

Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

QUARTERLY REPORT: SUPPLY CHAIN MANAGEMENT

4th QUARTER: 1 APRIL 2020 - 30 JUNE 2020

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1. Purpose of Report

The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor. The purpose is to report to the Mayor in terms of section 6(3) of the Supply Chain Management Regulations on the implementation of the Supply Chain Management Policy for the first quarter from **1 April 2020 – 30 June 2020**, in order to strengthen Council's oversight role.

2. Implementation of Supply Chain Management Policy

The Supply Chain Management Policy was revised and adopted by Council in December 2019 to fully comply with the SCM Regulations. The SCM Policy has been reviewed by incorporating the legislative amendments and recommendations by the Auditor-General and Provincial Treasury to give effect to the compliance aspect.

This will enable the Supply Chain Management Unit (SCMU) to further streamline procedures and processes to promote more efficient and effective service delivery to all internal and external stakeholders.

3. Committees

The bid committees are established and are fully functioning according to Council's SCM Policy and the SCM Regulations. The committees are listed below:

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

a. Bid Committee Meetings

The following table details the number of bid committee meetings held for the 4th quarter of the 2019/20 financial year:

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
5	6	9

Table 1.: Bid Committee Meetings

The attendance figures of members of the bid specification committee are as follows:

Members	Percentage attendance
There are no permanent members on the Bid Specification Committee. Members are allocated dependent on the type of bid	100%

Table 2.: Attendance of members of bid specification committee

The attendance figures of members of the bid evaluation committee are as follows:

Member	Percentage attendance
There are no permanent members on the Bid Evaluation Committee. Members are allocated dependent on the type of bid	100%

Table 3.: Attendance of members of bid evaluation committee

The attendance figures of members of the bid adjudication committee are as follows:

Member	Percentage attendance
H Van Biljon (Director: Finance & ITC Services)	100%
S Stanley (Manager: Budget & Treasury Office)	55.56%
H Kröhn Director: Management Services)	100%
A Jacobs (Director: Infrastructure Services)	100%
N Mhlali-Musewe (Div. Head: Human Resources)	77.78%
T Stone (Div. Head: Strategic, Planning & Administration Services)	77.78%
R Sefoor (Manager Supply Chain & Fleet Management)	100%

Table 4.: Attendance of members of bid adjudication committee

The percentages as indicated above include the attendance of those officials appointed in the position of a bid committee member.

In terms of Part 12.1.9 of the SCMPOS, repeated failure to attend meetings without valid reasons for three consecutive meetings shall result in the matter being reported to the Accounting officer for action.

b. Awards Made by the Bid Adjudication Committee 4th quarter of the 2019/20 financial year)

The following awards were made by the BAC.

AWARDS	1 st Quarter 1 July – 30 September 2019		2 nd Quarter 1 October – 31 December 2019		3 rd Quarter 1 January – 31 March 2020		4 th Quarter 1 April – 30 June 2020		Year to Date 1 July 2019 – 30 June 2020	
	Nr	Amount	Nr	Amount	Nr	Amount	Nr	Amount	Nr	Amount
Competitive Bids	7	R 4 210 157,60	7	R 8 136 818,70	15	R 43 048 425,79	7	R 14 728 347,46	36	R 70 123 749,55
Formal Written Quotations	5	R 556 926,94	1	R 76 000,00	4	R 361 165,97	3	R 319 406,75	13	R 1 313 499,66
Deviation In Terms Of Part 18.6.3 Of The SCMPOS	0	R 0,00	0	R 0,00	0	R 0,00	0	R 0,00	0	R 0,00
Sale Of Erven	0	R 0,00	0	R 0,00	8	R 545 623,89	0	R 0,00	8	R 545 623,89
Extentions / Amendment Of Contracts In Terms Of Part 20.14 Of The SCMPOS	0	R 0,00	3	R 381 562,50	3	R 183 029,04	2	R 64 853,87	8	R 564 591,54
Procurement In Terms Scm Regulation 32	0	R 0,00	0	R 0,00	0	R 0,00	0	R 0,00	0	R 0,00
Number of Disputes, Complaints, Enquiries and Objections Received	0		1		1		1		3	

Table 5.: Awards for the 4th quarter of 2019/20

KWARTAAL VERSLAG IN TERME VAN SCM REGULASIE 5(4) APRIL 2020 - JUNE 2020 / QUARTERLY REPORT IN TERMS OF SCM REGULATION 5(4) - APRIL 2020 - JUNE 2020											
TENDERS & FORMAL WRITTEN QUOTATIONS AWARDED TO THE BIDDER SCORING THE HIGHEST POINTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT REGULATIONS											
NO	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	RESOLUTION N NR	DATE OF AWARD
TENDERS											
1	SCM42/2019/20	072541101002	STRATEGIC, PLANNING & ADMINISTRATION	Tourism / LED unit	DESIGN, SUPPLY & DELIVERY OF MODIFIED SHIPPING CONTAINERS	CONTAINER CONSUMABLES AND INDUSTRIAL SUPPLIES CC	20/20	R664 010,00	R 0,00	T45/2020	2020/04/16
2	SCM39/2019/20	075041150001	ENGINEERING SERVICES	SOLID WASTE	DRILLING OF GROUNDWATER MONITORING BOREHOLES AT THE BREDASDORP SOLID DISPOSAL SITE	SENZOGYSTIX PTY LTD	12/20	R131 473,75	R 0,00	T51/2020	2020/04/29
3	SCM21/2019/20		INFRASTRUCTURE SERVICES	WATER & SANITATION	MAINTENANCE CONTRACT OF MECHANICAL AND ELECTRICAL EQUIPMENT FOR WATER & SANITATION INFRASTRUCTURE FOR THE PERIOD ENDING 30 JUNE 2022	HIDRO-TECH SYSTEMS PTY LTD	18/20	R2 709 860,00		T54/2020	2020/05/13
4	SCM32/2019/20	075020135102	INFRASTRUCTURE SERVICES	WATER & SANITATION	REPLACEMENT OF WATER BULK METERS	RE-SOLVING CONSULTING	18/20	R499 034,74		T57/2020	2020/05/20
5					SUPPLY & DELIVERY OF TRAFFIC & LAW ENFORCEMENT UNIFORMS FOR A PERIOD OF 3 YEARS						
	SCM25/2019/20	014021295000 014022295000 014023295000	MANAGEMENT SERVICES	TRAFFIC & LAW ENFORCEMENT	SUPPLY & DELIVERY OF TRAFFIC & LAW ENFORCEMENT UNIFORMS FOR A PERIOD OF 3 YEARS - SCM25/2019/20	SPARKS & ELLIS UNIFORMS	20/20	R133 732,24		T60/2020 & T67/2020	2020/05/27
					SUPPLY & DELIVERY OF TRAFFIC & LAW ENFORCEMENT UNIFORMS FOR A PERIOD OF 3 YEARS - SCM25/2019/20	IMVELO CENTRIC	20/20	R171 769,75		T68/2020 & T72/2020	2020/05/27
					SUPPLY & DELIVERY OF TRAFFIC & LAW ENFORCEMENT UNIFORMS FOR A PERIOD OF 3 YEARS - SCM25/2019/20	FG UNIFORMS CC	8/20	R50 335,50		T73/2020 & T74/2020	2020/05/27

