

SWELLENDAM MUNICIPALITY



DIRECTORATE: FINANCIAL SERVICES

SUPPLY CHAIN MANAGEMENT

**IMPLEMENTATION REPORT FOR THE 2018/2019 FINANCIAL
YEAR**

INDEX

The scope of the implementation review will include the following:

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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 2018/2019 financial year of Swellendam Municipality.

2. POLICY

The policy for the 2019/2020 financial year has been reviewed which was adopted by Council on 30 May 2019.

3. DELEGATIONS

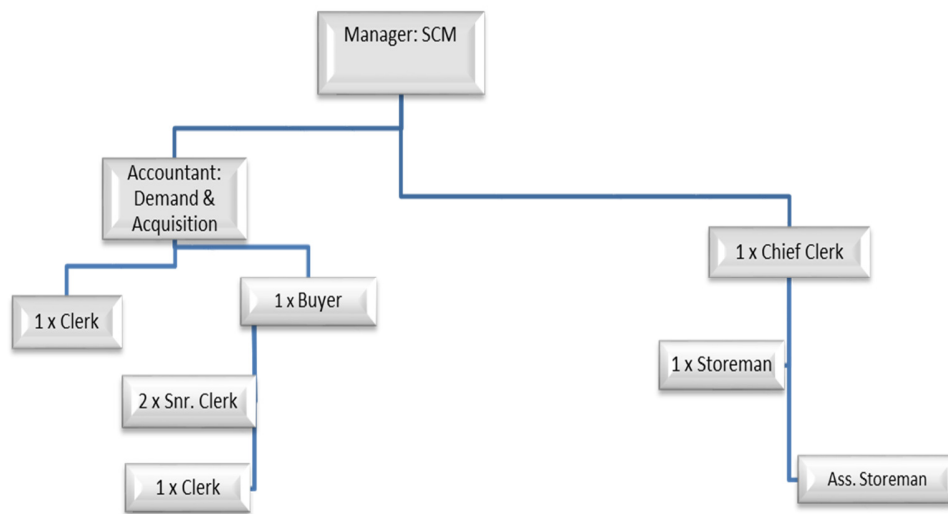
The Municipal Manager is responsible for implementing the policy and to take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

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 1340 suppliers registered on this Database. The number of suppliers increased by 85 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	5 422	452	23
Orders processed	5 422	452	23
Requests cancelled or referred back	191	16	0.80
Extensions	13	1.08	0.05
Bids received (number of documents)	130	11	0.54
Bids awarded	27	2.25	0.11
Bids awarded ≤ R200 000	17	1.42	0.07
Appeals registered	3	0.25	0.001
Successful Appeals	0	0	0

Description	Total No	Monthly Average	Daily Average
Bid Specification Committee meetings	30	2.5	0.13
Bid Evaluation Committee meetings	29	2.5	0.13
Bid Adjudication Committee meetings	21	1.75	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 composition 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 2018/2019 financial year:

DIRECTORATE	TENDER NO	TENDER DESCRIPTION	SUPPLIER / CONTRACTOR	AMOUNT APPROVED VAT Incl.
Community	SMT01/18/19	Appointment of Small Contractors for Various Small Works Within <u>SWELLENDAM</u>	CANCELLED	
Community	SMT02/18/19	Appointment of Small Contractors for Various Small Works Within <u>BUFFELJAGSRIVIER</u>	CANCELLED	
Community	SMT03/18/19	Appointment of Small Contractors for Various Small Works Within <u>SUURBRAAK</u>	CANCELLED	
Community	SMT04/18/19	Appointment of Small Contractors for Various Small Works Within <u>BARRYDALE</u>	CANCELLED	
Infrastructure	SMT05/18/19	Strip, Repair & Maintenance of Pumps, Mixers & Electric Motors for a (3) Year Period	Hendrick Greeff CC. t/a Allfix Services	Tariffs
			ABE Rewinds (Pty) Ltd. t/a Delta Rewinds	Tariffs
			LH Marthinusen a Division of Actom	Tariffs
Community	SMT06/18/19	Supply & Delivery of Refuse Bags for a (3) Year Period	Ikamva Facilities Management CC.	R 1,885,450.00
Corporate	SMT07/18/19	Proviision of Security Services for a (3) Year Period	Bredasdorp Armed Response	R 5,178,475.36
Infrastructure	SMT08/18/19	Supply & Delivery of Glass Filter Media for Water Purification	Memotec Trading CC.	R 184,000.00
Office of MM	SMT09/18/19	Provision of Tourism Services	Destinate Solutions (Pty) Ltd.	R 600,000.00
Infrastructure	SMT10/18/19	Supply & Delivery of Second Hand LWB Vehicles for Swellendam Municipality	Rola Auto (Pty) Ltd. t/a Rola Ford Swellendan	R 594,501.20
Finance	SMT11/18/19	Sale of Remainder of Erf. 5036	M. & D. Pholas Lounge (Pty) Ltd.	R 130,424.78

Corporate	SMT12/18/19	Close Tender Adjourning Erf. 5174	Soutrivier Beleggings CC.	R 305,860.00
			Stegman Smit Prop. Trust	R 102,992.00
			V. Theunissen	R 216,122.00
			Melchior Trust	R 104,304.00
			M.J. Koch Trust	R 111,967.00
			G.P. Engela	R 94,628.00
			Pioneer Meubels	R 108,814.00
			B. Michaels	R 102,254.00
Corporate	SMT14/18/19	Appointment of a Service Provider do Design and Place Advertisements in Locall Media	Langebrg Bulletin	Tariffs
			Zuid Courant	Tariffs
Corporate	SMT15/18/19	Supply, installation and monitoring of alarm systems for a three (3) year period	FAM Genote (Pty) Ltd. t/a Securenet	R 220,000.00
Finance	SMT16/18/19	Supply & Delivery of IT Equipment for the Period Ending: 30 June 2019	CHM Vuwani Computer Solutions (Pty) Ltd.	Tariffs
Finance	SMT18/18/19	Supply & Delivery of Cement for a (3) Year Period	Memotec Trading CC.	R 389,256.00
Corporate	SMT19/18/19	Land Use Planning Process	TPM Stadsbeplanners	574,051.25
Finance	SMT21/18/19	Supply & Delivery of Roadmarking Paint for a (3) Year Period	Olympia International Paints & Coatings	R 598,267.50
Corporate	SMT22/18/19	Provision of Various Electronic Web Based Management Systems & Related Consulting Activities for a (3) Year Period	Ignite Advisory Services (Pty) Ltd.	R 1,008,429.80
Corporate	SMT23/18/19	Close Tender Process	Combo Sign	R 0.00
Water Services	SMT24/18/19	Supply & Delivery of Liquid Aluminium	Kemanzi (Pty) Ltd.	R 1,475,600.00
Fleet Services	SMT26/18/19	Appointment of a Service Provider for the Repairs & Service of Vehicles with Allison Gearboxes	HD Transmission	Tariffs
Corporate	SMT28/18/19	Appointment of a Service Provider do Design and Place Advertisements in Local-, Provincial & National Media	Ayanda Mbanga Communications	Rates
Finance	SMT31/18/19	Supply & Delivery of Equipment for the Upgrading of Server Infrastructure – Municipal Head Office.	Mantella IT Support Services (Pty) Ltd.	R 176,318.00
Finance	SMT32/18/19	Upgrading of Network Infrastructure – Municipal Head Office.	Mantella IT Support Services (Pty) Ltd.	R 180,991.92
Infrastructure	SMT33/18/19	Design, Sizing, Supply, Delivery & Installation of x3 Wall Mounted Sluice Plate Vertical Rising Penstock Valves	RJ Consani (Pty) Ltd	R 322,420.00

