

CHIEF DIRECTOR : SCM

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms XL Shasha Tel: 040 608 4314. Email: xoliswa.shasha@ecdoe.gov.za Website: www.eceducation.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 CHIEF DIRECTORATE

SUBJECT : REMINDER TO DISCLOSE GIFTS,
REWARDS AND HOSPITALITY FOR Q3

DATE : 20TH JANUARY 2026

1. The above matter bears reference.
2. In terms of SCM Policy, it states in paragraph 6.5.4 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 6.5.5: 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 and abongile.gilili@ecdoe.gov.za for the third quarter of 2025/26 financial year for declaration in the Annual Financial Statements on a quarter basis. Gift register is attached hereto to be completed, signed and submitted to SCM within Seven(7) working days.
5. Your co-operation and understanding is appreciated.


MH HARMSE
CHIEF DIRECTOR: SCMSCM


DATE