



Supply Chain Management Implementation Report

For the period ended December 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 October 2020 to 31 December 2020 for your consideration and purposes of oversight.

Municipal Manager
31 December 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 **8** 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 2020/2021 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 2020-30 September 2020	20	5	R 28 245 345.39	22	R 1 622 348.07
1 October 2020-31 December 2020	8	3	R 5 759 997.36	21	R 1 698 159.32
1 January 2021-31 March 2021	0	0	R 0.00	0	R 0.00
1 April 2021-30 June 2021	0	0	R 0.00	0	R 0.00
	28	8	R 34 005 342.75	43	R 3 320 507.39

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 2020 to 31 December 2020 amount to **R 1 004 867.74**. The list of approved deviations is attached as Annexure C.

Herewith a summary of deviations <R30 000 approved for the 2020/2021 financial year as it pertains to the specific quarter.

	Deviations < R30 000	
	Number of Deviations	Deviations Amount
1 July 2020-30 September 2020	120	R 1 204 093.44
1 October 2020-31 December 2020	102	R 1 004 867.74
1 January 2021-31 March 2021	0	R 0.00
1 April 2021-30 June 2021	0	R 0.00
	222	R 2 208 961.18

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 October 2020 to 31 December 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 14 375.00** 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 meetings were held during this 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 OCTOBER 2020 - 31 DECEMBER 2020

DATE	CONTRACT NO	CONTRACT NAME	AMOUNT	COMPLETION/DELIVERY PERIOD	CONTRACTOR	CONTRIBUTION LEVEL
13.10.2020	T20.20.21	Supply and Delivery of Road Line Marker Machine	R 286 400.00	90 Days	Black Mushroom	1
13.10.2020	T21.20.21	Supply and Delivery of Jump Suits for Fire Fighters	R 244 400.00	6-8 Weeks	Environmental Safety Systems	4
13.10.2020	T24.20.21	Supply and Fitment of a Fire Fighting Superstructure on an Isuzu NPS 300- 4X4	R 379 733.45	8 Weeks	F.E.S Manufacturing (PTY) Ltd	2
03.11.2020	T25.20.21	Real Time Automatic Number Plate Recognition (ANPR) Service for a Period from 1 December 2020 till 30 June 2023	R 523 209.75	30-Jun-23	NAVIC (Pty) Ltd	0
03.11.2020	T23.20.21	Supply and Delivery of 2 X 1 Ton 4X2 Light Delivery Vehicles	R 665 666.98	2-4 Weeks	Isuzu Truck Centre	1
03.11.2020	T29.20.21	Extension and Upgrading of the UHF Radio Network Of Swartland Municipality	R 704 941.37	12 Weeks	Communication Network cc	1
03.12.2020	T04.20.21	Provision of Professional Architectural and Quantity Surveying Services for Various Projects	R 0.00	30-Jun-23	Various Tenderers	Various
03.12.2020	T26.20.21	New Sportsfield Lighting in Darling and Chatsworth	R 2 955 645.81	12 Weeks	Alsu Ondernemings (Pty) Ltd	2
			R 5 759 997.36			

