

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2017

D Kapot-Witbooi: Acting Head Supply Chain

PURPOSE

To report on Supply Chain Management issues and activities in order to comply with the Supply Chain Management Policy of the Council and the Municipal Finance Management Act.

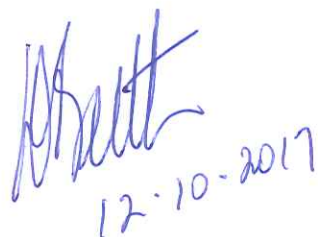
ATTACHMENT

- SCM quarterly report period ending 30 September 2017.

RECOMMENDATION

- 1) That the quarterly report for the period ending 30 September 2017 submitted by the Supply Chain Management unit, be noted.


12.10.2017


12.10.2017

PART 1

SUPPLY CHAIN MANAGEMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 2017

A. 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 of this report is to report to the Mayor in terms of section 6(3) of the Supply Chain Management Policy on the implementation of the Supply Chain Management Policy for the quarter ending September 2017.

B. COMPLIANCE/PROGRESS

The SCM unit was established during May 2008 and a Head of SCM was appointed on 1 October 2008. Bid committees have been established and are functioning well. New members have been appointed. Monthly reports have been submitted in respect of procurement of goods and services in terms of each required regulation of the Supply Chain Management Policy of the Council. **(Reports are available on request.)** Bid committee meetings have been minuted and submitted on a monthly basis. Hereunder, please find the schedule containing the final awards made by the adjudication committee for the quarter.

I. T15-2016/17: CLEANING SERVICES – RESORTS

Awarded To: EVELINE MAKATONG

Date Awarded: 15 July 2017

II. T16-2016/17: GUARDING AND SECURITY SERVICES AT THE OVERBERG DISTRICT MUNICIPALITY'S RESORTS

Awarded To: DEFKOR SECURITY SOLUTIONS

Date Awarded: 15 July 2017

Amount: R21900 (12 hour day shift)
R22050 (12 hour night shift)

III. T18-2016/17: FOOD AND WATER SAMPLE ANALYSES FOR THE PERIOD 01 JULY 2017 – 30 JUNE 2019

Awarded To: SWIFT SILLIKER (PTY) LTD

Date Awarded: 15 July 2017

IV. Q21-2016/17: SURVEY OF DIVISIONAL ROAD, DR 1001 AT HANGKLIP (UPGRADE)

Awarded To: JOUBERT & BRINK OPMETINGS BK
Date Awarded: 15 July 2017
Amount: R 59 800.00

**V. Q24-2016/17: ICT EQUIPMENT:
ITEM 1 - (X2) N4L16C HP OFFICEJET 252 MOBILE COLOUR SCANNER & PRINTER COMBO (OR SIMILAR)**

Awarded To: IKANDO (PTY) LTD / IT MASTER
Date Awarded: 26 June 2017
Amount: R 8 801.29

ITEM 2 – (X3) LAPTOP BAGS WITH A TELESCOPIC HANDLE AND RUBBER WHEELS

Awarded To: REDEFINE IT SOLUTIONS
Date Awarded: 26 June 2017
Amount: R 2 284.14

ITEM 3 – (X1) 3 IN 1 (SCAN, PRINT & COPY) BLACK AND WHITE PRINTER

Awarded To: IKANDO (PTY) LTD / IT MASTER
Date Awarded: 26 June 2017
Amount: R 2 217.44

ITEM 4 – (X2) 32GB SD CARD (CARD DIMENSIONS 24MM X 32MM)

Awarded To: IKANDO (PTY) LTD / IT MASTER
Date Awarded: 26 June 2017
Amount: R 409.47

ITEM 5 – (X2) 2.5” 2TB PORTABLE HARD DRIVES

Awarded To: MANTELLA TRADING 634 (PTY) LTD
Date Awarded: 26 June 2017
Amount: R 2 644.62

ITEM 6 – PRINTER CARTRIDGES

Awarded To: REDEFINE IT SOLUTIONS
Date Awarded: 26 June 2017
Amount: R 3 631.45

VI. Q25-2016/17: SUPPLY AND INSTALLATION OF AN AUTOMATED AERATION DOSING SYSTEM TO ELIMINATE E-COLI IN THE WATER AT UILENKRAALSMOND RESORT’S SEWERAGE TREATMENT WORKS

Awarded To: RTC CONTROL SYSTEMS (PTY) LTD
Date Awarded: 26 June 2017
Amount: R 82 536.00

