

# Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

## QUARTERLY REPORT: SUPPLY CHAIN MANAGEMENT

**3<sup>rd</sup> QUARTER: 1 JANUARY 2020 - 31  
MARCH 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 January 2020 – 31 March 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 3<sup>rd</sup> quarter of the 2019/20 financial year:

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
5	9	7

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)	57.14%
H Kröhn Director: Management Services)	85.71%
A Jacobs (Director: Infrastructure Services)	85.71%
N Mhlati-Musewe (Div. Head: Human Resources)	14.29%
T Stone (Div. Head: Strategic, Planning & Administration Services)	85.71%
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 3<sup>rd</sup> quarter of the 2019/20 financial year)**

The following awards were made by the BAC.

AWARDS	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		Year to Date	
	1 July – 30 September 2019		1 October – 31 December 2019		1 January – 31 March 2020		1 July 2019 – 30 June 2020	
	Number	Amount	Number	Amount	Number	Amount	Number	Amount
Competitive Bids	7	R 4 210 157,60	7	R 8 136 818,70	15	R 43 048 425,79	29	R 55 395 402,09
Formal Written Quotations	5	R 556 926,94	1	R 76 000,00	4	R 361 165,97	10	R 994 092,91
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
Sale Of Erven	0	R 0,00	0	R 0,00	8	R 545 623,89	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	6	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
Number of Disputes, Complaints, Enquiries and Objections Received	0		0		0		0	

Table 5.: Awards for the 3<sup>rd</sup> quarter of 2019/20



**KWARTAAL VERSLAG IN TERME VAN SCM REGULASIE 5(4) JANUARIE 2020 - MAART 2020 / QUARTERLY REPORT IN TERMS OF SCM REGULATION 5(4) - JANUARY 2020 - MARCH 2020**  
**TENDERS EN FORMEEL GESKREWE KWOTASIES TOEGEKEN AAN DIE TENDERAAR WIE DIE HOOGSTE PUNTE BEHAAL IN TERME VAN DIE VOORKEUR VERKRYGINGS REGULASIES**  
**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	VAT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
1	SCM13/2019/20	075031131001 075031131003	INFRASTRUCTURE SERVICES	WATER & SEWERAGE	UPGRADING OF THE WASTEWATER TREATMENT WORKS IN BREDASDORP	KHUBEKA CONSTRUCTION	18/20	R 35 200 632,44	R 0,00	IN	T2/2020	2020/01/16	2
2	SCM23/2019/20		INFRASTRUCTURE SERVICES	WATER & SEWERAGE	SUPPLY & DELIVERY OF DOMESTIC WATER METERS FOR A PERIOD OF 3 YEARS	ELSTER KENT METERING PTY LTD	18/20	R 2 863 500,00	R 0,00	IN	T5/2020	2020/01/29	2
3	SCM22/2019/20	075071055009 075071055010	INFRASTRUCTURE SERVICES	BUILDING CONTROL	SUPPLY & DELIVERY OF 1 PORTABLE AIR QUALITY MONITOR SYSTEM	MATTER INDUSTRIES PTY LTD	18/20	R 187 645,50	R 0,00	IN	T11/2020	2020/02/12	2
4	SCM24/2019/20	014041080000	MANAGEMENT SERVICES	PUBLIC SERVICES	RENDERING OF SANITARY BINS TO THE CAPE AGULHAS MUNICIPALITY FOR A PERIOD OF 3 YEARS	BIDVEST STEINER PTY LTD	14/20	R 115 973,74	R 0,00	IN	T12/2020	2020/02/12	3
5	SCM19/2019/20	072521101001	INFRASTRUCTURE SERVICES	STREETS & STORMWATER	CONSTRUCTION OF PEDESTRIAN BRIDGE IN BREDASDORP	CAL CONSTRUCTION	10/20	R 648 538,70	R 0,00	IN	T14/2020	2020/02/26	0
6	SCM31/2019/20	074043212101 074041010101	MANAGEMENT SERVICES	PUBLIC SERVICES	SAFEGUARDING OF RECEPTIONIST AREA AT L'AGULHAS & NAPIER OFFICES	DC ZEEMAN T/A ALUMINIUM DESIGNS & GLASS	20/20	R 107 500,00	R 0,00	IN	T18/2020	2020/02/26	1
								R 59 800,00	R 0,00	IN			
7	SCM28/2019/20	075050211010	INFRASTRUCTURE SERVICES	STREETS & STORMWATER	THE REPAIR AND RESEAL OF ROADS IN BREDASDORP	CAPE AGULHAS CIVILS	14/20	R854 852,50	R 0,00	IN	T21/2020	2020/03/02	3
8	SCM29/2019/20	072541101002	INFRASTRUCTURE SERVICES	STREETS & STORMWATER	CIVIL WORKS FOR LESEDI CONTAINER PROJECT, BREDASDORP	CAPE AGULHAS CIVILS	14/20	R357 362,50	R 0,00	IN	T22/2020	2020/03/02	3



