

# Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

## **MONTHLY REPORT SUPPLY CHAIN & FLEET MANAGEMENT 31 DECEMBER 2017**

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## 1. INTRODUCTION

The main objective of supply chain management is to implement a system that is fair; equitable; competitive; transparent; cost-effective to ensure best value for money by applying the highest possible ethical standards; and to promote local economic development.

## 2. BACKGROUND

The Act on Local Government : Municipal Finance Management Act, 2003 , Chapter 11 , the Municipal Supply Chain Management Regulations , as published in the Government Gazette on 30 May 2005 and the Council 's Supply Chain Management Policy as adopted on 30 March 2017 states that several reports must be submitted to the Council , accounting Officer and the Chief Financial officer. In order to create a transparent image to all processes in the Supply Chain Management Division, a full report is submitted to the Council .

## 3. PERSONNEL

### 3.1 Productivity / Efficiency

Attendance trends within the Supply Chain Management Section are summarized as follows:

	Management	Supervisory	Clerical
<b>NUMBER OF MEMBERS</b>	<b>1</b>	<b>3</b>	<b>8</b>
Annual Leave	8	4	19
Sick Leave	2	0	2
Courses / Seminar	0	0	0
Overtime	0	0	0
Meetings	0	0	0
Family Responsibility Leave	0	0	0
Study	0	0	0
Maternity Leave	0	0	0
Union Matters	0	0	0
Absent	0	0	0
Special Annual Leave	2	6	17
No. of Workdays Attended	8	50	122
Total Workdays	20	60	160
Percentage attendance per Group	40%	83%	76%
Average	67%		

	Management	Supervisory	Clerical
<b>NUMBER OF MEMBERS</b>	<b>1</b>	<b>3</b>	<b>8</b>
Approved Overtime	0	0	0:32
Overtime x 1.5	0	0	0
Overtime x 2,0	0	0	0:32
Unapproved Overtime	9:05	13:85	20:17
Standby Allowance	0	0	0
Total No. of Overtime hours	9:05	13:85	20:49
Total Normal Workhours	54:35	357:60	883:44



### 3.2 Training & Development

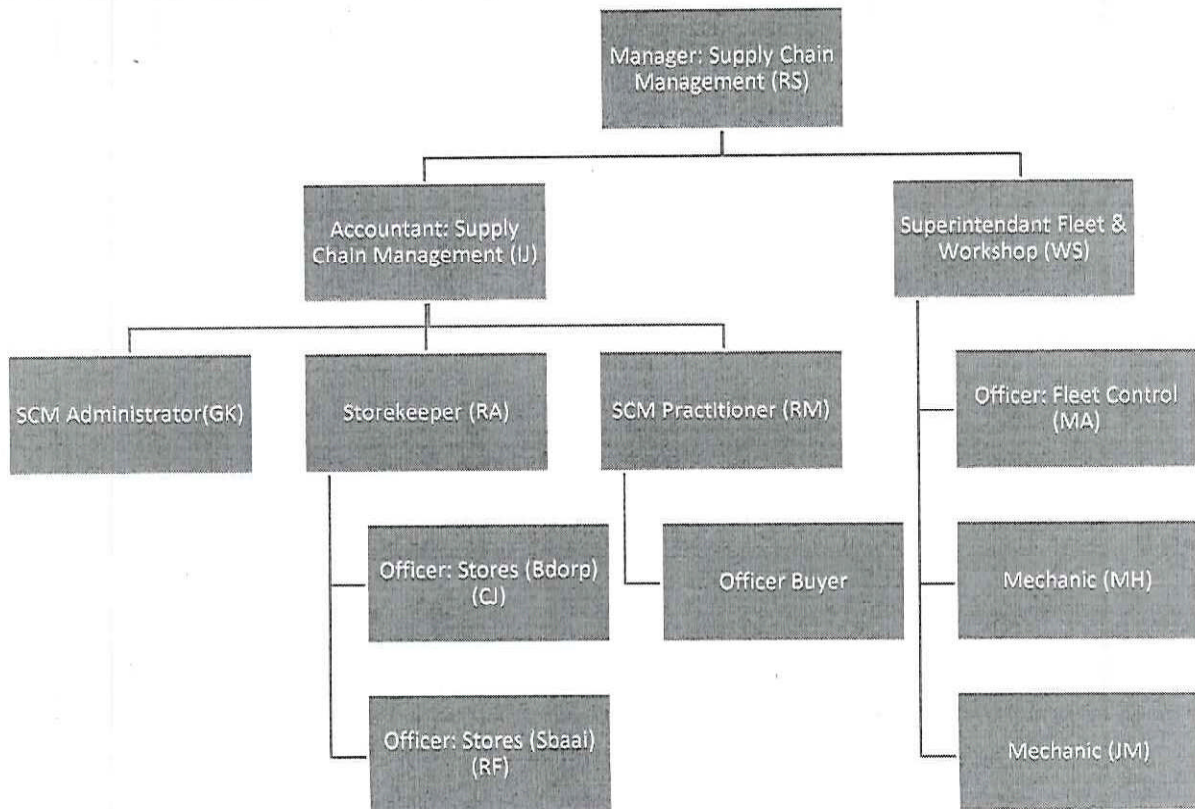
The following personnel members are currently enrolled for SCM related studies:

