

# **Cape Agulhas Municipality**



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

## **MONTHLY REPORT SUPPLY CHAIN & FLEET MANAGEMENT 31 OCTOBER 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>	1	3	8
Annual Leave	0	3,5	24,5
Sick Leave	0	0	0
Courses / Seminar	0	0	0
Overtime	0	0,5	0
Meetings	0	0	0
Family Responsibility Leave	0	0	0
Study	0	0	1
Maternity Leave	0	0	0
Union Matters	0	0	0
Absent	0	0	0
Special Annual Leave	0	0	0
No. of Workdays Attended	22	62	150,5
Total Workdays	22	66	176
Percentage attendance per Group	100%	94%	86%
Average	93%		
	Management	Supervisory	Clerical
<b>NUMBER OF MEMBERS</b>	1	3	8
Approved Overtime	0	0	0
Overtime x 1,5	0	0	0
Overtime x 2,0	0	0	0
Unapproved Overtime	13,38	25,89	39,52
Standby Allowance	0	0	0
<b>Total No. of Overtime hours</b>	<b>13,38</b>	<b>25,89</b>	<b>39,52</b>
<b>Total Normal Workhours</b>	<b>163,15</b>	<b>485,1</b>	<b>1116,22</b>

### 3.2 Training & Development

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

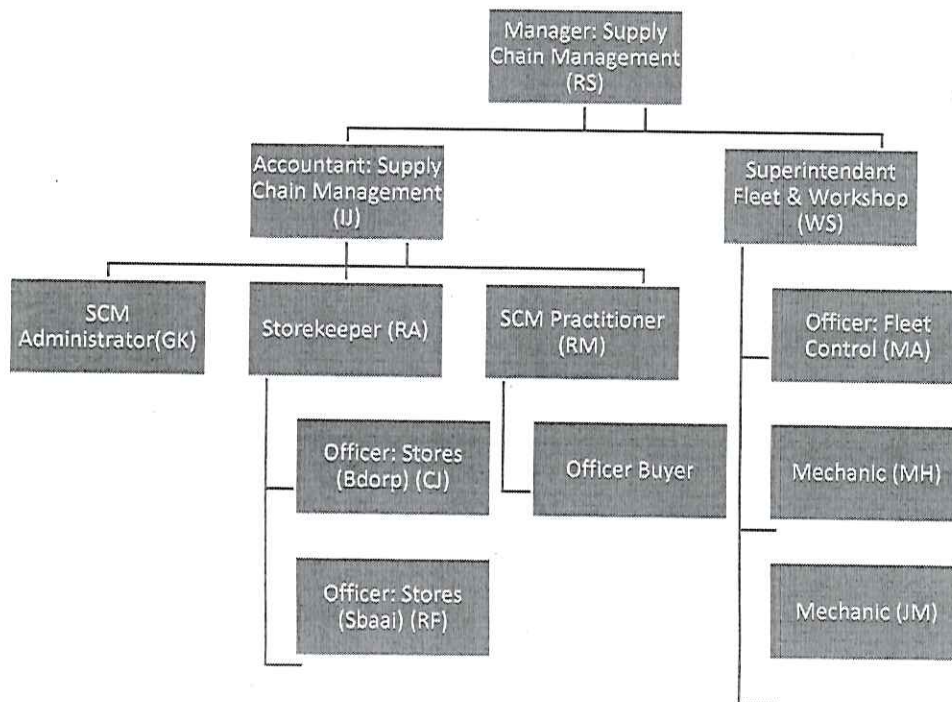
POST	Qualification	Institution
Accountant SCM	Higher Diploma: Supply Chain Management	Mancosa
SCM Practitioner	Diploma NQF6: Public Supply Chain Management	Southern Business School
Manager SCM	Advance Programme in Sourcing and Supply Chain Management	Unisa

### 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
<b>OCTOBER</b>	<b>4</b>	<b>5</b>
<b>TOTAL SUPPLIERS</b>	<b>1004</b>	<b>1038</b>
VALID REGISTRATION	409	319
TAX CLEARANCES EXPIRED	595	719
<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 31 October 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 October 2017.

REQUESTS BELOW R30 000	OCT-17		YEAR TO DATE SUMMARY: JUL - OCT 2017	
Description	Total No	value	Total No	value
Requests processed	393	R 7 997 846,22	1 194	R 15 766 287,30
Orders processed	412	R 7 753 188,02	1 228	R 15 526 738,43
Request/ orders cancelled	19	R 244 658,20	34	R 800 616,51
Outstanding orders (60 days)	529	R 8 632 597,96	529	R 8 632 597,96
Paid orders	258	R 4 135 063,87	665	R 7 133 689,34

### 5.2 Tender Management

The following awards were made by the BAC.

AWARDS	01-Oct-16		01-Oct-17	
	Number	Amount	Number	Amount
Competitive Bids	1	R 967 912,16	2	R 654 785,48
Formal Written Quotations	4	R 237 617,42	2	R 186 000,00
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		1	

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

DESCRIPTION	01-Oct-16	01-Oct-17
	Number	Number
Competitive Bids	3	0
Formal Written Quotations	2	3
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
16 October 2017	X	-	X	X	X
25 October 2017	X	X	SECUNDI	X	-
<b>Meetings Attended</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>
Percentage Attendance	100%	50%	100%	100%	50%

### 6. Stores Management

As at **31 October 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 1 408 704,19	R295 055,01	-R252 220,06	R1 451 539,14
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 1 531 554,19</b>	<b>R295 055,01</b>	<b>-R252 220,06</b>	<b>R1 574 389,14</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