NO	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	VAT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
9	SCM30/2019/20	'074041215002	MANAGEMENT SERVICES	PUBLIC SERVICES	BUILDING OF ABLUTION FACILITY IN NAPIER	ANNYS TRADING	18/20	R374 150,00	R 0,00	IN	T23/2020	2020/03/02	2
10	SCM27/2019/20	075020135101	INFRASTRUCTURE SERVICES	WATER & SEWERAGE	THE REPLACEMENT OF EXISTING PIPE SYSTEMS IN BREDASDORP	FUTI CONSTRUCTION	18/20	R 1 093 771,90	R 0,00	IN	T26/2020	2020/03/19	2
11	SCM35/2019/20	072521015001 '072521015002	STRATEGIC, PLANNING & ADMIN	TOWN PLANNING	SUPPLY, DELIVERY & INSTALLATION OF WINDOWS, DOORS & SAFETY GATES FOR OU MEULE STREET CONTAINERS	ANNYS TRADING	20/20	R 157 920,00	R 0,00	IN	T27/2020	2020/03/19	1
12	SCM36/2019/20	072521015001 '072521015002	STRATEGIC, PLANNING & ADMIN	TOWN PLANNING	SUPPLY, DELIVERY & BUILDING OF ROOFS FOR OU MEULE STREET CONTAINERS BREDASDORP	S VALENTINE	20/20	R 132 433,40	R 0,00	IN	T28/2020	2020/03/19	1
13	SCM33/2019/20	'075060055005	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	SUPPLY, INSTALL & COMMISSION OF 50KVA GENERATOR	TRACKOS PTY LTD	12/20	R232 300,00	R 0,00	IN	T38/2020	2020/03/24	4
<b>SUPPLY &amp; DELIVERY OF ELECTRICAL TESTING EQUIPMENT (SCM34/2019/20)</b>													
14	SCM34/2019/20	'075060055008	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	1. THERMAL IMAGER	CORAL-ITEST & MEASUREMENT	18/20	R66 877,86	R 0,00	IN	T39/2020	2020/03/24	2
		075060116011					20/20	R100 067,25	R 0,00	IN	T40/2020	2020/03/24	1
15	SCM38/2019/20	'074043116012	MANAGEMENT SERVICES	PUBLIC SERVICES	BUILDING OF ABLUTION FACILITY IN SUIDERSTRAND	ANNYS TRADING	20/20	R495 100,00	R 0,00	IN	T41/2020	2020/03/24	1
<b>SALE OF ERVEN</b>													
1	SALE OF ERF 3602		STRATEGIC, PLANNING & ADMINISTRATION	ADMINISTRATION	SALE OF ERF 3602, GOLFSTREET BREDASDORP, 750m <sup>2</sup> (MARKET VALUE R35 000)	DURAND WILLIAM MORTEL		R63 250,00	R0,00	IN	T29/2020	2020/03/19	
2	SALE OF ERF 3603		STRATEGIC, PLANNING & ADMINISTRATION	ADMINISTRATION	SALE OF ERF 3603, GOLFSTREET BREDASDORP, 750m <sup>2</sup> (MARKET VALUE R35 000)	ANNELISE ROSSOUW		R60 000,00		IN	T30/2020	2020/03/19	



