

Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

QUARTERLY REPORT: SUPPLY CHAIN MANAGEMENT

**2nd QUARTER: 1 OCTOBER 2020 - 30
DECEMBER 2020**

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

Member	Percentage attendance
H Van Biljon (Director: Finance & ITC Services)	66.67%
S Stanley (Manager: Budget & Treasury Office)	83.33%
H Kröhn Director: Management Services)	66.67%
A Jacobs (Director: Infrastructure Services)	83.33%
N Mhlati-Musewe (Div. Head: Human Resources)	33.33%
T Stone (Div. Head: Strategic, Planning & Administration Services)	66.67%
R Seffoor (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 2nd quarter of the 2020/21 financial year

The following awards were made by the BAC.

AWARDS	1 st Quarter 1 July – 30 September 2020		2 nd Quarter 1 October – 31 December 2020		Year to Date 1 July 2020 – 30 June 2021	
	Number	Amount	Number	Amount	Number	Amount
Competitive Bids	12	R 17 883 605,42	3	R 5 958 160,00	15	R 23 841 765,42
Formal Written Quotations	7	R 497 355,00	6	R 425 034,63	13	R 922 389,63
Deviation In Terms Of Part 18.6.3 Of The SCMPOS	0	R 0,00	0	R 0,00	0	R 0,00
Sale Of Erven	0	R 0,00	0	R 0,00	0	R 0,00
Extensions / Amendment Of Contracts In Terms Of Part 20.14 Of The SCMPOS	2	R 373 036,93	1	R 493 418,14	3	R 866 455,07
Procurement In Terms Scm Regulation 32	0	R 0,00	0	R 0,00	0	R 0,00
Number of Disputes, Complaints, Enquiries and Objections Received	1		3		4	

Table 5.: Awards for the 2nd quarter of 2020/21

**KWARTAAL VERSLAG IN TERME VAN SCM REGULASIE 5(4) OKTOBER 2020- DESEMBER 2020 / REPORT IN TERMS OF SCM REGULATION 5(4) - OCTOBER 2020- DECEMBER 2020
TENDERS EN FORMEEL GESKEWE 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	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	VAT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
TENDERS												
1	SCM15/2020/21	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	REPAIR OF ROAD SURFACES IN BREDASDORP, STRUISBAAL, ARNISTON & NAPIER	CAPE AGULHAS CIVILS CC	18/20	RATES	R 0,00	IN	T121/2020	2020/10/28	2
2	SCM13/2020/21	INFRASTRUCTURE SERVICES	SOLID WASTE	APPOINTMENT OF SERVICE PROVIDER FOR THE CHIPPING OF GREEN WASTE FOR A PERIOD OF 3 YEARS	DE GROOT & DE GROOT BK T/A CORONA LANDSCAPING	12/20	R1.059.160,00	R 0,00	IN	T124/2020	2020/10/28	4
3	SCM6/2020/21	FINANCE & ICT SERVICES	REVENUE SERVICES	DEBT COLLECTION FOR A PERIOD OF 3 YEARS	KRUGER & BLIGNAUT ATTORNEYS	0/20	R4.899.000,00	R 0,00	IN	T127/2020	2020/11/04	0
SALE OF ERVEN												
1				NONE				R 0,00				
tender in terme van scm regulasie 32 / procurement in terms scm regulation 32												
				NONE				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				
uitbreiding van kontrak in terme van SCMPOS Part 20.14 & mfma circular 62 / extension of contract in terms of SCMPOS Part 20.14												
	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	R 493.418,14		T137/2020	2020/11/26	1
							R 0,00	R 493.418,14				