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

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Appointment of Service Provider to Conduct a Quality Assurance Review	SCM34.20.21	2020/10/08	R 138 000.00	IA Professionals	3
Appointment of Professional Quantity Surveyor for Moorreesburg Swimming Pool Boundary Wall	SCM35.20.21	2020/10/09	R 43 026.09	Shakoor Cost Consultants cc	1
Appointment of Professional Quantity Surveyor for Repairs to Caretakers House	SCM33.20.21	2020/10/12	R 44 116.00	Turner & Townsend (Pty) Ltd	1
Renewal of 225x Trend Micro Enterprise Security Suite Licenses	SCM32.20.21	2020/10/08	R 67 792.50	Phandu Communications	1
Supply and Delivery of Portable PA System	SCM30.20.21	2020/10/05	R 28 493.55	WLV Consulting Services	1
Supply and Delivery of Jackets, Trousers and Golf Shirts	SCM26.20.21	2020/10/05	R 102 867.50	Blackbird Trading 480 cc	1
Remove and Replace Floor Covering of Development Services Offices, Malmesbury	SCM27.20.21	2020/10/08	R 47 886.84	WOT Projects	1
Appointment of a Professional Quantity Surveyor for a Construction Project Involving Upgrades to Various Swartland Municipality Buildings	SCM28.20.21	2020/10/09	R 34 145.24	Akha Izwe Quantity Surveyors	1
Supply and Delivery of Fire Pumps	SCM29.20.21	2020/10/06	R 134 317.30	FES Manufacturing	1
Supply, Delivery and Installation of Touchless Stainless Steel Hand Sanitiser Dispensers	SCM31.20.21	2020/10/09	R 62 909.60	Enviro-Lab	4
Supply and Delivery of 5x Bus Shelters	SCM37.20.21	05/11/2020	R 182 689.00	Ithuba Industries	1
Supply and Delivery of Roadmarking Paint	SCM44.20.21	09/11/2020	R 186 878.45	JM Digital Trading Enterprise	2
Supply and Delivery of Type B Plinths	SCM42.20.21	09/11/2020	R 35 696.00	Ithuba Industries	1
Provision of Life Savers for Yzerfontein Beach for the Period 11 December 2020 to 10 January 2021	SCM41.20.21	10/11/2020	R 46 345.00	Nasionale See en Sand Instituut	4
Supply and Delivery of Jumpsuits(Traffic)	SCM36.20.21	19/11/2020	R 37 030.00	Environmental Safety Systems	4
Supply and Delivery of Mobile Pavilions to Various Sports Grounds	SCM39.20.21	26/11/2020	R 67 850.00	Take Note Trading 245 CC T/A Universal Trading	1
Manufacture, Deliver and Install a Jungle Gym from Recycled Plastic in Kalbaskraal	SCM50.20.21	10/12/2020	R 39 862.30	A and M Primwood	4

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Supply and Delivery of Free Standing Outdoor 11kv Metering Unit	SCM48.20.21	10/12/2020	R 132 135.00	Lucy Electric South Africa (Pty) Ltd	1
Development, Art, and Printing of Refuse Removal Calendars	SCM52.20.21	14/12/2020	R 99 058.45	Stephens Design Studio cc	1
Municipal Capital Acquisitions Unbundling Methodology	SCM53.20.21	18/12/2020	R 50 600.00	Ducharme Asset Management and Accounting (Pty) Ltd	2
Supply and Delivery of Protective Clothing for Fire Fighting Officials	SCM49.20.21	21/12/2020	R 116 460.50	Uhambo Procurement and Distribution	1
			R 1 698 159.32		

