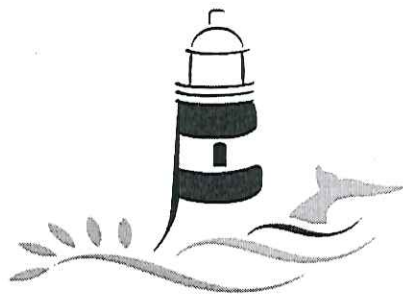


# Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

## **MONTHLY REPORT SUPPLY CHAIN & FLEET MANAGEMENT 30 NOVEMBER 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	1	4	5
Sick Leave	0	0	9
Courses / Seminar	0	0	0
Overtime	0	0	2
Meetings	6	0	0
Family Responsibility Leave	0	1	0
Study	0	6	9
Maternity Leave	0	0	0
Union Matters	0	0	0
Absent	0	0	0
Special Annual Leave	0	0	0
No. of Workdays Attended	15	55	151
Total Workdays	22	66	176
Percentage attendance per Group	68%	83%	86%
Average	79%		
	Management	Supervisory	Clerical
<b>NUMBER OF MEMBERS</b>	<b>1</b>	<b>3</b>	<b>8</b>
Approved Overtime	0	0	3:52
Overtime x 1.5	0	0	3:52
Overtime x 2.0	0	0	0
Unapproved Overtime	14:05	20:56	33:05
Standby Allowance	0	0	0
Total No. of Overtime hours	14:05	20:56	36:57
Total Normal Workhours	160:15	451:15	1234:20

### **3.2 Training & Development**

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

<b>POST</b>	<b>Qualification</b>	<b>Institution</b>
Accountant SCM	Higher Diploma: Supply Chain Management	Mancosa
SCM Practitioner	Diploma NQF6: Public Supply Chain Management	Southern Business School

The following training was attended by the Officer Buyer & Officer Stores:

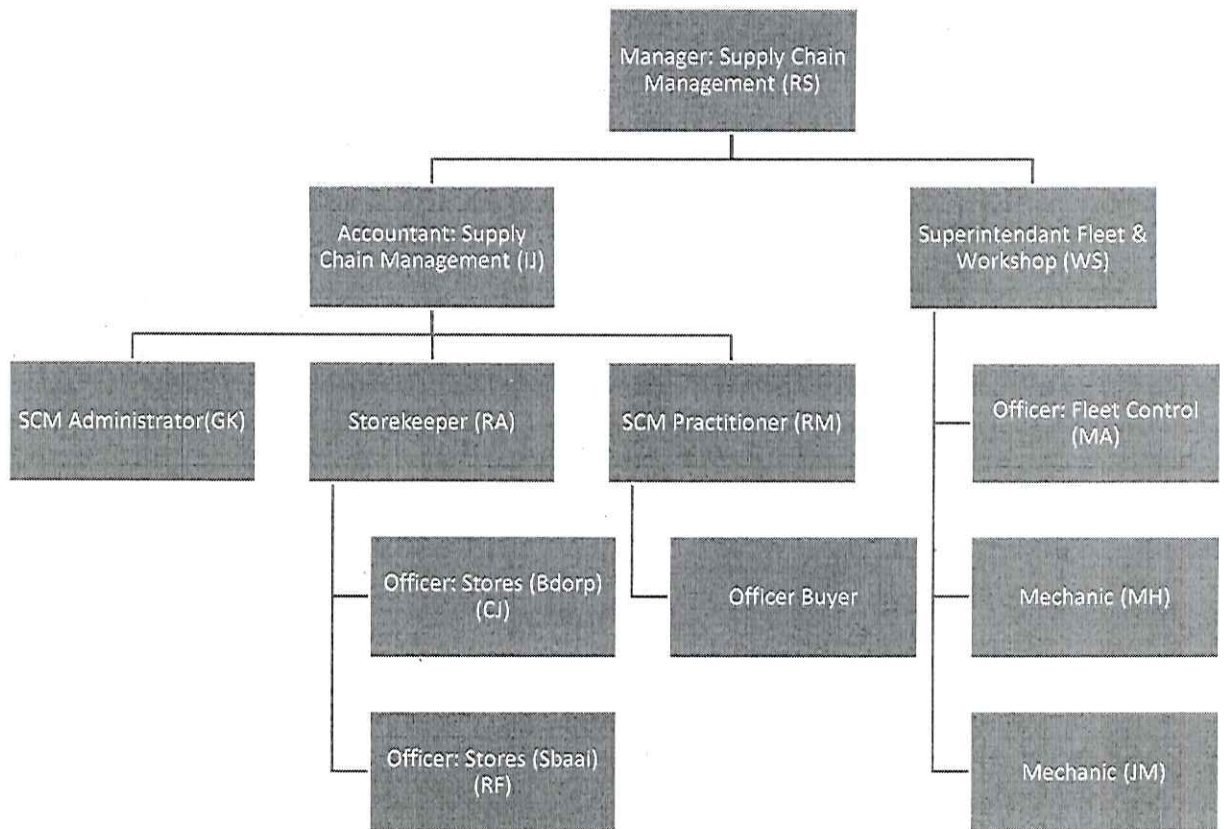
<b>Training</b>	<b>Date</b>
MFMA Introduction	7 & 8 November 2017
SCM Training for Non-financial officials and Interns	13 & 14 November 2017