Infrastructure	SMT34/18/19	Supply, Delivery & Offloading of Bulk Water Meters, Valves & Fittings	Take Note Trading 245 CC.	R 290,455.50
Finance	SMT35/18/19	Provision of Accounting Support for a (3) Year Period	Mubesko Africa (Pty) Ltd. in Consortium with Moore Stevans	R 4,993,784.39
Infrastructure	SMT37/18/19	Professional Engineering Services for Structures & Buildings	Bergstan South Africa (Pty) Ltd. CSM Consulting Engineers (Pty) Ltd. Element Consulting Engineers Iliso Consulting Engineers Lukhozi Consulting Engineers V3 Consulting Engineers Rupee Consulting CC.	Rates
Infrastructure	SMQ01/18/19	Supply & Delivery of a Pavement Cutter & a High Pressure Jet Machine	PNB Civils and Safety (Pty) Ltd.	R 97,750.00
Infrastructure	SMQ02/18/19	Supply & Delivery of a Concrete Mixer & a Reverse Drive Power Rodder	PNB Civils and Safety (Pty) Ltd.	R 85,767.00
Community Ser.	SMQ04/18/19	Supply & Delivery of Skips	Ibini (Pty) Ltd.	R 189,577.50
Community Ser.	SMQ05/18/19	Supply & Delivery of Brush Cutters	Turf Cutters (Pty) Ltd.	R 35,448.00
Infrastructure	SMQ06/18/19	Supply & Delivery of Tools	FLO Specialized Product Solutions Elinesman (Pty) Ltd.	R 132,313.25 R 13,477.98
Community Ser.	SMQ07/18/19	Supply & Delivery of Tables for Community Halls	Forms Media Independent Africa	R 49,277.50
Infrastructure	SMQ08/18/19	Supply, Installation & Commissioning of Electrical Motors, Gearbox & Mixer for the STP_Swellendam	LH Marthinusen a Division of Actom	R 138,611.80
Electrical Dep.	SMQ11/18/19	Supply & Delivery of Copper Wire	ARB Electrical Wholesalers	R 136,395.00
Infrastructure	SMQ13/18/19	Supply of a water irrigation pump and electrical motor for Barrydale Waste Water Treatment Plant.	Massive Quantum (Pty) Ltd.	R 71,932.06
Infrastructure	SMQ14/18/19	Supply and deliver of a (2x) mobile 80mm single diaphragm sludge pumps.	Ian Dicky (Pty) Ltd	R 108,814.00
Community Ser.	SMQ17/18/19	Supply, Deliver & Offloading of Balau Decking	AH Marais Seuns	R 166,999.00
Infrastructure	SMQ19/18/19	Supply, Delivery & Offloading of a 15 000lt Water Tank	Masisibenze Water Systems (Pty) Ltd.	R 49,910.00

R 21,325,587.44

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 2018/19 financial year:

Details of Deviations for Procurement Services

Type of deviation	Value of deviations	Percentage of total deviations value	Value of deviations	Percentage of total deviations value
	2018/19		2017/18	
Clause 36(1)(a)(i) - Emergency	231,073.12	8.55%	197,903.08	5.83%
Clause 36(1)(a)(ii) – Sole Supplier	1,081,068.29	39.99%	246,181.41	6.39%
Clause 36(1)(a)(iii) - Unique arts	n/a	n/a	n/a	n/a
Clause 36(1)(a)(v) - Impractical / impossible	1,384,205.15	51.20%	3,395,846.24	88.09%
Clause 36(1)(b) – Minor breaches of procurement processes	7,222.19	0.27%	15,011.48	0.39%
Total	2,703,568.75	100%	3 854 942.21	100%

**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
29-Sep-18	D&H Engineering	Herstel van waterpompe Bakenskap Reservoir	12,475.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring MM
15-Sep-18	D&H Engineering	Herstel van Monopomp Suurbraak	2,940.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring MM
22-Oct-18	D&H Engineering	Herstel van rioolpomp Buffeljagsrivier Roolwerke	2,940.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring MM
07-May-19	Automation Works Cape (Pty) Ltd	Voorsiening en installasie van sekuriteit toerusting te Bakenskap Reservoir	73,872.55	DKD	Adverteringsproses nie gevolg as gevolg dringendheid. Slegs 1 kwotasie ontvang.
16-May-19	Pumptron (Pty) Ltd	Voorsiening van Gorman Rupp valves	6,750.50	DID	As gevolg van dringendheid slegs een kwotasie ontvang
16-May-19	G.C. Martin	Huur van vullistrok verwydering van huishoudelike vullis	4,400.00	DGD	As gevolg van dringendheid slegs een kwotasie ontvang
31-May-19	Lexis Windeed	Property Deeds dump report	85,870.50	DFD	Adverteringsproses nie gevolg as gevolg van dringendheid. Twee kwotasie wel ontvang.
06-Jun-19	B.B. Marthinus	Vervanging van geyser materiaal en arbeid	10,445.08	DID	As gevolg van dringendheid slegs een kwotasie ontvang
25-Jun-19	Sedgwick Holdings	Sny van twee nuwe "hatches" in "container" en pas nuwe sluitstuk en skarniere vas	4,387.00	DID	As gevolg van dringendheid slegs een kwotasie ontvang
25-Jun-19	Sedgwick Holdings	Fire break clearing and organic waste incineration	5,000.00	DID	As gevolg van dringendheid slegs een kwotasie ontvang
25-Jun-19	LH Marthinus	Vervanging van elektriese motor	21,992.49	DID	As gevolg van dringendheid slegs een kwotasie ontvang
			231,073.12		

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
27-Aug-18	Workshop Electronics	Diens en kalibrasie van A graad toetslyn Verkeerdepartement	16,251.80	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring MM

