PERFORMING ARTS NETWORK OF SOUTH AFRICA

Postnet Suite 237, P/Bag X18, Rondebosch, 7700 • Tel: 021 448 3513 • • E-mail: info@pansa.org.za •
3b Beach Road, Woodstock, 7925
Website:www.pansa.org.za
Registered Non Profit Organisation: 019-469-NPO
PBO no: 930017636 PAYE no: 7550756755

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# PROCUREMENT POLICY

This document contains the policies and procedures governing procurement for the Performing Arts Network South Africa (PANSA).

## PURPOSE

PANSA is committed to ensuring a fair, transparent and accountable process in the provision of services and the purchasing of goods and services.

## SCOPE

This document sets out PANSA's policy with respect to tendering, contracting and procurement including :

1. the contracting out of services;
2. purchasing; and
3. competitive tendering and the use of other measures to ensure that goods are acquired and services are delivered cost effectively.

## PROCUREMENT METHODS

PANSA may procure goods and services in the following manners:

1. direct sourcing and purchasing from a particular supplier;
2. obtaining quotations, either written or verbal from suppliers to select a supplier;
3. requesting tenders from a selected range of suppliers; and
4. calling for open tenders.

The method chosen will be based on what is most appropriate to the circumstances.

As far as possible, all goods and services costing over R5000 should have 3 quotes attached. The reasons for entering into an agreement for the purchase of goods or services which has not been the subject of a tender process of at least 3 quotes, (and is over R5000) must be recorded in writing.

The following factors will be considered:

- relative quality;
- available budget and other resources;
- the number of known suppliers of the goods or services;
- the existence of local suppliers of the goods or services and the impact on the local economy
- capacity of local suppliers to provide goods and services in a timely manner;
- the frequency of use, urgency and the convenience of the goods or services required;
- the environmental profile of the suppliers;
- the frequency of use, urgency and the convenience of the goods or services required;
- previous experience with the same suppliers; and

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- the BEE credentials of the suppliers

**PURCHASING GUIDELINES**

PANSA should, where possible, adhere to the following guidelines:

- Those engaged in purchasing should at all times undertake their duties in a professional, ethical and impartial manner, act responsibly and exercise sound judgement.
- All processes relating to PANSA purchases will be open, fair and transparent.
- PANSA must ensure that appropriate records are kept.
- PANSA should not disclose information that confers unfair advantage or financial benefit or detriment on a supplier or potential supplier.
- PANSA should not engage in any activity that would create a conflict of interest.
- Appropriate audit controls are implemented and monitored.
- No goods or services are to be purchased unless they have been approved in a project budget, or have been specifically approved by the National or Provincial Steering Committee, or are approved in emergency circumstances by administrative staff in consultation with the Chair.

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