### **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.

The inputs/ proposed changes to the SCM Micro Structure has been submitted to HR during the month of August. On 1 September 2017, one of the meter readers were transferred to the SCM section. With effect from 1 October 2017, the Officer Stores starts as fulltime SAMWU shop steward for the Overberg District Municipalities and will be reporting to the Divisional Head: Human Resources and Organisational Development.

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
<b>TOTAL SUPPLIERS</b>	<b>1004</b>	<b>1038</b>
VALID REGISTRATION	409	291
TAX CLEARANCES EXPIRED	595	747
<b>CENTRAL SUPPLIER DATABASE REGISTRATIONS</b>	<b>660</b>	<b>703</b>
<b>REGISTRATIONS PER AREA</b>		
BREDASDORP	242	250
STRUISBAAI	36	37
NAPIER	20	20
WAENHUISKRANS	6	6
ELIM	8	8
OUTSIDE CAM	692	717

## 4.2 Procurement Plan

The updated Procurement Plan as at 30 November 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	Nov-17		YEAR TO DATE SUMMARY: JUL - NOV 2017	
	Total No	value	Total No	value
Requests processed	427	R 6 533 466,96	1 621	R 22 299 754,26
Orders processed	444	R 6 802 787,77	1 672	R 22 329 526,20
Request/ orders cancelled	17	R 269 320,81	51	R 1 069 937,32
Outstanding orders (all)	664	R 10 073 519,24	664	R 10 073 519,24
Paid orders	292	R 5 092 545,68	957	R 12 226 235,02

### 5.2 Tender Management

The following awards were made by the BAC.

AWARDS	01-Nov-16		01-Nov-17	
	Number	Amount	Number	Amount
Competitive Bids	0	R 0,00	2	R 1601 774,10
Formal Written Quotations	0	R 0,00	1	R 158 980,00
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	0	R 0,00	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-Nov-16	01-Nov-17
	Number	Number
Competitive Bids	2	2
Formal Written Quotations	4	0
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
17 November 2017	X	X	X	X	X
<b>Meetings Attended</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Percentage Attendance	100%	100%	100%	100%	100%

### 6. Stores Management

As at **30 November 2017**, the value of stock at the municipal stores amounted to:

Store Location	OPENING VALUE	PURCHASES VALUE	ISSUES VALUE	BALANCE VALUE
Store A – Bredasdorp Stores	R 1 451 539,14	R194 655,83	-R485 230,52	R1 160 964,15
Store C – Electrical Stores	R 122 850,00	R 0,00	R 0,00	R 122 850,00
<b>Total value of stock</b>	<b>R 1 574 389,14</b>	<b>R194 655,83</b>	<b>-R485 230,52</b>	<b>R1 283 814,45</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

