



Province of the  
**EASTERN CAPE**  
EDUCATION

**SCM MANAGEMENT**

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Ref. No. 2/7/1/2

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**TO :** OFFICE OF THE MEC  
OFFICE OF THE SG  
ALL DDGs  
ALL CHIEF DIRECTORS  
ALL DIRECTORS H/O AND DISTRICTS  
ALL STAFF

**FROM :** SCM PERFORMANCE

**SUBJECT :** DISCLOSE GIFTS, REWARDS AND HOSPITALITY

**DATE :** 22<sup>nd</sup> MARCH 2021

1. The above matter bears reference.
2. This memorandum serves to remind 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 during the 4<sup>TH</sup> quarter.
3. This information should be submitted to Supply Chain Performance and Risk Management for attention Ms Shasha contact no 040 608 4314. E-mail address [xoliswa.shasha@ecdoe.gov.za](mailto:xoliswa.shasha@ecdoe.gov.za) for declaration in the Annual Financial Statements on a quarter basis.
4. Your co-operation and understanding is appreciated.

  
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**MH. HARMSE**  
CHIEF DIRECTOR: SCM

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DATE