NO	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	VAT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
3	SALE OF ERF 3604		STRATEGIC, PLANNING & ADMINISTRATIVE	ADMINISTRATIVE	SALE OF ERF 3604, GOLFSTREET BREDASDORP, 588m <sup>2</sup> (MARKET VALUE R35 000)	STEPHANIE DA MAARMAN		R58 132,50		IN	T31/2019	2020/03/19	
4	SALE OF ERF 3619		STRATEGIC, PLANNING & ADMINISTRATIVE	ADMINISTRATIVE	SALE OF ERF 3619, KALKOENTJIE SINGEL BREDASDORP, 643m <sup>2</sup> (MARKET VALUE R35 000)	ROSANNE EJ STANLEY		R75 241,39		IN	T32/2020	2020/03/19	
5	SALE OF ERF 3616		STRATEGIC, PLANNING & ADMINISTRATIVE	ADMINISTRATIVE	SALE OF ERF 3616, KALKOENTJIE SINGEL BREDASDORP, 673m <sup>2</sup> (MARKET VALUE R35 000)	DEIDRE BARENDS		R87 000,00		IN	T33/2020	2020/03/19	
6	SALE OF ERF 3617		STRATEGIC, PLANNING & ADMINISTRATIVE	ADMINISTRATIVE	SALE OF ERF 3617, KALKOENTJIE SINGEL BREDASDORP, 643m <sup>2</sup> (MARKET VALUE R35 000)	J JANUARIE		R75 500,00		IN	T34/2020	2020/03/19	
7	SALE OF ERF 3620		STRATEGIC, PLANNING & ADMINISTRATIVE	ADMINISTRATIVE	SALE OF ERF 3620, KALKOENTJIE SINGEL BREDASDORP, 673m <sup>2</sup> (MARKET VALUE R35 000)	SERGIO ZEEIMAN		R63 250,00		IN	T35/2020	2020/03/19	
8	SALE OF ERF 3625		STRATEGIC, PLANNING & ADMINISTRATIVE	ADMINISTRATIVE	SALE OF ERF 3625, KALKOENTJIE SINGEL BREDASDORP, 750m <sup>2</sup> (MARKET VALUE R35 000)	BRANDEN APLOON		R63 250,00		IN	T36/2020	2020/03/19	
											R 0,00		
tender in terme van scm regulasie 32 / procurement in terms scm regulation 32													
											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					
					NONE			R 0,00					



NO	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	VAT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
uitbreiding van kontrak in terme van SCMPOS Part 20.14 & mifma circular 62 / extension of contract in terms of SCMPOS Part 20.14													
1	SCM12/2017/18	01252314400 0 01252314300 0	STRATEGIC, PLANNING & ADMINISTRATION	TOWN PLANNING	EXTENSION OF CONTRACT: ENVIRONMENTAL IMPACT ASSESSMENT - WETLAND STUDY BREDASDORP INDUSTRIAL DEVELOPMENT (T444/2018)	COASTAL ENVIRONMENTAL SERVICES PTY LTD T/A EOH COASTAL & ENVIRONMENTAL SERVICES	20/20	R 242 900,70	R 36 429,70	IN	T7/2020	2020/01/29	1
2	SCM6/2019/20	07404120300 2	MANAGEMENT SERVICES	PUBLIC SERVICES	EXTENSION OF CONTRACT (14%: REFURBISHMENT OF BREDASDORP TRAFFIC DEPARTMENT VEHICLE INSPECTION PIT - T118/2019	LUCOR CONSTRUCTION	12/20	R 314 915,14	R 46 599,34	IN	T10/2020	2020/02/12	4
3	SCM22/2015/16				AMENDMENT / EXTENSION OF CONTRACT - General Valuation for the 2017 to 2021 financial year T30/2016 - June 2022	DDP VALUES PTY LTD		R 1 151 404,56	R 100000,00	in	T19/2020	2020/02/26	
								R 0,00	R 183029,04				



NO	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	VAT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
<b>FORMEEL GESKREWE KWOTASIES / FORMAL WRITTEN QUOTATIONS</b>													
1	Q14/2019/20	01504009700	INFRASTRUCTURE SERVICES	REFUSE REMOVAL	SUPPLY, DELIVERY & FIT OF NEW TYRES (L4) FOR FRONT-END LOADER	SOETMUIS VIER / KWIK N GO BREDASDORP	'4/12	R45 326,97	R 0,00		T17/2020	2020/02/26	0
2	Q9/2019/20	'07404223100	MANAGEMENT SERVICES	PUBLIC SERVICES	PAVING OF WAENHUISKRANS SPORTSGROUND	AD DIEDERICKS T/A DIEDERICKS CONSTRUCTION PTY LTD	20/20	R132 131,00	R 0,00	IN	T24/2020	2020/03/02	1
3	Q11/2019/20	01404108000	MANAGEMENT SERVICES	PUBLIC SERVICES	REPLACE EXISTING WINDOWS WITH ALUMINIUM WINDOWS IN BREDASDORP & ARNISTON (Q11-2019-20)	DC ZEEMAN	20/20	R74 458,00	R 0,00	IN	T42/2020	2020/03/24	1
4	Q16/2019/20	'07506005500	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	SUPPLY, INSTALL OF COMMISSION QUALITY OF SUPPLY METER (Q16-2019-20)	CT LAB PTY (LTD)	0/20	R109 250,00	R 0,00		T43/2020	2020/03/24	
								R 361 165,97	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 3<sup>rd</sup> quarter of the 2019/20 financial year:

Number of deviations	Value of deviations
Deviations for amounts below R30 000:	
8	R94 146.25
Deviations for amounts above R30 000:	
3	R331 792.58
Deviations for amounts above R200 000:	
1	R526 222.75

