

# **SWELLENDAM MUNICIPALITY**



**DIRECTORATE: FINANCIAL SERVICES**

**SUPPLY CHAIN MANAGEMENT**

**3<sup>rd</sup> QUARTER IMPLEMENTATION REPORT FOR THE 2017/2018  
FINANCIAL YEAR**

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**The scope of the implementation review will include the following:**

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## **1. INTRODUCTION**

This report is a summary of the implementation of the Supply Chain Management Policy as adopted by Council on 05 December 2005 and highlights the implementation of Supply Chain Management in Swellendam Municipality. It is required by regulation 6(3) of the Supply Chain Management Regulations that the Accounting Officer submits a quarterly report on the implementation of Supply Chain Management to the Mayor to give effect to his oversight role.

Following is a summary of the Supply Chain Management Implementation Report for the 3<sup>rd</sup> quarter in terms of the 2017/2018 financial year of Swellendam Municipality:

- 1.1 Deviations decreased by 58% to R297 180.69 from the 2<sup>nd</sup> quarter.
- 1.2 The Procurement plan is not a cast in stone plan and needs to be amended when the needs change, however changes are not communicated to this office which may result in under spending of the budget
- 1.3 Procurement spend in terms of local economic development amounts to R 4 020 339.00 which represent 40% of the total orders placed during the 3<sup>rd</sup> quarter.
- 1.4 It should be noted that procurement is a specialised function hence it needs to be centralised in order to ensure that user departments focus on their core function of service delivery.
- 1.5 Bid Committee system needs to be revised and it is recommended that the Bid Specification and Bid Evaluation Committees are appointed on a case by case manner.

## **2. POLICY**

The current SCM policy has been reviewed and was adopted by Council in order to incorporate the latest SCM prescripts, as required by paragraph 3 of the SCM Regulations.

## **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. SCM 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:

Manager: Supply Chain

Accountant: Demand & Acquisitions

1 x Buyer (Vacant)

3 x Senior Clerks

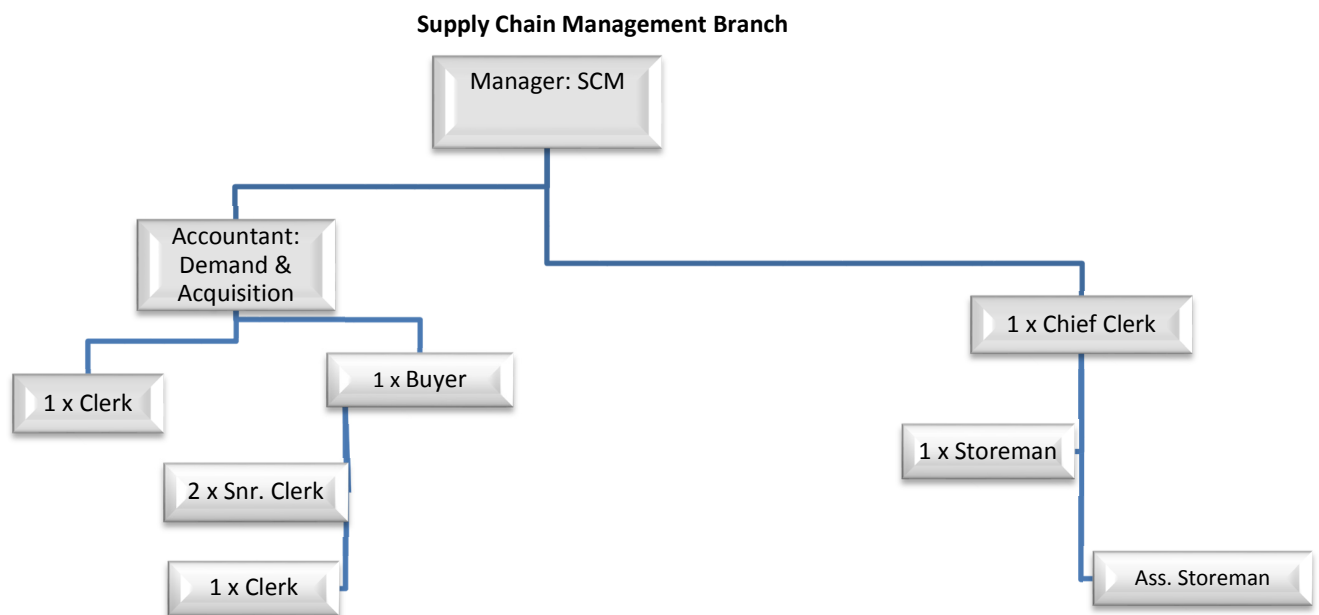
1 x Clerk (Vacant)

1 x Administrator: Stores & Disposals

1 x Storeman

1 x Assistant Storeman (Vacant)

The approved organizational structure within the unit is set out as follows:



The current structure is however not fully implemented as three vacancies are currently not filled.

## **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 1222 suppliers registered on this Database.

## Procurement Planning

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 a normal procurement environment.

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. Subsequent to this the unit held individual sessions with departments to complete their respective procurement plans for procurements above R30 000 for the 2017/2018 financial year in order to ensure that they spend their budgets effectively, efficiently and economically.

RESPONSIBLE PERSON	DESCRIPTION OF GOODS / WORKS OR SERVICES REQUIRED	VOTE NO	ESTIMATED VALUE (incl. all applicable taxes)	ACTUAL EXPENDITURE	AVAILABLE AMOUNT	ENVISAGED DATE OF ADVERTISE MENT	ACTUAL DATE OF ADVERTISE MENT	ENVISAGED CLOSING DATE	ACTUAL CLOSING DATE	ENVISAGED DATE OF AWARD	ACTUAL DATE OF AWARD
D. Du Plessis	Airconditioners (x4)	50101000311	R 50 000.00	R 46 447.46	R 3 552.54	2017/07/14	-	2017/07/21		2017/07/28	2017/08/31
D. Du Plessis	Fridges -Kitchens (2)	50101000281 50101000371	R 6 000.00 R 5 000.00	R 3 380.54 R 3 380.54	R 2 619.46 R 1 619.46	2017/07/14	- -	2017/07/21		2017/07/28	2017/08/22
D. Du Plessis	Schredder	50101000321	R 5 000.00	R 4 385.97	R 614.03	2017/07/14	-	2017/07/21		2017/07/28	2017/10/09
D. Du Plessis	TV for communication-paypoint offices	50101000341	R 5 000.00	R 4 230.39	R 769.61	2017/07/14	-	2017/07/21		2017/07/28	2017/08/22
S.Herbst	Link stick 8 Lid	50101000491	R6500.00	R 6 300.00	R 200.00	2017/07/17	-	2017/07/24		2017/07/31	2017/11/17
B.Burger	Chainsaw	50101000241	R 7 000.00	R 6 859.02	R 140.98	2017/07/17	-	2017/07/24		2017/07/31	2017/10/24
G.Botha	Security fence Hermitage	50103000101	R 90 000.00	R 0.00	R 90 000.00	2017/07/07	2017/11/03	2017/07/28	2017/11/10	2017/08/04	2017/11/17
S.Herbst	Upgrade of protection at substation	50101000711	R 100 000.00	R 0.00	R 100 000.00	2017/07/07	2017/08/04	2017/07/28	2017/08/18	2017/08/25	2018/09/04
S.Herbst	Swellendam Main Substation (Breakers, Cables and other)	50101000111	R 1 754 386.00	R 120 971.90	R 1 633 414.10	2017/07/07	2018/02/09	2017/07/28	2018/02/23	2017/08/25	2018/04/20
W.Titus	Konsultante tender	-	-	-	-	2017/07/14	2018/02/23	2017/07/28	2018/03/16	2017/08/18	

