



## OVERBERG DISTRICT MUNICIPALITY

TO : MUNICIPAL MANAGER  
 FROM : MANAGER: SUPPLY CHAIN MANAGEMENT  
 DATE : 05 JANUARY 2024

### SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE PERIOD ENDING DECEMBER 2023

**PURPOSE OF REPORT** For Council to take note of the deviations approved for the quarter October – December 2023 and the reasons thereof.

Attached please find:

1. SCHEDULE A Deviations: October – December 2023
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.....  ..... 18.01.2024
Date	SUBMITTED 05.01.2024
Reviewed by	<b>Chief Financial Officer</b> Mr N Kruger .....  ..... see email
Date	19.1.24 (Staff was on annual leave)
Approved by	<b>Municipal Manager</b> Mr R Bosman .....  .....
Date	2024/01/19

#### Final Submission

Submitted to	<b>Executive Mayor</b> Alderman Andries Franken .....  .....
Date	24/01/2024

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 2023									
Deviation No	Directorate / Department	Project Title	Name of Supplier	Amount	Incl / Excl	Finding for Deviation	Responsible Official	Reasons for Deviation	Order No
D01/10	ICT	Office 365 Licences	Microsoft Ireland Operations Limited	R1 495 426.32	Incl.	Sole Supplier	P Britz / V Zeeman	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 officials to make use of emails, Microsoft teams, data backups and other Microsoft services. First Technology was awarded the Office 365 Implementation tender. Part of the requirements of this tender is that First Technology must provide the ODM with zero markup Microsoft licence quotations reflecting the relevant discounts as negotiated between SITA and Microsoft. First Technology receives no monetary benefit from the ODM directly. The payment for the licences goes to Microsoft directly.	Direct Payment
D02/10	Corporate	Guarding and Security Services	Bredasdorp Armed Response	R126 000.00	Incl.	Exceptional Case	V Zeeman	The tender was awarded, and two objections received which are currently managed by an independent and impartial person. There is no timeframe indicated for the completion of the objections. Without security guards the depots are vulnerable to criminal activities. It is therefore requested that the current services be extended for the month of October to ensure sufficient time to manage the objections.	165 424
D03/10	Environmental management	ESRI Geographical Information System Training	ESRI South Africa	R57 040.00	Incl.	Sole Supplier	F Kotze	The ODM was successful in applying for grant funding from DLG to develop a cloud-based system for the ODM. This initiative will support and improve spatial data management, forward planning and decision making for various departments who will be able to access accurate and credible data. As part of the business plan development in the preparation to the application, ESRI South Africa was identified as the	TBC

D01/11	Corporate	Guarding and Security Services	Uyathembeka Security Services	R465 391.20	Incl.	Exceptional Case	V Zeeman	<p>accredited GIS platform provider as part of a transversal tender used by government. This also provided a uniform approach alignment between government platforms.</p> <p>ESRI South Africa is the sole authorised distributor within Southern Africa to demonstrate, promote market, distribute, install, support and provide instruction (including demonstration and training) for ESRI software. ODM already purchased the ESRI GIS licences during the previous financial year.</p> <p>The ODM through SETA funding will contribute co-funding for three individuals as part of the allocation, while the DLG Grant is making provision for the training of one individual.</p> <p>Training was included in the original allocation by DLG. The purchasing of software took place in the previous financial year resulting in training and support portion of the funding to roll over to this financial year.</p> <p>Spending of the remaining grant therefore needs to be done in the 2023/24 financial year. Failing to utilise the allocated funds will result in loss thereof and the training opportunity.</p>	165 891
D02/11	Corporate	Ink cartridges for Franking machine neopost L140	The Business Zone 25CC t/a Office Technology Brokers	R4 973.75	Incl.	Sole Supplier	A Thompson	<p>The tender was awarded in August 2023 and two objections received which are currently managed. Guarding services for the protection of municipal assets is a necessity. It is therefore requested that the current services be extended for the duration of six months from November 2023 to April 2024 to ensure sufficient time to finalise a possible new tender process pending the final outcome of the objections received.</p> <p>The Business Zone 25CC t/a Office Technology Brokers 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.</p>	165 886

