



Supply Chain Management Implementation Report

For the period ended March 2020

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 2020 to 31 March 2020 for your consideration and purposes of oversight.

Municipal Manager
02 April 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 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 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 quarter the BAC met **3 times**, and **11** 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 2019/2020 financial year as it pertains to the specific quarter.

	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	0	0	R -	0	R -
	38	10	R 45 331 148.86	78	R 5 840 841.46

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 2020 to 31 March 2020 amount to **R 714 432.78**. The list of approved deviations is attached as Annexure C.

Herewith a summary of deviations <R30 000 approved for the 2019/2020 financial year as it pertains to the specific quarter.

	Deviations < R30 000	
	Number of Deviations	Deviations Amount
1 July 2019-30 September 2019	107	R 989 804.05
1 October 2019-31 December 2019	140	R 1 236 932.14
1 January 2020-31 March 2020	96	R 714 432.78
1 April 2020-30 June 2020	0	R -
	343	R 2 941 168.97

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, 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 2020 to 31 March 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 67 358.99** for orders placed below the threshold value of R 30 000.00.

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. No Supply Chain Forum meeting was held during the quarter.

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 JANUARY 2020 - 31 MARCH 2020

DATE	CONTRACT NO	CONTRACT NAME	AMOUNT	COMPLETION/DELIVERY PERIOD	CONTRACTOR	CONTRIBUTION LEVEL
2020-02-03	T16/19/20	New 350mm Diameter Valve and Security Fencing	R 464 471.98	6 Weeks	JVZ Construction (Pty) Ltd	2
2020-02-03	T24/19/20	Supply and Delivery of LED Floodlights: Phase 2	R 446 154.00	5-6 Working Weeks	Genlux Lighting	1
2020-02-03	T26/19/20	Electrification of Informal Houses, Sibanye Square, Phase 1	R 1 952 268.18	12 Working Weeks	AM Engineering Consulting (Pty) Ltd	1
2020-02-03	T29/19/20	Supply and Delivery of Domestic Water Meters	R -	30 June 2002	Ithuba Industries	1
2020-02-03	T31/19/20	Supply and Deliver Modified Shipping Containers in Malmesbury	R 789 323.31	8 Weeks	Topshell (Pty) Ltd	0
2020-02-03	T25/19/20	Construction of Civil Engineering Services for the Development of Serviced Low Cost Housing Erven, Malmesbury	R 25 266 478.65	40 Weeks	Exeo Khokela Civil Engineering Construction (Pty)	2
2020-02-03	T30/19/20	Supply and Delivery of 4x4 Double Cab LDV with Canopy	R 489 060.00	3-4 Weeks	JB's Commercial (Pty) Ltd	2
2020-03-05	T33/19/20	Asset Verification and Identification of Infrastructure Assets	R 1 558 980.00	30 June 2021	Ducharme Asset Management and Accounting	2
2020-03-05	T34/19/20	Supply, Delivery and Off-Loading of Converted Shipping Containers	R 514 438.00	6 Weeks	Cormar Industries	1
2020-03-24	T40/19/20	Preparing and Maintaining of Fire Breaks in the Swartland Municipality Area for the Period Ending 30 June 2020	R -	30 June 2020	Lewis Bush Clearing and Alien Fire Fighting (Pty)	1
2020-03-24	T37/19/20	Provision of Accounting Services to Swartland Municipality, to Ensure GRAP/mSCOA Compliant Annual Financial Statements (AFS)	R 968 760.00	30 June 2022	Mubeko Africa (Pty) Ltd in consortium with Moore	0
			R 32 449 934.12			

