



Supply Chain Management Implementation Report

For the period ended March 2021

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 2021 to 31 March 2021 for your consideration and purposes of oversight.



Municipal Manager
6 April 2021

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 **10** 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	10	3	R 8 740 282.67	20	R 1 638 418.09
1 April 2021-30 June 2021	0	0	R 0.00	0	R 0.00
	38	11	R 42 745 625.42	63	R 4 958 925.48

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 2021 to 31 March 2021 amount to **R 863 369.60**. 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	114	R 863 369.60
1 April 2021-30 June 2021	0	R 0.00
	336	R 3 072 330.78

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 2021 to 31 March 2021.

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 51 643.05** 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,
- 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 virtual Supply Chain Forum meeting were held on 30 March 2021.

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 2021 - 31 MARCH 2021

DATE	CONTRACT NO	CONTRACT NAME	AMOUNT	COMPLETION/DELIVERY PERIOD	CONTRACTOR	CONTRIBUTION LEVEL
06.01.2021	T27.20.21	Malmesbury RSEP: Supply and Plant Turf	R 1 008 361.52	6 Weeks	Contours Landscape (Pty) Ltd	2
06.01.2021	T30.20.21	Supply and Delivery of one 4x4 Double Cab LDV vehicle with canopy for the Traffic & Law Enforcement Service	R 490 410.00	4-6 Weeks	JB's Commercial (Pty) Ltd	2
06.01.2021	T31.20.21	Supply and Delivery of Roadmarking Paint for the Period up to 30 June 2021	Tariffs	44377	Various Tenderers	Various
06.01.2021	T32.20.21	Supply and Delivery of High Compaction REL Refuse Collection Truck	R 2 977 410.00	8-12 Weeks	JB's Commercial (Pty) Ltd	2
08.03.2021	T36.20.21	Supply and Delivery of Uniforms for Traffic Department Officials	R 297 601.33	6 Weeks	Black Bird Trading 480 CC	1
31.03.2021	T45.20.21	Upgrading of the Municipal IT Infrastructure; Supply, Delivery, Installation and Commissioning of a Storage Area Network	R 747 417.00	10 Weeks	First Technology Western Cape (Pty) Ltd	1
31.03.2021	T18.20.21	Construction of New Ablution Facilities for the period up to 30 June 2023	Tariffs	45107	MBA Construction (Pty) Ltd	1
31.03.2021	T33.20.21	Construction of a New Boundary Wall at Moorreesburg Swimming Pool	R 420 475.65	2 Months	MBA Construction (Pty) Ltd	1
31.03.2021	T35.20.21	Gabriel Pharoah Sports Grounds Upgrade	R 2 396 630.42	4½ Months	Baphuti Projects	1
31.03.2021	T41.20.21	Replacement of Thatch Roof and Painting of Walls at Yzerfontein Old Council Chambers/Boardroom	R 401 976.75	50 Working Days	Thatchscapes CC	4
			R 8 740 282.67			

