

# Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

## QUARTERLY REPORT: SUPPLY CHAIN MANAGEMENT

**1<sup>st</sup> QUARTER: 1 JULY 2020 - 30  
SEPTEMBER 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 July 2020 – 30 September 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 1<sup>st</sup> quarter of the 2020/21 financial year:

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
2	3	8

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)	87.5%
S Stanley (Manager: Budget & Treasury Office)	100%
H Kröhn Director: Management Services)	75%
A Jacobs (Director: Infrastructure Services)	87.5%
N Mhlati-Musewe (Div. Head: Human Resources)	87.5%
T Stone (Div. Head: Strategic, Planning & Administration Services)	75%
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 1<sup>st</sup> quarter of the 2020/21 financial year)**

The following awards were made by the BAC.

AWARDS	1 <sup>st</sup> Quarter 1 July – 30 September 2020	
	Number	Amount
Competitive Bids	13	R 18 474 513,42
Formal Written Quotations	7	R 497 355,00
Deviation In Terms Of Part 18.6.3 Of The SCMPOS	0	R 0,00
Sale Of Erven	0	R 0,00
Extensions / Amendment Of Contracts In Terms Of Part 20.14 Of The SCMPOS	2	R 373 036,93
Procurement In Terms Scm Regulation 32	0	R 0,00
Number of Disputes, Complaints, Enquiries and Objections Received	1	

Table 5.: Awards for the 1<sup>st</sup> quarter of 2020/21

**KWARTAAL VERSLAG IN TERME VAN SCM REGULASIE 5(4) JULIE 2020- SEPTEMBER 2020 / REPORT IN TERMS OF SCM REGULATION 5(4) - JULY 2020 - SEPTEMBER 2020**  
**TENDERS & FORMAL WRITTEN QUOTATIONS AWARDED TO THE BIDDER SCORING THE HIGHEST POINTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT REGULATIONS**

