



# MUNISIPALITEIT MUNICIPALITY UMASIPALA

Meld asb. in u antwoord / In your reply please quote

Verwysing / Reference 8/1/B

Navrae / Enquiries E Alfred

(027) 482 8000

(027) 482 1933

admin@cederbergraad.co.za

Privaatsak/Private Bag X2

CLANWILLIAM

8135

03 January 2017

## MEMORANDUM TO THE EXECUTIVE MAYOR: MR J BARNARD

### SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT: 2ND QUARTER: 01 OCTOBER 2016 – 31 DECEMBER 2016

#### 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 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 ended December 2016.

#### B. COMPLIANCE PROGRESS

##### Committees

The below mentioned committees are established and are functioning fully according to Council's Supply Chain Management Policy and the Supply Chain Regulations. The committees are as listed below:

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

For the quarter under review, the Bid Adjudication Committee successfully approved five (5) bids. The awards for each month are as listed below

<b>BAC AWARDS - OCTOBER 2016</b>				
<b>AWARD DATE</b>	<b>CONTRACT REFERENCE NUMBER</b>	<b>CONTRACT DESCRIPTION</b>	<b>AWARDED TO</b>	<b>AMOUNT</b>
2016/10/11	CED 02/2016-2017	Supply and delivery of a LDV, LWB Hi- Rider. Super Cab Bakkie	Perdeberg Motorgroep	R 327 000.00
2016/10/20	VR057/02	Upgrading of gravel roads and stormwater infrastructure in Citrusdal	Westland Civics CC	R 5 049 930.11
				<b>R 5 376 930.11</b>

<b>BAC AWARDS - NOVEMBER 2016</b>				
<b>AWARD DATE</b>	<b>CONTRACT REFERENCE NUMBER</b>	<b>CONTRACT DESCRIPTION</b>	<b>AWARDED TO</b>	<b>AMOUNT</b>
2016-11-02	CED 05/2016-2017	INSTALLATION OF WATER AND SANITATION SERVICE POINTS ON EXISTING ERVENS AT LAMBERTS BAY & CLANWILLIAM	Road Professional Construction (Pty) Ltd	R 389 626.00
2016-11-23	CED 06/2016-2017	SERVICE PROVIDER FOR THE DESIGN, PRINTING AND DISTRIBUTION OF THE MUNICIPALITY'S MONTHLY ACCOUNTS	CAB Holdings (Pty) Ltd	R 448 386.62
2016-11-23	CED 07/2016-2017	SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE AUTOMATION EQUIPMENT	CJJ Business Solutions	R 165 168.00
				<b>R 1 003 180.62</b>

## **SECTION 32 AWARDS**

In terms of Section 32 of the SCM Regulations may the accounting officer procure goods and services under contracts secured by other organs of state, but only if:

- The contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;
- There is no reason to believe that such contract was not validly procured;
- There are demonstratable discounts or benefits to do so;
- That other organ of state and the provider have consented to such procurement in writing

For the quarter under review, the Municipality approved one (1) section 32 award. The award are as listed below:

**SCM 05/2016 - KAREEBERG MUNICIPALITY  
PERFORMAMNCE MANAGEMENT SYSTEM**

**IGNITE ADVISORY SERVICES - RATES**

## TENDERS EVALUATED ON PERFORMANCE

Suppliers are evaluated on work performed or goods supplied for functionality, quality and performance. To evaluate the supplier a document is prepared and issued, in respect of the quarter under review, to the relevant official who initiated the acquisition. Reports is attached for each vendor.

DEPARTMENT	TENDERS (2ND QUARTER)
COMMUNITY SERVICES	0
CORPORATE SERVICES	5
FINANCIAL SERVICES	8
ENGINEERING & PLANNING SERVICES	0
MUNICIPAL MANAGER OFFICE	0

### Quality of performance:

The evaluation is objective and based on ten performance areas as indicated in the evaluation matrix below.

The contract manger is responsible for the evaluation.

