



**MANDENI LOCAL MUNICIPALITY
MUNICIPAL FURNITURE PROCUREMENT POLICY**

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1. PURPOSE OF THE POLICY

This policy outlines the procedures and guidelines for the procurement of furniture by Mandeni Municipality.

2. DEFINITIONS

- 2.1. **Furniture:** Items such as desks, chairs, tables, cabinets, and storage units used to furnish offices, workspaces, and communal areas within municipal facilities.
- 2.2. **Quality:** The standard of excellence or superiority of furniture in terms of materials, construction, design, and performance, ensuring durability, functionality, and user satisfaction.
- 2.3. **Functionality:** The degree to which furniture meets the practical needs and requirements of users, including factors such as ergonomics, adjustability, and ease of use.
- 2.4. **Transparency:** The openness and accessibility of information related to furniture procurement, including decisions, processes, criteria, and outcomes, promoting accountability and public trust.
- 2.5. **Accountability:** The responsibility of individuals and entities involved in furniture procurement to justify decisions, actions, and outcomes, ensuring integrity, fairness, and effective governance.

3. OBJECTIVES

- 3.1 Ensure the quality and functionality of furniture purchases.
- 3.2 Obtain the best value for money.
- 3.3 Promote sustainability and environmental responsibility.
- 3.4 Foster competition and support local businesses where possible.

4. APPLICATION OF THIS POLICY

This policy applies to all furniture for the municipality including but not limited to office furniture, outdoor furniture, and specialized furniture for municipal facilities. It covers all departments.

5. PRINCIPLES OF THIS POLICY

- 5.1 Prioritize the procurement of furniture that is of high quality and durable construction, ensuring longevity and minimizing the need for frequent replacements.
- 5.2 Select furniture that is functional and designed to support the health, safety, and comfort of employees.
- 5.3 Strive to obtain furniture that provides value for money, balancing quality and functionality with cost considerations.

6. GUIDELINES FOR REQUESTING OF FURNITURE

- 6.1. A senior staff member /Department head of the department requesting the furniture will complete the form and sign a requisition detailing the need and the justification of the request.
- 6.2. This is sent to the relevant approval to final approved by Chief Financial officer for approval in line with the annual approved budget.
- 6.3. The authorized requisition memorandum form is then routed to the Supply Chain Management (SCM).
- 6.4. The Supply chain unit sources quotations from approved suppliers or initiates a tendering process depending on the value of the furniture.
- 6.5. The municipality shall procure the furniture in the first quarter or third quarter of the financial year.
- 6.6. Acquisition with pictures of furniture must be shown to the supply chain with the user department which is requesting the furniture.

7. SELECTION AND REQUIREMENTS OF OFFICE FURNITURE

The selection and requirements of office furniture shall be as follows:

Municipal Manager and Directors

ITEM	DESCRIPTION
Desk	Nova executive desk with cabinet on side and open shelves Round boardroom table (small) with five chairs -for MM office
Chairs	Executive leather High Back chair with adjusted dash for directors and 3 visitors chairs medium back chair(leather) – depending on office space
Filing Cabinet (matching colour with desk)	Premier wall unit cabinet if (necessary) Top Retrieval Filing Cabinets-Lever Arch Files
Waste bin	Stainless steel shiny finish 'round' pedal bin 3L-5L
Hat/Coat Stand	Wooden Hat and Coat Stand
Bar Fridge	Defy Silver, Grey 90 L Model DBF90M
Microwave	Defy 30 L Mirror Glass Microwave Silver DMO390
Kettle	Defy stainless steel kettle 1.7L 2200W

MIDDLE MANAGERS

ITEM	DESCRIPTION
Desk	L shaped desk with 3 drawers at one side and shelves on other side / Excel desk or tango cluster desk
Chairs	High Back leather adjusted chair and 2 Low Back ranger medium visitors' chairs
Filing Cabinet	Top Retrieval Filing Cabinets-Lever Arch Files (matching colour with desk)
Waste bin	Stainless steel shiny finish 'round' pedal bin 3L-5L

8. ALL EMPLOYEES

ITEM	DESCRIPTION
Desk	L shaped desk with 3 drawers at one side and cabinet space on other side / Excel desk or tango cluster desk
Chairs	Medium Back leather adjusted chair and 2 Low Back ranger medium visitors' chairs
Filing Cabinet	Heavy-duty stainless-Steel Stationery Cupboard 4 adjustable shelves (Colours- Ivory and Karoo White) Stainless steel cabinet with security bar recommended for HR Offices for employee personnel file
Reception	Traditional reception counter Public chair sits /couch and small table
Boardroom	16- 18 high back leather chair with designed table on the center.
Waste bin	Stainless steel shiny finish 'round' pedal bin 3L-5L

9. FULLTIME EXCO MEMBERS

ITEM	DESCRIPTION
Desk	Nova executive desk with cabinet on side and open shelves Round/fit-able shape boardroom table (small) with five chairs .
Chairs	President high back-office chair with adjustable clash matching with desk and cabinet and three medium visitors chair
Filling Cabinet	Premier wall unit cabinet if (necessary) Top Retrieval Filing Cabinets-Lever Arch Files
Waste bin	Stainless steel shiny finish 'round' pedal bin 3L-5L
Bar Fridge	Defy Silver, Grey 90 L Model DBF90M
Microwave	Defy 30 L Mirror Glass Microwave Silver DMO390
Kettle	Defy stainless steel kettle 1.7L 2200W

