

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020

D Kapot-Witbooi: Head: Supply Chain Management

PURPOSE

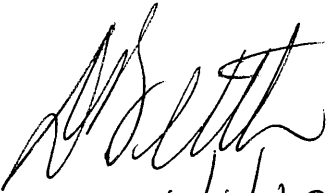
To report on Supply Chain Management issues and activities in order to comply with the Supply Chain Management Policy of the Council and the Municipal Finance Management Act.

ATTACHMENT

- SCM quarterly report period ending 31 December 2020.

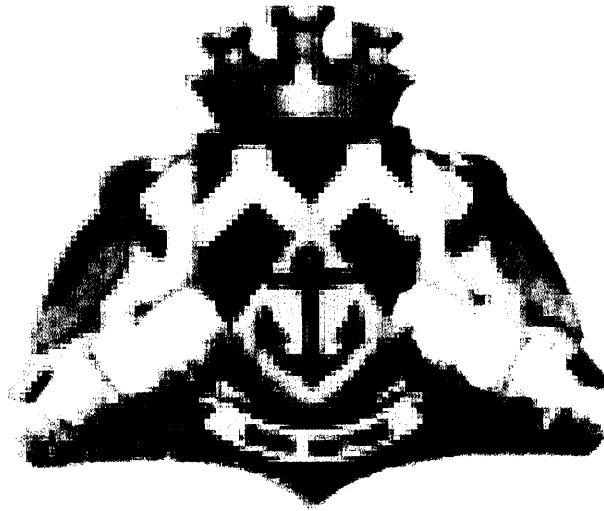
RECOMMENDATION

- 1) That the quarterly report for the period ending 31 December 2020 submitted by the Supply Chain Management unit, be noted.


14/1/2021


15/01/2021

OVERBERG DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT DECEMBER 2020

PART 1

SUPPLY CHAIN MANAGEMENT REPORT FOR THE QUARTER ENDING DECEMBER 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 December 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. T15-2019/20: TENDER FOR REQUIREMENTS – ANNUAL TENDER FOR THE PERIOD ENDING 30 JUNE 2022

ITEM 19 – HERBICIDE

Awarded To: SUKUMA DISTRIBUTORS (PTY) LTD

Amount:

20 litre Roundup Turbo	R1 587.00
5 litre Garlon 480 SE	R1 092.00
20kg MOLOPO 200 GG granules	R5 290.00
1kg Kaput 100 Gel stump-cut treatment	R161.00
1 litre Ecoblue Spray Indicator	R103.50
5 litre Actipron activator	R201.25
20 litre Actipron activator	R736.00

Reason for Award: Compliant / Scored the highest Preferential Points

BBEEE: Level 1

Date Awarded: 20 October 2020

II. T16-2019/20: SHORT – TERM INSURANCE

Awarded To: SILVER LAKE TRADING 305 (PTY) LTD t/a OPULENTIA
FINANCIAL SERVICES

Amount: R1 168 855.60

BBEEE: Level 1

Reason for Award: Compliant / Scored the highest Preferential Points

Date Awarded: 20 October 2020

III. Q05-2020/21: SUPPLY AND DELIVERY OF TEMPORARY ROAD SIGNAGE

Awarded To: WESTERN CAPE SIGNS CC

Amount: R 65 936.40

Reason for Award: Compliant / Scored the highest Preferential Points

BBEEE: Level 1

Date Awarded: 22 September 2020

IV. Q01-2020/21: APPOINTMENT OF AN ENVIRONMENTAL CONSULTANT FOR THE PREPARATION OF A SITE ASSESSMENT REPORT FOR THE CONTROL OF ALIEN VEGETATION, A THREE-YEAR IMPLEMENTATION PLAN WITH COSTING, AND SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION

Awarded To: NATURE WORKS ENVIRONMENTAL CONSULTANCY
(PTY) LTD

Amount: R34 000.00

BBEEE: Level 4

Reason for Award: Compliant / Scored the highest Preferential Points

Date Awarded: 05 October 2020

V. Q07-2020/21: MISCELLANEOUS STATIONARY

Awarded To: VANMARK RESOURCES (PTY) LTD

Amount: R 74 989.20

Reason for Award: Compliant / Scored the highest Preferential Points

BBEEE: Level 1

Date Awarded: 17 November 2020

VI. Q08-2020/21: SUPPLY SYNOLOGY NAS DEVICE

Awarded To: INNOVO NETWORKS (PTY) LTD
Amount: R 38 944.98
Reason for Award: Compliant / Scored the highest Preferential Points
BBEEE: Level 1
Date Awarded: 25 November 2020

VII. Q09-2020/21: RECRUITMENT AND SELECTION PROCESS OF A CHIEF FINANCIAL OFFICER

Awarded To: RIËL HUGO & ASSOCIATES
Amount: R 35 266.60
Reason for Award: Compliant / Scored the highest Preferential Points
BBEEE: Level 4
Date Awarded: 03 December 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 OCTOBER 2020 – DECEMBER 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
01/10	Environmental Management	Consulting Engineer for waste management services	JPCE				F Kotze	See Attached	
02/10	Emergency Services	Purchasing of Truck	Nuwejaars Wetlands Special Management Area	R 50 000.00	Excl.	Exceptional Case	R Geldenhuys	As part of a MOU between the Overberg District Municipality and the Nuwejaars River Nature Reserve, the ODM has made use of a TATA fire truck at a nominal amount per year. That MOU has come to an end and the Nuwejaars Wetlands Special Management Area has approached the ODM to take over the fire truck. It is impractical and impossible to get further quotes on this specific item. The purchasing of this truck is from the Capacity Grant received from Province.	155 700
03/10	Emergency Services	Purchasing of Truck	City of Cape Town	R 86 250.00	Incl.	Exceptional Case	R Geldenhuys	On 7 August 2020, the City of Cape Town through IGR made three fire trucks available to municipalities at a reduced price prior to the vehicles going on auction. The ODM has indicated that it wants one of the vehicles and the TATA was allocated to the ODM at a price of R75 000.00 excl. VAT. It is impractical and impossible to get further quotes on this specific item. The purchasing of this truck is from the Capacity Grant received from Province.	155 701

➤ **No Deviations** for the month of November 2020

01/12	Municipal Health	Legal Services	Enderstein Van Der Merwe	R77 936.50	Incl.	Exceptional Case	R Du Toit / P Oliver	<p>The legal services tender for the ODM came to an end at the end of June 2020. Due to Covid-19 implications, the tenders were not renewed in time. However, the process started in April 2020 already. ODM was involved in a court case where the department of Social Development added the ODM and the Esau family. The case ran over a period of several years and continued in August 2020 and September 2020, outside the period of having an approved bidder for legal services as mentioned above. Due to time frames, dates to appear in court and piles of documents and information, Enderstein Van Der Merwe was the only legal services provider for the ODM in this regard at this point in time as they handled the case from the beginning. To wait for new legal services tenders and the risk of appointing a new provider was impractical and the ODM was running the risk of extra cost involved factor.</p>	156 246
-------	------------------	----------------	--------------------------	------------	-------	------------------	----------------------	---	---------

C. CHALLENGES AND CONSTRAINTS

The database of accredited service providers has 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

Ms. 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. Ms. 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 DECEMBER 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 December 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 December 2020 be approved.

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

DATE



.....

13.01.2021
.....

RECOMMENDED BY CHIEF FINANCIAL OFFICER (ACTING)

MR N KRUGER

DATE

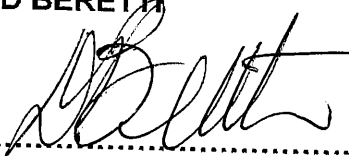

.....

13.01.2021
.....

APPROVED BY MUNICIPAL MANAGER

MR D BERETTI

DATE

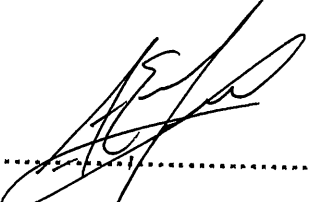

.....

14.1.2021
.....

SUBMITTED TO EXECUTIVE MAYOR

ALDERMAN ANDRIES FRANKEN

DATE


.....

15/01/2021
.....