Performance monitoring area	Importance of monitoring area	Compliance	Non - compliance
On time delivery achieved on goods, works or services received	Reliability		
Order fill rate for goods, works or services received	Reliability		
Quality of product, packaging, labelling and documentation	Reliability)		
Price proficiency ( ability to offer acceptable pricing)	Cost performance		
Delivery / Shipping cost	Cost performance		
Order lead time ( period between order date and delivery)	Cost performance		
Speed in dealing with requests for corrective action	Responsiveness		
Product range (numbers of products offered)	Responsiveness		
Availability of goods and services	Flexibility		
Capacity to meet increases in demand	Flexibility		

**Improvement and/or deterioration of supplier performance.**

Because of the procurement process, the municipality does not work with the same suppliers every year. Although there may be repetition of some, new suppliers are constantly entering into the process.

To achieve better results officials are encouraged to engage with poor performing suppliers to capacitate better performance. Proper contract management will reduce unnecessary performance problems.

## **DEVIATIONS**

Deviations were reported on a monthly basis. The deviations for the month of October 2016, November 2016 and December 2016 was as follow:

**CEDERBERG MUNICIPALITY**  
**DEVIATION REPORT 2015-2016**  
**OCTOBER 2016**

TREASURY/FINANCE								
ORDER NO	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MM	REASON FOR DEVIATION	AMOUNT	OTHER QUOTES	VOTE
00025719	SOUTH AFRICAN POST OFFICE	SUPPLY PRE-PAID ENVELOPES	RETURN 001 (R4)	YES (G MATTHYS)	Sole Supplier - Stamped window envelopes - Credit Control section	R 7 448 01	NONE	511 440 4417
00025748	ATHENS CONFERENCE CENTRE	ACCOMMODATION SC M INHABA	RETURN 001 (R4)	YES (G MATTHYS)	Exceptional case - Facility was the most suitable for the SC M Inhaba, accommodation was arranged at the venue where the Inhaba was taken place to save transport cost for the Inhaba, to drive in on for the 2 days session	R 14 190 00	NONE	511 440 4503
00025871	ONS KONTRIE	ADVERT NOTICE 141, CIDR/2016-2017	RETURN 001 (R4)	YES (G MATTHYS)	Exceptional case - The procedure for invitation of competitive bids as prescribed in the SC M Policy is as follows: Must be by means of a public advertisement in a newspaper commonly circulating locally. The Ons Kontrier is the only local news paper in the Cederberg Municipal Area	R 2 014 90	NONE	511 440 4401
						<b>R 23 672,91</b>		
COMMUNITY DEVELOPMENT SERVICES								