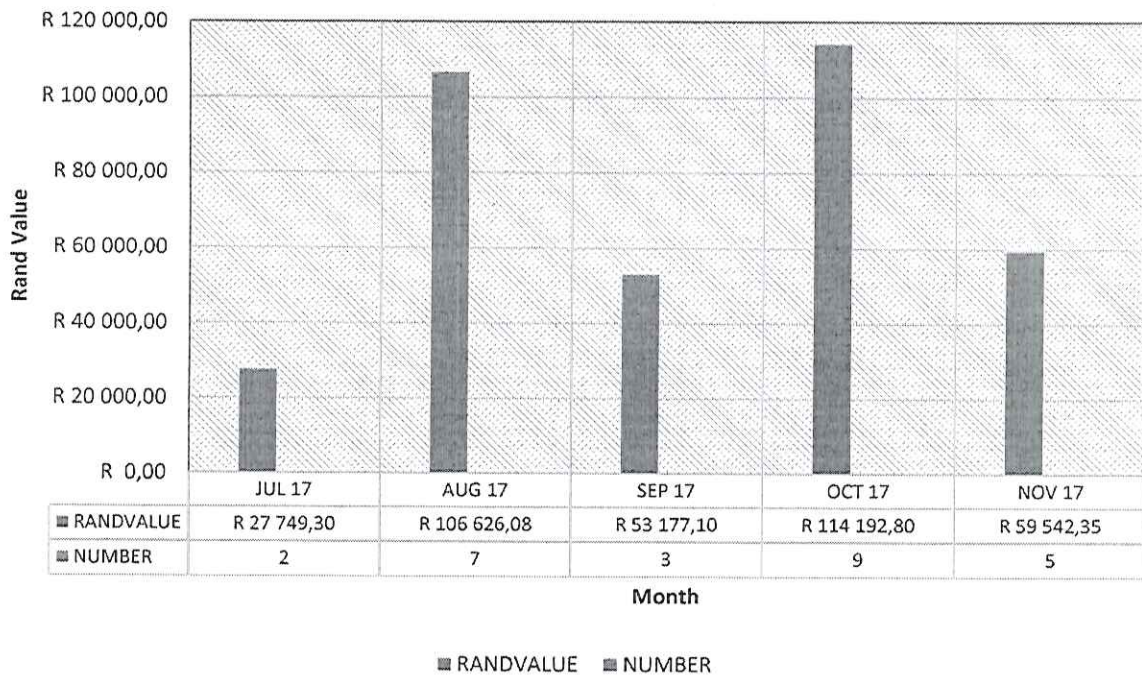
The following table provides a summary of deviations approved for the month of November 2017:

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))				
THRESHOLD	NOVEMBER 2016		NOVEMBER 2017	
	RANDVALUE	NUMBER	RANDVALUE	NUMBER
BELOW R30 000	R 12 437.90	3	R 59 542.35	5
ABOVE R30 000	R 47 246.25	1	R 129 389.36	1
ABOVE R200 000	R 0,00	0	R 0,00	0
<b>TOTAL</b>	<b>R 59 684.15</b>	<b>4</b>	<b>R 188 931.71</b>	<b>6</b>

