

**SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 30
SEPTEMBER 2021**

D Kapot-Witbooi: Head: Supply Chain Management

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 2021.

RECOMMENDATION

- 1) That the quarterly report for the period ending 30 September 2021 submitted by the Supply Chain Management unit, be noted.

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OVERBERG DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT SEPTEMBER 2021

PART 1

SUPPLY CHAIN MANAGEMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 2021

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 2021.

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. T25-2020/21: HOUSING, POWERING AND DATALINKING OF FOUR VHF REPEATERS

Awarded To: TWK COMMUNICATIONS (PTY) LTD
Amount: Various
Reason for Award: Compliant
BBBEE Level: 6
Date Awarded: 05 July 2021

II. T26-2020/21: VELDFIRE CAUSE AND ORIGIN INVESTIGATION

Awarded To: ENVIRO WILDFIRE (PTY) LTD
Amount: Various
Reason for Award: Compliant
BBBEE Level: 4
Date Awarded: 05 July 2021

III. T27-2020/21: GUARDING AND SECURITY SERVICES AT THE ODM RESORTS

Awarded To: GRAY SECURITY SOLUTIONS (PTY) LTD
Amount: Various
Reason for Award: Compliant / Highest Preferential Points
BBBEE Level: 1
Date Awarded: 05 July 2021

IV. Q13-2020/21: APPOINTMENT OF AN ENVIRONMENTAL ASSESSMENT PRACTITIONER TO UNDERTAKE A BASIC ASSESSMENT PROCESS

Awarded To: LUKHOZI CONSULTING ENGINEERS (PTY) LTD
Amount: R 141 500.00
Reason for Award: Compliant / Highest Preferential Points
BBBEE Level: 1
Date Awarded: 08 July 2021

V. Q14-2020/21: DISPOSAL OF VARIOUS TYPES OF ASSETS

Awarded To: WAFUMANA PROJECTS
GROENLAND MOTOR TRUCK BAKKIE (PTY) LTD
GRANTS CONTRACTING (PTY) LTD
UNATHI EKAPA TRADING AND PROJECTS
BC WASTE MANAGEMENT SERVICES (PTY) LTD
OVERBERG MARINE & SCRAP
POTTS DEVCO (PTY) LTD

Amounts: Various
Reason for Award: Highest offers received
Date Awarded: 05 July 2021

VI. Q16-2020/21: SUPPLY AND DELIVERY OF GUARDRAIL SHEETS, POLES, BULLNOSES, BOLTS & NUTS, SPACER BLOCKS AND REFLECTORS

Awarded To: POTTTS DEVCO (PTY) LTD
Amount: R 195 400.00
Reason for Award: Compliant / Highest Preferential Points
BBBEE Level: 1
Date Awarded: 05 July 2021

VII. Q17-2020/21: SUPPLY AND DELIVERY OF GUARDRAIL BASEPLATES OR SUPPORTS

Awarded To: ITHUBA INDUSTRIES
Amount: R 123 165.00
Reason for Award: Compliant / Highest Preferential Points
BBBEE Level: 1
Date Awarded: 05 July 2021

VIII. Q18-2020/21: E-WASTE SERVICE PROVIDER FOR THE DISPOSAL OF ELECTRONIC EQUIPMENT

Awarded To: BC WASTE MANAGEMENT (PTY) LTD
Amount: R 30 000.00
Reason for Award: Highest offer received
BBBEE Level: 1
Date Awarded: 05 July 2021

IX. Q03-2021/22: PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR THE PERIOD ENDING 30 JUNE 2022

Awarded To: CAB HOLDINGS (PTY) LTD

Amount:

Initial set-up Cost (not to be included in the monthly cost)	sum	R0.00
List Cleaning (not to be included in the monthly cost)	sum	R0.00
Hard copy processing of accounts & distribution of accounts (1-page account)	> 500	R2.30
Hard copy processing of accounts & distribution of accounts (1-page account)	< 500	R2.30
Electronic processing of accounts & distribution of accounts	> 300	R1.15
Electronic processing of accounts & distribution of accounts	< 300	R1.15
Hard copy – more than 1 page – processing only	> 500	R2.30 pp
Hard copy – more than 1 page – processing only	< 500	R2.30 pp
Other (please specify) Hard copies	500	R2.30 pp
Electronic	300	R1.15
Monthly e-mail of Accounts	sum	R1.15

Reason for Award: Compliant Bidder

BBBEE: Level 2

Date Awarded: 17 August 2021

X. Q01-2021/22: SUPPLY, DELIVERY AND INSTALLATION OF ALUMINIUM WINDOW FRAMES AND WINDOWS AT THE OVERBERG DISTRICT MUNICIPALITY'S ROADS DEPARTMENT, CALEDON