ORDER NO	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MM	REASON FOR DEVIATION	AMOUNT	OTHER QUOTES	VOTE
00025919	CNI SECURITY	DOWN AND REMOVAL OF INFORMAL STRUCTURES	RETURN 001 (R4)	YES (J FRANCO)	Exceptional case - The removal of illegal structures in Khyelshah, CNI Security only service provider that is prepared to do the services	R 3 000 00	NONE	411 440 4497
						<b>R 3 000,00</b>		
CORPORATE AND STRATEGIC SERVICES								
ORDER NO	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MM	REASON FOR DEVIATION	AMOUNT	OTHER QUOTES	VOTE
00025750	CJ BUSINESS SOLUTIONS	REPAIRS TO PRINTER/IMP 2005SP	RETURN 001 (R4)	YES (G MATTHYS)	Sole Supplier - Machine is Nikon's machine subsequent maintenance from other service providers is prohibited	R 6 858 56	NONE	511 380 3805
00025915	HUMAN COMMUNICATIONS	ADVERT NOTICE 146, POSTS	RETURN 001 (R4)	YES (G MATTHYS)	Exceptional Case - Three quotations was required from different service providers, only received two quotations back	R 9 379 41	NONE	511 440 4401
						<b>R 16 217,77</b>		
ENGINEERING PLANNING SERVICES								
ORDER NO	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MM	REASON FOR DEVIATION	AMOUNT	OTHER QUOTES	VOTE
00025716	STRAND TOWER HOTEL	ACCOMMODATION FOR A PHILANDER NOT THE CHEAPEST QUOTE IS USED	RETURN 001 (R4)	YES (G MATTHYS)	Exceptional case - Three quotations were obtained, the cheapest quotation was from Cape Diamond Hotel the day before submission the Cape Diamond indicated that there is no accommodation available for those specific dates as required by the Inhaba, quality	R 3 610 00	2	611 440 4501
00025746	BRAND NISSAN	REPAIRS AND SERVICE TO CARI4619	RETURN 001 (R4)	YES (G MATTHYS)	Exceptional case - The keyset of the bulkie was faulty and can only be replace by Nissan Dealerships (The nearest Nissan dealership is in Vredendal)	R 4 116 30	1	694 380 3833
00025777	ONS KONTRIE	ADVERT NOTICE 134 BLUE/GREEN DROP	RETURN 001 (R4)	YES (G MATTHYS)	Exceptional case - Advertisement blue and green drop, Ons Kontrier the only local newspaper in Cederberg Municipal Area	R 3 710 70	NONE	511 440 4401
00025887	ONS KONTRIE	ADVERT NOTICE 143, CIDR/2016-2017	RETURN 001 (R4)	YES (G MATTHYS)	Exceptional case - The procedure for invitation of competitive bids as prescribed in the SC M Policy is as follows: Must be by means of a public advertisement in a newspaper commonly circulating locally. The Ons Kontrier is the only local news paper in the Cederberg Municipal Area	R 2 014 90	NONE	511 440 4401
						<b>R 13 471,90</b>		
<b>TOTAL AMOUNT</b>						<b>R 56 362,58</b>		