INFORMAL TENDERS (>R30,000<R200,000) AWARDED: 1 JANUARY 2021 - 31 MARCH 2021

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
External Painting of Municipal Office Building Koringberg	SCM43.20.21	12/01/2021	R 16 950.00	Koordom Cleaning and Construction	1
Service and Maintenance of Fire Extinguishers and Hose Reels	SCM56.20.21	01/02/2021	R 49 914.00	Cyote Fire Services Enterprise (Pty) Ltd	1
Supply and Delivery of Footwear for Traffic Department Officials	SCM54.20.21	10/02/2021	R 66 844.77	Blackbird Trading 480cc	1
Supply and Delivery of Light Blue Refuse Bags	SCM66.20.21	15/02/2021	R 194 149.44	Sakhikaya Suppliers cc	1
Componentisation of Assets and Capturing of Spatial Data 2020/21	SCM64.20.21	15/02/2021	R 194 580.00	Ducharme Asset Management and Accounting (Pty) Ltd	2
Supply and Delivery of Fire Fighting Foam	SCM63.20.21	15/02/2021	R 43 125.00	Uhambo Procurement and Distribution	1
Supply, Delivery and Installation of Multifunction Printer	SCM55.20.21	15/02/2021	R 94 300.00	Technology Strategy Corp	1
Cleaning of Rivers/Channels in Koringberg with 20 Ton Excavator	SCM67.20.21	17/02/2021	R 34 730.00	West Coast Skies Services	1
Hire of 2 x 10m ³ Tipper Trucks for Cleaning of Rivers/Channels in Koringberg	SCM68.20.21	17/02/2021	R 41 400.00	West Coast Skies Services	1
Aquatic Weed Control in Diep River, Malmesbury and Nogo River, Moorreesburg	SCM58.20.21	17/02/2021	R 48 840.00	Swartland and West Coast Trading	1
Supply and Delivery of Gallon Age Nozzles with Pistol Grip	SCM65.20.21	17/02/2021	R 34 385.00	Safequip (Pty) Ltd	0
Supply and Delivery of Backup Tape Drive	SCM61.20.21	19/02/2021	R 53 922.35	Technology Strategy Corporation (Pty) Ltd	1
Renewal of Fortigate 200E UTM License and 1 Year Forticloud Service	SCM70.20.21	19/02/2021	R 51 681.00	Phandu Communications	1
Renewal of 150 x Citrix Xendesktop Licenses	SCM69.20.21	19/02/2021	R 105 052.50	Phandu Communications	1
Supply and Fitment of a Locker and Equipment on an Isuzu NPS300 4x4 Fire Fighting Vehicle	SCM71.20.21	19/02/2021	R 79 226.95	FES Manufacturing (Pty) Ltd	2
Supply and Install Modified Container for Neighbourhood Watch Office in Koringberg	SCM62.20.21	09/03/2021	R 129 950.00	BFECT (Pty) Ltd	1

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Manufacture, Deliver and Install Play Equipment in Malva Street Park, Moorreesburg	SCM73.20.21	12/03/2021	R 38 800.00	D2SL Steel Projects (Pty) Ltd	1
Supply and Delivery of 2x Fire Pumps	SCM74.20.21	12/03/2021	R 69 726.80	F.E.S Manufacturing	2
Supply and Delivery of Terminals and Desktop PC's	SCM60.20.21	15/03/2021	R 127 985.80	Technology Strategy Corporation (Pty) Ltd	1
Supply and Delivery of 7x Laptops and Backpacks	SCM59.20.21	17/03/2021	R 162 854.48	Datategra (Pty) Ltd	1
			R 1 638 418.09		

