



OVERBERG DISTRICT MUNICIPALITY


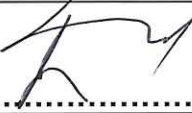
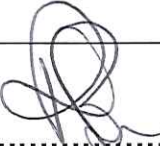
TO : MUNICIPAL MANAGER
FROM : MANAGER: SUPPLY CHAIN MANAGEMENT
DATE : 07 APRIL 2023

SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE PERIOD ENDING MARCH 2023

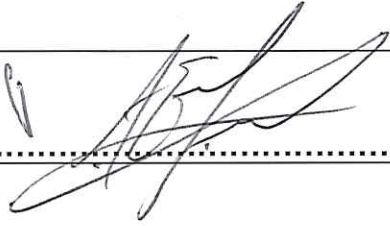
PURPOSE OF REPORT For Council to take note of the deviations approved for the quarter January – March 2023 and the reasons thereof.

Attached please find:

1. SCHEDULE A Deviations: January – March 2023
2. SCHEDULE B Final awards made by the adjudication committee for the quarter.
3. SCHEDULE C SCM Regulation 50: disputes, objections, complaints and queries / General

Prepared by	Manager SCM Ms D Kapot-Witbooi..... 
Date	11.04.2023
Reviewed by	Chief Financial Officer Mr N Kruger..... 
Date	12/4/23
Approved by	Municipal Manager Mr R Bosman.....  13/4/2023
Date	

Final Submission

Submitted to	Executive Mayor Alderman Andries Franken..... 
Date	21/04/2023

SCHEDULE A

1. Report on Regulation 36(2): Deviations

Hereunder, please find the schedule of awards where deviations occur with the reasons for the deviations.

SUPPLY CHAIN MANAGEMENT DEVIATIONS ITO THE SCM REGULATIONS & SCM POLICY FOR THE PERIOD JANUARY – MARCH 2023									
Deviation No	Name of Directorate / Department	Project Title	Name of Supplier	Amount	Incl / Excl	Finding for Deviation	Responsible Official	Reasons for Deviation	Order No
➤ No Deviations for January 2023									
D01/02	Corporate Services	Electronic Records System	Business Engineering	R540 292.60	Incl.	Sole Supplier	V Zeeman	Motivation Attached	163 455
D01/03	Municipal Health	Lease of Office Space in Hermanus	Johan & Michelle de Kock Familie Trust	R19 175.00 per month	Incl.	Exceptional Case	F J de Bondt	The lease agreement for office space in Hermanus with Mr Johan de Kock of Sunjomar has come to an end on 28 February 2023. During 2022 tenders were invited for the lease of office space in Hermanus. The only tender that was received was from Mr de Kock. He could not meet all the conditions as stipulated in the tender (air conditioning, burglar bars, on-site parking etc) so the tender was rejected. As no other tenders were received, the suggestion is to go into a year agreement for renting the current office space and to go out on tender again during the year. If this option is not accepted, 6 ODM personnel will be out of office space until a tender has been awarded.	90019819

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.

Performance ratings on service providers have been done and no complaints of bad performances by service providers have been received by the SCM unit.

I. T10-2022/23: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF A STRIKE TEAM / TASKFORCE FOR THE PERIOD 01 JANUARY 2023 TO 30 JUNE 2025

Awarded To: NCC ENVIRONMENTAL SERVICES (PTY) LTD
Amount: Various
Reason for Award: Compliant
Date Awarded: 07 February 2023

II. T11-2022/23: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF GROUND CREWS FOR THE PERIOD 01 JANUARY 2023 TO 30 JUNE 2025

Awarded To: NCC ENVIRONMENTAL SERVICES (PTY) LTD AND
 ENVIRO WILDFIRE (PTY) LTD
Amount: Various
Reason for Award: Compliant Bidders
Date Awarded: 07 February 2023

III. Q16-2022/23: SUPPLY AND INSTALL CONVERSION FROM DIESEL BOILER TO GAS INSTANTANEOUS WATER HEATING AT UILENKRAALSMOND RESORT

Awarded To: AGULHAS GAS
Amount: R 160 250.00
Reason for Award: Scored the Highest Preferential Points
BBBEE: Level 4
Date Awarded: 02 March 2023

