



Supply Chain Management Implementation Report

2019/2020 ANNUAL REPORT

To The Council

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 Council's oversight role. 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 2019 to 30 June 2020.



Municipal Manager
30 June 2020

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 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 Management Policy has been reviewed and amendments approved by the Council on 30 January 2020.

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 2019/2020 financial year the BAC met **13 times**, and **51** tenders were awarded.

Attached as Annexure A (Formal Tenders) and Annexure B (Informal Tenders) is a list of all tenders awarded during the last quarter of the 2019/2020 financial year by the Bid Adjudication Committee and Manager: Supply Chain Management respectively.

Herewith a summary of tenders awarded for the 2019/2020 financial year.

	Formal Tenders Awarded			Informal Tenders Awarded	
	Number of Tenders	Bid Committee Meetings	Tender Amount	Number of Tenders	Tender Amount
1 July 2019-30 September 2019	18	3	R 9 404 179.98	22	R 1 880 889.81
1 October 2019-31 December 2019	9	4	R 3 477 034.76	35	R 2 416 717.04
1 January 2020-31 March 2020	11	3	R 32 449 934.12	21	R 1 543 234.61
1 April 2020-30 June 2020	13	3	R 155 981 670.49	13	R 1 085 281.91
	51	13	R 201 312 819.35	91	R 6 926 123.37

Deviations Approved by Manager: Supply Chain Management

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 April 2020 to 30 June 2020 amounted to **R 864 140.58**. The total deviations approved by the Manager: Supply Chain Management for the 2019/2020 financial year amounted to **R 3 805 309.55**. The list of approved deviations for the last quarter is attached as Annexure C.

Deviations Approved by Municipal Manager: 2019/2020

The total deviations approved by the Municipal Manager for the 2019/2020 financial year amounted to **R 4 454 456.99**, VAT included.

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 services 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 April 2020 to 30 June 2020.

COVID-19: Emergency Purchases

Due to the Covid-19 virus, emergency purchases had to be done to provide staff with masks, hand sanitisers and related products. Attached as Annexure C.2 is a list of deviations related to the Covid-19 virus to the amount of **R 77 526.86** for orders placed below the threshold value of R 30 000.00 for the period 1 April 2020 to 30 June 2020.

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 utilising National Treasury's Central Supplier Database with effect from 1 July 2016.
- **National Treasury: ePortal**
 - All tenders with a value of R200,000.00 and above has been advertised and registered on National Treasury's ePortal.

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 12 July 2019 and 14-15 November 2019 (SCM Indaba) 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 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.