NO.	TENDER NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	EXTENSION AMOUNT	VAT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
FORMEEL GESKREWE KWOTASIES / FORMAL WRITTEN QUOTATIONS												
1	Q10/2020/21	STRATEGIC SERVICES FINANCE & ICT SERVICES MANAGEMENT SERVICES MANAGEMENT SERVICES MANAGEMENT SERVICES INFRASTRUCTURE SERVICES MANAGEMENT SERVICES	ADMINISTRATION REVENUE SERVICES Protection Services Housing Public Services Building Control Library	SUPPLY & DELIVERY OF OFFICE FURNITURE	CAPE SEATING MANUFACTURERS CC	20/20	R 175 409,50	R 0,00	IN	T117/2020	2020/10/14	1
2	Q92020/21	INFRASTRUCTURE SERVICES	SOLID WASTE	APPOINTMENT OF SERVICE PROVIDER TO PERFORM EXTERNAL AUDITS OF LANDFILL SITES AND DROP OFFS & ANNUAL REPORT	JG AFRIKA PTY LTD	20/20	R 57 922,63	R 0,00	IN	T120/2020	2020/10/28	1
3	Q8/2020/21	MANAGEMENT SERVICES	Public Services	SUPPLY & DELIVERY OF BLOWER MOWER & SLASHER	ONE SOURCE SUPPLIERS AND CONSTRUCTION	20/20	R 49 500,00		IN	T122/2020	2020/10/28	1
	Q8/2020/21			SUPPLY & DELIVERY OF BLOWER MOWER & SLASHER	ONE SOURCE SUPPLIERS AND CONSTRUCTION	20/20	R 49 500,00		IN	T123/2020	2020/10/28	1
4	Q11/2020/21	STRATEGIC, PLANNING & ADMIN	TOWN PLANNING	PROPOSED SUBDIVISION & REZONING A PORTION OF ERF 1148 BREDASDORP	WRIGHT APPROACH INVESTMENTS 136 CC T/A WRIGHT APPROACH CONSULTANCY (WRAP)	12/20	R 58 777,50		IN	T128/2020	2020/11/04	4
5	Q16/2020/21	OFFICE OF THE MM	STRATEGIC SERVICES	FACILITATION OF STRATEGIC SESSION AND DEVELOPMENT OF SHORTTERM IMPLEMENTATION PLAN	ULTIMATE PROCUREMENT SOLUTIONS	20/20	R 33 925,00	R 0,00	IN	T139/2020	2020/12/07	1
							R 425 034,63	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 2nd quarter of the 2020/21 financial year:

Number of deviations	Value of deviations
Deviations for amounts below R30 000:	
8	R41 848.38
Deviations for amounts above R30 000:	
2	R128 842.00
Deviations for amounts above R200 000:	
0	R0.00

Table 7.: Summary of deviations 2nd quarter of 2020/21

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020
Deviations below R30 000			
36 (1) (a) (i): Emergency	R -	R -	R -
36 (1) (a) (ii): Sole Provider	R -	R -	R -
36 (1) (a) (iii): Special Works of art	R -	R -	R -
36 (1) (a) (iv): Animals for zoos	R -	R -	R -
36 (1) (a) (v): Impractical or Impossible	R 6 720,00	R 16 100,00	R 19 028,38
BELOW R30 000	R 6 720,00	R 16 100,00	R 19 028,38
Deviations above R30 000			
36 (1) (a) (i): Emergency	R -	R -	R -
36 (1) (a) (ii): Sole Provider	R -	R -	R -
36 (1) (a) (iii): Special Works of art	R -	R -	R -
36 (1) (a) (iv): Animals for zoos	R -	R -	R -
36 (1) (a) (v): Impractical or Impossible	R 92 000,00	R 36 842,00	R -
ABOVE R30 000	R 92 000,00	R 36 842,00	R -
Deviations above R200 000			
36 (1) (a) (i): Emergency	R -	R -	R -
36 (1) (a) (ii): Sole Provider	R -	R -	R -
36 (1) (a) (iii): Special Works of art	R -	R -	R -
36 (1) (a) (iv): Animals for zoos	R -	R -	R -
36 (1) (a) (v): Impractical or Impossible	R -	R -	R -
ABOVE R200 000	R -	R -	R -
TOTAL SUMMARISED DEVIATIONS:			
36 (1) (a) (i): Emergency	R -	R -	R -
36 (1) (a) (ii): Sole Provider	R -	R -	R -
36 (1) (a) (iii): Special Works of art	R -	R -	R -
36 (1) (a) (iv): Animals for zoos	R -	R -	R -
36 (1) (a) (v): Impractical or Impossible	R 98 720,00	R 52 942,00	R 19 028,38
TOTAL AMOUNT OF DEVIATIONS APPROVED	R98 720,00	R52 942,00	R19 028,38