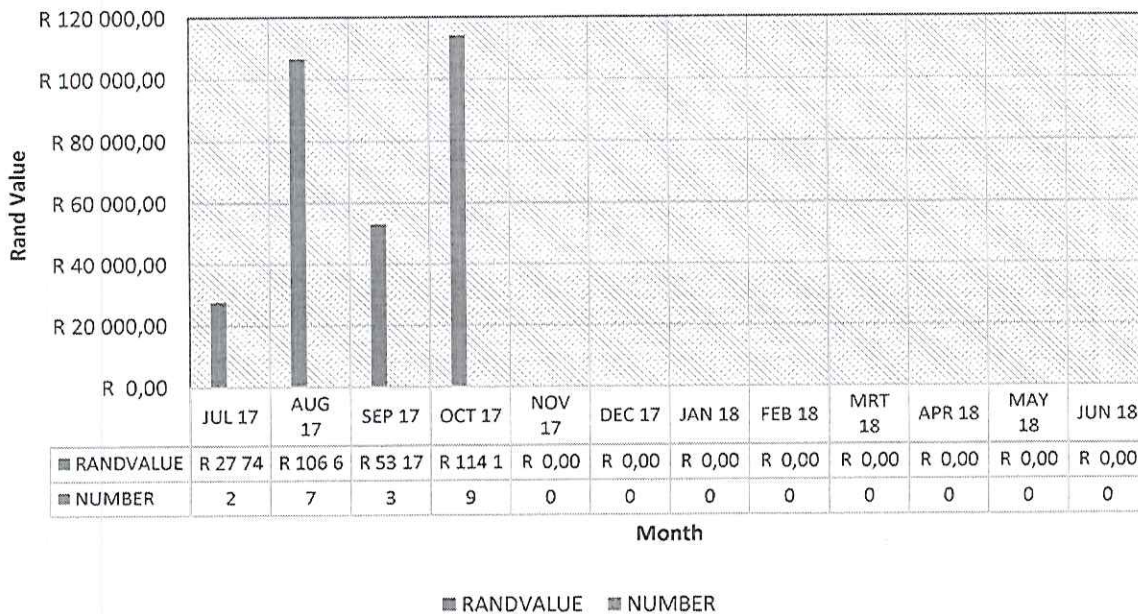
### 7.1 Deviations

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

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))				
THRESHOLD	OCTOBER 2016		OCTOBER 2017	
	RANDVALUE	NUMBER	RANDVALUE	NUMBER
BELOW R30 000	R 11 331.00	4	R 114 192.80	9
ABOVE R30 000	R 0.00	0	R 84 179.90	2
ABOVE R200 000	R 0,00	0	R 0,00	0
<b>TOTAL</b>	<b>R 11 331.00</b>	<b>4</b>	<b>R 198 372.70</b>	<b>11</b>

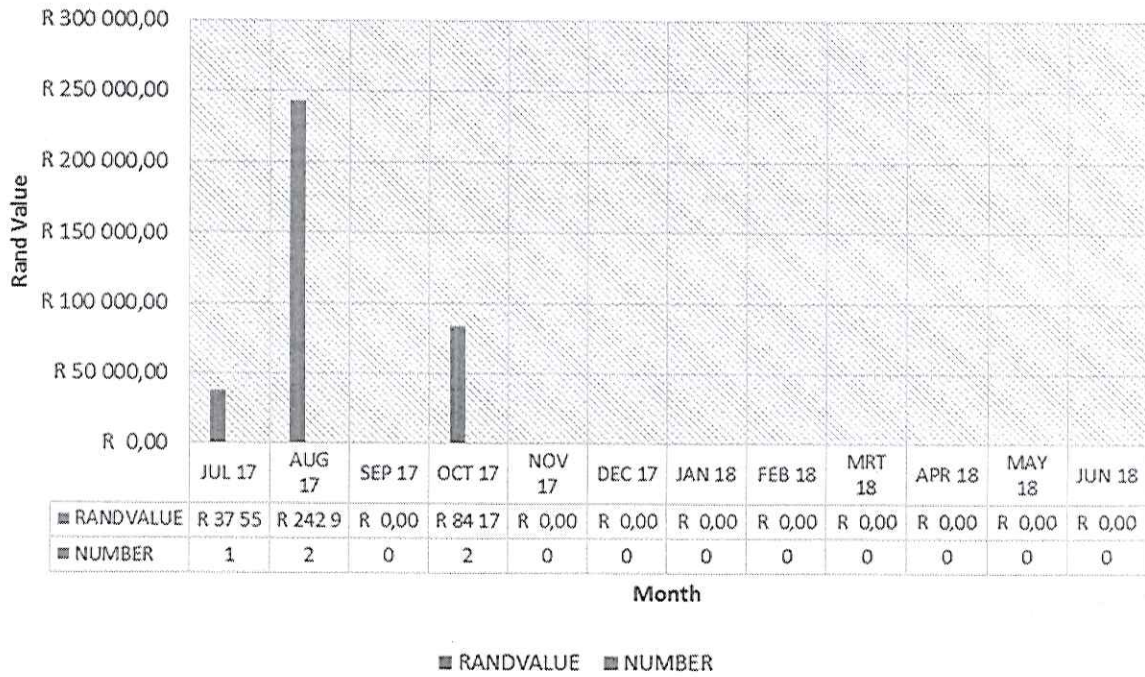
Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))				
	OCTOBER 2017		YEAR TO DATE	
	RAND VALUE	NUMBER	RAND VALUE	NUMBER
36 (1) (a) (i): Emergency	R0.00	0	R 0,00	0
36 (1) (a) (ii): Sole Provider	R22 640.40	1	R 111 482.88	7
36 (1) (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 175 732.30	10	R 554 933.75	19
<b>TOTAL</b>	<b>R 198 372.70</b>	<b>11</b>	<b>R 666 416.63</b>	<b>26</b>

