



Supply Chain Management Implementation Report

March 2018

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 2018 to 31 March 2018 for your consideration and purposes of oversight.

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

Municipal Manager
31 March 2018

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 the Mayor, in order to strengthen oversight.

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 Management Policy has been reviewed and approved by the Council on 29 March 2018.

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 the quarter the BAC met **3 times**, and **3** 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 2017/2018 financial year.

	Formal Tenders Awarded			Informal Tenders Awarded	
	Number of Tenders	Bid Committee Meetings	Tender Amount	Number of Tenders	Tender Amount
1 July 2017-30 September 2017	8	3	R 4 262 183.33	15	R 939 834.43
1 October 2017-31 December 2017	11	5	R 5 500 713.63	29	R 2 097 401.31
1 January 2018-31 March 2018	3	3	R 1 654 388.98	13	R 997 029.89
1 April 2018-30 June 2018					
	22	11	R 11 417 285.94	57	R 4 034 265.63

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 January 2018 to

31 March 2018 amount to **R 1 203 615.89**. The list of approved deviations is attached as Annexure C.

Deviations with Reference to Exceptions from the Supply Chain Processes in terms of the Supply Chain Management Policy

In paragraph 2(6) of the Supply Chain Management Policy provision is made for exceptions from the supply chain processes regarding the procurement of certain services. These services include the appointment of attorneys, advocates, town planners and surveyors, as well as the servicing and repairs of vehicles at the vehicle agents. In these instances only 1 quote needs to be obtained. In accordance with paragraph 36(2) of the Supply Chain Management Policy, these deviations must be reported to Council. Attached as "Annexure D", please find a summary of deviations with reference to exceptions from the supply chain processes for the period 1 January 2018 to 31 March 2018.

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 municipality is using National Treasury's Central Supplier Database with effect from 1 July 2016.

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 Forum, which was hosted by the Provincial Treasury and held at Drakenstein Municipality in Paarl on 2 March 2018.

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 JANUARY 2018 - 31 MARCH 2018

DATE	CONTRACT NO	CONTRACT NAME	AMOUNT	COMPLETION/ DELIVERY PERIOD	CONTRACTOR	CONTRIBUTION LEVEL
2018-01-25	T21/17/18	Phola Park and De Hoop Informal Residential Developments: Installation of Electrical House Connections	R 562 444.08	13 weeks	Alsu Ondernemings (Pty) Ltd	2
2018-01-31	T13/17/18	Provision of an Enterprise Optical Fibre Connection and Internet Services for Swartland Municipality	R 657 819.90	35 months	Linux Based Systems Design SA (Pty) Ltd	4
2018-03-08	T23/17/18	Appointment of Service Provider to Develop a Growth Model	R 434 125.00	6 months	CK Rumboll and Partners-Planning	4
			R 1 654 388.98			

ANNEXURE B

INFORMAL TENDERS (>R30,000<R200,000) AWARDED: 1 JANUARY 2018 - 31 MARCH 2018

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Supply and Installation of Fencing (Welded Mesh) of Play Park, Lang Street, Abbotsdale	SCM56.17.18	2018-01-05	R 46 203.51	Adonis Fencing	1
Supply and Delivery of 3x Rollis Biobarrier Root Control Systems	SCM59.17.18	2018-01-05	R 88 471.12	Henchem	2
Replacing of Tiles and Paving at Office Foyer and Front Stoop of Moorreesburg Municipal Offices	SCM60.17.18	2018-01-17	R 78 265.90	Adonis Fencing	1
Repairs to Steelwork at Darling Outreach Centre	SCM61.17.18	2018-01-18	R 85 400.00	Koordom Cleaning and Construction	1
Provision of SANS 10142:1-2017 Training for the Period 19 February 2018 to 2 March 2018	SCM63.17.18	2018-01-29	R 42 579.00	Westvolt Electrical Suppliers & Services	1
Supply, Installation, Connection, Configuration and Commissioning of CCTV Cameras at Yzerfontein	SCM66.17.18	2018-02-02	R 114 000.00	B & L Compu Systems cc	4
Service and Maintenance of Fire Extinguishers and Hose Reels	SCM64.17.18	2018-02-05	R 14 220.00	Cyote Fire Services Enterprise (Pty) Ltd	1
Renewal of 150 x Citrix Xendesktop Licenses	SCM68.17.18	2018-02-28	R 81 525.96	Simplified IT Services	1
Supply, Installation, Connection, Configuration and Commissioning of CCTV Cameras at Darling	SCM67.17.18	2018-03-01	R 114 000.00	B & L Compu Systems cc	4
Supply and Delivery of Fire Fighting Jumpsuits	SCM69.17.18	2018-03-01	R 127 908.00	Environmental Safety Systems	4
Renewal of Fortigate 200D UTM License and 1 Year Forticloud Service	SCM72.17.18	2018-03-27	R 45 809.76	First Technology Western Cape (Pty) Ltd	2
Supply and Delivery of 2x Laptops	SCM70.17.18	2018-03-27	R 46 449.60	CHM Vuwani Computer Solutions (Pty) Ltd	2
Supply and Delivery of Road Signage and Galvanised Poles	SCM71.17.18	2018-03-29	R 112 197.04	Nu Way Enterprises cc	1
			R 997 029.89		

