



Supply Chain Management Implementation Report

December 2015

To The Executive Mayor

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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 2015 to 31 December 2015.



Municipal Manager
31 December 2015

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 and Preferential Procurement Policy has been reviewed and approved by the Executive Mayoral Committee on 13 May 2015.

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)

Tenders Awarded

During this quarter the BAC met **3 times**, and **6** tenders were awarded.

Attached as Annexure A (Formal Tenders) and Annexure B (Informal Tenders) is a list of all tenders awarded during this quarter by the Bid Adjudication Committee and Manager: Supply Chain Management respectively.

Herewith a summary of tenders awarded for the 2015/2016 financial year.

	Formal Tenders Awarded			Informal Tenders Awarded	
	Number of Tenders	Bid Committee Meetings	Tender Amount	Number of Tenders	Tender Amount
1 July 2015-30 September 2015	4	3	R 5 194 310.06	11	R 1 158 669.61
1 October 2015-31 December 2015	6	3	R 11 619 570.19	15	R 1 615 144.48
1 January 2016-31 March 2016					
1 April 2016-30 June 2016					
	10	6	R 16 813 880.25	26	R 2 773 814.09

Deviations Approved

In accordance with Paragraph 36 of the Supply Chain Management Policy, all deviations from the official procurement processes must be approved and recorded by the Accounting Officer, and reported to Council. The approval of deviations with a transaction value of up to R30,000 (VAT included), has been delegated to the Manager: Supply Chain Management. The total value of

deviations approved by the Manager: Supply Chain Management for the period 1 October 2015 to 31 December 2015 amounts to **R 1 358 965.95**. The list of approved deviations is attached as Annexure C.

Staffing Issues

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

- Manager: Supply Chain Management,
- Head: Logistics,
- 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 **1351**.
 - Provincial Treasury has engaged with a company, Ariba, to administrate and maintain a database for the Western Cape. The Western Cape Supplier Database is available to all municipalities in the Western Cape, free of charge. Some issues still have to be resolved regarding the integration of systems. The Western Cape Supplier Database is already available for municipalities to use. Municipalities can still maintain and use their own database to obtain quotations. Once all issues are resolved, Swartland Municipality will change-over and make only use of the Western Cape Supplier Database.

External Relations

- The SCM Unit works very closely with the Provincial Treasury on all the legislative requirements. A representative from the unit attended the SCM Indaba, which was hosted by the Provincial Treasury and held at Bitou Municipality from 19-20 November 2015.

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 registered 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.

ANNEXURE A

FORMAL TENDERS (>R200,000) AWARDED: 1 OCTOBER 2015 - 31 DECEMBER 2015

DATE	CONTRACT NO	CONTRACT NAME	AMOUNT	COMPLETION/DELIVERY PERIOD	CONTRACTOR	CONTRIBUTION LEVEL
2015-10-20	T05/15/16	Spysenieringsdienste: Sondeza Kamp	R 256 946.42	10 dae	Feedem Pitseng (Pty) Ltd	2
2015-10-20	T04/15/16	Opgradering van Waternetwerke Fase 3A en 3B	R 7 324 061.55	40 weke	Vakala Construction Pty Ltd	1
2015-11-05	T03/15/16	Sekuriteitsdienste, alarm monitering en reaksie	R 319 391.34	30 maande	Avalon Works t/a MSS	0
2015-11-05	T33/14/15	Opgradering, Buitekantstr & Volstruislaan, Yzerf	R 3 050 000.00	16 weke	Wezan Building & Civil Constructio	1
2015-12-10	T06/15/16	Voorsien en aflewer van 2x ligte motorvoertuie(Finansies)	R 310 080.00	4 weke	Fuzion Motors (Pty) Ltd	2
2015-12-10	T07/15/16	Voorsien en aflewering van x2 ligte motorvoertuie(Verkeer)	R 359 090.88	4-5 weke	Fuzion Motors (Pty) Ltd	2
			R 11 619 570.19			

INFORMAL TENDERS (>R30,000<R200,000) AWARDED: 1 OCTOBER 2015 - 31 DECEMBER 2015

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Supply and Delivery of 16kV Surge Generator	SCM15.15.16	2015-10-08	R 199 500.00	Flo Specialized Product Solutions	1
Supply and Delivery of Jackets and T-Shirts with Embroidery for Sondeza Camp	SCM17.15.16	2015-10-16	R 34 120.77	Ajabu Promotions	4
Renewal of 225x Trend Micro Enterprise Security Suite Licenses	SCM16.15.16	2015-10-16	R 49 518.66	Datategra (Pty) Ltd	2
Upgrade of "B"-Type, 400kva 11000/420v Miniature Substation	SCM19.15.16	2015-10-29	R 76 207.86	WCC Cables (Pty) Ltd	1
Closing of Openings above Existing Stage Wall Plate, Town Hall Malmesbury	SCM13.15.16	2015-10-29	R 26 500.00	Darling Cleaning Services	1
Reparation and Paint Work at Yzerfontein Council Houses	SCM18.15.16	2015-11-09	R 109 380.00	Adonis Fencing cc	1
Provision of Vacuum Tanker Services for Yzerfontein from 15 December 2015 to 15 January 2016	SCM14.15.16	2015-11-10	R 177 056.91	Wasteman Holdings (Pty) Ltd	3
Supply and Deliver Bus Shelters	SCM22.15.16	2015-11-10	R 91 998.00	Maverick Trading 1088 (Pty) Ltd	1
Supply and Erection of Razor Mesh Fencing at Abbotsdale Reservoir	SCM21.15.16	2015-11-16	R 20 450.00	YME Building & Fencing Services (Pty) Ltd	1
Supply and Erection of Powder Coated Palisade Fencing at Malmesbury Library	SCM24.15.16	2015-11-16	R 155 156.85	Topfence Construction	1
Supply and Delivery of Trees and Compost to Various Towns in the Swartland Municipal Area	SCM28.15.16	2015-12-08	R 157 528.27	Malmesbury Groothandel Kwekery	0
Supply and Installation of Play Equipment Made from Recycled Plastic on Parks in Malmesbury and Surrounding Towns	SCM25.15.16	2015-12-08	R 197 991.78	Primwood Products	4
Supply and Installation of Play Equipment Made from Recycled Plastic on Parks in Moorreesburg and Darling	SCM26.15.16	2015-12-08	R 71 655.84	Primwood Products	4
Supply and Delivery of Speed Bump Road Signs and Poles	SCM30.15.16	2015-12-10	R 64 194.54	Kohler Signs	1
Extension of Existing Vehicle Inspection Trench, an Addition of a Waiting Room with Construction of Internal Toilet	SCM29.15.16	2015-12-17	R 183 885.00	Adonis Fencing	1
			R 1 615 144.48		