

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2020

D Kapot-Witbooi: Head: Supply Chain Management

PURPOSE

To report on Supply Chain Management issues and activities in order to comply with the Supply Chain Management Policy of the Council and the Municipal Finance Management Act.

ATTACHMENT

- SCM quarterly report period ending 30 September 2020.

RECOMMENDATION

- 1) That the quarterly report for the period ending 30 September 2020 submitted by the Supply Chain Management unit, be noted.

Handwritten signature
9/10/2020
AS 14/10

OVERBERG DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT SEPTEMBER 2020

PART 1

SUPPLY CHAIN MANAGEMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 2020

A. PURPOSE OF REPORT

The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor. The purpose of this report is to report to the Mayor in terms of section 6(3) of the Supply Chain Management Policy on the implementation of the Supply Chain Management Policy for the quarter ending September 2020.

B. COMPLIANCE/PROGRESS

The SCM unit was established during May 2008 and a Head of SCM was appointed on 1 October 2008. Bid committees have been established and are functioning well. New members have been appointed. Monthly reports have been submitted in respect of procurement of goods and services in terms of each required regulation of the Supply Chain Management Policy of the Council. (**Reports are available on request.**) Bid committee meetings have been minuted and submitted on a monthly basis. Hereunder, please find the schedule containing the final awards made by the adjudication committee for the quarter.

I. T08-2019/20: CORPORATE ATTIRE FOR THE FIRE DEPARTMENT

Awarded To: INVUYANI SAFETY AND
STEPAHEAD MANUFACTURING
Amount: Various
Reason for Award: Compliant Bidder
Date Awarded: 31 July 2020

II. T09-2019/20: PERSONAL PROTECTIVE GEAR AND VARIOUS ARTICLES OF HUMAN PROTECTIVE EQUIPMENT FOR THE FIRE DEPARTMENT

Awarded To: INTEGRUM GLOBAL SOLUTIONS PTY LTD AND
STEVENRIDGE CC
Amount: Various
Reason for Award: Compliant Bidder
Date Awarded: 31 July 2020

III. **T13-2019/20: MEDICAL CERTIFICATE OF FITNESS FOR FIRE SERVICES, RESORTS, ENVIRONMENTAL MANAGEMENT SERVICES, MUNICIPAL HEALTH SERVICES AND ROADS (MAINTENANCE, CONSTRUCTION & WORKSHOP) EMPLOYEES OF THE OVERBERG DISTRICT MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2022**

Awarded To: OHSCARE CC
Amount: Cost per person
Year 1 R 320.00
Year 2 R 340.80
Year 3 R 362.95

Reason for Award: Compliant Bidder / Scored highest preferential points

BBBEE Status: Level 2
Date Awarded: 21 August 2020

IV. **T15-2019/20: TENDER FOR REQUIREMENTS – ANNUAL TENDER FOR THE PERIOD ENDING 30 JUNE 2022**

Item 1: Fuel

- Sleba Enterprises (Pty) Ltd
- Masimatse Holdings (Pty) Ltd

Item 2: Oils and Greases

- Piston Power Chemicals (Pty) Ltd
- Process Business Systems (Pty) Ltd
- Moov Fuel (Pty) Ltd

Item 4 – Filters for Implements / Vehicles

- Diesel Electric Worcester
- Bokamoso Mining Supplies (Pty) Ltd
- Eurojap Truck Parts (Pty) Ltd

Item 6: Black Refuse bags

- Argon Steel (Pty) Ltd
- Startune (Pty) Ltd

Item 10: Hire of Road Implements

- TVM Konstruksie (Pty) Ltd
- F.G Jacobs Transport CC
- Uitkyk Diggers CC
- Lelieblom Grondverskuiwing

Item 11: Reinforced Concrete Pipes, Concrete Channels, Box Culverts And Manholes

- Ithuba Industries

Item 12: Road Surfacing Material

- Afrimat Aggregates (Operations) (Pty) Ltd
- TVM Konstruksie (Pty) Ltd
- F.G Jacobs Transport CC
- Uitkyk Diggers CC

Item 14 – Tyres: New, Retreads, Tubes & Repairs

- Fantastic Investments 456 Cc t/a Hi – Q Bredasdorp
- Caledon Retreading Factory (Pty) Ltd t/a Supa Quick Caledon
- Imvusa Trading 1411 CC t/a AJ Bandediens
- Soetmuis Vier BK/CK t/a Kwik 'N Go Bredasdorp
- Langeberg Bande t/a Supa Quick Swellendam