NO.	TENDER NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENTION AMOUNT	VAT NR	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
1	SCM3/2020/21	INFRASTRUCTURE	ELECTRICAL SERVICES	SUPPLY OF INTEGRATED SYSTEM SIMULATION AND ANALYSIS SOFTWARE	DIGSILENT BUYISA PTY LTD	18/20	R114 540,00	R 0,00	IN	T84/2020	2020/07/17	2
2	SCM20/2019/20	INFRASTRUCTURE SERVICES	WATER & SANITATION	WATER TREATMENT ARNISTON, SUIDERSTRAND & SPANJAARDSKLOOF FOR A PERIOD OF 3 YEARS	IKUSASA CHEMICALS PTY LTD	20/20	RATES		IN	T88/2020	2020/08/05	1
3	SCM41/2019/20	FINANCE & ICT SERVICES	BUDGET & TREASURY	AUCTIONEERING SERVICES FOR A PERIOD OF 3 YEARS	DLADLA AND KHAN AUCTIONEERS	20/20	RATES		IN	T91/2020	2020/08/13	1
4	SCM2/2020/21	FINANCE & ICT SERVICES	REVENUE SERVICES	TRANSPORTATION OF CASH FOR A PERIOD OF 3 YEARS	FIDELITY CASH SOLUTIONS PTY LTD	20/20	R650 890,80		IN	T93/2020	2020/08/26	1
5	SCM5/2020/21	FINANCE & ICT SERVICES	ICT SERVICES	RENTING OF PRINTERS & PHOTOCOPIER MACHINE FOR A PERIOD OF 3 YEARS	NASHUA BREEDEVALLEY	0/20	R4 757 067,00		IN	T94/2020	2020/08/26	0
6	SCM8/2020/21	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	THE UPGRADING OF RDP ROADS AND STORMWATER IN BREDASDORP PHASE 3	JVZ CONSTRUCTION PTY LTD	20/20	R5 889 674,81		IN	T95/2020	2020/08/26	1
7	SCM12/2020/21	MANAGEMENT SERVICES	PUBLIC SERVICES	SUPPLY, DELIVERY & INSTALLATION OF OUTDOOR GYM EQUIPMENT IN BREDASDORP	GERTSE PROJECTS	20/20	R243 546,00		IN	T99/2020	2020/09/02	1
8	SCM4/2020/21	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	SUPPLY OF SINGLE AND DUAL VARIABLE SPEED DRIVE MOTOR AND PUMP CONTROL PANLES FOR A PERIOD OF 3 YEARS	BARLEDA 690 CC T/ ME GLOBAL INC	20/20	R1 146 910,42		IN	T105/2020	2020/09/09	1
9	SCM7/2020/21	INFRASTRUCTURE SERVICES	WATER & SANITATION	THE UPGRADING OF L'AGULHAS WATER PIPELINE	MEYER BETON	18/20	R1 061 239,66		IN	T106/2020	2020/09/09	2
10	SCM9/2020/21	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	SUPPLY, INSTALL & COMMISSION OF 10 STANDBY GENERATORS	UKHETO PROJECTS PTY LTD	18/20	R2 348 180,40		IN	T107/2020	2020/09/09	2
11	SCM10/2020/21	MANAGEMENT SERVICES	SOCIAL DEVELOPMENT	PROVISION OF SECURITY SERVICES AT THE THUSONG CENTRE & OTHER MUNICIPAL BUILDINGS FOR A PERIOD OF 3 YEARS	BREDASDORP ARMED RESPONSE	20/20	R1 152 576,00		IN	T108/2020	2020/09/09	1
12	SCM11/2020/21	MANAGEMENT SERVICES	PUBLIC SERVICES	CONSTRUCT NEW 63MM WATERPIPELINE & CONNECTIONS FOR IRRIGATION SYSTEMS & INSTALL ROLL ON LAWN AT THE NAPIER SOCCER FIELD	LUCOR CONSTRUCTION	12/20	R518 980,33		IN	T109/2020	2020/09/09	4
7	SCM1/2020/21	FINANCE & ICT SERVICES	REVENUE SERVICES	PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR A PERIOD OF 3 YEARS	CAB HOLDINGS	18/20	R590 908,00		IN	T111/2020	2020/09/16	2
							R 18 474 513,42	R 0,00				

NO.	TENDER NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	VAT NR	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
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												
	SCM27/2019/20	INFRASTRUCTURE SERVICES	WATER & SEWERAGE	THE REPLACEMENT OF EXISTING PIPE SYSTEMS IN BREDASDORP 10 % CONTINGENCIES	FUTI CONSTRUCTION	18/20	R 1 093 771,90	R 38 835,04		T86/2020	2020/07/17	2
	SCM15/2019/20	INFRASTRUCTURE SERVICES	STREETS & STORMWATER	THE CONSTRUCTION OF WATER & ROAD SERVICES FOR LIGHT INDUSTRIAL ERVEN IN STRUISBAAI T136/2019	CAPE AGULHAS CIVILS CC	14/20	R 1 671 007,50	R 334 201,89	IN	T100/2020	2020/09/02	3
							R 0,00	R 373 036,93				4
FORMEEL GESKREWE KWOTASIES / FORMAL WRITTEN QUOTATIONS												
1	Q2/2020/21	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	SUPPLY, INSTALL & COMMISSION OF QUALITY SUPPLY METERS	CT LAB PTY LTD	0/20	R63 825,00		IN	T90/2020	2020/08/13	0
2	Q5/2020/21	OFFICE OF THE MUNICIPAL MANAGER	HUMAN RESOURCES	PROVISION OF PROFESSIONAL CONSULTANT FOR THE APPOINTMENT PROCESS OF A MUNICIPAL MANAGER	ROY STEELE & ASSOCIATES CC	12/20	R38 330,00		IN	T96/2020	2020/08/26	4
3	Q3/2020/21	MANAGEMENT SERVICES	PUBLIC SERVICES	SUPPLY & INSTALL OF 2 X 20M X 5M GOALPOST	PERFECT BOUNCE CONSULTANTS	18/20	R41 262,00		IN	T98/2020	2020/09/02	2
4	Q1/2020/21	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	SUPPLY & DELIVERY OF 1000L TOW BEHIND DIESEL BOWSER/TRAILER	GINC INVESTMENTS PTY LTD	20/20	R80 000,00		IN	T102/2020	2020/09/09	1
5	Q4/2020/21	MANAGEMENT SERVICES	PUBLIC SERVICES	SUPPLY & DELIVERY OF RIDE ON LAWNMOWER	TURF CUTTERS	0/20	R141 300,00		IN	T103/2020	2020/09/09	0
6	Q6/2020/21	INFRASTRUCTURE SERVICES	SOLID WASTE	REPAIR THE OFF-LOADING AREA AT THE NAPIER DROP-OFF	LIKO CONSTRUCTION CC	20/20	R76 863,00		IN	T104/2020	2020/09/09	1
5	Q7/2020/21	FINANCE & ICT SERVICES	ICT SERVICES	SUPPLY & DELIVERY OF NETWORK EQUIPMENT	DFA SOLUTIONS	20/20	R55 775,00		IN	T113/2020/	2020/09/23	1
							R 497 355,00	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 1<sup>st</sup> quarter of the 2020/21 financial year:

Number of deviations	Value of deviations
Deviations for amounts below R30 000:	
11	R201 405.00
Deviations for amounts above R30 000:	
2	R85 267.33
Deviations for amounts above R200 000:	
0	R0.00

Table 7.: Summary of deviations 1<sup>st</sup> quarter of 2020/21

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))	JUL	AUG	SEP	1st Quarter – 1 July – 30 September 2020
<b>Deviations below R30 000</b>	Deviations below R30 000			
36 (1) (a) (i): Emergency	R -	R -	R -	R0,00
36 (1) (a) (ii): Sole Provider	R -	R -	R 29 900,00	R29 900,00
36 (1) (a) (iii): Special Works of art	R -	R -	R -	R0,00
36 (1) (a) (iv): Animals for zoos	R -	R -	R -	R0,00
36 (1) (a) (v): Impractical or Impossible	R 86 160,00	R 45 155,00	R 40 190,00	R171 505,00
<b>BELOW R30 000</b>	<b>R 86 160,00</b>	<b>R 45 155,00</b>	<b>R 70 090,00</b>	<b>R201 405,00</b>
<b>Deviations above R30 000</b>	Deviations above R30 000			
36 (1) (a) (i): Emergency	R 42 366,00	R -	R 42 901,33	R85 267,33
36 (1) (a) (ii): Sole Provider	R -	R -	R -	R0,00
36 (1) (a) (iii): Special Works of art	R -	R -	R -	R0,00
36 (1) (a) (iv): Animals for zoos	R -	R -	R -	R0,00
36 (1) (a) (v): Impractical or Impossible	R -	R -	R -	R0,00
<b>ABOVE R30 000</b>	<b>R 42 366,00</b>	<b>R -</b>	<b>R 42 901,33</b>	<b>R85 267,33</b>
<b>Deviations above R200 000</b>	Deviations above R200 000			
36 (1) (a) (i): Emergency	R -	R -	R -	R0,00
36 (1) (a) (ii): Sole Provider	R -	R -	R -	R0,00
36 (1) (a) (iii): Special Works of art	R -	R -	R -	R0,00
36 (1) (a) (iv): Animals for zoos	R -	R -	R -	R0,00
36 (1) (a) (v): Impractical or Impossible	R -	R -	R -	R0,00
<b>ABOVE R200 000</b>	<b>R -</b>	<b>R -</b>	<b>R -</b>	<b>R0,00</b>
<b>TOTAL SUMMARISED DEVIATIONS:</b>				
36 (1) (a) (i): Emergency	R 42 366,00	R -	R 42 901,33	R85 267,33
36 (1) (a) (ii): Sole Provider	R -	R -	R 29 900,00	R29 900,00
36 (1) (a) (iii): Special Works of art	R -	R -	R -	R0,00
36 (1) (a) (iv): Animals for zoos	R -	R -	R -	R0,00
36 (1) (a) (v): Impractical or Impossible	R 86 160,00	R 45 155,00	R 40 190,00	R171 505,00
<b>TOTAL AMOUNT OF DEVIATIONS APPROVED</b>	<b>R128 526,00</b>	<b>R45 155,00</b>	<b>R112 991,33</b>	<b>R286 672,33</b>

