

**Munisipaliteit**

**BERGRIVIER**

**Municipality**



**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR AUGUST 2021**

1. In terms of Chapter 1 – paragraph 6(4) of the Councils Supply Chain Management Policy: “The Accounting Officer must within 10 days of the end of each quarter, submit a report on the implementation of this policy to the Executive Mayor.” Paragraph 6(5) further states that: “The aforesaid reports must be made public in accordance with section 21A of the Municipal Systems Act.”

**2. STATISTICAL INFORMATION:**

- 2.1 DEMAND MANAGEMENT** – The SCM Unit, with the support of the Chief Financial Officer has submitted a list to all Directorates that requires timely planning and management processes to ensure that all goods and services which are required are quantified, budgeted and delivered in a timely manner at critical delivery dates, so that the budget can be dealt with as per the cash flow statements.

This Demand Management Plan will be used as a strategic tool in order to implement the budget. The Demand Management Plan will assist the SCM Unit and user departments with the planning of the execution and timely completion of projects in alignment with the performance targets in the Service Delivery and Budget Implementation Plan.

The new Procurement new plan was distributed to all departments and they needed to submit their specifications, evaluation and adjudications dates by the 31<sup>st</sup> of May 2021. Only the Community Services Department has submitted the plan back to the finance department.

Herewith is the new Procurement Plan for the 2021-2022 financial year, a few dates have been missed due to the Covid 19, level 4 lockdown and the plan has been distributed to the different departments to update the plan.

The undermentioned plan has only the Formal quotations and the tenders for the financial year with comments.

## Technical Services

Project Description	Final 21/22	ConfigCode (values)	Spec	Evaluation	Process	Comment dept
Air conditioners - offices	50 000	74091350101	11-Jun-21	12-Jul-21	FQ	When needed
Security at municipal buildings	175 000	74091350102	2021/07/20	2021/09/30	FQ	Done - using tender of Community Serv.
Heist op den Berg Composting Drums	350 000	74171060301	11-Jun-21	19-Jul-21	FQ	Done
Refuse Bins and stands	40 000	74171490101	11-Jun-21	19-Jul-21	FQ	Not done yet
Heist op den Berg Visual Awareness Campaign	50 000	74171490301	2021/12/02	2022/01/21	FQ	Done
Replace rising mains in pump stations	220 000	74291050101	14-Oct-21	22-Jan-22	Tender	FQ - purchase as required
Sewer Renewals	120 000	74291050102	23-Mar-21	21-Apr-21	FQ	FQ - purchase as required
Telemetry	150 000	74291050103	11-Jun-21	19-Jul-21	FQ	Done
Switchgear and pumps	300 000	74291050104	04-Sep-21	04-Dec-21	Tender	not yet due
Telemetry at pump stations	180 000	74291050105	07-May-21	03-Jun-21	FQ	Done
Sewerage stand by pumps	300 000	74291050106	21-Jul-21	09-Sep-21	Tender	Tender will be done to procure the pumps required
Fencing Sewer Pump Stations	300 000	74291050107	13-Aug-21	29-Oct-21	Tender	Fencing tender done
VD Pumpline and Pumpstation (St Christopher)	488 000	74291051001	14-Oct-21	22-Jan-22	Tender	MIG
Security at WWTW	80 000	74292050103	2021/08/06	2021/09/03	FQ	Done by tender
Fencing WWTW	300 000	74292050105	04-Jun-21	5 Julie 2021	Tender	Done by tender
Stabilise "Wintervoor" (Flood prevention)	40 000	74301020101	04-Jun-21	5 Julie 2021	FQ	Done
Construction of storm water channels at low cost houses	300 000	74301020102	04-Jun-21	5 Julie 2021	Tender	Done
Subsurface Drains	150 000	74301020104	2021/11/19	2021/12/10	FQ	not yet due
Water Renewals	1 100 000	74511040202	01-Jun-21	20-Jul-21	Tender	Tender re advertised - pipe replacement
Replace asbestos pipes and valves	150 000	74511040103	2021/09/15	2021/12/07	FQ	Tender re advertised - pipe replacement
Pumps (standby)	200 000	74511040108	01-Jun-21	20-Jul-21	FQ	Aurora - Yield testing in process to determine correct pump sizes
Replace Mains from Source	100 000	74511040111	01-Jun-21	20-Jul-21	FQ	FQ to be done for materials
Replace water meters	1 000 000	74511040203	06-Oct-21	04-Dec-21	Tender	3 Year tender - Water meters