**DEVIATIONS APPROVED BY MANAGER: SUPPLY CHAIN MANAGEMENT FOR THE QUARTER 1 JANUARY 2021 TO
31 MARCH 2021**

Supplier Name	Requisition Date	Deviation Type	Department	Total
Johan Bester Ingenieurswerke BK	07/12/2020	Emergency	Civil Engineering Services	R 18 554.90
Advanced Cable Jointing (Pty) Ltd	23/12/2020	Emergency	Electrical Engineering Services	R 5 040.00
Avalon Works t/a AR24	08/12/2020	Impractical	Civil Engineering Services	R 8 483.30
Van Lill Elektries BK	22/12/2020	Emergency	Electrical Engineering Services	R 2 323.00
Conradie Besproeiing	23/11/2020	Impractical	Civil Engineering Services	R 2 334.50
Strike Technologies	08/12/2020	Impractical	Electrical Engineering Services	R 13 800.00
Association of Municipal Electricity Utilities	01/12/2020	Impractical	Electrical Engineering Services	R 8 400.00
Darling Tyre Services	04/01/2021	Impractical	Civil Engineering Services	R 5 485.50
Cape Armature Winders	11/01/2021	Impractical	Civil Engineering Services	R 27 281.45
Cape Armature Winders	14/01/2021	Impractical	Civil Engineering Services	R 15 024.75
Tricom Africa	14/01/2021	Impractical	Civil Engineering Services	R 6 441.27
WJ Cotter Electrical	13/01/2021	Emergency	Civil Engineering Services	R 4 722.06
WJ Cotter Electrical	19/01/2021	Emergency	Civil Engineering Services	R 5 366.80
Tyremart Malmesbury	18/01/2021	Emergency	Protection Services	R 15 200.00
Cape Armature Winders	14/01/2021	Impractical	Civil Engineering Services	R 24 453.60
WJ Cotter Electrical	13/01/2021		Civil Engineering Services	R 3 812.25
Avalon Works t/a AR24	11/01/2021	Impractical	Electrical Engineering Services	R 7 043.10
Swartland Gazette	20/01/2021	Impractical	Corporate Services	R 3 583.40
Swartland Joernaal	20/01/2021	Impractical	Corporate Services	R 3 477.60
Swartland Gazette	21/01/2021	Impractical	Development Services	R 9 241.40
Tyremart Malmesbury	12/01/2021	Emergency	Protection Services	R 15 200.00
JF Kirsten Vervoer cc	19/01/2021	Emergency	Civil Engineering Services	R 2 656.50
Battery Centre	30/11/2020	Emergency	Civil Engineering Services	R 3 280.00
Trentyre Malmesbury	24/11/2020	Impractical	Civil Engineering Services	R 2 891.10
Trentyre Malmesbury	14/12/2020	Impractical	Civil Engineering Services	R 2 891.10
Hydromatic	21/01/2021	Emergency	Civil Engineering Services	R 7 502.72
Swartland Joernaal	21/01/2021	Impractical	Development Services	R 10 432.80
Truck & Marine Centre cc	25/11/2020	Impractical	Protection Services	R 9 836.53
Swartland Joernaal	28/01/2021	Impractical	Development Services	R 3 091.20
Swartland Gazette	27/01/2021	Impractical	Development Services	R 2 640.40
Swartland Gazette	28/01/2021	Impractical	Corporate Services	R 2 640.40
Swartland Joernaal	28/01/2021	Impractical	Corporate Services	R 2 704.80
Battery Centre	25/01/2021	Impractical	Electrical Engineering Services	R 6 538.00
Southern Africa Revenue Protection Association	01/02/2021	Impractical	Electrical Engineering Services	R 6 500.00
West Coast Fire Services	04/02/2021	Emergency	Protection Services	R 5 355.00
Johan Bester Ingenieurswerke BK	08/02/2021	Emergency	Civil Engineering Services	R 3 615.54
Hydromatic	08/02/2021	Impractical	Civil Engineering Services	R 4 703.50
JB Ingenieurswerke	28/01/2021	Emergency	Civil Engineering Services	R 4 800.00
Automodell BK	01/12/2020	Impractical	Civil Engineering Services	R 3 862.60
CSX Customer Services (Pty) Ltd	05/02/2021	Impractical	Civil Engineering Services	R 3 289.00
Trentyre	17/11/2020	Impractical	Civil Engineering Services	R 3 146.98