NO	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	RESOLUTION N NR	DATE OF AWARD
6	SCM20/201 9/20	015021297000	INFRASTRUCTURE SERVICES	WATER & SANITATION	WATER TREATMENT ARNISTON, SUIDERSTRAND & SPANJAARDSKLOOF FOR A PERIOD OF 3 YEARS	CAPE AGULHAS CIVILS CC	14/20	R7 656 240,00		T76/2020	2020/05/29
					ARNISTON	CAPE AGULHAS CIVILS CC	14/20	R1 837 497,60		T76/2020	2020/05/29
					SPANJAARDSKLOOF	IKUSASA CHEMICALS PTY LTD	20/20	R795 216,38		T77/2020	2020/05/29
7	SCM34/201 9/20		INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	SUPPLY & DELIVERY OF ELECTRICAL TESTING EQUIPMENT (SCM34/2019/20)						
		'07506005500 8			1. THERMAL IMAGER	FLO SPECIALIZED PRODUCT SOLUTIONS	20/20	R79 177,50	R 0,00	T78/2020	2020/05/29
								R 14 728 347,46	R 0,00		
SALE OF ERVEN											
1					NONE			R 0,00	R 0,00		
tender in terme van scm regulasie 32. / procurement in terms scm regulation 32											
					NONE			R 0,00	R 0,00		
afwykings van die beleid, goedgekeur in terme van regulasie 36 (1) (scm regulasies) / deviations from the policy, approved in terms of SCM regulation 36 (1)											
1					NONE			R 0,00	R 0,00		
uitbreiding van kontrak in terme van SCMPOS Part 20.14 & mfma circular 62 / extension of contract in terms of SCMPOS Part 20.14											
1	SCM20/201 2/13		INFRASTRUCTURE SERVICES	WATER & SANITATION	EXTENSION OF CONTRACT: WATER TREATMENT IN WAENHUISKRANS & SUIDERSTRAND UNTIL 30 OCTOBER 2020	IKUSASA CHEMICALS		RATES		T55/2020	2020/05/13
	SCM19/201 9/20	072521101001	INFRASTRUCTURE SERVICES	STREETS & STORMWATER	CONSTRUCTION OF PEDESTRIAN BRIDGE IN BREDASDORP	CAL CONSTRUCTION	'0/20	R 648 538,70	R 64 853,87	T14/2020	2020/02/26
								R 0,00	R 64 853,87		

NO	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	RESOLUTION NR	DATE OF AWARD	
FORMEEL GESKREWE KWOTASIES / FORMAL WRITTEN QUOTATIONS												
1	Q15/2019/20	014020151000	MANAGEMENT SERVICES	PROTECTION SERVICES	APPOINTMENT OF A SERVICES PROVIDER TO CONDUCT A COMPREHENSIVE ASSESSMENT - AARTO	ULTIMATE PROCUREMENT SOLUTIONS T/A ULTIMATE CREDIT SOLUTIONS	0/20	R57 500,00	R 0,00	T47/2020	2020/04/24	
2	Q15/2019/20	014020151000	MANAGEMENT SERVICES	PROTECTION SERVICES	APPOINTMENT OF A SERVICES PROVIDER TO CONDUCT A COMPREHENSIVE ASSESSMENT - K53 MOTOR VEHICLE REGISTRATION	ULTIMATE PROCUREMENT SOLUTIONS T/A ULTIMATE CREDIT SOLUTIONS	0/20	R69 000,00	R 0,00	T48/2020	2020/04/24	
3	Q18/2019/20	'075020131004	ENGINEERING SERVICES	WATER & SEWERAGE	REMOVAL AND INSPECTION OF EXISTING EQUIPMENT (12 BOREHOLES), INSTALLATION OF DIP TUBES (12 BOREHOLES) AND POSSIBLE INSTALLATION OF UPVC CASING AT TWO NEW BOREHOLES IN THE CAPE AGULHAS LOCAL MUNICIPALITY	OCEAN TRADING 86 CC T/A AQUIFER	18/20	R192 906,75	R 0,00	T49/2020	2020/04/24	
								R 319 406,75	R 0,00			

4. Awards Made by the Accounting Officer

A bid awarded by the Accounting Officer in terms of Section 144 MFMA 56 of 2003 is as follows:

Bid number	Title of bid	Directorate and section	Value of bid awarded
n/a			

Table 6.: Awards made by Accounting Officer

5. Deviation from Normal Procurement Processes

The following table provides a summary of deviations approved for the 4th quarter of the 2019/20 financial year:

Number of deviations	Value of deviations
Deviations for amounts below R30 000:	
12	R147 776,67
Deviations for amounts above R30 000:	
9	R461 200,60
Deviations for amounts above R200 000:	
4	R1 327 447,00

