

SWELLENHAM MUNICIPALITY



DIRECTORATE: FINANCIAL SERVICES

SUPPLY CHAIN MANAGEMENT

IMPLEMENTATION REPORT FOR THE 2019/2020 FINANCIAL YEAR

INDEX

The scope of the implementation review will include the following:

- 1. Introduction**
- 2. Policy**
- 3. Delegations**
- 4. Organisational Structure**
- 5. Demand and Acquisition Management**
- 6. The Bid Committee System**
- 7. Deviations**
- 8. Awards to Close Family Members of Persons in the Service of the State**
- 9. Awards to persons in the service of the state**
- 10. Reports above R100,000 as submitted to National Treasury**
- 11. Logistics, Disposal and Risk Management**
- 12. Recommendation**

1. INTRODUCTION

The Local Government: Municipal Finance Management Act, No 56 of 2003, (MFMA) requires the municipality to have and implement a Supply Chain Management Policy which give effect to the provisions of Part 1 of Chapter 11 of the Act which deals with Supply Chain Management (SCM).

On the 30th of May 2005, National Treasury issued the Municipal Supply Chain Management Regulations. As a Low Capacity Municipality, the Swellendam Municipality had to comply with the provisions of the Regulations as from 01 July 2006. Council's first SCM Policy was adopted on 01 December 2005 whilst the latest was reviewed and adopted on 30 May 2019.

Although the MFMA prohibits a Councillor from being a member of a bid committee or any other committee evaluating or approving quotations or tenders, Council has an oversight role to ensure that the Municipal Manager implements all the Supply Chain Management activities in accordance with its policy. For the purposes of such oversight the Regulations require that the Municipal Manager must -

- (a) Within 30 days of the end of each financial year, submit a report on the implementation of the policy to the Council.**

Following please find the said Supply Chain Management Implementation Report for the 2019/2020 financial year of Swellendam Municipality.

2. POLICY

The policy for the 2020/2021 financial year has been reviewed which was adopted by Council on 28 May 2020.

3. DELEGATIONS

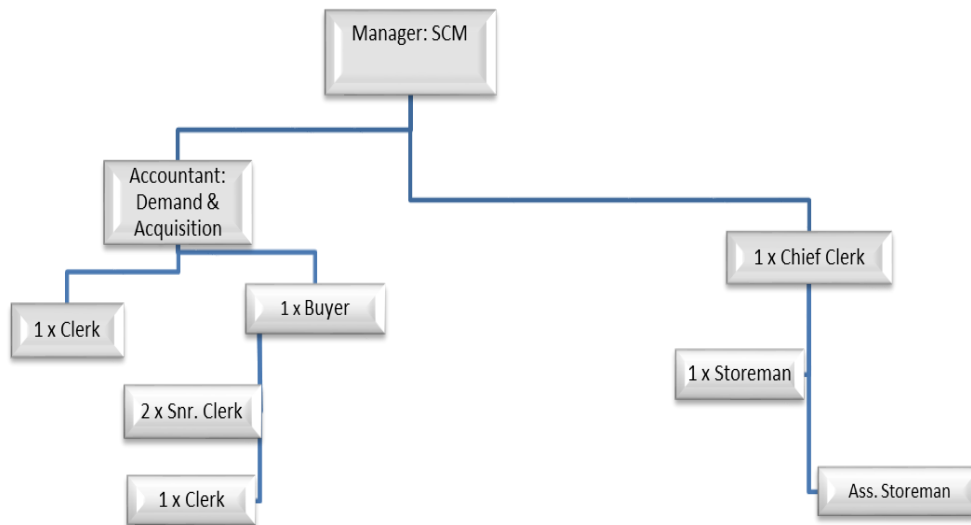
The Municipal Manager is responsible for implementing the policy and to take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

The purpose of such delegations is to maximise the administrative and operational efficiency. The delegations also provide adequate checks and balances in the municipality's Supply Chain Management function. According to Section 79 and 106 of the MFMA delegations and sub-delegations must be in writing. A system of delegations are in place.

4. ORGANISATIONAL STRUCTURE

In terms of Paragraph 7 of the Municipal Supply Chain Management Regulations (MSCMR) the municipality must establish a Supply Chain Management Unit (SCMU) to implement its supply chain management policy. The SCMU must operate under the direct supervision of the Chief Financial Officer (CFO) or may be delegated to an official in terms of Section 82 of the MFMA.

During the reporting period the staff complement that performed the duties and functions in terms of the SCM policy were as follows:



The current structure is however not fully implemented as three (3) posts are currently vacant.

5. DEMAND MANAGEMENT

Preferred Suppliers Database

The Municipality is required by legislation to have and maintain a Database of Accredited Prospective Suppliers in order to ensure that all the procurement of goods and services for the Municipality is made through this Database. The Database has been developed from a manual one to a fully functional electronic Database of Prospective Suppliers maintained by the SCMU. Currently there are 1418 suppliers registered on this Database. The number of suppliers increased by 78 registered suppliers from the last financial year.

Procurement Plan

One of the functions of SCM is to ensure that goods, works or services are delivered to the right place, in the right quantity, with the right quality, at the right cost and at the right time.

In order to fulfil the above function the SCMU, together with the end-user, must apply strategic sourcing principles to determine the optimum manner in which to acquire the goods, works or services.

6. ACQUISITION MANAGEMENT

Range of procurement processes

The following thresholds are currently being adhered to in terms of the current SCM policy in order to support the strategic and operational commitments of the municipality:

(a) Petty cash purchases

Goods are purchased by way of petty cash purchases, up to a transaction value of R 200 (VAT included).

(b) Price quotations

Goods and services are procured by way of verbal quotations for a transaction value up to R2 000 (VAT included).

(c) Written price quotations

Goods and services are procured by way of written or verbal quotations for a transaction value over R2 000 up to R30 000 (VAT included).

(d) Formal written price quotations

Goods and services must be procured by way of formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included).

(e) A competitive bidding process

Goods and services are procured by way of a competitive bidding process for-

- procurement above a transaction value of R200 000 (VAT included); and
- the procurement of long term contracts.

Procurement Statistics

Description	Total No	Monthly Average	Daily Average
Requests processed	3 377	281	14
Orders processed	3 377	281	14
Requests cancelled or referred back	133	12	0.6
Extensions	11	0.9	0.05
Bids received (number of documents)	189	16	0.8
Bids awarded	35	2.92	0.15
Bids awarded ≤ R200 000	13	1.08	0.05
Appeals registered	2	0.2	0.01
Successful Appeals	0	0	0

Description	Total No	Monthly Average	Daily Average
Bid Specification Committee meetings	33	2.75	0.14
Bid Evaluation Committee meetings	27	2.25	0.11
Bid Adjudication Committee meetings	22	1.83	0.09

7. BID COMMITTEE SYSTEM

The Accounting Officer has appointed permanent members of the committees as well as secundis. Letter of Appointments, the Code of Conduct and Declaration of Interest has already been signed by the members and secundis of the committees.

(a) The Bid Specification Committee (BSC)

The Bid Specification Committee compiles the specifications for the procurement of goods or services by the municipality.

The committee is appointed by the Accounting Officer and must be composed of one or more officials of the municipality, preferably a Supply Chain Management Practitioner and the manager responsible for the function involved, and may when regarded appropriate by the Accounting Officer, include external specialist advisors. The proceedings are being formalised via the arrangement of meetings by the SCM Unit.

(b) The Bid Evaluation Committee (BEC)

The Bid Evaluation Committee is appointed by the Accounting Officer and must as far as possible be composed of-

- officials from departments requiring the goods or services; and
- at least one supply chain management practitioner of the municipality.

The proceedings have been formalised by taking minutes of the proceedings of the Bid Evaluation Committee meetings by SCM personnel. Currently, the composure of the committee excludes a SCM practitioner due to a lack of staff.

(c) The Bid Adjudication Committee (BAC)

The Bid Adjudication Committee must consist of at least four senior managers of the municipality which must include

–

- the chief financial officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer;
- at least one senior supply chain management practitioner who is an official of the municipality; and
- a technical expert in the relevant field who is an official of the municipality, if the municipality has such an expert.

