



## OVERBERG DISTRICT MUNICIPALITY


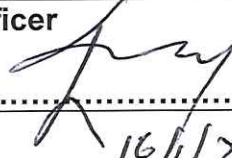
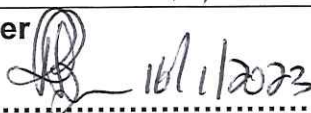
TO : MUNICIPAL MANAGER  
FROM : MANAGER: SUPPLY CHAIN MANAGEMENT  
DATE : 05 JANUARY 2023

### SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE PERIOD ENDING DECEMBER 2022


**PURPOSE OF REPORT** For Council to take note of the deviations approved for the quarter October – December 2022 and the reasons thereof.

Attached please find:

1. SCHEDULE A Deviations: October – December 2022
2. SCHEDULE B Final awards made by the adjudication committee for the quarter.
3. SCHEDULE C SCM Regulation 50: disputes, objections, complaints and queries / General

Prepared by	<b>Manager SCM</b> Ms D Kapot-Witbooi..... 
Date	05.01.2023
Reviewed by	<b>Chief Financial Officer</b> Mr N Kruger ..... 
Date	16/1/23
Approved by	<b>Municipal Manager</b> Mr R Bosman ..... 
Date	

### Final Submission

Submitted to	<b>Executive Mayor</b> Alderman Andries Franken ..... 
Date	20/01/2023

SCHEDULE A

1. Report on Regulation 36(2): Deviations

Hereunder, please find the schedule of awards where deviations occur with the reasons for the deviations.

SUPPLY CHAIN MANAGEMENT DEVIATIONS ITO THE SCM REGULATIONS & SCM POLICY FOR THE PERIOD OCTOBER – DECEMBER 2022									
Deviation No	Name of Directorate / Department	Project Title	Name of Supplier	Amount	Incl / Excl	Finding for Deviation	Responsible Official	Reasons for Deviation	Order No
D01/10	Corporate Services	Franking Machine (Ink Cartridges)	Hasler Business Systems t/a The Business Zone 25 CC	R4 289.50	Incl.	Sole Supplier	A Thompson	Hasler Business System t/a The Business Zone 25 CC – Neopost Agency is the sole supplier for ink cartridges for the franking machine. The franking machine is the device used to create and apply physical evidence of postage to external postage mail.	162 194
D01/11	Environmental Management	Karwyderskraal Landfill	JPCE (Pty) Ltd	R184 000.00	Incl.	Exceptional Case	F Kotze	See Motivation Attached	TBC
D02/11	Corporate Services	Microsoft Licences	Microsoft Ireland Operations Limited	R 1 114 530.69	Incl.	Sole Supplier	P Britz	Microsoft is the sole manufacturer of Microsoft Windows, Server and Office software and their corresponding licences. The purpose of these licences are to enable the ODM to make use of emails, SharePoint, data backups and other Microsoft services.	TBC
➤ No Deviations for December 2022									

**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.

Performance ratings on service providers have been done and no complaints of bad performances by service providers have been received by the SCM unit.

**I. T02-202/23: SUPPLY AND DELIVERY OF THREE (3) SECOND-HAND SHIPPING STEEL CONTAINERS**

**Awarded To:** UNLIMITED HORIZONES (PTY) LTD  
**Amount:** R 105 000.00  
**Reason for Award:** Scored the Highest Preferential Points  
**BBBEE:** Level 1  
**Date Awarded:** 11 October 2022

**II. T03-2022/23: APPOINTMENT OF A PANEL OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF SPARE PARTS AND SERVICE, REFURBISHING AND/OR REPLACEMENT OF COMPONENTS OF MOTOR VEHICLES AND FIRE FIGHTING VEHICLES FOR THE PERIOD ENDING 30 JUNE 2023**