**DEVIATIONS APPROVED BY MANAGER: SUPPLY CHAIN MANAGEMENT FOR THE QUARTER 1 JANUARY
2018 TO 31 MARCH 2018**

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
WJ Cotter Electrical CC	2018-01-09	Emergency Item	Civil Engineering Services	R 2 160.90
WJ Cotter Electrical	2018-01-10	Emergency Item	Civil Engineering Services	R 2 171.82
Conradie Besproeiing	2018-01-12	Emergency Item	Civil Engineering Services	R 12 638.04
WJ Cotter Electrical	2018-01-12	Impractical	Civil Engineering Services	R 3 828.50
Tricom Africa	2018-01-12	Emergency Item	Civil Engineering Services	R 9 599.05
Tyremart Malmesbury	2018-01-16	Impractical	Civil Engineering Services	R 11 560.00
Swartland Gazette	2018-01-16	Impractical	Development Services	R 6 475.20
Provincial Gazette	2018-01-16	Impractical	Development Services	R 3 000.00
Die Courant	2018-01-16	Impractical	Development Services	R 11 491.20
Sure Swartland Travel	2018-01-16	Impractical	Financial Services	R 5 875.18
Tyremart Malmesbury	2018-01-17	Impractical	Civil Engineering Services	R 11 553.20
Battery Centre Malmesbury	2018-01-17	Emergency Item	Civil Engineering Services	R 3 504.00
WJ Cotter Electrical	2018-01-17	Emergency Item	Civil Engineering Services	R 5 342.83
GW Trautmann	2018-01-18	Emergency Item	Civil Engineering Services	R 11 792.51
Heating and Cooling Solutions	2018-01-19	Impractical	Electrical Engineering Services	R 2 238.40
Avalon Works PTY LTD T/A MSS Security Services	2018-01-19	Impractical	Civil Engineering Services	R 15 423.00
Avalon Works (Pty) Ltd Multiple Security Systems	2018-01-19	Impractical	Civil Engineering Services	R 4 770.00
Tyremart Malmesbury	2018-01-23	Emergency Item	Protection Services	R 4 876.60
Tyremart Malmesbury	2018-01-23	Impractical	Civil Engineering Services	R 5 200.00
Sure Swartland Travel	2018-01-23	Impractical	Municipal Manager	R 10 101.18
Die Courant	2018-01-23	Impractical	Corporate Services	R 15 390.00
K2014060608 PTY LTD T/A SCH Traders	2018-01-24	Emergency Item	Civil Engineering Services	R 26 150.00
Avis Van Rental Winelands	2018-01-24	Impractical	Civil Engineering Services	R 9 295.00
Trans Manufacturing (Pty) Ltd Trading As Transtech	2018-01-24	Emergency Item	Civil Engineering Services	R 25 881.25
Heating and Cooling Solutions	2018-01-24	Impractical	Electrical Engineering Services	R 8 750.00
K2014060608 PTY LTD T/A SCH Traders	2018-01-24	Emergency Item	Civil Engineering Services	R 26 250.00
K2014060608 PTY LTD T/A SCH Traders	2018-01-24	Emergency Item	Civil Engineering Services	R 26 250.00
Roux & van Dyk Prokureurs	2018-01-24	Impractical	Corporate Services	R 4 391.85
Conradie Besproeiing	2018-01-31	Emergency Item	Civil Engineering Services	R 23 234.63
MBA Construction	2018-01-31	Impractical	Civil Engineering Services	R 9 200.00
Master Air Brakes Truck & Trailer Services	2018-01-31	Impractical	Protection Services	R 5 501.07
Yzerfontein Kwikspar	2018-02-02	Impractical	Protection Services	R 5 158.80
Die Courant	2018-02-02	Impractical	Corporate Services	R 3 064.32