Table 7.: Summary of deviations 3<sup>rd</sup> quarter of 2019/20

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))	JANUARY 2020	FEBRUARY 2020	MARCH 2020	1st Quarter 1 July – 30 September 2019	2nd Quarter 1 October – 31 December 2019	3rd Quarter 1 January – 31 March 2020
Deviations below R30 000						
36 (1) (a) (i): Emergency	R -	R 16 958,75	R -	R 5 132,67	R -	R16 958,75
36 (1) (a) (ii): Sole Provider	R -	R 26 420,00	R 6 468,75	R 8 751,50	R 7 084,00	R32 888,75
36 (1) (a) (iii): Special Works of art	R -	R -	R -	R -	R -	R -
36 (1) (a) (iv): Animals for zoos	R -	R -	R -	R -	R -	R -
36 (1) (a) (v): Impractical or Impossible	R 18 198,75	R 26 100,00	R -	R 17 689,75	R 27 505,50	R44 298,75
<b>BELOW R30 000</b>	<b>R 18 198,75</b>	<b>R 69 478,75</b>	<b>R 6 468,75</b>	<b>R31 573,92</b>	<b>R34 589,50</b>	<b>R94 146,25</b>
Deviations above R30 000						
36 (1) (a) (i): Emergency	R0,00	R0,00	R140 709,50	R43 047,95	R0,00	R140 709,50
36 (1) (a) (ii): Sole Provider	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R0,00	R0,00	R191 083,08	R0,00	R226 777,51	R191 083,08
<b>ABOVE R30 000</b>	<b>R0,00</b>	<b>R0,00</b>	<b>R331 792,58</b>	<b>R43 047,95</b>	<b>R226 777,51</b>	<b>R331 792,58</b>
Deviations above R200 000						
36 (1) (a) (i): Emergency	R0,00	R526 222,75	R0,00	R0,00	R0,00	R526 222,75
36 (1) (a) (ii): Sole Provider	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
<b>ABOVE R200 000</b>	<b>R0,00</b>	<b>R526 222,75</b>	<b>R0,00</b>	<b>R0,00</b>	<b>R0,00</b>	<b>R526 222,75</b>
<b>TOTAL SUMMARISED DEVIATIONS:</b>						
36 (1) (a) (i): Emergency	R0,00	R543 181,50	R140 709,50	R48 180,62	R0,00	R683 891,00
36 (1) (a) (ii): Sole Provider	R0,00	R26 420,00	R6 468,75	R8 751,50	R7 084,00	R32 888,75
36 (1) (a) (iii): Special Works of art	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R18 198,75	R26 100,00	R191 083,08	R17 689,75	R254 283,01	R235 381,83
<b>TOTAL AMOUNT OF DEVIATIONS APPROVED</b>	<b>R18 198,75</b>	<b>R595 701,50</b>	<b>R338 261,33</b>	<b>R74 621,87</b>	<b>R261 367,01</b>	<b>R952 161,58</b>

Table 8.: Summary of deviations for 3<sup>rd</sup> 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	R22 091,42
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	R89 494,00
<b>BELOW R30 000</b>	<b>R301 745,28</b>	<b>R582 636,47</b>	<b>R160 309,67</b>
Deviations above R30 000			
36 (1) (a) (i): Emergency	R0,00	R568 603,47	R183 757,45
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	R417 860,59
<b>ABOVE R30 000</b>	<b>R364 671,35</b>	<b>R1 834 636,94</b>	<b>R601 618,04</b>
Deviations above R200 000			
36 (1) (a) (i): Emergency	R0,00	R0,00	R526 222,75
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
<b>ABOVE R200 000</b>	<b>R0,00</b>	<b>R287 500,00</b>	<b>R526 222,75</b>
TOTAL AMOUNT OF DEVIATIONS APPROVED			
TOTAL SUMMARISED DEVIATIONS: 1 July 2018 - 30 June 2019			
36 (1) (a) (i): Emergency	R0,00	R580 649,72	R732 071,62
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	R507 354,59
<b>TOTAL AMOUNT OF DEVIATIONS APPROVED</b>	<b>R666 416,63</b>	<b>R2 704 773,41</b>	<b>R1 288 150,46</b>