**Awarded To:** AAD TRUCK AND BUS (PTY) LTD (Level 4)  
 BANTOM PERFORMANCE CENTRE (Level 1)  
 BOEBIES BODY WORKS CC (Level 1)  
 LA ODENDAAL t/a CROSS-ODENDAAL AUTO ELECTRICAL (Level 4)  
 DIESEL KLINIEK (PTY) LTD (Level 4)  
 DRAAIBERG GENERAL SERVICES CC (Level 4)  
 GRABOUW AUTO ELECTRICAL WORKS (Level 4)  
 GROENLAND MOTOR TRUCK BAKKIE (PTY) LTD (Level 1)

HEIN'S AUTO ELECTRICAL CC (Level 4)  
METSU MOTORS CC (Level 4)  
RAMCOM CAPE (PTY) LTD (Level 2)  
ROLA AUTO (PTY) LTD (N/C)  
SILVEROCK PROJECTS CC t/a OVERBERG  
TREKKER EN MOTORONDERDELE (Level 4)  
SOETMUIS VIER BK t/a KWIK 'N GO (Level 4)  
SWD MOTORS (Level 4)  
TUNE-UP CENTRE (Level 4)  
WORCESTER GEARBOX CENTRE CC (Level 4)

**Amount:** Various  
**Reason for Award:** Compliant  
**Date Awarded:** 11 October 2022

**III. T04-2022/23: ADHOC AERIAL FIREFIGHTING SERVICES AT THE OVERBERG DISTRICT MUNICIPALITY FOR THE PERIOD ENDING 30 NOVEMBER 2024**

**Awarded To:** KISHUGU AVIATION (PTY) LTD  
**Amount:** Various  
**Reason for Award:** Compliant Bidder  
**BBBEE:** Level 1  
**Date Awarded:** 11 October 2022

**IV. T05-2022/23: SUPPLY OF ROAD SIGNS WITH ROAD SIGN BOLTS AND NUTS; BOLTS, NUTS AND WASHERS FOR ROAD SIGNS; BOLTS AND NUTS FOR GRADER AND GUARDRAIL SHEETS AND POLES**

**Awarded To:** **ITEM A**  
STARTUNE (PTY) LTD  
THROUGH IT ALL SIGNS & MARKINGS (PTY) LTD

**ITEM B**  
KOHLEH SIGNS (PTY) LTD  
SOUTHERN AMBITION 1281 CC t/a NU WAY  
ENTERPRISES

**ITEM C**

KOHLER SIGNS (PTY) LTD

SOUTHERN AMBITION 1281 CC t/a NU WAY  
ENTERPRISES

**ITEM D**

POTTS DEVCO (PTY) LTD

YBT & ASSOCIATES (PTY) LTD

**Amount:** Various  
**Reason for Award:** Scored the Highest Preferential Points  
**BBBEE:** Level 1 (All)  
**Date Awarded:** 11 October 2022

**V. T06-2022/23: PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR THE PERIOD ENDING 30 JUNE 2025**

**Awarded To:** CAB HOLDINGS (PTY) LTD  
**Amount:** Various  
**Reason for Award:** Scored the Highest Preferential Points  
**BBBEE:** Level 2  
**Date Awarded:** 11 October 2022

**VI. T07-2022/23: IN HOUSE COMPETENCY TRAINING AND CERTIFICATION OF ROADS EMPLOYEES ON THE OPERATION OF CONSTRUCTION / MOBILE PLANT IN TERMS OF CONSTRUCTION REGULATION 23(1)(D)**

**Awarded To:** TJEKA TRAINING MATTERS (PTY) LTD  
**Amount:** Various  
**Reason for Award:** Compliant Bidder  
**BBBEE:** Level 1  
**Date Awarded:** 11 October 2022