10-01-2019	Dupleix Liquid Meters	Vervanging van Hoogte sensor skakelaars by Suurbraak Riool Pompstasie	25,508.84	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer is die alleen verskaffer van Emerson produkte (Vereenigde Koningryke) in SA . Goedkeuring MM
10-01-2019	Centex Africa	Purchase of Cornell pump for as replacement while servicing other pump	342,000.30	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer is die alleen verskaffer van Cornell pomp (VSA) Koningryke) in SA . Goedkeuring MM
06-02-2019	Specialist System Engineering (Pty) Ltd	Voorsiening van telemetrie toerusting vandalisme en roof Bakenskap Reservoir	5,318.75	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
07-Feb-19	Streicher Trust	Huur van kantoorgeboue vir die Departement Infrastruktuur Dienste 3 jaar periode	687,008.60	DKD	Vanwee die onveiligheid van die huidige kantore van die Departement Infrastruktuur is al die eiendomsagente in Swellendam gekontak om kwotasies in te dien vir die huur van kantoorspasie. Slegs 1 kwotasie is ontvang gesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
13-03-2019	ANDIS	Diens en kalibrasie van 1x motorfiets toets toerusting	4,980.00	DGD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Verskaffer is die enigste maatskappy wat die NRSC Motorcycle toets toerusting vervaardig, herstel en kalibreer. Goedkeuring MM

1,081,068.29

Afwykinge 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

0.00

Afwykinge 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

Afwykinge 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	Departement	Rede vir Afwyking
03-Aug-18	HD Transmissions	Herstel van ratkas van vullistrok CCK 3348	89,739.15	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
27-Aug-18	Gw Trautmann CC	Herstel van belugter nommer 2 senter	16,560.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring MM
03-Sep-18	Spilhuas Swellendam	Herstel van rouwater pomp Suurbraak watersuiweringswerke	3,369.50	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
10-Sep-18	D&H Engineering	Herstel van waterpompe Bakenskap Reservior	3,485.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring MM
13-Sep-18	The Institute of Internal Auditors of South Africa	Delegasie fooie	8,000.00	MM	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring MM
17-Sep-18	HD Transmissions	aal	19,264.41	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
20-Sep-18	Bonnievale-Swellendam Taxivereniging	Vervoerdienste na en van Phelopepa gesondheidstrein	13,400.00	MM	Slegs 1 kwotasie. Goedkeuring MM
05-Nov-18	Shelf It	Voorsiening en installering van rakke Munisipale Hoofkantoor en SCM kantore.	43,912.09	DKD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
08-Nov-18	Media 24	Plasing van spesiale kennisgewing gelukwensing graanprodusent van die jaar 2018, Dirkie en Johan van As	2,760.00	DKD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
11-Nov-18	Curiositasa (Sabine Lehman)	Fasiliteer Strategiese sessie: Fasiliteite en Projekte	20,000.00	MM	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
27-Nov-18	Zuid Courant	Ontwerp en druk van eksterne nuusbriewe	32,926.00	MM	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Aanbevole verskaffer behou waarborg. Goedkeuring Wnde. MM
27-Nov-18	Langeberg Bulletin	Ontwerp en druk van interne nuusbriewe	15,250.00	MM	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring Wne. MM
28-Nov-18	Swartland Munisipaliteit	Aankoop van "trailer , box body tools" CK 19419	8,337.50	DID	Per openbare veiling.
		Aankoop van "2004 Nissan Garbage compactor" CK 37315	299,000.00	DID	Per openbare veiling.

		Aankoop van "Wacker roller compactor"	25,300.00	DID	Per openbare veiling.
		Aankoop van "1988 Home built trailer" CCK 7154	3,162.50	DID	Per openbare veiling.
06-Dec-18	C. de Viliers Elektries BK	Installasie en kalibrasie van UPS beurtkrag	16,424.20	DFD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
16-01-2019	PowerCom Solutions	Opspoor en herstel van kabelfout Silo's Swellendam	18,460.38	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
24-01-2019	Nexia SAB&T	Forensiese Dienste	348,146.40	DFD	Adverteringsproses nie gevolg as gevolg van dringendheid. Vier kwotasie wel ontvang.
29-01-2019	Ignite Advisory	Die "drafting of the mid-year performance scoresheets and finalise the score sheets after reviews" vir Senior Bestuurders	7,935.00	DKD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
30-01-2019	D & H Engineering	Herstelwerk inbraak TV Toring gebou	14,250.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
21-Feb-19	IB Nel	Opdatering van inligting op Swellendam Munisipaliteit se webwerf	30,000.00	MM	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
21-Feb-19	Power Transformers	Herstel van 315KVA / 11KV transformator wat olie lek	30,370.50	DID	Slegs 1 kwotasie is ontvang gesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
22-Feb-19	C van Eeden	Opdatering van inligting op Swellendam Munisipaliteit se sosiale blaaie	30,000.00	MM	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
3-Apr-19	Historiese huise van Suid-Afrika beperk	3 dae argitektuurstyle kursus	2,100.00	DKD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win.
06-Apr-19	Neldin Voorsieners (Pty) Ltd	Verwydering van Hek en omheining by Ou Telkom gebou	3,360.00	DKD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win.
29-Apr-19	Power Transformers	Herstel van transformers	51,059.40	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win.
30-Apr-19	Techno Serve	Diens van Hoogspanning skakelaars	141,312.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win.
19-Jun-19	Rating Afrika	Verslag: meet van toestand van Munisipaliteit	2,875.00	DKD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win.
30-Jun-19	Purusha Publications	Plasing van kennisgewings in plaaslike koerant	45,610.12	DKD	Onprakties om amptelike prosesse te volg. Goedkeuring MM
30-Jun-19	Langberg Bulletin	Plasing van kennisgewings in plaaslike koerant	37,836.00	DKD	Onprakties om amptelike prosesse te volg. Goedkeuring MM

1,384,205.15

Afwykinge in terme van SCM regulasie 36 (i) (b) bekragting van geringe oortredings					
Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking
29-Aug-18	Sentraal Suid Kooperasie	Aankoop van baterye	226.53	DGD	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM
10-Dec-18	Barloworld	Aankoop en voosiening van items vir CCK 13166 en CCK 15894 (Bulldozer)	2,108.81	DGD	Aparte rekwisities uitgerik vir aankope. Goedkeuring MM
14-Dec-18	NK Locksmith	Oopmaak van kluis Verkeerboete kantoor	600.00	DFD	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM
20-Dec-18	Agrimark Barrydale	Aankoop van "repair clamps" vir pypbreek	613.09	DGD	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM
20-Dec-18	Agrimark Barrydale	Aankoop van "repair clamps" vir pypbreek	505.97	DGD	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM
25-Feb-19	SSK	Aankoop van handoekrolle en "doom"	464.19	DID	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM
05-Jun-19	Indian Oil	Aankoop van diesel	2,703.60	DID	Bestelling was uitgereik voor verhoogde diesel pryse en aankope was gedoen met verhoogde dieselprys. Goedkeuring MM

