

5. MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c), FOR NOVEMBER 2015

8/2/2

**C Le Roux
11 December 2015**

(028) 313 8080

Corporate Head Office

1. Executive Summary

The purpose of this report is to inform Council of all deviations from the Supply Chain Management Policy, approved by the delegated authority in terms of Paragraph 36 of the Supply Chain Management Policy, as well as approvals in terms of 16(1)(b) and 17(1)(c) for November 2015.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Finance
Department: Supply Chain Management

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Finance Management Act 2003, (Act 56 of 2003)
Local Government: Municipal Systems Act 2000, (Act 32 of 2000)
Overstrand Municipality Supply Chain Management Policy dated 25 May 2008, as amended.

6. Background/Discussion/Evaluation/Conclusion

Background

The purpose of this report is to ensure that Council maintains oversight over the implementation of the Supply Chain Management Policy. In terms of Paragraph 36(2) of the said policy, the Accounting Officer must record the reasons for any deviations in terms of Paragraph 36(1) of the policy and report same to council.

Discussion**A. Deviations - Paragraph 36(1)(a)**

Paragraph 36(1)(a) of Council's Supply Chain Management (SCM) Policy allows circumstances for deviations from the procurement processes. Furthermore, the policy requires in Paragraph 36(2), that the reasons for any deviations from the procurement processes must be recorded and be reported to Council.

A schedule of all Deviations approved for November 2015 is attached as per Annexure A.

B. Awards in terms of Paragraph 16(1)(b) and 17(1)(c)

In terms of Paragraph 16(1)(b) and 17(1)(c) of the SCM Policy, where the Written or Formal Written Price Quotation process has been followed for procurement below R 30,000.00 (Incl. VAT) and it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer (CFO) or an official designated by the CFO.

In terms of Paragraph 16(1)(b) and 17(2) of the said policy, the designated official must report all such approvals made by the official in terms of their sub-delegation to the Chief Financial Officer.

A schedule of all such approvals for November 2015 is attached as per Annexure B.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Schedule of deviations from the procurement processes approved in terms of sub-delegations

Annexure B: Schedule of approvals in terms of Paragraph 16(1)(b) and 17(1)(c)

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for November 2015, **be noted**; and
2. that the awards made in terms of Paragraph 16(1)(b) and 17(1)(c), approved in terms of the delegated authority for November 2015, **be noted**.

RESPONSIBLE OFFICIAL :**C LE ROUX****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**



SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF CLAUSE 5(3) OF THE SCM POLICY

DEVIATIONS FROM THE POLICY, APPROVED IN TERMS OF CLAUSE 36(1)(a) FOR THE MONTH- NOVEMBER 2015

#	Deviation #	Date Approved	Deviation in terms of Clause 36(1)(a)	Description	Responsible Official	Awarded to	Amount Operational	Amount Capital	VAT @ 14%	Value of the Deviation
1	SCD2849	2015/11/16	Clause 36(1)(a)(ii)	Refurbishment of Verotest cable locator due to the hardware changes and software upgrades	Senior Manager: Electro Technical Services, Du Plessis K	Verotest (Pty) Ltd	R 6 892.20		R 964.91	R 7 857.11
2	SCD2850	2015/11/16	Clause 36(1)(a)(ii)	Servicing of the baler at the Gansbaai material recovery facility at the Gansbaai landfill site.	Deputy Director: Engineering Planning, Blignaut H	Akura Manufacturing Engineering Company (Pty) Ltd	R 2 725.00		R 382.00	R 3 106.00
3	SCD2854	2015/11/17	Clause 36(1)(a)(v)	Attending a conference on Municipal Finance : Financial Sustainability of utilities and special rating areas by eight municipal officials	Senior Manager: Human Resources , Buccchianeri L	IMFO (Institute of Municipal Finance Officers)	R 4 912.28		R 687.72	R 5 600.00
4	SCD2858	2015/11/24	Clause 36(1)(a)(ii)	Samtrac training for two municipal officials.	Senior Manager: Human Resources , Buccchianeri L	NOSA (Pty) Ltd	R 27 938.60		R 3 911.40	R 31 850.00
5	SCD2859	2015/11/20	Clause 36(1)(a)(i)(a)(ii)	Locating of a cable fault between Phumlani minibus and Madeliefe minibus	Senior Manager: Electro Technical Services , Bruwer F	Caltest CC l/a Protection Testing	R 4 997.05		R 699.65	R 5 696.70
6	SCD2860	2015/11/24	Clause 36(1)(a)(v)	Hiring of sewerage vacuum tankers for the Kleinmond and Gansbaai areas from 1 December 2015 – 31 January 2016	Deputy Director : Operational Services , Bartman M	Abaphumeleli Trading 651 CC l/a Pollution Control Services	R 486 701.75		R 68 138.25	R 554 840.00
							R 534 166.88	R -	R 74 783.93	R 608 949.81

