



OVERBERG DISTRICT MUNICIPALITY

TO : MUNICIPAL MANAGER
FROM : MANAGER: SUPPLY CHAIN MANAGEMENT
DATE : 10 OCTOBER 2025

SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE PERIOD ENDING SEPTEMBER 2025

PURPOSE OF REPORT For Council to take note of the deviations approved for the quarter July – September 2025 and the reasons thereof.

Attached please find:

1. SCHEDULE A Deviations: July – September 2025
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	Manager: SCM & Assets Mrs D Kapot-Witbooi..... <i>PP/G</i>
Date	
Reviewed by	Chief Financial Officer Mr S Stanley..... <i>Stanley</i>
Date	
Approved by	Municipal Manager Mr R Bosman <i>RB</i>
Date	<i>2025/10/22</i>

Final Submission

Submitted to	Executive Mayor Alderman Andries Franken <i>AF</i>
Date	<i>22/10/2025</i>

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.

No.	REASON FOR DEVIATION	AMOUNT	SUPPLIER	REQUEST NUMBER	ORDER NUMBER	MOTIVATION
July 2025						
D01/01	Any other exceptional case where it is impractical or impossible to follow the official procurement process	R50 261.00	SPFT Beleggings (Pty) Ltd	52667	168035	In February 2022 council approved the entering into a lease agreement with SBFT Beleggings for a three-year renewable lease of a purposefully built building to house the fire services. (Annexure 1 and 2) This was done in the spirit of PPP, but Treasury Regulation 16 was not followed. Close to the expiry of the lease agreement, the administration went to council again to obtain council's support the intention to extend the Service Level Agreement in respect of the Caledon Fire Station premises from 1 April 2025 to 30 June 2027, and that the Supply Chain Management Department may give notice and invite comments in terms of section 116(3) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003). This served before council on 27/01/2025 and so resolved. (Annexure2) Upon further process the ODM was advised by Provincial Treasury and acknowledged that the section 116(3) process cannot be followed as the Supply Chain Management processes were not duly followed during this contracting period. Therefore as a corrective measure and in order to ensure continuity in basic service provisioning of fire and emergency services, it is requested that a supply chain deviation process be followed for the months of May and June 2025 based on the terms and conditions outlined in the existing lease agreement and that the supply chain process be initiated to promote inclusivity and transparency in the process. This will entail the payment of lease for May and June 2025 of R50 261 (Exc Vat) per month as well as July to September 2025 or until the tender is awarded for the two months while an inclusive and transparent tender process is followed.

D02/07	Any other exceptional case where it is impractical or impossible to follow the official procurement process	R22 629.30	Two A Day			The Lease Agreement with Two-a Day for the fire station in Grabouw expires on 31 July 2025. A SCM Tender process has started but amendments as per Government Gazette No 6398 relating to the Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 was published on 8 July 2025. Due to the above, the Supply Chain Management (SCM) unit is required to update the relevant policies accordingly. As a result of the necessary amendments, the publication of tenders has been placed on hold pertaining further clarity from the Provincial Treasury. A Deviation is therefore requested to ensure continuation of service delivery from the Grabouw station for three month or till adjudication of the tender which come first
May 2025						
No Deviations Received						
September 2025						
D03	Sole Supplier	R135 297.50	Deloitte Consulting (Pty) LtdN			The Overberg Region established a Job Evaluation Unit (JEU) on 1 July 2025 to take responsibility for driving job evaluations and benchmarking as prescribed. The structure, which comprise members from the Overberg District Municipality and the Local Municipalities that are parties to this agreement, is known as the Overberg Job Evaluation (JEU). The JEU shall conduct the evaluation/benchmarking of all jobs within the Municipalities in the Overberg Region's jurisdiction or as mandated by SALGA and the present the outcomes for auditing by the Provincial Audit Committee (PAC)
D04	Any other exceptional case where it is impractical or impossible to follow the official procurement process	R17 192.50	Bredasdorp Park NPC			Attending NAMPO Cape 2025 is Highly beneficial for the Overberg District Municipality. Aligning with its local economic development (LED) and tourism objectives. The event takes place in Bredasdorp Park from September 10-13, 2025, which is within the district, providing a unique opportunity to connect with key stakeholders and promote the region. It is a major economic driver for the Overberg. It draws tens of thousands of visitors, contributing significantly to the local economy. Attendance allows the municipality to showcase the region, promote the Overberg as prime destination for agricultural business and tourism and attract investment by engaging with exhibitors and investors who may be interested in establishing or expanding agricultural and tourism-related businesses in the Overberg.

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.**) Minutes of the bid committee meetings have been submitted monthly. 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. T27-2024: APPOINTMENT OF PSYCHOLOGISTS AND AN OCCUPATIONAL THERAPIST FOR THE PERIOD ENDING 30 JUNE 2027

Item A: Appointment of Psychologists (Panel)

1.

Awarded To:	Human Capital Talent
Amount:	Various Amounts
Reason for Award:	Scored the Highest Preferential Points / Compliant
BBBEE:	Level 4

2.