DEVIATIONS APPROVED BY MANAGER: SUPPLY CHAIN MANAGEMENT FOR THE QUARTER 1 OCTOBER 2020 TO 31 DECEMBER 2020

Supplier Name	Purchase Order Date/ Requisition Date	Deviation Type	Department	Total
VWE Installasies	2020-10-01	Impractical	Civil Engineering Services	R 2 663.98
G W Trautmann	2020-10-01	Impractical	Civil Engineering Services	R 22 536.55
Just Pump Water (Pty) Ltd	2020-10-15	Impractical	Civil Engineering Services	R 29 888.50
Channel Mobile	2020-10-07	Impractical	Electrical Engineering Services	R 22 540.00
Lionel Andrew Rosenberg t/a LA Rosenberg	2020-10-01	Impractical	Civil Engineering Services	R 3 892.50
M A Power Cable Solutions	2020-10-13	Emergency Item	Electrical Engineering Services	R 4 200.00
Lumber and Lawn	2020-10-01	Impractical	Protection Services	R 5 873.27
Avalon Works t/a AR24	2020-10-14	Impractical	Electrical Engineering Services	R 13 485.73
Darling Hersteldienste BK	2020-10-13	Impractical	Civil Engineering Services	R 12 300.10
Lexisnexis (Pty)Ltd	2020-10-08	Impractical	Electrical Engineering Services	R 26 701.72
P And U Beleggings t/a Battery Centre	2020-10-09	Emergency Item	Protection Services	R 8 686.00
F E S Manufacturing	2020-10-13	Emergency Item	Protection Services	R 6 014.98
Jamkay Logistics	2020-10-13	Emergency Item	Civil Engineering Services	R 2 620.00
Unity Electrical Engineering	2020-10-14	Impractical	Civil Engineering Services	R 10 920.98
Swartland Gazette - Media24	2020-10-15	Impractical	Corporate Services	R 4 205.55
TMT Services & Supplies	2020-10-14	Impractical	Electrical Engineering Services	R 2 666.85
Swartland Media t/a Swartland Joernaal	2020-10-15	Impractical	Corporate Services	R 4 032.00
TMT Services & Supplies	2020-10-14	Impractical	Electrical Engineering Services	R 3 530.50
G W Trautmann	2020-10-20	Impractical	Civil Engineering Services	R 17 194.36
Ikapa Distribution Network t/a Ikapa Trading Company	2020-10-15	Impractical	Civil Engineering Services	R 6 694.13
Avalon Works t/a AR24	2020-10-12	Impractical	Civil Engineering Services	R 2 011.35
WM Spilhaus (Malmesbury) t/a Spiltech Besproeiing	2020-10-01	Impractical	Civil Engineering Services	R 3 479.60
VWE Installasies	2020-10-20	Impractical	Civil Engineering Services	R 7 323.84
VWE Installasies	2020-10-20	Impractical	Civil Engineering Services	R 6 149.41
Just Pump Water (Pty) Ltd	2020-10-21	Impractical	Civil Engineering Services	R 6 773.50
G W Trautmann	2020-10-20	Emergency Item	Civil Engineering Services	R 4 444.75
TMT Services & Supplies	2020-10-20	Impractical	Electrical Engineering Services	R 24 565.15
Demolition Technologies	2020-10-13	Impractical	Civil Engineering Services	R 6 829.34
Swartland Gazette - Media24	2020-10-16	Impractical	Development Services	R 5 485.50
Swartland Media t/a Swartland Joernaal	2020-10-19	Impractical	Development Services	R 6 384.00
Swartland Gazette - Media24	2020-10-19	Impractical	Development Services	R 3 291.30
Swartland Media t/a Swartland Joernaal	2020-10-19	Impractical	Development Services	R 3 696.00
Maxal Projects (SA)	2020-10-23	Emergency Item	Civil Engineering Services	R 4 784.00
Trentyre	2020-10-14	Impractical	Civil Engineering Services	R 2 324.73