Table 7.: Summary of deviations 4th quarter of 2019/20

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i), (ii), (iii), (iv)&(v))	APR	MAY	JUN	1st Quarter 1 July – 30 September 2019	2nd Quarter 1 October – 31 December 2019	3rd Quarter 1 January – 31 March 2020	4th Quarter 1 April – 30 June 2020
Deviations below R30 000							
36 (1) (a) (i): Emergency	R11 185,29	R 12 060,00	R -	R 5 132,67	R -	R 16 958,75	R23 245,29
36 (1) (a) (ii): Sole Provider	R -	R -	R -	R 8 751,50	R 7 084,00	R32 888,75	R -
36 (1) (a) (iii): Special Works of art	R -	R -	R -	R -	R -	R -	R -
36 (1) (a) (iv): Animals for zoos	R -	R -	R -	R -	R -	R -	R -
36 (1) (a) (v): Impractical or Impossible	R 1 000,00	R 28 520,00	95 011,38	R17 689,75	R27 505,50	R44 298,75	R124 531,38
BELOW R30 000	R12 185,29	R40 580,00	R 95 011,38	R31 579,92	R34 589,50	R94 146,25	R147 776,67
Deviations above R30 000							
36 (1) (a) (i): Emergency	R149 009,00	R30 500,00	R0,00	R43 047,95	R0,00	R140 709,50	R 179 509,00
36 (1) (a) (ii): Sole Provider	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (v): Impractical or Impossible	R0,00	R0,00	R281 691,60	R0,00	R226 777,51	R191 083,08	R281 691,60
ABOVE R30 000	R149 009,00	R30 500,00	R281 691,60	R43 047,95	R226 777,51	R331 792,58	R461 200,60
Deviations above R200 000							
36 (1) (a) (i): Emergency	R1 327 447,00	R0,00	R0,00	R0,00	R0,00	R526 222,75	R 1 327 447,00
36 (1) (a) (ii): Sole Provider	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (v): Impractical or Impossible	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
ABOVE R200 000	R1 327 447,00	R0,00	R0,00	R0,00	R0,00	R526 222,75	R1 327 447,00
TOTAL SUMMARISED DEVIATIONS:							
36 (1) (a) (i): Emergency	R1 487 641,29	R42 560,00	R0,00	R48 180,62	R0,00	R683 891,00	R1 530 201,29
36 (1) (a) (ii): Sole Provider	R0,00	R0,00	R0,00	R8 751,50	R7 084,00	R32 888,75	R -
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R -
36 (1) (a) (v): Impractical or Impossible	R1 000,00	R28 520,00	R376 702,98	R17 689,75	R254 283,01	R235 381,83	R406 222,98
TOTAL AMOUNT OF DEVIATIONS APPROVED	R1 488 641,29	R71 080,00	R376 702,98	R74 621,87	R261 367,01	R952 161,58	R1 936 424,27

Table 8.: Summary of deviations for 4th quarter of 2019/20

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))			
Deviations below R30 000	YTD 2017/18	YTD 2018/19	YTD 2019/20
36 (1) (a) (i): Emergency	R0,00	R12 046,25	R45 336,71
36 (1) (a) (ii): Sole Provider	R111 482,88	R300 592,55	R48 724,25
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R190 262,40	R269 997,67	R214 025,38
BELOW R30 000	R301 745,28	R582 636,47	R308 086,34
Deviations above R30 000:			
36 (1) (a) (i): Emergency	R0,00	R568 603,47	R363 266,45
36 (1) (a) (ii): Sole Provider	R182 345,32	R576 754,67	R0,00
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R182 326,03	R689 278,80	R699 552,19
ABOVE R30 000	R364 671,35	R1 834 636,94	R1 062 818,64
Deviations above R200 000			
36 (1) (a) (i): Emergency	R0,00	R0,00	R1 853 669,75
36 (1) (a) (ii): Sole Provider	R0,00	R287 500,00	R0,00
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R0,00	R0,00	R0,00
ABOVE R200 000	R0,00	R287 500,00	R1 853 669,75
TOTAL SUMMARISED DEVIATIONS:			
36 (1) (a) (i): Emergency	R0,00	R580 649,72	R2 262 272,91
36 (1) (a) (ii): Sole Provider	R293 828,20	R1 164 847,22	R48 724,25
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R372 588,43	R959 276,47	R913 577,57
TOTAL AMOUNT OF DEVIATIONS APPROVED	R666 416,63	R2 704 773,41	R3 224 574,73

Table 9.: Breakdown of deviations – year to date

6. Reporting of Awards above R100 000

In terms of MFMA Circular 34, all awards above R100 000 must be reported to Provincial and National Treasury within 15 days of the end of each month. The following awards were reported during the 4th quarter of the 2019/20 financial year.

Contract Identifier	Commodity Description	Supplier	BEE Status	Source Method	Contract Value	Lowest Acceptable Bid Value	Premium Paid Value	Expansion Value
T45/2020	DESIGN, SUPPLY & DELIVERY OF MODIFIED SHIPPING CONTAINERS <u>SCM42/2019/20</u>	CONTAINER CONSUMABLES AND INDUSTRIAL SUPPLIES CC	Level 1	Competitive Bids	R 664 010,00	R 664 010,00	-	R 664 010,00
T51/2020	DRILLING OF GROUNDWATER MONITORING BOREHOLES AT THE BREDASDORP SOLID DISPOSAL SITE <u>SCM39/2019/20</u>	SENZOGYSTIX PTY LTD	Level 4	Competitive Bids	R 131 473,75	R 131 473,75		R 131 473,75
T49/2020	REMOVAL AND INSPECTION OF EXISTING EQUIPMENT (12 BOREHOLES), INSTALLATION OF DIP TUBES (12 BOREHOLES) AND POSSIBLE INSTALLATION OF UPVC CASING AT TWO NEW BOREHOLES IN THE CAPE AGULHAS LOCAL MUNICIPALITY tion of uPVC casing at Two New Boreholes in the Cape Agulhas Local Municipality <u>Q18/2019/20</u>	OCEAN TRADING 86 CC T/A AQUIFER	Level 2	Formal Written Quotation	R 192 906,75	R 192 906,75		R 192 906,75

