



## Verlag Ø Ingxelo Ø Report

Kantoor van die Munisipale Bestuurder:  
16 Januarie 2012

### ITEM 6.11 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 JANUARIE 2012

<b>SUBJECT:      REPORT REGARDING THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD: 1 OCTOBER 2011 TO 31 DECEMBER 2011</b>
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#### 1.      **BACKGROUND**

- 1.1      In terms of section 6(3) of the Supply Chain Management Regulation a quarterly report regarding the implementation of the Supply Chain Management Policy must be submitted to the Executive Mayor.

#### 2      **DOCUMENTATION**

- 2.1      Attached hereto please find a copy of the quarterly report on the implementation of the Supply Chain Management Policy for the period 1 October 2011 to 31 December 2011.

#### **AANBEVELING**

- (a)      Dat daar kennis geneem word van die kwartaallikse verslag van die Supply Chain Management Beleid se implementering wat ingevolge artikel 6(3) van die Regulasies voorgelê moet word.

#### **BESLUIT (UBK, 20 JANUARIE 2012)**

Dat daar kennis geneem word van die werksaamhede van die Voorsieningskanaalbestuursafdeling ten opsigte van die tydperk 1 Oktober 2011 tot 31 Desember 2011, welke verslagdoening ingevolge artikel 6 van die *Supply Chain Management-Regulasies* gedoen word.

#### **AFSKRIFTE:**

Best. Voorsieningskanaalbestuur – vir kennisname



Munisipaliteit  
Municipality  
Umasipala

# Supply Chain Management Implementation Report

December 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 October 2011 to 31 December 2011.

A handwritten signature in black ink, appearing to be 'M. M. M.', written over a faint, illegible stamp or background.

Municipal Manager  
31 December 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. 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 this quarter the BAC met 3 times, and 8 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 413.

## **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 18 November 2011.

## **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.