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Swartland Gazette	2018-02-02	Impractical	Corporate Services	R 2 457.84
Swartland Gazette	2018-02-02	Impractical	Corporate Services	R 2 457.84
Platinum Pumps (Pty) Ltd	2018-02-02	Emergency Item	Civil Engineering Services	R 14 797.20
Die Courant	2018-02-02	Impractical	Corporate Services	R 3 255.84
Tyremart Malmesbury	2018-02-02	Emergency Item	Civil Engineering Services	R 5 960.00
Platinum Pumps (Pty) Ltd	2018-02-02	Emergency Item	Civil Engineering Services	R 8 949.00
Tyremart Malmesbury	2018-02-02	Emergency Item	Civil Engineering Services	R 4 640.00
Bushactive	2018-02-02	Impractical	Civil Engineering Services	R 11 212.19
Avalon Works PTY LTD T/A MSS Security Services	2018-02-02	Impractical	Civil Engineering Services	R 4 770.00
Trentyre Malmesbury	2018-02-05	Emergency Item	Civil Engineering Services	R 24 000.00
Tyremart Malmesbury	2018-02-05	Emergency Item	Civil Engineering Services	R 21 440.00
Sure Swartland Travel	2018-02-05	Impractical	Municipal Manager	R 6 690.00
CAB Holdings (Pty) Ltd	2018-02-05	Impractical	Corporate Services	R 7 655.20
Die Courant	2018-02-05	Impractical	Development Services	R 2 298.24
Trentyre Malmesbury	2018-02-05	Emergency Item	Civil Engineering Services	R 15 714.90
Johan Bester Ingenieurs Werke	2018-02-05	Emergency Item	Civil Engineering Services	R 2 925.98
WJ Cotter Electrical	2018-02-06	Emergency Item	Civil Engineering Services	R 8 208.00
Sure Swartland Travel	2018-02-06	Impractical	Municipal Manager	R 4 707.00
Heating and Cooling Solutions	2018-02-07	Emergency Item	Electrical Engineering Services	R 2 410.00
WJ Cotter Electrical	2018-02-08	Emergency Item	Civil Engineering Services	R 14 627.47
Johan Bester Ing	2018-02-08	Emergency Item	Civil Engineering Services	R 2 875.08
HD Transmissions	2018-02-08	Emergency Item	Civil Engineering Services	R 11 008.67
Platinum Pumps	2018-02-08	Emergency Item	Civil Engineering Services	R 19 602.30
Inenzo Water	2018-02-08	Impractical	Civil Engineering Services	R 22 386.98
Die Courant	2018-02-08	Impractical	Corporate Services	R 2 298.24
WJ Cotter Electrical	2018-02-09	Emergency Item	Civil Engineering Services	R 4 562.30
Tyremart Malmesbury	2018-02-12	Emergency Item	Civil Engineering Services	R 21 440.00
Malmesbury Kwekery Bk	2018-02-12	Impractical	Civil Engineering Services	R 12 420.00
Tyremart Malmesbury	2018-02-12	Impractical	Civil Engineering Services	R 5 776.60
Die Courant	2018-02-12	Impractical	Corporate Services	R 2 298.24
Die Courant	2018-02-12	Impractical	Development Services	R 2 298.24
Saliet Fidei Handeldrywend As Sure Swartland Travel	2018-02-12	Impractical	Development Services	R 7 481.36
Tyremart Malmesbury	2018-02-12	Impractical	Financial Services	R 2 460.00
ICS Trading (PTY)LTD	2018-02-14	Emergency Item	Civil Engineering Services	R 18 373.15
Truvelo Manufacturers (Pty) Ltd	2018-02-14	Sole Supplier	Protection Services	R 5 457.35
CSX Customer Services	2018-02-16	Impractical	Corporate Services	R 5 700.00
Alastair Reay	2018-02-16	Impractical	Civil Engineering Services	R 4 000.00
Supa Quick Moorreesburg	2018-02-16	Emergency Item	Civil Engineering Services	R 2 160.30
WJ Cotter Electrical CC	2018-02-23	Emergency Item	Civil Engineering Services	R 3 394.50
Tyremart Malmesbury	2018-02-23	Impractical	Civil Engineering Services	R 2 980.00
Adenco Construction	2018-02-23	Emergency Item	Electrical Engineering Services	R 3 987.95
Ian Dickie & Company	2018-02-23	Emergency Item	Civil Engineering Services	R 21 245.04
Tyremart Malmesbury	2018-02-23	Impractical	Civil Engineering Services	R 6 206.60

