

IMPLEMENTATION CHECKLIST

Supply Chain Management

Completing this checklist will assist municipalities and municipal entities to assess the implementation of supply chain management requirements in terms of the Municipal Finance Management Act (MFMA) and Regulations. This is a self assessment checklist and should be filled in completely and to the best of your ability.

Instructions:

Please select from the answers provided in the drop down lists or as otherwise specified. In most cases this is a "yes" or "no". When the answer is "no" please insert a comment indicating progress made and when that requirement will be met, including the anticipated date and the responsible official(s). It is recommended that the Head of the SCM Unit complete the checklist, in consultation with the Municipal Manager (or CEO for an entity). A copy of the SCM Regulations and MFMA Circulars can be found on the NT website www.treasury.gov.za/mfma

Submission to National Treasury:

To assist the National Treasury monitor SCM implementation you are kindly requested to forward electronically a copy of a completed checklist. Email this to mfma@treasury.gov.za, by no later than 10 days after the end of each quarter. Information provided will be used to target further assistance and training for municipalities, so your cooperation is appreciated. Any questions on the completion of this checklist should be emailed to the MFMA helpline mfma@treasury.gov.za

Municipality or Entity Details		Answers
Name of Municipality (select from drop down list)		EC108 Kouga
In the case of a <i>Municipal Entity</i> please type the name here:		
Contact Person (name):		S. Thys
Email address:		sthys@kouga.gov.za
Phone:		042-2002200 ext 2104
Name of the Head of the SCM Unit (if different to above):		

Question	Answer	Comment on progress	Date for completion	Official(s) responsible
1	Has the Council/Board of Directors adopted a SCM policy in terms of SCM regulation 3?	Yes		
2	How many staff are employed by the SCM Unit? (show full time staff equivalent, a person shared with another function or working part-time on SCM is shown as a fraction)	3,00	<-- Number	
2,1	How many positions are unfilled, ie waiting for an appointment? (full time equivalent)	1	<-- Number	
2,2	Has a job description been developed for each position within the SCM Unit?	Yes		
3	Has a detailed implementation plan for SCM been developed?	No	In Progress	
3,1	If "YES", is progress regularly measured against the implementation plan?	No		
4	Is a report on the implementation of the SCM Policy provided to the mayor (or the board of directors for an entity) within 10 days of the end of each quarter (reg 6(3))	Yes		
5	SCM Processes:			
5,1	Is the necessary needs assessment undertaken before each acquisition?	Yes		

Question		Answer	Comment on progress	Date for completion	Official(s) responsible
5,2	Are preferential policy objectives identified to be met through each contract?	Yes			
5,3	Is the performance of vendors regularly monitored?	Yes			
5,4	Are SCM processes independently monitored to ensure the SCM policy is followed and desired objectives achieved?	Yes	Internal and external audit		
6	Are the threshold values contained in the SCM Policy aligned with the values stipulated in regulation 12?	Yes			
6,1	If "NO" are the values contained in the SCM Policy higher than that stipulated in regulation 12?	No			
7	Do municipal bid documents comply with MFMA Circular No 25?	Yes			
8	Do municipal bid documents include evaluation criteria for use by the bid evaluation and adjudication committees?	Yes			
9	<i>Regulation 46 requires the SCM Policy to establish a code of conduct.</i>				
9,1	Is the Code of Conduct issued by NT in MFMA Circular No 22 utilised?	Yes			
9,2	Are measures in place to ensure all SCM practitioners are aware of the SCM code of conduct?	Yes			
10	Are all delegations in terms of SCM roles and responsibilities in writing (other than delegations contained in the SCM Policy)?	No	In progress		
11	Prior to making an award above R30 000 the municipality or municipal entity must check with SARS whether that persons tax matters are in order (reg 43 and MFMA Circular No 29). Is this being complied with?	Yes	The option to verify is currently not available to Municipal Officials		
12	<i>Please confirm if records are kept of the following:</i>				
12,1	Petty cash purchases?	Yes			
12,2	Written or verbal quotations received and awards made?	Yes			
12,3	Tenders and all other bids received and awards made?	Yes			
13	Are all invitations for bids above R30 000 advertised for at least 7 days on the website and official notice board? (reg 18(a))	Yes			
13,1	In addition, are all invitations for competitive bids publically advertised in newspapers commonly circulating locally? (reg 22(1))	Yes			
14	Is the "list of accredited prospective providers" required by regulation 14 updated at least quarterly?	Yes			
15	Is there a database established to record redundant and obsolete store items?	Yes	Not separate		
16	Are debriefing sessions held with unsuccessful bidders?	No			
17	<i>Training SCM practitioners</i>				

Question		Answer	Comment on progress	Date for completion	Official(s) responsible
17,1	Has a training strategy for SCM practitioners been developed?	No			
17,2	What is the 2010/11 budget for the training of SCM practitioners?	R 0	<i>no provision for funds</i>		
17,3	Has the municipality or entity used an outsourced training provider for SCM, other than SAMDI?	No			
17,4	If "yes" to 17.3 please list below the names of training provider(s) used to date (<i>expand this box if necessary</i>) :				
17,5	Indicate the number of officials who have attended the SCM training conducted by SAMDI?	0	<-- Number		
17,6	Indicate the number of officials who have attended SCM training conducted by training providers other than SAMDI?	0	<-- Number		
18	Has as SCM procedure manual been developed to assist officials implement the SCM policy, consistent with the MFMA, regulations, circulars and the Accounting Officers Guidelines?	Yes	Only three 3 Operating Manuals in Dec 2014		
19	<i>Bid Committee membership:</i>				
19,1	Does the Bid Specification Committee membership comply with regulation 27?	Yes			
19,2	Does the Bid Evaluation Committee membership comply with regulation 28?	Yes			
19,3	Does the Bid Adjudication Committee membership comply with regulation 29?	Yes			
19,4	Has regulation 29(4), which stipulates that a member of a bid evaluation committee or an advisor may not be a member of a bid adjudication committee, been breached?	No			
20	<i>Procurement of IT related goods and services:</i>				
20,1	Are you aware that SITA can assist with the procurement of IT related goods and services (regulation 31)	Yes			
20,2	Have you utilised this facility before?	No			
21	Does the SCM Policy provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system? (reg 41(1))	Yes	Partial		