- VII. Q01-2022/23: SUPPLY OF CURTAINS, RAILINGS AND ACCESSORIES AT UILENKRAALSMOND AND DIE DAM RESORT, R43 GANSBAAI**
- Awarded To:** FREDA UYS  
**Amount:** R147 677.88  
**Reason for Award:** Compliant Bidder / Scored the Highest Preferential Points  
**BBBEE:** 0  
**Date Awarded:** 12 October 2022
- VIII. Q08-2022/23: PREPARATION WORK AND PAINTING OF MECHANICAL WORKSHOP AND FUEL STORAGE BUILDING AT BREDASDORP ROADS DEPARTMENT**
- Awarded To:** CAL CONSTRUCTION  
**Amount:** R52 800.00  
**Reason for Award:** Scored the Highest Preferential Points  
**BBBEE:** Level 4  
**Date Awarded:** 03 October 2022
- IX. Q09-2022/23: SUPPLY OF MATERIAL FOR PREPARATION WORK AND PAINTING OF MECHANICAL WORKSHOP AND FUEL STORAGE BUILDING AT BREDASDORP ROADS DEPARTMENT**
- Awarded To:** MEMOTEK TRADING CC  
**Amount:** R 66 457.51  
**Reason for Award:** Scored the Highest Preferential Points  
**BBBEE:** Level 1  
**Date Awarded:** 03 October 2022
- X. T01-2022/23: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A SHARED SERVICES/INTER-MUNICIPAL CO-OPERATION (IMC) FOR SHARING OF A MUNICIPAL POUND IN THE OVERBERG DISTRICT**
- Awarded To:** IGNITE ADVISORY SERVICES (PTY) LTD  
**Amount:** R 313 915.50  
**Reason for Award:** Compliant Bidder  
**BBBEE:** None  
**Date Awarded:** 10 November 2022

**XI. T08-2022/23: APPOINTMENT OF CONSULTING ENGINEERS FOR SOLID WASTE FOR THE OVERBERG DISTRICT MUNICIPALITY FOR A CONTRACT PERIOD STARTING 01 NOVEMBER 2022 AND ENDING 30 JUNE 2025**

**Awarded To:** DELTA BUILT ENVIRONMENT CONSULTANTS (PTY) LTD  
JPCE (PTY) LTD

**Amount:** Various

**Reason for Award:** Compliant Bidder(s)

**BBBEE:** Level 1 (All)

**Date Awarded:** 10 November 2022

**XII. Q12-2022/23: SUPPLY AND INSTALLATION OF LEAVE MANAGEMENT SOFTWARE SYSTEM FOR THE PERIOD ENDING 30 JUNE 2023**

**Awarded To:** PAY DAY SOFTWARE SYSTEMS (PTY) LTD

**Amount:** R 195 087.15

**Reason for Award:** Compliant Bidder

**BBBEE:** Non-Compliant Contributor

**Date Awarded:** 22 December 2022

**XIII. Q13-2022/23: DISPOSAL OF VARIOUS TYPES OF ASSETS**

**Awarded To:** AKEEL KAJEE MAZIKA MOTORS (None)  
GRANTS CONTRACTING (PTY) LTD (Level 1)

**Amount:** Various

**Reason for Award:** Compliant Bidder(s)

**Date Awarded:** 20 December 2022

**XIV. Q14-2022/23: LEASE OF A PORTION OF THE PROPERTY AT UILENKRAALSMOND RESORT FOR THE INSTALLATION AND OPERATION OF AN AQUA SLIDE/SUPERTUBE**

**Awarded To:** ECO BINI PTY LTD

**Amount:** R1000 (Monthly Income)

**Reason for Award:** Compliant Bidder

**BBBEE:** Level 4

**Date Awarded:** 12 December 2022



**SCM REGULATION 50: DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES**

Submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.

TENDER NUMBER	TENDER DESCRIPTION	DATE AWARDED	TENDERERS	COMMENTS
T06-2022/23	Printing And Distribution of Municipal Accounts for the period ending 30 June 2025	11 10 2022	Inside Data North (Pty) Ltd	In Progress

**GENERAL**

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 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
- Vacant                             Senior Clerk
- Mr. J Harmse                    Clerk Database Management
- Mr. Vuyolwethu Nkanunu    Storekeeper (Caledon)

Ms. D Kapot-Witbooi needs to complete two (2) additional unit standards of the MMC training and Mr Jacques Harmse is currently doing his MMC competency training. Staff members need to be trained internally on supply chain management.