Table 8.: Summary of deviations for 2nd quarter of 2020/21

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 10/1/2020 to 12/31/2020		
Estimated Value Interval (R)	Total Count of Requisitions	Total Amount (R) of Requisition Orders
0 - 200	34	4 819,35
201 - 2000	434	485 348,77
2001 - 30 000	339	4 025 472,59
30 001 - 100 000	69	3 962 524,66
100 001 - 200 000	27	3 633 905,33
200 001 and up	23	15 264 900,56

Table 13.: Requisition order Totals

Requisitions per Department	October 2020		November 2020		December 2020		YTD Summary	
	Total No	Total Value	Total No	Total Value	Total No	Total Value	Total No	Total Value
Finance and IT Management	39	R1 586 557,28	27	R589 454,68	15	R135 356,01	81	R2 311 367,97
Infrastructure Services	147	R8 037 876,92	187	R9 277 968,17	118	R5 620 688,44	452	R22 936 533,53
Management Services	147	R577 114,94	107	R990 408,21	62	R244 806,04	316	R1 812 329,19
Office of the MM: Administration	4	R15 429,00	5	R20 852,67	0		9	R36 281,67
Office of the MM: Council and Executive Administration	4	R6 349,00	7	R41 734,59	1	R18 300,00	12	R66 383,59
Office of the MM: HR and Organisational Development	5	R24 548,00	2	R2 392,00	2	R9 568,00	9	R36 508,00
Office of the MM: Socio and Economic Services	7	R63 961,52	15	R178 553,75	4	R40 796,25	26	R283 311,52
Office of the MM: Strategic and Risk Compliance Services	12	R327 746,95	24	R114 508,69	11	R44 100,22	47	R486 355,86
Totals	365	R10 639 583,61	374	R11 215 872,76	213	R6 113 614,96	952	R27 969 071,33

Table 14.: Departmental Requisition Statistics

REQUISITION STATISTICS								
All Requests	October 2020		November 2020		December 2020		YTD Summary	
	Total No	Total Value	Total No	Total Value	Total No	Total Value	Total No	Total Value
Orders Processed	352	R10 206 949,37	367	R11 050 243,76	186	R5 985 875,87	905	R27 243 069,00
Requests Processed	357	R10 244 362,45	373	R11 186 283,26	191	R6 027 489,52	921	R27 458 135,23

Table 15.: Requisition Statistics

Top 10 Commodities per Area

CAPE AGULHAS AREA		
Family Name	Total Spent	Qty Required
Nonresidential building construction services	<u>2727472,43</u>	1086
Heavy construction machinery and equipment	<u>341856,07</u>	291
Heavy construction services	<u>341499,42</u>	30
Earth and stone	<u>309995,84</u>	1800
Transportation repair or maintenance services	<u>245624,68</u>	86,5
Transportation components and systems	<u>192964,75</u>	195
Thoroughfares	<u>101254,35</u>	5
Specialized trade construction and maintenance services	<u>97939,6</u>	2028,5
Pipe piping and pipe fittings	<u>78061,01</u>	135
Security surveillance and detection	<u>72827,99</u>	181
TOTAL	4 509 496,14	5838

OVERBERG DISTRICT AREA		
Family Name	Total Spent	Qty Required
Nonresidential building construction services	<u>347225</u>	647
Public order and safety	<u>299000</u>	400
Utilities	<u>220652,05</u>	20521
Communications Devices and Accessories	<u>111844,5</u>	31
Minerals and ores and metals	<u>68137,5</u>	15
Agents affecting water and electrolytes	<u>66125</u>	5
Writing and translations	<u>18300</u>	2
Transportation components and systems	<u>11179,49</u>	10
Refuse disposal and treatment	<u>6000</u>	1
Advertising	<u>5715</u>	10
TOTAL	1 154 178,54	21642