The Bid Adjudication Committee has been functional and has been involved in all bids exceeding R30,000.

Bids recommended by the Bid Adjudication Committee

The following bids were recommended by the BAC and awarded by the Accounting Officer in terms of the SCM Policy and the Preferential Procurement Policy for the 2019/2020 financial year:

DIRECTORATE	TENDER NO	TENDER DESCRIPTION	SUPPLIER / CONTRACTOR	AMOUNT APPROVED VAT Incl.
Infrastructure	SMT01/19/20	Upgrading of Gravel Roads with Kerbs & Stormwater Infrastructure in Smartie Town, Railton - Phase 2 (Portion 2)	Entsha Henra (Pty) Ltd.	R 5,768,508.84
Infrastructure	SMT02/19/20	Hire of Plant & Equipment for a (3) Year Period	Sage Trans	Tariffs
			Jirah Construction	Tariffs
			Potgieter Brs Grondverskuiwing	Tariffs
			Moreson Grondverskuiwing	Tariffs
			Lezmin 2208 t/a Agriworld	Tariffs
			Genadendal Jackies Bazaar	
			CAW Tippers & Plant Hire	
			Lezmin 1712 CC.	
		TVM Konstruksie (Pty) Ltd.		
Stores	SMT03/19/20	Supply & Delivery of Cleaning Materials for a (3) Year Period	Kwapele Basadi - Cleanit	R 779,972.64
Infrastructure	SMT04/19/20	Supply & Delivery of Various Construction Materials	FineCorp Trading 113 CC.	Tariffs
			BuffelsDrift Clay Mine	Tariffs
			Lezmin 1712 CC.	Tariffs
Corporate	SMT05/19/20	Alienation of two business erven in Railton, Erven 8337 and 8338	Bongani Onke Sonqwenqwe	R 125,000.00
Community	SMT06/19/20	Provision of Refuse Removal: Infanta	Genadendal Jackies Bazaar	R 873,000.00
Finance	SMT07/19/20	Supply & Delivery of Toilet Paper for a (3) Year Period	Cape Hygiene	R 327,675.00
Infrastructure	SMT08/19/20	Building of Bulk Water Meter Chambers	Urwebo e-Transand	R 205,916.28
Infrastructure	SMT09/19/20	Supply & Delivery of Water Purification Chemicals & Related Services for a (3) Year Period	Chlorcape (Pty) Ltd.	Tariffs
			Ikusasa Chemicala	Tariffs
			2 ACS Services	Tariffs
			Rheochem (Pty) Ltd.	Tariffs

Infrastructure	SMT10/19/20	Supply & Delivery of Aluminium Soduim Oxide Over a (3) Year Period	Kemanzi (Pty) Ltd.	R 391,560.00
Infrastructure	SMT11/19/20	Supply & Delivery of Pre-Fab Concrete Products, Pavers & Bricks and Readymix Concrete Over a (3) Year Period	Lzinga Impahla Enterprise (Pty) Ltd.	Tariffs
			TVM Konstruksie (Pty) Ltd.	Tariffs
Infrastructure	SMT12/19/20	Supply & Delivery of Bitumen Products Over a (3) Year Period	Siriti Enterprise (Pty) Ltd.	Tariffs
			Tosas (Pty) Ltd.	Tariffs
Infrastructure	SMT13/19/20	Supply & Delivery of Reinforced Concrete Pipes & HDPE Structured Wall Pipes Over a (3) Year Period	Ithuba Industries	Tariffs
			Take Note Trading t/a Universal Trading	Tariffs
Finance	SMT14/19/20	Supply & Delivery of Laptops, PC's, Software & Other Related IT Items for a Period Ending 30 June 2022	Bidvest Waltons	R 123,518.49
Infrastructure	SMT15/19/20	Construction of the Bulk Water Rising Main in Suurbraak - Phase 1B	Urwebo e-Transand	R 1,562,391.21
Infrastructure	SMT16/19/20	Supply & Delivery of Water Pipes & Fittings	CANCELLED	
Infrastructure	SMT17/19/20	Supply & Delivery of Electrical Cables & Materials for the Period Ending 30 June 2022	Aberdare Cables	Tariffs
			Actom Electrical Supplies	Tariffs
			ARB Electrical	Tariffs
			FLO Specialized Products	
			Voltex	
			PH Marketing	
Corporate	SMT18/19/20	Sale of Residential Erf. 971 (43 Protea Avenue), Barrydale	Montdry (Pty) Ltd.	R 30,000.00
Community	SMT19/19/20	Operation of Swellendam Material Recovery Facility & Collection of Recycling Material for Swellendam Municipality		
Electrical	SMT20/19/20	Maintenance / Service of High Voltage Electrical Distribution Equipment for the Period Ending 30 June 2022	De Kock & Cronje	Tariffs
			Techno Serve Meduim Voltage	Tariffs
Streets	SMT21/19/20	Construction of Raised Paved Intersections at Bontebok/Vollenhoven & Koornland/Stroom Streets in Sdam	Swellen Konstruksie	R 328,800.00

Corporate	SMT22/19/20	The Supply, Delivery and Administrative Support Services of a Fine Collection System and Camera Equipment with the Related Operational Support for a (3) Year Period.	TMT Services & Supplies (Pty) Ltd.	Tariffs
Electrical	SMT23/19/20	Supply & Delivery of LED Streetlights for the Period Ending 30 June 2022	Genlux Lighting a Division of Actom (Pty) Ltd.	R 908,992.20
			Kader Technologies (Pty) Ltd.	R 1,380,422.26
Community	SMT24/19/20	Repair & Maintenance of Grass Cutting Equipment	CANCELLED	
Electrical	SMT25/19/20	Request for Proposals: Repeater Services for the Swellendam Municipal Area over a (3) Year Period that include: 1. Swellendam & Buffeljagsrivier; 2. Suurbraak & Barrydale.	R&S Communications	R 270,480.00
Community	SMT26/19/20	The Provision of Services for the Demolition of Illegal Structures in the Swellendam Municipal Ares	Red Ant Security Relocation & Eviction Services (Pty) Ltd.	Tariffs
Community	SMT27/19/20	Operational Management at the Swellendam Landfill Site	CANCELLED	
Corporate	SMT28/19/20	Sale of Old Gym Building	CANCELLED	
Finance	SMT29/19/20	Purchase: Zimbra Licences	NO BIDS HAS BEEN RECEIVED	
Infrastructure	SMT30/19/20	Upgrading of the Suurbraak Bulk Water Supply Scheme_Phase 2A	Alveo Water (Pty) Ltd.	R 3,633,703.92
Infrastructure	SMT31/19/20	Supply & Delivery of Sufloc 3870 for a Period Ending 30 June 2022	Memotek Trading CC.	Tariffs
			Improchem (Pty) Ltd.	Tariffs
			Jevdo Enterprises	Tariffs
Infrastructure	SMT32/19/20	Operational Management of the Swellendam Waste Disposal Facility	CANCELLED	
Infrastructure	SMT33/19/20	Supply of Pumps & Electrical Equipment for the Hermitage Pump Station	Spilhaus Swellendam	R 712,864.00
Infrastructure	SMT34/19/20	Supply & Delivery of CAMO Conductor for the Swellendam Municipal Store over a (3) Year Period		
Community	SMT35/19/20	Provision of Various Maintenance Services in Infanta - Malagas		
Electrical	SMT36/19/20	Supply & Delivery of Electricity Meters for a (3) Year Period	Ontec Systems (Pty) Ltd.	Tariffs
			Conlog (Pty) Ltd.	Tariffs
			Lanndis + Gyr (Pty) Ltd.	Tariffs
Community	SMT37/19/20	Repair & Maintenance of Grass Cutting Equipment		