Telemetry: Water	120 000	74512040103	13-May-21	24-Jun-21	FQ	Done
Security at Reservoir/Pump Stations	150 000	74512040107	2021/07/20	2021/09/03	FQ	Spec done
Street name curb stones	50 000	74551010103	04-Feb-21	28-Feb-21	FQ	3 Quotations - Road construction materials tender for installation
Traffic calming measures (Speed bumps) Bring Traffic	200 000	74551010104	2021/08/27	2021/10/28	FQ	Done
Harden pavements (Wyk 3 & 4)	150 000	74551010105	21-Jun-21	19-Jul-21	FQ	Done
Munisipale Dienste Ontwikkeling	2 500 000	74551010113	23-Jul-21	25-Aug-21	Tender	Werner/projek
Construction of roads: RDP Houses	300 000	74551010201	23-Jul-21	25-Aug-21	Tender	Done
Reseal/Construction of streets	2 400 000	74551010202	23-Jul-21	25-Aug-21	Tender	Done
Cement ditches in Aurora	80 000	74551020101	2021/09/01	2021/10/27	FQ	Done
Pave sidewalks (PV - 200 & VD - 200)	500 000	74551040201	23-Jul-21	25-Aug-21	Tender	Done
Concrete Mixer	50 000	74551500105	21-Jun-21	19-Jul-21	FQ	FQ or 3 Quotations
High tension pole replacements	80 000	74621030102	10-Sep-21	25-Oct-21	FQ	Not due yet
High tension circuit breakers	60 000	74621030103	10-Sep-21	25-Oct-21	FQ	Not due yet
Larger HT Switches - standby battery cell	120 000	74621030107	10-Sep-21	25-Oct-21	FQ	Not due yet
Replace Switchgear Peperstreet Station P/B and Minisub	500 000	74621030201	10-Sep-21	25-Oct-21	Tender	Not due yet
Replace switchgear at Museum sub Porterville	600 000	74621030203	10-Sep-21	25-Oct-21	Tender	Not due yet
Network Renewals	800 000	74621030206	06-Nov-21	18-Jan-22	Tender	Not due yet
Replacing conventional electricity meters with prepaid	700 000	74621030208	10-Sep-21	25-Oct-21	Tender	Not due yet
VD Bulk Upgrading switching station and feeders	869 565	74621030504	10-Sep-21	25-Oct-21	Tender	Not due yet
Replace street lights	200 000	74622030102	2021/08/26	2021/12/09	FQ	Not due yet
PV Upgrading of Roads	2 500 000	74551011006	23-Jul-21	25-Aug-21	Tender	Done
Install mini -replace sub with mini sub Keerom Street	600 000	74621030214	10-Sep-21	25-Oct-21	Tender	Not due yet

Rehabilitation of old Landfill Sites	750 000	74171060207	19-Jan-21	08-Apr-21	Tender	Tender - Velddrif landfill building rubble
Mechanical Brooms (Billy Goats)	480 000	74174500102	01-Jun-21	19Julie2021	Tender	Tender
Security Fence at Irrigation dam	700 000	74292290115	20-Aug-21	23-Sep-21	Tender	Fencing tender done
Walk Behind Roller	170 000	74551500106	28-Apr-21	14-May-21	FQ	RT 57 Tender
Upgrade Piketberg WTW	250 000	74512040108	14-Sep-21	20-Oct-21	Tender	not yet due
AUR Sidewalks (lowcost)	870 000	74551010402	21-Jun-21	19-Jul-21	Tender	MIG
VD Sidewalks (lowcost)	1 304 000	74551010403	23-Jul-21	25-Aug-21	Tender	MIG
RH Sidewalks (lowcost)	870 000	74551010404	23-Jul-21	25-Aug-21	Tender	MIG
RH WWTW	3 861 000	74291050404	01-Jun-21	19Julie2021	Tender	Wag op goedkeuring van MIG
AUR WWTW	2 609 000	74291050405	01-Jun-21	19Julie2021	Tender	Wag op goedkeuring van MIG
WSIG PV Waste Water Treatment Works	10 083 478	74291051301	01-Jun-21	19Julie2021	Tender	Moet gesplit word met adjustment budget

### Corporate Services

Project Description	Final 21/22	ConfigCode (values)	Spec	Evaluation	Adjudication	Process	Comments
IT Equipment	190 000	73081480102	20-Jul-21	21-Oct-21	28-Oct-21	Tender	Did not make the target date Director notified
Installation of fire suppression system in archives and serv	500 000	73081480103	IN PROGRESS			Tender	Done
IT System Upgrade (Enhancement of IT system : Business conti	850 000	73081480201	IN PROGRESS			Tender	Done
Replacement of computers	400 000	73081480202	TRANSVERSAL			Tender	
Photocopier machine for new office building	400 000	73101490103	IN PROGRESS			Tender	Done
Air Pollution Control Monitoring Measurement Apparatus	150 000	73031500101	IN PROGRESS			FQ	Done
Parking Shade/Carport - DIRECTOR CORPORATE SERVICES	50 000	73104350101	18-Oct-21	15-Nov-21		FQ	Not yet due
Disaster Recovery Site	200 000	73081350101	18-Mar-21	07-Mar-21		Tender	Not yet due