ANNEXURE B

INFORMAL TENDERS (>R30,000<R200,000) AWARDED: 1 JANUARY 2020 - 31 MARCH 2020

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Supply, Delivery and Installation of Poly-Timber Play Park Equipment at Various Locations in the Swartland Municipal Area	SCM70.19.20	2020-01-22	R 143 800.00	A and M Primwood	4
Replace Filter Sand at Municipal Swimming Pool, Moorreesburg	SCM79.19.20	2020-01-24	R 30 050.00	Big AI Projects (Pty) Ltd	1
Service and Maintenance of Fire Extinguishers and Hose Reels	SCM80.19.20	2020-01-27	R 13 635.00	Cyote Fire Services Enterprise	1
Cable Repair to Flowmeter at Moorreesburg Reservoir	SCM83.19.20	2020-01-31	R 40 677.80	Spectrum Communications (Pty) Ltd	4
Renewal of 150 x Citrix Xendesktop Licenses	SCM84.19.20	2020-01-31	R 103 385.00	Phandu Communications (Pty) Ltd	1
Supply and Delivery of Two Piece Rain Suits	SCM82.19.20	2020-02-05	R 32 085.00	Ekaya Promotions	1
Supply and Delivery of Laptop and Accessories	SCM89.19.20	2020-02-26	R 50 741.57	Quintillion Tek	1
Topsoiling Chatsworth Sportsfield	SCM86.19.20	2020-02-26	R 143 791.40	Perfect Bounce Consultants cc	2
Supply and Delivery of Three Phase Grid Tie Inverter, Poly-Crystalline Solar Panels and Other Materials	SCM87.19.20	2020-03-02	R 160 968.70	Emerald Infrastructure Solutions cc	2
Painting of Boundary Wall at Chatsworth Sports Ground	SCM90.19.20	2020-03-06	R 40 410.00	ECG Builders (Pty) Ltd	1
Renewal of Fortigate 200D UTM License and 1 Year Forticloud Service	SCM88.19.20	2020-03-10	R 64 118.25	Phandu Communications	1
Internal Painting of Moorreesburg Library	SCM92.19.20	2020-03-12	R 25 350.00	Uni Building Services and Maintenance	1
Supply and Delivery of CCTV Equipment	SCM97.19.20	2020-03-12	R 56 038.35	Bona Electronic Solutions	1
Aquatic Weed Control in Diep River , Malmesbury	SCM95.19.20	2020-03-18	R 24 750.00	Swartland and West Coast Trading	1
Supply, Install and Commissioning Of Ptz Monitoring Cameras at the Wesbank Sportsground in Malmesbury	SCM100.19.20	2020-03-20	R 80 796.70	Redhills Electronics	1
Supply and Delivery of 6x Laptops	SCM103.19.20	2020-03-20	R 134 616.65	CEOS Technologies	2

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Service of UPS Equipment	SCM98.19.20	2020-03-23	R 68 420.77	Emerald Infrastructure Solutions CC	2
Moorreesburg Rosenhof Community Hall: External Painting	SCM93.19.20	2020-03-23	R 73 140.00	Adonis Fencing	1
Supply and Install New Borehole Control Panel With Remote Starting (Telemetry) for Kalbaskraal Borehole Pump Station	SCM99.19.20	2020-03-23	R 103 868.00	WJ Cotter Electrical	0
Supply and Install Electrified Fencing and Gate at Kalbaskraal Borehole Pump Station	SCM101.19.20	2020-03-23	R 90 284.20	CAF Contractor	1
Supply, Install and Commissioning of a 6kva Ups with 120min Backup Power at Head Office Building, Malmesbury	SCM105.19.20	2020-03-26	R 62 307.22	Emerald Infrastructure Solutions cc	2
			R 1 543 234.61		

