national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA	**PFMA SCM INSTRUCTION NO. 04 OF 2022/23** **PUBLIC FINANCE MANAGEMENT ACT (ACT 1 OF 1999)**

REPORTING ON PROCUREMENT IN RESPONSE TO NATIONAL STATE OF DISASTER AS RESULT OF SEVERE WEATHER EVENTS

TO ALL:	ACCOUNTING OFFICERS OF DEPARTMENTS ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS ACCOUNTING AUTHORITIES OF SCHEDULE 2 AND 3 PUBLIC ENTITIES HEAD OFFICIALS OF PROVINCIAL TREASURIES

1. PURPOSE

The purpose of the instruction is to prescribe reporting requirements in relation to procurement in response to the national state of disaster as a result of the severe weather events.

2. BACKGROUND

2.1 On 18 April 2022, following the severe weather events and the subsequent damage caused in various provinces, a national disaster was declared in terms section 27(1) of the Disaster Management Act, 2002 (Government Notice No. R. 2029 of 18 April 2022).

2.2 There is a need for greater transparency on procurement and expenditure related to the flood disaster. For this purpose, the National Treasury considers it necessary to determine reporting requirements to institutions to improve the monitoring and transparency on procurement and expenditure related to the flood disaster and to publish such information on the National Treasury's website.

3. APPLICABLE PROCUREMENT PRESCRIPTS

Procurement of all goods and services, to prevent further humanitarian suffering and infrastructure losses due to the flood disaster, or to alleviate, contain or minimise the effects of the disaster, must be conducted in terms of section 217 of the Constitution, the Public Finance Management Act, 1999, and its regulations and instructions as well as supply chain management policies of institutions.

4. REPORTING REQUIREMENTS

4.1 All institutions affected by the flood disaster must report procurement transactions to alleviate, contain or minimise the effects of the disaster, every Friday effective 13 May 2022. The first report, due 13 May 2022, must include all transactions since the beginning of the disaster up to 13 May 2022 and then weekly thereafter.

4.2 Institutions must use the attached template (**Annexure A**), and either manually capture the information on the template or extract the relevant information from the institution's order and payment systems into the format of the template. The template may not be changed.

4.3 The National Treasury will automate the process of reading the data from the completed template and consolidate these into one database to enable reporting, analysis and publishing the information. The reports will be published continuously on the National Treasury's website and submitted to the Auditor-General of South Africa for purposes of real time audits.

4.4 The completed templates must be submitted to the National Treasury by email to **disaster-response@treasury.gov.za**, every Friday effective 13 May 2022.

5. APPLICABILITY

This Instruction applies to all national and provincial departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the Public Finance Management Act, 1999.

6. EFFECTIVE DATE

This Instruction takes effect on the day after signature hereof.

7. DISSEMINATION OF INFORMATION CONTAINED IN INSTRUCTION

7.1 Heads of provincial treasuries are requested to bring the contents of this Instruction to the attention of accounting officers and supply chain management officials of their respective provincial departments.

7.2 Accounting officers of national and provincial departments are requested to bring the contents of this Instruction to the attention of accounting authorities and the supply chain management officials of Schedule 3A and 3C public entities reporting to their respective executive authorities.

7.3 Accounting authorities of Schedule 2, 3B and 3D public entities are requested to bring the contents of this Instruction to the attention of the supply chain management officials of their public entities.

8. NOTIFICATION TO THE AUDITOR-GENERAL

A copy of this Instruction will be submitted to the Auditor-General of South Africa for notification.

9. AUTHORITY FOR THIS INSTRUCTION

This Instruction is issued in terms of section 76(4)(c) and (g) of the Public Finance Management Act, 1999.

10. CONTACT INFORMATION

Any enquiries in respect of this instruction must be submitted to:
Molefe-Isaac Fani
Acting Chief Procurement Officer
Email: cpo@treasury.gov.za

Any enquiries in respect of the reporting template and data extraction advice must be submitted to:
Tumelo Ntlaba
Chief Director: SCM ICT
Email: tumelo.ntlaba@treasury.gov.za

Signed by:Molefe Isaac Fani
Signed at:2022-05-04 18:01:45 +02:00
Reason:Witnessing Molefe Isaac Fani

MOLEFE-ISAAC FANI
ACTING CHIEF PROCUREMENT OFFICER
DATE: 04-May-2022

Annexure A: Reporting Template