VII. Q18-2016/17: MISCELLANEOUS ICT EQUIPMENT – ITEM A: X4 DEEP CYCLE BAT-TERIES AND INVERTER

Awarded To: PREMIUM COMPUTERS & STATIONERS SWD
Date Awarded: 28 June 2017
Amount: R 10 160.00

VIII. Q19-2016/17: COMPUTER HARDWARE & SOFTWARE – ITEM 4: 13X OFFICE LICENSES

Awarded to: FIRST TECHNOLOGY WESTERN CAPE (PTY) LTD
Date Awarded: 28 June 2017
Amount: R 53 648.40

IX. T09-2016/17: ALIENATION OF PROPERTIES

Eerste Hoop Portion 5 of farm 107 Caledon 2992 sqm

Awarded To: Catwalk Investments 585 (Pty) Ltd T/A Seeff Country

Date Awarded: 23 August 2017

Amount Receivable: R 35 000.00

Jan Harmsgat Portion 8 of farm 179 Swellendam 4283 sqm

Awarded To: Catwalk Investments 585 (Pty) Ltd T/A Seeff Country

Date Awarded: 23 August 2017

Amount Receivable: R 26 000.00

X. T14-2016/17: THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN ICT SHARED SERVICE MODEL FOR THE OVERBERG DISTRICT

Awarded To: Ignite Advisory Services (Pty) Ltd

Date Awarded: 15 August 2017

Amount: R 373 059.30

XI. T19-2016/17: SHORT – TERM INSURANCE

Awarded To: Nico Swart Consultancy (Pty) Ltd

Date Awarded: 15 August 2017

Amount: R 357 639.00

XII. T20-2016/17: SERVICES – FERRY AT MALGAS FOR A THREE (3) YEAR PERIOD

Awarded To: PAARDEKLOOF / Valerie Du Toit

Date Awarded: 21 August 2017

Amount: Year 1 – R 54 720.00

Year 2 – R 58 140.00

Year 3 – R 61 560.00

**XIII. SC 1690/2016: APPOINTMENT OF CONSULTANTS FOR VARIOUS
ENGINEERING AND GROUNDWATER PROJECTS IN THE OVERSTRAND
MUNICIPAL AREA FOR A CONTRACT PERIOD ENDING 30 JUNE 2019**

Awarded To: WEC Consult (Pty) Ltd

GLS Consulting

WSP Consulting

Bergstan SA Consulting & Development Engineers (Pty) Ltd

Umvoto Africa (Pty) Ltd

Neil Lyners & Associates (RF) (Pty) Ltd

Gibb (Pty) Ltd

Element Consulting Engineering

V & V Consulting Engineers a Division of EOH II

AECOM SA (Pty) Ltd

Aurecon South Africa (Pty) Ltd

UWP Consulting (Pty) Ltd

SRK Consulting South Africa (Pty) Ltd

Mott MacDonald Africa (Pty) Ltd

JPCE (Pty) Ltd

Jeffares & Green (Pty) Ltd

EFG Engineers (Pty) Ltd

Royal Haskoning DHV (Pty) Ltd

Worley Parsons RSA (Pty) Ltd

AVDM Consulting Engineers & Project Managers CC

UDS Africa CC

Hatch Africa (Pty) Ltd

Daveng Consulting Engineers

SMEC South Africa (Pty) Ltd

Bigen Africa Services (Pty) Ltd

Motla Consulting Engineers (Pty) Ltd

Date Awarded: 15 August 2017

XIV. Q01-2017/18: SUPPLY OF HERBICIDE

Awarded To: SUKUMA DISTRIBUTORS (PTY) LTD
Date Awarded: 05 September 2017
Amount: 20L Round Up Turbo R 1014.60
5L Garlon 480 SE R 769.50
Molopo 200 GG Granules R 3420.00
1L Ecoblue Spray Indicator R 159.60

XV. Q02-2017/18: SUPPLY OF CANOPIES

Awarded To: RAINBOW POLYURETHANE CC
Date Awarded: 05 September 2017
Amount: R 55 860.00

Performance ratings on service providers have been done and no complaints of bad performances by service providers have been received by the SCM unit. No disputes, appeals, objections or complaints have been received from service providers in this quarter.

Ms D Kapot-Witbooi will attend the following meeting:

- SCM Forum, 06 October 2017 – Cape Winelands District Municipality (Worcester Office)

A deviations register has been implemented and deviations are reported on a monthly basis. Attached is a copy of the schedule containing all the deviations for this quarter.