7,222.19

Totale afwykinge vir 2018/2019

2,703,568.75

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:

DATE	NAME	DESCRIPTION	AMOUNT	CLOSE FAMILY MEMBER	RELATIONS HIP
09/07/2018	HEIN'S AUTO ELECTRICAL	FIT NEW HEADLIGHT BULB	858.02	JOHAN DE JAGER	BROTHER
12/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ENGINE LIGHT & FIT OF NEW BATTERY & ROTA	4,508.00	JOHAN DE JAGER	BROTHER
16/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR FAULTY PETROL GAUGE CCK12985	4,116.14	JOHAN DE JAGER	BROTHER
17/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF FAULTY SPEEDO, HOOTER & ROTATING LAMP	3,051.41	JOHAN DE JAGER	BROTHER

18/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF FUEL GAUGE CCK 11096	480.52	JOHAN DE JAGER	BROTHER
20/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF DIESEL GAUGE, WIPERS & HEADLIGHTS CCK 1444	779.47	JOHAN DE JAGER	BROTHER
20/07/2018	HEIN'S AUTO ELECTRICAL	REPLACE OF BATTERIES CCK 3565	3,910.00	JOHAN DE JAGER	BROTHER
20/07/2018	HEIN'S AUTO ELECTRICAL	INSERT CUT OF SWITCH CCK 12434	742.08	JOHAN DE JAGER	BROTHER
20/07/2018	HEIN'S AUTO ELECTRICAL	FIT OF WORK LED LIGHT CCK 1931	1,628.81	JOHAN DE JAGER	BROTHER
20/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTER CCK 6511	1,359.46	JOHAN DE JAGER	BROTHER
20/07/2018	HEIN'S AUTO ELECTRICAL	FIT OF NEW BATTERY CCK 7846	1,509.95	JOHAN DE JAGER	BROTHER
26/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ROTATING LAMP CCK 4080	1,254.08	JOHAN DE JAGER	BROTHER
26/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF TRAILER PLUG & WIRING CCK 13486	600.99	JOHAN DE JAGER	BROTHER
26/07/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF TRAILOR PLUG CCK 2364	634.74	JOHAN DE JAGER	BROTHER
27/07/2018	HEIN'S AUTO ELECTRICAL	FIT OF NEW STARTER CCK 16197	3,678.85	JOHAN DE JAGER	BROTHER
02/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR ALTERNATOR, HOOTER & STARTER CCK 16586	3,607.91	JOHAN DE JAGER	BROTHER
13/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ROTATING LAMP CCK 8077	2,303.80	JOHAN DE JAGER	BROTHER
13/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR STARTER CCK 15811	2,776.49	JOHAN DE JAGER	BROTHER
13/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR WIPERS CCK 13776	2,514.19	JOHAN DE JAGER	BROTHER
13/08/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO ABS LIGHT CCK 14402	402.50	JOHAN DE JAGER	BROTHER
13/08/2018	HEIN'S AUTO ELECTRICAL	INSERT OF NEW BATTERY CCK 4783	1,545.03	JOHAN DE JAGER	BROTHER
13/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF INDICATORS CCK 10698	388.13	JOHAN DE JAGER	BROTHER
15/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR HEADLIGHTS CCK 10752	222.76	JOHAN DE JAGER	BROTHER
15/08/2018	HEIN'S AUTO ELECTRICAL	FIT OF NEW BATTERY CCK 12434	1,955.00	JOHAN DE JAGER	BROTHER
17/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR PARK LIGHT CCK 16586	159.05	JOHAN DE JAGER	BROTHER
17/08/2018	HEIN'S AUTO ELECTRICAL	INSERT OF NEW BATTERY CCK 13565	1,955.00	JOHAN DE JAGER	BROTHER
17/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ROTATING LAMP CCK 3947	982.10	JOHAN DE JAGER	BROTHER
21/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTING CCK 2215	3,312.54	JOHAN DE JAGER	BROTHER
27/08/2018	HEIN'S AUTO ELECTRICAL	BULBS 12V SINGLE CONTACT	224.25	JOHAN DE JAGER	BROTHER
28/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR STARTING CCK 13166	794.42	JOHAN DE JAGER	BROTHER

28/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTING CCK 3565	2,093.69	JOHAN DE JAGER	BROTHER
31/08/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF TRAILOR LIGHTS CCK 5113	952.83	JOHAN DE JAGER	BROTHER
10/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR STARTING ON FORD RANGER	1,337.07	JOHAN DE JAGER	BROTHER
11/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ALTERNATOR & WIRING CCK 1999	1,269.30	JOHAN DE JAGER	BROTHER
18/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF HEATER CCK 13776	1,455.16	JOHAN DE JAGER	BROTHER
18/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR CUT OFF SWITCH CCK 1329	535.10	JOHAN DE JAGER	BROTHER
18/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR LIGHTS ON TRUCK CCK 3947	120.98	JOHAN DE JAGER	BROTHER
18/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF WIRING ON CCK 13565	490.48	JOHAN DE JAGER	BROTHER
18/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTING ON JCB CCK 13166{	3,399.35	JOHAN DE JAGER	BROTHER
19/09/2018	HEIN'S AUTO ELECTRICAL	BULBS 24V DOUBLE CONTACT	373.75	JOHAN DE JAGER	BROTHER
20/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ALL LIGHTS & WIPERS CCK 15811{	6,593.65	JOHAN DE JAGER	BROTHER
26/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF BRAKE LIGHTS CK 10151	162.96	JOHAN DE JAGER	BROTHER
26/09/2018	HEIN'S AUTO ELECTRICAL	FIT OF NEW ROTATING LAMP CCK 2215	1,326.87	JOHAN DE JAGER	BROTHER
26/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF TRAILOR PLUG CCK 2339	363.69	JOHAN DE JAGER	BROTHER
28/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF FAULTY SPEEDOMETER CCK 1329	380.08	JOHAN DE JAGER	BROTHER
28/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTING ON CCK 3348	4,744.21	JOHAN DE JAGER	BROTHER
28/09/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTER CCK 10872	499.10	JOHAN DE JAGER	BROTHER
28/09/2018	HEIN'S AUTO ELECTRICAL	NEW BATTERY CCK 10872	784.99	JOHAN DE JAGER	BROTHER
04/10/2018	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF ALUMINIUM SODIUM OXIDE	74,934.00	JN DU TOIT	SPOUSE
08/10/2018	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF LIQUID ALUMINIUM	80,845.00	JN DU TOIT	SPOUSE
22/10/2018	LEBAZI BROTHERS (PTY) LTD	SNY VAN GRAS SWELLENDAM WATERSUIWERINGWERKE	1,530.00	CLR. G LEBAZI	AUNT
24/10/2018	LEBAZI BROTHERS (PTY) LTD	HERSTEL VAN SLAGGATE KOORNLANDSTRAAT & TRICHARDSTRAAT	1,820.00	CLR. G LEBAZI	AUNT
30/10/2018	LEBAZI BROTHERS (PTY) LTD	SKOONMAAK VAN STORMWATER SLOOT SHANDSTRAAT	1,684.35	CLR. G LEBAZI	AUNT
22/10/2018	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS KLIPPERVIER RIOOLWERKE	1,980.00	G. JANSEN/A. JANSEN	SON/ DAUGHTER IN LAW
07/11/2018	NELDIN VOORSIENERS	SNY EN VERWYDERING VAN GRAS DE MISTSTRAAT	941.60	N. PIETERSEN	WIFE
07/11/2018	NELDIN VOORSIENERS	SNY EN VERWYDERING VAN GRAS	954.04	N. PIETERSEN	WIFE