WESTERN CAPE AREA		
Family Name	Total Spent	Qty Required
Nonresidential building construction services	<u>5256567,62</u>	209
Heavy construction services	<u>3181727,02</u>	3
Batteries and generators and kinetic power transmission	<u>2263595,54</u>	16
Power generation	<u>513755</u>	1
Thoroughfares	<u>494070,15</u>	2
Pipe piping and pipe fittings	<u>444679,64</u>	88
Containers and storage	<u>382175</u>	1000
Building and facility maintenance and repair services	<u>338646,16</u>	3867
Industrial pumps and compressors	<u>310240,16</u>	33
Computer Equipment and Accessories	<u>302254,85</u>	65
TOTAL	13 487 711,14	5284

OTHER: COUNTRY WIDE		
Family Name	Total Spent	Qty Required
Electrical equipment and components and supplies	<u>949893,27</u>	895
Electrical wire and cable and harness	<u>655295,5</u>	4359
Computer services	<u>122572</u>	17
Security surveillance and detection	<u>112117,16</u>	6
Software	<u>105438,6</u>	7
Data Voice or Multimedia Network Equipment or Platforms and Accessories	<u>105128,4</u>	5
Management advisory services	<u>92000</u>	1
Transportation components and systems	<u>90440,22</u>	78
Laboratory and scientific equipment	<u>64004,4</u>	48
Packaging materials	<u>58213,58</u>	45
TOTAL	2 355 103,13	5461

Table 16.: Top 10 Commodities per Area

COVID Related Requisitions				
361376	PROTECTIVE SCREENS	LAETITIA DE WET	2020-10-28	
Item Description	UOM	Quantity	Unit Price	Total Price
1000 X 600M 3MM PERSPEX PROTECTIVE DESKTOP SCREENS	Each	20.00	563.50	11270.00
361832	STOCK REPLANISHMENT - HAND SANITIZER 5L	STARTUNE	2020-10-23	
Item Description	UOM	Quantity	Unit Price	Total Price
HYGIENE INSTANT HAND SANITIZER 5L	Each	40.00	213.04	8521.60
362942	Clear protective screens - LED Tourism Office November 2020	LAETITIA DE WET	2020-11-17	
Item Description	UOM	Quantity	Unit Price	Total Price
1000 x 600mm 3mm Perspex clear protective screens	Each	9.00	575.00	5175.00
365240	PROTECTIVE SCREENS	LAETITIA DE WET	2020-11-19	
Item Description	UOM	Quantity	Unit Price	Total Price
1000 X 600MM PROTECTIVE SCREENS	Each	2.00	598.00	1196.00
366160	Protective screens 1000 X 600mm	LAETITIA DE WET	2020-12-02	
Item Description	UOM	Quantity	Unit Price	Total Price
Protective screens 1000 X 600mm	Each	2.00	598.00	1196.00
366478	SS COVID Kennisgewingborde	LAETITIA DE WET	2020-11-30	
Item Description	UOM	Quantity	Unit Price	Total Price
COVID Kennisgewingborde	Each	12.00	161.00	1932.00
369531	STOCK REPLANISHMENT - (HAND SANITIZER)	STARTUNE	2020-12-11	
Item Description	UOM	Quantity	Unit Price	Total Price
HYGIENE INSTANT HAND SANITIZER 5L	Each	50.00	267.95	13397.50

