



**QUARTERLY REPORT TO THE MUNICIPAL COUNCIL
IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY
UMZIMVUBU LOCAL MUNICIPALITY
OCTOBER-DECEMBER 2020**

(As per Section 6(1) (3) of the Municipal SCM Regulations)

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1. Introduction

In terms of clause 6(1) (3) of the Municipal Supply Chain Management Regulations, 2005, which deals with the Oversight role of council of municipality or board of directors of municipal entity:

- (1) *The council of a municipality and the board of directors of a municipal entity must maintain oversight over the implementation of its supply chain management policy.*
- (3) *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 of the municipality or the board of directors of the municipal entity, as the case may be.*

2. SCM Policy & Procedures

2.1 Adoption of Policy by Council

Date and Resolution: May 2020

2.2 SCM Procedures

List procedures that are in place (indicate i.e. Procedure manual)

2.3 Delegations

Are SCM Process Delegations in place? Yes

2.4 Infrastructure Procurement

Has Council adopted the Standard for Infrastructure Procurement and Delivery Management?

3. Functioning of the SCM Unit (phrase as questions)

3.1 SCM Structure:

Is there an approved Structure in place? Yes

3.2 Declaration of Interest:

Have all SCM Personnel declared their interests? Yes

3.3 Code of Conduct for SCM Practitioners:

Have all SCM Personnel signed the Code of Conduct? Yes

3.4 Training of SCM Personnel:

Have all SCM Personnel been trained? Yes

4. Functioning of Bid Committees

4.1 Are Bid Committees constituted in line with Regulations 27, 28 &29? Yes

4.2 Are Infrastructure Committees aligned with Infrastructure Delivery Management System (IDMS)?

4.3 Are Bid Committee Terms of Reference in place? Yes

4.4 Number of Bid Committee Meetings held during the reporting period.

5. Reporting Items

5.1 Deviations

5.1.1 Section 114 (Approval of tenders not recommended)

Date of Award	Bid No.	Description of Goods/Services/Works	Award Value	BEC Recommendation	BAC Recommendation	Reason for Deviation	Notifications & Dates		
							AG	PT	NT
N/A									

5.1.2 Regulation 32 (Procurement of goods and services under contracts secured by other organs of State)

Date of Award	Contract Description	Award Value	Service Provider	Name of Contract Owner (Department / Municipality)	Consent obtained from Organ of State and Service Provider		Reason for Implementing Reg. 32
					Yes	No	
NONE							

5.1.3 Regulation 36 (Deviation from, and ratification of minor breaches of, procurement processes)

Description of Goods/Services/Works	Date of Award	Awarded To	Award Value	Reason for Deviation	Date reported to Council
None					

5.2 Unauthorized, Irregular, Fruitless & Wasteful Expenditure

- i) *Template as per MFMA Circular 68 to be utilized*
- ii) *Submission of register to PT*
- iii) *Report on reducing UIF&W and dealing with prior years*

5.3 Central Suppliers Database (CSD)

- i) *Access / challenges - None*
- ii) *Uploading payroll information*

5.4 Procurement Plan Implementation (Annexure)

- i) *Format of Procurement Plan*
- ii) *Report on implementation of procurement plans*

5.5 Bids Awarded >R100K (quotations register and bid registers) (Annexures)

BID NO.	BID DESCRIPTION	AWARD VALUE	AWARD DATE	DATE CONTRACT SIGNED	CONTRACT START DATE	CONTRACT DURATION
22829	Supply and deliver vegetable seedlings for cluster 2	R164,000.00	29/10/2020	03 November 2020	03 November 2020	14 Days
22821	Supply deliver and distribution of ploughing inputs for ward 01	R139,150.00	28/10/2020	03 November 2020	03 November 2020	14 Days
22820	Construction of guard room at Emaxesibeni Botanical garden gallery and exhibition centre	R138,924.60	27/10/2020	03 November 2020	03 November 2020	14 Days
22819	Supply deliver furniture for Emaxesibeni Botanical garden gallery and exhibition centre	R197,992.00	27/10/2020	03 November 2020	03 November 2020	14 Days
22795	Supply deliver and distribution of ploughing inputs for 15 hectars.	R139,721.73	21/10/2020	03 November 2020	03 November 2020	14 Days
22794	Supply deliver and distribution of ploughing inputs for ward 25	R136,624.00	20/10/2020	28 October 2020	28 October 2020	14 Days
22793	Supply deliver and distribution of ploughing inputs for ward 23	R137,444.75	20/10/2020	28 October 2020	28 October 2020	14 Days
22792	Transportation of IDP transport for all wards	R199,485.00	20/10/2020	28 October 2020	28 October 2020	14 Days
22771	Supply deliver of sanitizer inputs for KwaBhaca	R199,827.04	19/10/2020	28 October 2020	28 October 2020	14 Days
22770	Supply and deliver food parcel for 100 EPWP beneficiaries	R196,000.00	19/10/2020	28 October 2020	28 October 2020	14 Days

