



Province of the  
**EASTERN CAPE**  
EDUCATION



**OFFICE OF THE SUPERINTENDENT GENERAL**

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**CIRCULAR NO. 23 OF 2013**

**TO : ALL EMPLOYEES OF THE EASTERN CAPE DEPARTMENT OF EDUCATION**

**FROM : SUPERINTENDENT GENERAL**

**DATE : 28 OCTOBER 2013**

**POLICY TO PROHIBIT TRADE AND/ OR EMPLOYMENT BY EMPLOYEES OF THE EASTERN CAPE PROVINCIAL GOVERNMENT WITHOUT APPROVAL**

1. Employees of the Eastern Cape Department of Education are hereby advised to note that the Provincial Planning and Treasury department has issued a memo advising the Superintendent General that they are prohibited from doing trade with the Eastern Cape Provincial Government without approval. This has been adopted by the Executive Council of the Province of the Eastern Cape on 24 October 2013.
2. The purpose of the policy is to ensure compliance with, and implementation of all existing Acts, Regulations, Instructions and Policies that relate to trade between employees and Government in such a way that the values and principles enshrined in the Constitution of the Republic of South Africa are not compromised.
3. The policy also intends to create measures to ensure implementation of existing relevant legislation, provide regular reporting on the compliance with relevant legislative and policy provisions.
4. The policy provisions are that no employees, either as a person, director, shareholder, member or partner of a business may trade, do business with, or enter into a contract with Provincial Government, a Department of a Provincial Government, unless prior approval has been granted in accordance with clause 6 of the Provincial policy.
5. Only an employee who has, prior to submission of a tender or quotation or entering into any contract with the Provincial Government submit a written request for approval of the intended trade to the MEC.



It is only after the written permission of the MEC has been obtained that an employee may perform remunerative work outside his or her employment in the Department.

6. Supply Chain Management must ensure that the identity numbers of the directors/trustees/shareholders of the preferred bidders are verified against PERSAL. If a bidder /director/trustee/shareholder is found to be an employee of the Department, the bidder will be disqualified and consequence management for the transgression will be instituted.
7. The Acting Chief Director: Supply Chain Management, Mr Daniel Carstens, has been identified as the official responsible for facilitating the verification against PERSAL. SCM officials will be formally delegated in writing, to do the verification process with clear responsibilities and made to acknowledge such in writing.
8. The Chief Director: HRM&D will ensure that the Systems Controller creates the identified officials as users on PERSAL, and provide training and continuous assistance whenever necessary. The same verification process will also be followed for the contracted suppliers on BAS, to identify employees who are directors/trustees/ shareholders.
9. Employees are therefore required to note that the Department will have zero tolerance for non- compliance of provision of the policy.

Thanking you for your co-operation and understanding



**M. NGONGO**  
**SUPERINTENDENT GENERAL**