Finance	SMT38/19/20	Supply & Delivery of Photocopy Paper		
Infrastructure	SMT39/19/20	Supply, Installation & Maintenance of Vehicle Tracking Systems		
Finance	SMT40/19/20	Provision of Debtor Management Software & Administrative Support to Swellendam Municipality, for the Contract Period Ending 30 June 2023.	Geodebt Solutions (Pty) Ltd.	R 5,451,522.00
Infrastructure	SMT41/19/20	Overloading & Transportation of Municipal Solid Waste to Karwyderskraal	This bid were issued with a new bid no: SMT05/20/21	
Fleet Management	SMT42/19/20	Supply, Installation & Maintenance of Vehicle Tracking Systems	This bid were issued with a new bid no: SMT03/20/21	
Community	SMT43/19/20	Management & Maintenance of the Bontebok Waste Disposal Facility on a Monthly Basis	CANCELLED	
Community	SMT44/19/20	Supply & Delivery of Vehicle (Toyota Hilux Bakkie 2.4_Diesel)	Toyota South Africa Motors	R 290,012.75
Corporate	SMQ15/18/19	Supply, Deliver & Installation of (1) Pre-Cast Toilet in Swellendam	Brianstone Construction & Projects	R 66,222.00
Corporate	SMQ16/18/19	Supply, Deliver & Installation of (2) Pre-Cast Toilets in Barrydale	Brianstone Construction & Projects	R 99,947.65
Town Planning	SMQ01/19/20	Rezoning & Subdivision of a Portion of Remainder of Erf. 1, Swellendam (1.5SHA)	Planserv Town & Regional Planning	R 168,511.75
Town Planning	SMQ02/19/20	Provision of Professional Services: Rezoning & Subdivision: The Railton Hub Initiative	Umsiza Planning	R 158,003.50
Corporate	SMQ03/19/20	Supply, Delivery & Installation of Flatscreen TV's & Monitors	CANCELLED	
Electrical	SMQ04/19/20	Supply & Delivery of Festive Lights	Candi-Light Cables	R 84,060.00
Infrastructure	SMQ05/19/20	Construction of (2) Concrete Cricket Nets (Railton Sportsground)	Perfect Bounce Consultants	R 86,395.00
Community Services	SMQ06/19/20	Supply & Delivery of (2) New Mobile Toilets on a Galvanised Chassis	CANCELLED	
Corporate	SMQ07/19/20	Appointment of a Service Provider: Newsletter Printing & Distributions	CANCELLED	
Corporate	SMQ08/19/20	Repair of Thatch Roof of "Oefeningshuis", Swellendam	Bright Idea Projects	R 33,522.50
Corporate	SMQ09/19/20	Repair Floor at Council Chambers	Dagbreek Kabinette	R 28,870.00
Finance	SMQ10/19/20	Upgrading and Renewal of E'mail System	Uber Technologies CC.	R 108,387.20
Community Services	SMQ11/19/20	Supply, Delivery & Installation of Playground Equipment	A& M Primwood	R 35,780.00
Community Services	SMQ12/19/20	Supply & Delivery of (2) New Mobile Toilets on a Galvanised Chassis	Approved in terms of Section 36 (1)(a)(v) on 24 March 2020 by the Municipal Manager	
Community Services	SMQ13/19/20	Preparation & Painting of the Internal Hall at the Thusong Service Centre, Swellendam	Validity Period Lapsed due to COVID-19	

Infrastructure	SMQ14/19/20	Paving of Roads: Bloekom- & Geelhout Avenue (Labour & Small Plant only)	N2 Civils	R 79,000.00
Infrastructure	SMQ15/19/20	Height Extension of the Existing Concrete Distribution Chamber_Piekniekbos	TVM Konstruksie (Pty) Ltd.	R 98,267.50

R 24,211,306.69

8. DEVIATIONS FROM PROCUREMENT PROCESSES

The Supply Chain Management Policy states in Paragraph 36:

- (1) The accounting officer may –
 - (a) dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
 - (i) in an emergency;
 - (ii) if such goods or services are produced or available from a single provider only;
 - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) acquisition of animals for zoos and/or nature and game reserves; or
 - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
 - (b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.
- (3) Subparagraph (2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy.

Accordingly please find statistics as well as a schedule of the deviations approved by the Accounting Officer during the 2019/20 financial year:

Details of Deviations for Procurement Services

SUMMARY OF DEVIATIONS

SCM Reg	Short Description	2019/2020		2018/2019	
		Amount	Percentage	Amount	Percentage
36(1)(a)(i)	Emergency / Urgent	85,429.64	3.49%	231,073.12	8.55%
36(1)(a)(ii)	Sole Supplier	129,637.76	5.29%	1,081,068.29	39.99%
36(1)(a)(iii)	Historical works	18,150.00	0.74%	-	-
36(1)(a)(iv)	Animals for zoo	0.00	0.00%	-	-
36(1)(a)(v)	Impracticable / Impossible	2,210,132.12	90.26%	1,384,205.15	51.20
36(1)(b)	Minor Breaches	5,144.68	0.21%	7,222.19	0.27%
		2,448,494.20	100.00%	2,703,568.75	100.00%

Summary per Quarter	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Percentage
Procurement < R30k	163,359.17	12,148.20	36,583.40	55,660.22	267,750.99	10.94%
Procurement > R30k < R200k	0.00	0.00	216,920.21	79,867.50	296,787.71	12.12%
Procurement > R200k	0.00	461,405.50	1,422,550.00	0.00	1,883,955.50	76.94%
	163,359.17	473,553.70	1,676,053.61	135,527.72	2,448,494.20	100.00%

Summary per Department	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Percentage
Municipal Manager	83,000.00	0.00	72,000.00	2,728.24	157,728.24	6.44%
Corporate Services	0.00	0.00	0.00	0.00	0.00	0.00%
Financial Services	0.00	0.00	0.00	95,708.75	95,708.75	3.91%
Infrastructure Services	45,368.17	471,053.70	1,466,884.36	18,676.50	2,001,982.73	81.76%
Community Services	34,991.00	2,500.00	137,169.25	18,414.23	193,074.48	7.89%
	163,359.17	473,553.70	1,676,053.61	135,527.72	2,448,494.20	100.00%

No of Deviations per Quarter	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Percentage
Procurement < R30k	11	3	4	15	33	78.57%
Procurement > R30k < R200k	0	0	5	1	6	14.29%
Procurement > R200k	0	2	1	0	3	7.14%
	11	5	10	16	42	100.00%

No of Deviations per Department	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Percentage
Municipal Manager	5	0	2	2	9	21.43%
Corporate Services	0	0	0	0	0	0.00%
Financial Services	0	0	0	4	4	9.52%
Infrastructure Services	4	4	2	6	16	38.10%
Community Services	2	1	6	4	13	30.95%
	11	5	10	16	42	100.00%

**VERSLAG OOR AANKOPE AFWYKINGS GOEDGEKEUR DIE MUNISIPALE BESTUURDER IN TERME VAN ARTIKEL 36 VAN
VOORSIENINGSKANAAL BESTUUR BELEID / REGULASIES
(SUPPLY CHAIN MANAGEMENT POLICY/ REGULATIONS)**

Afwykinge in terme van SCM regulasie 36 (i) in noodgeval/dringend

Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking
01-Jul-19	IB Nel	Bestuur van toerisme webblaaie vir 3 maande periode	18,000.00	MM	As gevolg van dringendheid slegs een kwotasie ontvang
01-Jul-19	Cathy van Eeden	Bestuur en opgradering van sosiale media blaaie van toerismevir 3 maande periode	18,000.00	MM	As gevolg van dringendheid slegs een kwotasie ontvang
30-Oct-19	Riversdal Electric & General Dealers	Herstel kabelfout Murrystraat minisubstasie	8,681.35	DID	Slegs 1 kwotasie.Goedkeuring MM
30-Mar-20	SSK	Aankoop van draad en pale	3,163.40	DGD	Slegs 1 kwotasie agv Covid 19. Goedere was dringend benodig vir "Homeless Shelter. Goedkeuring MM
			47,844.75		

Afwykinge in terme van SCM regulasie 36 (ii) indien sodanige goedere of dienste gelewer word of beskikbaar is van 'n enkele verskaffer

Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking
24-Jul-19	Workshop Electronics (Pty) Ltd	Diens en kalibrasie van A graad Toets apparaat Verkeer	16,841.00	DGD	Slegs een kwotasie. Enigste diensverskaffer.
30-Aug-19	AJ Broom Road Products cc	Voorsiening van "BRP rumble strips"	7,654.52	DID	Slegs een kwotasie. Enigste diensverskaffer.
30-Aug-19	Caterpillar Southern Africa (Pty) Ltd	Voorsiening van onderdeel en herstelwerk CCK 13166	14,587.75	DID	Slegs een kwotasie. Enigste diensverskaffer.
20-Sep-19	Maxal Technology (Pty) Ltd	Installsie van PH sensor Swellendam Waterwerke	22,258.64	DID	Slegs 1 kwotasie, maatkappy is die vervaardiger van die toestel.Goedkeuring MM
17-Jan-20	Workshop Electronics	Installasie van nuwe PC en sagteware vir voertuig padvaardigheidtoetse	37,585.85	DGD	Slegs 1 kwotasie. .Goedkeuring MM
31-Jan-20	Workshop Electronics	Instalasië van nuwe SAC &	24,385.00	DGD	Slegs 1 kwotasie. .Goedkeuring MM
11-Feb-20	CSX Customer Services	Servicing of Swellendam Library, Railton Library, Suurbraak Library and Barrydale Library tabletape	6,325.00	DGD	Slegs 1 kwotasie. .Goedkeuring MM
07-Apr-20	Sentraal Suid Kooperasie	Veiligheidsklere- COVID 19	2,721.02	DGD	Slegs 1 kwotasie agv Covid 19, .Goedkeuring MM
07-Apr-20	SSK	Aankoop van was komme en kanne	4,378.45	DGD	Slegs 1 kwotasie agv Covid 19. Goedere was dringend benodig vir homeless shelter. Goedkeuring MB
22-Apr-20	Kwapele Basadi	Aankoop van gloves, handsanitizer and spraybottles	5,359.00	DFD	Slegs 1 kwotasie agv Covid 19. Goedere was dringend benodig as PPE. Goedkeuring MM
07-05-2020	Riversdale Electrical & General	Herstel van kabelfout Veldkornet en Somerset Straat	5,678.12	DID	Slegs 1 kwotasie agv Covid 19, .Goedkeuring MM

08-05-2020	Action Allumunium	Installering van veiligheidsglas	8,342.85	DID	Slegs 1 kwotasie agv Covid 19, .Goedkeuring MM
04-05-2020	Kwapele Basadi	Aankoop van gloves, handsanitizer and spraybottles	7,032.25	DFD	Slegs 1 kwotasie agv Covid 19. Goedere was dringend benodig as PPE. Goedkeuring MM
30-06-2020	Lebazi Brothers	Oopgrawe van kragpaal	600.00	DID	Slegs 1 kwotasie, .Goedkeuring MM
30-06-2020	SWD Staalwerke	Herstelwerk aan kragpaal	3,473.20	DID	Slegs 1 kwotasie agv Covid 19, .Goedkeuring MM

167,222.65

Afwykings in terme van SCM regulasie 36 (iii) vir die verkryging van besondere kunswerke of geskiedkundige voorwerpe waar spesifikasies moeilik is om op te stel

Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking
26-Sep-19	Drostdy Oudhede	Herstel en vervanging van vensterrame Stadsaal	18,150.00	DGD	Slegs 1 kwotasie, asgevolg van die esteetika van die gebou. Goedkeuring MM

18,150.00

Afwykings in terme van SCM regulasie 36 (iv) verkryging van diere vir dieretuine en / of natuur-en wildreservate

Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking

0.00

Afwykings in terme van SCM regulasie 36 (v) in enige ander uitsonderlike geval waar dit onprakties of onmoontlik is om die amptelike verkrygingsprosesse te volg

Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking
19-Sep-19	Swellendam Taxivereniging	Vervoerdienste Phelophepa Gesondheidstrein	11,000.00	MM	Slegs 1 kwotasie. Goedkeuring MM
30-Sep-19	IB Nel	Bestuur van toerisme webblaaie vir 3 maande periode	18,000.00	MM	Slegs een kwotasie asgevolg van geen Toerisme Vereniging. Goedkeuring MM
30-Sep-19	Cathy van Eeden	Bestuur en opgradering van sosiale media blaaie van toerismevir 3 maande periode	18,000.00	MM	Slegs een kwotasie asgevolg van geen Toerisme Vereniging. Goedkeuring MM
04-Oct-19	Sedgwick Holdings	Besuur en onderhoud van die vullisterrein te Infanta	208,987.50	DID	Slegs 1 kwotasie. Goedkeuring MM
15-Oct-19	Masisibenza Water Systems	Installering van 2 water filtres Swellendam Waterwerke	252,418.00	DID	Slegs 1 kwotasie, diensverskaffer is die oorspronklike vervaardigers van die huidige filters .Goedkeuring MM
05-Nov-19	Swellendam Begrafnisdienste	Armlastige begrafnis	2,500.00	DGD	Slegs 1 kwotasie. Goedkeuring MM
05-Feb-20	Lezmin 2208 cc t/a Agri World Recycling	Monthly operating maintenance	1,422,550.00	DID	Dringend. Slegs een kwotasie. Goedkeuring MM

05-Feb-20	Sakkie Nel	Bestuur van toerisme webblaai vir 6 maande periode	36,000.00	MM	Slegs een kwotasie as gevolg van geen Toerisme Vereniging. Goedkeuring MM
05-Feb-20	Cathy van Eeden	Bestuur en opgradering van sosiale media blaai van toerisme vir 6 maande periode	36,000.00	MM	Slegs een kwotasie as gevolg van geen Toerisme Vereniging. Goedkeuring MM
14-Feb-20	Overberg Lighting	Herstel van motorhek thusong	2,710.00	DGD	onmoontlik vir drie kwotasies
09-Mar-20	SSE Innovation Pioneers	Telemetrie Railton Reservoir	44,334.36	DID	Dringend. Slegs een kwotasie. Goedkeuring MM
24-Mar-20	I. Fintz	Aankoop van mobiele tiolet	63,000.00	DGD	Was geadverteer by 3 geleenthede sonder enige sukses. Slegs een kwotasie. Goedkeuring MM
17-Apr-20	Spar	Aankoop van airtime	3,450.00	DFD	Enigste plaaslike verskaffer agv Covid 19. Goedkeuring MB.
12-05-2020	TVM Konstruksie (Pty) Ltd	Vervoer van water tenke COVID19	8,050.00	DGD	Slegs 1 kwotasie agv Covid 19, .Goedkeuring MM
07-05-2020	Amcomed Medical Sales & Services	Voorsiening van PPE COVID19	79,867.50	DFD	7dae advertering via e-pos. kwotasie, 3 kwotasie ontvang by sluiting. Goedkeuring MM
08-05-2020	Sentraal Suid Kooperasie	Voorsiening van water fittings inperking COVID19	3,264.76	DGD	Slegs 1 kwotasie agv Covid 19, .Goedkeuring MM

2,210,132.12

Afwygings in terme van SCM regulasie 36 (i) (b) bekragtiging van geringe oortredings					
Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking
26-Sep-19	Kaap Agri Barrydale	Aankoop van waterpyp "fitting)	867.26	DID	Aankope gedoen sonder amptelike bestelling vir pypbreek. Goedkeuring MM
22-Oct-19	Sentraal Suid Kooperasie	Aankoop van petrol	966.85	DID	Aankope gedoen met amptelike bestel maar te veel petrol deur diensverskaffer voorsien. Goedkeuring MM
11-06-2020	Sentraal Suid Kooperasie	Aankoop van fittings pypbreek	99.13	DID	Aankope gedoen met 'n amptelike bestelling, maar verkeerde item geneem. Goedkeuring MM
22-06-2020	Swellendam Spar	Aankope etes COVID "homeless people"	2,313.22	MM	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM
30-06-2020	AgriMark Barrydale	Aankoop van fittings vir pypbreek	483.20	DID	Aankope gedoen sonder amptelike bestelling vir pypbreek. Goedkeuring MM
30-06-2020	Swellendam Spar	Aankope etes COVID kwarantyn gevalle in Karavaanpark	415.02	MM	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM

5,144.68

**Totale afwykings vir
2019/2020**

2,448,494.20

8. AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE

In terms of paragraph 45 of the Supply Chain Management Policy of Council, awards to close family members of persons in the service of the state must disclose particulars of awards of more than R 2000 in the Annual Financial Statements. The following bids were awarded to a person who is a family member of a person in the service of the state:

Company	Name	Relation	Amount
HEIN'S AUTO ELECTRICAL CC	J DE JAGER	BROTHER	31,310.74
KEMANZI (PTY) LTD	JN DU TOIT	WIFE	414,752.79
LEBAZI BROTHERS (PTY) LTD	CLR. G LEBAZI	AUNT	6,464.65
KHOI SAN CAVE HOLDINGS	G JANSEN	CHILD	19,923.14
NELDIN VOORSIENERS	N PIETERSE	WIFE	29,234.80
MASAKHANE TRADING (PTY) LTD	Q MARTIN	HUSBAND	28,647.82
JONATHAN OKTOBER	M OKTOBER	WIFE	35,518.95
MOLATUSELI (PTY) LTD	A.SINDLOYI	CHILD	1,800.00

567,652.89

DATE	NAME	DESCRIPTION	AMOUNT	CLOSE FAMILY MEMBER	RELATIONSHIP
16/07/2019	LEBAZI BROTHERS (PTY) LTD	OOP EN TOEMAAK VAN SLOOT MURRYSTRAAT	1,950.00	CLR. G LEBAZI	AUNT
22/07/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (KLIPPERIVIER WWTW)	2,000.00	G. JANSEN/A. JANSEN	SON/DAUGHTER IN LAW
13/08/2019	NELDIN VOORSIENERS (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS PM & REMOVAL OF RUBBISH(COOPER STRAAT)	2,812.00	N. PIETERSE	WIFE
29/07/2019	LEBAZI BROTHERS (PTY) LTD	SKOONMAAK VAN STORMWATER SLOOT TE KAPPERTJESTRAAT	1,887.60	CLR. G LEBAZI	AUNT
15/08/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (KLIPPERIVIER WWTW)	1,950.00	G. JANSEN/A. JANSEN	SON/DAUGHTER IN LAW
04/09/2019	KEMANZI (PTY) LTD	LIQUID ALUMINIUM SULPHATE	66,880.00	J. DU TOIT	WIFE
13/09/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS EN REMOVAL OF RUBBISH	1,700.00	Q. MARTIN	WIFE
19/09/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW CHANNELS EN REMOVAL OF RUBBISH	1,990.00	Q. MARTIN	WIFE
02/10/2019	KEMANZI (PTY) LTD	LIQUID ALUMINIUM SULPHATE	62,100.00	J. DU TOIT	WIFE
15/10/2019	LEBAZI BROTHERS (PTY) LTD	SKOONMAAK VAN ERF 6281(AUGE STR 32)	739.50	CLR. G LEBAZI	AUNT
15/10/2019	LEBAZI BROTHERS (PTY) LTD	SKOONMAAK VAN ERF 5161(GEELHOUTLAAN 8)	638.55	CLR. G LEBAZI	AUNT

15/10/2019	LEBAZI BROTHERS (PTY) LTD	SKOONMAAK VAN ERF 5160 (GEELHOULAN 6)	649.00	CLR. G LEBAZI	AUNT
17/10/2019	MASAKHANE TRADING (PTY) LTD	OOPKAP & TOEMAAK VAN SLOOT P/M(PRONKERTJIE STR)	1,950.00	Q. MARTIN	WIFE
17/10/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW CHANNELS & REMOVAL OF RUBBISH(HOOFSTRAAT	1,930.00	Q. MARTIN	WIFE
17/10/20	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW CHANNELS & REMOVAL OF RUBBISH(FAIRBURNSTRAAT)	1,880.00	Q. MARTIN	WIFE
18/10/2019	KHOI SAN CAVE HOLDINGS	SNY & VERWYDERING VAN GRAS P/M2(VERKEERS AFD)	1,954.92	G. JANSEN/A. JANSEN	SON/DAUGHT ER IN L.A.W.
10/07/2019	JONATHAN OKTOBER	KAP VAN GAT TE GLENBARRY WEG 1.5X3X2M	1,480.77	M. OCTOBER	WIFE
10/07/2019	JONATHAN OKTOBER	GRAWE VAN SLOOT 6.5M GLENBARRYWEG	269.23	M. OCTOBER	WIFE
14/10/2019	JONATHAN OKTOBER	SKOONMAAK VAN ERF 1733(VAN ZYL STR 19)	1,704.30	M. OCTOBER	WIFE
17/10/2019	JONATHAN OKTOBER	OOPKAP & TOEMAAK VAN SLOOT P/M(VOORTREK & ANDREW W	1,600.00	M. OCTOBER	WIFE
23/10/2019	JONATHAN OKTOBER	SNY & VERWYDERING VAN GRAS P/M2(BETHEL RESERVOR)	1,995.00	M. OCTOBER	WIFE
29/10/2019	JONATHAN OKTOBER	SKOONMAAK VAN SLOOT PM & SPUIT VAN ONKRUIDDODER(COOPERSTRAAT	1,920.00	M. OCTOBER	WIFE
28/11/2019	KEMANZI (PTY) LTD	LIQUID ALUMINIUM SULPHATE	76,912.00	J. DU TOIT	WIFE
07/11/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS AND REMOVAL VOORTREKSTREET	1,945.00	Q. MARTIN	WIFE
14/11/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS AND REMOVAL OF RUBBISH DELPORT, AUGESTREET	1,940.00	Q. MARTIN	WIFE
21/11/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS AND REMOVAL OF RUBBISH DROSTDY STREET	1,920.00	Q. MARTIN	WIFE
28/11/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS AND REMOVAL OF RUBBUISH, MURRAY,COLDREY, DU TOIT AND DURANT STREET	1,980.00	Q. MARTIN	WIFE
08/11/2019	KHOI SAN CAVE HOLDINGS	SNY & VERWYDERING VAN GRAS P/M2(KLIPPERIVIER WWTW)	1,950.00	G. JANSEN/A. JANSEN	SON/DAUGHT ER IN L.A.W.
06/11/2019	JONATHAN OKTOBER	SNY & VERWYDERING VAN GRAS P/M2(SKOONMAAK VAN RAILTON BEGRAFPLAAS	1,920.00	M. OCTOBER	WIFE
14/11/2019	JONATHAN OKTOBER	OOPKAP & TOEMAAK VAN SLOOT PM(MURRAY STR)	1,900.00	M. OCTOBER	WIFE
18/11/2019	JONATHAN OKTOBER	AFSAAG & VERWYDERING VAN TAKKE P/M2(BANDEDIENS)	1,950.00	M. OCTOBER	WIFE
21/11/2019	JONATHAN OKTOBER	OOPSNY VAN BOSSE TEEN DRAAD & SPUIT VAN ONKRUIDDOD	1,850.00	M. OCTOBER	WIFE
21/11/2019	JONATHAN OKTOBER	HERSTEL VAN DRAAD & PLANT VAN PALE(DROSTDY)	1,300.00	M. OCTOBER	WIFE
16/12/2019	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS AND REMOVAL BUITEKANT STREET	1,890.00	Q. MARTIN	WIFE
17/12/2019	MASAKHANE TRADING (PTY) LTD	CUTTING AND REMOVAL OF GRASS, DISASTREET, AKASIALAAN,PROTEALAN,ALWYN	3,731.40	Q. MARTIN	WIFE

