



**OFFICE OF THE CHIEF DIRECTOR SUPPLY CHAIN MANAGEMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: Ms X. Shasha Tel: 040 608 4314 . Fax :060 759 8521 . Email: [xoliswa.shasha@ecdoe.gov.za](mailto:xoliswa.shasha@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**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 :** REMINDER TO DISCLOSE GIFTS, REWARDS,  
HOSPITALITY AND RELATIVES

**DATE :** 10<sup>TH</sup> JULY 2024

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 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 the first quarter of 2024/25 financial year for declaration in the Annual Financial Statements on a quarter basis. Gift register is attached hereto to be completed, signed and submitted
5. All officials are also requested to disclose their family members who are directors/ members of companies on the form provided and return to SCM within Seven(7) working days. All completed forms must be submitted to the above- mentioned office per Chief Directorate



6. Your co-operation and understanding is appreciated.

  
M. HARMSE

CHIEF DIRECTOR: SCM

12.07.2024  
DATE