Awarded To:	SD Recruitment
Amount:	Various Amounts
Reason for Award:	Scored the Highest Preferential Points / Compliant
BBBEE:	Level 1
Date Awarded:	03 July 2025

II. T38-2024_Supply, Delivery, Installation, Training & Maintenance of a Web-Based Electronic Records, Documents and Workflow System, including a Committee Management Module for the period ending 30 June 2028

Awarded To:	Business Engineering (Pty)Ltd
Amount:	Various Amounts
Reason for Award:	Scored the Highest Preferential Points / Compliant
BBBEE:	Level 2
Date Awarded:	22 August 2025

III. T39-2024: Provision of Ground Crews for the Period Ending 30 June 2028

Awarded To:	NCC Environmental services (Pty) Ltd
Amount:	Various Amounts
Reason for Award:	Scored the Highest Preferential Points / Compliant
BBBEE:	Level 2
Date Awarded:	29 September 2025

IV. T40-2024: PROVISION OF A STRIKE TEAM / TASKFORCE FOR THE PERIOD ENDING 30 JUNE 2028

Awarded To: NCC Environmental services (Pty) Ltd
Amount: Various Amounts
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 2
Date Awarded: 29 September 2025

V. Q40-2024: MANUFACTURING AND INSTALLATION OF FENCING AND ELECTRONIC GATES AT THE HEAD OFFICE OF THE OVERBERG DISTRICT MUNICIPALITY IN BREDASDORP

Awarded To: Cavin Wayne Valentine
Amount: R 105 000.00
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 1
Date Awarded: 04 July 2025

VI. Q41-2024: PROVISION FOR THE LEASING OF A FIRE STATION OVER A PERIOD ENDING JUNE 2026 FOR BARRYDALE

Awarded To: Carol Morris
Amount: R 16 724.00 p/m
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 0
Date Awarded: 30 July 2025

VII. Q43-2024: PROVISION OF LABORATORY AND SAMPLES ANALYSIS SERVICES FOR THE PERIOD ENDING 30 SEPTEMBER 2025

Awarded To: Swift Sillikers (Pty) Ltd
Amount: Various Amounts
Reason for Award: Scored the Second Highest Preferential Points / Compliant
BBBEE: Level 7
Date Awarded: 02 July 2025

VIII. Q42-2024: SECURITY AND GUARDING SERVICES AT THE OVERBERG DISTRICT MUNICIPALITY'S DEPOT IN CALEDON FOR THE PERIOD ENDING 30 SEPTEMBER 2025

Awarded To: Sibakhulu Trading
Amount: R 91 080.00
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 1
Date Awarded: 02 July 2025

IX. Q01-2025: PROVISION OF RECRUITMENT AND SELECTION SERVICES FOR AN AREA MANAGER POSITION (MUNICIPAL HEALTH SERVICES)

Awarded To: Riel Hugo and Associates
Amount: R 38 257.52
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 4
Date Awarded: 25 August 2025

X. Q02-2025: PROVISION OF RECRUITMENT AND SELECTION SERVICES FOR A SENIOR MANAGER POSITION (INTERNAL AUDIT)

Awarded To: Riel Hugo and Associates
Amount: R 38 307.52
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 4
Date Awarded: 25 August 2025

XI. Q04-2025: PROVISION FOR THE CONSTRUCTION OF A CONSERVANCY TANK IN OVERBERG DISTRICT MUNICIPALITY'S SWELLENDAM DEPOT

Awarded To: Teamwork RL
Amount: R 175 030.00
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 1
Date Awarded: 23 September 2025

XII. Q07-2025: PROVISION FOR OCCUPATIONAL THERAPIST SERVICES

Awarded To: Maryke Van Rhyn Occupational Therapy
Amount: R 13 186.53
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 4
Date Awarded: 25 September 2025

XIII. Q08-2025: PROVISION OF LABORATORY AND SAMPLE ANALYSIS SERVICES FOR THE PERIOD ENDING 31 DECEMBER 2025

Awarded To: Swift Sillikers (Pty) Ltd
Amount: Various Amounts
Reason for Award: Scored the Highest Preferential Points / Compliant
BBBEE: Level 7
Date Awarded: 26 September 2025

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
T27-2024	Appointment Of Psychologists and a n Occupational Therapist for the Period Ending 30 June 2027 (Item 2)	03 July 25	Human Capital Talent	Resolved
			Maryke van Rhyn	

GENERAL

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

A checklist has been implemented before placing orders as a control mechanism to comply with the SCM policy and regulations.

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

- | | |
|--------------------------|----------------------------------|
| - Ms. D Kapot-Witbooi | Manager: SCM & Assets |
| - Mr. J Leonard | Accountant: Asset Management |
| - Mrs. L Siyeka | Accountant: SCM |
| - Mr. L Tshambu | Administrator: SCM |
| - Ms. B Brighton | Principal Clerk: SCM Procurement |
| - Ms. Z Mahangu | Principal Clerk: SCM Database |
| - Vacant | Principal Clerk: Assets & Stores |
| - Mr. C Abrahams | Storekeeper (Bredasdorp) |
| - Mr. Vuyolwethu Nkanunu | Storekeeper (Caledon) |

One finance intern, Ms. Carla Jones, is placed at Assets and Stores to assist with various tasks.

One additional person, Ms. Hermonique Diedericks, was appointed 18 August 2025 to assist with PPR Regulation process.

Ms. D Kapot-Witbooi, Ms. Zizipho Mahangu and Mr. Lloyd Tshambu need to complete two (2) additional unit standards of the MMC training. Mr. Jaco Leonard and Mrs. Lusanda Siyeka are currently registered for MMC. Staff members need to be trained internally in supply chain management, regularly.