## Community Services

Upgrading Sportgrounds	300 000	74432290101	15-Oct-21	22-Nov-21	Tender	Not yet due
Upgrading of Community Halls	200 000	75221070103	06-Aug-21	29-Oct-21	Tender	Not yet due
Furniture & Equipment Community Hall	50 000	75221490101	02-Dec-21	04-Mar-22	FQ	Not yet due
Polishers	50 000	75221490103	27-Nov-21	09-Dec-21	FQ	Not yet due
Gravel access roads - cemetery	50 000	75231170101	08-Oct-21	15-Nov-21	FQ	Not yet due
Upgrade entrance and parking	50 000	75231170102	22-Sep-21	04-Nov-21	FQ	Not yet due
Fence at cemetery (PB)	500 000	75231170106	IN PROGRESS		Tender	Done
Fencing Cemetery	500 000	75231170201	16-Nov-21	05-Mar-22	Tender	Tender done
Fire Arms	50 000	75371500105	15-Sep-21	25-Jan-22	FQ	Not yet due
Riot Gear	50 000	75371500106	15-Sep-21	25-Jan-22	FQ	Not yet due
Bullet Proof Vests	60 000	75371500107	15-Sep-21	25-Jan-22	FQ	Not yet due
Fire fighting equipment	70 000	75381500101	IN PROGRESS		FQ	Done
Replacement of Fire Fighting Pump	40 000	75381500103	15-Aug-21	30-Sep-21	FQ	Not yet due
Benches - open spaces	40 000	75431200101	15-Aug-21	30-Sep-21	FQ	Not yet due
Upgrading of Community Parks	100 000	75431290102	01-Nov-21	30-Nov-21	FQ	Not yet due
Fencing	350 000	75431290103	IN PROGRESS		Tender	Done
Public Toilets	100 000	75431290106	28-Oct-21	16-Feb-22	FQ	Not yet due
Lawn mowers	60 000	75431500101	IN PROGRESS		FQ	Done
Rollers (VD)	200 000	75432290106	IN PROGRESS		FQ	Done
Construction of Jukskei	100 000	75432290110	15-Oct-21	22-Nov-21	FQ	Not yet due
Opgradering van krekietveld	300 000	75432291101	15-Oct-21	22-Nov-21	Tender	Not yet due
Security Measures	300 000	75432470101	IN PROGRESS		Tender	Done
Replace pumps at swimming pools	100 000	75433290102	IN PROGRESS		FQ	Done
Furniture & Equipment - Holiday Resorts	200 000	75435280102	18-Nov-21	22-Jan-22	FQ	Not yet due
Pelikaan Beach Resort Development	1 300 000	75435290104	30-May-22	30-Jun-22	Tender	Not yet due
Tools and Equipment	50 000	75435500102	02-Dec-21	04-Mar-22	FQ	Not yet due
Locked Garage Doors for vehicle security Piketberg	50 000	75371500103	18-Feb-22	06-Apr-22	FQ	Not yet due
Cherry picker	500 000	75431500103	IN PROGRESS		FQ	Done
Rotary Cutters	100 000	75431500104	IN PROGRESS		FQ	Done
Spraying Can	60 000	75431500105	01-Jul-21	20-Aug-21	FQ	Not yet done
Drive-on Trailer	50 000	75431510103	13-Aug-21	17-Sep-21	FQ	Not yet due
Upgrade of field drainage	100 000	75432290113	30-May-21	30-Jun-21	FQ	Not yet done
Upgrading of resorts	300 000	75435290109	30-May-21	30-Jun-21	Tender	Not yet done
Ride-on Lawnmowers	120 000	75431500106	IN PROGRESS		FQ	Done

## 2.2 BIDS / FORMAL WRITTEN QUOTATIONS AWARDED

2.2.1 All Bids and formal written quotations awarded are published on the Bergrivier website.

2.2.2 There was no formal quotes awarded for the month of August 2021.

FORMAL QUOTATION REGISTER - AUGUST 2021						
FQ DESCRIPTION & OFFERS RECEIVED	BBBEEE	LOCALITY	QUOTATION AMOUNTS	ACTUAL AMOUNT AWARDED	SUCCESSFUL/UNSUCCESSFUL	DIRECTORATE
<b>Registration of properties at Deeds Office FQ8/2/41-2021</b>						
Terblanche SPI	4	Malmesbury	R 52 173,75		UNSUCCESSFUL	
<b>Minde Schapro</b>	<b>2</b>	<b>Cape Town</b>	<b>R 47 601,00</b>	<b>R 47 601,00</b>	<b>SUCCESSFUL</b>	<b>Vote 3 - Corporate Services Planning &amp; Development</b>
<b>Renewal of Software Maintenance Agreements FQ 8/2/49/2021</b>						
Datategra	1	Randburg	R 113 486,06		UNSUCCESSFUL	
<b>Business Connexion</b>	<b>2</b>	<b>Century City</b>	<b>R 70 689,35</b>	<b>Rates</b>	<b>SUCCESSFUL</b>	<b>Vote 3 - Corporate Services - IT</b>
Innovo Networks	1	Milnerton	R 619 499,46		UNSUCCESSFUL	

