

Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

QUARTERLY REPORT: SUPPLY CHAIN MANAGEMENT

**1st QUARTER: 1 JULY 2018 - 30
SEPTEMBER 2018**

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1. Purpose of Report

The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor. The purpose is to report to the Mayor in terms of section 6(3) of the Supply Chain Management Regulations on the implementation of the Supply Chain Management Policy for the second quarter from **1 July 2018 – 30 September 2018**, in order to strengthen Council's oversight role.

2. Implementation of Supply Chain Management Policy

The Supply Chain Management Policy was revised and adopted by Council in March 2017 and reviewed during March 2018 to fully comply with the SCM Regulations. The SCM Policy has been reviewed by incorporating the legislative amendments and recommendations by the Auditor-General and Provincial Treasury to give effect to the compliance aspect.

This will enable the Supply Chain Management Unit (SCMU) to further streamline procedures and processes to promote more efficient and effective service delivery to all internal and external stakeholders.

3. Committees

The bid committees are established and are fully functioning according to Council's SCM Policy and the SCM Regulations. The committees are listed below:

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

a. Bid Committee Meetings

The following table details the number of bid committee meetings held for the 1st quarter of the 2018/19 financial year:

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
3	3	5

Table 1.: Bid Committee Meetings

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

Members	Percentage attendance
There are no permanent members on the Bid Specification Committee. Members are allocated dependent on the type of bid	100%

Table 2.: Attendance of members of bid specification committee

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

Member	Percentage attendance
There are no permanent members on the Bid Evaluation Committee. Members are allocated dependent on the type of bid	100%

Table 3.: Attendance of members of bid evaluation committee

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

Member	Percentage attendance
H Van Biljon (Director: Finance & ITC Services)	60 %
S Stanley (Manager: Budget & Treasury Office)	80%
K Mrali (Director: Management Services)	100%
A Jacobs (Director: Infrastructure Services)	20%
N Mhlati-Musewe (Div Head: Human Resources)	40%
T Stone (Div Head: Strategic, Planning & Administration Services)	60%

Table 4.: Attendance of members of bid adjudication committee

The percentages as indicated above include the attendance of those officials acting 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 (1st quarter of the 2018/19 financial year)

The following awards were made by the BAC.

AWARDS	1 st Quarter 1 July – 30 September 2017		1 st Quarter 1 July – 30 September 2018	
	Number	Amount	Number	Amount
Competitive Bids	4	R 997 597,98	3	R 10 687 014,79
Annual Tenders 2018 - 2021			4	RATES
Formal Written Quotations	0	R 657 554,49	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	1	R 59 800,00
Extensions / Amendment Of Contracts In Terms Of Part 20.14 Of The SCMPOS	3	R 727 075,69	0	R 0,00
Procurement In Terms Scm Regulation 32	4	R 2 926 534,02	0	R 0,00
Number of Disputes, Complaints, Enquiries and Objections Received	0		4	

Table 5.: Awards for the 1st quarter of 2018/19

KWARTAAL VERSLAG IN TERME VAN SCM REGULASIE 5(4) JULIE 2018 - SEPTEMBER 2018 / REPORT IN TERMS OF SCM REGULATION 5(4) - JULY 2018 - SEPTEMBER 2018

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	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
TENDERS										
1	SCM5/2018/19	MANAGEMENT SERVICES	PUBLIC SERVICES	MAINTENANCE & REPAIRS OF MUNICIPAL BUILDINGS FOR A 3 YEAR PERIOD						
				PLUMBING SERVICES	LOUWS LOODGIETERS	12/20	RATES	T116/2018	2018/07/09	4
				ELECTRICAL SERVICES	SIMONS ELECTRICAL	0/20	RATES			
2	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	'ANNUAL STORES STOCK & SERVICES ITEM 5: BITUMEN PRODUCTS						
	ITEM 5					0/20	RATES	T118/2018	2018/07/09	0
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		1, MUCH ASPHALT PTY LTD					
	ITEM 5				2, SANDOBEL 165 PTY LTD t/a IPATCH	12/20	RATES	T118/2018	2018/07/09	4
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		3, PNB CIVILS	20/20	RATES	T118/2018	2018/07/09	1
	ITEM 5					20/20	RATES	T120/2018	2018/07/09	1
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		1, DP TRUCK HIRE	20/20	RATES	T122/2018	2018/07/09	1
	ITEM 5				Hot Mix - SABS Wearing Course (ton) - DELIVERY EXCLUDED	20/20	RATES	T124/2018	2018/07/09	4
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		1, DP TRUCK HIRE	12/20	RATES	T124/2018	2018/07/09	4
	ITEM 5				1, SANDOBEL 165 PTY LTD t/a IPATCH	20/20	RATES	T124/2018	2018/07/09	1
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2, PNB CIVILS	20/20	RATES	T124/2018	2018/07/09	1
	ITEM 5				3, TRENDY TECHNOLOGY PTY LTD	20/20	RATES	T124/2018	2018/07/09	1
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		1, DP TRUCK HIRE	20/20	RATES	T125/2018	2018/07/09	1
	ITEM 5				MC 30 - DELIVERY INCLUDED	14/20	RATES	T125/2018	2018/07/09	3
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2, TOSAS	14/20	RATES	T126/2018	2018/07/09	3
	ITEM 5				1, TOSAS	20/20	RATES	T126/2018	2018/07/09	1
	SCM1/2018/19	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2, NKWENKWEZI RESOURCES CC	20/20	RATES	T126/2018	2018/07/09	1
	ITEM 5				3, DP TRUCK HIRE	20/20	RATES	T126/2018	2018/07/09	1

