



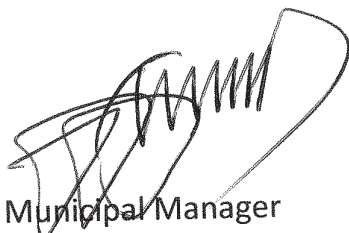
Munisipaliteit
Municipality
Umasipala

Supply Chain Management Implementation Report

2010/2011 ANNUAL REPORT

To The Executive Mayor

In accordance with Regulation 6(2)(a)(i) 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 July 2010 to 30 June 2011.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Municipal Manager
30 June 2011

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. In accordance with Regulation 6(2)(a)(i) of the SCM Regulations the Accounting Officer must "within 30 days of the end of each financial year, submit a report on the implementation of the Supply Chain Management Policy of the municipality to the council of the municipality".

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. The Supply Chain Policy has been reviewed and approved by Council on 11 May 2011.

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 the 2010/2011 financial year the BAC met 23 times, and 42 tenders were awarded.

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 384.

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 meetings, which was hosted by the Provincial Treasury on 20 August 2010, 19 November 2010, 18 February 2011 and 26 May 2011 respectively.
- On 22 February 2011 a Supplier Open Day, hosted by Provincial Treasury, was held at Wesbank Community Hall, Malmesbury for all suppliers of the municipalities in the West Coast District area. Approximately 300 suppliers attended the open day.

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.

All awards made above R30 000 have been placed on the National Treasury website.

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.