Contract Identifier	Commodity Description	Supplier	BEE Status	Source Method	Contract Value	Lowest Acceptable Bid Value	Premium Paid Value	Expansion Value
T60/2020 - T67/2020	SUPPLY & DELIVERY OF TRAFFIC & LAW ENFORCEMENT UNIFORMS FOR A PERIOD OF 3 YEARS - <u>SCM25/2019/20</u>	SPARKS & ELLIS UNIFORMS	Level 1	Competitive Bids	R 133 732,24	R 133 732,24	-	R 133 732,24
T68/2020 - T72/2020	SUPPLY & DELIVERY OF TRAFFIC & LAW ENFORCEMENT UNIFORMS FOR A PERIOD OF 3 YEARS - <u>SCM25/2019/21</u>	IMVELO CENTRIC	Level 1	Competitive Bids	R 171 769,75	R 171 769,75		R 171 769,75
T54/2020	MAINTENANCE CONTRACT OF MECHANICAL AND ELECTRICAL EQUIPMENT FOR WATER & SANITATION INFRASTRUCTURE FOR THE PERIOD ENDING 30 JUNE 2022 - <u>SCM21/2019/20</u>	HIDRO-TECH SYSTEMS PTY LTD	Level 2	Competitive Bids	R 2 709 860,00	R 2 709 860,00		R 2 709 860,00
T57/2020	REPLACEMENT OF WATER BULK METERS - <u>SCM32/2019/20</u>	RE-SOLVING CONSULTING	Level 2	Competitive Bids	R 499 034,74	R 499 034,74		R 499 034,74
T76/2020	WATER TREATMENT ARNISTON, SUIDERSTRAND & SPANJAARDSKLOOF FOR A PERIOD OF 3 YEARS - <u>SCM20/2019/20</u>	CAPE AGULHAS CIVILS CC	Level 3	Formal Written Quotation	R 7 656 240,00	R 7 656 240,00		R 7 656 240,00
T76/2020	WATER TREATMENT ARNISTON, SUIDERSTRAND & SPANJAARDSKLOOF FOR A PERIOD OF 3 YEARS - <u>SCM20/2019/20</u>	CAPE AGULHAS CIVILS CC	Level 3	Competitive Bids	R 1 837 497,60	R 1 837 497,60		R 1 837 497,60
T77/2020	WATER TREATMENT ARNISTON, SUIDERSTRAND & SPANJAARDSKLOOF FOR A PERIOD OF 3 YEARS - <u>SCM20/2019/21</u>	IKUSASA CHEMICALS PTY LTD	Level 1	Formal Written Quotation	R 795 216,38	R 795 216,38		R 795 216,38
Total					R 14 791 741,21	R 14 791 741,21	-	R 14 791 741,21

Table 10.: Reporting on bids above R100 000

BEE Level	Total Contracts	Total Current Contract Value	Total Lowest Acceptable Bid Value	Total Premium Paid Value
Level 1	4	R 1 764 728,37	R 1 764 728,37	-
Level 2	3	R 3 401 801,49	R 3 401 801,49	-
Level 3	2	R 9 493 737,60	R 9 493 737,60	-
Level 4	1	R 131 473,75	R 131 473,75	-
Total	10	R 14 791 741,21	R 14 791 741,21	-

Table 11.: Summary of BBEE spending on bids

7. Logistics Management

Inventory levels are set at the start of each financial year. These levels are set for normal operations. In the event that special projects are being launched by departments, such information is not communicated timely to the Stores section in order for them to gear them to order stock in excess of the normal levels.

Internal controls are in place to ensure that goods and service that are received are certified by the responsible person, which is in line with the general conditions of contract.

Regular checking of the condition of stock is performed. Quarterly stock counts are performed at which surpluses, deficits, damaged and redundant stock items are identified and reported to Council.

As at **30 June 2020**, the value of stock at the municipal stores amounted to:

	OPENING VALUE	PURCHASES VALUE	ISSUES VALUE	BALANCE VALUE
Store A – Bredasdorp Stores	R 1 480 677,82	R 317 262,14	-R 160 074,92	R 1 637 865,04
Store B – Electrical Stores	R 102 375,00	R 0,00	R 0,00	R 102 375,00
Store C – Struisbaai Stores	R 153 548,95	R 8 175,21	-R 20 880,41	R 140 843,75
Total value of stock	R 1 736 601,77	R 325 437,35	-R 180 955,33	R 1 881 083,79

Table 12.: Stock value as at 30 June 2020

8. Procurement Plan

One of the functions of SCM is to ensure that goods, works or services are delivered to the right place, in the right quantity, with the right quality, at the right cost and the right time in a normal procurement environment.

In order to fulfill the above function the SCM unit, together with the end-user, must apply strategic sourcing principles to determine the optimum manner in which to acquire goods, works or services. Subsequent to this the plan is updated on a regular basis and distributed to the user departments in order to ensure that they spend their budgets effectively, efficiently and economically.

9. Procurement Statistics

The following is a summary of the procurement statistics for the 2019/20 financial year.

REQUISITION ORDER TOTALS		
for the period from 4/1/2020 to 6/30/2020		
Estimated Value Interval (R)	Total Count of Requisitions	Total Amount (R) of Requisition Orders
0 - 200	1	174,02
201 - 2000	90	132 423,31
2001 - 30 000	123	1 925 831,41
30 001 - 100 000	33	2 139 761,99
100 001 - 200 000	15	2 180 797,36
200 001 and up	16	8 880 937,37

DEPARTMENTAL REQUISITION STATISTICS								
Requisitions per Department	April 2020		May 2020		June 2020		YTD Summary	
	Total No.	Total Value	Total No.	Total Value	Total No.	Total Value	Total No.	Total Value
Finance and IT Management	11	R249 943,34	12	R287 190,28	16	R274 251,50	39	R811 385,12
Infrastructure Services	11	R285 648,31	69	R4 608 955,56	59	R6 007 579,06	139	R10 902 182,93
Management Services	1	R1 474,00	18	R189 601,88	22	R185 228,51	41	R376 304,39
Office of the MM: Administration	0		6	R106 674,10	1	R15 840,00	7	R122 514,10
Office of the MM: Council and Executive Administration	4	R1 327 447,50	3	R46 400,00	1	R756,00	8	R1 374 603,50
Office of the MM: HR and Organisational Development	0		1	R1 715,34	3	R28 732,50	4	R30 447,84
Office of the MM: Socio and Economic Services	2	R53 894,00	2	R42 560,00	4	R810 012,50	8	R906 466,50
Office of the MM: Strategic and Risk Compliance Services	0		0		30	R937 803,18	30	R937 803,18
Totals	29	R1 918 407,15	111	R5 283 097,16	136	R8 260 203,25	276	R15 461 707,56

