

# **ABAQULUSI MUNICIPALITY**

**SOP'S for appointment of service providers from a panel**



## **STANDARD OPERATING PROCEDURE FOR APPOINTMENT OF SERVICE PROVIDERS FROM A PANEL**

Once a contract has been signed by all parties, this SOP shall apply:

1. The End User Department requiring the use of any panel must forward a request for procuring to IFC.
2. Attached to the request must be the following:
  - 2.1 Detailed specification signed by the Director of the department
  - 2.2 Specified the panel to be utilize
  - 2.3 Budget print out from Budget office
3. Where there are pre- approved rates used for a project, the SCM Official shall appoint in a fair manner, ensuring that contractor appointed from the panel is done so on a rotational basis.
4. Should a panel appointed without specified rates in the tender document, the governing legislated rates shall apply, for example appointment of consultant ECSA rates would be used.
5. All contractors / suppliers shall be appointed on a rotation basis.
6. The SCM official shall receive a formal quotation from the preferred contractor/ supplier where there are no specified rates included in the appointment letter
7. This quote shall be vetted by SCM officials against the agreed rates in terms of the appointment letter / contract.
8. The purchased requisition is captured on the Munsoft financial system against the request for goods/ services received and all copies as alluded to in 2 above is attached.
9. The purchased requisition is forwarded to SCM Accountant who checks compliance and duly authorised and signs the compliance checklist.
10. The purchased requisition is forwarded to SCM Manager for printing the purchased order and forwarded to CFO for approval.
11. The order is then forwarded to the awarded bidder by SCM officials. The end user department must be copied on this email to update the necessary registers.

Other important notes:

12. The SCM shall ensure that the rand value distribution of work shall be done so in an equitable manner to ensure that all those appointed in the panel receive a fair value of work.
13. No panel member will be disregarded based on verbal or written representations made by the user department indicating poor quality of work unless the necessary processes have been instituted against the service provider in terms of relevant MFMA Circulars and the approved SOP.
14. If any infrastructure asset are involved, the Asset section must be involve from the start as they need to understand the scope of works, identify the area the work is to be performed and record the GIS coordinates of the project.
15. The above process must be done before the concerned end user department submit any paperwork to SCM Unit to be auctioned and the request for goods/ services must be approved, stamped and signed.