JC Kapp	Steel Shelves	50101000521	R 15 000.00	R 12 368.40	R 2 631.60	2017/07/14		2017/08/04		2017/08/25	2017/12/06
D. Blauw	Uniform tender	10145210250 000	R 59 125.00	R 8 673.84	R 50 451.16	2017/07/14	2017/09/08	2017/08/04	2017/09/22	2017/08/25	2017/11/06
B.Burger	Railton upgrade gravel roads and stormwater phase2	50101000451	R 2 584 211.00	R 39 193.14	R 2 545 017.86	2017/07/21	2017/11/24	2017/08/11	2017/12/15	2017/09/01	2018/02/14
B.Burger	Access Control & Signage Barrydale Landfillsite- (Split into 3 formal quotations)	50101000131	R 50 000.00		R 45 793.81	2017/08/25		2017/09/08		2017/09/29	
	* Wendy house					2017/08/25		2017/09/08		2017/09/29	
	* Gate			R 1 195.00		2017/08/25		2017/09/08		2017/09/29	2017/11/08
	* Signage			R 2 211.19		2017/08/25		2017/09/08		2017/09/29	2017/11/08
S.Herbst	Wap HP	50101000201	R 12 500.00	R 9 550.00	R 2 950.00	2017/08/25		2017/09/08		2017/09/29	2017/08/08
B.Burger	Steel cutter	50101000191	R 3 000.00	R 1 510.10	R 1 489.90	2017/08/25		2017/09/08		2017/09/29	2017/11/06
K.Stuurman	Irrigation	50101000011	R 10 000.00	R 0.00	R 0.00	2017/08/25		2017/09/08		2017/09/29	
K.Stuurman	Street refuse bins	50101000151	R 10 000.00	R 0.00	R 0.00	2017/08/25		2017/09/08		2017/09/29	
L.Mralasi	Shelter Sportsgrounds Buffeljagsrivier (material only)	50101000461	R 15 000.00	R 0.00	R 0.00	2017/08/25		2017/09/08		2017/09/29	
S.Herbst	Kersliggies (Formal quotation)	10105201320 000	R 34 240.00	R 26 105.00	R 8 135.00	2017/08/25		2017/09/08		2017/09/29	2017/08/14
K.Stuurman	Deure vervang by Karavaanpark (Meranti/Origan pine)	10210201450 000	R 110 000.00	R 71 469.40	R 38 530.60	2017/09/15		2017/09/22		2017/09/22	2017/08/16
G.Botha	Bakenskop level sensor Railton level sensor	50102000031	R 90 000.00	R 0.00	R 0.00	2017/09/08		2017/09/29		2017/10/27	
B.Burger	10 Speedhumps	50101000431	R 130 000.00	R 104 434.33	R 25 565.67	2017/09/08		2017/09/29		2017/10/27	2017/11/15
G.Botha	Monitoring devices (different items) formal quotation	50103000091	R 120 000.00	R 0.00	R 120 000.00	2017/09/08	2018/01/19	2017/09/29	2018/02/02	2017/10/27	2018/03/13
D. Du Plessis	Kitchen Cupboards Council Chambers	50101000301	R 10 000.00	R 0.00	R 10 000.00	2017/09/22	2017/10/13	2017/10/06	2017/10/27	2017/10/28	2017/11/17

D. Du Plessis	Kitchen Cupboards Head office	50101000291	R 30 000.00	R 0.00	R 30 000.00						
K.Stuurman	Traffic Vehicle	50101000101	R 170 000.00	R 143 674.71	R 26 325.29	2017/09/15		2017/10/06		2017/10/27	2017/11/14
K.Stuurman	Isuzu KB (Swartland Mun)	50101000061	R 62 500.00	R 60 790.00	R 1 710.00	2017/09/15		2017/10/06		2017/10/27	2017/10/31
K.Stuurman	Trailers for equipment	50101000211	R 30 000.00	R 0.00	R 0.00	2017/09/15		2017/10/06		2017/10/27	
K.Stuurman	Nissan Cabstar UD40	50101000091	R 120 000.00	R 116 717.00	R 3 283.00	2017/09/15		2017/10/06		2017/10/27	2017/10/31
W.Titus	Moniterings kontrak	10125200420000	R 344 818.00	R 1 200.00	R 343 618.00	2017/09/15	2017/09/15	2017/10/06	2017/10/06	2017/10/27	2017/11/06
L.Mralasi	Alien Clearing (EPWP)	10185200160000	R 50 000.00	R 5 600.00	R 44 400.00	2017/09/15		2017/10/06		2017/10/27	
L.Mralasi	Firebreaks Swellendam	10185201470000	R 63 000.00	R 0.00	R 63 000.00	2017/09/15		2017/10/06		2017/10/27	2017/11/21
L.Mralasi	Firebreaks Infanta	10185201470000	R 10 700.00	R 0.00	R 10 700.00	2017/09/15		2017/10/06			
L.Mralasi	Firebreaks Suurbraak	10185201470000	R 21 000.00	R 0.00	R 21 000.00	2017/09/15		2017/10/06			
L.Mralasi	Firebreaks Bufflejagts	10185201470000	R 10 700.00	R 0.00	R 10 700.00	2017/09/15		2017/10/06			
L.Mralasi	Firebreaks Barrydale	10185201470000	R 26 000.00	R 24 560.00	R 1 440.00	2017/09/15		2017/10/06		2017/10/27	2017/11/07
D. Du Plessis	Blinds Council Chambers	50101000361	R 10 000.00	R 2 355.00	R 7 645.00	2017/09/14		2017/10/21		2017/10/28	2017/10/27
K.Stuurman	Traffic offices extension	50101000561	R 600 000.00	R 0.00	R 600 000.00	2017/10/12	2017/11/24	2017/11/03	2017/12/15	2017/11/30	
K.Stuurman	Railton sportsground- Phase 2 (contract in place)	50101000481	R 877 193.00	R 3 259 933.63	-R 2 382 740.63	2017/10/12		2017/11/03		2017/11/30	2017/09/07
K.Stuurman	Purchase of land Transnet	20101000861	R 3 000 000.00	R 0.00	R 3 000 000.00	2017/10/12		2017/11/03		2017/11/30	
D. Du Plessis	Office Buildings: * Roof Council Chambers * Painting of Council Chambers (The work to be done will depend on the value of the	10040220210000	R 350 000.00	R 182 709.60	R 167 290.40	2017/10/12		2017/11/03		2017/11/30	2017/11/20