SUPPLY CHAIN MANAGEMENT DEVIATIONS INTO THE SCM REGULATIONS & SCM POLICY FOR THE PERIOD JULY 2017 - SEPTEMBER 2017										
Deviation No	Name of Directorate / Department	Project Title	Name of Supplier	Amount (R)	Incl / Excl	Finding for Deviation	Responsible Official	Reasons for Deviation	Order No	
01/07	Roads	Servicing of Grader (PA 135103)	Komatsu	R 19 667.04	Incl	Sole Supplier	J De Goede	The Grader PA 135103 is a relatively new machine with 285 hours. According to the Provincial Office, the agents must be used to service the machine in order to maintain the warranty.	139 667	
02/07	Roads	Spares & Parts (PA 140041)	High Power Equipment	R 15 322.43	Incl	Sole Supplier	J De Goede	The Digger Loader PA 140041 currently has 1440 hours on its clock, it is a relatively new machine and it needs a windscreen. Different firms have been contacted to quote but was unsuccessful, only the agent could provide a quote and to keep the warranty of the machine, the windscreen must be bought from the agent.	139 687	
03/07	Roads	Spares & Parts (PA 135 021)	Babcock Equipment	R 22 322.92	Incl	Sole Supplier	J De Goede	The Grader PA 135 021 is a Volvo machine. Different firms have been contacted to quote on the parts needed but was unsuccessful, only the agent (Babcock Equipment) could provide a quote for the specific parts needed. Babcock Equipment is the only firm able to come out and work on the machine.	139 775	

04/07	Roads	Spares & Parts (PA 135 043)	Babcock Equipment	R 22 322.92	Incl	Sole Supplier	J De Goede	The Grader PA 135 043 is a Volvo machine. Different firms have been contacted to quote on the parts needed but was unsuccessful, only the agent (Babcock Equipment) could provide a quote for the specific parts needed. Babcock Equipment is the only firm able to come out and work on the machine.	139 776
05/07	Performance Management Services	SDBIP Upload on System	Ignite Advisory	R 25 000.00	Excl	Exceptional Case	M Dunn	ODM is currently using the Ignite system for the monitoring of the SDBIP and it is not cost effective to purchase another web-based tool for Performance Management. The ODM prepared the information to be uploaded on the system.	139 786
06/07	Corporate Services	Legal Opinion	Martin Kruger Blignaut	R 35 084.50	Incl	Exceptional Case	A Thompson	Objections were received against the properties as advertised for potential tenders. A legal opinion was urgently obtained on each individual case (Property).	139 787

07/07	Roads	Spares & Parts (PA 135 043)	Babcock Equipment	R 21 894.91	Incl.	Sole Supplier	J De Goede	The Grader PA 135 043 is a Volvo machine and the grader's brakes was giving problems and it had to be fixed in order for the work to carry on, therefore the agent (Babcock Equipment) was called in to fix the brakes.	139 881
08/07	Resorts	Guarding & Security Services	Defensor Fortis	R 65 800.00	Incl.	Exceptional Case	J Botha / V Wolhuter	It is essential to have Guarding & Security services at the Resorts. Services of the previous service provider (tender) are required. New tender has been approved on 15 July 2017 and will commence on 01 August 2017.	139 951
09/07	Emergency Services	Aerial Firefighting Services	Working on Fire	R124 687.07	Incl.	Exceptional Case	R Geldenhuys	The service (aerial firefighting) was rendered by Working on Fire within the tender period and within the parameters of the tender but the invoice was rendered after the tender expired.	Direct Payment
01/08	Resorts	Resort Membership Fees	Western Cape Resorts Association	R 3 000.00	Incl.	Exceptional Case	J Botha / V Wolhuter	Membership fees of Ullenkraalsmond and Die Dam Resorts for Western Cape Resorts Association. It is the only Resorts Association in the Western Cape.	140 232

02/08	Roads	PA 156 010	High Power Equipment	R 7 336.01	Incl.	Sole Supplier	J De Goede	The excavator PA 156010 is a relatively new machine with 60 hours on it and according to the provincial office the agents must be used to maintain the warranty.	140 279
03/08	Roads	PA 140 041	High Power Equipment	R 9 683.04	Incl.	Sole Supplier	J De Goede	The loader PA 140 041 is a relatively new machine with 1531 hours on it and according to the provincial office the agents must be used to maintain the warranty.	140 280
04/08	Roads	PA 180 245	AAD Truck & Bus	R 7 740.26	Incl.	Sole Supplier	J De Goede	The truck PA 180245 is a relatively new vehicle with 980 hours on it and according to the provincial office the agents must be used to maintain the warranty.	140 281
05/08	Roads	PA 187 036	AAD Truck & Bus	R 7 740.26	Incl.	Sole Supplier	J De Goede	The water truck PA 187037 is a relatively new machine with 427 hours on it and according to the provincial office the agents must be used to maintain the warranty.	140 282
06/08	Roads	PA 180 246	AAD Truck & Bus	R 7 740.26	Incl.	Sole Supplier	J De Goede	The truck PA 180246 is a relatively new vehicle with 964 hours on it and according to the provincial office the agents must be used to maintain the warranty.	140 283

