




# **Supply Chain Management Implementation Report**

**March 2011**

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 January 2011 to 31 March 2011.



Municipal Manager  
31 March 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.

### **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 **3 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 344.

## **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 Nekkies Conference Centre Worcester on 18 February 2011.
- 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.

## **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.