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 3<sup>rd</sup> 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
T5/2020	SUPPLY & DELIVERY OF DOMESTIC WATER METERS FOR A PERIOD OF 3 YEARS (SCM23/2019/20)	ELSTER KENT METERING PTY LTD	Level 2	Competitive Bids	R 2 863 500,00	R 2 863 500,00	-	R 2 863 500,00
T2/2020	UPGRADING OF THE WASTEWATER TREATMENT WORKS IN BREDASDORP	KHUBEKA CONSTRUCTION	Level 2	Competitive Bids	R 35 200 632,44	R 35 200 632,44	-	R 35 200 632,44
T11/2020	SUPPLY & DELIVERY OF 1 PORTABLE AIR QUALITY MONITOR SYSTEM (SCM22/2019/20)	MATTER INDUSTRIES PTY LTD	Level 2	Competitive Bids	R 187 645,50	R 187 645,50	-	R 187 645,50
T12/2020	RENDERING OF SANITARY BINS TO THE CAPE AGULHAS MUNICIPALITY FOR A PERIOD OF 3 YEARS (SCM24/2019/20)	BIDVEST STEINER PTY LTD	Level 3	Competitive Bids	R 115 973,74	R 115 973,74	-	R 115 973,74



Contract Identifier	Commodity Description	Supplier	BEE Status	Source Method	Contract Value	Lowest Acceptable Bid Value	Premium Paid Value	Expansion Value
T14/2020	CONSTRUCTION OF PEDESTRIAN BRIDGE IN BREDASDORP (SCM19/2019/20)	CAL CONSTRUCTION	Non-Compliant Contributor	Competitive Bids	R 648 538,70	R 648 538,70		R 648 538,70
T18/2020	SAFEGAURDING OF RECEPTIONIST AREA AT LÁGULHAS & NAPIER OFFICES (SCM31/2019/20)	DC ZEEMAN T/A ALUMINIUM DESIGN & GLASS	Level 1	Competitive Bids	R 167 300,00	R 167 300,00		R 167 300,00
T17/2020	SUPPLY & DELIVERY OF NEW TYRES L4 FOR FRONT-END LOADER Q14/2019/20	SOETMUIS VIER BK T/A KWIK N GO BREDASDORP	Non-Compliant Contributor	Formal Written Quotation	R 45 326,97	R 45 326,97		R 45 326,97
T21/2020	THE REPAIR AND RESEAL OF ROADS IN BREDASDORP SCM28/2019/20	CAPE AGULHAS CIVILS CC	Level 3	Competitive Bids	R 854 852,50	R 854 852,50		R 854 852,50
T22/2020	CIVIL WORKS FOR LESEDI CONTAINERS PROJECT, BREDASDORP SCM29/2019/20	CAPE AGULHAS CIVILS CC	Level 3	Competitive Bids	R 357 362,50	R 357 362,50		R 357 362,50
T24/2020	PAVING OF WAENHUISKRANS SPORTSGROUND Q9/2019/20	AD DIEDERICKS CONSTRUCTION PTY LTD	Level 1	Competitive Bids	R 132 131,00	R 132 131,00		R 132 131,00
T23/2020	BUILDING OF ABLUTION FACILITY IN NAPIER SCM30/2019/20	ANNYS TRADING PTY LTD	Level 2	Competitive Bids	R 374 150,00	R 374 150,00		R 374 150,00
T26/2020	THE REPLACEMENT OF EXISTING PIPE SYSTEMS IN BREDASDORP SCM27/2019/20	FUTI CONSTRUCTION	Level 2	Competitive Bids	R 1 093 771,90	R 1 093 771,90		R 1 093 771,90
T27/2020	SUPPLY, DELIVERY & INSTALLATION OF WINDOWS, DOORS & SAFETY GATES FOR OU MEULE CONTAINER PROJECT BREDASDORP SCM35/2019/20	ANNYS TRADING PTY LTD	Level 1	Competitive Bids	R 157 920,00	R 157 920,00		R 157 920,00
T28/2020	SUPPLY, DELIVERY & BUILDING OF ROOFS FOR OU MEULE CONTAINER PROJECT BREDASDORP SCM35/2019/20	S VALENTINE	Level 1	Competitive Bids	R 132 433,40	R 132 433,40		R 132 433,40
<b>Total</b>					<b>R 42 331 538,65</b>	<b>R 42 331 538,65</b>	-	<b>R 42 331 538,65</b>

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 589 784,40	R 589 784,40	-
Level 2	5	R 39 719 699,84	R 39 719 699,84	-
Level 3	3	R 1 328 188,74	R 1 328 188,74	-
Non-Compliant Contributor	2	R 693 865,67	R 693 865,67	-
<b>Total</b>	<b>14</b>	<b>R 42 331 538,65</b>	<b>R 42 331 538,65</b>	-

Table 11.: Summary of BBBEE 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 **31 March 2020**, the value of stock at the municipal stores amounted to:

	OPENING VALUE	PURCHASES VALUE	ISSUES VALUE	BALANCE VALUE
Store A – Bredasdorp Stores	R 1 481 110,16	R 218 677,84	-R 288 487,69	R 1 411 300,31
Store B – Electrical Stores	R 102 375,00	R 0,00	R 0,00	R 102 375,00
Store C – Struisbaai Stores	R 144 256,38	R 15 120,00	-R 16 244,46	R 143 131,92
Total value of stock	R 1 727 741,54	R 233 797,84	-R 304 732,15	R 1 656 807,23

Table 12.: Stock value as at 31 March 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 summaries of the procurement statistics for the 3rd quarter of the 2019/20 financial year.