Deviations Below R30 000 OCTOBER 2017

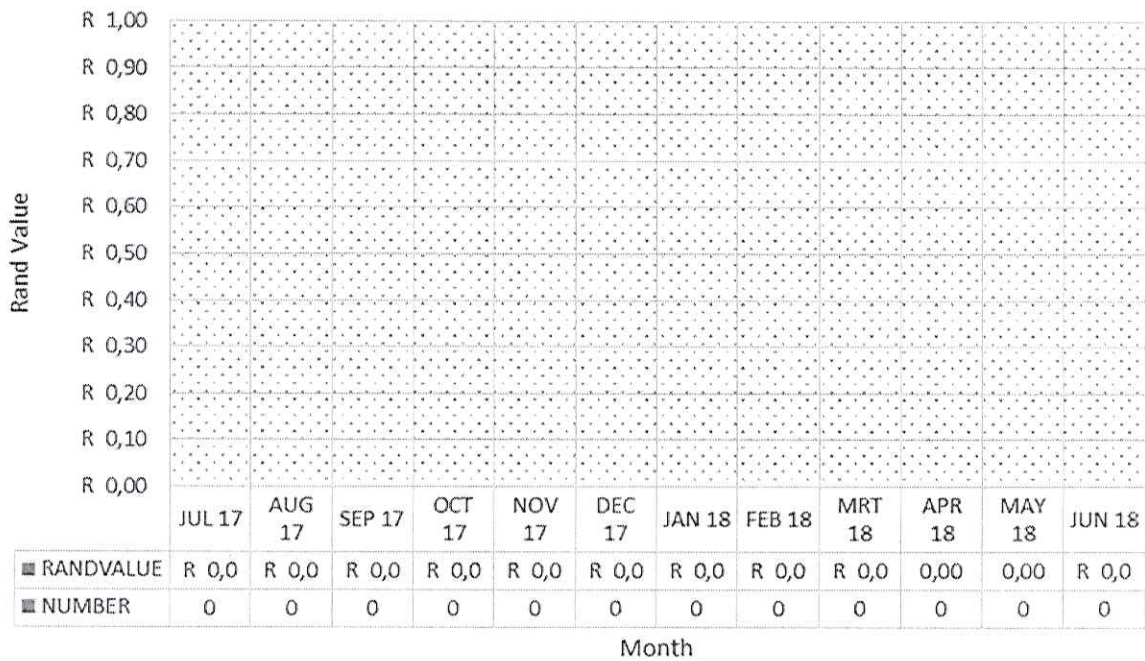




### Deviations Above R30 000 - OCTOBER 2017



### Deviations Above R200 000 OCTOBER 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.

<b>Written Quotations awarded without obtaining three quotations (SCM Regulations 16 (c)) &amp; 17 (c))</b>				
	<b>OCTOBER 2017</b>		<b>YEAR TO DATE</b>	
	<b>RAND VALUE</b>	<b>NUMBER</b>	<b>RAND VALUE</b>	<b>NUMBER</b>
THREE SUPPLIERS REQUESTED TO QUOTE, LESS THAN 3 QUOTES RECEIVED / SUBMITTED	R9 479.46	2	R 31 236.00	8
<b>TOTAL</b>	<b>R 9 479.46</b>	<b>2</b>	<b>R 40 715.46</b>	<b>8</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 October 2017:

<b>Tenders Advertised And Not Closed</b>							
<b>cidb Reference Number</b>	<b>Tender Number</b>	<b>Description</b>	<b>Status</b>	<b>Date Advertised</b>	<b>Date Closed</b>	<b>Awarded</b>	<b>Change Request Status</b>
		NONE					
<b>Tenders Closed and Not Awarded</b>							
<b>cidb Reference Number</b>	<b>Tender Number</b>	<b>Description</b>	<b>Status</b>	<b>Date Advertised</b>	<b>Date Closed</b>	<b>Awarded</b>	<b>Change Request Status</b>
100041267	SCM7/2017/18	REPLACEMENT OF WATERMAIN IN VILJOEN STREET, BREDASDORP	Advertised	2017-08-29	2017-09-22	No	N/A
100041268	SCM6/2017/18	UPGRADING OF INDUSTRIAL ROAD IN STRUISBAAI	Advertised	2017-08-29	2017-09-22	No	N/A



ACTIVE CONTRACTS							
<u>cldb Ref No</u>	<u>Contract Number</u>	<u>Title</u>	<u>Description</u>	<u>Status</u>	<u>Change Request Status</u>	<u>Date Awarded</u>	<u>Date of practical completion</u>
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	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 Suiderstrand	Awarded		2013-02-20 00:00	
CONTRACTS WHERE PRACTICAL COMPLETION HAS BEEN REGISTERED							
<u>cldb Ref No</u>	<u>Contract Number</u>	<u>Title</u>	<u>Description</u>	<u>Status</u>	<u>Change Request Status</u>	<u>Date Awarded</u>	<u>Date of practical completion</u>
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

#### TRAFFIC / LAW ENFORCEMENT & ENVIRONMENTAL

##### Ford Ranger LDV CS 4836 –183786 Km – 31 October 2017:

- Good running condition

##### Ford Ikon 160 CS 8623 – 191654Km – 31 October 2017:

- Air conditioner; CV Shaft L/H; Window switch & Central locking Actuator faulty

##### Nissan Tida CS 13901 – 102467Km – 31 October 2017:

- Aircon – gas top-up

##### Nissan Tida CS 13908 – 110498Km – 31 October 2017:

- Scratch on left rear door;
- New Tyres x 2

##### Nissan Tida CS 5241 –150983 Km – 31 October 2017:

- Clutch pedal sticky [hydraulics]

##### Nissan Tida CS 5245[Ghost Car] 176621Km – 31 October 2017:

- New Tyres x 2

##### Ford Bantam 130i CS 8446 – 275213Km – 31 October 2017:

- Seat needs recovering;
- Brake master cylinder needs replacement
- Rust alongside windscreen

##### Nissan NP300 CS 13450 – 58985Km – 31 October 2017:

- Upcoming 60 000Km Service

##### Trailer Mobile Office CS 8160 – 31 October 2017:

- Good condition

##### Trailer Mobile Office CS 5469 31 October 2017:

- *Still new*

## 8.2 Fuel Account Summary

<b>MONTHLY FUEL CARD SYSTEM RECON</b>					
<b>CAPE AGULHAS MUNICIPALITY</b>					
<b>October 2017</b>					
<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	23111,28	70,00	546,26	23727,54
WATER [10]	01 5020 2830 00	33008,62		786,06	33794,68
COUNCIL ADMIN [1]	01 2010 2830 00	610,88		29,45	640,33
STRATEGIC & ADMIN	01 2524 2830 00	569,51		61,96	631,47
PARKS [5]	01 4042 2830 00	12285,27		323,74	12609,01
RESORTS [2]	01 2540 2830 00	3353,21		119,59	3036,89
THUSONG CENTRE [1]	01 2540 2830 00	1159,11		55,77	1214,88
ENVIRONMENTAL [2]	01 4023 2830 00	5391,04		139,22	5530,26
HOUSING [1]	01 4030 2830 00	1454,03		51,60	1505,63
BUILDINGS/COMM [3]	01 4041 2830 00	9524,16		234,17	9758,33
WORKSHOP [2]	01 3051 2830 00	2674,21		89,42	2763,63
SEWERAGE [12]	01 5030 2830 00	50598,99		1017,31	51616,30
CLEANSING [7]	01 5040 2830 00	35393,15		738,43	36131,58
ROADS & SW [16]	01 5050 2830 00	30637,24		841,03	31478,27
ELECTRICAL [10]	01 5060 2830 00	30111,07		629,42	23748,17
	<b>TOTAL FUEL =</b>	<b>239881,77</b>		<b>5663,43</b>	<b>238186,97</b>