		STREET, HOPLEY STREET, PARK STREET, RING STREET AND OAK STREET.			
09/12/2019	JONATHAN OKTOBER	VERSKUIWING VAN 20 TON FILTER SAND SWELLENDAM WATERWERKE	1,500.00	M. OCTOBER	WIFE
11/12/2019	JONATHAN OKTOBER	OOPKAP & TOEMAAK VAN SLOOT PM(ROTHMANSTRAAT	1,400.00	M. OCTOBER	WIFE
17/01/2020	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS AND REMOVAL FAIRBURN STREET	1,920.00	Q. MARTIN	WIFE
22/01/2020	MASAKHANE TRADING (PTY) LTD	CLEANING OF SW IRRIGATION CHANNELS AND REMOVAL VOORTREK AND MYBURG STREET	1,900.00	Q. MARTIN	WIFE
16/01/2020	JONATHAN OKTOBER	OOPKAP & TOEMAAK VAN SLOOT PM(ANDREW WHITE STRAAT	1,365.00	M. OCTOBER	WIFE
23/01/2020	JONATHAN OKTOBER	SKOONMAAK VAN SLOOT,SPUIT VAN GIF EN DIE VERWYDERING VAN VULLIS (KARAVANPARK SWELLENDAM)	1,750.00	M. OCTOBER	WIFE
31/01/2020	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (KLIPPRIVIER WWTW)	1,950.00	G. JANSEN/A. JANSEN	SON/DAUGHTER IN LAW
24/01/2020	KEMANZI (PTY) LTD	LIQUID ALUMINIUM SODIUM OXIDE	62,100.00	J. DU TOIT	WIFE
31/01/2020	MOLATUSELI (PTY) LTD	CLEANING OF SW CATCH PITTS & MANHOLES	1,800.00	A.SINDLOYI	CHILD
05/02/2020	KHOI SAN CAVE HOLDINGS	CUTTING AND REMOVAL OF GRASS (KLIPPRIVIER WWTW)	1,950.00	G. JANSEN/A. JANSEN	SON/DAUGHTER IN LAW
27/02/2020	NELDIN VOORSIENERS (PTY) LTD	SKUUR & VERNIS VAN RAADSAAL VLOER P/M2 (MATERIAAL & ARBEID INGESLUIT)	2,250.00	N. PIETERSE	WIFE
13/02/2020	JONATHAN OKTOBER	CUTTING AND REMOVAL OF GRASS (SWD WTW)	1,800.00	M. OCTOBER	WIFE
27/02/2020	MASAKHANE TRADING (PTY) LTD	CUTTING AND REMOVAL OF GRASS (THEUNISSENSTRAAT)	1,971.42	Q. MARTIN	WIFE
28/02/2020	JONATHAN OKTOBER	DIGGING OF TRENCHES (EDELWEISSSTRAAT)	3,950.00	M. OCTOBER	WIFE
28/02/2020	JONATHAN OKTOBER	CUTTING AND REMOVAL OF GRASS (STASIESTRAAT)	1,451.50	M. OCTOBER	WIFE
13/03/2020	NELDIN VOORSIENERS (PTY) LTD	SKUUR & VERNIS VAN RAADSAAL VLOER P/M2 (MATERIAAL & ARBEID INGESLUIT)	20,250.00	N. PIETERSE	WIFE
17/03/2020	NELDIN VOORSIENERS (PTY) LTD	SNY & VERWYDERING VAN GRAS P/M2(HOLSTER,ESKOMLYN,BONTEBOK/RINGSTR,OOPRUIMTES CORONATION STR)	922.80	N. PIETERSE	WIFE
18/03/2020	NELDIN VOORSIENERS (PTY) LTD	ADDITIONAL TREATMENT OF COUNCIL CHAMBER	250.00	N. PIETERSE	WIFE
20/03/2020	NELDIN VOORSIENERS (PTY) LTD	ADDITIONAL TREATMENT OF COUNCIL CHAMBER	2,750.00	N. PIETERSE	WIFE
10/03/2020	KHOI SAN CAVE HOLDINGS	SNY & VERWYDERING VAN GRAS P/M2(CARAVAN PARK)	4,263.30	G. JANSEN/A. JANSEN	SON/DAUGHTER IN LAW
20/03/2020	KHOI SAN CAVE HOLDINGS	SNY & VERWYDERING VAN GRAS P/M2(KLIPPRIVIER WWTW)	1,950.00	G. JANSEN/A. JANSEN	SON/DAUGHTER IN LAW
23/03/2020	KHOI SAN CAVE HOLDINGS	SNY & VERWYDERING VAN GRAS P/M2(VERKEERS AFD)	1,954.92	G. JANSEN/A. JANSEN	SON/DAUGHTER IN LAW
19/03/2020	JONATHAN OKTOBER	SNY & VERWYDERING VAN GRAS P/M2(SOUFIETJIE STR SYPAADJIES)	1,263.15	M. OCTOBER	WIFE

23/03/2020	JONATHAN OKTOBER	WEGRY VAN LEE FILTERSAND SAKKE NA STORTINGS TERREIN EN KLIPPERIVIER WWTW PER VRAG	1,350.00	M. OCTOBER	WIFE
25/03/2020	JONATHAN OKTOBER	CLEANING OF SW CHANNELS PM & REMOVAL OF RUBBISH(HOOFSTR)	1,800.00	M. OCTOBER	WIFE
15/04/2020	HEIN'S AUTO ELECTRICAL CC	REPAIR OF STARTING CCK 2339(QUOTE 941)	639.38	JOHAN DE JAGER	BROTHER
15/04/2020	HEIN'S AUTO ELECTRICAL CC	REPAIR OF STARTING PROBLEM & FIT NEW BATTERY CCK 5877(QUOTE 950)	1,856.93	JOHAN DE JAGER	BROTHER
24/04/2020	KEMANZI (PTY) LTD	SUPPLY & DELIVER OF SODUIM ALUMINUIM OXIDE P/KG(SMT 10/19-20)	31,050.00	J. DU TOIT	WIFE
30/04/2020	HEIN'S AUTO ELECTRICAL CC	FIT OF NEW TAILLAMPS CCK 3586(QUOTE 985)	1,805.17	JOHAN DE JAGER	BROTHER
30/04/2020	HEIN'S AUTO ELECTRICAL CC	FIT OF REAR TAILLIGHTS LAMPS CCK 5877(QUOTE 980)	1,641.83	JOHAN DE JAGER	BROTHER
30/04/2020	HEIN'S AUTO ELECTRICAL CC	REPAIR OF SHORT ON PRESS CCK 2215(QUOTE 978)	1,009.62	JOHAN DE JAGER	BROTHER
30/04/2020	HEIN'S AUTO ELECTRICAL CC	FIT OF NEW ALTERNATOR CCK 16588(QUOTE 984)	3,223.31	JOHAN DE JAGER	BROTHER
30/04/2020	HEIN'S AUTO ELECTRICAL CC	REPAIR OF STARTER CCK 16588(QUOTE 982)	1,637.37	JOHAN DE JAGER	BROTHER
30/04/2020	HEIN'S AUTO ELECTRICAL CC	CHECK & REPAIR OF CHARGING & FIT NEW BATTERY CCK 16197(QUOTE 977)	3,480.93	JOHAN DE JAGER	BROTHER
19/05/2020	KEMANZI (PTY) LTD	SODUIM ALUMINUIM OXIDE	35,707.50	J. DU TOIT	WIFE
19/05/2020	HEIN'S AUTO ELECTRICAL CC	UPS BATTERYE	1,191.40	J. DE JAGER	BROTHER
19/05/2020	HEIN'S AUTO ELECTRICAL CC	CALL OUT FOR JUMPSTART (QUOTE 996) CCK 7439	207.00	J. DE JAGER	BROTHER
19/05/2020	HEIN'S AUTO ELECTRICAL CC	TEST CHARGING & REPAIR OF ALTERNATOR CCK 13765(QUOTE 1007)	1,423.29	J. DE JAGER	BROTHER
26/05/2020	HEIN'S AUTO ELECTRICAL CC	FIT OF BATTERIES CCK 4784(QUOTE 973)	2,895.70	J. DE JAGER	BROTHER
27/05/2020	HEIN'S AUTO ELECTRICAL CC	REPAIR OF ALTERNATOR CCK 2215(QUOTE 1001)	3,231.11	J. DE JAGER	BROTHER
28/05/2020	KEMANZI (PTY) LTD	SUPPLY & DELIVERY OF LIQUID ALUMINUIM SULPHATE P/KG (SMT 24/18-19)	80,003.29	J. DU TOIT	WIFE
29/05/2020	HEIN'S AUTO ELECTRICAL CC	ATTEND TO CHARGING & REPAIR OF ALTERNATOR CCK 12502 (QUOTE 1038)	1,681.19	J. DE JAGER	BROTHER
29/05/2020	HEIN'S AUTO ELECTRICAL CC	621/622 NUWE SABAT BATTERY CCK 12985(QUOTE 1020)	970.00	J. DE JAGER	BROTHER
29/05/2020	HEIN'S AUTO ELECTRICAL CC	FIT OF NEW BATTERIES & CABLE CCK 16195(QUOTE 1019)	4,416.51	J. DE JAGER	BROTHER
29/06/2020	LEBAZI BROTHERS (PTY) LTD	OOPKAP VAN KRAPAAL HOEK VAN KERK EN KEEROMSTRAAT	600.00	G.LIBAZI	BROTHER