9.1 DEPARTMENTAL REQUISITION STATISTICS								
Requisitions per Department	January 2020		February 2020		March 2020		YTD Summary	
	Total No	Total Value	Total No	Total Value	Total No	Total Value	Total No	Total Value
Finance and IT Management	15	R154 892,81	40	R248 560,89	34	R1 009 359,09	89	R1 412 812,79
Infrastructure Services	75	R4 276 116,46	91	R3 178 907,43	105	R2 600 905,42	271	R10 055 929,31
Management Services	123	R417 600,70	133	R375 287,35	92	R152 869,11	348	R945 757,16
Office of the MM: Administration	1	R5 865,00	7	R29 999,18	1	R305,90	9	R36 170,08
Office of the MM: Council and Executive Administration	5	R75 546,37	10	R101 282,71	4	R4 545,14	19	R181 374,22
Office of the MM: HR and Organisational Development	4	R56 364,68	7	R42 902,14	6	R30 962,00	17	R130 228,82
Office of the MM: Socio and Economic Services	7	R4 412,74	10	R98 865,00	6	R24 372,79	23	R127 650,53
Office of the MM: Strategic and Risk Compliance Services	15	R459 309,58	17	R71 702,64	15	R216 529,96	47	R747 542,18
<b>Totals</b>	<b>245</b>	<b>R5 450 108,34</b>	<b>315</b>	<b>R4 147 507,34</b>	<b>263</b>	<b>R4 039 849,41</b>	<b>823</b>	<b>R13 637 465,09</b>



## 9.2 REQUISITION ORDER TOTALS

for the period from 1/1/2020 to 3/31/2020

Estimated Value Interval (R)	Total Count of Requisitions	Total Amount (R) of Requisition Orders
0 - 200	21	3 187,72
201 - 2000	407	435 432,30
2001 - 30 000	270	3 238 098,01
30 001 - 100 000	43	2 468 870,39
100 001 - 200 000	12	1 581 950,26
200 001 and up	11	5 466 477,56

## 9.3 REQUISITION STATISTICS

All Requests	January 2020		February 2020		March 2020		YTD Summary	
Description	Total No	Total Value	Total No	Total Value	Total No	Total Value	Total No	Total Value
Orders Processed	236	R5 363 492,56	299	R4 011 979,54	229	R3 818 544,14	764	R13 194 016,24
Requests Processed	240	R5 447 935,34	307	R4 087 638,10	248	R3 943 791,21	795	R13 479 364,65
Requests/Orders Cancelled	0		2	R19 734,15	5	R51 243,40	7	R70 977,55

## 9.4 Top 10 Commodities Per Family Name

4/2/2020 12:00:00 AM

Top 10 - Quantity			Top 10 - Total Price		
Family Name	Quantity Required	Total Price	Family Name	Quantity Required	Total Price
Utilities	<u>32971</u>	456617,48	Lighting Fixtures and Accessories	815	<u>2161506,51</u>
Electrical wire and cable and harness	<u>9122</u>	756862,04	Nonresidential building construction services	1190	<u>1782607,34</u>
Office machines and their supplies and accessories	<u>1897</u>	39997,67	Management advisory services	65	<u>1061252,55</u>
Office supplies	<u>1824</u>	34484,13	Heavy construction services	3	<u>943165,57</u>
Roads and landscape	<u>1531</u>	154292,32	Electrical wire and cable and harness	9122	<u>756862,04</u>
Paper products	<u>1493</u>	65365,29	Software	7	<u>617410,56</u>
Electrical equipment and components and supplies	<u>1380</u>	285549,78	Measuring and observing and testing instruments	719	<u>606068,69</u>
Nonresidential building construction services	<u>1190</u>	1782607,34	Utilities	32971	<u>456617,48</u>
Institutional food services equipment	<u>1096</u>	22599,6	Electrical equipment and components and supplies	1380	<u>285549,78</u>
Water and wastewater treatment supply and disposal	<u>1058</u>	277472,89	Water and wastewater treatment supply and disposal	1058	<u>277472,89</u>

## 9.5 EXPENDITURE PER AREA

4/2/2020 12:00:00 AM

Expenditure Area	Total Spent (R)	Number of Transactions
Cape Agulhas Area	2 949 770,05	526
Other: Country Wide	1 872 250,57	48
Overberg District Area	797 810,12	51
Western Cape Area	7 720 149,18	151