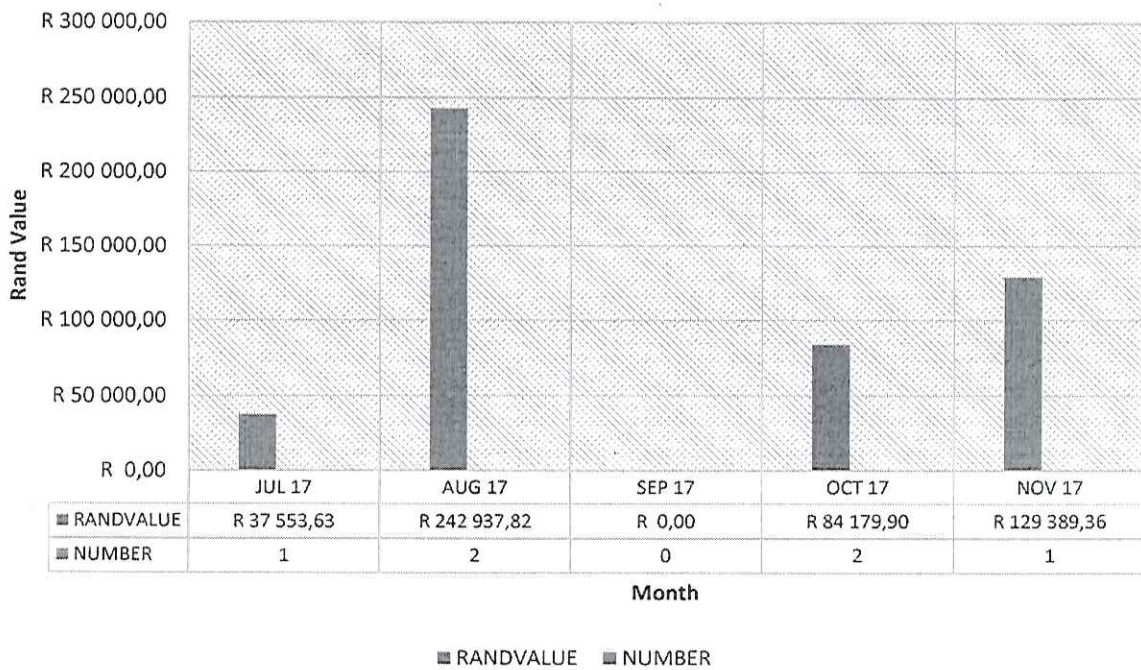
Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))				
	NOVEMBER 2017		YEAR TO DATE	
	RAND VALUE	NUMBER	RAND VALUE	NUMBER
36 (1) (a) (i): Emergency	R0.00	0	R 0,00	0
36 (1) (a) (ii): Sole Provider	R40 812.00	3	R 152 294.88	10
36 (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 129 389.36	1	R 703 053.46	22
<b>TOTAL</b>	<b>R 198 372.70</b>	<b>4</b>	<b>R 855 348.34</b>	<b>32</b>



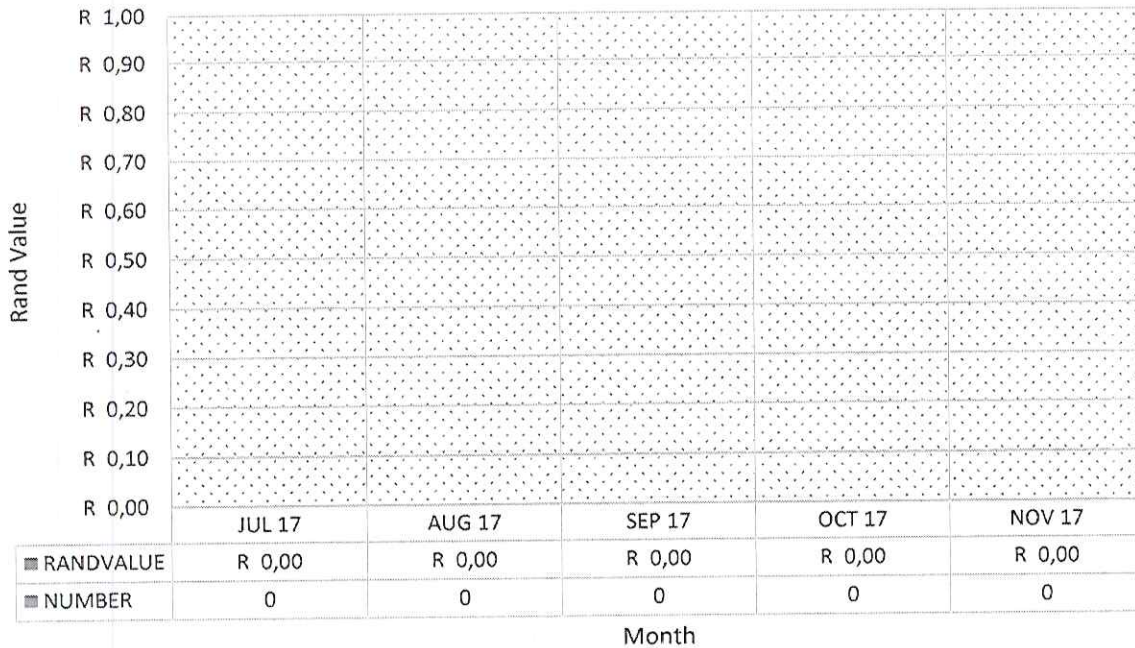
### Deviations Below R30 000 NOVEMBER 2017