## **MOTIVATION – JPCE (PTY) LTD (D01/11)**

Extension of JPCE deviation by the Overberg District Municipality as specialist consulting engineer - Waste management services.

The ODM identified the need to appoint the services of an external consulting engineer in order to provide technical assistance related to Karwyderskraal as Regional Landfill Facility and general waste management services rendered in the absence of technical capacity within the Overberg District Municipality. It is required to source the services of a specialist consulting engineer to deal with technical consultation and as independent engineer to assist both TWK, Overstrand and Overberg District Municipality to maintain the Waste Management System and ensure that the basic service being provided to the communities of the two user municipalities are effective and efficient based on sound engineering practices.

The appointment is based on the existing Service Level Agreement in place between the ODM and the User Municipalities of TWK and Overstrand.

ODM, TWK and Overstrand drafted a collective Service Level Agreement in order to guide long term waste management and the utilisation of Karwyderskraal. The Service Level Agreement further guide the roles and responsibilities of the ODM. This includes the appointment of a consulting engineer.

The following sections in the SLA refers to the appointment and utilisation of a consulting engineer:

5.1.2 The Overberg shall design and construct the waste disposal facility in conformity with the Waste Act and regulations promulgated thereunder, all applicable codes, permits, bylaws, regulations and other applicable laws, as well as in accordance with Good Engineering Practice.

The Rehabilitation Contribution shall be deposited into a dedicated ring-fenced bank account, kept by the holder of the Permit for the rehabilitation in terms of the conditions contained in paragraph 13 of the Permit, inclusive of post-closure monitoring only of the Regional Waste Disposal Facility as specified in the Permit conditions. The total interest generated in respect of the funds must be retained in the dedicated ring-fenced bank account. Withdrawals from this ring-fenced account shall be for the purpose of rehabilitation expenses only and must at all times be in accordance with written certification of the amount and the requirement for incurring expenditure in compliance with the conditions of the Permit, by the appointed consulting engineer. Overstrand, TWK and Third Parties shall be notified in writing of and supplied with a copy of such written certification by the appointed consulting engineer, which must be agreed upon in writing between the Parties, prior to the withdrawal of funds from this ring-fenced bank account.

7.17 In the instance of any surplus provision available in the dedicated ring-fenced bank account at the end of the useful lifespan of the Regional Waste Disposal Facility, over and above the total expense required for rehabilitation as certified in writing by the appointed consulting engineer at that date, such surplus must be apportioned in accordance with the contributions received over the total period and be paid out within 60 (sixty) days after said written certification, to Overstrand, TWK and Third Parties which paid Rehabilitation Contributions during the useful lifespan of the Regional Waste Disposal Facility.

7.19 The Rehabilitation Costs and Rehabilitation Contribution shall be reviewed annually, by a duly appointed consulting engineer appointed by Overberg after consultation with Overstrand and TWK, before the end of November of that Financial Year in accordance with the budget time frames, for implementation by 1 July of the subsequent year. The Rehabilitation Costs and Rehabilitation Contribution will be adjusted in accordance with the determination of the duly appointed consulting engineer as agreed upon between the Parties in writing.

JPCE involvement with the ODM and relevance to Karwyderskraal

Historical involvement

JPCE became involved with the ODM as specialist consulting engineer with the development of Cell 2 at Karwyderskraal Regional Landfill facility in 2003

Karwyderskraal is an engineered landfill based on best practice, national legislation as well as the latest requirements for landfills and therefore required and sourced the services of JPCE to advice, design and supervise construction in order to ensure that the facility could provide a service of high standards and remain an efficient, engineered landfill.

JPCE was again involved with the development of Cell 3 at Karwyderskraal.