### 8.3 Monthly Acquisitions – Fleet management

CAPE AGULHUS MUNICIPALITY MONTHLY ACQUISITIONS									
DATE	REQ	ITEM/S DESCRIPTION	Oct-17				SERVICE PROVIDER	LOCAL	ELSWHERE
			VOTE	VEHICLE	ORDER				
22-Sep	83342	Electrical Repair - CS 6105	01 5040 0960 00	CS 6105	A0000757	Cross Odendaal Auto Electrical	1254,00		
	83343	Electrical Repair - CS 8446	01 4023 0960 00	CS 8446	A0000758	Cross Odendaal Auto Electrical	456,00		
	83344	Electrical Repair - cs 8922	01 5040 0960 00	CS 8922	A0000760	Cross Odendaal Auto Electrical	809,40		
	83345	RR Bumper,LR Bumper, Tailgate Handle - CS 8618	01 4043 0960 00	CS 8618	A0000762	N & M Bakwerke	1833,28		
	83346	B/Shoes Toy Hi-Lux - CS 4592	01 4041 0960 00	CS 4592	A0000764	Autozone Worcester		592,8	
	83347	Disc Pads FDB1394 - CS 8623	01 4021 0690 00	CS 8623	A0000765	Autozone Worcester		720,38	
	83348	Electrical Repair CS 10479	01 5030 0990 00	CS 10479		Cross Odendaal Auto Electrical	810,54		
	83349	B/Shoes Toy Hi-Lux - CS 4591	01 5030 0960 00	CS 4591	A0000766	Autozone Worcester		296,4	
	83350	Electrical Repair -	01 5050 0990 00		A0000768	Cross Odendaal Auto Electrical	3777,50		
29-Sep	83801	Parcel Collection - Shocks + Drums - CS 10674	01 5040 0960 00	CS 10674	A0000812	Jebo Couriers	660,00		
	83802	Brake Shoes, Brake Fluid, Brake Pipe Tubing - CS 1209	01 4043 0960 00	CS 1209	A0000813	Metsy Motors	1623,66		
	83803	No Plate 2xCS 16702 + No Plate 1xCS 5811	01 5050 0960 00	CS 16702	A0000814	Rola Toyota	342,00		
		C A N C E L L E D				C A N C E L L E D			
	83805	Bearing inner, bearing outer, seal oil hub inner, seal oil side shaft	01 5040 0960 00	CS 10671	A0000788	Afintapart		1837,02	
	83806	H/D Brake Drums, H/D Brake Lining - CS 2336	01 5040 0690 00	CS 2336	A0000789	Ferobrake		1692,88	
	83807	Puncture Repair	01 5040 0960 00	Diff	A0000815	A J Bandediens	8228,54		
	83808	Punctudre Repair CS 14438, CS 9018	01 5050 0960 00	CS 14438	A0000816	A J Bandediens	1578,90		
	83809	C A N C E L L E D				C A N C E L L E D			
	83810	Puncture Repair - CS 4591	01 5030 0960 00	CS 4591	A0000911	A J Bandediens	198,93		
06-Oct	83811	2xNew Tyres 900x20 T497 CS 19281	01 5050 0970 00	CS 19281	A0000852	A J Bandediens	8682,24		
	83812	C A N C E L L E D				C A N C E L L E D			



DATE	REQ	ITEMS DESCRIPTION	VOTE	VEHICLE	ORDER	SERVICE PROVIDER	LOCAL	ELSWHERE
	83813	Rando HD 46 Oil - CS 1577	01 5030 2890 00	CS 1577	A0000855	Moov Fuel	1186,06	
	83814	Repair Shock Bracket - CS 19281, Repair Fender - CS16702	01 5050 0960 00	CS 19281	A0000858	M B C Herstelwerke	820,8	
	83815	Rewind Pick-Up Coil (Ignition) Quad Bike	01 4042 0990 00		A0000861	Overberg Radiators + Suzuki	220,00	
	83816	Inner & Outer Tie Rod Ends, Draglink, Lower Ball Joint - CS 1101	01 3051 0960 00	CS1101	A0000862	Metsy Motors	1439,82	
	83817	Repair + Replace Front Pins + Bushes on Truck - CS 10797	01 5060 0960 00	CS 10797	A0000865	M B C Herstelwerke	1060,20	
	83818	Canopy Tailgate Glass + Rubber - CS 8922	01 5040 0960 00	CS 8922	A0000866	B & M Garage	1823,94	
	83819	Repair, Sandblast & Spray Trailer - CS 11281	01 5040 0960 00	CS 11281	A0000867	M B C Herstelwerke	16924,44	
	83820	Puncture Repair - Cs 14815	01 5040 0960 00	Cs 14815	A0000877	Sruisbal Bande	300,00	
	83821	FDB 1836 Disc Pads - CS 4591	01 5030 0960 00	CS 4591	A0000868	Bredasdorp Midas	550,00	
	83822	Repair Skip Container No 9	01 5041 0950 00		A0000869	M B C Herstelwerke	12722,40	
	83823	Repair Canopy on Truck - CS 5811	01 5050 0960 00	CS 5811	A0000870	M B C Herstelwerke	1767,00	
	83824	Re-Line Brake Shoes & Skim Drums - CS 10671	01 5040 0960 00	CS 10671	A0000874	Tri-Torq Ferobrake		1041,96
10-Oct	83825	Repair Gearbox & Replaced Bearing & Oil Seal Kit - CS 15640	01 5020 0960 00	CS 15640	A0000912	Geabox Exchange		8433,28
	83826	Puncture Repair - CS 10797	01 5060 0960 00	CS 10797	A0000913	A J Bandediens	544,35	
	83827	Puncture Repair - Stand	01 4042 0990 00		A0000914	A J Bandediens	296,40	
	83828	Puncture Repair - CS 10206 & CS 14438	01 5050 0960 00	CS 10206	A0000915	A J Bandediens	1088,70	
	83829	Puncture Repair CS 6105, CS 10671, CS 6105	01 5040 0960 00	Diff	A0000917	A J Bandediens	4032,18	
	83830	Drill Bit 25PCE Set	01 3051 3100 00		A0000920	Kaap Agri	495,09	
	83831	H/D Brake Lining Set, H/D Drum, Transport - CS 10674	01 5040 0960 00	CS 10674	A0000922	Ferobrake		1041,96
	83832	Rando HD 46 - 20L - CS 17182	01 5030 0960 00	CS 17182	A0000924	Moov Fuel	1186,06	
	83833	C A N C E L L E D				C A N C E L L E D		
	83834	Skim Brake Disc & Disc Pads FRT FDB 1836 - CS 4580	01 5020 0960 00	CS 4580	A0000925	Metsy Motors	1089,67	
	83835	Idler arm Repair - CS 1101	01 3051 0960 00	CS 1101	A0000926	Metsy Motors	547,20	