Table 8.: Summary of deviations for 1<sup>st</sup> quarter of 2020/21

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 2018/19	YTD 2019/20	YTD 2020/21
36 (1) (a) (i): Emergency	R12 046,25	R45 336,71	R0,00
36 (1) (a) (ii): Sole Provider	R300 592,55	R48 724,25	R29 900,00
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	R269 997,67	R214 025,38	R171 505,00
<b>BELOW R30 000</b>	<b>R582 636,47</b>	<b>R308 086,34</b>	<b>R201 405,00</b>
Deviations above R30 000			
36 (1) (a) (i): Emergency	R568 603,47	R363 266,45	R85 267,33
36 (1) (a) (ii): Sole Provider	R576 754,67	R0,00	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	R689 278,80	R752 848,73	R0,00
<b>ABOVE R30 000</b>	<b>R1 834 636,94</b>	<b>R1 116 115,18</b>	<b>R85 267,33</b>
Deviations above R200 000			
36 (1) (a) (i): Emergency	R0,00	R1 853 669,75	R0,00
36 (1) (a) (ii): Sole Provider	R287 500,00	R0,00	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>R287 500,00</b>	<b>R1 853 669,75</b>	<b>R0,00</b>
<b>TOTAL SUMMARISED DEVIATIONS:</b>			
36 (1) (a) (i): Emergency	R580 649,72	R2 262 272,91	R85 267,33
36 (1) (a) (ii): Sole Provider	R1 164 847,22	R48 724,25	R29 900,00
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	R959 276,47	R966 874,11	R171 505,00
<b>TOTAL AMOUNT OF DEVIATIONS APPROVED</b>	<b>R2 704 773,41</b>	<b>R3 277 871,27</b>	<b>R286 672,33</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 1<sup>st</sup> quarter of the 2020/21 financial year.

Contract Identifier	Commodity Description	Supplier	BEE Status	Source Method	Contract Value	Lowest Acceptable Bid Value	Premium Paid Value	Expansion Value
T84/2020	SUPPLY OF INTEGRATED SYSTEM SIMULATION AND ANALYSIS SOFTWARE - <u>SCM3/2020/21</u>	DIGSILENT BUYISA PTY LTD	Level 2	Competitive Bids	R 114 540,00	R 114 540,00	-	-
T93/2020	TRANSPORTATION OF CASH FOR A PERIOD OF 3 YEARS - <u>SCM2/2020/21</u>	FIDELITY CASH SOLUTIONS PTY LTD	Level 1	Competitive Bids	R 650 890,80	R 650 890,80	-	-
T94/2020	RENTING OF PRINTERS & PHOTOCOPIER MACHINES FOR A PERIOD OF 3 YEARS - <u>SCM5/2020/21</u>	NASHUA BREEDEVALLEY	Non-Compliant Contributor	Competitive Bids	R 4 757 067,00	R 4 757 067,00	-	-
T99/2020	SUPPLY, DELIVERY & INSTALLATION OF OUTDOOR GYM EQUIPMENT IN BREDASDORP ( <u>SCM12/2020/21</u> )	GERTSEES PROJECTS	Level 1	Competitive Bids	R 243 546,00	R 243 546,00	-	-