		AUGESTRAAT			
08/11/2018	LEBAZI BROTHERS (PTY) LTD	SNY VAN GRAS BETHEL RESERVIOR	1,225.00	CLR. G LEBAZI	AUNT
12/11/2018	LEBAZI BROTHERS (PTY) LTD	OOPKAP EN TOEMAAK VAN 500 MM X 500 MM SLOOT SUBERTAIN	1,200.00	CLR. G LEBAZI	AUNT
12/11/2018	NELDIN VOORSIENERS	SKOONMAAK VAN STORMWATER PUTTE TE BERGSTRAAT, RHENUISSTRAAT, TRICHARDSTRAAT, AUGUSTRAAT EN KERKSTRAAT	1,800.00	N. PIETERSEN	WIFE
21/11/2018	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF ALUMINIUM SODIUM OXIDE	37,467.00	JN DU TOIT	SPOUSE
08/01/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF ALUMINIUM SODIUM OXIDE	74,934.00	JN DU TOIT	SPOUSE
15/01/2019	HEIN'S AUTO ELECTRICAL CC	REPAIR OF INDICATORS CCK 12962	164.45	JOHAN DE JAGER	BROTHER
24/01/2019	HEIN'S AUTO ELECTRICAL CC	REPLACE OF TRAILOR PLUG CCK 5113	205.22	JOHAN DE JAGER	BROTHER
28/01/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS KLIPPERIVIER RIOOLWERKE	2,000.00	G. JANSEN/A. JANSEN	SON/ DAUGHTER IN LAW
30/01/2019	HEIN'S AUTO ELECTRICAL CC	REPAIR OF STARTING ON CCK 13565	1,776.52	JOHAN DE JAGER	BROTHER
31/01/2019	HEIN'S AUTO ELECTRICAL CC	REPAIR OF SHORT ON HOOTER CCK	960.25	JOHAN DE JAGER	BROTHER
31/01/2019	HEIN'S AUTO ELECTRICAL CC	REPAIR OF BRAKE SWITCH CCK 10698{	417.22	JOHAN DE JAGER	BROTHER
31/01/2019	HEIN'S AUTO ELECTRICAL CC	UPS DELTEC BK 12-18 BATTERIES	763.60	JOHAN DE JAGER	BROTHER
31/01/2019	NELDIN VOORSIENERS	SNY EN VERWYDERING VAN GRAS P/M RAILTON BEGRAFPLAAS	2,863.02	N. PIETERSEN	WIFE
31/01/2019	LEBAZI BROTHERS (PTY) LTD	OOPKAP EN TOEMAAK VAN 500 MM X 500 MM SLOOT VAN SYL STRAAT, SKOONMAAK VAN AREA	1,994.00	CLR. G LEBAZI	AUNT
08/02/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS KLIPPERIVIER RIOOLWERKE	2,000.00	G. JANSEN/A. JANSEN	SON/ DAUGHTER IN LAW
13/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR OF HEADLIGHTS CCK 1897 (QUOTE 102409)	304.75	J DE JAGER	BROTHER
15/02/2019	LEBAZI BROTHERS (PTY) LTD	SKOFFEL VAN ONKRUID EN SPUIT VAN ONKRUIDDODER (DROSTDY STR); SKOONMAAK VAN STORMWATER PUTTE EN VERWYDERING VAN VULLIS (DROSTDY STR)	1,932.90	CLR. G LEBAZI	AUNT
22/02/2019	NELDIN VOORSIENERS	SKOONMAAK VAN STORMWATER PUTTE EN VERWYDERING VAN VULLIS (RHENUISSTRAAT, TRICHARDSTRAAT, HOOF, SWELLENGREBELSTRAAT)	1,890.00	N. PIETERSEN	WIFE
27/02/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF LIQUID ALUMINIUM SULPHATE PER LITRE SMT12/15/16	78,784.02	JN DU TOIT	SPOUSE
27/02/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF ALUMINIUM SODIUM OXIDE PER KG SMT33/15/16	74,934.00	JN DU TOIT	SPOUSE
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	FIT TO NEW BATTERIE & ATTEND TO BRAKE LIGHTS CCK 16194(QUOTE 102333)	977.02	J DE JAGER	BROTHER