DATE	REQ	ITEM/S DESCRIPTION	VOTE	VEHICLE	ORDER	SERVICE PROVIDER	LOCAL	ELSWHERE
	83836	Willard Batt B628/9 - Cs 4397	01 5030 0960 00	CS 4397	A0000923	Hi - Q	1091,00	
	83837	Fuel Sender Unit (Intank) - Cs 6105	01 5041 0960 00	CS 6105	A0000927	Barloworld Equipment		1575,23
11-Oct	83838	Cylinders,Bearings,Oil Seals - CS 2336	01 5040 0960 00	CS 2336	A0000947	Afintapart		6477,85
	83839	Jurop Gasket,Bearing,Point Circ Oil - Cs 1577	01 5030 0960 00	CS 1577	A0000956	Ian Dickie & Company		11320,66
	83840	Hydr Hose End, Hydr Skive Collar - CS 11975	01 5030 0960 00	CS 11975	A0000954	Overberg Agri	1150,25	
	83841	New Tyres 2x165x13 - CS 8618	01 4043 0970 00	CS 8618	A0000950	A J Bandediens	1520,76	
	83842	New Tyres 2x7.50x16 - CS 10808	01 5060 0970 00	CS 10808	A0000951	A J Bandediens	5118,60	
	83843	New Tyres 2x1100x22.5(HP3000)4x1100x22.5(UT2000) - CS 1577	01 5030 0970 00	CS 1577	A0000952	A J Bandediens	32695,20	
	83844	C A N C E L L E D				C A N C E L L E D		
	83845	Repair Concrete Mixer Replace New Chain, Sprocket & Tensioner	01 5050 0990 00		A0000957	M B C Herstelwerke	1591,44	
12-Oct	83846	H/D Brake Lining FRT & Machin H/D Drum - CS 2336	01 504 0960 00	CS 2336	A0000965	Ferobrake		924,31
	83847	Weld Ramp & Puncture Repair - CS 2513	01 5050 0960 00	CS 2513	A0000966	Struisbaai Bande	165,00	
	83848	No Plate - CS 13295	01 4021 2840 00	CS 13295	A0000967	Rola Toyota	228,00	
16-Oct	83851	No Plate - CS 15752	07 2010 1260 06	CS 15752	A0000996	Rola Toyota	228,00	
	83852	Repair Both Seals & Brackets - CS 4397	01 5030 0960 00	CS 4397	A0000997	Bredasdorp Welding Services	1300,00	
	83853	Willard Batt 674 - CS 16702	01 5050 0960 00	CS 16702	A0001002	Hi - Q	3084,70	
	83854	Replaced Waterpump, PTO, Seal Hydr Oil - CS 8583	01 4042 0960 00	CS 8583	A0001003	Overberg Agri	10469,29	
	83855	C A N C E L L E D				C A N C E L L E D		
17-Oct	83856	Supply & Install Blue Light, Siren & PA System	07 4021 1260 06			HBC Systems		16118,46
	83857	Well Assy LH - CS 6959	01 5060 0960 00	Cs 6959	A0001014	A A D Truck & Bus		1042,15
	83858	Monroe Shocks V1086 - CS 6959	01 5060 0960 00	CS 6959	A0001015	Kwik n Go	1686,00	
	83859	Install new Tracking Unit & Blue Driver ID Key - CS 13295	01 4021 0960 00	CS 13295		Autotronics		1174,20
	83860	Install New Tracking Units - CS 15757				Autotronics		
18-Oct	83861	Install New Tracking Units - CS 6957,CS 4424, CS 5192	01 5050 0960 00	CS 6957	A0001044	Autotronics		2907,00
	83862	Gauge Vacuum & Elbow MIF - CS 3180	01 5030 0960 00	CS 3180	A0001047	Ian Dickie & Company		638,40