NO.	TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	QDP (QUICK DRYING PRIME) PER DRUM - DELIVERY INCLUDED	1. DP TRUCK HIRE	20/20	RATES	T127/2018	2018/07/09	1
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2. TOSAS	14/20	RATES	T127/2018	2018/07/09	3
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	QDP (QUICK DRYING PRIME) PER DRUM - DELIVERY EXCLUDED	1. DP TRUCK HIRE	20/20	RATES	T128/2018	2018/07/09	1
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2. TOSAS	14/20	RATES	T128/2018	2018/07/09	3
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	CAT SPRAY 65% - PER DRUM - DELIVERY INCLUDED	1. DP TRUCK HIRE	20/20	RATES	T129/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2. TOSAS	14/20	RATES	T129/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	CAT SPRAY 65% PER DRUM - DELIVERY EXCLUDED	1. DP TRUCK HIRE	20/20	RATES	T130/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2. TOSAS	14/20	RATES	T130/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	ANIONIC S/MIX 60% - PER DRUM - DELIVERY INCLUDED	1. DP TRUCK HIRE	20/20	RATES	T131/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2. TOSAS	14/20	RATES	T131/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	ANIONIC S/MIX 60% - PER DRUM - DELIVERY EXCLUDED	1. DP TRUCK HIRE	20/20	RATES	T131/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		2. TOSAS	14/20	RATES	T131/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	COLPAV - PER DRUM - DELIVERY INCLUDED	1. TOSAS	14/20	RATES	T132/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		1. TOSAS	14/20	RATES	T132/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	CAT PREMIX - DELIVERY INCLUDED	1. TOSAS	14/20	RATES	T132/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	CAT PREMIX - DELIVERY EXCLUDED	1. TOSAS	14/20	RATES	T132/2018	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	Spray & Deliver (Chip & Spray) c/	1. K2018233357 (SOUTH AFRICA)	0/20	RATES	T132/2019	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		1. K2018233357 (SOUTH AFRICA)	0/20	RATES	T132/2020	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER	Slurry(DAILY RATE, MIX & LAY) c/	1. K2018233357 (SOUTH AFRICA)	0/20	RATES	T132/2021	2018/07/09	
	SCM1/2018/19	ITEM 5	INFRASTRUCTURE SERVICES	ROADS & STORMWATER		1. K2018233357 (SOUTH AFRICA)	0/20	RATES	T132/2022	2018/07/09	

