

Triangle Industrial City Improvement District NPC

Company Registration no: 2005/029020/08

VAT Registration no: 4310248457

Unit 1 | Cnr Electron & Uranium Street| Stikland

Tel : 021-949 4564

www.trianglefarmcid.co.za



Procurement Policy for Triangle Industrial CID:

To ensure a transparent process, which is easy to inspect for irregularities, this Procurement policy will be adopted with effect from 1 July 2020, with regards to all purchases/procurement transactions done.

GENERAL PURCHASES:

1. For every item procured a minimum of three comparative quotations will be obtained. The three companies will be provided with an email indicating:
 - 1.1 Description of item required – stating brand if applicable (in order to compare “apples with apples”) – especially in the case of larger more expensive items.
 - 1.2 Number of units required.
 - 1.3 Closing date and time by when the quotations must reach the CID office.
 - 1.4 No quotations received after the closing date and time will be considered.
2. After the closing date and time, the CID office will draw up a comparative table of all the quotations received and it will be presented to the Board of Directors for approval.
3. If the item is under R5000.00 (and an emergency) then the CID manager can approve such expenditure. The Board of Directors are to be informed as soon as possible thereafter, by means of an email, and the expenditure is also to be minuted at the next board meeting for approval.
4. Should the item be over R5000.00 (and an emergency) then the CID manager will send an email to the Directors for immediate response.
5. Should any item to be procured exceed the amount of R30 000.00 then the BEE status of the companies quoting is to be considered when awarding the work by the Directors.

TERM CONTRACTS:

1. A term contract will be awarded for the following commodities: provision of public safety service, cleansing service, and camera maintenance service.
2. Before the expiry date of each term the CID will go out on a request for proposal or tender process to the market and ensure healthy competition for current service providers. The Board will consider the options presented and make a final decision in terms of the best interests of the CID.

PAYMENTS:

1. The CID accountant are only awarded the function of loading payments and cannot release payments.
2. The function of releasing payments rests with the chairperson or financial director, after scrutiny of all invoices loaded for payment by the CID manager.
3. All financial documentation is to be circulated to the Board of Directors within the first week of each month for scrutiny.