DEVIATIONS APPROVED BY MANAGER: SUPPLY CHAIN MANAGEMENT FOR THE QUARTER 1 JANUARY 2020 TO 31 MARCH 2020

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Johan Bester Ingenieurswerke	2020-01-21	Emergency Item	Civil Engineering Services	R 7 380.13
Ayanda Mbanga Communications t/a Amcomms The-Can-Do Company	2020-01-15	Impractical	Corporate Services	R 7 430.89
Saliet Fidei t/a Sure Swartland Travel	2020-01-15	Impractical	Municipal Manager	R 2 910.00
Maxal Projects (SA)	2020-01-21	Sole Supplier	Civil Engineering Services	R 5 265.08
Media24 (Swartland Gazette)	2020-01-17	Impractical	Development Services	R 6 948.30
Viking Pony Africa Pumps t/a Tricom Africa	2020-01-21	Emergency Item	Civil Engineering Services	R 3 827.20
Valley Home Ads t/a Swartland Joernaal	2020-01-20	Impractical	Development Services	R 2 856.00
Trentyre	2020-01-21	Emergency Item	Civil Engineering Services	R 6 327.88
Channel Mobile	2020-01-21	Impractical	Electrical Engineering Services	R 3 220.00
MA Powercables	2020-01-10	Emergency Item	Electrical Engineering Services	R 5 788.00
Media24 - Die Burger	2020-01-10	Impractical	Corporate Services	R 2 070.00
High Speed Projects	2020-01-27	Emergency Item	Protection Services	R 20 700.00
Media24 (Swartland Gazette)	2020-01-24	Impractical	Corporate Services	R 3 474.15
Henrit Agri	2020-01-27	Impractical	Civil Engineering Services	R 5 635.00
Cape Armature Winders	2020-01-21	Impractical	Civil Engineering Services	R 20 999.00
Weigh-Comm	2020-01-29	Emergency Item	Civil Engineering Services	R 26 553.50
Brussels Gunstock Makers Parow	2020-01-29	Emergency Item	Protection Services	R 2 093.00
Media24 (Swartland Gazette)	2020-01-20	Impractical	Development Services	R 2 925.60
Valley Home Ads t/a Swartland Joernaal	2020-01-24	Impractical	Corporate Services	R 3 192.00
Saliet Fidei t/a Sure Swartland Travel	2020-01-31	Impractical	Municipal Manager	R 4 280.00
Media24 (Swartland Gazette)	2020-01-30	Impractical	Corporate Services	R 4 022.70
Trentyre	2020-01-21	Impractical	Civil Engineering Services	R 4 762.15
Valley Home Ads t/a Swartland Joernaal	2020-01-30	Impractical	Corporate Services	R 3 192.00
Valley Home Ads t/a Swartland Joernaal	2020-01-17	Impractical	Development Services	R 6 384.00
Johan Bester Ingenieurswerke	2020-01-27	Emergency Item	Civil Engineering Services	R 3 738.04
Provincial Gazette	2020-01-17	Impractical	Development Services	R 3 000.00
Bright Spark Trading 32 t/a Graanland Ingenieurs	2020-01-06	Impractical	Electrical Engineering Services	R 2 101.16
VVE Installasies	2020-02-12	Impractical	Civil Engineering Services	R 3 972.10
TrenTyre Malmesbury	2020-02-11	Emergency Item	Civil Engineering Services	R 2 212.03
Power Transformers	2020-02-05	Impractical	Electrical Engineering Services	R 20 125.00
Western Line Layers t/a Porterville Grondwerke	2020-02-12	Impractical	Civil Engineering Services	R 2 750.00
High Speed Projects	2020-02-11	Emergency Item	Protection Services	R 4 600.00
Northlink	2020-02-18	Impractical	Corporate Services	R 4 000.00