NO. TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
				IGNITORS 240V FOR 70W HPS	1. POWERCOMM SOLUTIONS PTY LTD	20/20	RATES	T511/2018	2018/09/18	1
					2. ACTOM ELECTRICAL PRODUCTS	0/20	RATES	T511/2018	2018/09/18	0
					3. PH MARKETING	0/20	RATES	T511/2018	2018/09/18	0
				IGNITORS 240V FOR 150W HPS	1. POWERCOMM SOLUTIONS PTY LTD	20/20	RATES	T511/2018	2018/09/18	1
					2. ACTOM ELECTRICAL PRODUCTS	0/20	RATES	T511/2018	2018/09/18	0
					3. PH MARKETING	0/20	RATES	T511/2018	2018/09/18	0
				IGNITORS 240V FOR 250W HPS	1. POWERCOMM SOLUTIONS PTY LTD	20/20	RATES	T511/2018	2018/09/18	1
					2. ACTOM ELECTRICAL PRODUCTS	0/20	RATES	T511/2018	2018/09/18	0
					3. PH MARKETING	0/20	RATES	T511/2018	2018/09/18	0
				IGNITORS 240V FOR 400W HPS	1. POWERCOMM SOLUTIONS PTY LTD	20/20	RATES	T511/2018	2018/09/18	1
					2. ACTOM ELECTRICAL PRODUCTS	0/20	RATES	T511/2018	2018/09/18	0
					3. PH MARKETING	0/20	RATES	T511/2018	2018/09/18	0
				LAMP HOLDERS 80W&250W FOR STREETLIGHTS	1. TAKE NOTE TRADING 245 CC/T/A UNIVERSAL TRADING	20/20	RATES	T512/2018	2018/09/18	1
					2. PH MARKETING	0/20	RATES	T512/2018	2018/09/18	0
SCM2/2018/19	ITEM 18	INFRASTRUCTURE SERVICES	ELECTRICAL SERVICES	'ANNUAL ELECTRICAL MATERIALS - ITEM 18: ELEMENTS						
				GEYSER ELEMENT 3PHASE (3X3000W) HARD WATER	1. ARB ELECTRICAL WHOLESALERS PTY LTD	18/20	RATES	T513/2018	2018/09/18	2
					2. POWERCOMM SOLUTIONS PTY LTD	20/20	RATES	T513/2018	2018/09/18	1
					3. VE MANAGEMENT SERVICES PTY LTD	0/20	RATES	T513/2018	2018/09/18	0
				STOVE PLATE SOLID 8" /180mm	1. ARB ELECTRICAL WHOLESALERS PTY LTD	18/20	RATES	T513/2018	2018/09/18	2
					2. POWERCOMM SOLUTIONS PTY LTD	20/20	RATES	T513/2018	2018/09/18	1
					3. VE MANAGEMENT SERVICES PTY LTD	0/20	RATES	T513/2018	2018/09/18	0
				GEYSER THERMOSTAT	1. ARB ELECTRICAL WHOLESALERS PTY LTD	18/20	RATES	T513/2018	2018/09/18	2
					2. POWERCOMM SOLUTIONS PTY LTD	20/20	RATES	T513/2018	2018/09/18	1
					3. VE MANAGEMENT SERVICES PTY LTD	0/20	RATES	T513/2018	2018/09/18	0

NO. TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
				GEYSER ELEMENTS 3000W HARD WATER	1. ARB ELECTRICAL WHOLESALERS PTY LTD 2. POWERCOMM SOLUTIONS PTY LTD 3. VE MANAGEMENT SERVICES PTY LTD	18/20 20/20 0/20	RATES RATES RATES	T513/2018 T513/2018 T513/2018	2018/09/18 2018/09/18 2018/09/18	2 1 0
				STOVE PLATE SOLID 6" / 145mm	1. ARB ELECTRICAL WHOLESALERS PTY LTD 2. POWERCOMM SOLUTIONS PTY LTD 3. VE MANAGEMENT SERVICES PTY LTD	18/20 20/20 0/20	RATES RATES RATES	T513/2018 T513/2018 T513/2018	2018/09/18 2018/09/18 2018/09/18	2 1 0
				TERMOSTAT T105 FOR SPIRAL GEYSER ELEMENT	1. ARB ELECTRICAL WHOLESALERS PTY LTD 2. POWERCOMM SOLUTIONS PTY LTD 3. VE MANAGEMENT SERVICES PTY LTD	18/20 20/20 0/20	RATES RATES RATES	T513/2018 T513/2018 T513/2018	2018/09/18 2018/09/18 2018/09/18	2 1 0
				GEYSER ELEMENT SPIRAL 3KW HARD WATER	1. ARB ELECTRICAL WHOLESALERS PTY LTD 2. POWERCOMM SOLUTIONS PTY LTD 3. VE MANAGEMENT SERVICES PTY LTD	18/20 20/20 0/20	RATES RATES RATES	T513/2018 T513/2018 T513/2018	2018/09/18 2018/09/18 2018/09/18	2 1 0
SALE OF ERVEN										
1	ERF 1730 NAP			SALE OF ERF 1730 NAPIER, WEST STREET, 1557M ²	JOHANNES URBANUS VERMEULEN	0/20	R 59 800,00 R 59 800,00	T447/2018	2018/08/06	0
tender in terme van scm regulasie 32 / procurement in terms scm regulation 32										
		STRATEGIC PLANNING & ADMINISTRATION	TOWN PLANNING	APPOINTMENT OF A LEGAL PANEL	KRUGER & BLIGNAUT ATTORNEYS		RATES RATES			
atwykings 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			

NO. TENDER NR	VOTE NR	DEPARTMENT	DIVISION	DESCRIPTION	SUCCESSFUL TENDERER	BEE POINTS AWARDED	CONTRACT AMOUNT	RESOLUTION NR	DATE OF AWARD	BEE CONTRIBUTION LEVEL
uitbreiding van kontrak in terme van SCMPOS Part 20.14 & mfa circular 62 / extension of contract in terms of SCMPOS Part 20.14										
1				NONE			R 0,00			
FORMEEL GESKREWE KWOTASIES / FORMAL WRITTEN QUOTATIONS										
1				NONE			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