### 9.6 Top 10 Commodities per Area

4/2/2020 12:00:00 AM

CAPE AGULHAS AREA		
Family Name	Total Spent	Qty Required
Nonresidential building construction services	<u>328762,5</u>	252
Professional engineering services	<u>268016,64</u>	1
Heavy construction machinery and equipment	<u>234814,4</u>	253
Earth and stone	<u>170310,52</u>	591
Electrical equipment and components and supplies	<u>164092,18</u>	838
Transportation components and systems	<u>128986,61</u>	129
Heavy construction services	<u>113620</u>	2
Management advisory services	<u>111773,6</u>	19
Specialized trade construction and maintenance services	<u>102655,51</u>	119
Thoroughfares	<u>96287,2</u>	21
<b>TOTAL</b>	<b>1 719 319,16</b>	<b>2225</b>

OVERBERG DISTRICT AREA		
Family Name	Total Spent	Qty Required
Nonresidential building construction services	<u>257922</u>	465
Laboratory and scientific equipment	<u>120442,95</u>	16
Concrete and cement and plaster	<u>119784</u>	40
Elements and gases	<u>64400</u>	40
Specialized trade construction and maintenance services	<u>31667,6</u>	1
Industrial filtering and purification	<u>29946</u>	10
Heating and ventilation and air circulation	<u>29513,2</u>	4
Signage and accessories	<u>20606,85</u>	218
Real estate services	<u>14735</u>	3
Communications Devices and Accessories	<u>14012,5</u>	7
<b>TOTAL</b>	<b>703 030,10</b>	<b>804</b>

WESTERN CAPE AREA		
Family Name	Total Spent	Qty Required
Lighting Fixtures and Accessories	<u>2159104,1</u>	803
Nonresidential building construction services	<u>1144818,79</u>	390
Management advisory services	<u>842151,3</u>	24
Heavy construction services	<u>829545,57</u>	1
Software	<u>539235</u>	5
Utilities	<u>449092,48</u>	32961
Water and wastewater treatment supply and disposal	<u>238388,19</u>	1023
Agents affecting water and electrolytes	<u>126787,5</u>	10
Minerals and ores and metals	<u>117300</u>	30
Structural components and basic shapes	<u>90202</u>	10
<b>TOTAL</b>	<b>6 536 624,93</b>	<b>35257</b>

OTHER: COUNTRY WIDE		
Family Name	Total Spent	Qty Required
Electrical wire and cable and harness	<u>745357,08</u>	8959
Measuring and observing and testing instruments	<u>393618,44</u>	523
Data Voice or Multimedia Network Equipment or Platforms and Accessories	<u>139495</u>	7
Laboratory and scientific equipment	<u>105542,92</u>	469
Roads and landscape	<u>104928,48</u>	1467
Management advisory services	<u>87029,7</u>	11
Software	<u>78175,56</u>	2
Electrical equipment and components and supplies	<u>62182,5</u>	180
Paints and primers and finishes	<u>31781,69</u>	62
Building and facility maintenance and repair services	<u>29899,2</u>	80
<b>TOTAL</b>	<b>1 778 010,57</b>	<b>11760</b>



## 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 31 MARCH 2020 / BEDRAE UITBETAAL SOOS OP 31 MAART 2020
1	3 QUOTES		DIEDERICKS CONSTRUCTION	BROTHER OF CAM OFFICIAL MR. J DIEDERICKS	MR. J DIEDERICKS	R 3 980,00
2	DIRECT	Pauper Barials	ADONAI FUNERAL HOME	BROTHER OF CAM OFFICIAL MR. D FREDERICKS	MR. D FREDERICKS	R 25 000,00
3	3 QUOTES	CATERING	EE SPANDIEL	PARENT OF CAM OFFICIAL MR. H SPANDIEL	MR. H SPANDIEL	R 6 450,00
						R 35 430,00

Table 13.: 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	R2 927 578,63
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 7 277,00
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)		R385 969,06
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 3 558 016,87