	<u>quotations. Balance of the vote is for general maintenance of buildings through the year)</u>										
D. Du Plessis	Replace ceiling- Council Chambers					2017/10/12		2017/11/04		2017/12/01	
D. Du Plessis	Paint Deputy Mayor office					2017/10/12		2017/11/05		2017/12/02	
D. Du Plessis	Painting SCM & Town Planning building	10040201450000		R 32 554.67		2017/10/12		2017/11/06		2017/12/03	2017/11/09
F. Meyers	Thusong -Verf van gebou in gang en kantore	10170201450000	R 30 000.00	R 18 294.82	R 11 705.18	2017/10/12		2017/11/03		2017/11/30	Ongoing
B.Burger	Russel street road rehab	50101000421	R 150 000.00	R 66 176.09	R 83 823.91	2017/11/03		2017/11/24		2017/12/29	Ongoing
W. Bekker	Changes to income offices	50101000821	R 50 000.00	R 8 245.60	R 41 754.40	2017/11/03		2017/11/24		2017/12/29	
D. Du Plessis	Citi Golf - (Swartland Mun) Mnr D. Du Plessis	50101000081	R 35 000.00	R 34 043.00	R 957.00	2017/11/10		2017/12/01		2017/12/29	2017/10/31
JC Kapp	Fire Extinguishers and signs (Ontruimingsplanne )	50101000601	R 40 000.00	R 19 917.74	R 20 082.26	Contract in place				2018/02/28	
F.Erasmus	Voertuie	50101000041	R 300 000.00	R 291 794.00	R 8 206.00	2017/11/10		2017/12/01		2017/12/29	2017/10/31
G.Botha	Pump replacement-Supply, installation and commissioning	50103000061	R 180 000.00	R 0.00	R 180 000.00	2017/11/24	2018/02/02	2017/12/15	2018/02/16	2017/12/01	
G.Botha	Barrydale pipe replacement	50102000021	R 200 000.00	R 87 692.83	R 112 307.17	Inhouse (End August)					2017/12/08
F.Erasmus	Suurbraak WWTW	50103000141	R 2 192 982.00	R 466 785.01	R 1 726 196.99	2017/07/14	2018/03/02	2018/03/02	2018/03/23	2018/04/20	
S.Herbst	Telescopic saw	50101000501	R 10 000.00	R 6 250.00	R 3 750.00						2017/08/22
H.Schlebusch	ICT Network	50101000411	R 186 750.00	R 59 476.00	R 127 274.00	Ongoing					Ongoing
H.Schlebusch	Office Furniture	50101000261	R 50 000.00	R 31 273.40	R 18 726.60	Ongoing					Ongoing

## 6. ACQUISITION MANAGEMENT

### Procurement Statistics

Description	Total No	Monthly Average	Daily Average
Requests processed	1 423	474	24
Orders processed	1 423	474	24
Requests cancelled or referred back	42	14	0.7
Extensions	2	0.66	0.03
Bids received (number of documents)	60	20	1
Bids awarded	2	0.66	0.03
Bids awarded ≤ R200 000	1	0.33	0.01
Appeals registered	2	0.66	0.03
Successful Appeals	0	0	0
Bid Specification Committee meetings	6	2	0.1
Bid Evaluation Committee meetings	7	2.33	0.11
Bid Adjudication Committee meetings	5	1.66	0.08

## 7. BID COMMITTEE SYSTEM

The Accounting Officer has appointed permanent members of the committees as well as secundis. Letters 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)

This committee is 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)

This committee 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.

**(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 3<sup>rd</sup> quarter:

CONTRACT NO	CONTRACT DESCRIPTION	SUPPLIER / CONTRACTOR	CONTRACT VALUE VAT Excl.	BBBEE LEVEL
SMT14/17/18	Repair & Maintenance of Pumps, Mixer, Aerator- and Pump Electric Motors for a (3) Year Period	Hendrik Greef cc t/a Allfix Services	Tariifs	4
SMT15/17/18	Selling of Residential Erf. No. 4651, Swellendam	Agritech SWD cc.	R 154 385.96	n/a
SMT16/17/18	Supply & delivery of safety protective clothing for a (3) year period	Ganedhi Trading Enterprise	Tariffs	1
		TR Supply cc t/a TRF Sport	Tariffs	1
		Safety Protective Clothing	Tariffs	2
SMT17/17/18	Railton: Upgrading of gravel roads and storm water infrastructure: Phase2	Benver Civils and Plant Hire	R 5 049 468.00	2
SMT21/17/18	Renting of Multifunctional Photocopiers for a (3) Year Period	Arriba Technologies (Pty) Ltd.	R 4 979 191.56	2
SMT23/17/18	Construction of New Additions to the Swellendam Traffic Department Office Building	Qwaka Construction	R 626 241.60	1
SMT24/17/18	The service, maintenance and repairs of municipal vehicles, plant and equipment for a period 01 January 2018 ending 31 March 2018	Mastermac Auto Repairs (Pty) Ltd	Tariffs	5
		AAD Truck & Bus (Pty) Ltd	Tariffs	8