9. UNION OFFICE

ITEM	DESCRIPTION
Desk	L shaped desk with 3 drawers at one side and cabinet space on other side / Excel desk or tango cluster desk
Chairs	Medium Back leather adjusted chair and 2 Low Back ranger medium visitors' chairs
Filling Cabinet	Heavy-duty stainless-Steel Stationery Cupboard 4 adjustable shelves (Colours- Ivory and Karoo White Stainless steel cabinet with security bar recommended for HR Offices for employee personnel file
Waste bin	Stainless steel shiny finish 'round' pedal bin 3L-5L

10. MAXIMUM LIMITS

That each office furniture within the guidelines of the policy is subject to the availability of funds on the following maximum limits.

Fulltime EXCO members	: Maximum R50 000,00
Directors	: Maximum R50 000,00
All employees	: Maximum R35 000,00
Boardroom	: Maximum R50 000,00

11. ROLE OF THE MUNICIPAL MANAGER

11.1 Municipal Manager, being the accounting officer of the Municipality, is responsible for the following in terms of section 63 of the Municipal Finance Management Act (Act No. 56 of 2003):

- a) The assets of the municipality, including the safeguarding and the maintenance of those assets.
 - b) Ensure that the municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality.
 - d) Ensure that the Municipality maintains a system of internal control of assets, including an asset register.
2. Therefore, the Municipal Manager must be the accounting officer of all the Municipal assets.

12. ROLE OF THE CHIEF FINANCIAL OFFICER (CFO)

12.1. The Municipal Manager has duly delegated the following duties to the Chief Financial Officer in terms of section 79(1) (b) (ii) of the MFMA:

- a) Ensure that all acquisitions of assets are in accordance with the Supply Chain Management Policy

- b) Provide the Auditor-General or his personnel, on request, with the financial records relating to assets belonging to Council as recorded in the general ledger.

13. ROLE OF THE ASSET MANAGEMENT

- a) This division must be the asset registrar of the Municipality and must ensure that a complete, accurate and up to date asset register is maintained.
- b) No amendments to the asset register must be made other than those authorized by the Manager Asset or the Chief Financial Officer.
- d) Ensuring that physical asset verification is performed annually by to all Departments to verify the assets on the asset register and their condition. The results of this verification must be reported to the Municipal Manager and Council by Chief Financial Officer.
- e) Appropriate systems of physical management and control are established and carried out for all assets.
- g) Proper accounting processes and procedures are implemented in conformity with the municipal financial policies and the MFMA to produce reliable data for inclusion in the municipal asset register.

14. ROLE OF BUDGET AND TREASURY DEPARTMENT AND FINANCIAL ACCOUNTING DIVISION

- a) Ensure that a clear description is provided with each project and the appropriate funding source is identified. Release capital funds only after receiving written authority and a clear and concise description of the furniture to be purchased.
- c) Ensure that the calculation of depreciation is performed, and details required for processing financial records to be obtained from the Asset Management Division.

15. ROLE OF THE EXPENDITURE DIVISION

- a) Ensure that invoices authorized for payment are matched to the furniture received note before processing such payment.

16. ROLE OF THE SUPPLY CHAIN MANAGEMENT DIVISION

- a) Ensure that correct procedures are followed in asset acquisitions as per the Municipalities Supply Chain Management Policy; and
- b) The Specification Committee, Evaluation Committee and Adjudication Committee must comply with and be constituted in accordance with the Supply Chain Management Policy.
- c) Submit the minutes or appointment letters to asset management section for capital projects.

17. ROLE OF THE CORPORATE SERVICES

- a) Corporate Services may collaborate with department heads or facility managers to identify furniture needs based on workforce requirements. They can provide insights into ergonomic considerations, workspace design, and employee preferences to ensure that the purchased furniture meets the needs of employees.
- b) May provide input on budget allocation for furniture purchases based on workforce size, departmental needs, and available funds. They may work closely with finance or budgeting departments to ensure that adequate funds are allocated for furniture procurement while adhering to budgetary constraints.
- C Corporate Services advocate for employee satisfaction and well-being in the workplace, including the provision of physically condition and comfortable furniture. They may liaise with procurement officers to ensure that purchased furniture meets work standards and promotes a healthy work environment.

18. ALL OTHER DEPARTMENT MANAGERS

- a) Ensure that all employees in their respective Departments adhere to the approved furniture policy.
- b) Ensure all employees have a proper office furniture
- c) Although authority has been delegated, the responsibility to ensure adequate physical control over each asset remains with the Department Manager of that Unit.
- d) The furniture of the municipality is not used for private gain.
- e) All movable furniture as reflected on the asset register and the Department Items listing are bar coded.
- g) All damage and broken furniture are reported to Corporate Services.

19 REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

**PREPARED BY: MANAGER HR AND ADMINISTRATION
DATE OF ADOPTION BY COUNCIL: 10 JULY 2024
COUNCIL RESOLUTION NO:C01**


**MUNICIPAL MANAGER
S.G. KHUZWAYO**

11/07/2024
Date