07/08	Emergency Services	Repairs to Isuzu Vehicle	Worcester Gearbox Centre	R 6 783.00	Incl.	Emergency	R Geldenhuys	140 361
								<p>The Isuzu bakkie unit stationed in Swellendam broke down. The service provider Worcester Gearbox Centre was tasked to tow the vehicle in order to get it off the road and to do a strip and quote to determine the cost of repairs. The cost proved to be very high and emergency services asked them to hold back on repairs in order to see if the vehicles to be procured from Cape Town comes to fruition. This has not happened yet and the vehicle was now removed from Worcester Gearbox Centre. Worcester Gearbox centre is one of our mechanical repair service providers on tender, but tow in and standing fees are not covered under the tender hence the reason for a deviation.</p>
01/09	Risk Management	Conference	CIGFARO	R 6 599.00	Incl.	Exceptional Case	A Riddles	140 506
								<p>CIGFARO (Chartered Institute of Government Finance, Audit & Risk Officers). CIGFARO is the official organisation that facilitates / sponsors the event. This conference will serve as a platform for CRO's and related stakeholders to engage on topics and challenges faced in their daily operations & guidelines to meet set municipal objectives.</p>

02/09	Emergency Services	Catering for Firefighting Course	Winterberg Mountain Inn	R47 424.00	Incl.	Sole Supplier	R Geldenhuys	Personnel going on a firefighter 1 course held at Wolwekloof training academy Ceres. Province is running a firefighter 1 course and the Overberg District Municipality were given two open spaces. The duration of the course is from 7th August to 24 November 2017. The course as well as the accommodation is free but the Fire Department only need to pay for the 3-course meals provided for this duration. Winterberg Inn is situated next to Wolwekloof training academy and is the closest business in the area that can provide assistance with regards to meals. This is also the preferred supplier to Province who provides the training.	140 533
03/09	Roads	PA 180 246	AAD Truck & Bus	R 12 711.12	Incl.	Sole Supplier	J De Goede	The Truck PA 180 246 must be serviced with 1034 hours on it and according to the provincial office the agents must be used to maintain the warranty.	140 545
04/09	Roads	PA 180 245	AAD Truck & Bus	R 15 012.90	Incl.	Sole Supplier	J De Goede	The Truck PA 180 245 must be serviced with 1034 hours on it and according to the provincial office the agents must be used to maintain the warranty.	140 547

05/09	Risk Management	Conference	IIA	R 14 000.00	Incl.	Exceptional Case	A Riddles	IIA (Institute of Internal Auditors) is the official organisation that facilitates / sponsors the event. The conference has primary focus on Risk Management and Internal Audit. Attended by A Riddles and S Cupido. It will serve as platform for CRO's and Internal Auditors as well as related stakeholders to engage on topics and challenges faced in their daily operations.	140 585
06/09	Resorts	Sewerage Pumps	GF Verkoeling	R 2 755.60	Incl.	Emergency	J Botha	Sewerage pumps have stopped working due to faulty contactor. Contactor was replaced. On 25/08/2017 the electrical box overloaded due to float levels not working at sewerage tank. Four float levels were replaced as an emergency by the same service provider. Possible sewerage spillage due to pumps not working in Theewaterskloof Dam. Replacing float levels during servicing of pumps. Sewerage extracted from plant with sewerage pump truck. Awaiting tender for servicing of sewerage pumps.	140 641
07/09	Roads	PA 135 105	Barloworld Equipment	R 19 385.19	Incl.	Exceptional Case	J De Goede	The Grader PA 135 105 is a new machine with 509 hours on it and must be serviced. According to the provincial office the agents must be used to maintain the warranty.	140 687