SMT29/17/18	Rendering of IT Services to the Swellendam Municipality	PC Connection IT Consulting (Pty) Ltd.	R 250 000	4
SMQ09/17/18	Supply & delivery of water & wastewater monitoring equipment - Supply and delivery of spectrophotometer & laboratory scale	United Scientific SA CC	71 820.00	2
	Supply & delivery of water & wastewater monitoring equipment - Supply and delivery of ceramic magnetic stirrer with hotplat	Separation Scientific SA (Pty) Ltd	8 567.00	7
	Supply & delivery of water & wastewater monitoring equipment - Supply and delivery of 6-position flocculator	CTE Water Tech	32 782.98	4

**R 11 172 457.10**

## 8. DEVIATIONS FROM PROCUREMENT PROCESSES

Please find statistics as well as a schedule of the deviations approved by the Accounting Officer during the 3<sup>rd</sup> quarter of the 2017/18 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
	3 <sup>rd</sup> Qtr. 2017/18		2 <sup>nd</sup> Qtr. 2017/18	
Clause 36(1)(a)(i)- Emergency	76 136.86	25.62	-	-
Clause 36(1)(a)(ii)- Sole Supplier	33 342.97	11.22	-	-
Clause 36(1)(a)(v) – Impractical/ Impossible	182 127.39	61.28	510 532.52	99.45
Clause 36(1)(b) - Minor breaches	5 573.50	1.88	2 807.26	0.55
<b>Total</b>	<b>297 180.69</b>	<b>100</b>	<b>513 339.78</b>	<b>100</b>

**VERSLAG OOR AANKOPE AFWYKINGS GOEDGEKEUR DIE MUNISIPALE BESTURDER 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
18-Jan-18	Imvusa Trading 2121 CC	Voorsiening van water tydens waterkrisis	9 100.00	DID	Nood toestand. Goedkeuring deur MM verleen.
22-Jan-18	Secunet- Trust Patrols	Verskaffing van sekuriteit Bjags-Na inbraak	1 596.00	DKD	Dringend vanwee inbraak vir beveiliging van gebou. Goedkeuring deur MM verleen
23-Jan-18	Entas Construction (Pty) Ltd	Herstelwerk Buffeljagsrivier kantoor gebou inbraak	9 398.16	DFD	Dringend vanwee inbraak vir beveiliging van gebou. Goedkeuring deur MM verleen

23-Jan-18	A.H. Windvogel	Lewering van dienste gedurende Desember 2017 sluiting van kantore	5 760.00	DID	Dringende werke. Goedkeuring deur MM verleen
13-02-2018	GW Trautmann CC	Repair Gormann Rupp faulty pum at Silo Pumpstation Swellendam	47 783.67	DID	Slegs 1 kwotasie aangesien dit noodtoestand is. Goedkeuring MM
16-02-2018	De Jager Elektries	Ondersoek en herstelwerk aan Raadsaal CCTV kamera stelsel	2 499.00	DKD	Dringend vanwee vir beveiliging van gebou en rekords van Raadsvergadering. Goedkeuring deur MM verleen.
			<b>76 136.83</b>		

**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
26-02-2018	Kathy Dumbrell	Assist the Swellendam Municipality in obtaining a s34 permit from HWC for the proposed burglar bars to Ou Wawiel building	2 580.00	DKD	Dringend vanwee inbraak vir beveiliging van gebou. Goedkeuring deur MM verleen. Enigste verskaffer
01-03-2018	SSK	Herstelwerk aan New Holland trekker remme CCK5877	15 681.29	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
01-03-2018	Barloworld Equipment	250 uur diens aan CAT Agtergrawer	15 081.68	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
			<b>33 342.97</b>		

**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
			<b>0.00</b>		

**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
			<b>0.00</b>		

**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	Dept	Rede vir Afwyking
18-Jan-18	HD Transmissions	Diens van ratkas van vullistrok CCK 3348	3 397.98	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
18-Jan-18	Barloworld Equipment	Diens van CCK 15894- Dozer	9 945.98	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM

19-Jan-18	TVM Konstruksie (Pty) Ltd	Voorsiening en aflewering van beton randstene "wall cap"	25 308.00	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
23-Jan-18	Harveyworld Travel Bredasdorp	Bespreking van vlugte en akkomodasie vir delegeerde Direkteure bywoning MIG vergadering Pretoria	9 273.00	DID/DFD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
30-Jan-18	Kathy Dumbrell Arthitectural Historian	Lewering van historiese dienste erwe 309 & 310, Suurbraak	2 580.00	DGD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
30-Jan-18	Barloworld Equipment	Lemme CCK 15894- Dozer	6 836.92	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
30-Jan-18	Swellendam Bestuurskool	Bestuurslesse Kode 10 vir Senior Biblioteek assistant	2 600.00	DGD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
02-02-2018	Hydrengo	Herstel van hidroliese sisteem CCK 7439	59188	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
07-02-2018	Curiositasa (Sabine Lehman)	Fasiliteer Strategiese sessie: Fasiliteite en Projekte	10000	KMB	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
16-02-2018	PC Connections	Vervang volledige wireless toerusting Verkeers departement	2 620.00	ICT	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
13-03-2018	PC Connection	Gebruik van WiFi internet maand tot maand basis	5 780.00	DFD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
15-03-2018	Workshop Electronics	Abeid en kalibrasie van toetstasie - Put toerusting	2 736.00	DGD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
20-03-2018	BCHC	Regsverteenvoordiging vir Uitvoerende Burgemeester in Arbeidsaak/Dispuut	28 500.00	DKD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
26-03-2018	JN Sefoor Bouers	Herstelwerk Karavaanpark- Prysverhoging in kwotasie	1 412.05	DGD	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
29-03-2018	Hydrengo	Herstel van hidroliese sisteem CCK 7439	9 188.40	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM
29-03-2018	Fabricius Implemente	Herstel van trekker CCK 1999	2 761.06	DID	Slegs 1 kwotasie aangesien dit onprakties is om nog kwotasies in te win. Goedkeuring MM