DATE	REQ	ITEMS DESCRIPTION	VOTE	VEHICLE	ORDER	SERVICE PROVIDER	LOCAL	ELSWHERE
	83863	Ferodo Disc Pads & Brake Disc Vented - CS 8922	01 5040 0960 00	CS 8922	A0001045	Midas	704,00	
	83864	New Tyres 7.50x16 (TG 21) - CS 10674	01 5040 0970 00	CS 10674	A0001046	A J Bandediens	5118,60	
19-Oct	83865	Repair & Recover Seats - CS 5705	01 5050 0960 00	CS 5705	A0001057	Murtz Upholsters	1750,00	
	83866	Repair Springs & Recover Seats - CS 6957	01 5050 0960 00	Cs 6957	A0001058	Murtz Upholsters	750,00	
	83867	Service 150 153KM - CS 5241	01 4042 0960 00	CS 5241	A0001059	Metsy Motors	1992,21	
	83868	New Tyres 7.50x16 (TG 21) - CS 10671	01 5040 0970 00	CS 10671	A0001060	A J Bandediens	5118,60	
23-Oct	83869	Bonnet Catch,RS Bonnet Hinge,RF Headlamp Tailgate - CS 1209	01 4043 0960 00	CS 1209	A0001095	N & M Bakwerke	7029,97	
	83870	Puncture Repair - CS 4836	01 4021 0960 00	CS 4836	A0001097	A J Bandediens	244,53	
	83871	Puncture Repair - CS 14438 & CS 5811	01 5050 0960 00	CS 14438	A0001098	A J Bandediens	1228,35	
	83872	Puncture Repair -	01 5040 0960 00	Diff	A0001099	A J Bandediens	7510,89	
	83873	Puncture Repair - CS 10716 & CS 4687	01 5060 0960 00	CS 10716	A0001100	A J Bandediens	1239,09	
	83874	Puncture Repair - Stand & Grassnyer	01 4042 0990 00		A0001101	A J Bandediens	786,03	
	83875	Puncture Repair - CS 13761	01 4042 0960 00	Cs 13761	A0001102	A J Bandediens	161,85	
	83876	Moulding FRT Door - CS 8623	01 4021 0960 00	CS 8623	A0001108	B & M Garage	796,40	
	83877	Blue Driver ID Keys	01 5050 3030 10		A0001126	Autotronics		615,60
	83878	C A N C E L L E D				C A N C E L L E D		
	83879	New Tracking Unit Installation, Blue Driver ID Key - CS 3262	01 4041 3030 00	Cs 3262	A0001109	Autotronics		1543,28
	83880	C A N C E L L E D				C A N C E L L E D		
	83881	New Tracking Unit Installation, Blue driver ID Key - CS 4267	01 5060 3030 10	CS 4267	A0001110	Autotronics		1543,28
	83882	New Tracking Unit Installations,Blue Driver ID Key -CS 2352 & CS 3180	01 5030 03030 00	CS 2352	A0001111	Autotronics		2858,55
25-Oct	83883	Remove Rust, Repair Dents & Respray Cab & Loadbody - CS 7008	01 5040 0960 00	CS 7008	A0001135	Car Boat & truck		29763,38
	83884	V- Belt + Powersteering Belt - CS 15642 & CS 15643	01 5020 0960 00	CS 15642	A0001136	B & M Garage	588,24	
	83885	Repair Hydraulic Hose - Cs 10716	01 5060 0960 00	CS 10716	A0001137	Overberg Agri	1320,01	
	83886	Stabilizer Links & Labour - CS 5241	01 4021 0960 00	CS 5241	A0001138	Metsy Motors	1483,14	







### 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	JAN'18	FEB'18	MAR'18	APR'18	MAY'18	JUN'18
<b>WORKSHOP OPERATIONS</b>													
VEHICLES SERVICED	1	0	5	7	8								
INHOUSE - VEHICLE REPAIRS DONE	10	8	12	6	12								
VEHICLES TO EXTERNAL SUPPLIERS	0	0	1 - Visser's Eng	0	0								
SMALL PLANT MACHINERY	2												
SDBIP VEHICLE CHECKS DONE	Compactors	1 Compactor	0	1 Compactor	0								
CAPITAL PROJECTS	10 Vehicles	10 Vehicles	10	10	10								
ROADWORTHY TESTS	Completed	2 Projects	2 Projects	1 Item Ordered	Completed								
RW CERTIFICATES ISSUED	1 Tested	0	3	1	2								
	1 Passed	0	3	1	2								
SMALL PLANT FUEL	3879	3459	No Figure	8640	9 835								
VEHICLE'S FUEL BILL - Monetary Value	219 577	204 596	206 738	227 698	239881,77								
LOCAL ACQUISITIONS - Monetary Value	45 367	36 609	105 451	72 887	217 303,18								
SPEED FINES ISSUED		5 of JUNE	4 of JULY	1 for AUGUST	1 for October								
<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 Heavy Duty(3 Phase) Hot Water Steamcleaner - Moved to 2018/19 Financial year												
<b>SAFETY &amp; RISK</b>	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												

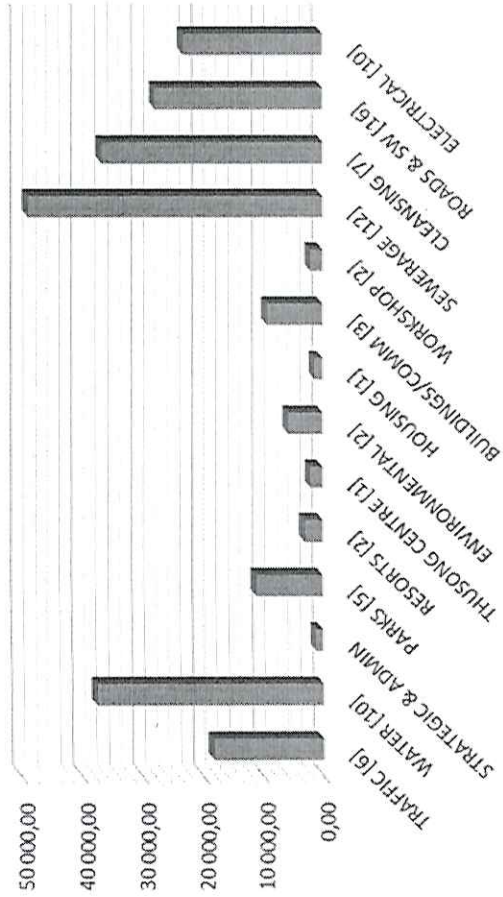


Desparately need 2 x workers / assistants positions inside the workshop on a permanent basis - Artisans cannot work together on jobs - Highly unproductive!!!