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Trentyre Malmesbury	2018-02-23	Impractical	Civil Engineering Services	R 7 985.70
Kaap Agri	2018-02-23	Impractical	Civil Engineering Services	R 6 329.68
Macsteel Fluid Control	2018-02-23	Emergency Item	Civil Engineering Services	R 2 479.73
WJ Cotter Electrical CC	2018-02-27	Emergency Item	Civil Engineering Services	R 2 522.11
J & E Auto Electrical Services	2018-02-28	Emergency Item	Civil Engineering Services	R 3 056.34
Johan Bester Ingenieurswerke	2018-02-28	Emergency Item	Civil Engineering Services	R 4 970.12
Trentyre Malmesbury	2018-02-28	Emergency Item	Civil Engineering Services	R 10 392.10
Malmesbury Kwekery BK	2018-02-28	Sole Supplier	Civil Engineering Services	R 12 420.00
WJ Cotter Electrical CC	2018-02-28	Emergency Item	Civil Engineering Services	R 2 636.69
Die Courant	2018-02-28	Impractical	Development Services	R 6 032.88
Swartland Gazette	2018-02-28	Impractical	Development Services	R 4 208.88
Tyremart Malmesbury	2018-03-01	Impractical	Civil Engineering Services	R 2 498.30
Mr Hydraulic Services	2018-03-01	Impractical	Civil Engineering Services	R 3 035.52
Conradie Besproeiing	2018-03-02	Emergency Item	Civil Engineering Services	R 3 046.08
Avis Van Rental	2018-03-05	Impractical	Civil Engineering Services	R 9 261.48
FSI Systems	2018-03-05	Emergency Item	Civil Engineering Services	R 3 174.90
Battery Centre	2018-03-06	Emergency Item	Civil Engineering Services	R 2 381.07
Swartland Gazette	2018-03-06	Impractical	Development Services	R 4 208.88
Die Courant	2018-03-06	Impractical	Development Services	R 5 458.32
The Provincial Gazette	2018-03-06	Impractical	Development Services	R 2 500.00
Tyremart Malmesbury	2018-03-06	Emergency Item	Civil Engineering Services	R 2 448.30
Trentyre Malmesbury	2018-03-07	Impractical	Civil Engineering Services	R 3 725.52
MJ Staalwerke BK	2018-03-08	Emergency Item	Civil Engineering Services	R 15 504.00
Trentyre Pty LTD	2018-03-13	Impractical	Civil Engineering Services	R 9 663.31
G W Trautmann	2018-03-13	Emergency Item	Civil Engineering Services	R 21 216.27
CSX Customer Services	2018-03-13	Impractical	Corporate Services	R 4 012.80
G W Trautmann CC	2018-03-13	Emergency Item	Civil Engineering Services	R 17 111.05
Swartland Gazette	2018-03-13	Impractical	Development Services	R 3 885.12
Jubilee Generators	2018-03-13	Impractical	Electrical Engineering Services	R 7 266.34
Ian Dickie & Company (PTY)LTD	2018-03-14	Emergency Item	Civil Engineering Services	R 6 360.00
Patco Manufacturing CC	2018-03-14	Sole Supplier	Civil Engineering Services	R 29 617.20
Conradie Besproeiing	2018-03-14	Emergency Item	Civil Engineering Services	R 2 954.88
K2014060608 PTY LTD T/A SCH Traders.	2018-03-14	Emergency Item	Civil Engineering Services	R 26 300.00
K2014060608 PTY LTD T/A SCH Traders.	2018-03-14	Emergency Item	Civil Engineering Services	R 26 300.00
K2014060608 PTY LTD T/A SCH Traders	2018-03-14	Emergency Item	Civil Engineering Services	R 26 150.00
Die Courant	2018-03-14	Impractical	Development Services	R 5 027.40
Viola Loodgieters	2018-03-20	Emergency Item	Civil Engineering Services	R 27 303.00
Kaap Agri Bedryf	2018-03-20	Impractical	Civil Engineering Services	R 2 163.61
Kaap Agri Bedryf Beperk	2018-03-20	Impractical	Civil Engineering Services	R 2 673.64
Alcari Consulting	2018-03-20	Impractical	Development Services	R 27 360.00
HML Cable Jointing	2018-03-20	Emergency Item	Electrical Engineering Services	R 3 500.00
Battery Centre	2018-03-20	Impractical	Civil Engineering Services	R 4 858.00
Swartland Gazette	2018-03-20	Impractical	Development Services	R 4 532.64

