

SOUTH AFRICAN FOOTBALL ASSOCIATION	POLICIES & PROCEDURES MANUAL
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DOCUMENT OWNER: CEO	Date Created: 04/2010
DOCUMENT APPROVERS: National Executive Committee	Date Approved: 04/2010

1 PURPOSE

1.1 This document outlines the policies and procedures that relate to the procurement of professional services for SAFA. Such professional services include, but are not limited to:

- Legal services
- Consulting services
- Audit services
- Security services
- Marketing services
- Advertising services
- Media services
- Insurance services
- Event planning services
- Engineering services
- Architectural services
- Information Technology services
- Recruitment services

2 RESPONSIBILITIES

- Procurement Manager
- Head of Department
- Finance Director
- Creditors Clerk
- Financial Accountant
- Chief Executive Officer (CEO)
- Finance Committee
- National Executive Committee (NEC)
- Chief Executive Officer

3 POLICY

3.1 This policy must be read in conjunction with SAFA's Code of Ethics, Disciplinary Code, Nepotism and other procurement policies.

3.2 No two persons may perform the same task, such that it becomes impossible during audits to determine accountability. There must be segregation of duties among the following functions:

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- Requisitioning items to be purchased
- Authorising purchases
- Raising orders
- Processing invoices and payments
- Approving payments to suppliers

- 3.3 A Purchase Requisition must be completed and approved for all professional services.
- 3.4 A Purchase Order must be completed and approved for all professional services.
- 3.5 Professional services may not be deliberately split into parts or items of a lesser value merely to avoid complying with the requirements. When determining transaction values, a requirement for professional services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.
- 3.6 The Procurement Assistant will source potential suppliers for the specific services required, using suppliers that appear on the accredited supplier list.
- 3.7 Approved suppliers will be given preference, except where the tender process is followed.
- 3.8 For professional services where there is no approved supplier on the accredited supplier list, the supplier to be used must meet the accredited supplier criteria stipulated in the Supplier Management Policy. The Procurement Manager and Finance Director must review that all criteria have been met and approve the supplier to be added to the supplier database. Applications for additions to the database must be made on the Vendor Application form.
- 3.9 The Procurement Manager must take all reasonable steps to ensure that the procurement of professional services is not misused.
- 3.10 The optimisation of the parameters of cost, time, quality, risk and empowerment targets will be the basis for all procurement decisions.
- 3.11 SAFA will not be bound to accept the lowest or any tender or quotation.
- 3.12 Professional services to be procured must be checked against budgeted expenditure, and approved by the Procurement Manager, prior to the invitation to quote or bid being issued. The CEO must approve professional services to be procured not within budget.
- 3.13 The Finance Committee must approve the use of all consulting service suppliers (i.e. consultants) selected.

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3.14 All agreements between supplier and SAFA must take the form of a formal written contract between the two parties.

3.15 All contracts must be reviewed by the Legal Advisors.

3.16 The CEO and the Procurement Manager must sign all contracts.

3.17 It is the applicable department's Head of Department's responsibility to manage and monitor the service provider, for the full duration of the contract.

3.18 No professional service contracts shall be paid out of Petty Cash.

3.19 Due to the nature of professional service contracts, Category A, B and C as per the Procurement Guidelines - have been grouped together.

3.20 Professional services Category A, B & C: Contracts of value between R1 and R249 999 (exclusive of VAT)

- Suppliers will be requested to submit quotes via invitation. The written invitation to quote must be approved by the Finance Director.
- The invitation to quote must be sent to a minimum of three different suppliers, that appear on the accredited supplier list (refer to Supplier Management Policy).
If there are no approved suppliers on the accredited supplier list for the specific professional services required, the supplier to be used must meet the accredited supplier criteria stipulated in the Supplier Management Policy. The Procurement Manager and Finance Director must review that all criteria have been met and approve the supplier to be added to the supplier database.
- Should Procurement Assistant, be unable to obtain written quotations from at least three different suppliers, the reasons must be documented and approved by the Procurement Manager and the Finance Director.
- The Procurement Manager and the Finance Director select the supplier.
- The Financial Accountant will review the supplier selected to ensure that it has met all of the selection criteria.