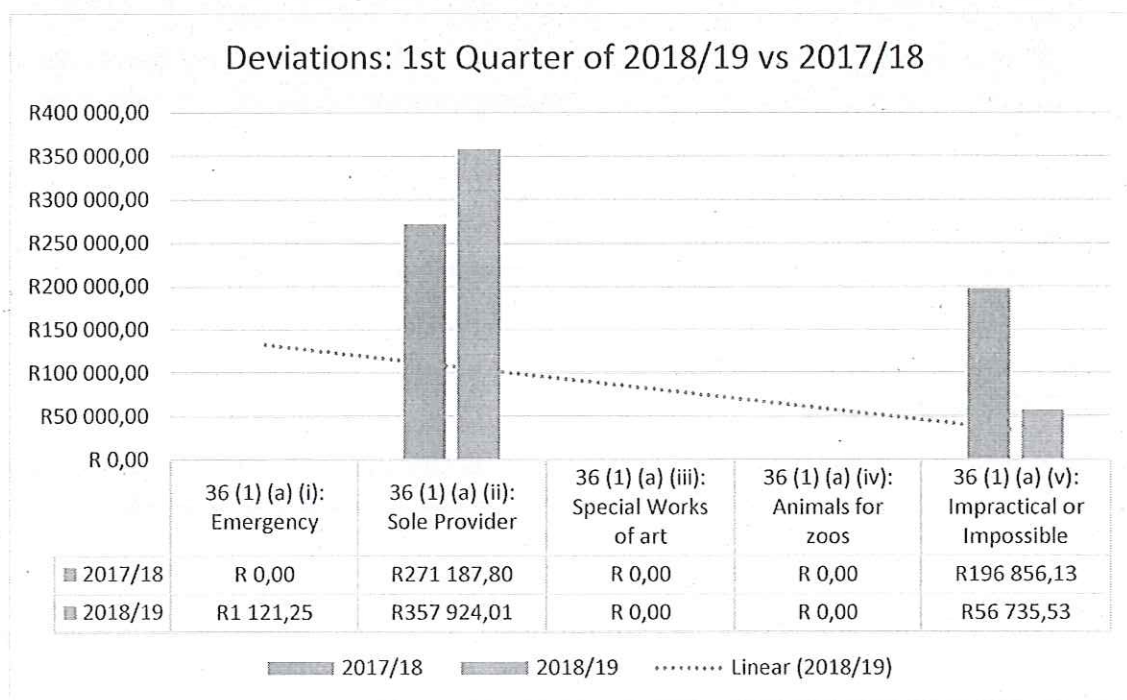
The following table provides a summary of deviations approved for the 1st quarter of the 2018/19 financial year:

Number of deviations	Value of deviations
Deviations for amounts below R30 000:	
16	R206 762.54
Deviations for amounts above R30 000:	
2	R209 018.25
Deviations for amounts above R200 000:	
0	R0.00

Table 7.: Summary of deviations for 1st quarter

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))		
	2017/18	2018/19
Deviations below R30 000		
36 (1) (a) (i): Emergency	R0,00	R1 121,25
36 (1) (a) (ii): Sole Provider	R88 842,48	R148 905,76
36 (1) (a) (iii): Special Works of art	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R98 710,00	R56 735,53
BELOW R30 000	R187 552,48	R206 762,54
Deviations above R30 000		
36 (1) (a) (i): Emergency	R0,00	R0,00
36 (1) (a) (ii): Sole Provider	R182 345,32	R209 018,25
36 (1) (a) (iii): Special Works of art	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R98 146,13	R0,00
ABOVE R30 000	R280 491,45	R209 018,25
Deviations above R200 000		
36 (1) (a) (i): Emergency	R0,00	R0,00
36 (1) (a) (ii): Sole Provider	R0,00	R0,00
36 (1) (a) (iii): Special Works of art	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R0,00	R0,00
ABOVE R200 000	R0,00	R0,00
TOTAL AMOUNT OF DEVIATIONS APPROVED	R468 043,93	R415 780,79
TOTAL SUMMARISED DEVIATIONS: 1 July 2018 - 30 June 2019		
36 (1) (a) (i): Emergency	R0,00	R1 121,25
36 (1) (a) (ii): Sole Provider	R271 187,80	R357 924,01
36 (1) (a) (iii): Special Works of art	R0,00	R0,00
36 (1) (a) (iv): Animals for zoos	R0,00	R0,00
36 (1) (a) (v): Impractical or Impossible	R196 856,13	R56 735,53
TOTAL AMOUNT OF DEVIATIONS APPROVED	R468 043,93	R415 780,79

Table 8.: Breakdown of deviations – 1st quarter/year to date



6. Reporting of Awards above R100 000

In terms of MFMA Circular 34, all awards above R100 000 must be reported to Provincial and National Treasury within 15 days of the end of each month. The following awards were reported during the 1st quarter of the 2018/19 financial year.

