



OVERBERG DISTRICT MUNICIPALITY

TO : MUNICIPAL MANAGER
FROM : MANAGER SUPPLY CHAIN MANAGEMENT
DATE : 10 JULY 2024

SUPPLY CHAIN MANAGEMENT ANNUAL REPORT FOR THE PERIOD ENDING JUNE 2025

PURPOSE OF REPORT To report to the Mayor and the Council in terms of section 6(2) and 6(3) of the Supply Chain Management Regulations on the implementation of the Supply Chain Management Policy for the year ending June 2025.

Prepared by	Manager SCM Ms D Kapot-Witbooi
Date	10.07.2025
Reviewed by	CFO Mr S Stanley 10.07-2025.
Date	
Approved by	Municipal Manager Mr R Bosman
Date	2025/07/11

Final Submission

Submitted to	Executive Mayor Mr A Franken
Date	22/07/2025

1. Oversight Role of Council

The council must maintain oversight over the implementation of the supply chain management policy and for the purposes of such oversight 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 to the council of the municipality in terms of paragraph 6(2) of the policy.

2. Amendment of the Supply Chain Management Policy

In terms of SCM Regulation 3(1)(b), the Accounting Officer must, when considered necessary, submit proposals for the amendment of the Supply Chain Management Policy.

The Supply Chain Management Policy was submitted to Council for consideration and approval with the other budget-related policies on 29 May 2025, and no further changes were made.

3. Supply Chain Management Unit (SCMU)

The SCMU operates under the direct supervision of the Chief Financial Officer and is led by the Manager: Supply Chain Management and Assets.

Manager: SCM & Assets	Daniele Kapot-Witbooi
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Supply Chain Management

Accountant: SCM	Lusanda Siyeka
Administrator SCM	Lloyd Tshambu
Principal Clerk SCM (orders)	Brenda Brighton
Principal Clerk SCM (Database)	Zizipho Mahangu

Assets and Stores

Accountant Assets and Stores	Jaco Leonard
Principal Clerk Assets and Stores	Vacant
Stores Assistant – Bredasdorp	Christopher Abrahams
Stores Assistant – Caledon	Vuyolwethu Nkanunu
Stores Assistant – Swellendam	Vacant

The Administrator: SCM, Mr. J Harmse, has accepted a new position within the municipality. Mr. Harmse has been with SCM since 01 October 2015. We sincerely appreciate your hard work and valuable contributions throughout this period.

The following vacancies or positions were advertised during the financial year:

Accountant SCM

Administrator SCM

4. Training of SCM Officials

Competency Levels of Supply Chain Management Unit

The Municipal Regulations on Minimum Competency Levels require certain general competency levels for officials involved in the implementation of the Supply Chain Management Policy.

Name	Designation	Unit Standards Completed
Kapot-Witbooi D	Manager: SCM & Assets	24
Mahangu Z	Principal Clerk: SCM	20
Tshambu Lloyd	Administrator	13
Leonard Jaco	Accountant: Assets	21

5. Database administration

In terms of paragraph 14(1)(a) of the Supply Chain Management Policy, the Accounting Officer is required to keep a list of accredited prospective providers of goods and services (supplier database). In terms of the municipality's legislative requirement, interested suppliers were requested to register on the database. Current suppliers are requested annually to update their registration information.

Suppliers are also requested to register on the Central Supplier Database (CSD) before the municipality is allowed to do business with them.

6. Awards to persons in service of the state

Awards to persons in service of the state remain a challenge as long as municipalities do not have direct access to the PERSAL system and other public institutions. Provincial Treasury has included the ID numbers of officials and councilors in their system. HR information is submitted monthly to the Provincial Treasury to do the necessary verifications in terms of related parties.

The Central supplier Database is still utilized to perform verifications of persons in service of the state before an award is made. Suppliers also submit Declarations of interest with their formal quotations (above R30 000) and tenders to verify persons in service of the state as well as related parties.

7. Vendor Performance

A monthly monitoring tool for the evaluation of vendor performances is distributed monthly. Bi-annual reports are submitted to Council.

8. Deviations

The following table provides a summary of deviations approved for the 2024/25 financial year and must be included as a note in the financial statements:

First quarter (July to September 2024)	
36(1) (a) (i): Emergency	R 4 570.00
36(1) (a) (ii): Sole Provider	R 0.00
36(1) (a) (iii): Special Works of art	R 0.00
36(1) (a) (iv): Animals for zoos	R 0.00
36(1) (a) (v): Impractical or impossible	R 147 844.75
Total for this quarter	R 152 414.75
Second quarter (October to December 2024)	
36(1) (a) (i): Emergency	R 0.00
36(1) (a) (ii): Sole Provider	R 0.00
36(1) (a) (iii): Special Works of art	R 0.00
36(1) (a) (iv): Animals for zoos	R 0.00
36(1) (a) (v): Impractical or impossible	R 0.00
Total for this quarter	R 0.00
Third quarter (January to March 2025)	
36(1) (a) (i): Emergency	R 76 975.00
36(1) (a) (ii): Sole Provider	R 13 054.69
36(1) (a) (iii): Special Works of art	R 0.00
36(1) (a) (iv): Animals for zoos	R 0.00
36(1) (a) (v): Impractical or impossible	R 0.00
Total for this quarter	R 90 029.69
Fourth quarter (April to June 2025)	
36(1) (a) (i): Emergency	R 0.00
36(1) (a) (ii): Sole Provider	R 0.00
36(1) (a) (iii): Special Works of art	R 0.00
36(1) (a) (iv): Animals for zoos	R 0.00
36(1) (a) (v): Impractical or impossible	R 19 088.95
Total for this quarter	R 19 088.95
Total amount of deviations approved	R 261 533.39

The following table illustrates the number of orders being managed (issued) by the SCMU for the financial year ended 2024/2025.

Number of orders
4461

9. CONCLUSION

The performance of the Supply Chain Management Unit has developed into a well functional unit despite the continuous challenges faced since its existence. Continuous training remains vital for all officials involved in supply chain management, given the ongoing changes in SCM-related legislation. SCM officials are committed to improving their performance in the coming year, guided by the lessons learned during the current financial period. We appreciate your dedication and hard work.

Implementation reports, both monthly and quarterly, have been submitted in compliance with procurement and other reporting requirements. The SCM and Preferential Procurement Policies have been reviewed, and performance evaluations of service providers were conducted on a monthly basis.

Bid committees are operating well. The unit want to thank the bid committee members for their services, dedication and their contributions, particularly the Bid Evaluation Committee members and the scribe. The municipality extends its appreciation to the senior managers from Cape Agulhas, Overstrand, and Swellendam Municipalities for their willingness and availability to serve on the Bid Adjudication Committee, thereby ensuring compliance with SCM Regulation 29(2). Documents have been amended and developed to align SCM processes with the requirements of the SCM policy for procuring goods and services.

The SCMU continuously strives to not only ensure compliance to legislative frameworks, but also to improve administrative and procedural efficiency, thereby giving effect to its Constitutional mandate in terms of Section 152 of the Constitution.

Lastly, a heartfelt acknowledgment to the team. Thank you for your tireless effort, dedication, and commitment to prioritizing the municipality and our community's welfare. Despite encountering challenges, your perseverance and outstanding efforts are truly commendable.