## 2.3 ACQUISITION MANAGEMENT

The system of acquisition management must ensure the following:-

- That goods and services are procured in accordance with authorized processes only;

- That expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Municipal Finance Management Act (Act 56 of 2003)
- That the threshold values for different procurement processes are complied with;
- That any Treasury guidelines on acquisition management are properly taken into account.

## **2.4 SECTION 32 APPOINTMENTS**

There were no section 32 appointments.

## **2.5 SECTION 33 CONTRACTS**

The bid documentation, evaluation and adjudication criteria and general conditions of a contract must be in accordance with applicable legislation. There were no section 33 applications for the month of August 2021.

## **2.6 AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE**

In terms of the Municipal Supply Chain Regulation, Paragraph 45, awards given to close family members of persons in the service of the state, above R2 000.00 should be disclosed in the notes to Annual Financial Statements.

All SCM Staff were required to disclose their relationships or interest of close family members in service of the State/ or if family members have entered into a contract for services with Bergrivier Municipality and signed the declarations.

There are no related parties' transactions to be reported for the month of August 2021.

## **3. MONTHLY REPORT ON DEVIATIONS AND MINOR BREACHES**

The Municipal Supply Chain Management Regulations – Gazette 27636 Of 30 May 2005, states in Section 36 “



- (1) A supply chain management policy may allow the accounting officer-
  - a) To dispense with the official procurement process established by the 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 acquisition of special works of art or historical objects where specifications are difficult to compile;
    - iv. acquisition of animals for zoos ; or
    - v. in any other exceptional case where it is impractical or impossible to follow the official procurement process; and
  - (b) To ratify minor breaches of the procurement process by an official or committee acting in terms of delegated powers or duties which are purely of technical nature.
  
- (2) The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements

DEVIATIONS FOR AUGUST 2021				
Name of Service Provider	Impossible/Impractical	Emergency	Short description	DIRECTORATE
Synapsis Software	R 49 186,43		Vanaf 1 Julie 2021 het Bergrivier Munisipaliteit oorgeskakel vanaf die Synapsis Software begraafplaasregister na die Phoenix - Vesta begraafplaasregister. Baie van die Munisipaliteit se historiese data is op die Synapsis Software begraafplaasregister en kan dit slegs deur getrek word na die Phoenix - Vesta begraafplaasregister as daar toegang is tot die Synapsis Software begraafplaasregister. Vir hierdie doel is die Munisipaliteit genoodsaak om die lisensie - ooreenoms met Synapsis Software te hernu om sodoende toegang tot die historiese data te verkry. Goedkeuring word dus benodig om die lisensie - ooreenkoms met Synapsis Software vir die 2021/22 finansiële jaar te hernu.	Vote 5 - Community Services - Cemeteries
Avalon Works		R 68 089,45	Daar was onlangs op twee verskillende nagte (11 en 12 Augustus 2021) by die rioolsuiweringswerke te Piketberg kables gesteel op beide bio-reaktors (toevoer kables na roerders en beligters). Tans is albei reaktors buite werking en kan daar nie riool gesuiwer word nie. Nuwe kables is wel aangekoop maar kan nie geïnstalleer word voor die nodige sekuriteit in plek is nie. Daar is tans slegs 'n alarm stelsel by kantoor gebou en kameras rondom die gebou. Die kameras wat tans op die drie jaar tender gespesifiseer is se spesifikasies is nie van so 'n aard om langafstande in die donker te sien nie en ongewensde gaste uit te ken nie. Die kwotasie aangeheg maak voorsiening vir kameras wat aan die nodige spesifikasies voldoen, die vermoë het om vêr afstande in die donker te sien asook die beeld te kan uitstuur sodat die kameras gemoniteer kan word. Dit sal die span en wetstoepassing help om die diefstal te keer en te verseker die werke bly operasioneel.	Vote 4 - Technical Services - Property Services
	R 49 186,43	R 68 089,45		

The total deviations for the month of August 2021 were **R117275.88** for impractical matters R49 186.43 and for emergency matters R68 089.45.

(3) Procurement above R 100 000 are as follows for August 2021.

