



OFFICE OF THE CHIEF DIRECTOR SUPPLY CHAIN MANAGEMENT

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TO : OFFICE OF THE MEC
OFFICE OF THE SG
ALL DDGs
ALL CHIEF DIRECTORS
ALL DIRECTORS AT H/O AND DISTRICTS
ALL SCHOOL PRINCIPALS AND TEACHERS
ALL GOVERNMENT EMPLOYEES

FROM : SCM PERFORMANCE

SUBJECT : REMINDER TO DISCLOSE ALL GIFT, REWARDS AND HOSPITALITY

DATE : 19TH JANUARY 2023

1. The above matter bears reference.
2. In terms of SCM Policy, it states in paragraph 7.5.2 that the department shall maintain a gift register in the Supply Chain Management Unit (SCMU) in which gifts and/or hospitality received from suppliers are recorded.
3. Paragraph 7.5.3: states that all gifts or hospitality valued above R300 must be approved by the accounting officer in writing before being accepted. This memorandum serves to request all officials in the Department in particular those officials who are in contact with Service Providers to disclose any reward, gift, favour, hospitality or any other benefit received.
4. This 3rd quarterly report for the 2022/23 financial year information should be submitted to Supply Chain Performance and Risk Management for attention Ms Shasha contact no 040 608 4493. E-mail address xoliswa.shasha@ecdoe.gov.za. These declaration of gifts must be submitted on a quarterly basis to the Directorate Accounting Services. The Gift register is attached hereto which must be completed, signed and submitted to the writer hereof.



MH HARMSE
CHIEF DIRECTOR: SCM

27/01/2023
DATE