### Deviations Above R30 000 - NOVEMBER 2017



### Deviations Above R200 000 NOVEMBER 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)

	NOVEMBER 2017		YEAR TO DATE	
	RAND VALUE	NUMBER	RAND VALUE	NUMBER
THREE SUPPLIERS REQUESTED TO QUOTE, LESS THAN 3 QUOTES RECEIVED / SUBMITTED	R57 342.00	3	R 98 057.46	11
<b>TOTAL</b>	<b>R 57 342.00</b>	<b>3</b>	<b>R 98 057.46</b>	<b>11</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 November 2017:

Tenders Advertised And Not Closed							
cidb Reference Number	Tender Number	Description	Status	Date Advertised	Date Closed	Awarded	Change Request Status
		NONE					
Tenders Closed and Not Awarded							
cidb Reference Number	Tender Number	Description	Status	Date Advertised	Date Closed	Awarded	Change Request Status
		NONE					

ACTIVE CONTRACTS							
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
100040352	SCM2/2017/18	SUPPLY & INSTALLATION OF AIRCONDITIONERS	SUPPLY & INSTALLATION OF AIRCONDITIONERS	Awarded		2017-10-16 00:00	-
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	EXTENSION OF THUSONG CENTRE, PHASE 2	EXTENSION 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 Suiderstrand	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
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

#### **STREETS & STORM WATER DEPARTMENTS**

##### **Nissan UD70 Water tanker – CS 2623 – 132241Km – 30 November 2017:**

- Water leakage on cooling system;