Contract Identifier	Commodity Description	Supplier	BEE Status	Source Method	Contract Value	Lowest Acceptable Bid Value	Premium Paid Value	Expansion Value
T444/2018	ENVIRONMENTAL IMPACT ASSESSMENT (SCM12-2017-18)	COASTAL ENVIRONMENTAL SERVICES (PTY) LTD	Level 1	Competitive Bids	R 242 900,70	R 242 900,70	-	R 242 900,70
T116/2018 (2)	MAINTNANCE & REPAIRS OF MUNICIPAL BUILDINGS FOR A PERIOD OF 3 YEARS. ELECTRICAL SERVICES (SCM5-2018-19)	SIMONS ELECTRIC	Non-compliant contributor	Competitive Bids	R 212 600,00	R 212 600,00	-	R 212 600,00
T452/2018	MAINTNANCE, REPAIR AND UPGRADE OF MUNICIPAL NETWORKS INFRASTRUCTURE (SCM9-2018-19)	SIMONS ELECTRIC	Non-compliant contributor	Competitive Bids	R 416 123,49	R 416 123,49	-	R 416 123,49
T116/2018 (1)	MAINTNANCE & REPAIRS OF MUNICIPAL BUILDINGS FOR A PERIOD OF 3 YEARS. PLUMBING SERVICES - (SCM5-2018-19)	LOUWS LOODGIETRS	Level 4	Competitive Bids	R 107 480,10	R 107 480,10	-	R 107 480,10
T451/2018	SUPPLY & DELIVERY OF COMPUTER EQUIPMENT (SCM8-2018-19)	DFA SOLUTIONS	Level 1	Competitive Bids	R 294 761,10	R 294 761,10	-	R 294 761,10
T453/2018	SUPPLY & DELIVERY OF OFFICE FURNITURE. (SCM11-2018-19)	PARKERSON THOMAS TECHNOLOGIES CC	Level 1	Competitive Bids	R 114 229,50	R 114 229,50	-	R 114 229,50
					R 1 388 094,89	R 1 388 094,89	-	R 1 388 094,89

Table 9.: Reporting on bids above R100 000

Detailed Report				
BEE Level	Total Contracts	Total Current Contract Value	Total Lowest Acceptable Bid Value	Total Premium Paid Value
Level 1	3	R 651 891,30	R 651 891,30	-
Level 4	1	R 107 480,10	R 107 480,10	-
Non-compliant contributor	2	R 628 723,49	R 628 723,49	-
Total	6	R 1 388 094,89	R 1 388 094,89	-

Table 10.: Summary of BBBEE spending on bids

7. Logistics Management

Inventory levels are set at the start of each financial year. These levels are set for normal operations. In the event that special projects are being launched by departments, such information is not communicated timely to the Stores section in order for them to gear them to order stock in excess of the normal levels.

Internal controls are in place to ensure that goods and service that are received are certified by the responsible person which is in line with the general conditions of contract.

Regular checking of the condition of stock is performed. Quarterly stock counts are performed at which surpluses, deficits, damaged and redundant stock items are identified and reported to Council.

As at **30 SEPTEMBER 2018**, the value of stock at the municipal stores amounted to:

1 JUL 2018 - 30 SEPTEMBER 2018	OPENING VALUE	PURCHASES VALUE	ISSUES VALUE	BALANCE VALUE
Store A – Bredasdorp Stores	R 1 076 266,91	R 1 057 147,76	-R 732 224,52	R 1 401 190,15
Store B – Electrical Stores	R 106 470,00	R 0,00	R 0,00	R 106 470,00
Store C – Struisbaai Stores	R 112 056,73	R 110 938,74	-R 105 208,17	R 117 787,30
Total value of stock	R 1 294 793,64	R 1 168 086,50	-R 837 432,69	R 1 625 447,45

STOCK PURCHASES VS ISSUES - 1 JUL - 30 SEP 2018



8. Procurement Plan

One of the functions of SCM is to ensure that goods, works or services are delivered to the right place, in the right quantity, with the right quality, at the right cost and the right time in a normal procurement environment.