27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR OF DIESEL GAUGE CCK 6511 (QUOTE 102340)	780.06	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR IF INDICATORS CCK 12962 (QUOTE 102345)	160.34	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR OF IMMOBILIZER CCK 16581 (QUOTE 102343)	2,264.92	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR OF LIGHTS CCK 14443 (QUOTE 102365)	1,029.54	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	JUMPSTART OF GRADER CCK 13565 (QUOTE 102366)	134.55	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	FIT TO NEW LED LAMPS ON TRAILER CCK 5113 (QUOTE 102369)	1,429.93	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPLACE OF TRAILOR PLUG CCK 5113 (QUOTE 102371)	200.09	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR OF STARTING ON CCK 13565 (QUOTE 102385)	1,732.11	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR OF SHORT ON HOOTER CCK 10352 (QUOTE 102393)	936.25	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR OF BRAKE SWITCH CCK 10698 (QUOTE 102392)	406.79	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	UPS DELTEC BK 12-18 BATTERIES	744.51	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	FIT NEW RELAY ON TRACTOR AS PER QUOTE 102436	350.75	J DE JAGER	BROTHER
27/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	FIT NEW LAMPS ON DOZER AS PER QUOTE 102437	1,762.95	J DE JAGER	BROTHER
27/02/2019	LEBAZI BROTHERS (PTY) LTD	CLEANING OF STORMWATER IRRIGATION CHANNELS	1,874.60	CLR. G LEBAZI	AUNT
28/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR HOOTER & ROTATING LAMPAS PER QUOTE 102422	869.17	J DE JAGER	BROTHER
28/02/2019	HEIN'S AUTO ELECTRICAL REPAIRS	FIT NEW LED LAMPS ON PUMPTRUCK CCK 10847	2,036.19	J DE JAGER	BROTHER
08/03/2019	HEIN'S AUTO ELECTRICAL REPAIRS	REPAIR TRAILER PLUG ON CCK 1988 AS PER QUOTE	638.44	J DE JAGER	BROTHER
20/03/2019	LEBAZI BROTHERS (PTY) LTD	SNY EN VERWYDERING VAN GRAS BETHEL RESERVOIR	1,785.00	CLR. G LEBAZI	AUNT
20/03/2019	LEBAZI BROTHERS (PTY) LTD	REPAIR POTHoles - GRAVEL ROADS HERMITAGE PAD	1,950.00	CLR. G LEBAZI	AUNT
22/03/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (TOETSTASIE)	1,954.92	G. JANSEN/A. JANSEN	SON/ DAUGHTER IN LAW
26/03/2020	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (KLIPPERIVIER WWTW)	2,000.00	G. JANSEN/A. JANSEN	SON/ DAUGHTER IN LAW
29/03/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (RAILTON BEGRAFPLAAS)	3,340.19	G. JANSEN/A. JANSEN	SON/ DAUGHTER IN LAW
29/03/2019	NELDIN VOORSIENERS	CLEANING OF STORMWATER PITTS AND MANHOLES	1,575.00	N. PIETERSEN	WIFE
09/04/2019	LEBAZI BROTHERS (PTY) LTD	VERF VAN POMPSTASIE SE WATER PYPE	980.00	CLR. G LEBAZI	AUNT
04/04/2019	NELDIN VOORSIENERS	VERWYDERING VAN DAKPLATE, BALKE OU TELKOM GEBOU	3,600.00	N. PIETERSEN	WIFE

09/04/2019	NELDIN VOORSIENERS	SNY EN VERDERING VAN GRAS KLOOF EN PARKIE RESIEBAANSTRAAT	3,135.18	N. PIETERSEN	WIFE
10/04/2019	NELDIN VOORSIENERS	UITHAAL/GRAWE EN VERWYDERING VAN 16 STAAL PALE	2,800.00	N. PIETERSEN	WIFE
10/04/2019	NELDIN VOORSIENERS	AFHAAL VAN HEKKE EN VERVOER NA MUNISIPALE STOOR	560.00	N. PIETERSEN	WIFE
18/04/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF LIQUID ALUMINIUM SULPHATE PER LITRE SMT12/15/16	75,900.00	JN DU TOIT	SPOUSE
25/04/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (TOETSTASIE)	1,954.92	G. JANSEN/A. JANSEN	SON / DAUGHTER IN LAW
29/04/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (KLIPPERIVIER WWTW)	2,000.00	G. JANSEN/A. JANSEN	SON / DAUGHTER IN LAW
30/04/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF ALUMINIUM SODIUM OXIDE PER KG SMT33/15/16	74,934.00	JN DU TOIT	SPOUSE
27/05/2019	LEBAZI BROTHERS (PTY) LTD	SKOONMAAK VAN STORMWATER KANAAL	1,887.60	CLR. G LEBAZI	AUNT
14/05/2019	NELDIN VOORSIENERS	SNY EN VERDERING VAN GRAS RAILTON SPORTGRONDE	1,784.16	N. PIETERSEN	WIFE
22/05/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF LIQUID ALUMINIUM OXIDE	74,934.00	JN DU TOIT	SPOUSE
24/05/2019	KHOI SAN CAVE HOLDINGS	SNY EN VERWYDERING VAN GRAS P/M2 (KLIPPERIVIER WWTW)	2,000.00	G. JANSEN/A. JANSEN	SON / DAUGHTER IN LAW
06/06/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF LIQUID ALUMINIUM OXIDE	37,467.00	JN DU TOIT	SPOUSE
10/06/2019	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF ALUMINIUM SODIUM OXIDE PER KG	75,520.00	JN DU TOIT	SPOUSE

921,834.07

Total awards to close family members of persons in the services of the state amounted to R 921 834.07 for the 2018/19 financial year compared to R 529 117.62 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 2018/19 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 of section 114 of the	Is the reporting completed on CBA system?	
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)
SMT06/18/19	Ikamva Facilities Management cc	Supply and deliver of refuse bags to the Swellendam Municipality.	1,867,630.00	1,817,430.00	50,200.00	2.76%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT07/18/19	Bredasdorp Armed Response	Provision of security Services for a three (3) year period	5,178,475.36	5,178,475.36	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes

n/a	Swartland Municipality	Purchase of a "2004 Nissan Garbage compactor" CK 37316	299,000.00	299,000.00	0.00	0.00%	Non-compliant	Deviation	n/a	R 0.00	R 0.00	No	Yes
SMT05-18-19	Hendrik Greef cc t/a Allfix Services	Repair and installation of pumps, mixers and electric motors for a three (3) year period.	869,030.00	869,030.00	0.00	0.00%	4	Tender	80/20 rule	n/a	n/a	No	Yes
SMQ04/18/19	Ibini (Pty) Ltd	Supply and delivery of six (6) skips	164,850.00	160,986.00	3,864.00	2.40%	1	Quotation	80/20 rule	n/a	n/a	No	Yes
SMQ06/18/19	FLO Specialized Product Solutions	Supply and delivery of tools.	115,055.00	115,055.00	0.00	0.00%	1	Quotation	80/20 rule	n/a	n/a	No	Yes
SMQ08/18/19	LH Marthinusa a Division of Actom	Supply, installation and commissioning of electrical motors, gearbox and mixer for sewerage treatment plant Swellendam	120,532.00	120,532.00	0.00	0.00%	1	Quotation	80/20 rule	n/a	n/a	No	Yes
SMT09/18/19	Destinate Solutions (Pty) Ltd	Proposals for the provision of Tourism Project Services	1,043,315.00	1,043,315.00	0.00	0.00%	4	Tender	80/20 rule	n/a	n/a	No	Yes
SMT11/18/19	M and D Pholas Lounge (Pty) Ltd	The sale of remainder of erf 5036 in Railton Swellendam.	150,000.00	150,000.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
SMT12/18/19		Close tender – limited to the property owner's adjacent erf. 5174, industrial area Swellendam						Tender	n/a	n/a	n/a	No	Yes