##### **Nissan UD40 4Ton Tipper – CS 10206 – 82442Km – 30 November 2017:**

- Good running condition

##### **Isuzu F8000D 8Ton Tipper – CS 16702 – 466997Km – 30 November 2017:**

- Brake fluid leakage Right Rear wheel;
- Door lock faulty & Mirror– driver side

##### **Nissan UD80 8Ton Tipper – CS 19281 – 423324Km – 30 November 2017:**

- Water leakage on cooling system – Repaired

##### **Toyota Dyna 4Ton Tipper – CS 9018 – 186708Km – 30 November 2017:**

- Accident damage – driver side door

##### **Opel Corsa LDV – CS 4424 – 155731Km – 30 November 2017:**

- Needs re-spray job

##### **Toyota Stallion – CS 5192 – 274415Km – 30 November 2017:**

- Good running condition

##### **Nissan UD40 4Ton Tipper – CS 5705 – 99895Km – 30 November 2017:**

- Upcoming 100 000Km Service

##### **Nissan UD40 4Ton Tipper – CS 14438 – 71208Km – 30 November 2017:**

- Good running condition

##### **Nissan UD40 4Ton Tipper – CS 6957 – 297204Km – 30 November 2017:**

- Exhaust broken

##### **Nissan UD40 4Ton Tipper – CS 5811 – 112596Km – 30 November 2017:**

- Front Fender dented, needs panel beating

## 8.2 Fuel Account Summary

<b>MONTHLY FUEL CARD SYSTEM RECON</b>					
<u>CAPE AGULHAS MUNICIPALITY</u>					
<u>30 November 2017</u>					
<b>DEPARTMENT</b>	<b>COST CENTRE</b>	<b>FUEL</b>	<b>OIL</b>	<b>FEES</b>	<b>GRAND TOTAL</b>
TRAFFIC [6]	01 4021 2830 00	23445,52	35,00	612,13	24092,65
WATER [10]	01 5020 2830 10	34840,04		821,15	35661,19
COUNCIL [1]	01 2010 2830 00	1695,92		122,67	1818,59
ADMIN SUPPORT	01 2524 2830 00	568,40		40,92	609,32
PARKS [5]	01 4042 2830 00	14967,98		351,15	15319,13
RESORTS [2]	01 2540 2830 00	4637,85		139,58	4894,43
THUSONG CENTRE [1]	01 2540 2830 00	1598,29		53,95	1652,24
ENVIRONMENTAL [2]	01 4023 2830 00	5066,30		140,55	5206,85
HOUSING [1]	01 4030 2830 00	2845,86		70,51	2916,37
BUILDINGS/COMM [3]	01 4041 2830 00	8677,30		239,80	8917,10
WORKSHOP [2]	01 3051 2830 00	2675,30		96,09	2771,39
SEWERAGE [12]	01 5030 2830 10	54109,99		1104,07	55214,06
CLEANSING [7]	01 5040 2830 00	36208,22		766,63	36974,85
ROADS & SW [16]	01 5050 2830 10	45028,82		998,79	46027,61
ELECTRICAL [10]	01 5060 2830 10	35495,49		739,39	36234,88
	<b>TOTAL FUEL =</b>	<b>271861,28</b>		<b>6297,38</b>	<b>278310,66</b>

### 8.3 Monthly Acquisitions – Fleet management

#### DEPARTMENTAL ACQUISITION SUMMARY

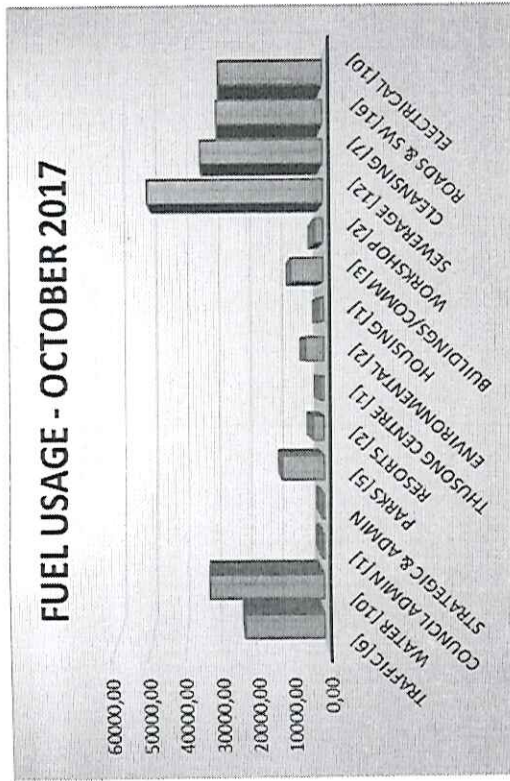
NOVEMBER 2017

<u>DIRECTORATE</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
FINANCE -SCM	Workshop	R 2 248,00
MANAGEMENT SERVICES	Buildings & Commonage	R 3 339,63
	Parks	R 6 204,28
	Resorts	R 1 814,88
	Social Development / Thusong	R 718,20
	Traffic	R 21 037,20
	Environmental	R 3 643,21
INFRASTRUCTURE SERVICES	Electrical	R 3 501,52
	Solid Waste	R 27 577,49
	Streets & Storm Water	R 16 683.39
	Sewerage	R 49 455,58
	Water	R 5 5541,56
	<b><u>TOTAL</u> =</b>	<b><u>R 191 764,94</u></b>