FORMAL TENDERS (>R200,000) AWARDED: 1 APRIL 2020 - 30 JUNE 2020

Date	Contract No	Contract Name	Amount	Completion/ Delivery Period	Contractor	Contribution Level
2020-04-09	T22/19/20	Moorreesburg WWTW Upgrading and Dewatering Plant for Darling WWTW: Civil Works	R 80 344 598.13	104 weeks	Haw & Inglis (Pty) Ltd	1
2020-04-09	T23/19/20	Moorreesburg WWTW Upgrading and Dewatering Plant for Darling WWTW: Mechanical and Electrical	R 75 470 322.36	93 weeks	Inenzo Water (Pty) Ltd	2
2020-06-09	T38/19/20	Supply, Install and Test a 15kw Self Priming Centrifugal Pumpset, Including All Pipework and Electrical Work at the Moorreesburg WWTW	R 166 750.00	1 week	Devine Touch Contractors	1
2020-06-30	T54/19/20	Supply & Delivery of Materials, Supplies and Services for the Period of 1 July 2020 to 30 June 2021	R 0.00	30 June 2021	Various tenderers	Various
2020-06-30	T57/19/20	Supply and Delivery of Materials and Requirements for the Electricity Department for the Period 1 July 2020 to 30 June 2021	R 0.00	30 June 2021	Various tenderers	Various
2020-06-30	T41/19/20	Provision of Social Media Services for the Period 1 July 2020 to 30 June 2022	R 0.00	30 June 2022	Lumico (Pty) Ltd	0
2020-06-30	T43/19/20	Appointment of a Health and Safety Agent for the Period 1 July 2020 to 30 June 2023	R 0.00	30 June 2023	AD Astra Health and Safety (Pty) Ltd	2
2020-06-30	T53/19/20	Removal of Sludge from Malmesbury and Riebeeck Kasteel Sewerage Works for the Period 1 July 2020 to 30 June 2023	R 0.00	30 June 2023	Swaco Organics	7
2020-06-30	T58/19/20	Manufacturing, Supply, Delivery and Offloading of 240l Wheelie Bins	R 0.00	30 June 2021	Mpact Plastic Containers	4
2020-06-30	T64/19/20	Potable Water Sampling and Analysis for the Period Ending 30 June 2021	R 0.00	30 June 2021	AL Abbott and Associates	2
2020-06-30	T66/19/20	Supply of Membrane Modules to Fit Into the Existing Zeeweed 500 D Cassettes Being Used at the Malmesbury WWTW	R 0.00	16 weeks	Alveo Water (Pty) Ltd	4
2020-06-30	T46/19/20	Manufacturing, Supply, Delivery and Offloading of 5.5m ³ Waste Skips	R 0.00	4 weeks	Darling Skoonmaak Dienste (Pty) Ltd	1

Date	Contract No	Contract Name	Amount	Completion/ Delivery Period	Contractor	Contribution Level
2020-06-30	T18/19/20	Drilling and Testing of Production Boreholes in the Swartland Municipal Area for the Period up to 30 June 2022	R 0.00	30-Jun-22	Various tenderers	Various
			R 155 981 670.49			

INFORMAL TENDERS (>R30,000<R200,000) AWARDED: 1 APRIL 2020 - 30 JUNE 2020

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Supply and Erect Palisade Fencing at Premises Situated in Rainier Street, Malmesbury	SCM102.19.20	2020-05-07	R 91 672.25	ZABS Enterprises (Pty) Ltd	1
Installation of Fire Detection System at Riebeeck Kasteel Community Hall	SCM107.19.20	2020-05-21	R 31 648.47	Piezo Corp (Pty) Ltd	1
Supply and Delivery of Light Blue Refuse Bags	SCM110.19.20	2020-05-21	R 145 015.00	Memotek Trading cc	1
Supply, Licensing and Delivery of 6 Shotguns for Traffic and Law Enforcement Officers	SCM109.19.20	2020-05-26	R 51 900.00	Brussels Gunstock Makers (Pty) Ltd	1
Supply and Delivery of PTZ Monitoring Cameras	SCM112.19.20	2020-05-28	R 112 807.89	Redhills Electronics	1
Supply, Delivery and Installation of Multifunction Printer	SCM113.19.20	2020-06-01	R 119 244.65	WLV Consulting Services (Pty) Ltd	1
Supply and Delivery of LPR Camera Equipment	SCM108.19.20	2020-06-01	R 40 227.00	XON Systems (Pty) Ltd	1
Supply and Install New Ceiling at Riebeeck Kasteel Community Hall	SCM106.19.20	2020-06-01	R 103 200.00	AB Holdings (Pty) Ltd	1
Supply, Delivery and Fit 2x 20.5 R25 Tyres	SCM116.19.20	2020-06-03	R 42 191.20	Tirepoint Retreading (Pty) Ltd	2
Cleaning of Gutters of Municipal Buildings in Swartland Municipal Area	SCM111.19.20	2020-06-03	R 93 812.50	Emmerencia Construction	1
Supply and Delivery of Fire Fighting Foam	SCM114.19.20	2020-06-09	R 40 250.00	Uhambo Procurement & Distribution	1
Painting of Speedbumps in Alpha- & Jakaranda Streets, Wesbank, Malmesbury	SCM115.19.20	2020-06-09	R 39 712.95	Lourens Roadmarking (Pty) Ltd	1
Transportation of Employees Between Darling and Yzerfontein for the Period 1 July 2020 to 30 June 2021	SCM117.19.20	2020-06-25	R 173 600.00	JM De Lillie	1
			R 1 085 281.91		

