

DEPARTMENT OF ECONOMIC AFFAIRS: NORTHERN CAPE PROVINCE

CATERING POLICY

1. INTRODUCTION AND SCOPE

This document has been compiled for the use by the employees of the Department and provides the policies and procedures to be followed in each of the activities relating to any event that is to be hosted by the Department. Deviations from these procedures need to be approved by the Accounting Officer.

The purpose of this document is to ensure that:

- Proper procedures are followed when the Department hosts events and catering has to be provided.

2. OBJECTIVES

To ensure the following:

- There is compliance with the ethical standards and fair dealing is exercised.
- Employees are made aware of their responsibility towards compliance to the Departmental Supply Chain Management policy.

3. POLICY

DEPARTMENTAL MEETINGS:

No catering for Departmental meetings held during normal working hours. **Any deviations must be approved by the Programme Manager or Responsibility Manager.**

- Only Tea/ Coffee and biscuits will be served during meetings.

INTERVIEWS -PANEL MEMBERS

- Refreshments may be provided to panel members at the expense of the Department and must be approved by the Programme Manager or **Responsibility Manager.**

EVENTS

Catering will be provided to the following:

- Dignitaries/ VIP's/stakeholders
- **Invited guests from other entities and staff members.**

4. PROCEDURES

INTERVIEWS: PANEL MEMBERS

- A requisition by means of an SLD form (Standard Logistics Document) should be forwarded to the Programme Manager/Responsibility Manager for approval.
- Refreshments will be limited to **R60.00** per panel member.

MAJOR EVENTS

ALL REQUESTS SHOULD BE FORWARDED TO THE BID SPECIFICATION COMMITTEE FOR APPROVAL

- A telephonic price quotation must be obtained for catering up to R5000.00 and all documentations should be recorded for audit purposes.
- Three written quotations should be obtained for catering above R5000.00 but less than R100, 000.00 per case.
- A signed SLD form (Standard Logistics Document) (requisition form) with quotations should be forwarded to the Departmental Supply Chain Management section.
- A request to advertise a bid should be forwarded to the Bid Specifications Committee for approval for Catering above R100 000.
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This Policy takes effect on the date on which it is adopted by the Accounting Officer of the Department of Economic Affairs.

APPROVED/NOT APPROVED

Mr Patrick Seboko
Head of Department

Date