


Munisipaliteit  
Municipality  
Umasipala

# **Supply Chain Management Implementation Report**

**December 2010**

To The Executive Mayor

In accordance with Regulation 6(3) of the Municipal Supply Chain Management Regulations, I submit the required report on the implementation of Swartland Municipality's Supply Chain Management Policy for the period: 1 October 2010 to 31 December 2010.



Municipal Manager  
31 December 2010

## **Executive Summary**

### **Introduction**

This report is a summary of the implementation of the Supply Chain Management Policy. It highlights the implementation of Supply Chain Management in the Swartland Municipality. Regulation 6(3) of the SCM Regulations, requires the Accounting Officer to report quarterly on the implementation of the Supply Chain Management Policy to Council, in order to strengthen Council's oversight role.

### **Implementation of Supply Chain Management Policy**

The Supply Chain Management Policy was adopted by Council on 1 December 2005 to fully comply with the SCM Regulations communicated under National Treasury general notice 868, Gazette no. 27636.

### **Committees**

The below mentioned committees are established and are functioning fully according to Council's Supply Chain Management Policy and the Supply Chain Management Regulations. The committees are as listed below:

- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

During this quarter the BAC met **8 times**.

### **Staffing Issues**

The staff complement of the Supply Chain Management unit is as follows:

- Manager: Supply Chain Management,
- Head: Logistics and Acquisition,
- Head: Buyers,
- Orders Clerk,
- Clerk: Invoice Matching,

- Clerk: Administration,
- Store Manager,
- Assistant Store Manager,
- Clerk: Stationery,
- Three SCM Buyers and
- One Database Administrator.

### **Systems**

- **Supplier Database**

The database for suppliers is operated on the Collaborator system, and is continuously updated on a daily basis.

The total number of active registered suppliers amounts to 333.

### **External Relations**

- The SCM Unit works very closely with the Provincial Treasury on all the legislative requirements. A representative from the unit attended the quarterly SCM forum meeting, which was hosted by the Provincial Treasury at the Council Chambers of Stellenbosch Municipality on 19 November 2010.

### **Reporting**

Reports of all awards made above R100 000 have been submitted to

- Provincial Treasury in terms of the supply chain management circular no 19 of 2008.

### **Conclusion**

The Supply Chain Management Unit is continuously improving its processes and procedures in order to ensure that Council receives value for money in terms demand and acquisitions management.