**182 127.39**

**Afwyings in terme van SCM regulasie 36 (i) (b) bekragtiging van geringe oortredings**

Datum	Verskaffer	Kwotasie besonderhede	Bedrag	Dept	Rede vir Afwyking
07-03-2018	Rola Ford	Aankoop van petrol	134.50	DID	Aankope gedoen sonder amptelike bestelling. Goedkeuring MM
07-03-2018	Uitsig Motors	Aankoop van petrol	415.50	DID	Aankope by verkeerde diensverskaffer. Goedkeuring MM
07-03-2018	Rola Ford	Aankoop van petrol	343.50	DID	Aankope by verkeerde diensverskaffer. Goedkeuring MM
13-03-2018	AH Windvogel	Kap en toe maak van sloot pypbreek Buitekantstraat	2 480.00	DID	Dienste was dringend benodig en amptelike bestelling kon nie vooraf uitgereik word nie. Goedkeuring MM
22-03-2018	De Jager Elektrisiteit	Diens van lugreelingstelsel	2200	DFD	Een kwotasie bo R2000.00 verkeerdelik goedgekeur. Goedkeuring MM

5 573.50

**Totale afwykings vir 3de kwartaal 297 180.69**

#### 9. 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	RELATION SHIP
18/01/2018	HEIN'S AUTO ELECTRICAL	REPAIR ELECTRICAL FAULT ON CCK 6511	4 786.24	JOHAN DE JAGER	BROTHER
26/01/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF LIGHTS ON TRAILER CCK 5113	554.72	JOHAN DE JAGER	BROTHER
31/01/2018	HEIN'S AUTO ELECTRICAL	NEW BATTERY CCK 13565	1 810.00	JOHAN DE JAGER	BROTHER
07/02/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ROTATING LAMP CCK 8077	1 235.53	JOHAN DE JAGER	BROTHER
07/02/2018	HEIN'S AUTO ELECTRICAL	FIT OF NEW ROTATING LAMP CCK 16195	2 114.01	JOHAN DE JAGER	BROTHER
08/02/2018	HEIN'S AUTO ELECTRICAL	SABAT BATTERY	790.00	JOHAN DE JAGER	BROTHER
12/02/2018	LEBAZI BROTHERS (PTY)LTD	VERWYDERING VAN INDRINGER BOME & TAKKE BY BETHEL KOP	3 724.00	CLR. G LEBAZI	AUNT
15/02/2018	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF LIQUID ALUMINUIM	3 405.01	JN DU TOIT	SPOUSE
15/02/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF SPEEDO CCK 1329	2 347.14	JOHAN DE JAGER	BROTHER
15/02/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTER CCK 1045	885.14	JOHAN DE JAGER	BROTHER
15/02/2018	HEIN'S AUTO ELECTRICAL	DELTEC BATTERIES	1 256.28	JOHAN DE JAGER	BROTHER
20/02/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF STARTER CCK 6511	1 116.26	JOHAN DE JAGER	BROTHER
21/02/2018	KEMANZI (PTY) LTD	SUPPLY AND DELIVERY OF ALUMINUIM SODUIM OXIDE	70 794.00	JN DU TOIT	SPOUSE
21/02/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ELECTRICAL FAULT CCK 16581	4 548.59	JOHAN DE JAGER	BROTHER
28/02/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO AIRCON CCK 3348	3 055.20	JOHAN DE JAGER	BROTHER
28/02/2018	HEIN'S AUTO ELECTRICAL	BATTERY CCK 7843	1 400.00	JOHAN DE JAGER	BROTHER
28/02/2018	HEIN'S AUTO ELECTRICAL	FIT OF NEW BATTERY CCK 16196	1 071.30	JOHAN DE JAGER	BROTHER
28/02/2018	HEIN'S AUTO ELECTRICAL	FIT OF NEW BATTERY CCK 10698	1 070.00	JOHAN DE JAGER	BROTHER

28/02/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF IGNITION SWITCH CCK 13766	763.80	JOHAN DE JAGER	BROTHER
09/03/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF NEW WIRING FOR ELECTRICAL FUEL PUMP	413.48	JOHAN DE JAGER	BROTHER
13/03/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO ROTATING LAMP CCK 2672	1 200.42	JOHAN DE JAGER	BROTHER
14/03/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF POWER SUPPLY FOR TRAILER PLUG	1 315.56	JOHAN DE JAGER	BROTHER
14/03/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO REAR LIGHT WIRING CCK 3801	735.64	JOHAN DE JAGER	BROTHER
14/03/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO HEAD LIGHTS CCK 10698	586.53	JOHAN DE JAGER	BROTHER
14/03/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF HAZARDS & INDICATORS CCK 13776	262.20	JOHAN DE JAGER	BROTHER
20/03/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF LEFT HEADLIGHT CCK 16581	190.72	JOHAN DE JAGER	BROTHER
23/03/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF INDICATORS CCK 5877	305.18	JOHAN DE JAGER	BROTHER
23/03/2018	HEIN'S AUTO ELECTRICAL	REPAIR OF ROTATING LAMP CCK 13166	1 383.96	JOHAN DE JAGER	BROTHER
23/03/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO IGNITION SWITCH CCK 14439	359.10	JOHAN DE JAGER	BROTHER
28/03/2018	HEIN'S AUTO ELECTRICAL	NUWE BATEERY CCK 15894	1 938.00	JOHAN DE JAGER	BROTHER
28/03/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO STARTING CCK 4129	505.82	JOHAN DE JAGER	BROTHER
28/03/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO FAULTY PARKLIGHT CCK 1897	127.68	JOHAN DE JAGER	BROTHER
28/03/2018	HEIN'S AUTO ELECTRICAL	ATEEND TO INDICATORS CCK 13166	473.67	JOHAN DE JAGER	BROTHER
28/03/2018	HEIN'S AUTO ELECTRICAL	ATTEND TO FAULTY FLICKER LIGHTS CCK 2988	518.73	JOHAN DE JAGER	BROTHER
29/03/2018	HEIN'S AUTO ELECTRICAL	BULBS 12V DOUBLE CONTACT	222.30	JOHAN DE JAGER	BROTHER

**117 266.21**

**10. 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**

**11. 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 3<sup>rd</sup> quarter of the 2017/18 financial year:

<i>Contract details</i>	<i>Total value of contracts</i>	<i>Premium Value Paid</i>	<i>B-BBEE Status Level of Contributor</i>	<i>Method of procurement</i>	<i>Preference point system</i>	<i>Sub-contracting</i>	<i>Is the bid awarded in terms of section 114 of the MFMA?</i>	<i>Is the reporting completed on CRA system?</i>