**DEVIATIONS APPROVED BY MANAGER: SUPPLY CHAIN MANAGEMENT FOR THE QUARTER 1 APRIL 2020 TO 30
JUNE 2020**

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Conradie Besproeiing	2020-04-16	Impractical	Civil Engineering Services	R 8 953.32
NH Civil Contractors	2020-04-16	Emergency Item	Protection Services	R 3 000.00
Endress And Hauser	2020-04-08	Sole Supplier	Civil Engineering Services	R 5 227.90
High Speed Projects	2020-04-20	Emergency Item	Protection Services	R 21 862.44
Wj Cotter Electrical	2020-04-30	Emergency Item	Civil Engineering Services	R 5 931.21
Channel Mobile (Pty) Ltd	2020-04-20	Impractical	Electrical Engineering Services	R 19 320.00
Channel Mobile (Pty) Ltd	2020-04-20	Impractical	Electrical Engineering Services	R 19 320.00
Fulcrum Technologies	2020-04-08	Emergency Item	Protection Services	R 5 980.00
G W Trautmann	2020-04-20	Impractical	Civil Engineering Services	R 8 286.10
Legg And Wessel	2020-04-20	Emergency Item	Financial Services	R 19 038.25
Strike Technologies	2020-04-06	Impractical	Electrical Engineering Services	R 2 277.00
G W Trautmann	2020-04-16	Impractical	Civil Engineering Services	R 19 864.53
Cornergate Technologies	2020-04-29	Impractical	Electrical Engineering Services	R 13 976.26
G W Trautmann	2020-04-23	Impractical	Civil Engineering Services	R 12 339.73
CSX Customer Services	2020-04-29	Impractical	Corporate Services	R 2 821.64
Endress And Hauser	2020-04-21	Sole Supplier	Civil Engineering Services	R 16 111.80
Vinet Internet Solutions	2020-04-08	Impractical	Electrical Engineering Services	R 6 293.00
M A Power Cable Solutions	2020-04-08	Emergency Item	Electrical Engineering Services	R 4 300.00
Moorreesburg Bandediens t/a Supa Quick Moorreesburg	2020-05-19	Emergency Item	Civil Engineering Services	R 3 191.25
Just Pump Water	2020-05-19	Impractical	Civil Engineering Services	R 9 938.30
Just Pump Water	2020-05-19	Impractical	Civil Engineering Services	R 13 656.25
Endress And Hauser	2020-05-06	Sole Supplier	Civil Engineering Services	R 19 345.21
VVE Installasies Bk	2020-05-12	Impractical	Civil Engineering Services	R 3 309.13
WJ Cotter Electrical	2020-05-12	Emergency Item	Civil Engineering Services	R 4 399.90
RT Systems	2020-05-27	Impractical	Electrical Engineering Services	R 6 143.76
Media24 (Swartland Gazette)	2020-05-15	Impractical	Corporate Services	R 2 011.35
VVE Installasies Bk	2020-05-28	Impractical	Civil Engineering Services	R 8 154.25
Valley Home Ads t/a Swartland Joernaal	2020-05-18	Impractical	Corporate Services	R 2 184.00
Channel Mobile (Pty) Ltd	2020-05-22	Impractical	Electrical Engineering Services	R 22 540.00
Njbew Construction Services	2020-05-25	Emergency Item	Civil Engineering Services	R 26 542.40
Kaltron Electrical Engineering	2020-06-19	Emergency Item	Civil Engineering Services	R 24 265.00
Skaarland Ingenieurswerke	2020-06-01	Impractical	Electrical Engineering Services	R 3 960.38
Avalon Works t/a Ar24	2020-06-15	Impractical	Civil Engineering Services	R 4 283.50
G W Trautmann	2020-06-15	Impractical	Civil Engineering Services	R 16 969.00
Engineering Council of South Africa	2020-06-19	Impractical	Civil Engineering Services	R 4 192.44
WESSA (The Wildlife and Environment Society of South Africa)	2020-06-26	Sole Supplier	Corporate Services	R 11 130.00
Trentyre	2020-06-03	Emergency Item	Civil Engineering Services	R 2 589.80
Avalon Works t/a Ar24	2020-06-03	Impractical	Civil Engineering Services	R 10 602.10
JBHMC Supermark t/a Spar Moorreesburg	2020-06-03	Emergency Item	Protection Services	R 2 914.50

