



Verlag Ingxelo Report

Kantoor van die Munisipale Bestuurder:
10 April 2012

ITEM 8.1 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 12 APRIL 2012

SUBJECT: REPORT REGARDING THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD: 1 JANUARY 2012 TO 31 MARCH 2012

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 January 2012 to 31 March 2012.

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, 11 APRIL 2012)

Dat daar kennis geneem word van die kwartaallikse verslag van die Voorsieningskanaal-bestuursbeleid se implementering wat ingevolge artikel 6(3) van die Regulasies voorgelê moet word.

AFSKRIFTE:

Hoof: Voorsieningskanaalbestuur – vir aandag
DF – kennisname




Supply Chain Management Implementation Report

March 2012

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 2012 to 31 March 2012.



Municipal Manager
31 March 2012

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 6 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 435.

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 17 February 2012.

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.

No awards made above R30 000 could be placed on the National Treasury website during this quarter due to an upgrade of the 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 of demand and acquisitions management.