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)
SMT21/17/18	Arriba Technologies (Pty) Ltd.	Renting of Multifunctional Photocopiers for a (3) Year Period	4 959 782.96	4 637 925.66	321857.30	6.94	2	Competitive Bidding	80/20	n/a	n/a	No	Yes
SMT23/17/18	Qwaka Construction	Construction of New Additions to the Swellendam Traffic Department Office Building	626 241.60	626 241.60	0	0	1	Competitive Bidding	80/20	n/a	n/a	No	Yes
SMT17/17/18	Benver Civils	Upgrading of Gravel Roads & Storm water infrastructure in Railton	6 332 032.87	6 332 032.87	0	0	2	Competitive Bidding	80/20	n/a	n/a	No	Yes

## 12. 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.

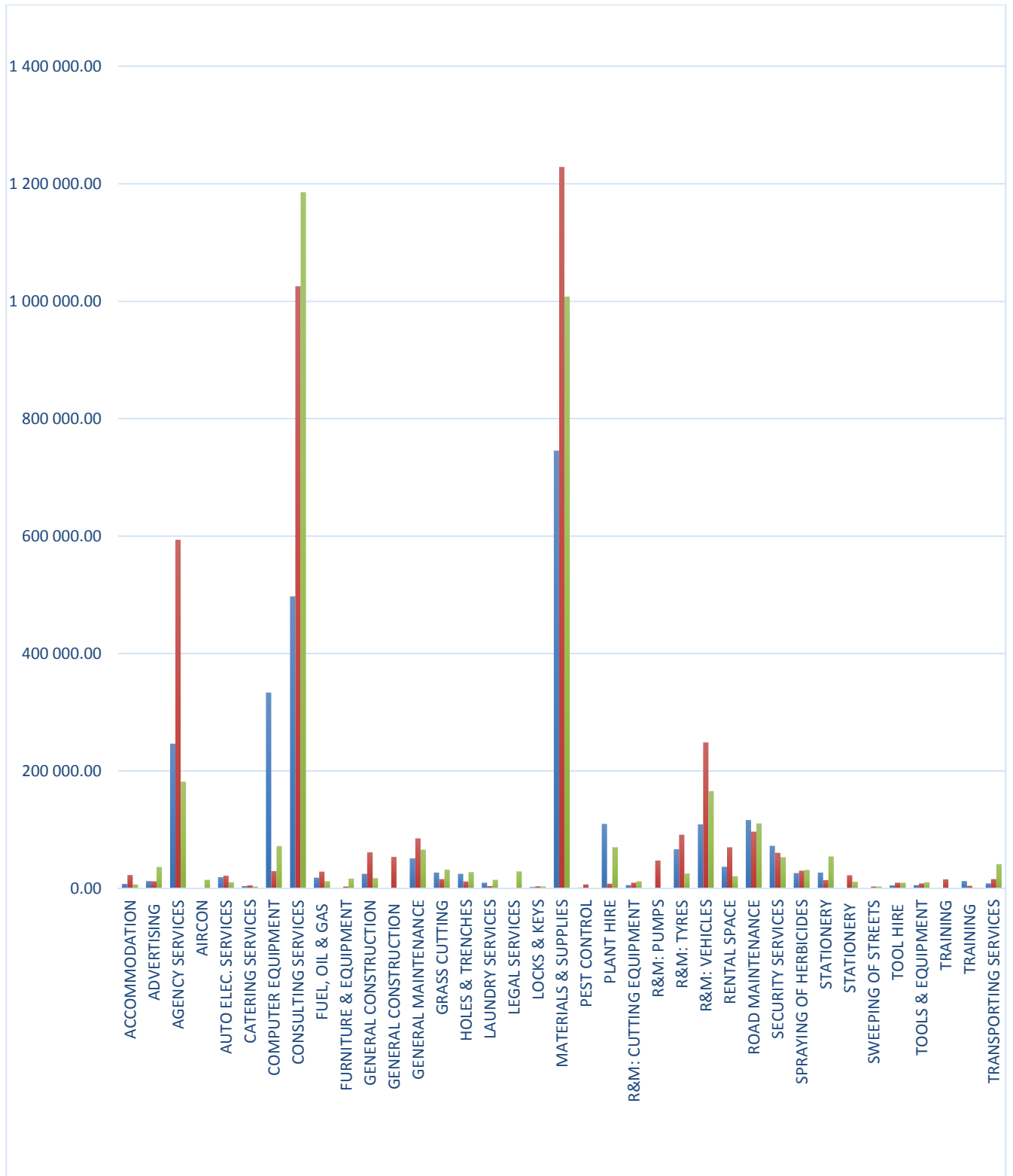
### 12.1 Inventory Control

The value of stock at the end of the 3<sup>rd</sup> quarter was recorded at R 2 819 318-10. Regular ad hoc inspections and scheduled monthly stock-takes are conducted.

### 12.2 Placing of orders

The sourcing of quotations for purchases below R30 000 is currently handled by the relevant departments but are processed centrally at the SCM unit which ensures some type of control. It should be noted that purchasing is a supply chain management function while technical staff is currently doing purchasing whereas they should concentrate on their core function, namely service delivery. It is recommended that procurement be centralised.

## SPEND ANALYSIS



<b>Sum of Order Total</b>	<b>Column Labels</b>			
<b>Row Labels</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Grand Total</b>
ACCOMMODATION	7 840.00	23 235.00	7 054.36	38 129.36
ADVERTISING	12 673.95	12 413.79	36 490.96	61 578.70
AGENCY SERVICES	246 667.20	594 038.72	182 057.25	1 022 763.17
AIRCON			14 700.30	14 700.30
AUTO ELEC. SERVICES	19 394.03	21 653.25	10 538.99	51 586.27
CATERING SERVICES	3 980.00	5 395.00	3 395.00	12 770.00
COMPUTER EQUIPMENT	333 786.25	29 772.24	72 436.74	435 995.23
CONSULTING SERVICES	497 721.64	1 025 849.51	1 185 745.41	2 709 316.56
FUEL, OIL & GAS	18 398.15	28 767.05	12 284.34	59 449.54
FURNITURE & EQUIPMENT	404.68	3 409.65	16 910.67	20 725.00
GENERAL CONSTRUCTION	24 971.41	61 655.45	17 674.20	104 301.06
GENERAL CONSTRUCTION		53 909.60		53 909.60
GENERAL MAINTENANCE	51 424.10	85 545.30	66 025.65	202 995.05
GRASS CUTTING	27 313.02	16 130.09	32 218.06	75 661.17
HOLES & TRENCHES	25 048.54	11 801.00	28 054.00	64 903.54
LAUNDRY SERVICES	9 778.00	4 333.00	14 795.00	28 906.00
LEGAL SERVICES			29 353.61	29 353.61
LOCKS & KEYS	2 493.08	3 649.73	3 340.41	9 483.22
MATERIALS & SUPPLIES	745 937.15	1 228 814.93	1 008 156.34	2 982 908.42
PEST CONTROL	1 915.00	7 200.00		9 115.00
PLANT HIRE	110 147.77	8 094.00	70 138.50	188 380.27
R&M: CUTTING EQUIPMENT	5 672.17	9 742.47	12 230.32	27 644.96
R&M: PUMPS		47 783.67		47 783.67
R&M: TYRES	66 796.17	91 561.04	25 455.98	183 813.19
R&M: VEHICLES	109 433.65	248 913.09	165 764.60	524 111.34
RENTAL SPACE	37 005.14	70 060.17	20 845.59	127 910.90
ROAD MAINTENANCE	116 832.00	97 050.00	110 714.60	324 596.60
SECURITY SERVICES	72 852.79	60 854.71	53 255.20	186 962.70
SPRAYING OF HERBICIDES	26 255.39	30 586.16	31 560.26	88 401.81
STATIONERY	27 034.67	14 638.88	54 790.40	96 463.95
STATIONERY	1 307.44	22 654.10	11 462.66	35 424.20
SWEEPING OF STREETS	1 136.00	3 297.88	3 152.28	7 586.16