REQUISITION STATISTICS								
All Requests	April 2020		May 2020		June 2020		YTD Summary	
Description	Total No	Total Value	Total No	Total Value	Total No	Total Value	Total No	Total Value
Orders Processed	28	R1 850 307,15	111	R5 283 097,16	133	R8 091 447,25	272	R15 224 851,56
Requests Processed	28	R1 850 307,15	111	R5 283 097,16	133	R8 091 447,25	272	R15 224 851,56

Top 10 Commodities per Area		
1 APRIL – 30 JUNE 2020		
CAPE AGULHAS AREA		
Family Name	Total Spent	Qty Required
Meat and poultry products	<u>1329147,5</u>	3100
Heavy construction services	<u>942128,44</u>	4
Heavy construction machinery and equipment	<u>254759,5</u>	260
Nonresidential building construction services	<u>217451,18</u>	401
Transportation components and systems	<u>161077,9</u>	104
Specialized trade construction and maintenance services	<u>137895,87</u>	12,9
Security surveillance and detection	<u>125980,89</u>	52
Utilities	<u>95191,3</u>	10778
Roads and landscape	<u>78970,31</u>	8
Refuse disposal and treatment	<u>78585</u>	115
TOTAL	3 421 187,89	14834,9
OVERBERG DISTRICT AREA		
Family Name	Total Spent	Qty Required
Heavy construction services	<u>304177,51</u>	1
Nonresidential building construction services	<u>221605</u>	487
Utilities	<u>84151,3</u>	9528
Concrete and cement and plaster	<u>59892</u>	20
Public order and safety	<u>33925</u>	50
Water and wastewater treatment supply and disposal	<u>3003,3</u>	30
Communications Devices and Accessories	<u>1474</u>	1
Components for information technology or broadcasting or telecommunications	<u>1260</u>	1
Advertising	<u>680</u>	1
TOTAL	710 168,11	10119
WESTERN CAPE AREA		
Family Name	Total Spent	Qty Required
Lighting Fixtures and Accessories	<u>2293527,48</u>	862
Heavy construction services	<u>2056121,79</u>	6
Nonresidential building construction services	<u>1304826,11</u>	1
Management advisory services	<u>688389,65</u>	9
Measuring and observing and testing instruments	<u>397303,54</u>	323
Pipe piping and pipe fittings	<u>366710,72</u>	1
Building and facility maintenance and repair services	<u>335048</u>	2907
Batteries and generators and kinetic power transmission	<u>232921</u>	6
Janitorial equipment	<u>222455</u>	850
Oil and gas exploration services	<u>192906,75</u>	1
TOTAL	8 090 210,04	4966
OTHER: COUNTRY WIDE		
Family Name	Total Spent	Qty Required
Containers and storage	<u>664010</u>	1
Measuring and observing and testing instruments	<u>66877,86</u>	1
Packing supplies	<u>25328,85</u>	5
Mail and cargo transport	<u>798,27</u>	2
Permanent buildings and structures	<u>750</u>	1
TOTAL	757 764,98	10

Table 13.: Summary of Procurement Stats

10. Awards to close family members of persons in the service of the state

In terms of Supply Chain Management Regulation 45, awards to close family members of persons in the service of the state must disclose particulars of awards of more than R2000 in the Annual Financial Statements. The following bids were awarded to a person who is family members of a person in the services of the state:

NO.	SCM PROCESS FOLLOWED	BESKRYWING/ DESCRIPTION	AWARDED TO	RELATIONSHIP	Name Of Person in service of the state	AMOUNT PAID AS AT 30 JUNIE 2020 / BEDRAE UITBETAAL SOOS OP 30 JUNE 2020
1	3 QUOTES		DIEDERICKS CONSTRUCTION	BROTHER OF CAM OFFICIAL MR. J DIEDERICKS	MR. J DIEDERICKS	R 129 504,45
2	DIRECT	Pauper Barials	ADONAI FUNERAL HOME	BROTHER OF CAM OFFICIAL MR. D FREDERICKS	MR. D FREDERICKS	R 40 000,00
3	3 QUOTES	CATERING	EE SPANDIEL	PARENT OF CAM OFFICIAL MR. H SPANDIEL	MR. H SPANDIEL	R 6 450,00
						R175 954,45

Table 14.: Direct: Awards to Close family members in service of the state - CAM

Nr	SCM PROCESS FOLLOWED	Tender Description	Tenderer	Relationship to person in service of the state	Name Of Person in service of the state	EXPENDITURE TO DATE
1	TENDERS	PLANT HIRE FOR CONSTRUCTION PURPOSES, 'PAVING OF SIDEWALKS IN CAPE AGULHAS MUNICIPAL AREA, THE CONSTRUCTION OF WATER & ROAD SERVICES FOR LIGHT INDUSTRIAL ERVEN IN STRUISBAAI	CAPE AGULHAS CIVILS	MS. TL DU TOIT SPOUSE OF DH DU TOIT, DIRECTOR IN CAPE AGULHAS CIVILS IS IN SERVICE OF THE DEPARTMENT OF HEALTH	MS. TL DU TOIT	R4 435 160,61
2	TENDERS & QUOTATIONS	COMPUTER ACCESSORIES & STATIONERY	CANFRED COMPUTERS T/A PREMIUM COMPUTERS & STATIONERS SWELLENDAM	MR. N EKSTEEN, PARENT OF BOTH SHAREHOLDERS/DIRECTORS OF PREMIUM COMPUTERS & STATIONERS SWELLENDAM IS IN SERVICE OF DENEL OTR	MR. N EKSTEEN	R 18 545,44
3		SAFEGUARDING OF RECEPTION AREA AT STRUISBAAI RESORT	DC ZEEMAN T/A ALUMINIUM DESIGNS	V ZEEMAN(SPOUSE) OF OWNER IS IN SERVICES OF THE STATE (OVERBERG DISTRICT MUNICIPALITY	MS. V ZEEMAN	R 113 987,00
4	SCM1-2018-19	ITEM 9-12 ANNUAL STORE STOCK & SERVICES	IKAPA RETICULATION & FLOW	SPOUSE OF DIRECTOR IS EMPLOYED BY WESTERN CAPE EDUCATION DEPARTMENT (ATHLONE SCHOOL FOR THE BLIND)		R564 404,41
5	SCM1-2018-19	ITEM 9-12 & 13 ANNUAL STORE STOCK & SERVICES	DEMOCRATIC PACKAGING CC	SPOUSE OF DIRECTOR V VAN DER HEEVER IS A TEACHER WCED	MS. V VAN DER HEEVER	R 194 948,00
7	SCM1-2018-19	ITEM 18 ANNUAL STORE STOCK & SERVICES	PISTON POWER CHEMICALS CC	NADIRA ANDHEE, WIFE OF UJUSH ANDHEE(DIRECTOR) IS EMPLOYED AS AN EDUCATOR IN KZN	MS. NADIRA ANDHEE	R 23 698,74
						R 5 350 744,20

Table 15.: Indirect: Awards to Close family members in service of the state – State Departments

11. Monitoring of Contracts & Performance

The monitoring and performance of contracts are not done continuously and problems are not promptly addressed. However, the administration and management thereof will receive the necessary attention for improvement.

