



SUPPLY CHAIN MANAGEMENT POLICY IMPLEMENTATION REPORT

District:

Name of Municipality:

Name of Municipal Entity/ Entities:

Reporting Date:

Contact Information

Name of Chief Financial Officer:

Contact telephone number:

Contact e-mail address:

Name of Accounting Officer:

Contact telephone number:

Contact e-mail address:

Privaatsak/Private Bag X3
KOFFIEFONTEIN
9986



FOON/PHONE:
(053) 205-9200
FAKS/FAX:
(0866512504)
E-mail: letse@mweb.co.za

Vat: 4000846396

SUPPLY CHAIN MANAGEMENT POLICY IMPLEMENTATION REPORT

ACCOUNTING OFFICER'S LETTER

for the quarter ended
31 December 2018

THE MAYOR

The attached report is submitted in line with Section 6 of Supply Chain Regulations which states that the Accounting Officer of the Municipality must within 10 days of the end of each quarter, submit a report on the implementation of SCM policy to the Mayor.

Based on the review performed, I can conclude that the contents of the report are accurate and represent the activities of the Supply Chain Management unit of the Municipality fairly

Yours faithfully

Chief Financial Officer

Date: 07/01/2019

Accounting Officer/ Municipal Manager

Date: 07/01/2019

SUPPLY CHAIN MANAGEMENT

District:

Xhariep

Municipality:

Letsemeng

Reporting Date:

31 December 2018

ESTABLISHMENT OF SCM

Area	Ref.	Background	STRUCTURE	FILLED	VACANT	COMMENTS
1	SCM Reg 7	Is there a dedicated and functional supply chain management (SCM) unit?	Yes. They functional supply chain management unit it exist but consist of 3 permanent employees the SCM Manager, Supply chain practitioner and the procurement clerk	The SCM Manager position was filled on the 01 December 2015 and The SCM Practitioner 19 June 2017, The Procurement Clerk 01 June 2017	1	Capacity in supply chain management unit has been addressed two employee has been appointed.
Area	Ref.	Background	REVIEWED (YES/NO)	DATE OF REVIEW	IF NOT REVIEWED, REASONS THEREOF	COMMENTS
2	SCM Reg 3	Reviewed and approved SCM Policy in line with National Treasury's Model Policy.	Yes the policy has been approved and adopted by council on the 28 of June 2018 and it was implemented on the 1st of July 2018	28-Jun-18	N/A	None

DEMAND MANAGEMENT

Area	Ref.	Background	IS THERE AN APPROVED PROCUREMENT PLAN IN PLACE (Y/N)	DATE OF APPROVAL	IF NOT, REASONS THEREOF	COMMENTS
3	Circular 62	Procurement plan for the current financial year, in respect of the procurement of goods, services and infrastructure projects which exceed R200 000 (all applicable taxes included) approved by the accounting officer.	Yes	01/08/ 2018	N/A	None

ACQUISITION MANAGEMENT

Area	Ref.	Background	LAST REVIEW DATE	NEXT REVIEW DATE	NUMBER OF REGISTERED SUPPLIERS	COMMENTS
4	SCM Reg14	Functional list of accredited prospective providers of goods and services maintained and used for verbal quotations and formal written price quotations.	No longer use the list of prospective supplier but using the central supplier database (CSO)	N/A	N/A	100% of Suppliers including SMMEs in letsemeng are registered on CSD. The process is still ongoing to the new service provider.

