.2. Develop key and preferential (B-BBEE) suppliers
- 9.5.2.3. Supplier performance measurement
- 9.5.2.4. Debarment of suppliers

### 9.5.3. Manage Supply Chain Enablement:

- 9.5.3.1. The Supply Chain Enablement function enables the achievement of the Supply Chain vision and strategies through the governance and optimisation of processes and the development of core competencies within and across business Divisions. Enablement means to make possible, facilitate, support, integrate, coordinate, execute and influence the supply chain's efficiency and effectiveness.
- 9.5.3.2. The focus is to establish, influence and continuously improve performance through integrating people, processes and systems to ensure effective, efficient and integrated internal and external supply chains.

- 9.5.3.3. Advertise and publish awards of bids for contract values over the thresholds published by the National Treasury from time to time.
- 9.5.3.4. Advising TCTA on the appropriate purchasing mechanism and managing the supplier selection process, taking into consideration the total cost of ownership of any goods and/or services.
- 9.5.3.5. Co-sourcing and collaboration with other state-owned entities on procurement.
- 9.5.3.6. Continuous monitoring of developments in the procurement regulatory environment.
- 9.5.3.7. Co-ordinates procurement-compulsory statutory submissions to the National Treasury.
- 9.5.3.8. Management reporting and monitoring of the procurement system.

## **9.6. Requesting Divisions**

The RD is responsible for needs analysis, technical inputs and instructing the Procurement Division to initiate any procurement process on its behalf. Its responsibilities include the following:

- 9.6.1. Obtaining authorisation from the relevant person in line with the DOA to procure any goods/ services;
- 9.6.2. Assessing the quality of the goods/services to be procured;
- 9.6.3. Determining the evaluation criteria for the selection of a supplier;
- 9.6.4. Conducting supplier performance review at the end of the delivery of the goods/ services as per the contract terms and conditions which must be kept on file by the Procurement Division;
- 9.6.5. Ensuring the receipt and secure storage of the goods/ services procured.
- 9.6.6. Determining and specifying their requirements accurately and timeously;
- 9.6.7. Compiling any technical and/or user requirement specifications required for the successful procurement of the goods and/or services;
- 9.6.8. Taking part in good faith and in the best interests of TCTA in the procurement process related to their Demand Request to the extent in this Manual and/or relevant committee terms of reference permit.



- 9.6.9. Ensuring appropriate contract management processes, including an SLA reviewed by TCTA's Legal Division, is concluded with the supplier for the goods/ services;
- 9.6.10. Ensuring that a supplier performance review is conducted after delivery of the goods/ services as per the contract terms and conditions;
- 9.6.11. Reporting any breach of contract terms to procurement and the legal Divisions as soon as becoming aware of them.

## 9.7. **Bid Committees**

- 9.7.1. The Chief Executive Officer shall ensure that there is adequate segregation of duties in the procurement process by implementing a three bid committee system.
- 9.7.2. The three bid committee system shall comprise the following:

### 9.7.2.1. **The Bid Specification Committee (BSC)**

The BSC is a standing committee. It is responsible for the review and finalisation of the bid documents that will be issued to the market. The role of the committee ends the moment a bid closes.

### 9.7.2.2. **The Bid Evaluation Committee (BEC)**

The BEC may be established once a bid is advertised because it is an ad hoc committee. It is responsible for the review of all bid submissions against the invitation to bid. The committee shall recommend the preferred bidder to the BAC unless a matter is referred back to it by the BAC.

### 9.7.2.3. **The Bid Adjudication Committee (BAC)**

The BAC is a standing committee. It is responsible for the adjudication and award of bids falling within its threshold. The BAC does not review bid submissions but reviews the Recommendation to Award submitted by the BEC to establish if the correct process was followed in identifying the preferred bidder based on the invitation to bid. The role of the committee ends the moment a Letter of Award is issued to the preferred bidder.

- 9.7.3. The roles and responsibilities of the bid committees are further set out in the relevant Terms of Reference.
- 9.7.4. Bid committees shall always act independently and shall not be unduly influenced by any external parties, whether within TCTA or outside.

9.7.5. There is no hierarchy of bid committees.

## **10. COMMUNICATION**

All TCTA Divisions and potential suppliers need to take full cognisance of this Policy, including the relevant procedures, with due consideration to applicable regulatory requirements, good corporate governance and compliance principles. The communication process for the Policy will involve the following steps:

- 10.1. Compilation and dissemination of the Procurement Procedure Manual for Goods and Services.
- 10.2. Communication of the Policy to TCTA employees through group presentations.
- 10.3. Communication of the Policy to potential and existing TCTA suppliers through group presentations.
- 10.4. Posting the Policy on TCTA's website.

## **11. MONITORING AND REVIEW**

The implementation of this Policy will be monitored actively, with regular reporting of its impact. It will be reviewed once every two years or earlier where necessary.

## **12. RECORD KEEPING**

- 12.1. TCTA is required to manage all records (procurement and related) in adherence to the Records Management Policy. Procurement records shall be kept in accordance with the relevant guidelines and legislation governing Procurement.
- 12.2. The information necessary to satisfy the internal and external reporting requirements must be kept in an orderly manner. The gathering of information and the recording system must provide for the type of information required, deadlines and the allocation of duties and responsibilities.
- 12.3. Where feasible, documents should be digitised for use by auditors or other role players to limit access to physical documents.
- 12.4. Access to Procurement related documents shall be limited as per the Records Management Policy.
- 12.5. Procurement related documents should be safe-guarded, and records maintained in line with the National Archives Act.

## **13. COMPLIANCE**

- 13.1. The Board, management and employees shall comply fully with this Policy. Employees who do not comply will be dealt with according to TCTA's disciplinary policy and procedure.

- 13.2. Any procurement practices found to contravene TCTA's policies and procedures shall, upon detection, be halted and reported to the Senior Manager: Procurement. The exact nature of the non-compliant practice/s, the corrective action already taken, or contemplated, shall be accurately described. Disciplinary action shall be taken against staff who transgress procurement policies and procedures with the sanction informed by the Disciplinary policy and procedure.
- 13.3. Where the Policy contradicts any relevant legislation, the latter shall prevail.

#### **14. EFFECTIVE DATE**

This Policy shall become effective on 1 November 2020.

#### **15. TRANSITIONAL ARRANGEMENTS**

This Policy shall apply to all bids that have not yet been advertised as at the effective date.

Signed on behalf of the TCTA Board on 21 December 2020.

**Gerald Dumas**  
**Board Chairperson**