Table 17.: COVID-19 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 31 DECEMBER 2020
1	FORMAL WRITTEN QUOTATION	PAVING OF WAENHUISKRANS SPORTSGROUND (RETENTIONS)	DIEDERICKS CONSTRUCTION	BROTHER OF CAM OFFICIAL MR. J DIEDERICKS	MR. J DIEDERICKS	R 6 606,55
2	DIRECT	Pauper Barials	ADONAI FUNERAL HOME	BROTHER OF CAM OFFICIAL MR. D FREDERICKS	MR. D FREDERICKS	R 15 750,00
3	3 QUOTES	SOUND FOR THE STREET MARKET - LED OFFICE	SR LEONARD	SIBLING OF CAM OFFICIAL MS ZABER DE KLERK	MS. ZABER DE KLERK	R 2 000,00
						R 24 356,55

Table 18.: 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, THE CONSTRUCTION OF WATER & ROAD SERVICES FOR LIGHT INDUSTRIAL ERVEN IN STRUISBAAI, REPAIR OF ROAD SURFACES IN BREDASDORP, STRUISBAAI, ARNISTON & NAPIER	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 919 542,71
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 30 835,00
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)	MS. SFA DAVIDS	R206 203,04
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	R261 533,00
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 8 625,00
						R 2 429 778,75

Table 19.: 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 adressed. 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)
- Finance Intern

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.



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RJ SEFOOR

MANAGER SCM

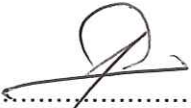
Date: *5/01/2021*



.....
PJ VAN BILJON

DIRECTOR: FINANCIAL SERVICES

Date: *5-01-21*



.....
EO PHILLIPS

MUNICIPAL MANAGER

Date: *5-01-21*



.....
PJ SWART

EXECUTIVE MAYOR

Date: *5-01-21*

CAPE AGULHAS MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT
SECTION 6 OF SCM POLICY: OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF
SCM POLICY

KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

PERIOD: 1 OCTOBER 2020 – 31 DECEMBER 2020

5/27 Reports

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	SCM policy & amendments adopted by council on 8 December 2020.
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 8 December 2020.
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 8 December 2020.
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 8 December 2020.
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 8 December 2020.
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 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"> • 1st quarter – 10 December 2019 • 2nd quarter – 25 February 2020 • 3rd quarter - 28 July 2020 • 4th quarter – 27 August 2020
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)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 and MM
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	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)	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 (ii) notify the accounting officer.	Accounting Officer	Bid Adjudication Committee	YES	Not to be sub-delegated
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

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	IMPLE- MENTED	COMMENTS
36(1)(a)	<p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <ul style="list-style-type: none"> (i) in an emergency; (ii) if such goods or services are produced or available from a single provider only; (iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes. 	Accounting Officer	Chief Financial Officer	YES	reported on monthly to CFO and MM quarterly to Council
36(1)(b)	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties, which are purely of a technical nature.	Accounting Officer	Chief Financial Officer	YES	
36(2)	<p>Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and</p> <p>Report them to the next meeting of the Council and include as a note to the annual financial statements.</p>	Accounting Officer	Chief Financial Officer	YES	
37(2)	<p>Decide to consider an unsolicited bid but only if –</p> <ul style="list-style-type: none"> (a) the product or service offered is a demonstrably or proven unique innovative concept; (b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality; (c) the person who made the bid is the sole provider of the product or service; and (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer. 	Municipal Council	Accounting Officer	YES	
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.	Municipal Council	Accounting Officer	YES	

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
38(1)(d)	Reject any bid from a bidder – (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; (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.	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)	Cancel a contract awarded to a person if – the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or (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.	Accounting Officer	Manager: Supply Chain Management	YES	n/a
38(1)(g)	Reject the bid of any bidder if that bidder or any of its directors – (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system; (ii) has been convicted for fraud or corruption during the last five years; (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 (iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the	Accounting Officer	To all relevant delegates within the SCM unit	YES	n/a

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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&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"> (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset 	Municipal Council		YES	Refer to Land Disposal Policy
40(2) b	<p>Stipulate that –</p> <ul style="list-style-type: none"> (i) Immoveable property may be sold only at market related prices except when public interest or the plight of the poor demands otherwise (ii) movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality (iii) in the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment (iv) in the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic 	Municipal Council		YES	Refer to Land Disposal Policy

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

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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	