POST	Qualification	Institution
Accountant SCM	Higher Diploma: Supply Chain Management	Mancosa
SCM Practitioner	Diploma NQF6: Public Supply Chain Management	Southern Business School
SCM Buyer	Diploma: Public Management	Boland College

### 3.3 SCM Structure

In terms of Paragraph 7 of the Municipal Supply Chain Management Regulations, the municipality must establish a Supply Chain Management Unit (SCMU) to implement its policy. The SCMU must operate under the direct supervision of the Chief Financial Officer (CFO) or may be delegated to an official in terms of Section 82 of the MFMA.

During the reporting period the staff complement that performed the duties and functions in terms of the SCM policy were as follows:





#### 4. Demand Management

##### 4.1 Supplier Database

In terms of SCM Reg14(1)(a), the supply chain management policy must instruct the accounting officer to keep a list of accredited prospective providers for goods and services that must be used for the procurement requirements of the municipality through written or verbal quotations and formal written price quotations.

With effect from 1 July 2016, Municipalities and Municipal Entities are required to utilize the Central Supplier Database System as mandatory requirement as part of listing criteria for accrediting prospective provider in line with Section 14(1)(b) of the Municipal Supply Chain Management Regulations.

REGISTRATION ON SUPPLIER DATABASE		
MONTHLY REGISTRATIONS	2016/17	2017/18
JULY	4	4
AUGUST	6	15
SEPTEMBER	10	10
OCTOBER	4	5
NOVEMBER	18	8
DECEMBER	3	5
<b>TOTAL SUPPLIERS</b>	<b>1004</b>	<b>1050</b>
VALID REGISTRATION	409	304
TAX CLEARANCES EXPIRED	595	746
<b>CENTRAL SUPPLIER DATABASE REGISTRATIONS</b>	<b>660</b>	<b>717</b>
<b>REGISTRATIONS PER AREA</b>		
BREDASDORP	242	253
STRUISBAAI	36	39
NAPIER	20	22
WAENHUISKRANS	6	6
ELIM	8	8
OUTSIDE CAM	692	722

##### 4.2 Procurement Plan

The updated Procurement Plan as at 31 December 2017 is attached as Annexure A.

#### 5. Acquisition Management

##### 5.1 Procurement Statistics

The following is a summary of the procurement statistics for the month of November 2017.

ALL REQUESTS	Dec-17		YEAR TO DATE SUMMARY: JUL - DEC 2017	
	Total No	value	Total No	value
Requests processed	249	R 4 477 220,14	1 870	R 26 776 974,40
Orders processed	259	R 4 431 825,38	1 931	R 26 761 351,58
Request/ orders cancelled	10	R 45 394,76	61	R 1 115 332,08
Outstanding orders (all)	552	R 10 153 914,00	552	R 10 153 914,00
Paid orders	361	R 4 485 366,91	1 318	R 16 711 601,93

## 5.2 Tender Management

The following awards were made by the BAC.

AWARDS	01-Dec-16		01-Dec-17	
	Number	Amount	Number	Amount
Competitive Bids	7	R 5 882 271,56	0	R 0,00
Formal Written Quotations	0	R 0,00	0	R 0,00
Deviation In Terms Of Part 18.6.3 Of The SCMPOS	0	R 0,00	0	R 0,00
Sale Of Erven	0	R 0,00	0	R 0,00
Extentions / Amendment Of Contracts In Terms Of Part 20.14 Of The SCMPOS	3	R 570 340,60	0	R 0,00
Procurement In Terms Scm Regulation 32	0	R 0,00	0	R 0,00
Number of Disputes, Complaints, Enquiries and Objections Received	0		0	

The following is a summary of competitive bids and formal written quotations that was advertised during the month of November:

DESCRIPTION	01-Dec-16	01-Dec-17
	Number	Number
Competitive Bids	1	2
Formal Written Quotations	0	2
Sale Of Erven	0	0

The advertisement of bids and publication of awards on the e-Tender Publication Portal is additional to the requirement specified in the SCM Regulation 22 (1) (a) which must be complied with by all municipalities and municipal entities. This initiative supports government's drive to improve access to government business opportunities, reduce red tape and duplication of administrative effort in doing business with the state designed to improve the use of technology across all spheres of government.