Contract Identifier	Commodity Description	Supplier	BEE Status	Source Method	Contract Value	Lowest Acceptable Bid Value	Premium Paid Value	Expansion Value
T105/2020	SUPPLY OF SINGLE AND DUAL VARIABLE SPEED DRIVE MOTOR AND PUMP CONTROL PANLES FOR A PERIOD OF 3 YEARS. (SCM14/2020/21)	BARLEDA 690 CC TIA ME GLOBAL INC	Level 1	Competitive Bids	R 1 146 910,42	R 1 146 910,42	-	-
T106/2020	THE UPGRADING OF L'AGULHAS WATER PIPELINE (SCM7/2020/21)	MEYER BETON	Level 1	Competitive Bids	R 1 061 239,66	R 1 061 239,66	-	-
T107/2020	SUPPLY, INSTALL & COMMISSION OF 10 STANDBY GENERATORS (SCM9/2020/21)	UKHETO PROJECTS PTY LTD	Level 2	Competitive Bids	R 2 348 180,40	R 2 348 180,40	-	-
T108/2020	PROVISION OF SECURITY SERVICES AT THE THUSONG CENTRE & OTHER MUNICIPAL BUILDINGS FOR A PERIOD OF 3 YEARS. (SCM10/2020/21)	BREDASDORP ARMED RESPONSE	Level 1	Competitive Bids	R 1 152 576,00	R 1 152 576,00	-	-
T109/2020	CONSTRUCT NEW 63MM WATERPIPELINE & CONNECTIONS FOR IRRIGATION SYSTEMS & INSTALL ROLL ON LAWN AT THE NAPIER SOCCER FIELD (SCM11/2020/21)	LUCOR CONSTRUCTION	Level 4	Competitive Bids	R 518 980,33	R 518 980,33	-	-
T111/2020	PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR A PERIOD OF 3 YEARS (SCM1/2020/21)	CAB HOLDINGS	Level 2	Competitive Bids	R 590 908,00	R 590 908,00	-	-
T103/2020	SUPPLY & DELIVERY OF RIDE ON LAWNMOWER (Q4/2020/21)	TURF CUTTERS	Non-Compliant Contributor	Formal Written Quotation	R 141 300,00	R 141 300,00	-	-
<b>Total</b>					<b>R 12 726 138,61</b>	<b>R 12 726 138,61</b>	<b>-</b>	<b>-</b>

Table 10.: Reporting on bids above R100 000

Detailed Report				
BEE Level	Total Contracts	Total Current Contract Value	Total Lowest Acceptable Bid Value	Total Premium Paid Value
Level 1	5	R 3 718 812,08	R 3 718 812,08	-
Level 2	3	R 3 589 979,20	R 3 589 979,20	-
Level 4	1	R 518 980,33	R 518 980,33	-
Non-Compliant Contributor	2	R 4 898 367,00	R 4 898 367,00	-
<b>Total</b>	<b>11</b>	<b>R 12 726 138,61</b>	<b>R 12 726 138,61</b>	<b>-</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 **30 September 2020**, the value of stock at the municipal stores amounted to:

	OPENING VALUE	PURCHASES VALUE	ISSUES VALUE	BALANCE VALUE
Store A – Bredasdorp Stores	R 1 557 997,46	R 440 076,89	-R 259 064,47	R 1 739 009,88
Store B – Electrical Stores	R 102 375,00	R 0,00	R 0,00	R 102 375,00
Store C – Struisbaai Stores	R 148 376,33	R 36 732,57	-R 40 133,48	R 144 975,42
Total value of stock	R 1 808 748,79	R 476 809,46	-R 299 197,95	R 1 986 360,30

Table 12.: Stock value as at 30 September 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 2020/21 financial year.

REQUISITION ORDER TOTALS		
for the period from 7/1/2020 to 9/30/2020		
Estimated Value Interval (R)	Total Count of Requisitions	Total Amount (R) of Requisition Orders
0 - 200	20	3 955,00
201 - 2000	314	364 851,33
2001 - 30 000	216	2 824 982,56
30 001 - 100 000	40	2 358 145,56
100 001 - 200 000	18	2 296 472,75
200 001 and up	11	8 610 635,80