3.21 Category D: Contracts of value greater than R249 999 (exclusive of VAT)

- Professional services with a contract value above R249 999 can only be procured through a competitive tender / bidding process as described in the Tender Process Policy.
- SAFA reserves the right to procure professional services from suppliers via closed invitations.

3.22 Any problems that may be encountered with the efficient delivery of the requested services must be documented in writing and submitted to the Procurement Manager timeously.

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3.23 All professional service provider invoices must be accompanied by a detailed analysis of the professional services rendered.

3.24 The applicable Head of Department must authorise professional services invoices prior to the Creditors Clerk approving the invoice for processing.

4 PROCEDURE

4.1 The need for the provision of specific professional service is identified and a Purchase Requisition is completed, by the applicable Head of Department, clearly demonstrating the need to acquire such services and confirming lack of in-house capacity for such services, in accordance with the Purchase Requisition Procedure.

4.2 The applicable Head of Department and the Procurement Manager discuss the identified need and determine the best approach to fulfilling the service need. Confirmation that the expenditure is budgeted is to be certified by the Procurement Manager prior to issuing the invitation to quote/ bid. The CEO must approve professional services to be procured not within budget.

4.3 The relevant Head of Department, in conjunction with the Procurement Manager, compiles a scope of required services, which must be approved by the Finance Director prior to inviting potential providers to submit quotes/bids.

4.4 Category A, B & C: Contracts of value between R1 and R249 999 (exclusive of VAT)

- The Procurement Assistant contacts a minimum of three potential service providers and invites them to submit quotes, simultaneously providing service providers with the detailed scope of the services required. Should the Procurement Assistant, be unable to obtain written quotations from at least three different suppliers, the reasons must be documented and approved by the Procurement Manager and the Finance Director.
- Supplier's quotations are received and reviewed by the Procurement Assistant.
- As soon as possible after the closing time for quotations, a short list of the potential providers will be compiled by the Procurement Assistant.
- The short list shall contain the order of preference of the potential providers, with a written motivation, justifying the order of preference as well as indicating how each potential provider has scored in terms of SAFA's Procurement Strategy Policy.
- The Procurement Manager and the Finance Director assess the short list and select a supplier.
- The Financial Accountant will review the supplier selected to ensure that it has met all of the selection criteria.
- The Finance Committee must approve the use of all consulting service suppliers (i.e. consultants) selected.

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- A written letter of acceptance of the quotation will be sent to the successful supplier. A contract must be signed with the successful supplier, which must include the standard terms and conditions of the supplier and SAFA amended as appropriate, as well as any specific conditions pertaining to the procurement. The contract must be reviewed by SAFA's Legal Advisors.
- All contracts must be signed by the CEO and the Finance Director.

4.5 Category D: Contracts of value greater than R249 999 (exclusive of VAT)

- Refer to Tender Process Procedure, but in addition, the Finance Committee must approve the use of all consulting service suppliers (i.e. consultants) selected

4.6 A Vendor Application Form must be completed by the Procurement Assistant to add the supplier to the supplier database. The Vendor Application Form must be approved by the Procurement Manager and the Finance Director.

4.7 Whenever a contracted professional service is required, a Purchase Order is completed in duplicate by the Procurement Assistant. All fields on the Purchase Order must be completed.

4.8 The Purchase Order must be approved by the Procurement Manager and the Finance Director.

4.9 The Procurement Assistant submits the authorised Purchase Order to the selected supplier via fax or e-mail. One copy of the Purchase Order form is filed in the Purchase Order file. The other copy is sent to the Creditors Clerk.

4.10 The applicable Head of Department shall ensure that a detailed analysis accompanies the invoice received from the professional service provider, and signs the invoice received if satisfied with the service rendered. Any problems that may be encountered with the efficient delivery of the requested services must be documented in writing by the Head of Department and submitted to the Procurement Manager timeously.

4.11 Creditors Clerk receives the invoice from the Head of Department, attaches the purchase order to the invoice and authorises the invoice for processing.

4.12 Refer to Invoice Processing & Payment.