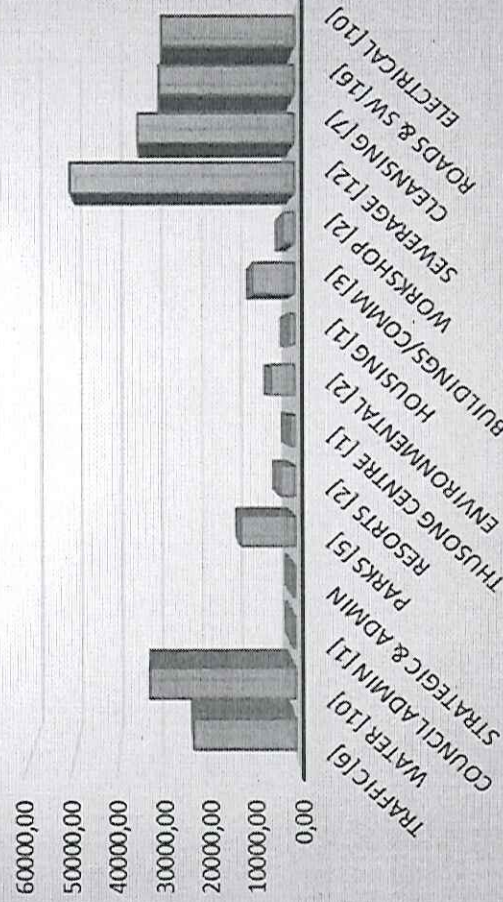
EPWP Contract workers are a waste of time as we've been making use of this for the last three years, we had to train new people every 3 months - we need semi skilled workers in this trade