Supplier Name	Purchase Order Date/ Requisition Date	Deviation Type	Department	Total
WM Spilhaus (Malmesbury) t/a Spiltech Besproeiing	2020-10-13	Impractical	Civil Engineering Services	R 7 588.49
Blue Cranes	2020-10-20	Impractical	Civil Engineering Services	R 29 308.20
Swartland Gazette - Media24	2020-10-23	Impractical	Development Services	R 14 079.45
Swartland Media t/a Swartland Joernaal	2020-10-23	Impractical	Development Services	R 14 952.00
The Provincial Gazette	2020-10-23	Impractical	Development Services	R 6 000.00
Swartland Media t/a Swartland Joernaal	2020-10-23	Impractical	Corporate Services	R 2 100.00
G W Trautmann	2020-10-20	Impractical	Civil Engineering Services	R 9 428.85
HJ Van Zyl Meganies	2020-10-23	Impractical	Civil Engineering Services	R 4 192.30
Johannes Hendrik Conradie t/a Conradie Besproeiing	2020-10-20	Impractical	Civil Engineering Services	R 5 204.90
Spectrum Communications	02/11/2020	Impractical	Civil Engineering Services	R 12 146.00
Tricom Africa	02/11/2020	Impractical	Civil Engineering Services	R 8 763.89
Conradie Besproeiing	02/11/2020	Impractical	Civil Engineering Services	R 5 817.85
Sure Swartland Travel	02/11/2020	Impractical	Municipal Manager	R 2 470.00
Sure Swartland Travel	27/10/2020	Impractical	Corporate Services	R 4 624.00
Avanced Cable Jointing (Pty) Ltd	04/11/2020	Emergency	Electrical Engineering Services	R 5 040.00
NJBEW Construction Services	04/11/2020	Emergency	Civil Engineering Services	R 13 650.00
NJBEW Construction Services	04/11/2020	Emergency	Civil Engineering Services	R 10 500.00
Swartland Gazette - Media24	06/11/2020	Impractical	Development Services	R 2 742.75
Swartland Gazette - Media24	06/11/2020	Impractical	Development Services	R 4 388.40
Swartland Media t/a Swartland Joernaal	06/11/2020	Impractical	Development Services	R 3 528.30
Swartland Media t/a Swartland Joernaal	09/11/2020	Impractical	Development Services	R 2 511.60
Blue Cranes	04/11/2020	Impractical	Civil Engineering Services	R 14 593.95
CAW-Cape Armature Winders	09/11/2020	Impractical	Civil Engineering Services	R 20 137.19
Hydromatic	04/11/2020	Emergency	Civil Engineering Services	R 22 586.00
Tricom Africa	04/11/2020	Impractical	Civil Engineering Services	R 17 220.36
Just Pump Water (Pty) Ltd	06/11/2020	Impractical	Civil Engineering Services	R 9 487.50
TMT Services & Supplies (Pty) Ltd	09/11/2020	Emergency	Electrical Engineering Services	R 6 313.50
CAW-Cape Armature Winders	05/11/2020	Impractical	Civil Engineering Services	R 29 359.25
Tricom Africa	12/11/2020	Impractical	Civil Engineering Services	R 29 884.99
Tricom Africa	12/11/2020	Impractical	Civil Engineering Services	R 29 914.32
Tricom Africa	04/11/2020	Impractical	Civil Engineering Services	R 25 685.00
Hydromatic	17/11/2020	Emergency	Civil Engineering Services	R 8 142.00
Maxal Projects	17/11/2020	Emergency	Civil Engineering Services	R 7 777.51
Johan Bester Ingenieurswerke	17/11/2020	Emergency	Civil Engineering Services	R 29 945.17
Northmec CSE	12/11/2020	Emergency	Civil Engineering Services	R 3 152.82
Hydromatic	23/11/2020	Emergency	Civil Engineering Services	R 2 574.62
Trentyre	23/11/2020	Emergency	Civil Engineering Services	R 2 228.13