## 5.3 Bid Committees

The bid committees for the 2017/18 financial year were 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**)

The following members will serve on the Bid Adjudication Committee for the 2017-2018 financial year:

- Director Financial & Information Management (Chairperson)
- Director Community Services
- Director Infrastructure Services
- Divisional Head: Strategic, Planning & Administration Services
- Divisional Head: Social & Economic Services (vacant)
- Divisional Head: Human Resources & Organisation Development Services
- Manager: Budget & Treasury
- Manager SCM & Fleet (SCM Advise & Administrative Support)



The attendance figures of members of the bid adjudication committee are as follows:					
BAC MEETING DATES	Director Finance & ITC Services	Manager Budget & Treasury Office	Director Community Services	Div Head :Human Resources	Div Head:Strategic, Planning & Administration
12 December 2017	X	-	X	X	-
<b>Meetings Attended</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
Percentage Attendance	100%	0%	100%	100%	0%

## 6. Stores Management

As at **31 December 2017**, the value of stock at the municipal stores amounted to:

	OPENING VALUE	PURCHASES VALUE	ISSUES VALUE	BALANCE VALUE
Store A – Bredasdorp Stores	R 1 160 964,45	R 313 566,84	-R 217 110,77	R 1 257 420,52
Store B – Electrical Stores	R 122 850,00	R 0,00	R 0,00	R 122 850,00
Store C – Struisbaai Stores	R 0,00	R 73 464,83	-R 12 653,90	R 60 810,93
<b>Total value of stock</b>	<b>R 1 283 814,45</b>	<b>R 387 031,67</b>	<b>-R 229 764,67</b>	<b>R 1 441 081,45</b>

Included in the above reconciliation are Goods Receive Notes (GRN's) that were duplicated during the month of August, we are still awaiting feedback from the Financial system Service provider on how to correct this.

## 7. Other Matters

### 7.1 Deviations

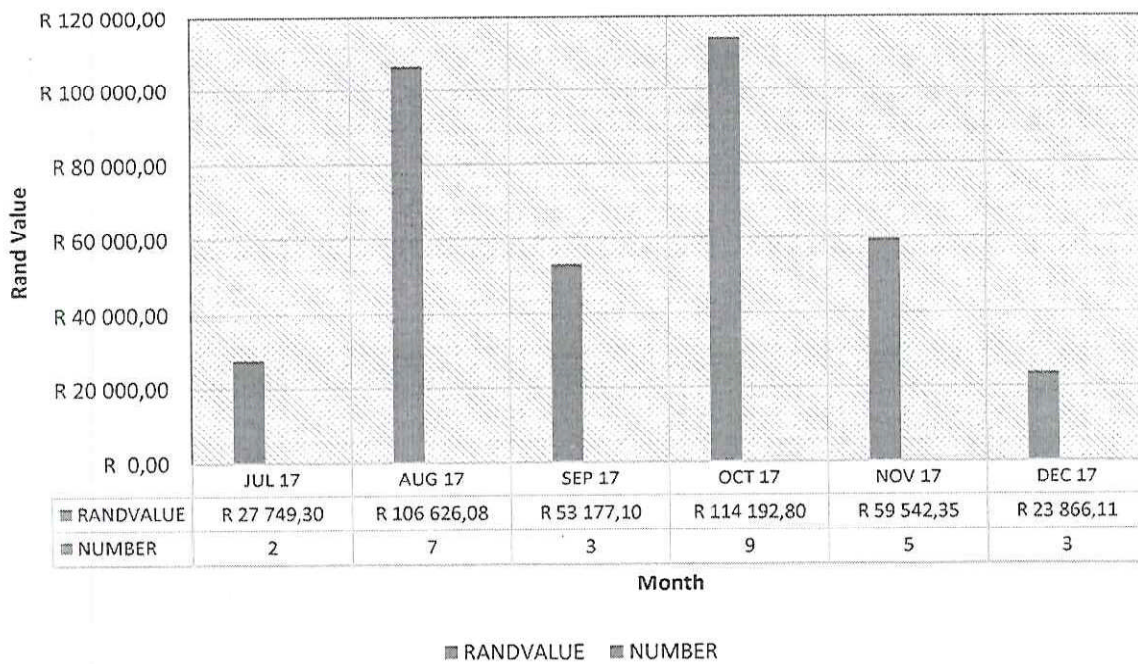
The following table provides a summary of deviations approved for the month of December 2017:

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))				
	DECEMBER 2016		DECEMBER 2017	
THRESHOLD	RANDVALUE	NUMBER	RANDVALUE	NUMBER
BELOW R30 000	R 55 504.56	7	R 23 866.11	3
ABOVE R30 000	R 123 822.97	1	R 0.00	0
ABOVE R200 000	R 226 005.00	0	R 0.00	0
<b>TOTAL</b>	<b>R 405 332.53</b>	<b>8</b>	<b>R 23 866.11</b>	<b>3</b>

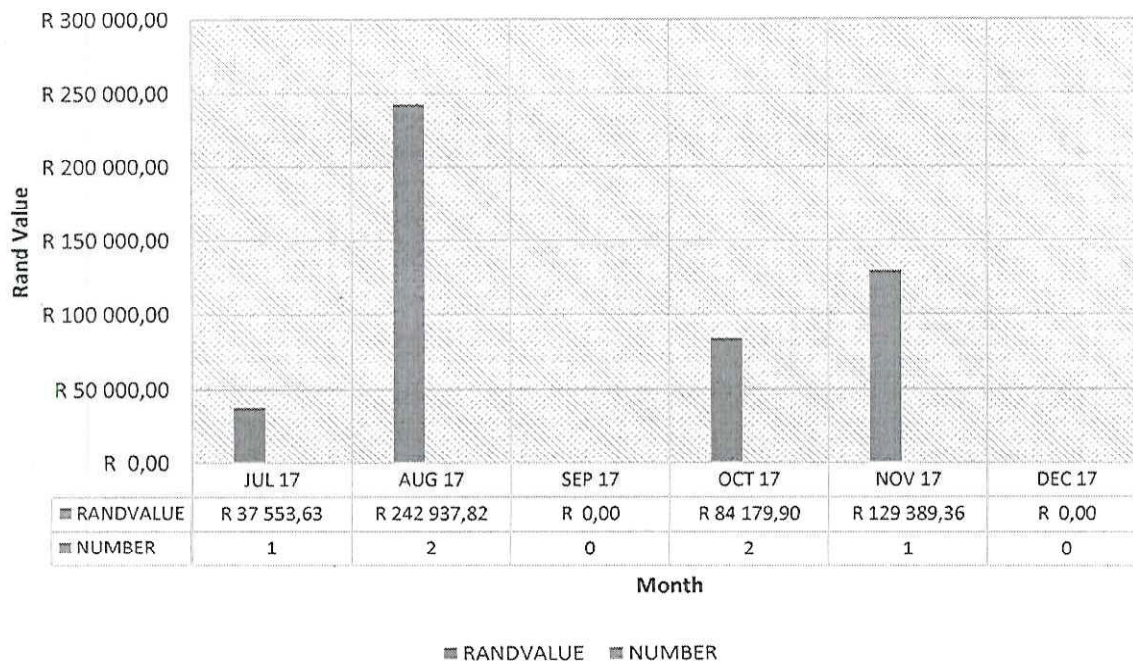
Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))				
	DECEMBER 2017		YEAR TO DATE	
	RAND VALUE	NUMBER	RAND VALUE	NUMBER
36 (1) (a) (i): Emergency	R0.00	0	R 0.00	0
36 (1) (a) (ii): Sole Provider	R4 075.50	1	R 156 370.38	11
36 (1) (a) (iii): Special Works of art	R0.00	0	R 0.00	0
36 (1) (a) (iv): Animals for zoos	R0.00	0	R 0.00	0
36 (1) (a) (v): Impractical or Impossible	R 19 790.61	2	R 722 844.07	24
<b>TOTAL</b>	<b>R 198 372.70</b>	<b>3</b>	<b>R 855 348.34</b>	<b>35</b>



