



Supply Chain Management Implementation Report

2013/2014 ANNUAL REPORT

To The Executive Mayor

In accordance with Regulation 6(2)(a)(i) 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 2013 to 30 June 2014.

A handwritten signature in black ink, appearing to be 'J. St. J.', written in a cursive style. The signature is positioned above the printed name and date.

Municipal Manager
30 June 2014

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. In accordance with Regulation 6(2)(a)(i) of the SCM Regulations the Accounting Officer must "within 30 days of the end of each financial year, submit a report on the implementation of the Supply Chain Management Policy of the municipality to the council of the municipality".

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 and Preferential Procurement Policy has been reviewed and approved by Council on 30 May 2014.

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 Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

During the 2013/2014 financial year the BAC met 17 times, and 32 tenders were awarded.

Staffing Issues

The staff complement of the Supply Chain Management unit is as follows:

- Manager: Supply Chain Management,
- Head: Logistics, (Vacant)

- Head: Demand & Acquisition,
- Principal Clerk: Orders,
- Two Senior Clerk: Logistics,
- Secretary: SCM,
- Senior Storeman,
- Storeman,
- Senior Clerk: Stationery and
- Three Senior Clerks (Buyers).

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 **1218**.

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 meetings, which were hosted by the Provincial Treasury on 16 August 2013, 15 November 2013, 14 February 2014 and 16 May 2014 respectively.

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.