Design of Cell 4

JPCE will deal with Cell 4 in a cradle to grave approach to ensure continuity. The consulting engineers takes responsibility from the design up to the operation. Cell 4 as extension of the airspace for the next 8 years. JPCE requires to supervised construction of the 4.5ha cell. This cell will be designed and build to meet all statutory requirements and specifications (National Norms and Standards, 2103) related to the required containment barrier for Class B Landfill. This will be a first in the existence of Karwyderskraal and was successfully designed, approved by Water Affairs, constructed and implemented with the assistance of JPCE.

Construction of Cell 4

Supervised the construction of Cell 4 based on the strict conditions set in order to adhere to the national requirements and approval of provincial government. JPCE will also conduct the construction Quality assessment of the Geomembrane/ clay composite liner installation to ensure that the liner was installed in accordance with the national regulations, ensuring the protection of the receiving environment.

## Appointment of a Service provider / Operational Contract

During 2018, JPCE also assisted with technical specifications included in the drafting of a tender document and facilitated the appointment of a service provider to manage Karwyderskraal Regional Landfill site. JPCE will also assess the tenders received, from a technical perspective and drafted a recommendation in order to assist the SCM specification, evaluation and adjudication committees

## Technical assistance with various implementations

After appointment of a Service provider to manage the terrain, JPCE also provided technical evaluations on the performance of such service provider on a monthly basis. This is to ensure that sound engineering practices are maintained, and that the facility are operating according to strict permit conditions and national Norms and Standards.

Annual external audit of the site under technical assistance from JPCE and oversight on a monthly basis provided an External Audit score of 97% compliance.

JPCE will further provides technical assistance with implementation of the Council approved Integrated Waste Management Plan (IWMP), Organic Waste diversion Plan and Waste Characterisation studies done on site.

## THE SCOPE OF WORK

Evaluation of the service provider on site, from a technical perspective by means of a monthly meeting.

Certifying the monthly payment Certificate from the Service provider

Confirmation of waste loads/ volumes and types to local municipalities utilising the facility. This provides an independent confirmation supporting the invoices generated by ODM to the municipalities.

Furthering the regionalisation study in order to analyse options, costs and the best way forward in order to involve the Cape Agulhas and Swellendam Municipalities to join in the utilisation of Karwyderskraal Regional Facility. JPCE was responsible for the original assessment study funded by DEA&DP in order to investigate future options for Swellendam and Cape Agulhas Municipalities. This technical assistance is crucial in determining the long-term costs and benefits for the two municipalities in utilising Karwyderskraal for disposal.

JPCE will develop a long-term master plan for Karwyderskraal on request from the ODM and will monitor development and future expansion requirements. This is based on technical assessment of waste types, loads and waste characterisation that will be done throughout the life expectancy of the facility. JPCE will also provide a site survey to establish accurate assessment of the available airspace and when further expansion will be required.

Evaluation of waste related cost (including but not limited to operational and capital costs) on an annual basis in order to advise on annual tariff setting between the ODM and B - Municipalities utilising Karwyderskraal.

#### MAINTAINING ONE SPECIALIST CONSULTING ENGINEER

ODM does not own (collect or transport) waste but receives general household waste for disposal and chipped green (garden) waste together with fruit waste for composting. The waste is generated at the local Municipalities of Theewaterskloof and Overstrand and it is therefore important to manage waste not exclusively for Karwyderskraal but holistically manner throughout the area that is serve. A centralise service provider therefore have a better handle on waste throughout the region and can make a more informed decision on waste recycling and diversion to achieve the nation objective for waste reduction through diversion from landfill.

Both municipalities recycle at source and the volumes directly affect the landfill air-space and the options for waste reduction. A single consulting engineer also results in a unified approach.

A tender process is currently underway for the appointment of consulting engineers but has not been concluded yet. Secondly the current deviation will end by October 2022, and therefore require the deviation.

The continuity of the consulting services of JPCE on a month to month basis is therefore of great importance to maintain the management of the regional landfill facility, regional guidance and general waste management in the Overberg.

Budgetary provision is made for expenses in this regard.