



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 H/O AND DISTRICTS
ALL STAFF

FROM : SCM PERFORMANCE

SUBJECT : DISCLOSE GIFTS, REWARDS AND HOSPITALITY

DATE : 18TH OCTOBER 2021

1. The above matter bears reference.
2. In terms of SCM Policy, it states in paragraph 6.5.2: 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 6.5.3: 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 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.
4. 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 for the second quarter of 2021/22 financial year for declaration in the Annual Financial Statements on a quarter basis.
5. Your co-operation and understanding is appreciated.

MR M HARMSE
CHIEF DIRECTOR – SUPPLY CHAIN MANAGEMENT

18/10/2021
DATE