Supplier Name	Purchase Order Date/ Requisition Date	Deviation Type	Department	Total
Swartland Media t/a Swartland Joernaal	30/11/2020	Impractical	Development Services	R 2 898.00
Swartland Gazette - Media24	30/11/2020	Impractical	Development Services	R 2 559.90
Swartland Gazette	30/11/2020	Impractical	Development Services	R 19 564.95
Swartland Joernaal	30/11/2020	Impractical	Development Services	R 21 672.00
Automodell BK	19/11/2020	Emergency	Civil Engineering Services	R 3 862.60
Trentyre	17/11/2020	Emergency	Civil Engineering Services	R 3 146.98
JHL Ingenieurs Verskaffers	18/11/2020	Impractical	Civil Engineering Services	R 7 005.80
Flynet	03/12/2020	Impractical	Electrical Engineering Services	R 5 950.00
Swartland Gazette	03/12/2020	Impractical	Development Services	R 4 936.95
Swartland Joernaal	03/12/2020	Impractical	Development Services	R 6 375.60
Fourier IT Innovation	01/12/2020	Impractical	Electrical Engineering Services	R 5 088.75
WJ Cotter Electrical	30/11/2020	Emergency	Civil Engineering Services	R 28 280.48
GW Trautmann	27/11/2020	Impractical	Civil Engineering Services	R 4 927.75
MA Powercable Solutions	25/11/2020	Emergency	Electrical Engineering Services	R 2 900.00
Trentyre	17/11/2020	Emergency	Civil Engineering Services	R 3 146.98
Flynet	03/12/2020	Impractical	Electrical Engineering Services	R 3 339.20
Swartland Joernaal	08/12/2020	Impractical	Corporate Services	R 2 100.00
Avalon Works t/a AR24	01/12/2020	Impractical	Civil Engineering Services	R 2 202.80
Conradie Besproeiing	07/12/2020	Emergency	Civil Engineering Services	R 8 052.30
VWE Installasies BK	30/11/2020	Impractical	Civil Engineering Services	R 4 907.34
WJ Cotter Electrical	30/11/2020	Emergency	Civil Engineering Services	R 15 395.74
Adonis Fencing	11/12/2020	Emergency	Civil Engineering Services	R 29 900.00
Kaap Agri Bedryf	27/11/2020	Impractical	Electrical Engineering Services	R 3 673.21
WJ Cotter Electrical	07/12/2020	Impractical	Civil Engineering Services	R 2 278.70
AFGRI	04/12/2020	Impractical	Civil Engineering Services	R 2 159.79
Blue Cranes	07/12/2020	Impractical	Civil Engineering Services	R 15 077.60
R&B Engineering and Supplies	10/12/2020	Impractical	Civil Engineering Services	R 3 795.00
Avalon Works t/a AR24	17/11/2020	Impractical	Civil Engineering Services	R 2 202.80
WJ Cotter Electrical	30/11/2020	Emergency	Civil Engineering Services	R 9 390.76
TX Magic	11/12/2020	Emergency	Electrical Engineering Services	R 7 544.00
Avalon Works t/a AR24	09/12/2020	Impractical	Civil Engineering Services	R 29 927.30
				R 990 492.74

ANNEXURE C.2

DEVIATIONS: COVID-19 RELATED FOR THE QUARTER 1 OCTOBER 2020 TO 31 DECEMBER 2020

Supplier Name	Purchase Order Date/ Requisition Date	Deviation Type	Department	Total
Enviro-Lab	11/12/2020	Emergency	Development Services	R 4 025.00
Enviro-Lab	14/12/2020	Emergency	Development Services	R 4 025.00
Enviro-Lab	14/12/2020	Emergency	Protection Services	R 6 325.00
				R 14 375.00

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 OCTOBER 2020
TO 31 DECEMBER 2020**

SERVICE PROVIDER	AMOUNT	TOTAL TRANSACTIONS
<u>Attorneys</u>		
Du Plessis en Mostert	R 168 219.65	7
Terblanche Slabber en Pieters	R 2 712.72	1
<u>Vehicles: Services & Repairs</u>		
AFGRI	R 23 069.83	3
Babcock Equipment	R 15 596.29	2
Barloworld Equipment (Pty)Ltd	R 6 631.57	1
Boland Isuzu	R 4 757.35	1
Cape Diggers Cc	R 16 083.00	1
CSE Equipment Co (Pty) Ltd	R 31 254.87	2
HD Transmissions (Pty)Ltd	R 6 615.00	1
JB's Nissan (Diens En Herstel)	R 62 654.80	5
JB's Trucks - UD Trucks Malmesbury	R 183 563.65	22
Kaap Agri Bedryf Bpk	R 5 499.31	1
Kemach JCB Equipment Pty Ltd	R 15 888.61	4
Malmesbury Toyota	R 41 256.97	3
Perdeberg Motors	R 25 487.24	5
TFM Transtech	R 18 715.06	3
<u>Equipment: Repairs</u>		
BM Power Centre cc	R 14 020.58	3
CAW-Cape Armature Winders	R 78 194.11	2
Demolition Technologies	R 13 652.80	3
Drager South Africa Pty Ltd	R 6 742.00	1
Euraf Agencies	R 25 482.61	5
Lumber & Lawn (Pty)Ltd	R 19 455.67	5
Platinum Pumps	R 51 353.25	1
	R 836 906.94	82