Performance Management on Contracts per Department – 1 APRIL 2020 – 30 JUNE 2020

Director	Contract Nr	Contract Name	Supplier	Vote Nr	Contract End Date	Director	Contract Champion	Overall Service Delivery	Overall Impression	Overall Quality	Actual Start Date	Actual Completion Date
Community Development												
DEANO	T53/2019	FORMAL WRITTEN QUOTATION: Q16-2018-19 PROVISION SECURITY SERVICES AT THE THUSONG CENTRE	RISE SECURITY SERVICES (PTY) LTD	012540150000		DEANO	LUZETHS	5 - Excellent	5 - Excellent	5 - Excellent		
Fleet Management												
HANNESV	T97/2018	SCM1-2018-19 ANNUAL STORES STOCK & SERVICES ITEM 18: OILS & GREASE	SOETMUIS STORES STOCK & AGTIEN CC	n/a		HANNESV	RICHARDA	3 - Average	3 - Average	3 - Average		
Solid Waste and Landfill												
ABDULAZIZJA	T106/2018	TENDER: PROCESSING OF RECYCLED MATERIALS IN CAPE AGULHAS AREA (SCM6-2018-19)	R CUPIDO	015040144000		ABDULAZIZJA	WALTERL	3 - Average	3 - Average	3 - Average		
ABDULAZIZJA	T107/2018	TENDER: TRANSPORT SERVICE FOR CONTAINERISED WASTE FROM PUBLIC DROP-OFF'S AND OPEN SPACES AT STRUISBAAI, WAENHUISKRANS, NAPIER AND BREDASDORP TO BREDASDORP LANDFILL (SCM7-2018-19)	DP TRUCK HIRE	015040146000		ABDULAZIZJA	WALTERL	3 - Average	3 - Average	3 - Average		
Supply Chain Management												
HANNESV	T39/2018 + T40/2018	SCM1-2018-19 ANNUAL STORES STOCK AND SERVICES - ITEM 20: SAFETY & PROTECTIVE CLOTHING	PIENAAR BROTHERS (PTY) LTD	N/A		HANNESV	RICHARDA	3 - Average	3 - Average	3 - Average		
HANNESV	T31/2018	SCM1-2018-19 ANNUAL STORES STOCK AND SERVICES - ITEM 19: CLEANING MATERIALS/PRODUCTS	KLEEN-IT FACTORY SHOP	N/A		HANNESV	RICHARDA	3 - Average	3 - Average	3 - Average		

Director	Contract Nr	Contract Name	Supplier	Vote Nr	Contract End Date	Director	Contract Champion	Overall Service Delivery	Overall Impression	Overall Quality	Actual Start Date	Actual Completion Date
HANNESV	T38/2018	SCM1-2018-19 ANNUAL STORES STOCK AND SERVICES - ITEM 20: SAFETY & PROTECTIVE CLOTHING	PRESTIGE PPE(PTY)LTD	N/A		HANNESV	RICHARDA	3 - Average	3 - Average	3 - Average		
HANNESV	T29/2018 - T34/2018	SCM1-2018-19 ANNUAL STORES STOCK AND SERVICES - ITEM 19: CLEANING MATERIALS/PRODUCTS	CAPRICHEM SACCs (PTY) LTD	N/A		HANNESV	RICHARDA	3 - Average	3 - Average	3 - Average		
HANNESV	T98/201- T105/2018	SCM1-2018-19 ANNUAL STORES STOCK & SERVICES ITEM 18: OILS & GREASE	PISTON POWER CHEMICALS CC	n/a		HANNESV	RICHARDA	3 - Average	3 - Average	3 - Average		

12. Staffing issues

The staff component of the Supply Chain Management unit is as follows:

- Manager Supply Chain Management
- Accountant Supply Chain Management
- Supply Chain Management Practitioner
- Supply Chain Management: Administrator
- Supply Chain Management: Buyer (1)
- Storekeeper
- Stores Clerk (x 2)
- Senior Superintendent: Fleet Management
- Officer: Fleet Management
- Mechanics (x2)
- EPWP Assistants to Mechanics (x2)

13. Conclusion


The Supply Chain Management Unit is continuously improving its processes and procedures in order to ensure that Council receive value for money in terms of demand and acquisition management.

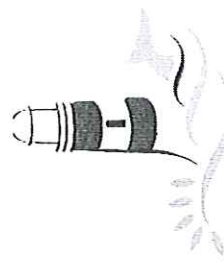
It is hereby certified that the above information is correct.