22761	Supply and deliver of IDP grocery vouchers for IDP outreach	R192,019.50	16/10/2020	27 October 2020	27 October 2020	14 Days
22759	Supply deliver and distribution ploughing inputs for ward 11	R140,000.00	16/10/2020	27 October 2020	27 October 2020	14 Days
22757	Supply deliver and distribution of inputs	R139,236.25	16/10/2020	27 October 2020	27 October 2020	14 Days
22756	Supply and deliver digital skipping rope	R157,182.00	16/10/2020	27 October 2020	27 October 2020	14 Days
22755	Request to Supply & Deliver Animal Feed and Medication.	R149,904.00	16/10/2020	27 October 2020	27 October 2020	14 Days
22744	Removal and installation of emsukeni modular library community hall	R112,700.00	12/10/2020	21 October 2020	21 October 2020	14 Days
22730	Supply deliver and installation of Municipal building signage	R199,440.00	08/10/2020	15 October 2020	15 October 2020	14 Days
22728	Supply deliver diaries for 2021	R181,757.00	08/10/2020	15 October 2020	15 October 2020	14 Days
22716	Supply deliver and distribution of inputs for ward 07	R133,970.00	08/10/2020	15 October 2020	15 October 2020	14 Days
22711	Supply deliver and distribution of inputs for ward 09	R138,150.00	08/10/2020	15 October 2020	15 October 2020	14 Days
22710	Supply deliver and distribution of inputs for ward 10	R138,000.00	08/10/2020	15 October 2020	15 October 2020	14 Days
22709	Supply deliver and distribution of inputs for ward 21	R138,589.00	08/10/2020	15 October 2020	15 October 2020	14 Days
22708	Supply deliver and distribution of inputs for ward 05	R138,200.00	08/10/2020	15 October 2020	15 October 2020	14 Days
22917	Service provider to translate HR Policies	R169,799.96	19/11/2020	20 November 2020	20 November 2020	14 Days
22864	Request to Supply and Deliver of Multi Photocopier.	R199,800.00	11/11/2020	19 November 2020	19 November 2020	14 Days
22863	Request to Supply & Deliver Personal Protective Clothing for Cooperative. Dealing with Free Basic Services.	R125,000.00	11/11/2020	19 November 2020	19 November 2020	14 Days

22846	Service provider to do fumigation and disinfection of Mount Frere and Mount Ayliff Offices	R199,970.11	09/11/2020	17 November 2020	17 November 2020	14 Days
22884	Service provider to conduct training on Public Participation	R196,680.00	13/11/2020	23 November 2020	23 November 2020	14 Days
22903	Supply deliver and install of Traffic signs	R194,587.68	17/11/2020	24 November 2020	24 November 2020	14 Days
22932	Supply deliver of sewing material	R192,050.00	27/11/2020	07 December 2020	07 December 2020	14 Days
22888	Supply deliver bakery and catering Equipment for local SMME'S	R140,600.00	17/11/2020	24 November 2020	24 November 2020	14 Days
22855	Supply and deliver of Office Furniture	R127,000.00	09/11/2020	17 November 2020	17 November 2020	14 Days
22922	Supply and deliver of Christmas gifts for Elderly	R199,000.00	24/11/2020			14 Days
22886	Supply deliver camera ,micro SD memory cards and digital camera cables	R128,850.00	13/11/2020	23 November 2020	23 November 2020	14 Days
22882	Supply and deliver Videography Equipment for Special Programs Department.	R139,000.00	13/11/2020	23 November 2020	23 November 2020	14 Days
22881	Supply deliver school uniform for 150 learners in Mount Frere and Mt Ayliff School.	R192,860.00	13/11/2020	23 November 2020	23 November 2020	14 Days
23014	Supply deliver of fodder production inputs for ward 15 and ward 20.	R163,330.00	17/12/2020	23 November 2020	23 November 2020	14 Days
23013	Supply and deliver appreciation for EPWP.	R160,000.00	17/12/2020	23 November 2020	23 November 2020	14 Days
22973	Supply and deliver token of appreciation for Employees staff excellence awards.	R184,950.00	03/12/2020	10 December 2020	10 December 2020	14 Days
23048	Request for 180 tokens of appreciation for EPWP.	R144,000.00	18/12/2020	23 November 2020	23 November 2020	14 Days

5.6 Municipal Bid Appeals (if applicable)

- i) *The municipality has one objection received end of December 2020.*
- ii) *Appeal status: It is still in progress.*

