

Budget & Treasury

Your ref: UTILISATION OF NATIONAL
TREASURY TRANSVERSAL (RT) TENDER

Our ref: TRANSVERVAL TENDERS

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TO : ALL PROJECT MANAGERS & SCM PRACTITIONERS
FROM : ACTING CHIEF FINANCIAL OFFICER / BAC CHAIRPERSON
DATE : 19 AUGUST 2024

GUIDELINES - UTILISATION OF THE NATIONAL TREASURY TRANSVERSAL CONTRACTS (ALSO KNOWN AS RT CONTRACTS)

We will be aware that public institutions in South Africa, when procuring goods and or services, are permitted to make use of the “transversal contracts / known as RT contracts” which are arranged and or procured through National Treasury. Transversal contracts can be defined as contracts negotiated for government wherein departments / public institutions can procure from, instead of negotiating a new contract.

The main benefit / advantage of this method of procurement is for the purposes of economies of scale and that it saves time and resources, as the organization only **must** evaluate a limited number of bids. By selecting suppliers through a limited tendering process, the organisation can also make them feel valued and build and maintain strong relationships.

The first step for procuring goods or services utilising this approach is by obtaining an authority from the acting/City Manager, through a briefing memorandum wherein a letter will be addressed to the National Treasury requesting an authority to participate in the Transversal contract. This is, after confirming that such required goods or services are (i) budgeted for in terms of the Council approved budget, (ii) exist in our approved procurement plans, etc.

Once National Treasury confirms our ability to participate in the Transversal Contract, there will be a process to follow, which must be undertaken through Supply Chain Management (SCM) sub-directorate leading to the tabling of an item to the Bid Adjudication Committee (BAC).

We must be aware that as participants in the Transversal Contract, we also have a responsibility of ensuring that such RT contract was procured through a competitive bidding process in accordance with the legislation. To confirm same there are some basic documents that **must be** sourced from National Treasury, by the Project Manager, working in conjunction with SCM sub-directorate.

The following documents **must** be obtained **from** National Treasury, Office of the Chief Procurement Officer and **must** accompany the item to be tabled to the BAC as it relates to RT Tenders: -

- Letter authorizing that the NMBM may participate in the RT / Transversal tender from National Treasury.
- Bid advertisement.
- All the bidding documents.
- Appointment letters of all successful service providers, and
- Minutes of the Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) meetings.

In addition to the above, Project Managers must also ensure that the briefing memorandum authorised by the acting / City Manager and the letter addressed to National Treasury forms part of the documentation to be considered by the BAC.

We hope that this circular will assist all Project Managers in understanding the requirements of the BAC when considering such items, to avoid unnecessary delays or postponements from concluding these item/s, whilst services / goods are critically required by the institution.

As alluded to above, it will also be of great assistance for Project Managers to approach this process by being guided by the SCM sub-directorate.

Please let us assist each other so that we can achieve and improve on service delivery.


MJ NGCELWANE
CHAIRPERSON – BID ADJUDICATION COMMITTEE

cc. Acting City Manager
cc. Chief Operating Officer
cc. Senior Director: Supply Chain Management Sub Directorate