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Trentyre Malmesbury	2018-03-22	Impractical	Civil Engineering Services	R 6 207.50
Grandview Traders 5 T/A On Tap Malmesbury	2018-03-22	Emergency Item	Civil Engineering Services	R 3 262.34
Die Courant	2018-03-22	Impractical	Development Services	R 3 303.72
WJ Cotter Electrical CC	2018-03-26	Emergency Item	Civil Engineering Services	R 2 086.20
Maxal Projects	2018-03-26	Impractical	Civil Engineering Services	R 21 266.70
VWE Installasies BK	2018-03-26	Impractical	Civil Engineering Services	R 2 718.90
WJ Cotter Electrical CC	2018-03-26	Emergency Item	Civil Engineering Services	R 2 734.16
WJ Cotter Electrical CC	2018-03-26	Emergency Item	Civil Engineering Services	R 2 956.11
Channel Mobile	2018-03-26	Impractical	Electrical Engineering Services	R 12 768.00
Die Courant	2018-03-26	Impractical	Development Services	R 2 585.52
Viola Loodgieters	2018-03-26	Impractical	Civil Engineering Services	R 6 612.00
Johan Bester Ing	2018-03-26	Emergency Item	Civil Engineering Services	R 3 230.14
Trentyre Malmesbury	2018-03-27	Impractical	Civil Engineering Services	R 2 013.24
Trentyre Malmesbury	2018-03-27	Emergency Item	Civil Engineering Services	R 3 325.85
Workshop Electronics	2018-03-28	Impractical	Protection Services	R 15 325.20
Ikapa Trading Company	2018-03-29	Sole Supplier	Stores	R 17 442.00
Alastair Reay	2018-03-29	Impractical	Civil Engineering Services	R 4 500.00
WJ Cotter Electrical	2018-03-29	Emergency Item	Civil Engineering Services	R 2 340.44
WJ Cotter Electrical	2018-03-29	Emergency Item	Civil Engineering Services	R 3 234.24
VWE Installasies BK	2018-03-29	Impractical	Civil Engineering Services	R 15 463.64
				R 1 203 615.89

ANNEXURE D

**DEVIATIONS WITH REFERENCE TO PARAGRAPH 2(6) OF THE SUPPLY CHAIN
MANAGEMENT POLICY (WHERE IT IS IMPRACTICAL TO TEST THE MARKET) FOR THE
PERIOD 1 JANUARY 2018 TO 31 MARCH 2018**

SERVICE PROVIDER	AMOUNT	TOTAL TRANSACTIONS
<u>Attorneys</u>		
Du Plessis en Mostert	R 38 554.97	7
Terblanche Slabber en Pieters	R 10 721.16	2
<u>Town planners and Surveyors</u>		
Ck Rumboll en Vennote	R 292 651.86	12
<u>Vehicles: Services & Repairs</u>		
600CT Manufacturing (Pty)Ltd	R 19 027.50	3
AFGRI	R 26 315.54	1
Barloworld Equipment (Pty)Ltd	R 53 972.60	6
CSE Equipmnet Co (Pty)Ltd	R 4 043.00	1
HD Transmissions (Pty)Ltd	R 19 896.37	2
Hennies Trekkers	R 2 315.00	1
JB's Nissan (Diens En Herstel)	R 30 092.82	5
JB's Trucks - UD Trucks Malmesbury	R 227 236.98	29
Kemach JCB Equipment Pty Ltd	R 7 614.92	1
Malmesbury Toyota	R 19 611.55	3
Perdeberg Motors	R 30 305.91	6
Rola VW Malmesbury - Vw Overberg	R 8 329.27	2
TFM Transtech	R 115 076.42	11
<u>Equipment: Repairs</u>		
Compaction + Industrial Equipment	R 7 234.31	1
Euraf Agencies	R 2 052.63	1
Lumber & Lawn (Pty)Ltd	R 8 107.58	2
Malmesbury Grassnyerdienste	R 15 390.00	2
	R 938 550.39	98