R100 000.00 AUGUST 2021 Bergvriervier Municipality						
Contract details				B-BBEE Status Level of Contributor	Method of procurement	Preference point system
Contract reference	Service provider/ Supplier	Contract Description	Lowest Acceptable Bid Value	Level	Quotation/ Competitive Bidding/ Deviation	80/20 or 90/10
FQ 8/2/36-2021	C&M Consulting Engineers	Supply, delivery and installation of software for hand held noise and dust level measurement devices, both or either of the devices as part of air pollution control monitoring measurement	R 132 250,00	2	Quotation	80/20
FQ 8/2/33-2021	Khusela Amanzi	Supply and delivery of bulk water meters till 30 June 2024	R 200 000,00	2	Quotation	80/20
FQ 8/2/33-2021	Nolada 8	Supply and delivery of bulk water meters till 30 June 2024	R 200 000,00	1	Quotation	80/20
T 8/3/12-2021	FE Outdoor Renovations Specialists	Appointment of a landscaping and axillary works contractor for Pelican Beach Resort	Rates	1	Competitive Bidding	80/20
T 8/3/14-2021	PPD Engineering	Supply and delivery of conventional and smart water meters and water meter boxes till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/14-2021	Ontec Systems	Supply and delivery of conventional and smart water meters and water meter boxes till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/15-2021	Colas SA	Supply and delivery of bituminous products and material till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/15-2021	Makaza Concrete	Supply and delivery of bituminous products and material till 30 June 2024	Rates	1	Competitive Bidding	80/20

T 8/3/16-2021	West Coast Skies Services	Supply and delivery of concrete products till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/16-2021	AWV Project Management	Supply and delivery of concrete products till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/17-2021	Tip Trans	Supply and delivery of road construction material till 30 June 2024	Rates	2	Competitive Bidding	80/20
T 8/3/17-2021	West Coast Skies Services	Supply and delivery of road construction material till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/17-2021	Afrimat	Supply and delivery of road construction material till 30 June 2024	Rates	4	Competitive Bidding	80/20
T 8/3/19-2021	Memotek	Supply and delivery of water treatment chemicals till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/19-2021	CAH Holdings	Supply and delivery of water treatment chemicals till 30 June 2024	Rates	1	Competitive Bidding	80/20
T 8/3/19-2021	Chemtol	Supply and delivery of water treatment chemicals till 30 June 2024	Rates	2	Competitive Bidding	80/20
T 8/3/19-2021	SAF Water	Supply and delivery of water treatment chemicals till 30 June 2024	Rates	2	Competitive Bidding	80/20
T 8/3/19-2021	Improchem	Supply and delivery of water treatment chemicals till 30 June 2024	Rates	1	Competitive Bidding	80/20
FQ 8/2/49-2021	Business Connexion	Renewal of Bergrivier Municipality's Software Maintenance Agreements	Rates	2	Quotation	80/20

(4) Due to the COVID-19 pandemic certain urgent procurements were done and where necessary deviations were approved by the Accounting Officer in accordance with SCM Regulation 36.

**REPORT TO NATIONAL TREASURY**

Supplier Name	Item Description	Quantity	Unit Price per UOM	Total Order Amount	Payment Total	Payment Date
J AND R FOODMARKET	Food parcels	6	R98,32	R589,90	R589,90	2021-08-25
YUNLONG TRADING	Food parcels	150	R170,00	R25 500,00	R25 500,00	2021-08-24
J AND R FOODMARKET	Food parcels	34	R47,71	R1 622,03	R1 622,03	2021-08-25
J AND R FOODMARKET	Food parcels	176	R81,19	R14 289,10	R14 289,10	2021-08-26
J AND R FOODMARKET	Food parcels	15	R125,45	R1 881,69	R1 881,69	2021-08-31
BIDVEST OFFICE	PPE020 Hand sanitisers and disinfectants	4	R639,69	R2 558,75	R2 558,75	2021-08-24
BIDVEST OFFICE	PPE020 Hand sanitisers and disinfectants	6	R142,31	R853,88	R853,88	2021-08-24
BIDVEST OFFICE	PPE001 Surgical masks for patients	3	R89,01	R267,02	R267,02	2021-08-24
HDV PROJECTS	PPE020 Hand sanitisers and disinfectants	2	R948,18	R1 896,35	R1 896,35	2021-08-18
BIDVEST COMMERCIAL PRODUCTS	PPE020 Hand sanitisers and disinfectants	20	R35,17	R703,34	R703,34	2021-08-13
BIDVEST COMMERCIAL PRODUCTS	PPE020 Hand sanitisers and disinfectants	4	R1 137,35	R4 549,40	R4 549,40	2021-08-13
HDV PROJECTS	PPE006 Visor / Face Shield	12	R161,26	R1 935,13	R1 935,13	2021-08-18
KAAP AGRI BEDRYF	PPE011 Digital thermometer	1	R1 496,90	R1 496,90	R1 496,90	2021-08-31
RITCH CHEM	PPE020 Hand sanitisers and disinfectants	2	R190,00	R380,00	R380,00	2021-08-12
RITCH CHEM	PPE001 Surgical masks for patients	2	R200,00	R400,00	R400,00	2021-08-12