**CEDERBERG MUNICIPALITY  
DEVIATION REPORT 2016-2017  
NOVEMBER 2016**

TREASURY - FINANCE								
ORDER NO	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MEM	REASON FOR DEVIATION	AMOUNT	OTHER COSTS	NOTE
0002048	AGAR PROMOTIONS	SUPPLY OF GOLF SIGNS FOR SMYNADA	0002048	YES (J. ALBERTS)	Exceptional case - This is the agency and do not have on hand the normal procedure was approved to design and print the signs for the SCN's Inaba event	R 26 866.70	NONE	011 440 4400
						<b>R 26 866.70</b>		
ENGINEERING PLANNING SERVICES								
ORDER NO	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MEM	REASON FOR DEVIATION	AMOUNT	OTHER COSTS	NOTE
0002049	WATER CONSULTANTS	SUPPLY AND INSTALL WATER TANK KHAYALITHA CLANSWILLIASE	0002049	YES (J. ALBERTS)	Exceptional Case - The site was not as planned as the main supply line to not properly. It was necessary to install water abstraction points, because the area is very rocky. In the event of the line it is of limited importance that an additional settlement is equipped with sufficient water supply. Water tanks urgently need to be strategically placed between the ducts.	R 64 317.41	NONE	042 750 7573
0002050	WATER CONSULTANTS	REPAIRS TO CAR 0125	0002050	YES (J. ALBERTS)	Exceptional case - In order to repair the truck, the truck was needed to be repaired. The reason is that the main supply line only one coverage truck, the delay would have a major impact on service delivery.	R 23 959.79	NONE	042 580 1811
0002051	WATER CONSULTANTS	REPAIRS TO CAR 0126	0002051	YES (J. ALBERTS)	Exceptional Case - Vehicle is under warranty with C&I Motors and can only be serviced at certain dealerships. Extra Motors is the nearest dealership, and is situated in Ceres. It would be impractical to drive from Ceres to Vanderlind and the unit would have been returned for the Motor dealer.	R 6 027.39	NONE	042 580 1811
0002052	WATER CONSULTANTS	REPAIRS TO CAR 0127	0002052	YES (J. ALBERTS)	Exceptional case - Due to the difficulty in determining the repair cost of the cherry picker, therefore it was not possible to take cherry picker in service unless possible as it was already capped.	R 21 408.62	NONE	042 580 1811
0002053	WATER CONSULTANTS	REPAIRS TO CAR 0128	0002053	YES (J. ALBERTS)	Exceptional Case - The tractor urgently needed to be repaired in order to continue with service delivery.	R 3 967.70	NONE	042 580 1811
0002054	WATER CONSULTANTS	REPAIRS TO CAR 0129	0002054	YES (J. ALBERTS)	Exceptional Case - The tractor needed to be serviced at the Van Der Merwe, additional breakdown (breakage on the brakes) were found during the service of the tractor. It would be impractical to take it to another service provider as the tractor was already capped.	R 4 457.00	NONE	042 580 1811
0002055	WATER CONSULTANTS	REPAIRS TO CAR 0130	0002055	YES (J. ALBERTS)	Exceptional Case - The engine of the bulldozer needed to be serviced at the Van Der Merwe, additional breakdown (breakage on the brakes) were found during the service of the bulldozer.	R 4 277.85	NONE	042 580 1811
0002056	WATER CONSULTANTS	REPAIRS TO CAR 0131	0002056	YES (J. ALBERTS)	Exceptional Case - The Motor dealer's official technical inspection of the affected site in F&S Street, Ceres. The area has a blocked and unsuitable surface is required to determine the fault by means. There is a real and imminent risk of there is a possibility of damage to public properties. The necessary to be covered to the main gas pipeline and if the line is blocked it can cause damage to public health in the line and villages in the nearby residential properties, which can cause health risks. It is not possible to follow the normal route for emergency service providers.	R 7 780.30	NONE	042 580 1811
0002057	WATER CONSULTANTS	REPAIRS TO CAR 0132	0002057	YES (J. ALBERTS)	Exceptional Case - LTS have already been acquired by the Motor dealer from a specific supplier and subsequent maintenance, components, or installation by other suppliers or service providers are prohibited, restricted or impossible because of guarantee, legal, licensing or other reasons, or it will be impractical or uneconomical to require additional order goods or services from another supplier or service provider.	R 6 026.74	NONE	011 380 1821
0002058	WATER CONSULTANTS	SERVICE OF TELEMETRY	0002058	YES (J. ALBERTS)	Exceptional Case - The manufacturer of the tele-act, tele-logger and tele-meter telemetry systems. The requirement for re-calibration of the equipment was accepted.	R 21 593.00	NONE	042 580 1811
						<b>R 175 238.90</b>		
<b>TOTAL AMOUNT:</b>						<b>R 109 855.30</b>		