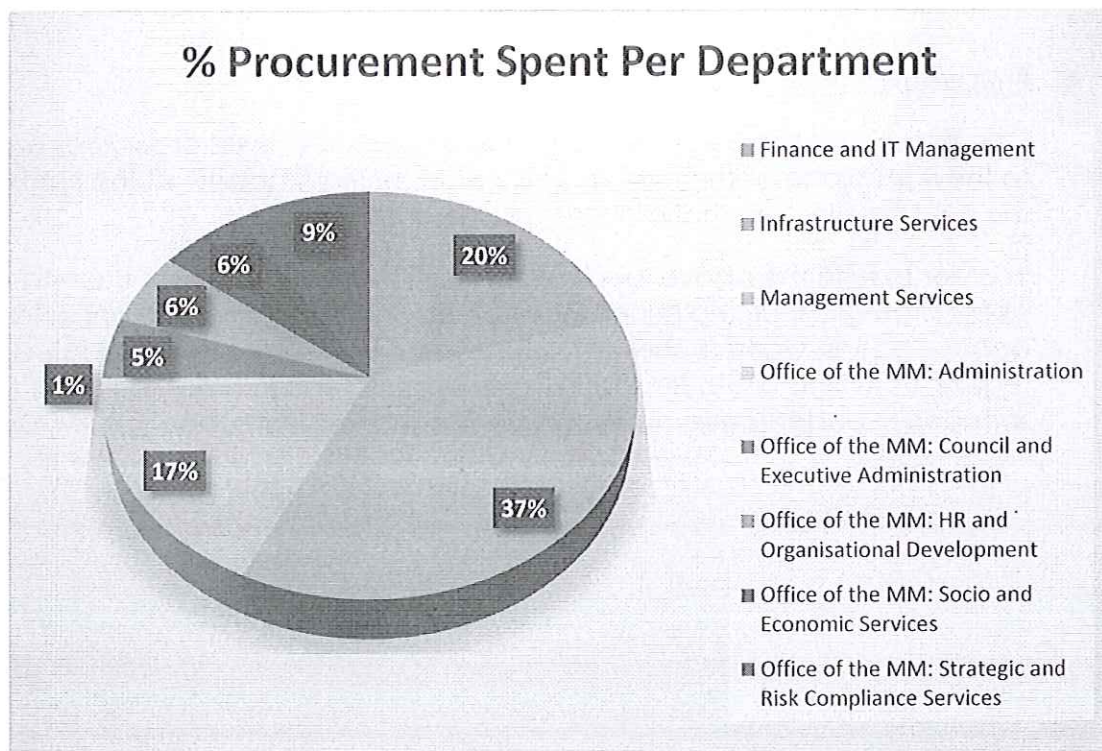
In order to fulfill the above function the SCM unit, together with the end-user, must apply strategic sourcing principles to determine the optimum manner in which to acquire goods, works or services. Subsequent to this the plan is updated on a regular basis and distributed to the user departments in order to ensure that they spend their budgets effectively, efficiently and economically.

9. Procurement Statistics

The following is a summary of the procurement statistics for the 2018/19 financial year.

REQUISITIONS PER DEPARTMENT	JULY 2018		AUGUST 2018		SEPTEMBER 2018		JULY - SEPTEMBER 2018 1st quarter	
	TOTAL NO	TOTAL VALUE	TOTAL NO	TOTAL VALUE	TOTAL NO	TOTAL VALUE	TOTAL NO	TOTAL VALUE
Finance and IT Management	11	R585 092,46	3	R117 065,25	11	R175 612,30	25	R877 770,01
Infrastructure Services	10	R424 286,77	33	R162 742,20	3	R27 301,94	46	R614 330,91
Management Services	16	R27 918,26	4	R10 231,19	1	R1 014,30	21	R39 163,75
Office of the MM: Administration	0	R0,00	1	R1 756,00	0	R0,00	1	R1 756,00
Office of the MM: Council and Executive Administration	0	R0,00	6	R8 363,00	0	R0,00	6	R8 363,00
Office of the MM: HR and Organisational Development	6	R29 595,00	1	R7 244,67	0	R0,00	7	R36 839,67
Office of the MM: Socio and Economic Services	2	R6 925,00	1	R2 588,60	4	R8 078,00	7	R17 591,60
Office of the MM: Strategic and Risk Compliance Services	4	R19 191,49	6	R20 080,10	1	R4 975,00	11	R44 246,59
	49	R1 093 008,98	55	R330 071,01	20	R216 981,54	124	R1 640 061,53

Table 11.: Summary of Procurement Stats



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	AMOUNT PAID AS AT 30 SEPTEMBER 2018 / BEDRAE UITBETAAL SOOS OP 30 SEPTEMBER 2018
1	QUOTATIONS	REPAIRS & MAINTENANCE OF ARNITON LIBRARY	DIEDERICKS CONSTRUCTION	BROTHER OF CAM OFFICIAL MR. J DIEDERICKS	R 0,00
2	DIRECT	ARMLASTIGE BEGRAFNISSE	ADONAI FUNERAL HOME	BROTHER OF CAM OFFICIAL MR. D FREDERICKS	R 5 000,00
3	QUOTATIONS	CATERING & REFRESHMENTS	EE SPANDIEL	PARENT OF CAM OFFICIAL MR. H SPANDIEL	R 6 065,50
					R 11 065,50