D01/12	Community Services / Resorts	Braai Stands for Uilenkraalsmond Resort	EZ Welding & Training Centre	R23 750,00	Incl.	Exceptional Case	G Mentoor	<p>To improve efficiency in service delivery at Uilenkraalsmond Resort. We had to make sure that our customers get the assistance regarding what to expect (or not expect) from the service offerings at the resort. As a resort the main strategies to improve service delivery is the response to service user complaints and offering value for money. A small uncontrolled fire can quickly spread and become a threat to people's lives and their property. We have a responsibility to act responsibly around fire ourselves. We need to do everything we can to reduce the risk of a fire starting under the trees or near property.</p>	166 209
D02/12	Corporate Services	Functional Leave System	Pay Day Software Systems (Pty) Ltd	R 16 209,25	Incl.	Exceptional Case	V Zeeman	<p>The Municipality's leave system contract have expired on 30 June 2023. The tender process has not been finalized or awarded to a service provider in order to have a functional leave system and to comply with the main collective agreement. Therefore, for continuance of the system the municipality requires extension for a period of three (3) months in order to be compliant.</p> <p>July 2023 – August 2023 extension of an amount of R3 962 was signed by all parties and approved by the Municipal manager. September 2023 – December 2023 extension of an amount of R16 295.50 was signed.</p>	TBC

**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. T01-2023/24: MEDICAL CERTIFICATE OF FITNESS FOR FIRE SERVICES, RESORTS, ENVIRONMENTAL MANAGEMENT SERVICES, MUNICIPAL HEALTH SERVICES AND ROADS (MAINTENANCE, CONSTRUCTION & WORKSHOP) EMPLOYEES OF THE OVERBERG DISTRICT MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2026**

<b>Awarded To:</b>	OHS CARE CC
<b>Amount:</b>	Cost Per Person
	Year 1: R580,00
	Year 2: R614,80
	Year 3: R651,69
<b>Reason for Award:</b>	Scored the highest preferential points / Met the specification requirements.
<b>BBBEE:</b>	Level 2
<b>Date Awarded:</b>	29 November 2023

**II. T02-2023/24: SUPPLY OF FORMS FOR THE PERIOD ENDING 30 JUNE 2026**

**Awarded To:** ESIZWE GROUP AND  
LITHOTECH PE/GEORGE

**Amount:** Various

**Reason for Award:** Scored the Highest Preferential Points

**BBBEE:** Level 1

**Date Awarded:** 29 November 2023

**III. T04-2023/24: LEASE OF A PORTION OF THE PROPERTY AT UILENKRAALSMOND RESORT FOR THE OPERATION OF AN AQUA SLIDE / SUPA TUBE AND PUTT PUTT FACILITY**

**Awarded To:** ECO BINI

**Annual Rent Income:** R2 500.00

**Reason for Award:** Compliant Bidder

**BBBEE:** Level 4

**Date Awarded:** 08 December 2023

**IV. T07-2023/24: OFFICE SPACE FOR OVERSTRAND SUB-DISTRICT IN HERMANUS FOR A THREE (3) YEAR PERIOD**

**Awarded To:** JOHAN EN MICHELLE DE KOCK FAMILIETRUST

**Amount:** R1 222 500.00

**Reason for Award:** Compliant Bidder

**BBBEE:** Level 4

**Date Awarded:** 08 December 2023

**V. Q05-2023/24: RECRUITMENT AND SELECTION PROCESS OF DIRECTOR COMMUNITY SERVICES**

**Awarded To:** RIEL HUGO & ASSOCIATES  
**Amount:** R 41 707.52  
**Reason for Award:** Compliant / Scored the Highest Preferential Points  
**BBBEE:** Level 4  
**Date Awarded:** 10 November 2023

**VI. Q03-2023/24: SUPPLY AND DELIVERY OF SUBSOIL DRAINAGE MATERIAL**

**Awarded To:** NHN BRICKS AND CONCRETE  
**Amount:** R 198 162.00  
**Reason for Award:** Compliant / Scored the Highest Preferential Points  
**BBBEE:** Level 1  
**Date Awarded:** 01 December 2023

**VII. Q04-2023/24: SUPPLY AND DELIVERY OF STEEL AS PER BENDING SCHEDULE**

**Awarded To:** A & M PRIMWOOD CC  
**Amount:** R 41 470.00  
**Reason for Award:** Compliant / Scored the Highest Preferential Points  
**BBBEE:** Level 4  
**Date Awarded:** 01 December 2023

## SCHEDULE C

### 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
T33-2022/23	Guarding and Security Services at the Overberg District Municipality's Bredasdorp, Caledon and Swellendam Premises for the period ending 30 June 2026	2023/07/31	1) BREDASDORP ARMED RESPONSE 2) SS SALUTIONS (PTY) LTD t/a SEAL SECURITY	RESOLVED

### 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                Principal Clerk Procurement
- Ms. C Reid                      Accountant: SCM
- Vacant                            Senior Clerk
- Mr. J Harmse                    Principal Clerk Database Management
- Mr J Leonard                    Accountant: Asset Management
- Mr. Vuyolwethu Nkanunu    Storekeeper (Caledon)

One intern, Ms. Noluvuyo Nomabathu is currently placed in SCM to assist with various tasks.

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.