567,652.89

Total awards to close family members of persons in the services of the state amounted to R 567 652.89 for the 2019/20 financial year compared to R 921 834.07 for the previous financial year.

9. AWARDS TO PERSONS IN THE SERVICE OF THE STATE

In terms of Council’s Supply Chain Management Policy, paragraph 44, the municipality is prohibited from doing business with any person in the service of the state.

The following deviations from this paragraph were approved by the Accounting Officer:

None

10. REPORTING OF AWARDS ABOVE R100, 000

In terms of MFMA circular 34, all awards above R100 000.00 must be reported to Provincial and National Treasury on a monthly basis. The following awards were reported for the 2019/20 financial year:

Contract details			Total value of contracts		Premium Value Paid		B-BBEE Status Level of Contributor	Method of procurement	Preference point system	Sub-contracting	Is the bid awarded in terms	Is the reporting completed
Contract reference	Service provider/ Supplier	Contract Description	Total value of contract	Lowest Acceptable Bid Value	Premium Value Paid	Premium % Paid	Level	Quotation/ Competitive Bidding/ Deviation	80/20 or 90/10	< than 25% (insert value) > than 25% (insert value)	(Yes/ No)	(Yes/ No)

SMT06/19-20	Genadendal Jackies Bazaar	The provision of refuse removal services in Infanta and Malagas for a three (3) year period.	873,000.00	873,000.00	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
	Entsha Henra	Upgrading of gravel roads and stormwater infrastructure Phase 2 portion 2	5,768,508.84	5,768,508.84	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT10/19/20	Kemanzi (Pty) Ltd	The supply and delivery of aluminium oxide	391 560.00	391 560.00	0.00	0.00%	1	Tender	80/20	n/a	n/a	No	Yes
SMQ01/19/20	Planserv Town & Regional Planning	Appointment of a service provider Panorama / Coldrey Street residential extension rezoning and subdivision of portion of remainder erf 1, Swellendam	168,511.75	168,511.75	0.00	0.00%	4	Quotation	80/20 rule	n/a	n/a	No	Yes
SMQ02/19/20	Umsiza Planning	Provision of Professional Services Zoning and subdivision - Railton Hub initiative	158 003.50	158 003.50	0.00	0.00%	4	Quotation	80/20 rule	n/a	n/a	No	Yes
SMT03/19/20	Kwapele Basadi - Cleanit	Supply and Delivery of Cleaning materials for the period ending 30 June 2022.	779,972.64	779,972.64	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT08/19/20	Urwebo e-Transand	The building of bulk water meter chambers.	205,916.28	205,916.28	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes

SMT07/19/20	Silver Solutions 1140cc t/a Cape Hygiene	Supply and Delivery of toilet paper for the period ending 30 June 2022	327,675.00	327,675.00	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT15/19/20	Urhwebo e-Transand	Construction of the bulk water rising main in Suurbraak (Phase 1B)	1 562 391.21	1 562 391.21	0.00	0.00%	1	Tender	n/a	n/a	n/a	No	Yes
SMT13/19/20	Masisebenze Water Systems (Pty) Ltd	Service, cleaning and re-fill of filtermedia of 14 pressure filters at Swellendam Wayter Treatment Works	331,615.96	331,615.96	0.00	0.00%	1	Tender	n/a	n/a	n/a	No	Yes
SMT21/19/20	SwellenKons truksie (Pty) Ltd	Construction of raised paved intersections at Bontebok / Vollehoven Street and Koornland/Str oom Street	328,800.00	328,800.00	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT30/19/20	Alveo Water (Pty) Ltd	Upgrading of Suurbraak Bulk Water supply scheme Phase 2A Pumpstation	3 633 703.92	3 633 703.92	0.00	0.00%	4	Tender	n/a	n/a	n/a	No	Yes
SMQ10/19/20	Uber Technologie s CC.	Upgrading and Renewal of E'mail System	R 108,387.20	R 108,387.20	0.00	0.00%	4	Quotation	n/a	n/a	n/a	No	Yes
SMT22/19/20	TMT Services & Supplies (Pty) Ltd	Supply, delivery and provision of administrative support services for a fine collection system & camera equipment with related operational support for a three (3) year period.	3,000,000.00	3,000,000.00	0.00	0.00%	1	Tender	n/a	n/a	n/a	No	Yes

SMT33/19/20	WM Spilhaus Swellendam	Supply, delivery, offloading and installation of pumps and electrical equipment for Hermitgaa Pump Station	712,864.24	712,864.24	0.00	0.00%	4	Tender	n/a	n/a	n/a	No	Yes
SMT40/19/20	Geodebt Solutions	Provision of Debtor Management and Software and Administrative Support for Swellendam Municipality over three(3) year period	5 451 552.00	5 451 552.00	0.00	0.00%	4	Tender	n/a	n/a	n/a	No	Yes
SMT44/19/20	Toyota South Africa Motors	Supply and delivery of vehicles	290,012.75	290,012.75	0.00	0.00%	8	Tender	80/20 rule	n/a	n/a	No	Yes
SMT34/18/19	Take Note Trading 245 cc t/a Universal Trading	Supply and delivery of bulk water meters, valves and fittings.	290,455.50	290,455.50	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes

24,382,900.79

Summary	Amount
BBBEE Level 1	13,859,895.43
BBBEE Level 2	0.00
BBBEE Level 3	0.00
BBBEE Level 4	10,232,992.61
BBBEE Level 5	0.00
BBBEE Level 6	0.00
BBBEE Level 7	0.00
BBBEE Level 8	290,012.75
Non-compliant	0.00

24,382,900.79

11. LOGISTICS, DISPOSAL AND RISK MANAGEMENT

The SCM unit must provide an effective system to ensure the setting of inventory levels, placing of orders, receiving and distribution of goods, stores and warehouse management, expediting orders, vendor performance,

maintenance and contract administration as well as provide for an effective method of disposal and letting of assets which is inclusive of redundant and obsolete stock. Such systems must also have in place mechanisms to identify, consider and avoid potential risk in the SCM system.

11.1 Inventory Control

The stock take for the 2019/20 financial year took place on 30 June 2020. The value was recorded at R 3 114 957.59. It is of vital importance that quarterly checks or ad hoc spot checks take place in order to reduce the risks of theft, pilferage and erroneous allocation of transactions. In order to address these risks, regular ad hoc inspections and scheduled quarterly stock-takes should be conducted.

11.2 Placing of orders

Procurement below R30 000 is currently handled by the relevant departments by obtaining their own quotations but are processed centrally at the SCM unit. It is recommended that procurement be centralised and form part of the supply chain management unit.