TOOL HIRE	5 500.03	9 872.01	9 828.00	25 200.04
TOOLS & EQUIPMENT	5 834.42	8 506.51	10 577.37	24 918.30
TRAINING		15 675.00		15 675.00
TRAINING	12 748.91	4 570.00	1 800.00	19 118.91
TRANSPORTING SERVICES	8 800.00	16 102.44	41 460.00	66 362.44
<b>Grand Total</b>	<b>2 637 102.75</b>	<b>3 977 535.44</b>	<b>3 364 267.05</b>	<b>9 978 905.24</b>

#### SPEND ANALYSIS – LOCAL SUPPLIERS

Sum of Order Total	Column Labels			
Row Labels	Jan-18	Feb-18	Mar-18	Grand Total
3 MP SALES & EDUCATIONAL SERVI	8 999.20	9 673.07	8 489.19	27 161.46
AAD TRUCK & BUS (PTY)LTD t/a T	62 911.22	146 901.45	84 249.60	294 062.27
AH WINDVOGEL	37 021.40	31 603.10	43 468.05	112 092.55
AJ FABRICIUS			2 761.07	2 761.07
APPELSBOS TRUST	1 486.02	1 486.02	1 486.03	4 458.07
ARENDSE KONSTRUKSIE	8 000.00	8 000.00	9 800.00	25 800.00
ARISE WELDING (PTY) LTD	3 136.49	1 680.00	2 116.48	6 932.97
ATLANTIC OIL (LTD) LTD	4 219.42	2 929.92	1 562.70	8 712.04
B & M GARAGE	0.00			0.00
BB MARTHINUS	1 780.00			1 780.00
BJR GENERAL TRADING CC	2 810.10	735.30	5 848.20	9 393.60
BREEDER RIVER TRADING POST		12 076.35		12 076.35
C DE VILLIERS ELEKTRIES BK	1 388.00	8 528.40	4 771.00	14 687.40
D.H.G. SWANEPOEL		5 040.00	360.00	5 400.00
DAMINGOS PTY LTD	682.40	43 471.16	1 871.16	46 024.72
DANIEL IAN COLLIN MULLER		3 269.00		3 269.00
DE JAGER ELEKTRIES	16 915.00	4 433.30		21 348.30
DENISE CARSTENS		2 050.00		2 050.00
DEWSU NELSON	1 640.00	750.00		2 390.00
DJ PRINS	3 600.00	14 592.00	3 150.00	21 342.00
DROSTDY BAKWERKE CC		1 150.00	9 085.50	10 235.50
DS MARTIN	20 234.54	15 424.71	14 076.65	49 735.90
E THEUNISSEN T/A LANGEBOER BUL			27 322.10	27 322.10
EKAPA DRUM RECONDITIONERS CC		6 612.00		6 612.00
EL ADAMS	7 730.35	25 053.70	21 534.75	54 318.80
ENTAS CONSTRUCTION AND PROJECT	15 537.06			15 537.06
F.J VAN ZYL TRANSPORT		1 800.00		1 800.00
FABERS CONSTRUCTION AND SUPPLY	708.46			708.46
FAM GENOTE PTY LTD T/A TRUST P	12 354.24		5 139.12	17 493.36
FRANCOIS M JOUBERT	3 825.00			3 825.00