.....
RJ SEFOOR
MANAGER SCM
Date: 27.7.2020


.....
PJ VAN BILJON
DIRECTOR: FINANCIAL SERVICES
Date: 03/08/2020


.....
DGI O'NEILL
MUNICIPAL MANAGER
Date: 28/07/2020


.....
PJ SWART
EXECUTIVE MAYOR
Date: 30/7/2020



KAAP AGULHAS MUNISIPALITEIT
 CAPE AGULHAS MUNICIPALITY
 U MASIPALA WASECAPE AGULHAS

CAPE AGULHAS MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

SECTION 6 OF SCM POLICY: OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY

PERIOD: 1 APRIL 2020 – 30 JUNE 2020

5/27 Reports

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	SCM policy & amendments adopted by council on 10 December 2019.
3(1)(b)	Review at least annually the implementation of the policy.	Accounting Officer	Chief Financial Officer	YES	Policy was updated to comply with National Treasury norms & standards.
3(1)(c)	Submit when considered necessary, proposals of amendment of the policy of the council.	Accounting Officer	Chief Financial Officer	YES	SCM policy & amendments adopted by council on 10 December 2019.
3(2)(a)	Make use of any Treasury guidelines determining standards for municipal supply chain management policies, and submit to the council that guidelines standard or modified version therefore, as a draft policy.	Accounting Officer	Chief Financial Officer	YES	SCM policy & amendments adopted by council on 10 December 2019.
3(2)(b)	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.	Accounting Officer	Chief Financial Officer	YES	SCM policy & amendments adopted by council on 10 December 2019.
3(1)(c)	Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury	Accounting Officer	Chief Financial Officer	YES	No deviations from National Treasury guidelines
3(4)	Must, in terms of section 62(1)(f)(iv) take all reasonable steps to ensure that the municipality has and implements a supply chain management policy as set out in Regulation 2.	Accounting Officer	Chief Financial Officer	YES	SCM policy & amendments adopted by council on 10 December 2019.
5(2)(a)	Make a final award above R10 million (VAT included).	Municipal Council	Accounting Officer (after considering recommendation Of Bid Adjudication Committee)	YES	May not be sub-delegated.
5(2)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).	Municipal Council	Accounting Officer	YES	Bid Adjudication Committee meets every second week and/or as needed.
5(2)	Make a final award not exceeding R200 000(VAT included) including the appointment of consultants	Municipal Council	Accounting Officer	YES	Bid Adjudication Committee meets every second week and/or as needed.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(3)	Submit to the officials referred to in subsection (4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and		Chief Financial Officer	YES	Reported on monthly basis to CFO, MM & Council
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council	Power By Council	YES	Reported to Executive mayoral committee 17 September 2019
6(2)(a)(i)	Submit a report to council within 30 days of the end of each financial year on the implementation of the supply chain management policy of the municipality.	Accounting Officer	Chief Financial Officer	YES	Reported to Executive mayoral committee 17 September 2019
6(3)	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	Accounting Officer	Chief Financial Officer	YES	Report to Executive Mayoral Committee <ul style="list-style-type: none"> • 1st quarter – 10 December 2019 • 2nd quarter – 25 February 2020 • 3rd quarter - n/a • 4th quarter – n/a
7(1)	Establish a supply chain management unit.	Municipal Council	Chief Financial Officer	YES	2 x Stores officials, 5 SCM Officials, 1 Finance Intern, 2 x Absa Students
12(2)(a)	Allow the Accounting Officer to low, but not to increase, the different threshold values specified in subregulation(1). Direct that:	Accounting Officer	Chief Financial Officer	YES	
12(2)(b)	(i) written quotation be obtained for any specified procurement of a transaction value higher than R2000; (ii) formal written price quotation be obtained for any specific procurement of a transaction value higher than R30 000, or (iii) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000.	Accounting Officer	Chief Financial Officer	YES	The SCM unit is responsible for procurement within these thresholds

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
14(1)(a)(i)	Keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements of the municipality through written quotations and formal written price quotations.	Accounting Officer	Chief Financial Officer	YES	Advertising on the website & local newspapers – 11 October 2019
14(1)(a)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality	Accounting Officer	Chief Financial Officer	YES	Advertising on the website
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	A list of criteria is on the municipal website
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Municipal Council	Accounting Officer	YES	Check as part of tender evaluation process
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Monthly Update of database.
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	
16(d)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer		
17(1)(c)i	Record the reasons for not obtaining at least three formal written price quotations.	Accounting Officer	Chief Financial Officer		
17(1)(c)ii	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Manager: Supply Chain Management		
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Chief Financial Officer		
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1)(c).	Chief Financial Officer	Manager: Supply Chain Management		
18(b)	Must promote ongoing competition amongst providers, including by inviting providers to submit quotations on a rotation basis, when using the list of accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Rotation is done via Memorandum
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written	Accounting Officer	Chief Financial Officer	YES	Has controls and procedures in place to combat abuse

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	quotations or formal written price quotations is not abused.				Standard Operating Procedures (SOP's) have been drafted
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation.	Chief Financial Officer	Manager: Supply Chain Management	YES	reported monthly
22(2)	Determine a closure date for submission of bids which is less than the 30 or 21 day requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.	Accounting Officer	Relevant Department	YES	Closing date for submission of bids are 21 days, if shorter period is required, the relevant department must provide reasons in writing
23(c)	(i) record in a register all bids received in time; (ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality.	Accounting Officer	Manager: Supply Chain Management	YES	Has a tender register in place where received tenders are recorded in, as well as website.
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation – (a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant Department	YES	
26(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Bid specification & evaluation committee per user department. Bid adjudication committee is fixed and chaired by CFO
26(1)(c)	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		Yes	Accounting Officer appoints a second
26(3)	Apply the committee system to formal written price quotations.	Accounting Officer	Chief Financial Officer	YES	Above R30 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee	YES	Not to be sub-delegated

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Accounting officer	YES	The specifications are accompanied with the minutes of the meeting. Meeting are held on an ad hoc basis
28(1)(a)	Evaluate bids in accordance with – (i) the specifications for a specific procurement ; and (ii) the points system as must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and a prescribed in terms of the Preferential Procurement Policy Framework Act.	Bid Evaluation Committee	Bid Evaluation Committee	YES	Meeting are held on an ad hoc basis
28(1)(b)	Evaluate each bidder's ability to execute the contract.	Bid Evaluation Committee	Bid Evaluation Committee	YES	Not to be sub-delegated
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Bid Evaluation Committee	Bid Evaluation Committee	YES	Has a screening list that has to be completed
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee	Bid Evaluation Committee	YES	Not to be sub-delegated
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl).	Accounting Officer	Bid Adjudication Committee	YES	Not to be sub-delegated.
29(1)(b)(i)	For bids above R10 million, the SCMBAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	Not to be sub-delegated
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Bid Adjudication Committee	Bid Adjudication Committee	YES	Not to be sub-delegated
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer	Chief Financial Officer	YES	In terms of paragraph 7.7.3 (CFO)