Requisitions per Department	July 2020		August 2020		September 2020		YTD Summary	
	Total No	Total Value	Total No	Total Value	Total No	Total Value	Total No	Total Value
Finance and IT Management	17	R519 140,70	30	R1 054 368,72	39	R555 522,30	86	R2 129 031,72
Infrastructure Services	40	R3 879 562,97	70	R3 210 877,71	127	R4 112 400,12	237	R11 202 840,80
Management Services	46	R204 858,67	85	R278 228,42	115	R1 255 792,55	246	R1 738 879,64
Office of the MM: Administration	2	R40 160,00	0		5	R8 219,43	7	R48 379,43
Office of the MM: Council and Executive Administration	2	R46 188,11	3	R12 583,80	5	R14 475,00	10	R73 246,91
Office of the MM: HR and Organisational Development	1	R16 520,00	6	R25 136,50	8	R410 224,89	15	R451 881,39
Office of the MM: Socio and Economic Services	3	R46 240,00	6	R27 292,64	9	R56 737,25	18	R130 269,89
Office of the MM: Strategic and Risk Compliance Services	7	R22 330,11	14	R23 365,47	16	R25 864,30	37	R71 559,88
<b>Totals</b>	<b>118</b>	<b>R4 775 000,56</b>	<b>214</b>	<b>R4 631 853,26</b>	<b>324</b>	<b>R6 439 235,84</b>	<b>656</b>	<b>R15 846 089,66</b>

REQUISITION STATISTICS								
All Requests	July 2020		August 2020		September 2020		YTD Summary	
Description	Total No	Total Value	Total No	Total Value	Total No	Total Value	Total No	Total Value
Orders Processed	118	R4 775 000,56	206	R4 604 207,77	293	R6 098 679,99	617	R15 477 888,32
Requests Processed	118	R4 775 000,56	210	R4 627 080,76	302	R6 141 466,06	630	R15 543 547,38
Requests/Orders Cancelled	0		0		3	R7 472,70	3	R7 472,70

Top 10 Commodities per Area

CAPE AGULHAS AREA		
Family Name	Total Spent	Qty Required
Heavy construction services	<u>550437,58</u>	4
Heavy construction machinery and equipment	<u>500308,73</u>	287
Thoroughfares	<u>134005,05</u>	1
Nonresidential building construction services	<u>120182,25</u>	87
Security surveillance and detection	<u>118384,71</u>	93
Concrete and cement and plaster	<u>112297,22</u>	269
Earth and stone	<u>109592,47</u>	693
Plastic and chemical industries	<u>84978,79</u>	91
Developmental and professional teaching aids and materials and accessories and supplies	<u>77564,99</u>	9,88
Security and personal safety	<u>72277,5</u>	9
<b>TOTAL</b>	<b>1 880 029,29</b>	<b>1543,88</b>

OVERBERG DISTRICT AREA		
Family Name	Total Spent	Qty Required
Nonresidential building construction services	<u>252425</u>	481
Exterior finishing materials	<u>29946</u>	1
Heating and ventilation and air circulation	<u>21346,07</u>	2
Utilities	<u>19250</u>	1
Computer Equipment and Accessories	<u>17530</u>	5
Communications Devices and Accessories	<u>16335</u>	5
Advertising	<u>15978</u>	27
Refuse disposal and treatment	<u>12000</u>	2
Structural components and basic shapes	<u>2476,64</u>	20
Fabrics and leather materials	<u>1960</u>	1
<b>TOTAL</b>	<b>389 246,71</b>	<b>545</b>

WESTERN CAPE AREA		
Family Name	Total Spent	Qty Required
Nonresidential building construction services	<u>4174502,5</u>	762
Personal safety and protection	<u>599768,6</u>	2995
Utilities	<u>285199,3</u>	13714
Building and facility maintenance and repair services	<u>225366,15</u>	2440
Hand tools	<u>212986,89</u>	184
Computer Equipment and Accessories	<u>206018,06</u>	38
Vocational training	<u>166882,5</u>	2
Measuring and observing and testing instruments	<u>166010,7</u>	330
Electrical wire and cable and harness	<u>155025,75</u>	1000
Permanent buildings and structures	<u>152497,03</u>	2
<b>TOTAL</b>	<b>6 344 257,48</b>	<b>21467</b>