Table 12.: Direct: Awards to Close family members in service of the state - CAM

NO.	SCM PROCESS FOLLOWED	BESKRYWING/DESCRIPTION	AWARDED TO	RELATIONSHIP	AMOUNT PAID AS AT 30 SEPTEMBER 2018 / BEDRAE UITBETAAL SOOS OP 30 SEPTEMBER 2018
1	TENDERS	PLANT HIRE FOR CONSTRUCTION PURPOSES, UPGRADING OF GRAVEL ROADS TO SURFACED STANDARD IN BREDASDORP & NAPIER, PAVING OF SIDEWALKS IN LAGULHAS	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	R 937 852,10
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	R 5 305,00
3	TENDERS	EXTENTION OF GYM AT THE COMMUNITY HALL (SPORTCOMPLEX)	DC ZEEMAN T/A ALUMINIUM DESIGNS	V ZEEMAN(SPOUSE) OF OWNER IS IN SERVICES OF THE STATE (OVERBERG DISTRICT MUNICIPALITY	R 94 915,00
4	TENDERS	ANNUAL STORES STOCK & SERVICES: ITEM 10 -14 PLUMBING WARE	IKAPA RETICULATION & FLOW	SPOUSE OF DIRECTOR IS EMPLOYED BY WESTERN CAPE EDUCATION DEPARTMENT (ATHLONE SCHOOL FOR THE BLIND)	R 57 808,72
					R 1 095 880,82

Table 13.: 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.

Performance Management on Contracts per Department – 1 JULY 2018 – 30 SEPTEMBER 2018

Director	Contract Nr	Contract Name	Supplier	Vote Nr	Contract End Date	Director	Contract Champion	Overall Service Delivery	Overall Impression	Overall Quality	Actual Start Date	Actual Completion Date
Budget and Treasury												
HANNESV	T14/2017	RT25/2015: THE APPOINTMENT OF SERVICE PROVIDERS FOR AN INTEGRATED FINANCIAL MANAGEMENT AND INTERNAL CONTROL SYSTEM FOR LOCAL GOVERNMENT FOR THE PERIOD 1 AUGUST 2016 TO MAY 2019	VESTA TECHNICAL SERVICES (PTY) LTD	N/A		HANNESV	HANNESV	3 - Average	4 - Above Average	4 - Above Average		
IT												
HANNESV	TT26/2018	TENDER: ESTABLISHMENT OF SERVER ROOM (SCM23-2017-18)	Trackos Projects (PTY) Ltd	073060216023		HANNESV	WILLEMV	3 - Average	3 - Average	3 - Average		
Public Services												
KHAYAM	T12/2018	TENDER: LAUNDRY & IRONING SERVICES FOR A PERIOD ENDING 28 FEBRUARY 2021 (SCM11/2017/18)	SOAPY MOMENTS	014043251000		KHAYAM	MYBURGH	3 - Average	3 - Average	3 - Average		

Director	Contract Nr	Contract Name	Supplier	Vote Nr	Contract End Date	Director	Contract Champion	Overall Service Delivery	Overall Impression	Overall Quality	Actual Start Date	Actual Completion Date
Roads and Stormwater												
ABDULAZIZJA	T16/2018	TENDER: PAYING OF SIDEWALK IN L'AGULHAS (SCM21-2017-18)	CAPE AGULHAS CIVILS CC	075050111009		ABDULAZIZJA	DANIELSJ	3 - Average	3 - Average	3 - Average		
ABDULAZIZJA	T16/2018	TENDER: PAYING OF SIDEWALK IN L'AGULHAS (SCM21-2017-18)	CAPE AGULHAS CIVILS CC	075050111009		ABDULAZIZJA	DANIELSJ	3 - Average	3 - Average	3 - Average		
Supply Chain Management												
HANNESV	SCM3-2017-18	TENDER: APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF 3 YEARS	HARVEY WORLD TRAVEL BREDASDORP	015070328000		HANNESV	ROBERTOS	3 - Average	3 - Average	3 - Average		
HANNESV	SCM3-2017-18	TENDER: APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF 3 YEARS	HARVEY WORLD TRAVEL BREDASDORP	015070328000		HANNESV	ROBERTOS	3 - Average	3 - Average	3 - Average		

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)
- Senior Superintendent: Fleet Management
- Officer: Fleet Management
- Mechanics (x2)

13. Training & Development

SCM Demand Management training was held from 4 - 7 September 2018, which was attended by SCM Administrator & Accountant SCM.

14. Systems

• Supplier Database

The database for suppliers is currently operated on a Excel spreadsheet. The number of new suppliers registered within the third quarter amounts to **17**.

The total number of registered suppliers until 30 September 2018 amounts to **814**.

• Web Based Central Supplier Database (CSD)

The National Treasury have established a web based Central Supplier Database (CSD) for the registration of prospective suppliers, which will be utilised as a secondary solution.

As from 1 July 2017, all suppliers are imported from the CSD into the Phoenix (Vesta) Financial system.

• E Tender Publication

With effect from 1 July 2016, municipalities and municipal entities must advertise and publish all awards above R200 000, deviations and limited bids on the E-portal publication. The Cape Agulhas Municipality advertise all formal written quotations above R30 000 as well.