IV. Q17-2022/23: CONSTRUCT AND BUILD BUND WALLS FOR 2200L DIESEL TANKS AT ALL THE ABLUTION BLOCKS ON THE PREMISES OF DIE DAM RESORT

Awarded To: NHN BRICKS AND CONCRETE
Amount: R198 000.00
Reason for Award: Scored the Highest Preferential Points
BBBEE: Level 1
Date Awarded: 10 March 2023

V. Q18-2022/23: SUPPLY AND DELIVERY OF POWER TOOLS FOR ROAD MAINTENANCE

Awarded To: GRANTS CONTRACTING (PTY) LTD
Amount: R 34 774.62
Reason for Award: Scored the Highest Preferential Points
BBBEE: Level 1
Date Awarded: 06 March 2023

VI. Q19-2022/23: SUPPLY AND DELIVERY OF HARDOX 500 STEEL PLATES

Awarded To: NHN BRICKS AND CONCRETE (PTY) LTD
Amount: R 114 000.00
Reason for Award: Scored the Highest Preferential Points
BBBEE: Level 1
Date Awarded: 06 March 2023

VII. Q20-2022/23: E-WASTE SERVICE PROVIDER FOR THE DISPOSAL OF ELECTRONIC EQUIPMENT

Awarded To: NEWTECH RECYCLING (PTY) LTD
Amount: R2 p/kg
Reason for Award: Compliant
Date Awarded: 13 March 2023

VIII. Q22-2022/23: SUPPLY, AND COMMISSIONING OF TWENTY (20) VHF DMR PORTABLE RADIOS

Awarded To: PVR SERVICES AND SUPPLIES CC
Amount: R127 305.00
Reason for Award: Scored the Highest Preferential Points
BBBEE: Level 1
Date Awarded: 10 March 2023

IX. Q23-2022/23: SUPPLY AND DELIVERY OF THREE (3) SECOND-HAND SHIPPING STEEL CONTAINERS

Awarded To: AWW PROJECT MANAGEMENT
Amount: R130 086.57
Reason for Award: Scored the Highest Preferential Points
BBBEE: 1
Date Awarded: 16 March 2023

SCM REGULATION 50: DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES

Submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.

TENDER NUMBER	TENDER DESCRIPTION	DATE AWARDED	TENDERERS	COMMENTS
T06-2022/23	Printing And Distribution of Municipal Accounts for the period ending 30 June 2025	11 10 2022	Inside Data North (Pty) Ltd	Resolved

GENERAL

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 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 Administrator
- Vacant Senior Clerk
- Mr. J Harmse Clerk Database Management
- Mr. Vuyolwethu Nkanunu Storekeeper (Caledon)

Ms. D Kapot-Witbooi needs to complete two (2) additional unit standards of the MMC training and Mr Jacques Harmse is currently doing his MMC competency training. Staff members need to be trained internally on supply chain management.

MOTIVATION – BUSINESS ENGINEERING (D01/02)

Section 9(2)(b) of the Provincial Archives and Records Services of the Western Cape Act, 2005 (Act 3 of 2005) states that (ii) the head of the service must determine conditions subject to which records may be microfilmed or electronically reproduced; and (iii) determine conditions subject to which the electronic records system should be managed.

Annual audits over a number of years by the Western Cape Archives and Records Services, and by the Auditor-General over the past three years, have indicated and recommended the need for the municipality to procure an electronic system with records management functionalities.

In complying with audit requirements, the municipality approached Business Engineering (Pty) Ltd, the developer and owner of 'Collaborator' with sole distribution rights, to present their product which was found to meet all the necessary audit requirements for an electronic document management system.

Furthermore, to ensure alignment between the District and Local municipalities in the Overberg, three of the four Local municipalities in the Overberg, as well as Langeberg Municipality, provided reference letters (attached hereto) confirming their use of 'Collaborator' as an electronic records management system.

It is noted that apart from the document management system with records management functionalities, 'Collaborator' also holds revenue generating benefits, e.g. Municipal Health Services inspection fees, fire services, landfill site usage fees, building plan costs, etc.

Considering all of the above factors, the deviation process is followed for the procurement of 'Collaborator' as an electronic document management system with records management functionalities, and to enable the municipality to generate additional income through the rendering of external service delivery functions.