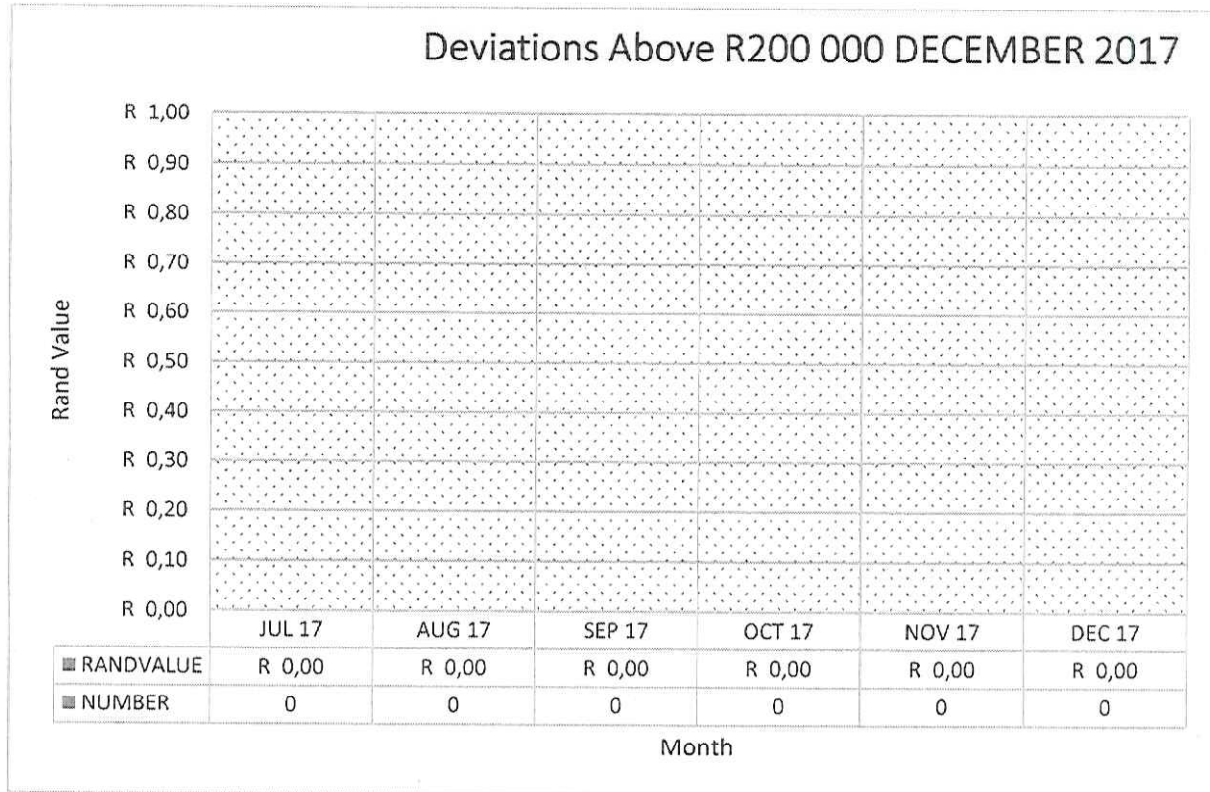
### Deviations Below R30 000 DECEMBER 2017



### Deviations Above R30 000 - DECEMBER 2017



## Deviations Above R200 000 DECEMBER 2017



### 7.2 Written Quotations awarded without obtaining three quotations (SCM Regulations 16 (c)) & 17 (c))

In terms of SCM Regulations 16 (c), if it is not possible to obtain at least three quotations, the reasons must be recorded and reported quarterly to the accounting officer or another official designated by the accounting officer.

Written Quotations awarded without obtaining three quotations (SCM Regulations 16 (c)) & 17 (c))				
	DECEMBER 2017		YEAR TO DATE	
	RAND VALUE	NUMBER	RAND VALUE	NUMBER
THREE SUPPLIERS REQUESTED TO QUOTE, LESS THAN 3 QUOTES RECEIVED / SUBMITTED	R3 700.00	1	R 101 757.46	12
<b>TOTAL</b>	<b>R 3 700.00</b>	<b>1</b>	<b>R 101 757.46</b>	<b>12</b>



### 7.3 Construction Industry Development Board (CIDB)

The following table provides a report in terms of CIDB Regulation 18(1)(June 2004) - for the month of December 2017:

Tenders Advertised And Not Closed							
cidb Reference Number	Tender Number	Description	Status	Date Advertised	Date Closed	Awarded	Change Request Status
100044305	SCM10/2017/18	UPGRADING OF GRAVEL ROADS TO SURFACED STANDARD IN BREDASDORP & NAPIER	Advertised	2017-12-05	2018-01-19	No	N/A
Tenders Closed and Not Awarded							
cidb Reference Number	Tender Number	Description	Status	Date Advertised	Date Closed	Awarded	Change Request Status
		NONE					