Item 15 – Supply of Cement

- Memotek Trading CC (1)
- Brand Universe Pty Ltd (2)
- Bokamosa Mining Supplies (Pty) Ltd (3)

Item 16: Supply Bags With Tar Products

- Dense Seal (Pty) Ltd

Item 18: Road Sign- And Fencing Poles

- Startune (Pty) Ltd

Item 20: Supply of Road Marking Paint and Reflective Glass Beads

- Xeracote CC
- Startune (Pty) Ltd

Item 21: Courier Services

- Brima Logistics

Item 22: Supply Servicing And Installation Of Aircons

- Brand Universe (Pty) Ltd
- Gansbaai Aircon & Refrigeration
- AC Airconditioning (Pty) Ltd

Item 25: Forms

- Lithotech PE / George (A Division of Bidvest Paperplus (Pty) Ltd)

Item 26: Printing And Eyeline Paper

- Bidvest Waltons
- Brand Universe Pty Ltd

Item 27: Printers Tape

- Bidvest Waltons

Item 28: Supply, Servicing & Refilling of Fire Extinguishers and Hose Reels

- Hermanus Extinguisher Services

Item 29: Hoses Nozzles and Foam for the Fire Department

- Hermanus Extinguisher Services CC
- Memotek Trading CC

Item 30: Supply of Batteries (Vehicles)

- Langeberg Bande t/a Supa-quick Swellendam
- Caledon Tyre Retreading Factory (Pty) Ltd
- Soetmuis Vier Bk t/a Kwik N Go
- Diesel Electric Worcester

ITEM 32: Supply of Welding Rods

- Ubuntu BM Holdings (Pty)
- Startune (Pty) Ltd
- Brand Universe (Pty) Ltd

Amount: Various
Date Awarded: 21 August 2020

V. Q15-2019/20: COMMUNICATION SUPPORT SERVICES DURING THE COVID-19 PANDEMIC IN THE OVERBERG

Awarded To: BASHISE PROMOTIONS
Amount: Fixed Rate R368.00
Total Costs R108 560.00

Reason for Award: Compliant Bidder / Scored highest preferential points

BBBEE Status: Level 1
Date Awarded: 04 August 2020

VI. Q18-2019/20: PIPE CRACKING (80 METRES) AT DIE DAM RESORT

Awarded To: TUBOSEAL SERVICES (PTY) LTD

Amount: R183 035.27

Reason for Award: Compliant Bidder

Date Awarded: 19 August 2020

VII. Q19-2019/20: SUPPLY AND DELIVERY OF CORE GALVANISED STEEL WIRE ARMOUR PLAIN CABLE AT DIE DAM RESORT

Awarded To: PH Marketing (Pty) Ltd

Amount: R159 137.00

Reason for Award: Scored the highest preferential points

Date Awarded: 18 August 2020

VIII. T15-2019/20: TENDER FOR REQUIREMENTS – ANNUAL TENDER FOR THE PERIOD ENDING 30 JUNE 2022

ITEM 5 – CLEANING AGENTS AND MATERIAL

- AVW Project Management
- Kleen-It Factory Shop
- Startune (Pty) Ltd
- Memotek Trading CC
- Releens Services
- Kwapele Basadi - Cleanit CC.

ITEM 23 – TRANSLATIONS & EDITING

- Arina Wilson

ITEM 24 – ADVERTISEMENTS

- Arina Wilson

ITEM 34 – SUPPLY OF ROAD BROOMS

- Lelieblom Grondverskuiwing
- PNB Civils and Safety

Amount: Various

Date Awarded: 08 September 2020

**ITEM 13 – SUPPLY OF BITUMEN, BITUMEN EMULSIONS, PRIME, MC
3000 CUTBACK & SLURRY SERVICES**

- Colas South Africa (Pty) Ltd
- Memotek Trading CC
- Tosas (Pty) Ltd

Amount: Various
Date Awarded: 23 September 2020

ITEM 3 – GRADER BLADES

- AWW Project Management
- Startune (Pty) Ltd

Amount: Various
Date Awarded: 29 September 2020

**IX. T20-2019/20: SUPPLY AND DELIVERY OF NEW SHIPPING / STANDARD
STEEL CONTAINERS**

Awarded To: SIBULUNTU TRADING & PROJECTS (PTY) LTD
Amount: R240 000.00
Reason for Award: Compliant / Scored the highest Preferential Points
Date Awarded: 08 September 2020

