



Finance Guideline	FND_Procurement_PG001
Objective	To provide guidelines for the application of UCT's policies, guidelines and practice notes relating to the procurement of goods and services.
Scope	Applies to the procurement of all goods and services for or on behalf of UCT, irrespective of the value or nature of the goods and/or services procured.
Applicable to	These guidelines apply to all funding administered by UCT, irrespective of source, and to anyone involved in the process of procuring goods and/or services for or on behalf of UCT.
Related Finance Policies	<p>Related policies</p> <ul style="list-style-type: none">• Purchasing [PUR003]• Quotations, tenders and Requests For Proposals (RFP) [PUR004]• Broad-Based Black Economic Empowerment (B-BBEE) [PUR005]• Libraries Acquisition of Information Resources [PUR008]• Delegated Authority Limits [GEN002]• Purchasing Thresholds [PPP002] <p>Related practice note/guidelines</p> <ul style="list-style-type: none">• Green Procurement [PG002]
Definitions	<ul style="list-style-type: none">• <i>B-BBEE Policy</i>: UCT's Broad-Based Black Economic Empowerment (B-BBEE) Policy [PUR005].• <i>Green Guidelines</i>: UCT's green procurement practice note [PG002].• <i>HODs</i>: the various heads of department of UCT.• <i>PASS</i>: Professional, Administrative and Support Staff.• <i>PPS</i>: UCT Procurement and Payment Services.• <i>Preferred vendor</i>: a UCT-accredited Trade vendor with which UCT has negotiated preferential pricing, quality and service for one or more than on commodity for a specific period. See Preferred Vendor list.• <i>Purchasing Policy</i>: UCT's Purchasing Policy [PUR003].• <i>Quotations, Tenders and RFP Policy</i>: UCT's Quotations, Tenders and Requests for Proposals (RFP) Policy [PUR004].• <i>SAP</i>: the client/server based information management program utilised by UCT.• <i>Trade vendor</i>: a vendor on SAP (UCT's ERP system), with which UCT transacts, but where no formal agreement is in place.• <i>UCT</i>: the University of Cape Town.



- Guideline**
- All goods and/or services procured for or on behalf of UCT, irrespective of the value or nature of the goods and/or services procured, must be procured in accordance with the Purchasing Policy.
 - All goods and/or services procured using UCT funds above certain threshold values (see Threshold values for purchasing [PPP002] and Delegated Authority Limits [GEN002]) must be procured in accordance with the Quotations, Tenders and RFP Policy [PUR004], although any purchase, even if below the aforesaid threshold values, may be made in compliance with the provisions of the Quotations, Tenders and RFP Policy.
 - Notwithstanding the above paragraph, purchases from Preferred Vendors are not required to be made in compliance with the Quotations, Tenders and RFP Policy, where the intention is to reduce the need for quotes as pricing arrangements are already in place, provided that the procurement of “abnormal” volumes, goods or services with non-standard requirements and the occasional comparison of Preferred vendors shall at all times be undertaken in accordance with the Quotations, Tenders and RFP Policy.
 - UCT promotes compliance with the Broad-Based Black Economic Empowerment Act by procuring goods and services in compliance with the B-BBEE Policy.
 - All goods and/or services procured for or on behalf of UCT should aim to be environmentally acceptable in compliance with the Green Procurement guide.

Precedence Ranking In the event of a conflict between any provisions of the B-BBEE Policy, the Green Procurement guideline, the Purchasing Policy and the Quotations, Tenders and RFP Policy, the following order of preference shall apply the:

- Purchasing Policy;
- Quotations, Tenders and RFP Policy;
- B-BBEE Policy; and
- Green Procurement guide.

The Purchasing Policy is the highest ranking and the Green Procurement guide is the lowest ranking. The provisions of a document with a higher ranking shall take precedence over the provisions of the documents with a lower ranking.

Implementation responsibility The holders of any funds of UCT and each individual authorised to procure and/or purchase goods and/or services for or on behalf of UCT.

 **Note**

All HOD’s are responsible for ensuring that policies, procedures, practice notes and guidelines are communicated to and implemented by the responsible individual(s), including research staff where applicable. Faculty/PASS finance managers must ensure that reasonable controls exist to support the implementation of policies procedures, practice notes and guidelines to the satisfaction of PPS.

Contact Carol.Paulse@uct.ac.za
 021 650 3751

Guideline owner	Executive Director: Finance
Responsible for update	Director: Procurement & Payment Services (PPS), Finance
Prior review	August 2013
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