



Department of Education

BOKAMOSO SENIOR SECONDARY

Name of School

PIETERSBURG

Name of Circuit

CAPRICORN SOUTH

Name of Region



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The Procurement Policy

School Stamp

This Policy was adopted by the SGB on

27 February 2026

Previous adoption-2023

Signatures:

SGB Chairperson

SGB Secretary

School Principal

The Procurement Policy

1. Purpose

This Procurement Policy is one of the critical guiding documents of Bokamoso Senior Secondary School. This policy shall work in consultation with the School Finance Policy since both have financial implications in their nature. The Procurement policy aims to:

- a. Provide the guidelines and procedures to be adhered to by the authorised individuals when purchasing goods and services for the school.
- b. Provide the basis on which the school can purchase goods and services.

2. Preamble

- a. Section 217(1) of the Constitution of the Republic of South Africa, Act 108 of 1996, provides the basis for procurement and determines that: “When an organ of the state, in the national, provincial or local spheres of government or any other public entity identified in national legislations contracts for goods or services must do so in accordance with the system which is fair, equitable, transparent and cost-effective.”
- b. The South African Schools Act provides for the allocated functions of the SGBs. Section 21 (1)(c) stipulates that the SGB of Section 21 schools can purchase textbooks, educational materials and equipment for the school. Section 21 (1)(d) stipulates that the SGB can pay for services to the school and other functions provided for within the act. For the SGB to fulfil these legislative requirements supply chain management processes require to unfold within the ambit of the Constitution, the Schools Act and any other legislation thereto.
- c. A Framework for Supply Chain Management has been promulgated as Treasury Regulations to implement the Public Finance Management Act (PFMA).
- d. The Limpopo Provincial Department of Education has developed a **procurement process** which is followed when suppliers are engaged to provide goods and services to the department and all its units, sections and divisions. This Procurement Policy of our school is considerate of the department’s procurement process. The school shall therefore adhere and observe all these legislated directives in its procurement processes.

3. Demand management

Managing the demands of the school is of critical importance in its procurement process. The school understands that goods and services shall not be purchased left and right without a systemic procedure. The demands for goods and services require to be managed. The school shall observe the following criteria in managing its demand:

- a. Understanding of future and current needs.
- b. Determining whether the demand requirements are linked to the budget.
- c. The specifications of goods and assets should have been determined in advance.
- d. The need for the demand being part of the School Development Plans.
- e. Consideration of optimum methods to satisfy the demands.
- f. How often is the demand, the frequency of the demand.
- g. Determination of effective and efficient way to satisfy the demand.

The school shall use the following template to determine the need for the goods/services before a decision can be made for the procurement to be actioned:

Considerations	Critical Question	Response
Understanding of future and current needs	Is there a real need for the goods/services?	YES/NO
Demand requirements linked to budget	Are the goods/services budgeted for?	YES/NO
Specifications of goods and assets determined in advance	Are the goods/services of good quality?	YES/NO
The need for demand being part of the School Development Plans	Are the goods/services advancing the School Development Plan?	YES/NO
Consideration of optimum methods to satisfy the demands	Are there appropriate methods of goods/service acquisition?	YES/NO
Determination of the frequency of the demand	Is the demand often experienced by the school?	YES/NO
Determination of effective and efficient way to satisfy the demand	Will the goods/services satisfy the identified demand as expected?	YES/NO

Responses to these questions shall determine whether the goods/services require to be approved or not.

4. Acquisition management

4.1. Procurement imperatives

The school shall ensure that the following imperatives are adhered to when purchasing goods or securing services of a supplier:

a. Quotations

The school shall be required to get three (3) quotations. All goods and services which were not budgeted for shall require the approval of the SGB before purchases can be made.

b. Pricing

The supplier should submit details regarding the price for the goods and services intended to be supplied to the school. It is important that the price of the supplier is inclusive of the Value Added Tax (VAT). The school shall try to consider the cheaper price without, however compromising the quality of goods or services.

c. Invoicing

The approved supplier of goods/services shall supply the school with an official invoice detailing all the information pertaining to the goods/services and amounts totalling the price.

d. Declaration of interest

The declaration of interest is necessary where applicable, for both parties, namely, the SGB/SMT and the prospective supplier of service to indicate if any arbitrary interest exists.

e. Decision and acceptance of a quotation

The school shall not bind itself to accept either the lowest or any other supplier without the consideration of a due process. The school shall always reserve the right to accept the quotation from any supplier notwithstanding the provisions of the Public Finance Management Act (PFMA).

4.2. Procurement procedures

The procurement system of the school shall ensure that a due process is adhered to and followed at all times. The school puts the following process which shall be followed when procuring goods and services for the school:

- a. The need for purchasing the item/services shall be submitted to the FINCOM together with a written motivation.
- b. The item/services shall be checked against the school budget and/or the school development plan (SDP).
- c. If the item/service is reflected in the school budget/development plan FINCOM, in consultation with the SGB shall process the purchasing activity, where the procurement imperatives requirements kick into the process.
- d. Purchases to the value of more than R30 000,00 shall require the approval of the circuit.
- e. Purchases to the value of more than R100 000,00 shall require approval of the district.

4.3. Procurement records

The school commits itself to good procurement and purchasing practices. The keeping and maintaining of adequate procurement records is considered critical for auditing purposes. The school shall manage the keeping of procurement records as follows:

- a. The school shall keep a file of all suppliers/service providers who had business with the school for each financial year and such information shall be filed per financial year.
- b. The supplier/service provider file shall be kept for a maximum period of three (3) years.
- c. All invoices received shall be filed against the payments made to suppliers and service providers.

5. Procurement performance

5.1. Monitoring and evaluation

- a. The school has to develop a reporting template for the entire supply chain management exercise to ensure that monitoring processes take place undertaking a retrospective analysis to determine whether the outlined process is followed and desired objectives are achieved.
- b. Periodical reports shall be presented to the SGB on all school procurement transactions for the SGB to ensure that all procurement processes are in line with this policy and are advancing the development of the school.

- c. The SGB shall provide advises to the circuit on its status regarding procurement compliance to this policy.

5.2. System improvement

The school shall continuously improve on the supply chain performance as part of its process evaluation and improvement mechanism. The following are considerations in this regard:

- a. Determination of preferential procurement goals and objectives.
- b. Continuous improvement of this procurement policy.
- c. Determination of the cost proficiency of the procurement process.
- d. Determination as to whether supply chain objectives are consistent with government broader policies.
- e. Updating and improvement of the supplier database.
- f. Keeping ourselves up to date with new developments in the procurement practice/field.

6. Policy review

This policy shall be reviewed when necessary.

7. Policy effective date

This Procurement Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

8. Conclusion

The Procurement Policy has put in details the procedures to be adhered to by the school in its procurement of goods and services from suppliers. The SGB expects the Principal and the SMT to ensure that this policy is implemented and followed at all times. The successful implementation of this policy shall ensure the proper management of goods and services acquisition in the school.