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
GW Trautmann CC	2020-02-14	Impractical	Civil Engineering Services	R 17 258.28
High Speed Projects	2020-02-05	Emergency Item	Protection Services	R 18 745.00
I.R . Pope and sons	2020-02-11	Impractical	Civil Engineering Services	R 4 259.38
TrenTyre Malmesbury	2020-02-11	Emergency Item	Civil Engineering Services	R 2 564.50
Media24 (Swartland Gazette)	2020-02-10	Impractical	Corporate Services	R 3 108.45
Valley Home Ads t/a Swartland Joernaal	2020-02-10	Impractical	Development Services	R 5 544.00
Valley Home Ads t/a Swartland Joernaal	2020-02-11	Impractical	Corporate Services	R 2 184.00
Media24 (Swartland Gazette)	2020-02-10	Impractical	Development Services	R 4 754.10
Endress and Hauser	2020-02-21	Emergency Item	Civil Engineering Services	R 16 111.80
F Bocks Verkontrakteurs	2020-02-25	Emergency Item	Civil Engineering Services	R 6 459.92
Channel Mobile (Pty) Ltd	2020-02-24	Impractical	Electrical Engineering Services	R 9 660.00
Universal Trading	2020-02-21	Emergency Item	Civil Engineering Services	R 4 370.00
Johan Bester Ingenieurswerke	2020-02-05	Emergency Item	Civil Engineering Services	R 6 682.74
Valley Home Ads t/a Swartland Joernaal	2020-02-21	Impractical	Development Services	R 3 192.00
Hydromatic	2020-02-25	Emergency Item	Civil Engineering Services	R 2 587.50
Viking Pony Africa Pumps t/a Tricom Africa	2020-02-05	Impractical	Civil Engineering Services	R 7 879.57
The Provincial Gazette	2020-02-21	Impractical	Corporate Services	R 6 000.00
Media24 (Swartland Gazette)	2020-02-21	Impractical	Corporate Services	R 3 657.00
Isolabantu News	2020-02-24	Impractical	Corporate Services	R 3 180.00
Valley Home Ads t/a Swartland Joernaal	2020-02-24	Impractical	Corporate Services	R 3 192.00
Media24 (Swartland Gazette)	2020-02-21	Impractical	Development Services	R 2 742.75
Media24 (Swartland Gazette)	2020-02-24	Impractical	Corporate Services	R 4 388.40
GW Trautmann CC	2020-02-17	Impractical	Civil Engineering Services	R 24 386.61
Viking Pony Africa Pumps t/a Tricom Africa	2020-02-14	Emergency Item	Civil Engineering Services	R 29 850.01
Channel Mobile (Pty) Ltd	2020-02-27	Impractical	Electrical Engineering Services	R 28 980.00
TrenTyre Malmesbury	2020-02-27	Emergency Item	Civil Engineering Services	R 2 651.33
Jan Hendrik Henning t/a Henntech Services	2020-02-25	Sole Supplier	Civil Engineering Services	R 17 933.10
JHL Ingenieurs	2020-02-25	Impractical	Civil Engineering Services	R 3 213.10
The Provincial Gazette	2020-02-10	Impractical	Development Services	R 3 500.00
VVE Installasies	2020-02-24	Impractical	Civil Engineering Services	R 5 633.22
IR Pope	2020-02-25	Impractical	Civil Engineering Services	R 2 639.25
Johan Bester Ingenieurswerke	2020-02-25	Emergency Item	Civil Engineering Services	R 8 912.43
Saliet Fidei t/a Sure Swartland Travel	2020-02-27	Impractical	Civil Engineering Services	R 2 295.00
Lumber & Lawn	2020-02-25	Impractical	Electrical Engineering Services	R 2 802.68
Koordom Cleaning and Construction	2020-02-21	Emergency Item	Civil Engineering Services	R 7 427.50
VVE Installasies	2020-03-03	Impractical	Electrical Engineering Services	R 22 486.07
A L Abbott and Associates	2020-03-31	Impractical	Civil Engineering Services	R 10 315.50
Viking Pony Africa Pumps t/a Tricom Africa	2020-03-16	Impractical	Civil Engineering Services	R 6 978.20