08/09	Roads	PA 170 026	AAD Nissan	R 7 855.40	Incl.	Exceptional Case	J De Goede	The Truck PA 170 026 is a relatively new vehicle with 31595 kilometres on it and according to the provincial office the agents must be used to maintain the warranty on the engine.	140 688
09/09	Roads	PA 140 037	High Power Equipment	R 4 294.38	Incl.	Sole Supplier	J De Goede	The loader's (PA 140 037) hydraulic on the front is faulty and according to the provincial office the agents must be used to fix the problem.	140 916
10/09	Roads	PA 156 010	High Power Equipment	R 29 089.97	Incl.	Sole Supplier	J De Goede	The excavator PA 156 010 is a Hyundai and has 86 hours on it. The machine needs specific parts and the agent High Power Equipment is the only firm that supplies these parts. According to the provincial office the agents must be used to maintain the warranty	140 921

C. CHALLENGES AND CONSTRAINTS

The database of accredited service providers have been updated and captured on the SAMRAS system and the SCM unit is busy on a daily basis to register new service providers on the ODM database; assist suppliers to register on the CSD and obtain new tax clearance certificates and municipal accounts.

A checklist has been implemented before placing of orders as a control mechanism in order to comply with the SCM policy and regulations. The SCM policy and range of SCM processes with delegations has been forwarded to all relevant officials dealing with procurement of goods and services for the current financial year. All officials who have delegated powers received all relevant documents and signed a declaration form.

Reports of all awards made above R100 000 have been submitted to Provincial Treasury on a monthly basis in terms of the supply chain management circular no 19 of 2008.

The supply chain management unit consists of the following officials working at the roads depot:

- Ms. D Kapot-Witbooi Practitioner/Head SCM (Acting)
- Ms C Reid Senior Clerk
- Ms B Brighton Clerk Procurement
- Mr. C Abrahams Store Keeper Bredasdorp

Mr H Dramat is currently fulfilling the duties of the store keeper in Caledon on a contract basis. Two EPWP workers; Mr J Harmse and Mr B Mokotwana are currently employed in the SCM unit and Ms N Marais has since resigned. Ms H Eksteen has been moved to the Income & Expenditure department and is no longer part of the SCM department.

Ms D Kapot-Witbooi complies with the competency requirements as prescribed by legislation. Ms C Reid has completed fifteen (15) unit standards of the MMC training. Staff members need to be trained internally on supply chain management.

D. WAY FORWARD

The following needs attention in the following quarter:-

- Provide training to EPWP workers (ongoing).
- Performance ratings of service providers for this quarter.

E. FINANCIAL IMPLICATIONS

Secure budget for vacancy.

F. STAFF IMPLICATIONS

Filling of vacancy.

PART 2

SUPPLY CHAIN MANAGEMENT REPORT ON INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT FOR THE QUARTER ENDING SEPTEMBER 2017

A. PURPOSE OF REPORT

The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the infrastructure procurement and delivery management policy to the mayor. The purpose of this report is to report to the Mayor in terms of section 6.1.3(d) of the Infrastructure Procurement and Delivery Management policy on the implementation of the infrastructure procurement and delivery management Policy for the quarter ending September 2017.

B. COMPLIANCE/PROGRESS

Monthly reports have been submitted in respect of procurement of goods and services in terms of each required regulation of the Supply Chain Management Policy of the Council. (**Reports are available on request.**) The Infrastructure Procurement and Delivery Management policy was approved by Council on 15 May 2017 with effect from 01 July 2017.

No disputes, appeals, objections or complaints have been received from service providers in this quarter.

No incidents of serious and material problems in the implementation of the Infrastructure Procurement and Delivery Management Policy occurred during this quarter.

No incidents of any deviations to the provisions of the Infrastructure Procurement and Delivery Management Policy occurred during this quarter.

RECOMMENDATION

That the report be submitted to the Mayor in terms of section 6(3) of the Supply Chain Management Policy on the implementation of the Supply Chain Management Policy and in terms of section 6.1.3(d) of the Infrastructure Procurement and Delivery Management policy on the implementation of the infrastructure procurement and delivery management Policy for the quarter ending September 2017 be approved.

**MANAGER (ACTING): SUPPLY CHAIN MANAGEMENT
MRS D KAPOT-WITBOOI**

DATE



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05.10.2017
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RECOMMENDED BY DIRECTOR MANAGEMENT SERVICES/CFO

MR J TESSELAAR

DATE



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12/10/2017
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APPROVED BY MUNICIPAL MANAGER

MR D BERETTI

DATE



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12.10.2017
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SUBMITTED TO EXECUTIVE MAYOR

ALDERMAN ANDRIES FRANKEN

DATE



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12.10.2017
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