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(5)(a)	<p>If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –</p> <p>(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and</p> <p>(ii) notify the accounting officer.</p>	Accounting Officer	Bid Adjudication Committee	YES	Not to be sub-delegated
29(5)(b)	<p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer	Accounting Officer	YES	Reason are submitted in writing
29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer	Accounting Officer	YES	n/a
29(7)	Comply with Section 114 of the MFMA within ten working days.	Accounting Officer	Accounting Officer	YES	No tender were awarded in terms of section 114 of the MFMA
31(1)	Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT related goods or services through a competitive bidding process.	Accounting Officer	Manager: Supply Chain Management	YES	IT section is responsible for the purchasing of IT equipment for the municipality
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer	Manager ITC Services	YES	IT Official is responsible
31(3)	<p>Notify SITA together with a motivation of the IT needs of the municipality if –</p> <p>(a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.</p>	Accounting Officer	Manager ITC Services	YES	IT Official is responsible

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Manager ITC Services	YES	IT Official is responsible
32(1)	To procure goods or services for the municipality under a contract secured by another organ of state, but only if – (a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state; (b) the municipality has no reason to believe that such contract was not validly procured; (c) there are demonstrable discounts or benefits for the municipality; and (d) that other organ of state and the provider have consented to such procurement in writing.	Accounting Officer	Chief Financial Officer	YES	No awards
35(1)	Procure consulting services above the value of R200 000 (VAT incl) provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant Department	YES	

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
36(1)(a)	<p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <ul style="list-style-type: none"> (i) in an emergency; (ii) if such goods or services are produced or available from a single provider only; (iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes. 	Accounting Officer	Chief Financial Officer	YES	reported on monthly to CFO and MM quarterly to Council
36(1)(b)	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties, which are purely of a technical nature.	Accounting Officer	Chief Financial Officer	YES	
36(2)	<p>Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and</p> <p>Report them to the next meeting of the Council and include as a note to the annual financial statements.</p>	Accounting Officer	Chief Financial Officer	YES	
37(2)	<p>Decide to consider an unsolicited bid but only if –</p> <ul style="list-style-type: none"> (a) the product or service offered is a demonstrably or proven unique innovative concept; (b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality; (c) the person who made the bid is the sole provider of the product or service; and (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer. 	Municipal Council	Accounting Officer	YES	
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.	Municipal Council	Accounting Officer	YES	

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
37(5)	Consider the unsolicited bid.	Bid Adjudication Committee	Bid Adjudication Committee	YES	Not to be sub-delegated
37(5)	Award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.	Accounting Officer or Adjudication Committee	Bid Adjudication Committee for bids up to R10 million (VAT incl) and Accounting Officer for bids above R10 million (VAT incl) after consideration of recommendation of Bid Adjudication Committee	YES	Not to be sub-delegated
37(7)	Take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the National Treasury or the relevant provincial treasury.	Bid Adjudication Committee	Bid Adjudication Committee	NO	No unsolicited bids was accepted
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	Chief Financial Officer	N/A	No unsolicited bids was accepted
38(1)(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Accounting Officer	Chief Financial Officer	YES	The National Treasury Code of Conduct has been educated to municipal staff at various formal and informal meetings
38(1)(b)	Investigate any allegations against an official or other role player of fraud, corruption, favoritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified – (i) take appropriate steps against such official or other role player; or report any alleged criminal conduct to the South African Police Service.	Accounting Officer	Chief Financial Officer	YES	n/a
38(1)(c)	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	Accounting Officer	Manager: Supply Chain Management	YES	Checked as part of Evaluation process

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
38(1)(d)	<p>Reject any bid from a bidder –</p> <p>(i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months;</p> <p>(ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.</p>	Accounting Officer	Chief Financial Officer	YES	Checked as part of Evaluation process
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer		YES	n/a
38(1)(f)	<p>Cancel a contract awarded to a person if –</p> <p>the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or</p> <p>(i) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.</p>	Accounting Officer	Manager: Supply Chain Management	YES	n/a
38(1)(g)	<p>Reject the bid of any bidder if that bidder or any of its directors –</p> <p>(i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;</p> <p>(ii) has been convicted for fraud or corruption during the last five years;</p> <p>(iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or</p> <p>(iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the</p>	Accounting Officer	To all relevant delegates within the SCM unit	YES	n/a

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	Prevention and Combating of Corrupt Activities Act (No 12 of 2004).				
40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA	Municipal Council		YES	Municipality has to follow the Asset Transfer Regulations published by National Treasury, with effective date of 1 September 2008 on local authorities Has amended the SCM policy.
40(2) a	A Supply Chain management policy must specify the ways in which assets may be disposed of, including by – (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset	Municipal Council		YES	Refer to Land Disposal Policy
40(2) b	Stipulate that – (i) Immoveable property may be sold only at market related prices except when public interest or the plight of the poor demands otherwise (ii) movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality (iii) in the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment (iv) in the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic	Municipal Council		YES	Refer to Land Disposal Policy

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
40(2) c	Provide that – (i) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise (ii) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed	Municipal Council		YES	Municipality has to follow the Asset Transfer Regulations published by National Treasury, with effective date of 1 September 2008 on local authorities. Refer to Land Disposal Policy
40(2) d	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated	Municipal Council		YES	Refer to Land Disposal Policy
41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system	Accounting Officer	Chief Financial Officer	YES	
42	Performance management	Accounting Officer	Chief Financial Officer	YES	Monthly reporting
43(2)	Check with SARS whether a person's tax matters are in order before making an award to such person.	Municipal Council	Manager: Supply Chain Management	YES	Suppliers tax clearance certificates are continuously verified on SARS-efiling and CSD Compliance
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person; (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	Details to be submitted to the CFO
44(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	Manager: Supply Chain Management	YES	Declarations were completed by SCM officials as well as the user departments
46(3)(b)	Ensure that declarations from the accounting officer in terms of Regulation 46(2)(d) and (e) are recorded in the register.	Mayor	Chief Financial Officer	YES	Declarations are kept electronically at SCM section
46(5)	Adopt the National Treasury's code of conduct for supply chain management practitioners and other role players involved in supply chain management.	Municipal Council	Accounting Officer	YES	Code of conduct was issued to all user departments as well as SCM officials

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermedate through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.	Accounting Officer	Chief Financial Officer	YES	
48	Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermedate, by any person who is – (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.	Accounting Officer	Manager: Supply Chain Management	YES	Refer to amended SCMPS
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes and to deal with objections, complaints or queries as described more fully in Regulation 50(1).	Accounting Officer	Bid Appeals Committee	YES	
50(3)	Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.	Accounting Officer	Accounting Officer	YES	