Below find a summary of procurement spend by department for the 2019/2020 financial year:

Sum of Order Total	Column Labels												
Row Labels	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Grand Total
AssetsNon-current AssetsBiolog	1,057.31	178,982.19	55,057.24	1,093,449.79	1,492,363.29	1,997,636.36	616,620.79	1,633,905.72	658,900.59	1,176,051.58	395,558.95	1,659,264.02	10,958,847.83
AssetsNon-current AssetsProper			373,451.67	495,148.22		564,839.78	-	766,449.75	360,358.21	472,987.30	46,662.52	1,338,543.74	4,418,441.19
BUDGET AND TREA:BUDGET AND TRE		200.00	40.02					140.07	180.00				560.09
CARAVAN PARK	10,666.19	22,296.79	13,047.50	15,526.54	20,668.58	7,357.28	11,814.30	8,247.82	15,885.43		775.80		126,286.23
CEMETERIES	13,781.60			239.84	20,134.20		1,866.40	20,809.23					56,831.27
COMMONAGE				29,172.21	91,578.04	1,454.35	24,916.74	9,319.57			27,600.00		184,040.91
COMMUNITY SERVICES	1,498.97	402.61	28,337.80	15,310.29	6,944.44	4,280.38	941.75	5,788.00	2,843.00			533.00	66,880.24
CORPORATE SERVICES	127,042.15	70,112.38	78,187.52	63,470.99	78,982.46	61,938.47	68,818.04	65,809.74	72,930.59	99,503.76	119,276.66	30,845.71	936,918.47
COUNCIL GENERAL	42,916.02	32,227.84	24,976.22	86,282.73	43,896.55	27,165.03	9,797.87	48,412.89	25,483.12	34,342.34	15,166.33	64,400.00	455,066.94
Current Assets :Inventory	104,359.73	363,368.28	284,853.37	199,526.53	659,105.62	70,229.70	348,523.11	900,247.10	308,325.93	16,935.18	204,802.52	57,404.95	3,517,682.02
Current Liabili:Provision and		6,850.00	8,860.00				14,892.50						30,602.50
Current Liabili:Trade and Othe	-						12,674.52						12,674.52
ELECTRICITY ADMIN	2,723.74	218,674.10	215,251.68	212,694.43	206,921.29	207,223.58	208,270.65	210,368.58	195,672.75	214,694.54	185,635.32	200,172.68	2,278,303.34
ELECTRICITY NETWORK	42,705.67	46,344.73	65,407.11	25,046.88	81,688.86	5,642.22	41,662.54	129,367.05	25,646.52	1,462.79	17,335.06	215,286.71	697,596.14
ENGINEERS SERVICES	72,132.96	82,292.98	171,511.81	552,993.11	125,716.64	32,214.37	35,932.41	46,073.94	35,546.89		114,788.05	10,439.63	1,279,642.79
FINANCIAL SERVICES	11,724.61	353,716.48	302,548.99	252,960.31	172,831.89	76,809.05	307,972.41	82,121.27	189,277.21	165,958.80	153,523.50	227,750.94	2,297,195.46
HALLS	5,247.80	14,999.18	15,685.78	4,558.39	9,411.55	1,366.08	1,781.50	2,982.57	4,399.75	6,989.01	48.30	3,242.25	70,712.16
HOUSING :HOUSING	-		910.00	130,350.48			280.00						131,540.48

IDP			1,700.00					248.19					1,948.19
INFORMATION TEC:INFORMATION TE	128,400.00	66,391.82	68,667.75	67,545.00	64,579.29	68,180.02	65,781.00	176,578.21	93,970.91	64,200.00	64,200.00	22,280.00	950,774.00
INTERNAL AUDIT	650.00			810.00									1,460.00
IRRIGATION WATER	166.75	20,810.57	20,304.47	28,221.30	22,768.00	19,576.33	19,779.54	19,971.22	25,530.73	20,485.84	3,560.58	-	201,175.33
LIBRARY	17,050.16	31,871.72	18,720.16	16,720.16	33,793.24	18,273.37	33,608.23	6,924.94	37,098.27				214,060.25
LOCAL ECONOMIC DEVELOPMENT								310.00					310.00
MAIN ROADS						35,332.50							35,332.50
MUNICIPAL MANAGER	128,863.50	63,435.40	66,540.25	30,730.99	110,414.81	69,857.73	163,262.94	96,964.05	78,037.91	121,843.96	141,891.62	48,391.40	1,120,234.56
OFFICE BUILDINGS	28,510.60	10,592.55	16,332.71	17,023.75	9,656.35	42,182.66	6,430.52	17,272.42	35,067.63	2,948.47	4,506.23	597.80	191,121.69
PARKS	99,581.40	68,760.48	49,936.15	96,084.36	146,041.97	53,935.12	62,957.19	111,269.43	90,241.95	8,009.31	3,177.39	7,815.01	797,809.76
POUND	729.47			401.12									1,130.59
REFUSE	529,379.56	342,485.22	186,623.08	350,422.62	229,604.78	166,812.36	96,942.46	433,865.15	308,745.90	415,848.56	218,126.99	345,957.14	3,624,813.82
SEWERAGE ADMINISTRATION	19,374.31	72,560.64	44,698.40	75,937.30	204,740.94	32,693.08	73,227.59	61,165.97	56,128.14	26,102.27	23,939.62	2,990.00	693,558.26
SEWERAGE PURIFICATION	19,187.33	250,098.04	46,122.01	89,357.16	51,490.98	49,114.00	376,019.16	58,418.56	48,313.03	33,428.99	376,340.09	35,412.41	1,433,301.76
SPORTS AND RECREATIONS	7,530.12	37,185.49	11,506.95	20,495.60	17,482.11	2,574.66	23,568.84	5,865.87	2,093.16			290.00	128,592.80
STORES				569.00									569.00
STORMWATER	14,027.01	26,912.21	24,620.53	33,022.64	72,256.31	20,451.10	26,466.87	24,873.96	20,185.47				262,816.10
STREET LIGHTS	5,153.00			84,060.00									89,213.00
STREETS	35,728.66	145,306.47	146,023.52	1,839,216.11	135,951.34	91,429.40	106,911.79	124,077.84	170,200.12	2,254.60	150,122.91	132,993.00	3,080,215.76
SUPPLY CHAIN												41.58	41.58
THUSONG CENTER	800.00		1,233.19		4,289.96	3,945.70	3,201.14	4,600.00	4,323.53			-	22,393.52
TOURISM				2,000.00					450.00				2,450.00

TOWN PLANNING	163,096.62	137,186.15	37,082.00	13,247.53	63,992.20	674.99	156,514.38	3,870.40	5,902.00		3,536.00	128,266.45	713,368.72
TRAFFIC AND LICENSING	34,159.43	40,920.78	22,010.19	33,939.09	28,571.62	18,158.35	40,657.38	52,577.37	17,096.55	8,273.64	6,666.53	2,586.20	305,617.13
WATER DAMS		1,976.36											1,976.36
WATER NETWORK	42,028.99	20,506.41	27,638.42	122,653.30	300,220.60	4,431.71	25,828.63	20,552.66	63,269.28	1,797.97	5,307.17	660.99	634,896.13
WATER PURIFICATION	12,992.43	40,623.11	116,031.97	136,344.53	297,315.28	50,807.65	210,590.62	43,000.31	59,147.28	32,040.05	166,815.22	80,553.47	1,246,261.92
WORKSHOP FLEET		253.00	1,029.25	499.50	90.00								1,871.75
Grand Total	1,723,266.09	2,768,343.98	2,544,947.71	6,236,031.80	4,803,503.19	3,806,587.38	3,198,513.81	5,192,449.85	3,011,251.85	2,926,158.96	2,449,363.36	4,616,719.08	43,277,137.06

11.3 Receiving and distribution of goods

The receipt and issuing of goods should be recorded timely. The way goods are currently distributed should however be reconsidered taking the cost involved into account.

11.4 Vendor performance, maintenance and contract administration

Vendor performance is monitored continuously however some problems are not promptly addressed despite various everts by the SCM unit to inform user departments about their responsibilities in this regard. However, the administration and management thereof will receive the necessary attention for improvement. Contract administration and management remains a challenge.

11.5 Disposal of assets

None.

12. RECOMMENDATION

1. That cognisance be taken of the report.
2. That the report be made public in accordance with section 21A of the Municipal Systems Act.