ACTIVE CONTRACTS							
C cidb Ref No	Contract Number	Title	Description	Status	Change Request Status	Date Awarded	Date of practical completion
10004127	SCM7/2017/18	REPLACEMENT OF WATERMAIN IN VILJOEN STREET, BREDASDORP	REPLACEMENT OF WATERMAIN IN VILJOEN STREET, BREDASDORP	Awarded		2017-11-17 00:00	N/A
100041268	SCM6/2017/18	UPGRADING OF INDUSTRIAL ROAD IN STRUISBAAI	UPGRADING OF INDUSTRIAL ROAD IN STRUISBAAI	Awarded		2017-11-17 00:00	N/A
100075019	SCM16/2016/17	UPGRADING OF BREDASDORP WWTW	THE UPGRADING OF MECHANICAL AND ELECTRICAL AERATION EQUIPMENT AT BREDASDORP WASTE WATER TREATMENT WORKS (WWTW)	Awarded		2017-03-27 00:00	-
100056289	SCM30/2015/16	EXTENTION OF THUSONG CENTRE, PHASE 2	EXTENTION OF THE THUSONG CENTRE IN BREDASDORP	Awarded		2016-03-11 00:00	
100006984	SCM20/2012/13	WATER TREATMENT: ARNISTON AND SUIDERSTRAND	Water Treatment at Arniston and Suiderland	Awarded		2013-02-20 00:00	

CONTRACTS WHERE PRACTICAL COMPLETION HAS BEEN REGISTERED							
cidb Ref No	Contract Number	Title	Description	Status	Change Request Status	Date Awarded	Date of practical completion
100040352	SCM2/2017/18	SUPPLY & INSTALLATION OF AIRCONDITIONERS	SUPPLY & INSTALLATION OF AIRCONDITIONERS	Awarded		2017-10-16 00:00	2017-12-20 00:00
100076948	SCM26/2016/17	FENCING	THE ERECTION OF FENCING AT BOREHOLE SITES IN BREDASDORP	Awarded		2017-06-09 00:00	2017-08-07 00:00



## 8. Fleet Management

### 8.1 Condition of Vehicle checks done per Department

#### **ELECTRICAL DEPARTMENT**

##### **Ford Ranger – CS 1483 - 188869Km – 22 December 2017:**

- Oil Leakage & Tyres too big;

##### **Nissan UD90 Crane Truck 169682Km 22 December 2017:**

- Exhaust brake sticky, Seats torn & Batteries needs charging;

##### **Ford Ranger – CS 15641 - 82022Km -22 December2017:**

- Good running condition;

##### **Case Digger CS 10716 – 1543Hours 22 December 2017:**

- Service due; Rear tyres needs replacement

##### **Isuzu N4000D – CS 4267 – 264339Km – 22 December 2017:**

- Rear tyres needs replacement;

##### **Toyota Dyna – CS 10797 – 251874Km – 22 December 2017:**

- Batteries needs charging; Accelerator cable needs replacement [CT600 Hydraulic Oil Leaks];

##### **Nissan UD40 – CS 10808 -171623Km - 22December 2017:**

- Front number plate needs replacement; [CT600 - Hydraulic Oil Leaks]

##### **Nissan UD40 – CS 15050 - 95586Km – 22 December 2017:**

- Steering box play;

##### **Nissan UD85 – CS 4687 – 52428Km – 22 December 2017:**

- Rear tyres & Curb mirror L/H needs replacement; chip on windscreen;

##### **Ford St Major Compressor – CS 12136 –52428Hours - 22 December 2017:**

- Oil leaks all over engine and compressor section

## 8.2 Fuel Account Summary

<b>MONTHLY FUEL CARD SYSTEM RECON</b>					
<b>CAPE AGULHAS MUNICIPALITY</b>					
<b>30 December 2017</b>					
<b>DEPARTMENT</b>	<b>COST CENTRE</b>	<b>FUEL</b>	<b>OIL</b>	<b>FEES</b>	<b>GRAND TOTAL</b>
TRAFFIC [8]	01 4021 2830 00	24727,97	35,00	536,69	25299,66
WATER [10]	01 5020 2830 10	44922,03		807,33	45729,36
COUNCIL [1]	01 2010 2830 00	1302,30		49,68	1351,98
ADMIN SUPPORT	01 2524 2830 00	505,60		35,12	580,72
PARKS [5]	01 4042 2830 00	14201,84		333,13	14534,97
RESORTS [2]	01 4043 2830 00	3960,72		121,08	4081,80
THUSONG CENTRE [1]	01 2540 2830 00	448,65		38,04	486,69
ENVIRONMENTAL [2]	01 4023 2830 00	7685,55		138,06	7823,61
HOUSING [1]	01 4030 2830 00	1870,55		60,86	1931,41
BUILDINGS/COMM [3]	01 4041 2830 00	9303,25		216,97	9520,22
WORKSHOP [2]	01 3051 2830 00	3545,40		98,90	3644,30
SEWERAGE [12]	01 5030 2830 10	80453,21		1092,77	81545,98
CLEANSING [8]	01 5040 2830 00	42999,24		666,85	43666,09
ROADS & SW [16]	01 5050 2830 10	26315,47		836,42	27151,89
ELECTRICAL [10]	01 5060 2830 10	27775,52		640,36	28415,88
	<b>TOTAL FUEL =</b>	<b>290017,30</b>	<b>35,00</b>	<b>5672,26</b>	<b>295764,56</b>