**X. Q02-2020/21: SUPPLY AND DELIVERY OF TWO SKIPS AND A TRAILER FOR
THE REMOVAL OF REFUSE AT DIE DAM RESORT**

Awarded To: SKIP RENT (PTY) LTD t/a NEW TREND
MANUFACTURING
Amount: R196 693.70
Reason for Award: Compliant / Scored the highest Preferential Points
Date Awarded: 25 September 2020

XI. Q04-2020/21: PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR THE PERIOD ENDING 30 JUNE 2021

Awarded To: CAB HOLDINGS (PTY) LTD

Amount:

Initial set-up Cost (not to be included in the monthly cost)	sum	R0.00
List Cleaning (not to be included in the monthly cost)	sum	R0.00
Hard copy processing of accounts and distribution of accounts (1-page account)	> 500	R2.00
Hard copy processing of accounts and distribution of accounts (1-page account)	< 500	R0.00
Electronic processing of accounts and distribution of accounts	> 300	R1.00
Electronic processing of accounts and distribution of accounts	< 300	R0.00
Hard copy – more than 1 page – processing only	> 500	R0.00
Hard copy – more than 1 page – processing only	< 500	R0.00
Other (please specify) Hard copies	500	R0.00
Electronic	300	R0.00
Monthly e-mail of Accounts	sum	R0.00

Reason for Award: Compliant / Scored the highest Preferential Points

Date Awarded: 18 September 2020

Performance ratings on service providers have been done and no complaints of bad performances by service providers have been received by the SCM unit. No disputes, appeals, objections or complaints have been received from service providers in this quarter.

A deviations register has been implemented and deviations are reported on a monthly basis. Attached is a copy of the schedule containing all the deviations for this quarter.

SUPPLY CHAIN MANAGEMENT DEVIATIONS ITO THE SCM REGULATIONS & SCM POLICY FOR THE PERIOD JULY 2020 – SEPTEMBER 2020

Deviation No	Name of Directorate / Department	Project Title	Name of Supplier	Amount (R)	Incl / Excl	Finding for Deviation	Responsible Official	Reasons for Deviation	Order No
01/07	Finance	Short – Term Insurance	Nico Swart Consultancy (Pty) Ltd	R 117 336.58	Incl.	Exceptional Case	CF Hoffman / W Crafford	Due to the Covid – 19 pandemic, ODM's tender for the renewal of the insurance tender was prolonged. Unfortunately, the current agreement with the insurance provider Nico Swart Insurance Brokers underwritten by Guardrisk concluded on 30 June 2020. Due to the prolonged and unforeseen lockdown period, the SCM process and the appointment of the new service provider could not be concluded in time for the new financial year. Currently the submissions for the tender concluded and only the evaluation and adjudication need to take place. Hence the need to extend the existing insurance tender to mitigate risk exposure of not having adequate insurance cover for the interim until the new insurance tender is in place. Aviation and Maritime insurance for the 2020/2021 financial year are also included since it must be paid annually each financial year, hence in order to mitigate risk.	TBC
01/08	ICT	Office 365	First Technology	R 512 353.00	Incl.	Sole Supplier	L Potgieter / P Britz	Microsoft is the sole manufacturer of Microsoft Windows and Office Software and their corresponding licences. Procuring the software and licences from a South African supplier is not advised, as it will cost the municipality roughly an extra R144 000 per year.	TBC

01/09	Corporate Services	Franking Machine	Hasler Business Systems	R 4 1170.00	Incl.	Sole Supplier	A Rossouw / L Potgieter	Hasler Business Systems / The Business Zone 25 CC – Neopost Agency is the only supplier to provide the ink cartridge for the franking machine.	155 075
02/09	Environmental Management	Weightbridge Application Software	Soft – Pro	R23 875.00	Excl.	Sole Supplier	F Kotze / P Oliver	Soft-Pro owns the existing licence as well as IP for Bridge – Pro and the ODM already carries an existing Site Licence for Bridge – Pro. No extra costs will be incurred for the Licensing which makes it a more affordable option. Any work on this system may only be performed by Soft-Pro. The work is specialised in nature and cannot be bought from the shelf as a package but have to be specifically designed based on the ODM's needs. This will be done to maintain the functionality of the system that was design and maintain to date by the IT Department. If it is done by any other company the ODM will have to incur additional cost. The Soft Pro programme is operational at the Karwyderskraal weighbridge since the establishment of the facility in 2001 and it is based on this good track record and possibility to expand on the existing database that Soft Pro is proposed to continue as the Weightbridge database service provider. Soft Pro understands the needs of Karwyderskraal due to their involvement from the beginning and is capable of providing the service. In order to provide an effective and reliable financial database to invoice private and Municipal users it is important to base it on as reliable database that eliminate human error and secure the input data with limited access.	TBC

C. CHALLENGES AND CONSTRAINTS

The database of accredited service providers have been updated and captured on the SAMRAS system and the SCM unit is busy on a daily basis to register new service providers on the ODM database; assist suppliers to register on the CSD and obtain new tax clearance certificates and municipal accounts.

