

University of Cape Town Retirement Fund

Procurement Policy

1. Objective

To provide guidelines to the University of Cape Town Retirement Fund (UCTRF) for the application of policies, guidelines and practice notes relating to the procurement of goods and services.

2. Scope

Applies to the procurement of all goods and services for or on behalf of the UCTRF, irrespective of the value or nature of the goods and/or services procured.

3. Application

The UCTRF shall follow the UCT Finance policies, guidelines and practice notes for the procurement of goods and services, including:

- Purchasing Card
- Subsistence and Travel
- Reimbursements
- Advances
- Petty cash
- Purchasing
- Goods or services provided to UCT by staff or connected parties
- Quotations, tenders and Requests For Proposals
- Broad-Based Black Economic Empowerment
- Delegated Authority Limits
- Purchasing Thresholds
- Green Procurement

A complete list of UCT policies, guidelines and practice notes are on the UCT website.

Where providers are selected as part of the agreed rebroke exercise, these will be considered preferred vendors for that period.

Where it is not practical to get a quote for a specific service required, that is not from the above preferred vendors, this will need approval from the Trustees of the relevant committee seeking these services.

Where there is a material deviation from the above policies, guidelines and practice notes, the Principal Officer should bring this to the attention of the Chair.


Signed on this 22nd day of JUNE 2017



Chairperson

Phillip de Jong

Name



Trustee

LESLEY HADDOW

Name