



Verlag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
2 Oktober 2012

8/1/B/2

WYK: NVT

ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 10 OKTOBER 2012

ONDERWERP:	REPORT REGARDING THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD: 1 JULY 2012 TO 30 SEPTEMBER 2012
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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 July 2012 to 30 September 2012.

AANBEVELING

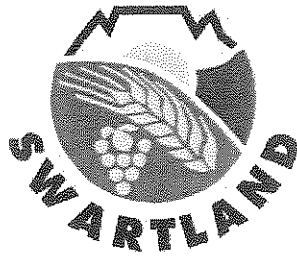
- (a) Dat daar kennis geneem word van die kwartaallikse verslag van die Supply Chain Management Beleid se implementering wat ingevolge artikel 6(3) van die Regulasies voorgelê moet word.

BESLUIT (UBK, 10 OKTOBER 2012)

Dat daar kennis geneem word van die kwartaallikse verslag vir die periode 1 Julie tot 30 September 2012 van die Voorsieningskanaalbestuursbeleid se implementering wat ingevolge artikel 6(3) van die Regulasies voorgelê moet word.

AFSKRIFTE:

MB – vir kennisname
Best. Voorsieningskanaalbestuur – vir kennisname



Munisipaliteit
Municipality
Umasipala

Supply Chain Management Implementation Report

September 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 July 2012 to 30 September 2012.

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

Municipal Manager
30 September 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 January 2006 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 16 May 2012.

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 12 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 486.

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 Drakenstein Municipal Council Chambers, Paarl on 16 August 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.

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 of demand and acquisitions management.