



Munisipaliteit  
Municipality  
Umasipala

## Verslag Φ Ingxelo Φ Report

Kantoor van die Munisipale Bestuurder:  
5 Oktober 2011

5/15/1/1/1  
n.v.t.

### ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 11 OKTOBER 2011

<b>ONDERWERP:</b>	<b>OORSIG ROL VAN DIE RAAD / UITVOERENDE BURGEMEESTER TEN OPSIGTE VAN VERKRYGINGSPROSEDURES</b>
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#### 1. WETGEWING

- 1.1 Ingevolge wetgewing, Artikel 6 van die Supply Chain Management regulasies, het die Raad en spesifiek die Uitvoerende Burgemeester 'n oorsigrol om te vertolk ten opsigte van voorsieningskanaalbestuur aangeleenthede, welke verslag van die werksaamhede kwartaalliks aan die Uitvoerende Burgemeester voorsien en voorgelê moet word.

#### AANBEVELING

- (a) Dat daar kennis geneem word van die werksaamhede van die Supply Chain Management afdeling ten opsigte van die tydperk 1 Julie 2011 tot 30 September 2011, welke verslagdoening ingevolge Artikel 6 van die Supply Chain Management regulasies gedoen word.

#### BESLUIT (UBK, 11 OKTOBER 2011)

Dat kennis geneem word van die werksaamhede van die Voorsieningskanaalbestuursafdeling ten opsigte van die tydperk 1 Julie 2011 tot 30 September 2011, welke verslagdoening ingevolge artikel 6 van die *Supply Chain Management*-regulasies gedoen word.

#### AFSKRIFTE:

Pieter Swart – vir kennisname



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# **Supply Chain Management Implementation Report**

**September 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 July 2011 to 30 September 2011.

A handwritten signature in black ink, appearing to be 'AAM', enclosed within a hand-drawn, irregular oval shape.

Municipal Manager  
30 September 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 5 times, and 19 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 397.

## **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 Cape Winelands District Municipal Council Chambers Worcester on 18 August 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.