RITCH CHEM	PPE016 Sterile examination or surgical gloves	2	R360,00	R720,00	R720,00	2021-08-12
RITCH CHEM	PPE006 Visor / Face Shield	2	R60,00	R120,00	R120,00	2021-08-12
			Total	R59 763,48		

(5) It should be noted that purchases to the value of R59 763.48 were done in respect of COVID-19 for August 2021.

(6) Virement report for the month of August 2021

VERIMENTE AUGUST 2021							
DOK NR	VANAF			NA			REDE / REASON FOR VIREMENT REQUEST
	POS VANAF	BESKRYWING	BEDRAG / AMOUNT TO BE TRANSFERRED	POS NA	BESKRYWING	BEDRAG / AMOUNT	
<b>MUNICIPAL MANAGER</b>							
3860	011012213000	DRUK & BINDWERK	R 15 000,00	011012243000	SKRYFBEHOEFTE	R 15 000,00	Daar was nie begroot Strategiese Dienste vir skryfbehoeftes vir die 2021/22 finansiële boekjaar nie.
3862	011010243505	SOSIALE PROJEKTE (COMMUNITY UPLIFTMENT)	R 3 700,00	011010214000	GEREEDSKAP & TOERUSTING	R 3 700,00	Virement funds from Community Upliftment to "Gereedskap & Toerusting" to support the requisition for 14 sets of laptop speakers in support of TEAMS and ZOOM meeting: one set for each Councillor (13) and one set for Mrs T. Wessels, Office of the

Scm: monthly/report/August 2021

							Executive Mayor.
<b>FINANCE</b>							
3831	012061239000	REGSKOSTE	R 5 000,00	012102227001	MATERIAAL (COVID 19 - PPE)	R 10 000,00	Daar is nie begroot vir Covid materiaal nie, en word fondse vanuit die poste eers geskuif ten einde die nodige materiaal aan te koop. Sal in die hersiene begroting reggestel word, indien nodig.
	012061259000	WAARDASIEKOSTE	R 15 000,00	012102208001	CHEMIKALIE (COVID 19)	R 10 000,00	
3854	012061111000	SALARIS / LONE : BASIES	R 80 988,00	012061113000	TYDELIKE WERKERS	R 80 988,00	Mnr R Strauss is vir 6 maande tydelik in die pos aangestel en word die besparing vanuit die Salaris pos geskuif na Tydelike werkers.
3858	012063237000	PROFESIONELE DIENSTE	R 24 150,00	012061218000	HUUR GEBOUE	R 24 150,00	Huurgelde by Patrys Louw.
<b>CORPORATE SERVICES</b>							
3829	013071239000	REGSKOSTE	R 5 000,00	013071211001	DIVERSE (RESETTLEMENT COSTS)	R 5 000,00	N Bedrag van R70 000 was begroot vir Diverse (Resettlement Costs). Die bedrag is tydens die begrotingsproses verminder na R41 000.00 en is die fondse nie voldoende vir die betaling van die bevestigingskoste van die Bestuurder: Projekbestuur& Boubesker nie. Kwotasie beloop R45 527.12.
<b>TECHNICAL</b>							

SERVICES								
3859	014551242501	SKENKINGS:UITGAWES (SALARIS / LONE : BASIES	R	2 055 000,00	014035242511	EPWP (LONE) - GEMEENSKAPDIENSTE	R 857 640,00	EPWP begroting is verdeel in afsonderlike poste vir verskillende Departemente/ Projekteiers om oorspandering te voorkom. Epos van Bestuurder: Begroting aangeheg.
	014551242503	SKENKINGS:UITGAWES (VEILIGHEIDSKLERE)	R	20 000,00	014035242521	EPWP (LONE) - KORPORATIEWE DIENSTE	R 78 720,00	
					014035242531	EPWP (LONE) - DIENSTE VELDDRIF	R 282 000,00	
					014035242541	EPWP (LONE) - DIENSTE PORTERVILLE	R 224 760,00	
					014035242551	EPWP (LONE) - DIENSTE PIKETBERG	R 246 120,00	
					014035242561	EPWP (LONE) - PMU PIKETBERG	R 256 435,00	
					014035242512	EPWP (VEILIGHEIDSKLERE) - GEMEENSKAPDIENST	R 78 610,00	
					014035242522	EPWP (VEILIGHEIDSKLERE) - KORPORATIEWE DIE	R 1 280,00	
					014035242532	EPWP (VEILIGHEIDSKLERE) - DIENSTE VELDDRIF	R 21 000,00	
					014035242542	EPWP (VEILIGHEIDSKLERE) - DIENSTE PORTERVIL	R 15 240,00	
					014035242552	EPWP (VEILIGHEIDSKLERE) - DIENSTE PIKETBERG	R 9 880,00	
					014035242562	EPWP (VEILIGHEIDSKLERE) - PMU PIKETBERG	R 3 315,00	
3864	014291237001	PROFESIONELE DIENSTE (OUTSOURCED - GDS)	R	1 000,00	014292237001	PROFESIONELE DIENSTE (WWTW AUDIT)	R 30 000,00	"Green Drop" word hierdie jaar weer deur DWS implimenteer. Eksterne audits is een van die vereistes en geen voorsiening is in die 2021/22 vir werke