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Avalon Works t/a Ar24	2020-06-10	Impractical	Civil Engineering Services	R 4 728.05
Mustek	2020-06-11	Impractical	Corporate Services	R 8 412.25
Bredell'S Beleggings t/a Automodell Cc	2020-06-26	Emergency Item	Development Services	R 2 173.10
Channel Mobile (Pty) Ltd	2020-06-02	Impractical	Electrical Engineering Services	R 22 540.00
Njbew Construction Services	2020-06-03	Emergency Item	Civil Engineering Services	R 5 186.40
K2T Agencies t/a Safestop Cape	2020-06-15	Impractical	Civil Engineering Services	R 2 969.18
Trentyre	2020-06-08	Impractical	Civil Engineering Services	R 2 111.98
Trentyre	2020-06-08	Impractical	Civil Engineering Services	R 2 217.78
Prima Bande t/a Tyremart Malmesbury	2020-06-03	Emergency Item	Protection Services	R 5 580.00
Johnny Blom t/a JB Ingenieurswerke	2020-06-15	Emergency Item	Civil Engineering Services	R 2 500.00
ZABS Enterprises	2020-06-03	Impractical	Protection Services	R 23 115.00
Avalon Works t/a Ar24	2020-06-19	Impractical	Civil Engineering Services	R 4 720.00
Avalon Works t/a Ar24	2020-06-05	Impractical	Electrical Engineering Services	R 13 235.29
Hydromatic	2020-06-09	Impractical	Civil Engineering Services	R 21 153.50
The Provincial Gazette	2020-06-08	Impractical	Corporate Services	R 5 000.00
Independent Electrical Supplier	2020-06-19	Emergency Item	Protection Services	R 5 221.53
High Speed Projects	2020-06-08	Emergency Item	Protection Services	R 4 553.44
Swartland Gazette	2020-06-08	Impractical	Development Services	R 5 119.80
Valley Home Ads t/a Swartland Joernaal	2020-06-08	Impractical	Development Services	R 6 384.00
Swartland Gazette	2020-06-08	Impractical	Corporate Services	R 5 668.35
Valley Home Ads t/a Swartland Joernaal	2020-06-08	Impractical	Corporate Services	R 7 980.00
Johnny Blom t/a JB Ingenieurswerke	2020-06-19	Emergency Item	Civil Engineering Services	R 4 200.00
Swartland Gazette	2020-06-08	Impractical	Development Services	R 12 890.93
Valley Home Ads t/a Swartland Joernaal	2020-06-08	Impractical	Development Services	R 13 230.00
G W Trautmann	2020-06-17	Impractical	Civil Engineering Services	R 27 079.00
Kaltron Electrical Engineering	2020-06-19	Emergency Item	Civil Engineering Services	R 25 955.50
Unibuilding Service & Maintenance	2020-06-19	Impractical	Civil Engineering Services	R 2 800.00
Sasfin Commercial Solutions (Global Trade)	2020-06-19	Impractical	Corporate Services	R 2 949.97
Swartland Gazette	2020-06-15	Impractical	Development Services	R 5 302.65
Valley Home Ads t/a Swartland Joernaal	2020-06-15	Impractical	Development Services	R 6 384.00
Integral Laboratories	2020-06-24	Impractical	Civil Engineering Services	R 4 191.80
Njbew Construction Services	2020-06-19	Emergency Item	Civil Engineering Services	R 7 600.00
Brussels Gunstock Makers	2020-06-25	Emergency Item	Protection Services	R 2 817.50
Avalon Works t/a Ar24	2020-06-29	Impractical	Electrical Engineering Services	R 2 929.62
Valley Home Ads t/a Swartland Joernaal	2020-06-19	Impractical	Corporate Services	R 2 184.00
F E S Manufacturing	2020-06-26	Impractical	Protection Services	R 4 766.29
Avalon Works t/a Ar24	2020-06-29	Impractical	Civil Engineering Services	R 5 896.19