### 8.3 Monthly Acquisitions – Fleet management

#### DEPARTMENTAL ACQUISITION SUMMARY

<u>DIRECTORATE</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
FINANCE -SCM	Workshop	-
COMMUNITY SERVICES	Buildings & Commonage	R 3 693,70
	Parks	R 949,83
	Resorts	R 1 986,90
	Social Development / Thusong	-
	Traffic	R 28 849,97
	Environmental	-
	INFRASTRUCTURE	Electrical
	Solid Waste	R 51 387,30
	Streets & Storm Water	R 16 394,00
	Sewerage	R 14 071,30
	Water	R 8 136,76
	<b><u>TOTAL</u> =</b>	<b><u>R 129 292,46</u></b>

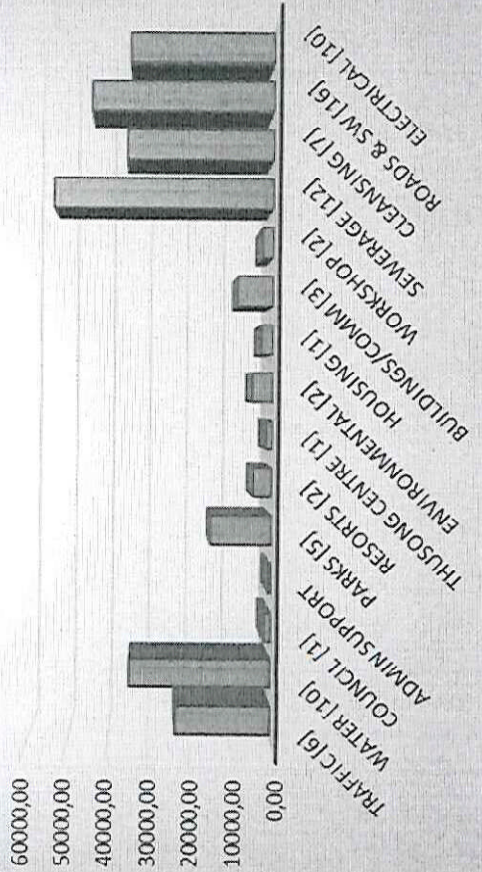


### 8.4 Workshop Operational & Summary Report

FLEET AND WORKSHOP OPERATIONAL & SUMMARY REPORT								
DESCRIPTION	JUN'17	JUL'17	AUG'17	SEPT'17	OCT'17	NOV'17	DEC'17	
<b>WORKSHOP OPERATIONS</b>								
VEHICLES SERVICED	1	0	5	7	8	4	1	
INHOUSE - VEHICLE REPAIRS DONE	10	8	12	6	12	15	8	
VEHICLES TO EXTERNAL SUPPLIERS	0	0	1 - Visser's Eng	0	0	1	0	
SMALL PLANT MACHINERY	2 Compactors	1 Compactor	0	1 Compactor	0	0	0	
SDBIP VEHICLE CHECKS DONE	10 Vehicles	10 Vehicles	10	10	10	10	10	
CAPITAL PROJECTS	Completed	2 Projects	2 Projects	1 Item Ordered	Completed	Completed	Completed	
ROADWORTHY TESTS	1 Tested	0	3	1	2	4	0	
RW CERTIFICATES ISSUED	1 Passed	0	3	1	2	4	0	
SMALL PLANT FUEL	R 3 879	R 3 459	No Figure	R 8 640	9 835	No Figure	R 5 407,55	
VEHICLE'S FUEL BILL - Monetary Value	R 219 577	R 204 596,00	R 206 738,00	R 227 698,00	R 239 881,77	R 271 861,28	R 290 057,30	
LOCAL ACQUISITIONS - Monetary Value	45 367	36 609	105 451	72 887	217 303,18	191 764,94	R 129 292,46	
SPEED FINES ISSUED		5 of JUNE	4 of JULY	1 for AUGUST	1 for October	2 for November	4 for December	
COMMENTS	The new Refuse truck licenced + registered; The new Digital 2-way radio system for the Traffic department commissioned and all refuse trucks are fitted with two-way radios for the holiday season							
	Tenders have to be re-advertised on some repair work							
CAPITAL PROJECTS	1. MIG Welder 200Amp - Delivered [Not in use yet]; 2. Workshop Tools needs to be acquisitioned Heavy Duty(3 Phase) Hot Water Steamcleaner - Moved to 2018/19 Financial year							
SAFETY & RISK	Compressors needs services & pressure vessels tested - Not all suppliers keen to register on CSD							
CONDITION OF VEHICLES	Canopies of vehicles needs attention: Ldv's Canopies as well as Trucks Steel Canopies Several vehicles bakkies & trucks in different departments needs some re-spray work							
STAFF MATTERS	Desparately need 2 x workers / assistants positions inside the workshop on a permanent basis - Artisans cannot work together on jobs - Highly unproductive!!!							