Annexure B: Schedule of approvals in terms of Paragraph 17(1) of the SCM Policy - Overstrand Municipality – November 2015			
10	Received only one quote by closing time and date of submission of quotation	11	Received only two quotes at closing time and date of submission of quotation
Note: Please be advised that some of the descriptions below are only of the first line item on the requisitions lodged			
#	Supplier	Amount	Reason Code
		Amount	Description
1	GG ALGEMENE DIENSTE	R 17 000.00	11 BUILD IN OFFICE CUPBOARDS - 3 OFFICES
2	AGUA AFRICA CC	R 25 850.14	10 TEST KIT LCK 114
3	LAWN MOWER & CHAINSAW CLINIC HE	R 4 824.57	10 GEARBOX ASSY B50R/499CC
4	GANSBAAI LANDSCAPING	R 17 600.00	11 HERSTELWERK AAN BESPROEINGSTELSEL TE OORLAAI STASIE
5	CHRISTIAAN HANDYMAN	R 17 800.00	11 HERSTEL 2X9V BESPROEINGSTELSEL
6	OLD WORLD CONCRETES CC	R 18 500.00	10 BETONAANWYSER VIR BRANDKRANE
7	ASPHALT KING	R 7 300.00	11 30KG COLD ASPHALT TEER
8	BENLIEKOR COMMUNICATIONS	R 26 244.00	10 RADIOS
9	OFFICETECH	R 2 186.15	11 BLACK A5 PADDED PAGE A DAY DIARY
10	FOUR HELPS ENTERPRISE	R 13 890.00	11 VERF VAN LEWENSREDDERS HUISIE TE KLEINMOND STRAND.
11	ASPHALT KING	R 25 550.00	10 SUPPLY AND DELIVER 350 X 30 KG COLD MIX ALL WEATHER PREMIX BAGS
12	PARKSAFE PROTECTIVE AND SAFETY	R 2 521.00	11 CLOTHING HIV'S ECONO SJ5 SAFETY JACKET. VENTILATED. 10-XXL, 10-XL, 10-L, 10-MEDIUM
13	BOTRIVIER BOEREMARK	R 5 460.00	11 SWIMMING POOL ACID . 5LITRE
14	ASPHALT KING	R 23 360.00	11 320 X COLD ASPHALT
15	AUTACS	R 2 749.00	10 REPLACE ALL BROKEN WINDOWS IN MUNICIPAL WORKSHOP
16	UNIVERSAL TRADING	R 6 415.66	11 1 X 150MM AC X 100MM MS BRANCHED FLANGED TEE
17	LAYZO EVENTS MANAGEMENT AND EN	R 3 800.00	11 HIRING OF PA SYSTEM 2 CORDLESS & 1 ON THE STAND MICRO PHONES FOR 4 DAYS IDP MEETINGS
18	OVERBERG DRIVING SCHOOL	R 8 300.00	10 KODE 14 LISENSIE RYLESSE VIR BERNARD CORNELIUS
19	SIMPLY ADD GIFTS (PTY) LTD	R 5 685.00	11 16 DAYS COTTON SHOPPER BAG X 300; ARTWORK & DESIGN X 2 POSSIBLE SAMPLES
20	SIMPLY ADD GIFTS (PTY) LTD	R 5 235.00	11 EVO WATER BOTTLE 500ML X 300
21	SIMPLY ADD GIFTS (PTY) LTD	R 2 097.00	11 PEAK CAP: FOAM WITH DIGITAL PRINT (BRANDING AREA: 230 H X 300 PLUS ARTWORK & DESIGN INCL
22	OK FOODS GANSBAAI	R 2 328.39	11 2 X FRUIT TREE JUICE - 3L
23	SHARP ELECTRONICS	R 24 210.00	10 RENTAL OF MULTI FUNCTION PRINTERS
24	ELEANOR'S CATERING SERVICE	R 13 900.00	11 CATERING FOR 140 GUESTS FOR WARD COMMITTEE SUMMIT ON 19 NOVEMBER 2015 SEE ATTACHMENT
25	GILBERTS CATERING (K2011/12488	R 2 235.00	11 SAVOURY PLATE (COCKTAIL VIENNA, MINI QUICHE, FISH FINGERS, MINI PIZZA) ETC
26	SALES A	R 2 450.00	11 CATERING FOR 30 PEOPLE (BLUE FLAG, MAIN BEACH KLEINMOND)
27	GANSBAAI AIRCON AND REFRIGERATION CC	R 2 045.00	11 REPAIR AND FIT NEW WATER PUMP