							gemaak nie. Gelde moet fus oorgeplaas word na die verlangde posnommer.
	014291237002	PROFESIONELE DIENSTE (WWTW AUDIT)	R	1 000,00			
	014292303000	MASJINERIE	R	28 000,00			
			R	2 253 838,00			R 2 253 838,00

#### 4. DISPOSAL

The system of disposal management must ensure the following:-

- Immovable property is sold only at market related prices except when the public interest or the plight of a poor demand otherwise,
- Movable assets are sold either by way of written quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous,
- Immovable property is let at a market related rate except when the public interest or the plight of the poor demand otherwise,
- All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed,
- Where assets are traded in for other assets, the highest possible trade-in price is negotiated.
- There were no disposals for the month of August 2021.

## **5. BID COMMITTEE SYSTEM**

A Bid Committee system for competitive bids are fully operational. It comprises of the Bid Specifications, Bid Evaluation and Bid Adjudication Committees. The Committees meet regularly. The Accounting Officer appoints members of each committee taking into account Section 117 of the MFMA.

No tenders were awarded for the month of August 2021.

## **6. VENDOR PERFORMANCE**

Regular monitoring and review of the supply vendor performance must be done to ensure compliance with specifications and contract conditions for particular goods and services, is conducted. Reports are received from the User Departments for any procurement above R30 000.00 on the performance of Vendors. However, the contract management and project management we started on the Phoenix Vesta System is still giving us problems. We deem the effective operations of the financial system critical to be efficient in daily tasks and have had a meeting with the ownership of Phoenix Vesta to discuss the way forward, they have enhanced the financial system to accommodate the problems but will cost the Municipality an additional amount of R450 000.00 with a licence fee of R15 000.00 per month. When the system was procured not all the modules were procured to perform the required functionalities for SCM, Creditors and Revenue.

Furthermore, we have implemented the evaluation system and the scoring are as follows:-

- 3 points for Quality of Service delivery as agreed, deviations as managed as mutually agreed meaning: - Compliance to most undertakings, duties and obligations and requirements as set out in the Main Agreement and Annexures,
- 2 points for Quality of Service delivery in compliance with Agreement, but requires more management and focus from the service provider.
- 1 point for Quality of Service delivery totally unacceptable, consider termination of Agreement and all services.

## REGISTER FOR THE MONITORING OF SERVICE PROVIDERS

NAAM OF SERVICE PROVIDER	AMOUNT	CSD NUMBER	BBBEE	SCORE	DEPARTMENT	INVOICE NR
PHOENIX VESTA	R 346 606,42	MAAA0090868	LEVEL 4	3	FINANCE	201155; 201171; 201161
MUBESKO AFRICA	21,345.15	MAAA0077330	Non-compliant	3	FINANCE	INV0004784
LATERAL UNION	R 21 038,88	MAAA0026675	LEVEL 2	3	FINANCE	INA18393
IGNITE	R 22 821,75	MAAA0025460		3	FINANCE	INV0003266
HILOAD INYANGA CONSTRUCTION	N/A	MAAA0466686	LEVEL 2	3	PMU	N/A
WESTLAND CONSTRUCTION	N/A	MAAA0604467	LEVEL 1	3	PMU	N/A
HENQUE WASTE	R 28 549,18	MAAA0421434	LEVEL 2	3	TECHNICAL	INV0005804

### 7. SERVICE LEVEL AGREEMENTS

According to Section 21A of the Municipal Systems Act the Accounting Officer of a Municipality must place all service level agreements on the Municipal website. Each department is responsible to ensure that all signed Service Level Agreements are on the IMIS7 system. Each Department must also have a hard copy of each contract applicable to their department.