FS ALGEMENE DIENSTE (PTY) LTD	9 778.00	3 693.00	14 795.00	28 266.00
GC MARTIN	73 377.29	49 967.65	40 003.24	163 348.18
GEODEBT SOLUTIONS	113 294.16	111 065.46		224 359.62
HEIN'S AUTO ELECTRICAL CC	19 394.03	21 653.25	10 538.99	51 586.27
HOEK'S BAKWERKE BK	2 223.00			2 223.00
IMVUSA TRADING 2121 CC	9 100.00			9 100.00
J JANSE VAN RENSBURG H/A SWELL	1 800.00	4 570.00	1 800.00	8 170.00
JACOBUS HARTNICK	2 700.00	2 700.00	2 700.00	8 100.00
JAN SWANEPOEL	26 680.39	30 332.90	31 517.70	88 530.99
JD IMPLEMENTE (PTY) LTD	381.56	1 049.73	1 254.14	2 685.43
JM CARELSE	8 644.80	19 276.40	10 205.00	38 126.20
JOHAN KEMP	12 319.12	60 122.80	16 784.56	89 226.48
KAAP AGRI BEDRYF LTD	9 988.84	11 053.03	10 403.02	31 444.89
LANGEBERG BULLETIN	0.00	0.00		0.00
LAWN RANGERS SWD (PTY) LTD			3 078.50	3 078.50
LEBAZI BROTHERS PTY LTD		3 724.00		3 724.00
LEMON LAUNDRY		640.00		640.00
LEZMIN 1711 CC 200204455523 T/		1 803.30		1 803.30
LEZMIN 1711 T/A COASTAL HIRE	5 500.03	9 872.01	9 828.00	25 200.04
LEZMIN 1712 CC	61 691.10	119 814.00	161 241.60	342 746.70
LEZMIN 1715 BK T/A LANGEBERG T			963.00	963.00
LEZMIN 1716 CC T/A LOTZ SIGNS	700.00			700.00
LEZMIN 2208 BK H/A AGRI WORLD		362 520.00	90 214.00	452 734.00
M & M CASH STORE			1 918.00	1 918.00
MASTERMAC AUTO REPAIRS PTY LTD	24 188.70	40 463.62	27 453.81	92 106.13
MAUREEN ISOBEL EUROPA			1 944.00	1 944.00
MONKENS COFFEE	500.00		480.00	980.00
MORNE'S CATERING AND DECOR (PT	1 800.00		1 980.00	3 780.00
NORTHERN KEYS LOCKSMITHS (PTY)	1 590.00	1 560.00	1 090.00	4 240.00
NUUS-O-RAMA	415.00		1 580.00	1 995.00
OK GROCER SWELLENDAM		1 206.54	2 159.74	3 366.28
OVERBERG PLUMBERS		24 852.00		24 852.00
PARKERS AND PARTNERS (PTY) LTD	8 365.64	3 571.04	6 984.60	18 921.28
PC CONNECTION IT CONSULTING (P	43 524.99	47 542.36	140 300.00	231 367.35
PNA SKRYFBEHOEFTES	2 598.40	390.00	2 009.30	4 997.70
POTGIETER BROERS GRONDVERSKUIW	4 275.00	8 094.00	27 456.90	39 825.90
POWER RUSH TRADING 12 (PTY) LT	2 704.70	4 482.90	12 315.00	19 502.60
POWERCOMM SOLUTIONS (PTY) LTD	24 738.91			24 738.91
PREMIUM COMPUTERS & STATIONERS	1 790.00	8 246.00	27 476.00	37 512.00
R62 QUALITY CONTROL & CIVILS P		6 707.50		6 707.50
REGINALT EDEO MARAIS	1 012.00	4 500.00		5 512.00
ROLA AUTO PTY LTD	8 560.75	17 176.51	7 966.30	33 703.56
SENTRAAL-SUID KOOPERASIE BEPER	52 870.85	42 468.31	121 466.91	216 806.07

SUZANNE ADAMS	2 336.00	7 466.72	7 121.12	16 923.84
SWD BANDEDIENS (PTY) LTD	66 796.17	91 561.04	25 455.98	183 813.19
SWD BEARINGS (PTY) LTD	8 892.00	387.60	307.80	9 587.40
SWD ELEKTRIES KONTRAKTEUR & DI			3 072.30	3 072.30
SWELLEN KONSTRUKSIE (PTY) LTD	104 672.00	82 910.00	92 839.60	280 421.60
SWELLENDAM GRASSNYERS	11 179.45	20 234.40	18 268.81	49 682.66
SWELLENDAM MEUBELMARK		1 350.00	1 540.00	2 890.00
SWELLENDAM SUPA QUICK	5 697.40			5 697.40
SWELLENDAM VERF & DEKOR (EDMS)		8 910.60		8 910.60
THE ROUTE 62 STOP CC	1 145.60	1 397.00	539.60	3 082.20
TREND MANIA 1022 CC T/A OVERBE	1 692.90	520.00		2 212.90
TREVOR DAVIDS	21 360.00	27 600.00	50 000.00	98 960.00
TRUSTEERAAD DROSTDY MUSEUM	500.00	3 000.00	500.00	4 000.00
TVM KONSTRUKSIE (EDMS) BPK	63 270.57	31 703.40	58 869.60	153 843.57
UBUSI BEEKEEPING APICULTURE IN	5 740.95	4 577.15		10 318.10
WESTERN CAPE CELLULAR	67.50			67.50
WM SPILHAUS SWELLENDAM CC	1 681.34		1 861.50	3 542.84
ZUID COURANT PUBLICATIONS (PTY)	12 673.95	4 455.28	5 320.60	22 449.83
<b>Grand Total</b>	<b>1 059 191.99</b>	<b>1 658 450.98</b>	<b>1 302 695.82</b>	<b>4 020 338.79</b>

#### TOP 20 SUPPLIERS IN TERMS OF THE VALUE FOR ORDERS PLACED

DDP VALUERS (PTY)LTD	694 773.00
IX ENGINEERS (PTY) LTD	635 982.93
LEZMIN 2208 BK H/A AGRI WORLD	452 734.00
WORLEY PARSONS RSA (PTY) LTD	414 725.19
NEO TECHNOLOGIES (PTY) LTD	404 523.25
LEZMIN 1712 CC	342 746.70
VOLMOED QUARRIES CC	298 931.94
AAD TRUCK & BUS (PTY)LTD t/a T	294 062.27
SWELLEN KONSTRUKSIE (PTY) LTD	280 421.60
HESSEQUA CONSULTING ENGINEERS	252 932.70
PC CONNECTION IT CONSULTING (P)	231 367.35
GEODEBT SOLUTIONS	224 359.62
SENTRAAL-SUID KOOPERASIE BEPER	216 806.07
ABERDARE CABLES (PTY) LTD	206 077.24
SWD BANDEDIENS (PTY) LTD	183 813.19
CAB HOLDINGS PTY LTD	168 831.36
GC MARTIN	163 348.18
AWV PROJECT MANAGEMENT (PTY) L	157 365.60
TVM KONSTRUKSIE (EDMS) BPK	153 843.57
VAN DER BERG VERVOER	142 326.72

The municipality placed orders with a total value of R9 978 905 for the second quarter of which R4 020 339 were spend locally. This represents a local spending of **40%**, however more should be done to improve local economic development.

### **12.3 Receiving and distribution of goods**

The receipt and issuing of goods are be recorded timeously at the stores department. The way goods are currently distributed should however be reconsidered taking into account the cost involved. It is recommended that where practical a central point be used for the receiving and distribution of specified goods.

### **12.4 Vendor performance, maintenance and contract administration**

Vendor performance is continuously monitored and problems are promptly addressed by this office as it become known. Vendor records are updated on a regular basis however the management and administration of contracts are not on standard. This need to receive the necessary attention and resources for improvement.

### **12.5 Disposal of assets**

None

## **13. 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.

REPORT SUBMITTED BY:

RECOMMENDED BY:

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**BJ BEYERS**  
**MANAGER SCM**  
**10 APRIL 2018**

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**H. SCHLEBUSCH**  
**CHIEF FINANCIAL OFFICER**

APPROVED BY:

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**AM GROENEWALD**  
**MUNICIPAL MANAGER**

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**NG MYBURGH**  
**EXECUTIVE MAYOR**