BID COMMITTEES

Area	Ref.	Background	BID COMMITTEE IN PLACE (Y/N)	NAMES OF MEMBERS	DESIGNATIONS	COMMENTS	
5	SCM Reg 27	Functional ad hoc Bid Specification Committees (BSC) in operation and composed of one or more officials of the municipality, preferably the manager responsible for the function involved.	Yes	Christinah Maloi, Mpho Tsoene, Lebogang Leeuw, Sphive Phithi	Assets Practitioner, Senior PMU Technician, Skills development Officer, LED Officer.	Only one chairperson and three members has been appointed. The new Specific Committee were appointed on the 01 July 2018	
6	SCM Reg 28	Bid Evaluation Committee appointed, composed of at least one SCM practitioner of the municipality.	Yes	Leonard Marwele, Mpho Tsoene, Selgomoniso Owelelan, Lerato Singozo, Andrew Visagie, Maedward Phiri	SCM Manager (Chairperson), Pmu Technician (Member), HR Manager (Member), Revenue Manager (Member), JDP Manager (Member), Scm Practitioner (Member)	Evaluation Committee consists of Chairperson and 5 Members. The new Evaluation Committee were appointed on the 1 July 2018	
7	SCM Reg 29	Bid Adjudication Committee appointed, composed of at least four senior managers of the municipality.	Yes	Sithembile Tooli, Chere Makhoba, Tsietzi Deeuw, Dineo Motogelwa	CEO (Chairperson), Director Community Services (Member), Director Corporate services (Member), Technical Service Director (Member)	4 Senior Managers (Directors) has been appointed for adjudication.	
CIDB							
Area	Ref.	Background	REGISTRATION WITH CIDB'S TENDER (Y/N)	PROJECTS REGISTERED	IF NOT, REASONS THEREOF	COMMENTS	
8	CIDB Regulations, Regulation 18(1) & 18(1A)	Registration of construction works contracts above R200 000 in the CIDB register of projects.	NO	None	None	None	
REGULATION 32 CONTRACTS							
Area	Ref.	Background	DESCRIPTION	SUPPLIER	AMOUNT	INSTITUTION	COMMENTS
9	MFMA Reg 32	Procurement of goods and services under a contract secured by another organ of state.					
	None	None	None	None	None	None	None
DEVIATIONS FROM PROCUREMENT PROCESSES							
Area	Ref.	Background	DESCRIPTION	SUPPLIER	AMOUNT	UPLOADING ON THE WEBSITE (Y/N)	COMMENTS
10	MFMA Reg 36	Deviations from the procurement processes approved by the accounting officer.					

	1	Institute of Internal Audit	Membership	IIA	2259.5	N	None
	2	Shesha 123 Supplier & Services	Repairs of the Wall	Shesha 123 Supplier & Services	151,000.08	N	None
	3	Bloem Air Brakes	Repairs Airmasters	Bloem Air Brakes	5,060.00	N	None
	4	Dr K Mapasela	Employees Medical Examinations	Dr K Mapasela	169,523.80	N	None
	5	Shesha 123 Supplier & Services	Repairs of Windows	Shesha 123 Supplier & Services	79,455.55	N	None
	6	Mega Water	Water Chemicals	Mega Water	154,095.06	N	None
	7	Platinum Blue Ventures	Repairs of the Sanction Truck	Platinum Blue Ventures	75000	N	None

UNSOLICITED BIDS

Area	Ref.	Background	DESCRIPTION	SUPPLIER	AMOUNT	REASONS	PUBLIC PARTICIPATION (Y/N)
	11	M/FMA Reg 37 If an unsolicited bid(s) has been considered was it because: - the product or service offered was a demonstrably or proven unique innovative concept; - will be exceptionally beneficial to, or have exceptional cost advantages for the municipality?	None	None	None	None	No

DISPOSAL MANAGEMENT

Area	Ref.	Background	ASSET(S) DISPOSED	REASON FOR DISPOSAL	DISPOSAL METHOD	COST PRICE	BENEFICIARY
	12	M/FMA Reg 40	Assets disposal.	Redundant and Absolute	Auction	To be consolidated.	Employees and Community
			A List of all redundant and absolute items are recorded and kept separately within the stores to be disposed.				

CONTRACT AND PERFORMANCE MANAGEMENT

DISPUTES							
Area	Ref.	Background	CONTRACT NUMBER	SUPPLIER	NATURE	STATUS	OUTCOME
	13	SCM Reg 50	Resolution of SCM related disputes.	None	None	None	No objections, complaints, or queries has been identified.

ACTIVE CONTRACTS

Area	Ref.	Background	DESCRIPTION	SUPPLIER	AMOUNT	AWARD DATE	EXPIRY DATE
	14	M/FMA Sec. 116	Contract management.				