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Media24 (Swartland Gazette)	2020-03-02	Impractical	Development Services	R 5 668.35
Kaltron Electrical Engineering	2020-03-02	Emergency Item	Civil Engineering Services	R 19 636.25
Media24 (Swartland Gazette)	2020-03-06	Impractical	Corporate Services	R 2 194.20
Valley Home Ads t/a Swartland Joernaal	2020-03-09	Impractical	Corporate Services	R 2 016.00
Fulcrum Technologies	2020-03-23	Impractical	Protection Services	R 13 800.00
Saliet Fidei t/a Sure Swartland Travel	2020-03-12	Impractical	Municipal Manager	R 4 180.00
Ratings Afrika	2020-03-09	Impractical	Municipal Manager	R 11 000.00
Valley Home Ads t/a Swartland Joernaal	2020-03-02	Impractical	Development Services	R 4 536.00
Saliet Fidei t/a Sure Swartland Travel	2020-03-12	Impractical	Municipal Manager	R 5 471.00
VWE Installasies	2020-03-24	Impractical	Electrical Engineering Services	R 6 717.15
Transmitter Magic	2020-03-23	Emergency Item	Electrical Engineering Services	R 2 088.40
Media24 (Swartland Gazette)	2020-03-23	Impractical	Development Services	R 2 925.60
Valley Home Ads t/a Swartland Joernaal	2020-03-23	Impractical	Development Services	R 3 192.00
Media24 (Swartland Gazette)	2020-03-23	Impractical	Corporate Services	R 3 240.32
Valley Home Ads t/a Swartland Joernaal	2020-03-23	Impractical	Corporate Services	R 7 980.00
VWE Installasies BK	2020-03-31	Impractical	Electrical Engineering Services	R 13 380.84
MA Powercable Solutions	2020-03-31	Impractical	Electrical Engineering Services	R 2 525.00
Media24 (Swartland Gazette)	2020-03-26	Impractical	Corporate Services	R 4 754.10
Trentyre	2020-03-25	Emergency Item	Civil Engineering Services	R 4 508.00
				R 647 073.79

ANNEXURE C.2

COVID-19: EMERGENCY PURCHASES

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Lizel Immelman	2020-03-18	Emergency Item	Development Services	R 27 500.00
Kaap Agri Bedryf	2020-03-26	Emergency Item	Civil Engineering Services	R 7 408.99
Lizel Immelman	2020-03-26	Emergency Item	Development Services	R 7 250.00
Lizel Immelman	2020-03-31	Emergency Item	Development Services	R 20 000.00
Lizel Immelman	2020-03-31	Emergency Item	Development Services	R 3 000.00
Lizel Immelman	2020-03-26	Emergency Item	Development Services	R 2 200.00
				R 67 358.99

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 2020 TO 31 MARCH 2020**

SERVICE PROVIDER	AMOUNT	TOTAL TRANSACTIONS
<u>Attorneys</u>		
Du Plessis en Mostert	R 504 482.48	8
Terblanche Slabber en Pieters	R 31 229.80	2
<u>Vehicles: Services & Repairs</u>		
AFGRI	R 14 819.77	3
Babcock Equipment	R 13 430.30	2
Barloworld Equipment (Pty)Ltd	R 86 925.04	9
CSE Northmec	R 7 814.21	1
Gunn Track	R 2 759.39	1
HD Transmissions (Pty)Ltd	R 31 943.78	4
JB's Nissan (Diens en Herstel)	R 35 930.29	6
JB's Trucks - UD Trucks Malmesbury	R 175 879.33	22
Kemach JCB Equipment Pty Ltd	R 107 590.46	6
Malmesbury Toyota	R 13 001.92	1
Perdeberg Motors	R 49 537.48	4
Rola VW Malmesbury	R 14 895.90	1
Tata International Cape Town	R 4 957.83	1
TFM Transtech	R 96 826.57	10
<u>Equipment: Repairs</u>		
AFGRI	R 2 198.90	1
Euraf Agencies	R 9 730.43	2
LA Rosenberg	R 3 703.88	1
Lumber & Lawn (Pty)Ltd	R 7 127.22	2
Turner Morris cc	R 6 434.48	1
	R 1 221 219.46	88