	EPWP Contract workers are a waste of time as we've been making use of this for the last three years, we had to train new people every 3 months - we need semi skilled workers in this trade							
VEHICLE'S FUEL BILL	Total Fuel usage = [Petrol & Diesel fuel] - Vehicles Only = R 290 092,30							



# FUEL USAGE - NOVEMBER 2017



# FUEL USAGE - DECEMBER 2017







## 9. Conclusion & Sign Off

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: 17.1.18

  
.....  
PJ VAN BILJON  
DIRECTOR: FINANCIAL SERVICES  
Date: 18/01/2018

.....  
DGI O'NEILL  
MUNICIPAL MANAGER  
Date:











ANNUAL PROCUREMENT PLAN 2017/18	ConfCode	FUNDING SOURCE	BUDGET 2017/18	ADJUSTMENT BUDGET 2017/18	Total spent to Date 2017/18	Available on 30/6/2018	STATUS	Tender YES/NO or ESTIMATED/QUOTE QUESTION	PROPOSED SPECS DATE	ACTUAL SPECS DATE	PROPOSED ADVERSE DATE	ACTUAL ADVERSE DATE	PROPOSED CLOSING DATE	ACTUAL CLOSING DATE	ACTUAL CLOSING DATE	EXPECTED EVALUATION DATE	ACTUAL EVALUATION DATE	ACTUAL AWARD DATE	ACTUAL COMPLETION DATE	EXPECTED COMPLETION DATE
Reception/ADVIS/242	07500121018	Enlcan	29,000.00		0.00	60,000.00		TRANSVERSAL TENDER RISK/2018	21-Jun-17											24-Feb-18
2x Receivers	07500121018	CRR	6,000.00		18,817.79	60,382.21	delivered													24-Feb-18
3x Receivers	07500121018	CRR	2,000.00		20,579.00	39,480.00														24-Feb-18
2x Receivers	07500121018	CRR	3,000.00		0.00	30,000.00														24-Feb-18
3x Receivers	07500121018	CRR	3,000.00		17,307.00	30,000.00														24-Feb-18
2x Receivers	07500121018	CRR	3,000.00		0.00	12,653.00														24-Feb-18
2x Receivers	07500121018	CRR	3,000.00		0.00	30,000.00														24-Feb-18
2x Receivers	07500121018	CRR	3,000.00		0.00	180,000.00														24-Feb-18
2x Receivers	07500121018	CRR	3,000.00		0.00	90,000.00														24-Feb-18
2x Receivers	07500121018	CRR	3,000.00		0.00	90,000.00														24-Feb-18
Water Treatment	07501118017	CRR	30,000.00		9,028.45	341.52		QUANTITOUS FORQUA Q	4-Jul-17											21-Oct-17
Water Treatment	07501118017	CRR	100,000.00		0.00	160,000.00			18-Sep-17											21-Oct-17
Water Treatment	07501118017	CRR	110,000.00		0.00	190,000.00														21-Oct-17
Water Treatment	07501118017	CRR	110,000.00		0.00	190,000.00														21-Oct-17
Water Storage	07502121018	Enlcan		20,000.00		214,200.00		TENDER	28-Sep-17											21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
Water Storage	07502121018	Enlcan		20,000.00		214,200.00														21-Apr-18
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