**BERGRIVIER MUNICIPALITY SERVICE LEVEL AGREEMENTS - FINANCE DEPARTMENT FOR 2021 -2022**

<b>Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>	<b>Status</b>	<b>Contract Type</b>
Cab Holdings	Service provider for the design, printing, email and distribution of Bergrivier Municipality's monthly service accounts	2020-07-01	2023-06-30	Active	Maintenance Agreement/Onderhoudskontrak
Mubesko	Provision of technical support for asset management for a period of three (3) years	2020-07-01	2023-06-30	Active	Maintenance Agreement/Onderhoudskontrak
Contour Technology	Supply, installation and management of a STS compliant prepayment electricity vending system for the period of 01 July 2020 to 30 June 2023	2020-07-01	2023-06-30	Active	Maintenance Agreement/Onderhoudskontrak
NEDBANK	Banking Services	2019-03-01	2023-06-30	Active	Service Level Agreement/Dienskontrak
Siyanda Business Solutions	Accounting Services	2019-07-01	2022-06-30	Active	Service Level Agreement/Dienskontrak
Phoenix Vesta	Financial System	2017-07-01	2022-06-30	Active	Service Level Agreement/Dienskontrak
Lateral Unison (MAAA0026675)	Short term insurance tender for a period of 3 years	2019-07-01	2022-06-30	Active	Service Level Agreement/Dienskontrak

HCB Valuers and Services (Pty) Ltd	Property Valuations Services	2017-07-01	2023-06-30	Active	Service Level Agreement/Dienskontrak
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The aforementioned table represent the service level agreements updated in respect of the finance department.

## 8. ASSET AND INSURANCE REPORTING

### INSURANCE MANAGEMENT

Three claims were reported for the month of August 2021.

INSURANCE - AUGUST 2021						
PerilDescription	Client Own Reference	Date of Loss	Claim Detail	Admin Date & Current Status	Status	Reporting
Theft	Theft at Tollie Adams Cricket Sports Ground	2021/08/17	Irrigation pump stolen at Tollie Adams Cricket Sports Ground	25 Aug 21: GR requested claims documentation again and forwarded same to them. Await proof of forcible entry onto the premises and quotations from insured	Awaiting document from Client	Police; Director Community Services
Impact	CBY9361	2021/08/17	Whilst insured was driving a truck in front of him's brake-shoe came loose and insured went over the brake-shoe and it damaged insured vehicle	26 Aug 21: Await invoice from panel beater	Awaiting Repairers/Replacement Invoice	Manager Income
Impact	CFP1315	2021/07/21	Truck got stuck in gravel road. Driver tried to get it out of the gravel and gearbox seized	25 Aug 21: Received GR claim number. Forwarded contact details to GR - GR will appoint the assessor and Investigator. Await reason for late notification from insured	Awaiting Loss Adjustor Report	Director Technical Services

## **9. APPEALS / OBJECTIONS BY AGGRIEVED**

Paragraph 49 of the Municipal Supply Chain Management Regulations allows the aggrieved bidders the opportunity to lodge objections (with proper motivation) against the decision(s) taken by the Bid Adjudication Committee, within 14 days from the date of notification thereof.

Alternatively, should they wish to lodge an appeal in terms of Section 62 of the Local Government: Municipal Systems Act 2000 (Act 32 of 2000) against the award of the tender, such appeal is to be lodged within 21 days from date of this notification? For the month of August 2021, no objections were lodged.

## **10. LEGISLATIVE COMPLIANCE**

Local government: Municipal Finance Management Act (Act 56 of 2003).

Supply Chain Management Regulations.

Supply Chain Management Policy: Bergrivier Municipality.

Preferential Procurement Regulation, 2017; and all other relevant legislation, National Treasury Guidelines and Circulars.

The Bergrivier Municipality has no Public Private Partners (PPP's).

## **11. SDBIP AND OTHER REPORTABLE MATTERS**

- Reports are submitted to the CFO monthly.
- The SCM unit is under strain due to other compliance matters implemented without additional resources for example, the monitoring and capturing of the performance of suppliers and the maintenance of the procurement plan.
- Specifications are only submitted at a very late stage making it difficult to secure responsive bidders.
- The non-filling of vacant positions is putting a huge strain on the unit to function properly and to comply with legislation, a student that assisted with the capturing of the contract register is leaving us for a permanent position further exacerbating the situation, and this will put more strain on the few staff members.
- Assets is the biggest portion of the financial statements and if Council can consider to fund the Accountant: Assets position it will relieve the strain.

- There is no irregular, wasteful, fruitless or unauthorised expenditure for the month of August 2021.

## **12. RECOMMENDATIONS**

1. That the Executive Mayor take note of the August 2021 Supply Chain Management Implementation report and that it be made public in accordance with Section 21A of the Municipal Systems Act.
2. The Executive Mayor and Council take note that a total of R59 763.48 expenditure incurred during the month of August 2021 to prevent the spread of COVID-19 and to aide in humanitarian relief during the period of lockdown level 3.