Supplier Name	Requisition Date	Deviation Type	Department	Total
GW Trautmann CC	11/01/2021	Impractical	Civil Engineering Services	R 29 943.24
Super Quick Moorreesburg	28/01/2021	Impractical	Civil Engineering Services	R 2 049.91
Conradie Besproeiing	01/02/2021	Impractical	Civil Engineering Services	R 3 065.90
Valco Group	15/01/2021	Impractical	Civil Engineering Services	R 18 181.50
Avalon Works (Pty) Ltd t/a AR24	05/02/2021	Impractical	Civil Engineering Services	R 6 750.10
ThevSouth African Institute of Chartered Accountants	25/01/2021	Impractical	Financial Services	R 7 343.98
Swartland Gazette	12/02/2021	Impractical	Development Services	R 6 035.20
Kobus du Plessis	26/01/2021	Emergency	Civil Engineering Services	R 2 950.00
Avalon Works (Pty) Ltd t/a AR24	10/02/2021	Impractical	Civil Engineering Services	R 22 451.50
Avalon Works (Pty) Ltd t/a AR24	10/02/2021	Impractical	Civil Engineering Services	R 8 039.50
Tricom Africa	10/02/2021	Impractical	Civil Engineering Services	R 8 872.00
GW Trautmann CC	11/02/2021	Emergency	Civil Engineering Services	R 24 517.52
GW Trautmann CC	04/02/2021	Impractical	Civil Engineering Services	R 10 079.75
JB Ingenieurswerke	16/02/2021	Emergency	Civil Engineering Services	R 6 200.00
Cape Armature Winders	15/02/2021	Impractical	Civil Engineering Services	R 20 352.70
GW Trautmann CC	15/02/2021	Emergency	Civil Engineering Services	R 18 831.25
GW Trautmann CC	27/01/2021	Impractical	Civil Engineering Services	R 29 956.17
Mr.Hydraulic Services	18/02/2021	Impractical	Civil Engineering Services	R 2 137.44
I.R.Pope and Sons	17/02/2021	Impractical	Civil Engineering Services	R 2 924.65
Johan Bester Ingenieurswerke BK	22/02/2021	Emergency	Civil Engineering Services	R 22 805.13
WJ Cotter Electrical cc	22/02/2021	Emergency	Civil Engineering Services	R 3 633.83
WJ Cotter Electrical cc	22/02/2021	Emergency	Civil Engineering Services	R 2 585.80
WJ Cotter Electrical cc	23/02/2021	Impractical	Civil Engineering Services	R 2 456.67
Johan Bester Ingenieurswerke BK	19/02/2021	Emergency	Civil Engineering Services	R 4 229.22
Swartland Gazette	03/03/2021	Impractical	Development Services	R 6 035.20
Swartland Joernaal	03/03/2021	Impractical	Development Services	R 6 568.80
Swartland Joernaal	12/02/2021	Impractical	Development Services	R 7 148.40
Swartland Gazette	05/03/2021	Impractical	Corporate Services	R 2 829.00
Swartland Joernaal	05/03/2021	Impractical	Corporate Services	R 2 898.00
Swartland Gazette	04/03/2021	Impractical	Development Services	R 2 640.40
Swartland Joernaal	04/03/2021	Impractical	Development Services	R 3 284.40
Media 24-Die Burger	05/03/2021	Impractical	Corporate Services	R 5 423.40
TP Dapula	01/03/2021	Impractical	Corporate Services	R 5 625.00
Ismail Davids and Associates	04/03/2021	Emergency	Civil Engineering Services	R 13 535.50
R & B Engineering	26/02/2021	Impractical	Civil Engineering Services	R 3 881.25
WJ Cotter Electrical cc	22/02/2021	Emergency	Civil Engineering Services	R 2 971.60
Hydromatic	01/03/2021	Emergency	Civil Engineering Services	R 9 776.77
Trentyre Malmesbury	25/02/2021	Impractical	Civil Engineering Services	R 3 918.76
AFGRI	29/01/2021	Impractical	Civil Engineering Services	R 3 475.63
I.R Pope and Sons	17/02/2021	Impractical	Civil Engineering Services	R 2 924.65
Trentyre Malmesbury	02/03/2021	Impractical	Civil Engineering Services	R 2 120.60
Unity Electrical Engineering (Pty) Ltd	03/03/2021	Impractical	Civil Engineering Services	R 21 079.44
Johan Bester Ingenieurswerke BK	08/03/2021	Emergency	Civil Engineering Services	R 22 805.13
Swartland Gazette	11/03/2021	Impractical	Corporate Services	R 2 829.00