**CEDERBERG MUNICIPALITY**  
**DEVIATION REPORT 2016-2017**  
**DECEMBER 2016**

TREASURY / FINANCE								
ORDER NO.	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MM	REASON FOR DEVIATION	AMOUNT	OTHER QUOTE	VOTE
00026414	ONS KONTRIE	PLASING VAN ADVERTORIE 169/2016	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The advertisement must be by means of a public advertisement in a newspaper commonly circulating locally. The Ona Koornet is the only local news paper in the Cederberg Municipal Area	R 4 309.20	NONE	511 440 4401
						<b>R 4 309.20</b>		
ENGINEERING/PLANNING SERVICES								
ORDER NO.	SUCCESSFUL TENDERER	REASON	DEVIATION CATEGORY	DEVIATION APPROVED BY MM	REASON FOR DEVIATION	AMOUNT	OTHER QUOTE	VOTE
00026421	POWER TRANSFORMERS	REPAIR 11KV CABLE TERMINATION CLANWILJAM	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - Interruption of essential services, a large area of the Clanwilliam Area was without electricity due to a cable fault. Professional services was required to do the necessary work to restore the electricity supply.	R 15 675.00	NONE	694 380 3809
00026422	ELECTRIC ATLANTIC POWER CABLE	SUPPLY TERMINATION KEE	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - Interruption of essential services, a large area of the Ceresdorp Area was without electricity due to the sewerage pump station due to a cable fault. Professional services was required to do the necessary work to restore the electricity supply.	R 10 650.45	NONE	394 380 3809
00026467	TURFMASIER	REPAIR TANDEM BRUSH CUTTER REAMBERTS			Exceptional Case - The brush cutter was submitted due to the difficulty in determining the fault the brush cutter was stopped.			
00026468	TURFMASIER	MAY	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The brush cutter was submitted due to the difficulty in determining the fault the brush cutter was stopped.	R 4 427.89	NONE	684 380 3827
00026471	TURFMASIER	REPAIRS TO K110U 750 LAWNMOWER LAMBERTSBAY			Exceptional Case - The lawnmower was submitted due to the difficulty in determining the fault the lawnmower was stopped.			
00026472	TURFMASIER		SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The lawnmower was submitted due to the difficulty in determining the fault the lawnmower was stopped.	R 11 019.07	NONE	684 380 3827
00026474	TURFMASIER	REPAIR CHAIN SAW LAMBERTSBAY			Exceptional Case - The chainsaw was submitted due to the difficulty in determining the fault the chainsaw was stopped.			
00026475	TURFMASIER		SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The chainsaw was submitted due to the difficulty in determining the fault the chainsaw was stopped.	R 1 997.22	NONE	684 380 3827
00026485	D&D PUMPS	IKOOPHAM	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The sewerage pump at Foster Street was faulty and submitted due to the difficulty in determining the fault the sewerage pump was stopped.	R 13 868.10	NONE	642 380 3805
00026487	HSM AMANZI	REPAIRS TO SEWAGE PUMP CTRUSDAL			Exceptional Case - The sewerage pump at the Golf Course in Ceresdorp was faulty and due to the difficulty in determining the fault the sewerage pump was stopped.			
00026488	HSM AMANZI	REPAIRS TO SEWAGE PUMP CTRUSDAL	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The sewerage pump at Foster Street was faulty and submitted due to the difficulty in determining the fault the sewerage pump was stopped.	R 13 457.40	NONE	642 380 3805
00026489	HSM AMANZI	REPAIRS TO SEWAGE PUMP CTRUSDAL			Exceptional Case - The sewerage pump at the Golf Course in Ceresdorp was faulty and due to the difficulty in determining the fault the sewerage pump was stopped.			
00026490	HSM AMANZI	REPAIRS TO SEWAGE PUMP CTRUSDAL	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The sewerage pump at Foster Street was faulty and submitted due to the difficulty in determining the fault the sewerage pump was stopped.	R 13 463.40	NONE	642 380 3805
00026491	MACS HEIL FLUID CONTROL	REPAIRS TO VALVES CTRUSDAL	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Sole Supplier - The Manufacturers of the Thermal valves in South Africa	R 9 836.71	NONE	654 380 3813
00026551	D&D PUMPS	REPAIRS TO SEWAGE PUMP CTRUSDAL	SECTION 60(1)(a)(i)	YES (G MATTHYS)	Exceptional Case - The sewerage pump at Foster Street was faulty and submitted due to the difficulty in determining the fault the sewerage pump was stopped.	R 9 636.50	NONE	642 380 3805
						<b>R 115 051.74</b>		
<b>TOTAL AMOUNT</b>						<b>R 119 360.94</b>		

Reports of all awards above R100 000 have been submitted to Provincial Treasury on a monthly basis in terms of the Circular No 19 of 2008.

**FINANCIAL IMPLICATIONS**

None

**RECOMMENDATION**

That the 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 ended December 2016 be approved.

**ACCOUNTANT: SUPPLY CHAIN MANAGEMENT  
MS J MAARMAN**

**RECOMMENDED BY: CHIEF FINANCIAL OFFICER**

DATE: 05/01/2017

MR E ALFRED: .....

**APPROVED BY: MUNICIPAL MANAGER**

DATE: 05/01/2017

MR G MATTHYSE: .....

**SUBMITTED TO EXECUTIVE MAYOR**

DATE: 05/01/2017

MR J BARNARD: .....