5.7 Contract Management (Annexure)

5.7.1 Contracts Register Statistics

No. of Current Contracts	No. of contracts awarded to SMMEs within the municipal area (local suppliers)	No. of Contracts about to expire in <6 months	No. of Expired Contracts but still in use
None			

5.7.2 Variations

i) Variations within 15% or 20% (this can part of contract register)

Contract No.	Contract Description	Contract Value	Reasons for Variation	Amount
None				

ii) Variations above 15% or 20% (*Comply with MFMA S116(3)*) (this can be part of contracts register)

Contract No. & Description	Contract Value	Reasons for Variation	Amount	Date Tabled at Council	Date of Notice to Community
None					

5.7.3 Supplier Performance Management

Contract no. & Description	Name of Contractor	Date of Supplier performance assessment	Supplier Performance Assessment Report Compiled		Supplier performance assessment / performance rating
			Yes	No	
UMZI/2018-19/EXPO/02/BTO Provision of Banking Services	First Rand Bank	09 December 2020	Yes		4/5
UMZI/2018-19/T&A/004 Provision of Travel Agency	Swift Travel and Tours	09 December 2020	Ye		4/5

5.8 Logistics / Inventory Management (where applicable)

- i) *Policy*
- ii) *Cycle counts*
- iii) *Challenges*
- iv) *Other activities*

Description of Goods/services	Amount	Date Submitted to Council	Supported		Date submitted to Provincial Treasury	Supported	
			Yes	No		Yes	No
NONE							

5.9 Unsolicited Bids (if any)

5.10 Bids advertised (Annexure) See Status of advertised and awarded tenders

- i) Website
- ii) E-tender portal
- iii) CIDB
- iv) Other
- v) Cancelled bids

6. Preferential Procurement Policy Framework Act (PPPFA), Reg. 2017 (Annexure)

6.1 Contracts with Pre-Qualification (Regulation 4)

Name of the contractor	Contract Description	Pre-Qualification Criteria	Award Value	Date of Award
Intlangula 86 Trading Enterprise	Phepheni Sport fields	40= Company Experience, 20=Key personnel experience 40= Sound Methodology	R8,992,343.93	02-Nov-20
Somakhala Contractors	Phepheni Community Hall	70= Experience on similar projects, 30=Personnel	R 1,924,148.84	22 October 2020
Vitsha Trading JV Mila Civil Workers	Lusuthu Community Hall	70= Experience on similar projects, 30=Personnel	R2,197,915.05	17-Nov-20
Wahluma Trading Enterprise	Ntsimangweni Community Hall	70= Experience on similar projects, 30=Personnel	R 1,974,657.35	01 October 2020
Mabona Civils and Plant Hire	Surfacing Of MT Frere Internal Streets Phase 7	40 =Company experience, 20= Key Personnel, 40=Sound methodology	R16,174,079.49	11-Nov-20

6.2 Contracts with Objective Criteria (Section 2(1) (f) PPPF Act)

Contract Description	Objective Criteria	Award Value	Date of Award
None			

6.3 Contracts above R30 million (Contract Participation Goals) (Regulation 4)

Name of the contractor	Contract Description	Sub-Contracting Criteria	Award Value	Amount Sub-Contracted	Date of Award
NONE					

7. Local Content Procurement (Annexure)

Contract Description	Designated Sector	% Designated	Award Value	Date of Award	Reporting to DTI
None					

8. Risk Management (Annexure)

Report on the progress of mitigating the risks identified within SCM.

Risk description as per the risk register	Action to address the risk	Timeframe	Action owner	Progress to date	Comment
Fraud and Corruption	Adherence on MFMA and SCM Regulations for All procurement done by the municipality, as well as Implementation of Procurement plan.	On Going	AM SCM	On Going	None
Incurring Irregular expenditure	Implementation of SCM Policy and Internal Controls.	On Going	AM SCM	On Going	None

8.1 Fraud Prevention Plan

Is there a Fraud Prevention Plan in place? Ye

8.2. Internal Audit Findings

Finding Raised	Action Plan to address the finding	Due Date	Progress with Action Plan Implementation
Fleet Management Inadequate	Draft SOPs for Fleet Management	End of January 2021	Still in progress
Asset Management Findings inaccuracy of FAR on completeness	Physical Verification has been completed and FAR has been updated	Done	30 August 2020

8.3 Provincial Treasury Assessment Findings

Finding Raised	Action Plan to address the finding	Due Date	Progress with Action Plan Implementation
NONE			

8.4 Auditor General Findings

Finding Raised	Action Plan to address the finding	Due Date	Progress with Action Plan Implementation
	None		

9. Conclusion