• Financial System

As from 2 May 2018 the electronic requisitioning system was implemented on Collaborator which integrates with the Phoenix financial system. During June 2018 the Performance Management system on Contracts was implemented.

15. Conclusion

The Supply Chain Management Unit is continuously improving its processes and procedures in order to ensure that Council receive value for money in terms of demand and acquisition management.

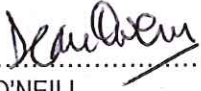
It is hereby certified that the above information is correct.



.....
RJ SEFOOR

MANAGER SCM

Date: 9/10/2018



.....
DGI O'NEILL

MUNICIPAL MANAGER

Date: 10/10/18



.....
PJ VAN BILJON

DIRECTOR: FINANCIAL SERVICES

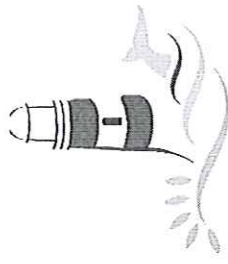
Date: 09/10/2018



.....
PJ SWART

EXECUTIVE MAYOR

Date: 11/10/18



KAAP AGULHAS MUNISIPALITEIT
 CAPE AGULHAS MUNICIPALITY
 U MASIPALA WASECAPE AGULHAS

CAPE AGULHAS MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

SECTION 6 OF SCM POLICY: OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY

PERIOD: 1 July 2018 – 30 September 2018

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 31 March 2017 and reviewed during March 2018.
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	The policy amendments discussed and adopted in council on 31 March 2017 and reviewed during March 2018.
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 approved and adopted by council on 31 March 2017 and reviewed during March 2018.
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 approved and adopted by council on 31 March 2017 and reviewed during March 2018.
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 approved and adopted by council on 31 March 2017 and reviewed during March 2018.
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 R 10 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 18 September 2018
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 18 September 2018
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 council <ul style="list-style-type: none"> • 1st quarter – 24 October 2017 • 2nd quarter – 6 February 2018 • 3rd quarter - 17 April 2018 • 4th quarter – 18 September 2018
7(1)	Establish a supply chain management unit.	Municipal Council	Chief Financial Officer	YES	3 x Stores officials, 5 SCM Officials & 4 Fleet & Workshop Officials
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
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	Cape Agulhas municipality maintains its own database of prospective suppliers. Since 1 July 2016 we have started to utilize the Centralised Supplier

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
					database as a secondary supplier database and also to verify suppliers Advertising on the website
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	
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		
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 quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Has controls and procedures in place to combat abuse Standard Operating Procedures (SOP's) have been drafted

Reported on monthly base to CFO, MM and Council

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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)
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
32(1)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>(d) that other organ of state and the provider have consented to such procurement in writing.</p>	Accounting Officer	Chief Financial Officer	YES	The municipality awarded Contract TENDER NO. T05-2017/18: APPOINTMENT OF A LEGAL PANEL – OVERBERG DISTRICT MUNICIPALITY
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	
36(1)(a)	<p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <p>(i) in an emergency;</p> <p>(ii) if such goods or services are produced or available from a single provider only;</p> <p>(iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile;</p> <p>(iv) acquisition of animals or zoos; or</p> <p>(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes.</p>	Accounting Officer	Chief Financial Officer	YES	reported on monthly base

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements.	Accounting Officer	Chief Financial Officer	YES	
37(2)	Decide to consider an unsolicited bid but only if – (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	
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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, favouritism, 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
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
38(1)(f)	<p>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</p> <p>(i) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.</p>	Accounting Officer	Manager: Supply Chain Management	YES	n/a
38(1)(g)	<p>Reject the bid of any bidder if that bidder or any of its directors –</p> <p>(i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;</p> <p>(ii) has been convicted for fraud or corruption during the last five years;</p> <p>(iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or</p> <p>(iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).</p>	Accounting Officer	To all relevant delegates within the SCM unit	YES	n/a
40(1)	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	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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 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
40(2) c	<p>Provide that –</p> <ul style="list-style-type: none"> (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	<p>Municipality has to follow the Asset Transfer Regulations published by National Treasury, with effective date of 1 September 2008 on local authorities.</p> <p>Refer to Land Disposal Policy</p>

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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
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	Accounting Officer	Manager: Supply Chain Management	YES	Refer to amended SCMPS

REG. NO.	CRYPTIC DESCRIPTION OF POWER OF DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
	<p>through a representative or intermediate, by any person who is –</p> <p>(a) a provider or prospective provider of goods or services to the municipality; or</p> <p>(b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.</p>				
50(1)	<p>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).</p>	Accounting Officer	Bid Appeals Committee	YES	
50(3)	<p>Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.</p>	Accounting Officer	Accounting Officer	YES	