	Brian Micheals	Erf no 5171	102,254.00	102,254.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
	MJ Koch Trust IT 491/9709	Erf no 5170	111,967.00	111,967.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
	Soutrivier Beleggings BK	Erf no 5163	120,294.00	120,294.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
	Vicqui Theunissen	Erf no 5168	109,962.00	109,962.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
	Melchior Trust	Erf no 5169	104,304.00	104,304.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
	Stegmann Smit Property Trust	Erf no 5166	102,992.00	102,992.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
SMT24/18/19	Kemanzi (Pty) Ltd	Supply and delivery of aluminium sulphate for a three (3) year period.	1,696,940.00	1,696,940.00	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT12/18/19	Gerrie Engela	Close tender – limited to the property owner’s adjacent erf. 5174, industrial area Swellendam - Erf 5172	138,544.00	138,544.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
n/a	Centex Africa	Purchase of Cornell pump for as replacement while servicing other pump	342,000.30	342,000.30	0.00	0.00%	Non-compliant	Deviation	n/a	n/a	n/a	No	Yes
n/a	Nexia SAB&T	Forensic Investigation Services	348,146.40	348,146.40	0.00	0.00%	Non-compliant	Deviation	n/a	n/a	n/a	No	Yes

SMT19/18/19	TPM Stadsbeplanners	Appointment of service provider for land use planning process	574,051.25	574,051.25	0.00	0.00%	4	Tender	n/a	n/a	n/a	No	Yes
n/a	Streicher Trust	Hiring office space Department Infrastructure	687,008.60	687,008.60	0.00	0.00%	Non-compliant	Deviation	n/a	n/a	n/a	No	Yes
SMQ11/18/19	ARB Electrical Wholesalers (Pty) Ltd	Supply and Delivery of Copper Wire	136,395.00	136,395.00	0.00	0.00%	2	Quotation	80/20 rule	n/a	n/a	No	Yes
SMT08/18/19	Memotek Trading CC.	Supply and Delivery of Glass Filter Media for Water Purification	184,000.00	184,000.00	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT31/18/19	Mantella IT Support Services (Pty) Ltd	Supply and Delivery of Equipment for the Upgrading of Server Infrastructure – Municipal Head Office.	176,318.00	176,318.00	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMQ17/18/19	AH Marias en Seuns (Pty) Ltd	Supply, delivery and offloading of balau decking	166,999.00	166,999.00	0.00	0.00%	4	Quotation	80/20 rule	n/a	n/a	No	Yes
SMT32/18/19	Mantella IT Support Services (Pty) Ltd	Supply and Delivery of Equipment for the Upgrading of Network Infrastructure – Municipal Head Office.	180,991.92	180,991.92	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT21/18/19	Olympia International Paints and Coatings	Supply and Delivery of Roadmarking Paint for a (3) Year Period	598,267.50	598,267.50	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT22/18/19	Ignite Advisory Services (Pty) Ltd	Provision of various web based electronic management system	1,089,387.95	1,089,387.95	0.00	0.00%	Non-compliant	Tender	80/20 rule	n/a	n/a	No	Yes

n/a	Techno Serve	Service of high voltage switchgear	141,312.00	141,312.00	0.00	0.00%	Non-compliant	Deviation	n/a	n/a	n/a	No	Yes
SMQ14/18/19	Ian Dicky (Pty) Ltd	Supply and Deliver of x2 Mobile 80mm Single Diaphragm Sludge Pumps for the Infrastructure Department.	102,189.00	102,189.00	0.00	0.00%	8	Quotation	80/20 rule	n/a	n/a	No	Yes
SMT33/18/19	RJ Consani (Pty) Ltd	Design, sizing, supply and installation of 3 x Wall Mounted Sluice Plate Vertical Rising Penstock Valves – 304 stainless steel (Channel Gates) at the Swellendam Waste Water Treatment Works.	322,420.00	322,420.00	0.00	0.00%	4	Tender	80/20 rule	n/a	n/a	No	Yes
SMT12/18/19	Pioneer Meubels	Close tender – limited to the property owner’s adjacent erf. 5174, industrial area Swellendam	108,814.00	108,814.00	0.00	0.00%	Non-compliant	Tender	n/a	n/a	n/a	No	Yes
SMT18/18/19	Memotek Trading CC	The supply and delivery cement for a three (3) year period	389,256.00	389,256.00	0.00	0.00%	1	Tender	80/20 rule	n/a	n/a	No	Yes
SMT10/18/19	Rola Auto (Pty) Ltd t/a Rola Ford Swellendam	The supply & delivery of second hand / demo / new lwb vehicles.	594,501.20	594,501.20	0.00	0.00%	Non-compliant	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

SMT35/18/19	Mubesko Africa (Pty) Ltd in consortium with Moore Stephans	Provision of Accounting Services	4,993,784.39	4,993,784.39	0.00	0.00%	Non-compliant	Tender	80/20 rule	n/a	n/a	No	Yes
			23,721,442.37			54,064.00							

Summary	Amount
BBBEE Level 1	10,962,771.28
BBBEE Level 2	136,395.00
BBBEE Level 3	0.00
BBBEE Level 4	2,975,815.25
BBBEE Level 5	0.00
BBBEE Level 6	0.00
BBBEE Level 7	0.00
BBBEE Level 8	102,189.00
Non-compliant	9,544,271.84
<u>23,721,442.37</u>	

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 2018/19 financial year took place on 28 June 2019. The value was recorded at R 3 090 805.61. 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 2018/2019 financial year:

Sum of Order Total	Column Labels												
Row Labels	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Grand Total
AssetsNon-current AssetsBiolog	1,651,540.29	174,480.67	1,050,254.62	2,031,883.21	222,037.01	1,935.45	465,103.15	26,715.00	57,269.08	310,609.13	267,700.93	2,182,285.83	8,441,814.37
AssetsNon-current AssetsProper			427,546.92	1,265,126.03	812,216.95	983,395.23	717,523.27	908,325.29	1,349,574.67	71,932.06	359,988.51	2,313,664.98	9,209,293.91
BUDGET AND TREA							1,652.00	924.05					2,576.05
BUILDING CONTROL					54.02				110.00				164.02
CARAVAN PARK	16,715.38	27,217.19	11,689.91	20,835.20	11,749.05	4,282.00	15,658.28	14,102.35	17,015.11	13,200.65	13,079.04	9,773.17	175,317.33
CEMETERIES	3,143.64	8,525.64	9,036.61	14,382.84	6,837.23	17,719.20	8,209.58		9,793.59	5,124.60	216.22	400.34	83,389.49
COMMONAGE	11,679.91	7,053.82	6,926.70	24,893.63	16,672.12	38,307.24	14,878.00	12,162.13	15,112.78	23,607.21	11,661.07		182,954.61
COMMUNITY SERVICES	9,235.70	9,461.96	9,562.60	8,980.87	1,534.85	3,705.00	10,214.32	1,188.01	9,867.90	37,598.76	10,496.97	432.44	112,279.38
CORPORATE SERVICES	1,272.94	113,296.79	34,901.55	105,467.40	87,607.43	51,561.23	68,780.87	55,992.72	39,043.45	48,308.26	63,837.30	61,278.15	731,348.09
COUNCIL GENERAL	32,064.10	9,189.07	26,727.90	9,702.78	94,852.51	203,529.12	11,495.03	14,233.69	10,972.65	27,566.88	9,062.67	4,840.94	454,237.34
Current Assets :Inventory	274,622.51	211,708.15	236,603.76	94,910.61	614,608.47	67,658.15	274,693.95	250,626.03	355,845.18	286,450.55	541,193.99	106,185.94	3,315,107.29
Current Liabili:Provision											14,335.51	10,445.08	24,780.59
Current Liabili:Trade and O	8,880.00	19,200.00		7,290.00	10,950.00	2,430.00	26,911.00			2,600.00		500.00	78,761.00
ELECTRICITY ADMIN	5,602.16	331,818.54	50,906.28	416,209.30	165,735.78	321,793.38	163,354.28	65,119.34	146,896.17	156,206.04	163,512.43	163,032.40	2,150,186.10
ELECTRICITY NETWORK	43,874.05	98,220.15	64,755.11	65,371.41	32,516.00	20,478.12	46,098.67	129,331.10	28,176.54	218,304.83	118,104.76	41,360.94	906,591.68
ENGINEERS SERVICES	74,107.84	119,759.16	61,505.59	35,129.13	23,231.14	595.75	139,878.61	12,342.37	213,442.77	46,735.30	177,627.80	382,327.27	1,286,682.73
FINANCIAL SERVICES	243,081.90	257,549.32	152,870.98	215,122.52	195,064.26	172,633.99	320,539.46	170,073.26	161,083.23	279,584.48	303,273.93	103,433.85	2,574,311.18
HALLS	3,564.71	11,728.37	2,310.32	2,790.00	2,085.08	480.00	1,606.21	1,396.54	1,757.81	362.00	5,964.98	6,716.53	40,762.55
HOUSING					29,775.00		1,003.02						30,778.02

IDP					2,600.00				700.00		679.94		3,979.94
INFORMATION TEC	87,191.37	72,779.90	75,167.50	992,607.95	63,513.62	76,786.54	76,405.00	70,822.00	61,190.29	90,148.70	63,874.00	82,620.00	1,813,106.87
INTERNAL AUDIT			8,000.00							2,435.64			10,435.64
IRRIGATION WATER		61,617.09		7,826.74	2,257.48	36,741.30	14,648.99	436.17		50,664.84		65,521.79	239,714.40
LIBRARY	19,887.17	5,838.68	16,006.17	22,207.54	36,581.30	20,266.68	19,070.15	34,559.35	24,090.72	30,181.35	25,278.06	0.00	253,967.17
LICENSING :LICENSING	0.00		908.00				4,002.25				1,718.75		6,629.00
LED												799.00	799.00
MAIN ROADS					46,268.25								46,268.25
MUNICIPAL MANAGER	42,559.51	65,594.09	54,771.48	48,426.94	149,539.23	75,119.92	68,526.85	12,855.06	137,280.08	117,336.96	84,102.19	5,721.76	861,834.07
OFFICE BUILDINGS	14,028.56	9,207.12	11,746.05	14,952.70	31,431.08	9,552.87	22,758.45	16,682.47	19,379.10	20,120.79	40,382.15	1,752.76	211,994.10
PARKS	113,584.91	80,402.29	98,852.68	138,463.12	122,743.30	65,401.88	69,290.45	57,990.23	66,474.99	109,130.43	73,826.07	10,784.61	1,006,944.96
POUND	228.85	1,329.72	457.70		2,372.66	363.17	1,046.16	2,807.84	1,203.36				9,809.46
REFUSE	209,842.44	557,409.05	407,555.45	210,676.21	313,632.35	278,603.68	266,244.58	456,949.00	195,252.89	257,943.54	257,439.20	281,543.17	3,693,091.56
SEWERAGE ADMIN	111,223.70	59,863.51	94,889.66	50,435.26	31,489.35	78,843.16	146,323.26	61,299.21	117,415.36	62,528.78	43,438.17	32,567.77	890,317.19
SEWERAGE PURIFICATION	51,397.90	149,584.14	75,008.89	53,216.19	49,887.91	72,307.73	182,640.90	18,315.36	88,657.11	229,901.38	352,526.42	165,074.19	1,488,518.12
SPORTS AND RECREATIONS	19,629.43	19,859.03	3,613.44	39,772.40	9,119.62	0.00	9,087.32	41,081.71	49,849.17	39,645.34	36,906.13	178,725.38	447,288.97
STORES	1,965.00	1,858.20				4,291.11			799.00				8,913.31
STORMWATER	33,863.74	52,007.31	76,698.88	12,278.36	12,249.80	20,505.50	5,638.65	18,356.73	14,254.60	6,087.85	123,444.03	33,906.36	409,291.81
STREET LIGHTS	25,449.50		30,347.17										55,796.67
STREETS	203,901.80	249,696.69	370,948.87	269,801.67	149,657.94	179,018.37	230,701.59	179,913.63	200,337.44	162,139.61	709,067.68	251,761.30	3,156,946.59
SUPPLY CHAIN			360.00	1,845.75					150.00				2,355.75
THUSONG MULTIPURPOSE CENTER	730.00	12,000.32	4,396.96	5,059.06	4,802.67	309.36	3,532.00	3,588.08	5,818.90	10,100.86	5,115.74	38.97	55,492.92
TOWN PLANNING	259,278.72	6,090.62	34,838.02	11,300.12	7,882.86		1,681.67	656.45	6,100.80	8,952.00	608,871.25		945,652.51
TRAFFIC AND LICENSING	41,225.24	73,433.28	24,908.65	46,795.58	52,287.80	7,472.12	17,872.34	27,891.66	34,206.26	24,238.61	20,954.10	2,817.55	374,103.19

WATER DAMS					1,799.98			1,875.00					3,674.98
WATER NETWORK	29,201.35	24,569.37	27,995.86	6,098.92	14,496.07	1,887.25	9,849.25	5,213.59	18,134.96	37,591.54	149,067.21	2,893.73	326,999.10
WATER PURIFICATION	20,343.18	58,438.66	123,484.52	43,226.33	212,832.52	13,281.44	187,758.16	184,103.20	131,440.10	56,298.43	358,215.53	145,687.46	1,535,109.53
WORKSHOP FLEET	405.51	1,968.80		159.40	499.36		1,005.45	111.00	240.04	1,854.06			6,243.62
Grand Total	3,665,323.01	2,962,756.70	3,686,554.80	6,293,245.17	3,645,472.05	2,831,255.94	3,625,683.17	2,858,039.62	3,588,936.10	2,842,891.46	5,017,562.73	6,648,893.66	47,666,614.41

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 due to a lack of staff.

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.