



**NATIONAL TREASURY
REPUBLIC OF SOUTH AFRICA**

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To all
Accounting Officers: National Departments
Heads: Provincial Treasuries
Members of the Co-ordinating Committee for Government Motor Transport

Supply Chain Management Office
Practice Note Number SCM 4 of 2004.

STRATEGIC SOURCING OF MOTOR VEHICLES – REQUEST FOR ESTIMATES

This instruction is applicable to all national and provincial departments. All Accounting Officers and Heads of Provincial Treasuries are required to disseminate the contents of this instruction within the departments that fall under their jurisdiction.

As part of the drive to improve financial management within government and pursuant to the provisions of section 76(4)(c) of the Public Finance Management Act, 1999 (Act No. 1 of 1999 as amended by Act 29 of 1999), a Regulatory Framework for Supply Chain Management was promulgated on 5 December 2003 in the Government Gazette.

To this end, it is required of accounting officers to implement a Supply Chain Management function that would form an integral part of their financial management system. Furthermore, National Treasury – Specialist Functions has embarked on a Strategic Sourcing Initiative in support of the Supply Chain Management Framework. Part of the process is prudent planning against the available budget.

Past experience has shown that a number of departments have a tendency to invite bids or place orders for goods or services near the end of the financial year in order to spend unused funds in their budgets. This practice places extreme pressure on both suppliers and supply chain practitioners. It also, does not reflect prudent planning and in fact is an indication that unspent funds drive the needs.

In order to help the National Treasury's Strategic Sourcing Project team improve the management of the transversal term contract for the supply and delivery of motor vehicles, you are kindly requested to forward to the National Treasury, **by no later than 15 September 2004**, a schedule indicating details of the number of motor vehicles your department or the provincial departments falling under your jurisdiction envisage


purchasing during the 2005/2006 financial year, as well as the months in which orders will be placed with the relevant suppliers. **Please refer to the attached template.**

The required information should be forwarded to the National Treasury for the attention of:

Estelle Van Rooyen
Director: Research and Strategy
Supply Chain Policy
Specialist Functions

Fax No: (012) 315-5355
E-mail: estelle.vanrooyen@treasury.gov.za
Tel No: (012) 315-5919
Cell no: 082 804 9838

Your assistance in this regard is appreciated.


J.A.N. BREYTENBACH
CHIEF DIRECTOR: NORMS AND STANDARDS
DATE: 2004/08/31

General Information Sheet

Please return template electronically by end of day
15 September 2004 to Estelle van Rooyen
estelle.vanrooyen@treasury.gov.za
(012) 315 5919
082 804 9838



Forecasted quantity estimates of vehicle requirements for RT57 -
General Information Sheet

A questionnaire needs to be completed for each office.

Office Name and Province:

Heading field:

Input field:

Question	Answer
How many official vehicles (pool and subsidised) do you presently have?	
Briefly describe the estimating procedures your office follows for vehicles	
Briefly indicate the type of data utilised when estimating requirements for vehicles	

PLEASE ALSO COMPLETE THE 'ESTIMATED QUANTITIES SHEET'

Estimated Quantities Sheet



Forecasted quantity estimates of vehicle requirements for RT57 - 2005 Requirement Estimates

Please refer to accompanying letter: Request for Estimates

A questionnaire needs to be completed for each office.

Please return template electronically by end of day

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Office Name and Province:

Heading field:

Example field:

Input field:

Please complete the template below specifying how many vehicles your office requires for the next financial year. Please combine your needs for subsidised and pool (GG) vehicles. Please accurately indicate these requirements, as actual orders placed will be measured against the estimated requirements stipulated per office. Furthermore, it may become a contractual stipulation that failure to indicate requirements, will result in inability of the office to procure off RT57 during the next cycle, i.e. this implies that the office will not be able to procure the vehicles on RT57 should no estimates be specified by the particular office.

Vehicle Categories	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	Comments
Example: xxxx cc	312		- 200 Jan 2005 - 60 Mar 2005 - 52 Aug 2005	This is a special vehicle for DOD.

Estimated Quantities Sheet

Forecasted quantity estimates of vehicle requirements for RT57 - 2005 Requirement Estimates

Please refer to accompanying letter: Request for Estimates

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Office Name and Province:

Heading field:

Example field:

Input field:

Sedan Manual				
Vehicle Categories	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	Comments
1300 cc				
1400 cc				
1600 cc				
1800 cc				
2000 cc				

Estimated Quantities Sheet



Forecasted quantity estimates of vehicle requirements for RT57 - 2005 Requirement Estimates

Please refer to accompanying letter: Request for Estimates

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Office Name and Province:

Heading field:

Example field:

Input field:

Sedan Automatic				
Vehicle Categories	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	Comments
1300 cc				
1400 cc				
1600 cc				
1800 cc				
2000 cc				
Vehicle Categories	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	Comments
Disabled special vehicles				

Estimated Quantities Sheet

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Office Name and Province:

Heading field:

Example field:

Input field:

Vehicle Categories	MPV/ mini bus Manual			Comments
	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	
1551-1750 cc				
1751-1950 cc				
1951-2150 cc				
2150-2500 cc				
2501-3500 cc				
Over 3500 cc				

Vehicle Categories	LDV 4X2 [where available] Manual			Comments
	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	
1400 cc				
1551-1750 cc				
1751-1950 cc				
1951-2150 cc				
2150-2500 cc				
2501-3500 cc				
Over 3500 cc				



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Office Name and Province:

Heading field:
 Example field:
 Input field:

Vehicle Categories	LDV 4X4 (where available) Manual			Comments
	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	
1400 cc				
1551-1750 cc				
1751-1950 cc				
1951-2150 cc				
2150-2500 cc				
2501-3500 cc				
Over 3500 cc				

Vehicle Categories	Special Vehicles (Please specify e.g. VIP vehicles, SAP and DOD special vehicle etc.)			Comments
	Number of PETROL vehicles required in financial year 2005 - 2006	Number of DIESEL vehicles required in financial year 2005 - 2006	Approximate number to be ordered and month of the order in next financial year	