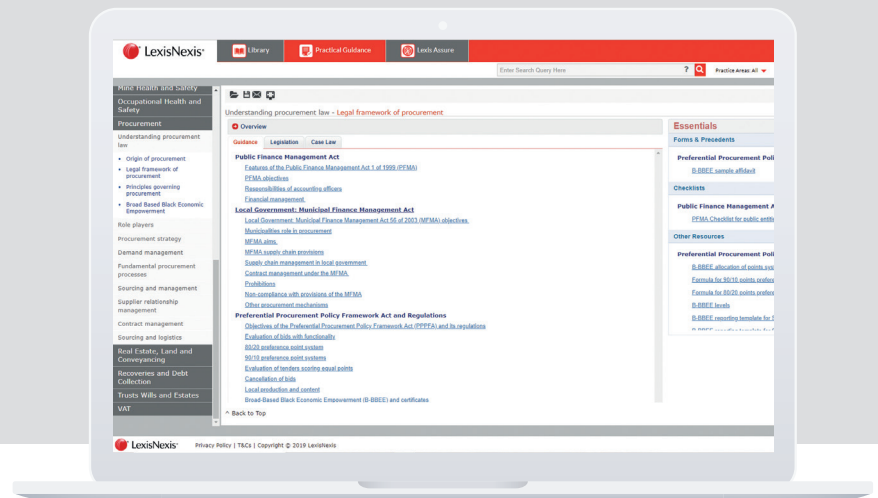


# Procurement



## A practical legal 'how to' guide

Need to know what Procurement law is and what types of legislation governs the world of supply chain? Tasked with determining the correct processes and procedures for quotations, tenders, supply chain, demand management and more? Looking for practical ways on how to enforce Procurement legislation and Broad Based Black Economic Empowerment in your business? *Practical Guidance Procurement* is a practical and user friendly online tool that offers step-by-step guidance on key pieces of legislation such as the Public Finance Management Act 1 of 1999 (PFMA), Local Government: Municipal Finance Management Act 56 of 2003 (MFMA), Preferential Procurement Policy Framework Act 5 of 2000 (PPPPFA) and its regulations and the Broad-Based Black Empowerment Act 53 of 2003 (B-BBEE Act), ways to improve procurement, supply and demand within a business organisation, tips for bids, quotations and tenders and key information to assist suppliers in developing good relationships.

## Understanding the complexities involved in Procurement

With intricate explanations of the legislation governing procurement law, detailed information on the key role players and professional personnel involved, the strategies, processes and various management skills affecting both private organisation and governmental

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procurement and much more, *Practical Guidance Procurement* provides ample information on these aspects in order to establish an easy user friendly tool for procurement related issues. The information and notes offered will be of great value to users. *Practical Guidance Procurement* is authored and regularly updated by expert professionals, ensuring that users have direct access to relevant and appropriate information, updated and current legislation, regulations and case law as well as offering users an additional benefit of receiving resources such as diagrams, flowcharts, checklists and customisable forms and precedents which will be of practical use in their day to day businesses.

## Stay compliant

*Practical Guidance Procurement* is a comprehensive online toolkit for those who require a fast reference guide in order to comply with the various procurement laws and processes. Acting as a quick reference guide, a precedent bank and a trusted resource tool, this easy-to-navigate online resource gives you detailed, up-to-date information across 32 sub-topics and offers over 150 forms, precedents, checklists and other resources for practical application. The result? Speedy access to accurate and relevant information, expert opinion, and practical resources in a user-friendly format on a single platform.

## Who should use this guide?

- Procurement officers
- Small and large suppliers
- Compliance officers
- Government sectors and officers
- SAQA registered professional bodies

## Resources include:

- 32 sub-topic overviews
- Over 100 Guidance notes, including practical aids
- Over 150 customisable forms, precedents, checklists and other resources to provide for easy administration of steps to be followed in any procurement process, including:
  - Asset disposal register template
  - Factors to consider when selecting a service provider
  - Declaration of bidders past supply chain interactions
  - Criteria for selecting suppliers for development
  - Contract for the supply of goods or services
  - Procurement policy
  - Supplier contract
  - Declaration certificate for local production and content forms
  - Requirements for open tendering
  - Tender notice templates
  - Procurement cycle diagram
  - Four quadrant model
  - B-BBEE points reference system
  - Guides for implementing procurement plans and SITA guidelines

The screenshot shows the LexisNexis website interface. The top navigation bar includes 'LexisNexis', 'Library', 'Practical Guidance', and 'Lexis Assure'. The main content area is titled 'Supplier relationship management - Supplier development and supply base localisation'. It features a navigation menu on the left with categories like 'Maritime Law', 'Mergers and Acquisitions', and 'Procurement'. The main content is organized into sections labeled A through F: A (Guidance), B (Legislation), C (Case Law), D (Essentials), E (Checklists), and F (Other Resources). The 'Essentials' section includes 'Forms & Precedents' and 'Checklists'.

## A Guidance Notes

Over 32 sub-topic overviews and over 100 guidance notes. The sub-topic overviews group content and information together according to relevant legislative requirements. Each guidance note provides step-by-step guidance on all necessary legislative requirements, processes and procedure required in the private and governmental procurement industry.

## B Legislation

Procurement law provides access to the most relevant and up-to-date legislation, including:

- Public Finance Management Act 1 of 1999 (PFMA)
- Local Government: Municipal Finance Management Act 56 of 2003 (MFMA)
- Preferential Procurement Policy Framework Act 5 of 2000 (PPFA)
- Broad-Based Black Empowerment Act 53 of 2003 (B-BBEE Act)

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## C Case Law

The Case Law tab provides access to precedent setting and up-to-date judgments. This case law is also discussed and unpacked within the relevant guidance note..

## D Forms and Precedents

Over 50 forms and precedents. Provides access to customisable precedents across all topics including supplier forms, tender and quotation contract templates, procurement policy templates, bid forms and supplier agreements.

## E Checklists

Various checklists. Checklists provide step-by-step information to ensure compliance with the relevant processes and procedures involved in procurement.

## F Other Resources

Over 100 other resources. Contains guides and practical aids that provide essential information to assist in complying with relevant legislation. Flowcharts and diagrams provide step-by-step assistance in navigating processes and procedure.