OTHER: COUNTRY WIDE		
Family Name	Total Spent	Qty Required
Motor vehicles	<u>1741377,54</u>	1
Measuring and observing and testing instruments	<u>691264,4</u>	2215
Oil and gas drilling and exploration equipment	<u>662038,9</u>	1
Machinery and transport equipment manufacture	<u>468998,87</u>	2
Computer Equipment and Accessories	<u>245656,16</u>	35
Manufacturing technologies	<u>230000</u>	1
Computer services	<u>215850,4</u>	2
Software	<u>162489,29</u>	2
Electrical wire and cable and harness	<u>140514,11</u>	1001
Data Voice or Multimedia Network Equipment or Platforms and Accessories	<u>84703,25</u>	5
<b>TOTAL</b>	<b>4 642 892,92</b>	<b>3265</b>

Table 13.: Summary of Procurement Stats

Item Description	UOM	Quantity	Unit Price	Total Price
<b>349482 DECONTAMINATION OF MUNICIPAL BUILDINGS</b>		<b>WESSEL MARTHINUS VAN ZYL</b>		<b>2020-07-31</b>
DECONTAMINATION OF MUNICIPAL BUILDINGS 6-11 July 2020	Each	1.00	14400.00	14400.00
<b>350549 SR 420 MIST BLOWER</b>		<b>GOLD SPOT TRADING</b>		<b>2020-07-31</b>
SR 420 MIST BLOWER	Each	1.00	7550.50	7550.50
<b>351050 ONTSMETTING VAN MUNISIPALE GEBOUE COVIC 19 3-7 AUGUSTUS 2020</b>		<b>WESSEL MARTHINUS VAN ZYL</b>		<b>2020-08-17</b>
ONTSMETTING VAN MUNISIPALE GEBOUE COVIC 19 3-7 AUGUSTUS 2020	Each	1.00	14880.00	14880.00
<b>351286 0102061 Sneeze Screen vir Hoofgebou en Nedbank ontvangs</b>		<b>BREDA HARDWARE</b>		<b>2020-08-17</b>
0102061 Sneeze Screen vir Hoofgebou en Nedbank ontvangs	Each	3.00	518.60	1555.80
<b>351378 STOCK REPLENISHMENT</b>		<b>STARTUNE</b>		<b>2020-08-14</b>
HYGIENE INSTANT HAND SANITIZER 5L	Each	60.00	240.64	14438.40
<b>352066 Perspex protective screens for reception (main building &amp; nedbank)</b>		<b>LAETITIA DE WET</b>		<b>2020-08-18</b>
Perspex protective screens for reception (main building & nedbank)	Each	3.00	598.00	1794.00
<b>352169 infrared thermometers non-contact digital</b>		<b>ORIMIL GENERAL TRADING</b>		<b>2020-08-19</b>
infrared thermometers	Each	15.00	1050.00	15750.00
<b>352169 infrared thermometers non-contact digital</b>		<b>ORIMIL GENERAL TRADING</b>		<b>2020-08-19</b>
Transport	Each	1.00	500.00	500.00
<b>352183 PROTECTIVE SCREENS</b>		<b>LAETITIA DE WET</b>		<b>2020-08-19</b>
1000 X 600MM (3MM CLEAR PERSPEX) PROTECTIVE SCREENS	Each	2.00	598.00	1196.00
<b>352891 Star Signs</b>		<b>LAETITIA DE WET</b>		<b>2020-08-26</b>
1000 X 600m protective screens	Each	9.00	586.50	5278.50
<b>353030 black steel sanitizer station foot pedal</b>		<b>SILVER SOLUTIONS 3212</b>		<b>2020-09-04</b>
910 mm high black steel sanitizer station	Each	9.00	747.50	6727.50
<b>353728 ONTSMETTING VAN KANTORE</b>		<b>WESSEL MARTHINUS VAN ZYL</b>		<b>2020-09-02</b>
ONTSMETTING VAN MUNISIPALE GEBOUE - 19 TOT 24 AUGUSTUS 2020	Each	43.00	480.00	20640.00
<b>354454 MASKS DUST FFP1</b>		<b>VENTISPOT</b>		<b>2020-09-03</b>
MASKS DUST FFP1	Box	1.00	579.95	579.95
<b>354866 PROTECTIVE SCREENS 100 X 600MM</b>		<b>LAETITIA DE WET</b>		<b>2020-09-08</b>
PROTECTIVE SCREENS 100 X 600MM	Each	15.00	598.00	8970.00
<b>355102 STOCK REPLENISHMENT - THERMOMETERS &amp; GERM DEO SURFACE SANITIZER</b>		<b>STARTUNE</b>		<b>2020-09-08</b>
DIGITAL BODY THERMOMETER INFRARED NON CONTACT	Each	10.00	528.94	5289.40
<b>355102 STOCK REPLENISHMENT - THERMOMETERS &amp; GERM DEO SURFACE SANITIZER</b>		<b>STARTUNE</b>		<b>2020-09-08</b>
HYGIENE GERMDEO CONCENTRATED DETERGENT (5L)	Each	30.00	64.69	1940.70