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Trentyre	2020-06-26	Emergency Item	Civil Engineering Services	R 2 466.75
Thatchscapes	2020-06-30	Emergency Item	Civil Engineering Services	R 8 579.00
Swartland Gazette - Media24	2020-06-26	Impractical	Corporate Services	R 2 011.35
Just Pump Water (Pty)Ltd	2020-06-30	Emergency Item	Civil Engineering Services	R 2 553.00
Swartland Gazette - Media24	2020-06-30	Impractical	Development Services	R 13 896.00
Valley Home Ads t/a Swartland Joernaal	2020-06-30	Impractical	Development Services	R 14 952.00
Johan Bester Ingenieurswerke	2020-06-30	Emergency Item	Civil Engineering Services	R 3 530.23
Valley Home Ads t/a Swartland Joernaal	2020-06-30	Impractical	Corporate Services	R 2 016.00
Prima Bande t/a Tyremart Malmesbury	2020-06-30	Emergency Item	Protection Services	R 4 490.00
RT Systems	2020-06-03	Impractical	Electrical Engineering Services	R 4 410.00
Paso Organics t/a Swaco Organics	2020-06-09	Emergency Item	Civil Engineering Services	R 29 249.96
Communication Network CC t/a Comnet	2020-06-05	Impractical	Electrical Engineering Services	R 9 486.63
				R 786 613.72

ANNEXURE C.2

COVID-19: EMERGENCY PURCHASES

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Lumico (Pty) Ltd	2020-04-08	Emergency Item	Municipal Manager	R 16 100.00
Boland Toilet Services	2020-04-02	Emergency Item	Civil Engineering Services	R 8 008.01
Enviro-Lab	2020-05-12	Emergency Item	Development Services	R 2 514.60
Clothing Dynamics	2020-05-22	Emergency Item	Financial Services	R 11 471.25
Uni Building Services And Maintenance	2020-05-27	Emergency Item	Protection Services	R 28 300.00
Boland Toilet Services	2020-05-12	Emergency Item	Civil Engineering Services	R 8 008.00
Unibuilding Service & Maintenance	2020-06-19	Emergency Item	Protection Services	R 3 125.00
				R 77 526.86

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 APRIL 2020 TO 30 JUNE 2020**

SERVICE PROVIDER	AMOUNT	TOTAL TRANSACTIONS
<u>Attorneys</u>		
Du Plessis en Mostert	R 131 202.68	8
Webber Wentzel	R 39 360.00	1
<u>Vehicles: Services & Repairs</u>		
600CT Manufacturing (Pty)Ltd	R 14 523.00	2
AFGRI	R 33 988.65	4
Babcock Equipment	R 41 473.63	2
JB's Nissan (Diens En Herstel)	R 55 620.06	9
JB's Trucks - UD Trucks Malmesbury	R 353 424.97	34
Kemach JCB Equipment Pty Ltd	R 12 321.45	1
Malmesbury Motors	R 3 337.43	1
Malmesbury Toyota	R 31 832.32	8
Perdeberg Motors	R 49 485.79	9
Rola VW Malmesbury	R 4 329.70	2
TFM Transtech	R 348 914.74	9
Truck City	R 10 319.32	1
<u>Equipment: Repairs</u>		
Euraf Agencies	R 22 500.00	5
Lumber & Lawn (Pty)Ltd	R 2 166.56	1
Turner Morris cc	R 5 084.69	2
	R 1 159 884.99	99