Total Fuel usage = [Petrol & Diesel fuel] - Vehicles Only = R 239 881,77

FUEL USAGE - SEPTEMBER 2017



FUEL USAGE - OCTOBER 2017



SIGNED : W. J. R. SWART

DATE: 03-Oct-17




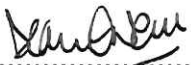
## 9. Conclusion & Sign Off

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: 6-11-2017

  
.....  
PJ VAN BILJON  
DIRECTOR: FINANCIAL SERVICES  
Date: 06/11/2017

  
.....  
DGI O'NEILL  
MUNICIPAL MANAGER  
Date: 08/11/17









ANNUAL PROCUREMENT PLAN 2017/18	Code	RUNNING SOURCE	BUDGET 2017/18	ADJUSTMENT BUDGET 2017/18	Total spent to date 2017/18	Available to spend 2017/18	STATUS	Tender YES/NO or EXISTING tender, extension, variations	EXPECTED SPECS DATE	ACTUAL SPECS DATE	EXPECTED ADVERT DATE	ACTUAL ADVERT DATE	EXPECTED CLOSING DATE	ACTUAL CLOSING DATE	EXPECTED EVALUATION DATE	ACTUAL EVALUATION DATE	ACTUAL AUDITION DATE	ACTUAL APPROVAL BY/IM	EXPECTED COMPLETION DATE
<b>TRAFFIC AND LAW ENFORCEMENT</b>																			
Vehicles - 41 Sedan (Traffic)	4021	E-Loan	180,000.00	40,000.00	179,525.00	40,475.00	car collected 29 Sep 2017	TRANSVERSAL TENDER	23-Jun-17										28-Feb-18
<b>TRAFFIC LICENSING AND VEHICLE TESTING</b>																			
Building - Revision of reception area (E-track)	4022	CPR	45,000.00		0.00	45,000.00	completed	FORMAL Q	28-Aug-17	1-Sep-17			15-Sep-17		28-Sep-17				15-Dec-17
<b>PUBLIC SERVICES</b>																			
Office Equipment/Furniture	4049	CPR	12,500.00		3,300.00	9,200.00	on order	FORMAL Q	15-Jun-17	7-Jul-17	21-Jun-17	21-Jul-17	14-Jul-17	4-Aug-17	19-Sep-17	28-Sep-17			31-Aug-17
<b>BUILDING AND COMMERCE</b>																			
Building - Community Hall (Strathairn)	4041	CPR	10,000.00		0.00	10,000.00		DECLINED	15-Jun-17	23-Jun-17	23-Jun-17		14-Jul-17		28-Jul-17				31-Aug-17
Microbiology (Reception) 23	07404116002	CPR	38,000.00		0.00	34,000.00	AWARD	TENDER	22-Sep-17	7-Jul-17	28-Sep-17	28-Jul-17	14-Aug-17	18-Aug-17	14-Sep-17	28-Sep-17			20-Dec-17
Carport Extension Unit	07404116003	CPR	8,500.00		0.00	8,500.00	completed	FORMAL Q	15-Jun-17	17-Jul-17	25-Aug-17	28-Jul-17	8-Sep-17	4-Aug-17	27-Aug-17	5-Sep-17			29-Sep-17
Coaching - Strathairn Community Hall	07404116008	CPR	190,000.00		81,973.12	18,028.88	completed	FORMAL Q	15-Aug-17										
			150,500.00																
<b>PARKS &amp; SPORT FACILITIES</b>																			
Park facility - Wheelabraxis	4042	MO (ex rate)	614,038.00		0.00	614,038.00		TENDER	14-Jul-17	28-Jul-17	28-Jul-17		25-Aug-17		15-Oct-17				28-Feb-18
Playpark - Public Open spaces	07404216006	CPR	150,000.00		0.00	150,000.00		FORMAL Q	28-Feb-18	2-Mar-18	2-Mar-18		15-Mar-18		6-Apr-18				30-Jun-18
Sport facility - Fencing of Strathairn sportsground	07404216004	CPR	50,000.00		0.00	50,000.00		FORMAL Q	15-Feb-18	23-Feb-18	23-Feb-18		2-Mar-18		23-Mar-18				31-Aug-17
Rugby Sports 22	07404216007	CPR	5,000.00		3,228.06	1,771.94		QUOTATION	7-Jul-17										
Shop (ex rate) 0750 Engine - Shop	07404216008	CPR	47,000.00		0.00	47,000.00		FORMAL Q	15-Aug-17	25-Aug-17	25-Aug-17		8-Sep-17		22-Sep-17				28-Sep-17
3 X FS1653 Basketball	07404216001	CPR	49,000.00		23,281.50	19,718.50													
Upgrading of Sport Facilities - Sports Academy for Onehunga (Ngā Rau Ora)	07404226003	CPR - Unsettled	700,000.00		18,031.00	681,969.00	AWARD	TENDER	14-Jul-17	7-Jul-17	28-Jul-17	21-Jul-17	25-Aug-17	4-Aug-17	15-Oct-17	22-Oct-17	5-Sep-17		28-Feb-18
Blair Assessment - Soccer Field, Napier	07404226002	MO (ex rate)	120,000.00		0.00	120,000.00		FORMAL Q	28-Jul-17	11-Aug-17	11-Aug-17		1-Oct-17		22-Oct-17				31-Dec-17
Renovation of entrance to town	07404226003	CPR	100,000.00		70,550.70	29,449.30		FORMAL Q	28-Jul-17	11-Aug-17	11-Aug-17		1-Oct-17		22-Oct-17				31-Dec-17
			1,828,038.00																
<b>BEACHES AND INDIAN RESORTS</b>																			
Strathairn Beach (More Repair)	4023	CPR	250,000.00		193,275.00	56,725.00	completed	TENDER	14-Jul-17	7-Jul-17	21-Jul-17	21-Jul-17	19-Aug-17	11-Aug-17	8-Sep-17	22-Aug-17	5-Sep-17		15-Dec-17
Upgrading of Ablution facilities (Resorts / Camping sites)	07404321006	CPR	100,000.00		0.00	100,000.00		ONGOING MAINTENANCE											15-Dec-17
Upgrading of Ablution facility (Week-end resort) - North	07404321007	CPR	30,000.00		0.00	30,000.00		FORMAL Q	28-Jul-17	4-Aug-17	4-Aug-17		25-Aug-17		8-Sep-17				15-Dec-17
Upgrading of Urge Toilet Pool	07404326009	CPR	600,000.00		0.00	450,000.00		TENDER	28-Jul-17	28-Aug-17	28-Aug-17		14-Jul-17		8-Sep-17				31-Aug-17
Furniture at Resorts	07404316010	CPR	20,799.85		20,799.85	79,720.15		DECLINED	15-Jun-17	23-Jun-17	23-Jun-17		14-Jul-17		28-Jul-17				15-Dec-17
Signposting of Reception area (Muriwhenua)	07404316013	CPR	155,000.00		0.00	105,000.00	AWARD	FORMAL Q	28-Jul-17	8-Aug-17	4-Aug-17	18-Aug-17	25-Aug-17	9-Jun-17	8-Sep-17	14-Sep-17	28-Sep-17		15-Dec-17
			1,035,000.00																
<b>FENCES</b>																			
Fencing & Strapping of road - New Bradstons cemetery	4044	CPR	120,000.00		0.00	120,000.00		FORMAL Q	15-Mar-18	23-Mar-18	23-Mar-18		13-Apr-18		27-Apr-18				31-May-18
<b>LIBRARY SERVICES</b>																			
Shelfboard (courtesy) - Bradstons	4049	Library G	4,000.00		745.81	3,254.19		QUOTATION	1-Sep-17	19-Oct-17	15-Sep-17	20-Oct-17	6-Oct-17		20-Oct-17				15-Dec-17
Fencing - Armon	07405016009	Library G	127,400.00		0.00	127,400.00	on tender	FORMAL Q	25-Aug-17	20-Oct-17	15-Sep-17	20-Oct-17	3-Nov-17		20-Oct-17				15-Dec-17
Safety gates - Armon	07405016010	Library G	19,000.00		5,100.00	4,900.00	on order	FORMAL Q	25-Aug-17	20-Oct-17	15-Sep-17	20-Oct-17	6-Oct-17		20-Oct-17				15-Dec-17
Safety gates - Kipitahi	07405016011	Library G	5,000.00		3,700.00	1,300.00	on order	QUOTATION	25-Aug-17	15-Sep-17	15-Sep-17		6-Oct-17		20-Oct-17				15-Dec-17
Safety gates - Front porch - Napier	07405016012	Library G	12,500.00		9,900.77	2,599.23	on order	QUOTATION	2-Oct-17	13-Oct-17	13-Oct-17		28-Sep-17		20-Oct-17				15-Dec-17
Laminating Machine	07405016013	Library G	2,600.00		1,677.00	923.00	completed	FORMAL Q	7-Jul-17										31-Aug-17
			181,900.00																
<b>WATER DISTRIBUTION</b>																			
Leak Detector pump	4024	CPR	50,000.00		0.00	50,000.00	tenders records budget	FORMAL Q	4-Sep-17	13-Oct-17	15-Sep-17	15-Sep-17	29-Sep-17		20-Oct-17				28-Feb-18
Chlor Sals	07502016014	CPR	50,000.00		0.00	50,000.00		FORMAL Q	4-Sep-17	15-Sep-17	15-Sep-17		29-Sep-17		20-Oct-17				28-Feb-18
Stratford Chlor Dos. System	07502016015	CPR	100,000.00		0.00	100,000.00		FORMAL Q	4-Sep-17	15-Sep-17	15-Sep-17		29-Sep-17		20-Oct-17				28-Feb-18
Liquid Aluminium Dos. System Bradstons WTW	07502016016	CPR	200,000.00		0.00	200,000.00		TENDER	4-Sep-17	28-Oct-17	16-Sep-17	28-Sep-17	29-Sep-17		20-Oct-17				28-Feb-18
Office and Toilet @ Napier Treatment Plant	07502016017	CPR	56,000.00		0.00	56,000.00		FORMAL Q	2-Oct-17	13-Oct-17	13-Oct-17		27-Oct-17		19-Nov-17				30-Mar-18
Instruments: PH meters, conductivity meter	07502016020	CPR	50,000.00		0.00	50,000.00	completed (S-M-W)	FORMAL Q	4-Sep-17	15-Sep-17	15-Sep-17		28-Sep-17		20-Oct-17				28-Feb-18
Security of Boreholes (AMU area)	07502016011	CPR	200,000.00		110,110.00	89,890.00	completed (S-M-W) 2016-17	EXISTING	DONE	DONE	DONE		DONE		20-Apr-18				completed
Equipment for boreholes in Napier and Suburbs	07502016022	CPR	150,000.00		0.00	150,000.00		FORMAL Q	3-Apr-18	18-Mar-18	18-Mar-18		6-Apr-18		20-Apr-18				28-Jun-18
Replacement of 4" Pipe @ Street Hill at Wairarapa	07502016010	E-Loan	800,000.00		0.00	800,000.00	BAC	TENDER	DONE	24-Aug-17	18-Aug-18	1-Sep-17	8-Sep-17	28-Sep-17	15-Sep-17	19-Oct-17			28-Feb-18
Relocate meter main over rd 1553 Napier	07502016015	E-Loan	600,000.00		0.00	600,000.00		TENDER	11-Sep-17	22-Sep-17	22-Sep-17		13-Oct-17		27-Oct-17				30-Mar-18