Item Description	UOM	Quantity	Unit Price	Total Price
355602 Protective Screens 1000 x 600 mm - Star Signs		LAETITIA DE WET		2020-09-14
Protective Screens 1000 x 600 mm - Star Signs	Each	3.00	598.00	1794.00

Table 14.: COVID Related Requisitions

### 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 SEPTEMBER 2020
1	3 QUOTES		DIEDERICKS CONSTRUCTION	BROTHER OF CAM OFFICIAL MR. J DIEDERICKS	MR. J DIEDERICKS	R 2 500.00
						R2 500.00

Table 15.: 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	R1 140 094,55
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 24 320,00
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 3 040,00
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)		R128 670,74
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	R93 725,00
						R 1 389 850,29

Table 16.: 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.

### 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)

### 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.

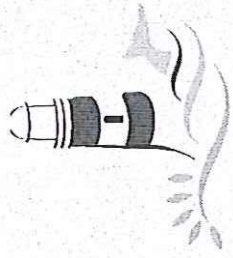
It is hereby certified that the above information is correct.

  
.....  
RJ SEFOOR  
MANAGER SCM  
Date: 5.10.2020

  
.....  
DGI O'NEILL  
MUNICIPAL MANAGER  
Date: 06/10/2020

  
.....  
PJ VAN BILJON  
DIRECTOR: FINANCIAL SERVICES  
Date: 05/10/2020

  
.....  
P.J. SWART  
EXECUTIVE MAYOR  
Date: 06/10/2020



KAAP AGULHAS MUNICIPALITEIT  
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**

5/27 Reports

PERIOD: 1 JULY 2020 – 30 SEPTEMBER 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	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 27 August 2020
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 27 August 2020
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 – 25 February 2020</li> <li>• 3<sup>rd</sup> quarter - 28 July 2020</li> <li>• 4<sup>th</sup> quarter – 27 August 2020</li> </ul>
7(1)	Establish a supply chain management unit.	Municipal Council	Chief Financial Officer	YES	2 x Stores officials, 5 SCM Officials, 1 Finance Intern
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)j	Record the reasons for not obtaining at least three formal written price quotations.	Accounting Officer	Chief Financial Officer		
17(1)(c)ji	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	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> <p>(i) in an emergency;</p> <p>(ii) if such goods or services are produced or available from a single provider only;</p> <p>(iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile;</p> <p>(iv) acquisition of animals or zoos; or</p> <p>(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes.</p>	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> <p>(a) the product or service offered is a demonstrably or proven unique innovative concept;</p> <p>(b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality;</p> <p>(c) the person who made the bid is the sole provider of the product or service; and</p> <p>(d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.</p>	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 n/a
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	
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	IMPLE- MENTED	COMMENTS
40(1)	<p>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

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-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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	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 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	