



Procurement Procedures and Policies

Rev 3- February 2019

1. Introduction:

This Procurement Procedures and Policies Manual serves to provide the necessary instructions for the purchase of all equipment, services, consultants, supplies and materials, on behalf of the Kingswood Golf Estate Home Owners Association (KGEHOA). This manual is designed to instil Home Owners confidence in the procurement procedures by KGE Management Services (Pty)Ltd (KGEMS) and its employees on behalf of the Association.

2. Definitions:

- 2.1. Employer: Kingswood Golf Estate Home Owners Association
- 2.2. Employee: An employee of KGE Management Services (Pty) Ltd
- 2.3. Association: The Kingswood Golf Estate Home Owners Association.
- 2.4. Trustee: Trustee of the Kingswood Golf Estate Home Owners Association
- 2.5. Home Owner: A Member of the KGEHOA
- 2.6. KGEMS: KGE Management Services (Pty) Ltd
- 2.7. KGEHOA: Kingswood Golf Estate Home Owners Association
- 2.8. RFP: Request for Proposal (issued by KGEMS to prospective consultants)
- 2.9. RFQ: Request for Quotation (issued by KGEMS to prospective vendors)

3. Conflict of Interest:

- 3.1. In order to guard against perceived impropriety all employees of KGEMS and Trustees engaged in any vendor related activity shall comply with the following:
 - 3.1.1. Employees and trustees shall be impartial in the discharge their duties
 - 3.1.2. Employees and trustees shall not solicit, demand or accept a commission, gratuity or offer of employment in relation to any decision or recommendation of vendors and consultants.
 - 3.1.3. Employees and trustees shall not use their position to influence decisions in which they or their relations have a financial interest.

4. Duty to Disclose:

- 4.1. Any employee or trustee who has an interest in a service provider or vendor's business is required to declare the interest to the Home Owners Association

5. Local Preference:

- 5.1. It is the policy of the Association to encourage the hiring of local services firms and vendors.

6. Levels of Authority:

- 6.1. R0.00-R15,000
 - 6.1.1. Procurements may be made without a competitive bid, provided that the price is fair and reasonable.
 - 6.1.2. Approval of such purchases may be made at the management level of KGEMS
- 6.2. R15,000 – R50,000
 - 6.2.1. At least two written quotations are required detailing the Scope of Work and total contract sum.
 - 6.2.2. Approval of such purchases it to be by at least two (2) trustees and may be circulated and approved by email.
 - 6.2.3. Recommendations are to be made by the Project Manager to the Trustees
- 6.3. R50,000 and above
 - 6.3.1. At least three written quotations are required detailing the Scope of Work, total contract sum, and other relevant information.
 - 6.3.2. Approval of such purchases is to be done at a Trustee Meeting, with the required quorum.



6.3.3. Recommendations are to be made by the Project Manager to the Trustees

7. Emergency Work:

- 7.1. Approval of such purchases it to be by at least two (2) trustees and may be circulated and approved by email.
- 7.2. Recommendations are to be made by the Project Manager to the Trustees

8. Petty Cash:

- 8.1. Small purchases, up to R2,500-00 (per claim) may be done by the employees of KGEMS in the execution of their duties, provided the purchase price is fair and reasonable.
- 8.2. Receipts and documentation is to be presented to KGEMS for accounting purposes.

9. Consultants:

- 9.1. Consulting services may be retained by the employer to advise in their area of expertise. A Request for Proposal (RFP) should be compiled and sent out by the Project Manager to prospective constants outlining the proposed scope of work. A formal proposal is to be submitted by the consultant detailing the following;
 - 9.1.1. Fees structure of all consultants involved
 - 9.1.2. Rates for additional work
 - 9.1.3. Anticipated disbursements and expenses
 - 9.1.4. Anticipated visits and hours to be spent per visit.
 - 9.1.5. Total consultant fee budget
 - 9.1.6. Anticipated total project budget

10. Project Manager:

- 10.1. The project manager is the dully appointed employee of KGEMS who will be directly responsible for the administration of the contract.
- 10.2. The project manager's responsibilities include:
 - 10.2.1. Determine the Scope of Work
 - 10.2.2. Compile and distribute the RFP or RFQ
 - 10.2.3. Adjudicate and make recommendations to the trustees
 - 10.2.4. Tender administration and adjudication
 - 10.2.5. Approval of progress and final claims and invoices.
 - 10.2.6. Contract administration and management.
 - 10.2.7. H&S requirements
 - 10.2.8. KGE requirements
 - 10.2.9. Project Close Out

11. Asset Maintenance:

- 11.1. The procurement of materials and services for the maintenance and upkeep of the Association's assets, is to be in accordance with the above, the Manufacturers Specifications and the KGE Maintenance Schedule.