A checklist has been implemented before placing of orders as a control mechanism in order to comply with the SCM policy and regulations. The SCM policy and range of SCM processes with delegations has been forwarded to all relevant officials dealing with procurement of goods and services for the current financial year. All officials who have delegated powers received all relevant documents and signed a declaration form.

Reports of all awards made above R100 000 have been submitted to Provincial Treasury on a monthly basis in terms of the supply chain management circular no 19 of 2008.

The supply chain management unit consists of the following officials working at the road's depot:

- | | |
|-------------------------|---------------------------|
| - Ms. D Kapot-Witbooi | Head SCM |
| - Mr. C Abrahams | Storekeeper Bredasdorp |
| - Ms B Brighton | Clerk Procurement |
| - Ms C Reid | Senior Clerk |
| - Mr J Harmse | Clerk Database Management |
| - Mr Vuyolwethu Nkanunu | Storekeeper Caledon |

Miss C Reid is currently acting in the Senior Administrator position. One finance intern; Miss Lukho Magadla is employed in the SCM unit as well.

Ms D Kapot-Witbooi complies with the competency requirements as prescribed by legislation. Miss C Reid has completed fifteen (15) unit standards of the MMC training. Staff members need to be trained internally on supply chain management.

D. WAY FORWARD

The following needs attention in the following quarter: -

- Provide training to EPWP workers (ongoing).
- Performance ratings of service providers for this quarter.

E. FINANCIAL IMPLICATIONS

Secure budget for vacancy.

F. STAFF IMPLICATIONS

Filling of vacancy

PART 2

SUPPLY CHAIN MANAGEMENT REPORT ON INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT FOR THE QUARTER ENDING SEPTEMBER 2020

A. PURPOSE OF REPORT

The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the infrastructure procurement and delivery management policy to the mayor. The purpose of this report is to report to the Mayor in terms of section 6.1.3(d) of the Infrastructure Procurement and Delivery Management policy on the implementation of the infrastructure procurement and delivery management Policy for the quarter ending September 2020.

B. COMPLIANCE/PROGRESS

Monthly reports have been submitted in respect of procurement of goods and services in terms of each required regulation of the Supply Chain Management Policy of the Council. (**Reports are available on request.**) The Infrastructure Procurement and Delivery Management policy was approved by Council on 15 May 2017 with effect from 01 July 2017.

No disputes, appeals, objections or complaints have been received from service providers in this quarter.

No incidents of serious and material problems in the implementation of the Infrastructure Procurement and Delivery Management Policy occurred during this quarter.


No incidents of any deviations to the provisions of the Infrastructure Procurement and Delivery Management Policy occurred during this quarter.

RECOMMENDATION

That the report be submitted to the Mayor in terms of section 6(3) of the Supply Chain Management Policy on the implementation of the Supply Chain Management Policy and in terms of section 6.1.3(d) of the Infrastructure Procurement and Delivery Management policy on the implementation of the infrastructure procurement and delivery management Policy for the quarter ending September 2020 be approved.

**MANAGER: SUPPLY CHAIN MANAGEMENT
MRS D KAPOT-WITBOOI**

DATE

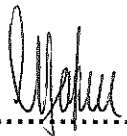

.....

09.10.2020
.....

RECOMMENDED BY CHIEF FINANCIAL OFFICER

MR CF HOFFMANN

DATE


.....

9/10/2020
.....

APPROVED BY MUNICIPAL MANAGER

MR D BERETTI

DATE

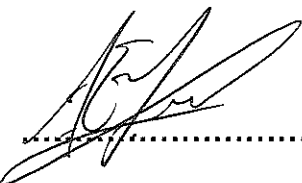

.....

14.10.2020.
.....

SUBMITTED TO EXECUTIVE MAYOR

ALDERMAN ANDRIES FRANKEN

DATE


.....

19/10/2020
.....