Table 14.: 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 JANUARY 2020 – 31 MARCH 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
<b>Budget and Treasury</b>												
HANNESV	T76/2019	TENDER: SCM33-2018-19 SHORT-TERM INSURANCE PORTFOLIO FOR THE PERIOD 2019 TO 2022	OPULENTIA FINANCIAL SERVICES	013040276000		HANNESV	SHAUNS	3 - Average	3 - Average	3 - Average		
<b>Housing and Human Settlement</b>												
DEANO	T82/2018	TENDER: TRANSFER AND REGISTRATION OF STATE SUBSIDISED HOUSE TITLE DEED RESTORATION FOR A PERIOD OF 3 YEARS (SCM22-2017-18)	KRUGER & BLIGNAUT ATTORNEYS	014030172000		DEANO	MICHAELD	4 - Above Average	5 - Excellent	4 - Above Average		
<b>Office: Finance</b>												
HANNESV	T77/2016	FINANCIAL SUPPORT SERVICES (Q16-2015-16)	SIYANDA BUSINESS SOLUTIONS PTY LTD	410520151		HANNESV	JOHANJ	5 - Excellent	5 - Excellent	5 - Excellent		
<b>Solid Waste and Landfill</b>												
ABDULAZIZJA	T106/2018	TENDER: PROCESSING OF RECYCLED MATERIALS IN CAPE AGULHAS AREA (SCM6-2018-19)	R CUPIDO	015040144000		ABDULAZIZJA	WALTERL	4 - Above Average	4 - Above Average	4 - Above Average		
<b>Town Planning</b>												
DEANO	T444/2018	TENDER: SCM12-2017-18 ENVIRONMENTAL IMPACT ASSESSMENT	COASTAL ENVIRONMENTAL SERVICES (PTY) LTD T/A EOH COASTAL & ENVIRONMENTAL SERVICES	012523144000		DEANO	BERTUSH	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 1)
- Absa Students (x2)
- 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: 2/4/2020

  
.....  
PJ VAN BILSON  
DIRECTOR: FINANCIAL SERVICES  
Date: 25/6/2020

  
.....  
DGI O'NEILL  
MUNICIPAL MANAGER  
Date: 05/05/2020

.....  
PJ SWART  
EXECUTIVE MAYOR  
Date:





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 JANUARY 2020 – 31 MARCH 2020

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"> <li>• 1<sup>st</sup> quarter – 10 December 2019</li> <li>• 2<sup>nd</sup> quarter – n/a</li> </ul>
7(1)	Establish a supply chain management unit.	Municipal Council	Chief Financial Officer	YES	2 x Stores officials, 5 SCM Officials, 2 Absa Students & 4 Fleet & Workshop Officials, 2 EPWP
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		Reported on monthly base to CFO, MM and Council
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 designated 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 quotations or formal written price quotations is not	Accounting Officer	Chief Financial Officer	YES	Has controls and procedures in place to combat abuse Standard Operating Procedures



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	abused.				(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
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



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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)
29(5)(a)	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 – (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	Accounting Officer	Bid Adjudication Committee	YES	Not to be sub-delegated



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	(ii) notify the accounting officer.				
29(5)(b)	(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 (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	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)	Notify SITA together with a motivation of the IT needs of the municipality if – (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 (b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.	Accounting Officer	Manager ITC Services	YES	IT Official is responsible
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	Accounting Officer	Manager ITC Services	YES	IT Official is responsible



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	not following such comments if the municipality disagrees with SITA's comments.				
32(1)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>(d) that other organ of state and the provider have consented to such procurement in writing.</p>	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	



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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"> <li>(i) in an emergency;</li> <li>(ii) if such goods or services are produced or available from a single provider only;</li> <li>(iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile;</li> <li>(iv) acquisition of animals or zoos; or</li> <li>(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes.</li> </ul>	Accounting Officer	Chief Financial Officer	YES	reported on monthly base
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)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements.	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"> <li>(a) the product or service offered is a demonstrably or proven unique innovative concept;</li> <li>(b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality;</li> <li>(c) the person who made the bid is the sole provider of the product or service; and</li> <li>(d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.</li> </ul>	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	
37(5)	Consider the unsolicited bid.	Bid Adjudication	Bid Adjudication Committee	YES	Not to be sub-delegated



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37(5)	Award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.	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. 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.	Bid Adjudication Committee	Bid Adjudication Committee	NO	No unsolicited bids was accepted
37(8)		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



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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</p>	Accounting Officer	To all relevant delegates within the SCM unit	YES	n/a



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40(1)	<p>Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).</p> <p>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&amp;90 of MFMA</p>	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	<p>A Supply Chain management policy must specify the ways in which assets may be disposed of, including by –</p> <ul style="list-style-type: none"> <li>(i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets</li> <li>(ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge</li> <li>(iii) Selling the asset</li> <li>(iv) Destroying the asset</li> </ul>	Municipal Council		YES	Refer to Land Disposal Policy
40(2) b	<p>Stipulate that –</p> <ul style="list-style-type: none"> <li>(i) Immoveable property may be sold only at market related prices except when public interest or the plight of the poor demands otherwise</li> <li>(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 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</li> <li>(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</li> </ul>	Municipal Council		YES	Refer to Land Disposal Policy



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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-e-filing 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



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47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate 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 intermediate, 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	



