

REF: SCM 02 OF 2019

All Executive Managers, General Managers, Senior Managers and

To: Managers

From: The Chief Financial Officer

Branch: Finance

Unit: Supply Chain Management

Date: 23 March 2020

Schedule of Bid Adjudication Committee Meetings for the

Subject: 2019/2020 and 2020/2021 Financial Year.

Enquiries: Mr Johnny Mabaso – 012 400 2128

Dear Colleagues,

Please find a schedule of meetings of the Bid Adjudication Committee for the 2020/2021 financial year:

Date:	Time:
02 April 2020 and 03 April 2020	09H00
16 April 2020 and 17 April 2020	09H00
30 April 2020 and 31 April 2020	09H00
14 May 2020 and 15 May 2020	09H00
28 May 2020 and 29 May 2020	09H00




*paying the right social grant, to the right person
at the right time and place. N.J.A.*

South African Social Security Agency
Head Office

SASSA House • 501 Prodimsa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadio • Pretoria 0083
Tel +27 12 400 2000 • Fax: +27 12 480 2257
www.sassa.gov.za

Schedule of Bid Adjudication Committee Meetings for the 2019/2020 and 2020/2021 Financial Year

11 June 2020 and 12 June 2020	09H00
25 June 2020 and 26 June 2020	09H00
09 July 2020 and 10 July 2020	09H00
23 July 2020 and 24 July 2020	09H00
06 August 2020 and 07 August 2020	09H00
20 August 2020 and 21 August 2020	09H00
03 September 2020 and 04 September 2020	09H00
17 September 2020 and 18 September 2020	09H00
01 October 2020 and 02 October 2020	09H00
15 October 2020 and 16 October 2020	09H00
29 October 2020 and 30 October 2020	09H00
12 November 2020 and 13 November 2020	09H00
26 November 2020 and 27 November 2020	09H00
10 December 2020 and 11 December 2020	09H00
21 January 2021 and 23 January 2021	09H00
04 February 2021 and 05 February 2021	09H00
18 February 2021 and 19 February 2021	09H00
04 March 2021 and 05 March 2021	09H00
18 March 2021 and 19 March 2021	09H00

Branches are requested to ensure that signed/approved submissions by the respective Executives are submitted to the Bid Adjudication Committee (BAC) through BAC Secretariat (SCM) five (5) working days prior to the meeting of the BAC. No late submissions will be accepted. It is a requirement that the BAC agenda and submission requests are circulated to BAC members three (3) days before the scheduled meeting.

The submission not adhering to the said timeframes will be tabled at the next scheduled meeting as such proper planning by Branches is crucial.

- Ms Mathebe Mokone @ MathebeM@sassa.gov.za
- Ms Zintathu Mabuza @ ZintathuM@sassa.gov.za
- Mr Stanley Khumalo @ StanleyK@sassa.gov.za
- Mr Jonny Mabaso @ JonnyM@sassa.gov.za



*paying the right social grant, to the right person,
at the right time and place. N|A|O|*

South African Social Security Agency
Head Office

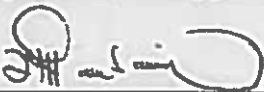
SASSA House • 501 Prondsa Building Cnr Benzie & Prtorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

Schedule of Bid Adjudication Committee Meetings for the 2019/2020 and 2020/2021 Financial Year

You are requested to adhere to the above meetings schedule and timelines for submission of documents.

Comments:

Approved / ~~Not Approved~~ / Approved with amendments



Mr Tsakeriwa Chauke
Chief Financial Officer

Date: 2020/04/01



South African Social Security Agency
Head Office

SASSA House • 501 Prudisa Building Cnr Beatrix & Proteus Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel • 27 12 400 2000 • Fax: • 27 12 400 2257
www.sassa.gov.za



[*paying the right social grant, to the right person,
at the right time and place. N!AI.O!*]



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

ANNEXURE B



1. INTRODUCTION

- 1.1. SASSA was established in terms of the South African Social Security Agency Act, 2004 (no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (no. 13 of 2004). The main aim of the Agency is to provide world-class social security to qualifying individuals.**
- 1.2. For the Agency to realise its objectives, amongst others, an excellent and user-friendly catering services policy is required.**

2. MANDATE

- 2.1. Expenditure on all services including catering must be accounted for in accordance with sections 51(b)(a) and 53(4) of the Public Finance Management Act, 1999 (Act no. 1 of 1999, as amended). The Act requires the accounting authority to put in place and maintain systems to ensure effective, efficient, economical and transparent use of the Agency's resources.**

3. PURPOSE

- 3.1. The purpose of this policy is to ensure that the Agency procures and manages cost effective and efficient catering services in support of its goal of service delivery and other activities, having regard to quality of the rendered services.**

4. ENTITLEMENT TO CATERING SERVICES

- 4.1. Catering services shall not be provided for the internal official gatherings. Only basic refreshments shall be allowed for internal official gatherings. Officials attending an internal official gathering must make self-catering arrangements. If it is necessary for catering to be provided, a motivation must be prepared and approved by the Accounting Authority or Executive Manager. However internal official gatherings must be properly planned to avoid incurring catering expenditure thereof.**
- 4.2. Catering services shall only be arranged for the external persons and also for the external official gatherings.**
- 4.3. Catering services shall only be ordered via Supply Chain Management Department where more than 5 external persons are in attendance. Where there is 5 or less external persons, petty cash must be utilised.**

- 4.4. The following types of catering shall be allowed as provided in 4.2 above:**
- 4.4.1. 1 to 3 hours gathering: Basic refreshments only.**
 - 4.4.2. Half-day gathering (4 to 5 hours): Basic refreshments and lunch.**
 - 4.4.3. Whole day gathering (5 hours and above): Mid-morning and afternoon basic refreshments and lunch.**
- 4.5. Cost limits, per person, for catering services shall be determined by the Accounting Authority and communicated via circulars.**

5. IN-HOUSE CANTEEN SERVICES

- 5.1. For the provision of in-house canteen services the Agency shall appoint service provider(s) according to the Supply Chain Management Policy. The contacted service provider(s) shall be given instructions by the Agency to provide canteen services in line with the signed service level agreement (SLA).**
- 5.2. Where the in-house canteen is established, all catering requirements for official gatherings taking place in that particular SASSA Office(s) must be procured from the service provider except in exceptional circumstances where it is not possible for the in-house canteen to provide the service.**
- 5.3. An in-house canteen shall only be established where it is feasible and cost-effective to do so. Where it is not feasible to establish an in-house canteen, catering services shall be procured via the normal Supply Chain Management Processes and Procedures.**
- 5.4. In-house Canteen Services for SASSA Officials and Visitors**
- 5.4.1. An in-house canteen shall be expected to make provision for healthy meals, snacks and beverages which shall be purchased by the SASSA officials and visitors at their own cost.**
 - 5.4.2. It shall not be compulsory for the SASSA officials and visitors to purchase meals, snacks and beverages from the in-house canteen.**
 - 5.4.3. Sales shall be limited to SASSA officials and visitors. Sales to the general public shall not be allowed.**