



KWAZULU-NATAL PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: PROVINCIAL SUPPLY CHAIN MANAGEMENT

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KZN SCM CIRCULAR NO. 02 OF 2024-2025

12 June 2024

**TO: ALL HEADS OF INSTITUTIONS
ALL CHIEF EXECUTIVE OFFICERS
ALL CHIEF FINANCIAL OFFICERS
ALL SUPPLY CHAIN MANAGEMENT MANAGERS**

**TERMINATION OF TRANSVERSAL CONTRACT ZNT 1179/2012G: ONLINE TRAVEL
MANAGEMENT SERVICES CONTRACT**

1. The above-mentioned contract has reference.
2. Kindly be informed that the current contract for the provision of online travel management services was due to expire on the 31st of July 2024. Provincial Treasury has further extended the contract for a period of two (2) months from the 1st of August 2024 to the 30th of September 2024.
3. Provincial Treasury has on several occasions attempted to source a new contract through the bidding process; however, the latest efforts to procure a panel of service providers has resulted in the bid being cancelled as there were no qualifying bids received yet again.
4. All Participating Institutions are therefore advised to immediately commence with the processes of procuring their own travel management services contracts which will suit the specific needs of their institutions as Provincial Treasury will no longer enter into a transversal contract and all services with the current service provider will terminate on 30th September 2024. Revised procurement plans should also be submitted to Provincial Treasury given that departments had not planned to procure these services.
5. The bid documents of institutions should clearly indicate the mechanisms to ensure compliance with the National Treasury Instruction Note No. 06 of 2022/2023 which prescribes the National Travel Framework as well as the National Treasury PFMA SCM Instruction Note No. 07 of 2022/2023: Cost Containment Measures Related to Travel and Subsistence including the enforcement, monitoring, reporting etc. For example, the booking system to only allow selection of economy flights for domestic travel online with the cost containment measures.
 - a. In exceptional cases, the AO/AA or delegated official may approve a deviation with justifiable reasons which should be accurately recorded for audit purposes as per the provisions of paragraph 12.2.1.6 of the National Travel Framework and paragraph 5.4.10.8 of the PFMA SCM Instruction Note No 07 of 2022/2023.
6. The current online travel management contract is extended under the same rates, terms, and conditions.

Yours sincerely

MS CL COETZEE
HEAD OF DEPARTMENT