Supplier Name	Requisition Date	Deviation Type	Department	Total
Swartland Joernaal	11/03/2021	Impractical	Corporate Services	R 3 284.40
MA Powercable Solutions	08/03/2021	Emergency	Electrical Engineering Services	R 3 300.00
Swartland Gazette	12/03/2021	Impractical	Corporate Services	R 5 332.55
Swartland Joernaal	12/03/2021	Impractical	Corporate Services	R 5 506.20
Trentyre Malmesbury	25/02/2021	Impractical	Civil Engineering Services	R 3 367.20
Conradie Besproeiing	08/03/2021	Impractical	Civil Engineering Services	R 12 163.55
Demolition Technologies cc	02/02/2021	Impractical	Civil Engineering Services	R 4 677.05
Avalon Works (Pty) Ltd t/a AR24	11/03/2021	Impractical	Protection Services	R 4 000.50
Henrit Agri BK	12/03/2021	Impractical	Civil Engineering Services	R 4 757.11
GW Trautman cc	03/03/2021	Impractical	Civil Engineering Services	R 19 532.53
Avalon Works (Pty) Ltd t/a AR24	10/03/2021	Impractical	Electrical Engineering Services	R 2 812.00
AFGRI	29/01/2021	Impractical	Civil Engineering Services	R 3 475.63
Fulcrum Technologies	19/03/2021	Impractical	Protection Services	R 14 720.00
R&B Engineering	04/12/2020	Impractical	Civil Engineering Services	R 15 237.50
Swartland Gazette	30/03/2021	Impractical	Corporate Services	R 6 601.00
Swartland Joernaal	31/03/2021	Impractical	Corporate Services	R 7 148.40
				R 811 726.55

DEVIATIONS: COVID-19 RELATED FOR THE QUARTER 1 JANUARY 2021 TO 31 MARCH 2021

Supplier Name	Purchase Order Date	Deviation Type	Department	Total
Enviro-Lab	11/01/2021	Emergency	Protection Services	R 4 025.00
Enviro-Lab	18/01/2021	Emergency	Development Services	R 4 953.05
Enviro-Lab	14/01/2021	Emergency	Development Services	R 4 025.00
Enviro-Lab	18/01/2021	Emergency	Development Services	R 2 300.00
Enviro-Lab	22/01/2021	Emergency	Development Services	R 2 990.00
Enviro-Lab	22/01/2021	Emergency	Development Services	R 4 600.00
Enviro-Lab	22/01/2021	Emergency	Development Services	R 4 025.00
Enviro-Lab	21/01/2021	Emergency	Development Services	R 6 095.00
Enviro-Lab	21/01/2021	Emergency	Development Services	R 2 185.00
Enviro-Lab	20/01/2021	Emergency	Development Services	R 4 025.00
Enviro-Lab	26/11/2020	Emergency	Protection Services	R 2 990.00
Enviro-Lab	22/01/2021	Emergency	Development Services	R 5 807.50
Enviro-Lab	22/01/2021	Emergency	Development Services	R 3 622.50
				R 51 643.05

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 2021 TO 31 MARCH 2021**

SERVICE PROVIDER	AMOUNT	TOTAL TRANSACTIONS
<u>Attorneys</u>		
Du Plessis en Mostert	R 213 626.39	13
Michalsons	R 14 829.60	1
Nicholas Smith Attorneys	R 25 790.00	1
Stephan Terblanche Attorney	R 9 625.00	1
<u>Vehicles: Services & Repairs</u>		
AFGRI	R 46 991.49	2
Babcock Equipment	R 35 895.57	1
Barloworld Equipment (Pty)Ltd	R 75 652.02	2
CSE Northmec	R 6 731.60	1
HD Transmissions (Pty)Ltd	R 37 800.01	4
JB's Nissan (Diens En Herstel)	R 33 478.75	9
JB's Trucks - UD Trucks Malmesbury	R 273 021.97	29
Kemach JCB Equipment Pty Ltd	R 37 649.08	5
Malmesbury Toyota	R 5 990.34	1
Perdeberg Motors	R 44 498.30	8
Rola VW Malmesbury	R 17 359.70	2
TFM Transtech	R 72 423.38	7
Weskus Meganisasie	R 3 228.43	1
<u>Equipment: Repairs</u>		
AFGRI	R 5 887.52	1
Euraf Agencies	R 6 173.91	1
JHL Ingenieurs Verskaffers	R 6 092.00	1
Lumber & Lawn (Pty)Ltd	R 13 640.45	3
<u>IT Software (Para 2(6)c)</u>		
Esri South Africa	R 23 460.00	1
Fourier IT Innovations (PTY) Ltd	R 40 593.28	1
Spectrum Communications	R 23 929.20	1
	R 1 074 367.99	97