Awarded To: TTR 080914 PTY LTD t/a ATA 080914

Amount: R 77 376.79

Reason for Award: Compliant Bidder / Scored the Highest Preferential points

BBBEE: Level 1

Date Awarded: 09 September 2021

XI. Q02-2021/22: SUPPLY, DELIVERY, AND INSTALLATION OF ROLL UP GARAGE DOORS AT THE OVERBERG DISTRICT MUNICIPALITY'S ROADS DEPARTMENT, CALEDON

Awarded To: TTR 080914 PTY LTD t/a ATA 080914

Amount: R 41 007.50

Reason for Award: Compliant Bidder / Scored the Highest Preferential points

BBBEE: Level 1

Date Awarded: 09 September 2021

XII. Q05-2021/22: SUPPLY AND DELIVERY OF RESIN MOULDED FIBRE GLASS GRATING PANELS

Awarded To: POTTIS DEVCO (PTY) LTD
Amount: R 115 287.50
Reason for Award: Compliant Bidder
BBBEE: Level 1
Date Awarded: 21 September 2021

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.

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 ITO THE SCM REGULATIONS & SCM POLICY FOR THE PERIOD JULY 2021 – SEPTEMBER 2021

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	Performance Management	Electronic Programme (SDBIP)	Ignite Advisory Services	R 167 160.00	Excl.	Exceptional Case	M Dunn	The Existing Service Level Agreement with Ignite Advisory Services expired on 30 June 2021. The Municipality bought a web-based tool to manage the organisational (SDBIP), individual performance, compliance and risk management, which is hosted by Ignite Advisory Services. It is not cost effective to buy another electronic programme. The municipality is currently in the process to migrate to the organisational (SDBIP) and individual performance tool of SAMRAS, which is in the process to be finalised. The ODM would like to run the SAMRAS SDBIP and the SDBIP on the ignite parallel to ensure that the data is correct. It will give the ODM time to load all the individual performance contract on SAMRAS when they are ready. It is requested to sign a SLA with ignite Advisory Services for 2021/2022 to ensure a continuation of work.	TBC
➤ No Deviations for the month of August 2021									
01/09	Corporate Services	Franking Machine	Hasler Business System t/a The Business Zone 25 CC – Neopost Agency	R 4 203.25	Incl.	Sole Supplier	A Thompson	Hasler Business System t/a The Business Zone 25 CC – Neopost Agency is the only supplier to provide the ink cartridge for the franking machine.	158 697
02/09	Roads	Repairs and Servicing of Total Station	V I Instruments	R 4 477.41	Incl.	Sole Supplier	M Van Eeden	The RUIDE Total Station that needs to be repaired and services can only be done by V I Instrument, as they are the exclusive agents / distributors of RUIDE products in South Africa.	158 748

C. CHALLENGES AND CONSTRAINTS

The database of accredited service providers has 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 road's depot:

- Ms. D Kapot-Witbooi Head SCM
- Mr. C Abrahams Storekeeper Bredasdorp
- Ms. B Brighton Clerk Procurement
- Ms. C Reid Senior Administrator
- Mr. J Harmse Clerk Database Management
- Mr. Vuyolwethu Nkanunu Storekeeper Caledon

Ms. C Reid was appointed as the Senior Administrator from 01 August 2021. Two finance interns; Miss Lukho Magadla and Miss Zizipho Mahangu are employed in the SCM unit as well.

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. Mr Jacques Harmse and the two interns (Lukho Magadla and Zizipho Mahangu) are currently doing their MMC competency 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 2021

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 2021.

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 2021 be approved.

**MANAGER: SUPPLY CHAIN MANAGEMENT
MRS D KAPOT-WITBOOI**

DATE

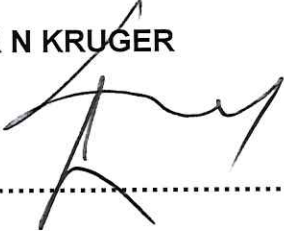


11.10.2021

RECOMMENDED BY CHIEF FINANCIAL OFFICER (ACTING)

MR N KRUGER

DATE



11.10.2021

APPROVED BY MUNICIPAL MANAGER

MR D BERETTI

DATE

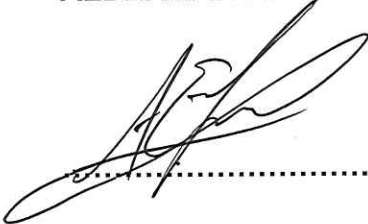


13.10.2021

SUBMITTED TO EXECUTIVE MAYOR

ALDERMAN ANDRIES FRANKEN

DATE



14/10/2021