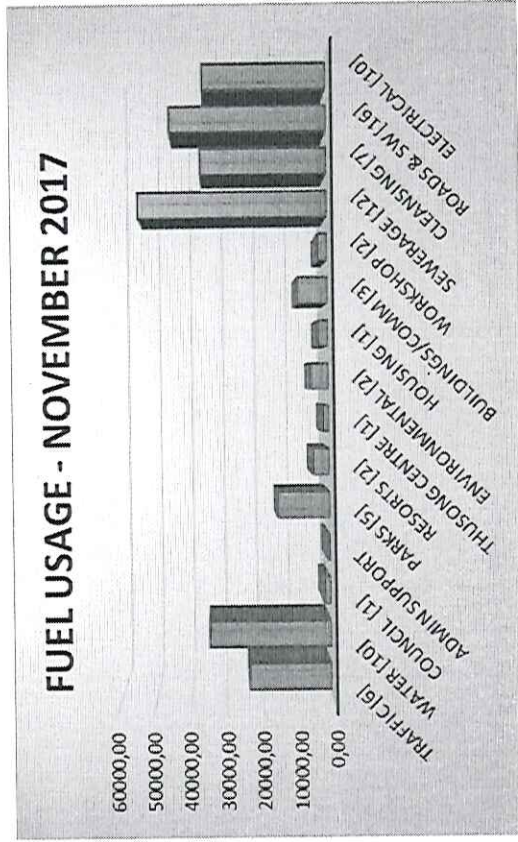
## 8.4 Workshop Operational & Summary Report

FLEET AND WORKSHOP OPERATIONAL & SUMMARY REPORT						
DESCRIPTION	JUN'17	JUL'17	AUG'17	SEPT'17	OCT'17	NOV'17
<b>WORKSHOP OPERATIONS</b>						
VEHICLES SERVICED	1	0	5	7	8	4
INHOUSE - VEHICLE REPAIRS DONE	10	8	12	6	12	15
VEHICLES TO EXTERNAL SUPPLIERS	0	0	1 - Visser's Eng	0	0	1
SMALL PLANT MACHINERY	2 Compactors	1 Compactor	0	1 Compactor	0	0
SDBIP VEHICLE CHECKS DONE	10 Vehicles	10 Vehicles	10	10	10	10
CAPITAL PROJECTS	Completed	2 Projects	2 Projects	1 Item Ordered	Completed	Completed
ROADWORTHY TESTS	1 Tested	0	3	1	2	4
RW CERTIFICATES ISSUED	1 Passed	0	3	1	2	4
SMALL PLANT FUEL	3879	3459	No Figure	8640	9 835	No Figure
VEHICLE'S FUEL BILL - Monetary Value	219 577	204 596	206 738	227 698	239881,77	271 861,28
LOCAL ACQUISITIONS - Monetary Value	45 367	36 609	105 451	72 887	217 303,18	191 764,94
SPEED FINES ISSUED		5 of JUNE	4 of JULY	1 for AUGUST	1 for October	2 for November
<b>COMMENTS</b>	Due to the new Vesta Accounting system, a lot of transactions; Repair work/ Licence renewals/ Roadworthy preparations, repair work are delayed and could not be finalised					
	Putting out a 14 day tender for the repair of the back-hoe slide and swing support bracket on Case Digger - CS 10778; New Rims & Tyres for the CAT924F Loader; Engine recon on 4Ton truck					
<b>CAPITAL PROJECTS</b>	1. MIG Welder 200Amp - Delivered [Not in use yet]; 2. Workshop Tools needs to be acquisitioned					
<b>SAFETY &amp; RISK</b>	Heavy Duty(3 Phase) Hot Water Steamcleaner - Moved to 2018/19 Financial year					
	Compressors needs services & pressure vessels tested - Not all suppliers keen to register on CSD					
<b>CONDITION OF VEHICLES</b>	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					
<b>STAFF MATTERS</b>	Desparately need 2 x workers / assistants positions inside the workshop op 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					
<b>VEHICLE'S FUEL BILL</b>	Total Fuel usage = [Petrol & Diesel fuel] - Vehicles Only = R 239 881,77					

### FUEL USAGE - OCTOBER 2017



### FUEL USAGE - NOVEMBER 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: 8.12.2017



.....  
PJ VAN BILJON

**DIRECTOR: FINANCIAL SERVICES**

Date:



.....  
DGI O'NEILL

**MUNICIPAL MANAGER**

Date: 12/12/17









