

ENQUIRIES: C. GROENEWALD

REF. NO: 24-25 /SCM Q1 REPORT

To: National Treasury
Provincial Treasury
Sarah Baartman District Municipality

From: Municipal Manager: Kouga Municipality

Date: 15 October 2024

Supply Chain Implementation Report:

Kouga municipality herewith submit the 1st quarterly report for the 2024-2025 Financial year incorporating the Supply Chain implementation activities for a period starting 1 July 2024 and ending 30 September 2024.

Report is done in line with SCM Regulation 6(3) & (4).

The 1st Quarterly Supply Chain Management Report, is attached as **Annexure A**.

Yours in Service Delivery.

Report Approved by
Chief Financial Officer: R. Lorgat



Report Endorsed by



Municipal Manager: Mr. C. du Plessis

Report Endorsed by
Kouga Municipality: Executive Mayor: Mr. Borman:



Annexure A:

A. Compliance and Reporting

1. National Treasury Centralised Supplier Database

The municipality is registered on the National Treasury Centralised Supplier database, with the supplier number **MAAA0214163**. This is the very same centralised database where all companies that are doing business with the municipality are vetted from, in checking their compliance for doing business with the state. The Supply Chain Management officials are listed on the National Treasury Centralised Supplier Database.

1. Bid Committees

The committees mentioned below are established and functioning in accordance with the SCM Policy

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

2. Training: Supply Chain/Stores Section

There was no official Training held and attended by Supply Chain Officials during the financial year however various workshops have been held through the Pink Forum for Municipal Finance Officials.

3. Monthly/ Weekly Reports

Weekly reports are required to be submitted to Chief financial Officer. Monthly deviations reports are submitted in terms of the SCM policy for the procurement of goods and services.

Weekly reports are required to be submitted to Chief financial Officer. Monthly reports are submitted through the Chief financial Officer to various committees and where required, Council. These reports are submitted in terms of paragraph 6 of the Supply Chain Policy.

4. SCM Policy Implementation changes

There were no changes implemented in the first quarter of the 2024-2025 financial year.

New appointment letters were issued for Bid Adjudication Members incorporating rules and responsibilities.

An Updated memorandum and Deviation template was issued in line with audit requirements.

5. Informal Tenders (7day Notices/ RFQ's)

The following table reflects the Eight (8) Informal tenders advertised, awarded and cancelled for the first quarter.

Tender Notice	Tender Description	Date of Advert	Date of Clarification / Site Meeting	Closing Date	Service Provider	Date Of Award	Amount/ Cancelled	Workdays Completion of Evaluation
Notice 134 / 2024	Subdivision, Closure and Rezoning of Public Open Space of a Portion of Erf 170 Jeffreys Bay to Private Open Space	21 June 2024	28 June 2024	5 July 2024	Skywave (Pty) Ltd	18 July 2024	R74 776.00	7 Working days
Notice 137 / 2024	Appointment of Service Provider for the Review of 2023/2024 Annual Financial Statements of Kouga Municipality	21 June 2024	1 July 2024	5 July 2024	Altimax Pty Ltd	12 July 2024	R33 350.00	5 Working days
Notice 155/2024	Subdivision, Closure and Rezoning, Consolidation & Consent use of properties	26 July 2024	1 August 2024	8 August 2024	Skywave (Pty) Ltd	22 August 2024	R101 680.00	7 Working days

Notice 162/2024	Repairs to Bell TLB Rear Boom and Slider and service	19 August 2024	26 August 2024	2 September 2024	Phakamisa Fleet Services (Pty) Ltd	5 September 2024	R 75 898.84	2 Working days
Notice 163/2024	Complete Engine Overhaul of a Shanti Bulldozer	19 August 2024	26 August 2024	2 September 2024	Phakamisa Fleet Services (Pty) Ltd	9 September 2024	R299 977.50	3 Working days
Notice 166/2024	Supply, Delivery and Off-Loading of 1100Litre Industrial Water Heater	23 August 2024	n/a	3 September 2024	East Cape Combustion Pty Ltd	10 September 2024	R133 057.85	10 Working days
Notice 168/2024	Complete Engine Overhaul of a Toyota Double Cab FCW797EC	27 August 2024	3 September 2024	n/a	n/a	n/a	n/a	Bid Re- advertised- no attendance at Site meeting
Notice 174/2024	Supply, Delivery and Off-Loading of Festive Lights	30 August 2024	n/a	10 September 2024	Memotek Trading CC	13 September 2024	Various Rates	3 Working days

Notice 186/2024	Re-advertisement: Complete Engine Overhaul of a Toyota Double Cab FCW797EC	4 September 202	10 September 2024	17 September 2024	Phakamisa Fleet Services (Pty) Ltd	23 September 2024	R 99 350.00	4 Working days
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6. Competitive bids Awarded/ Cancelled for the Period

Below table reflects the formal tenders advertised, 4 Cancellation and 11 awarded tenders for the first quarter. 6 Tenders was in objection phase at end of September as reflected below.

Tender Notice	Tender Description	Date of Advert	Date of Clarification/ Site Meeting	Closing Date	Service Provider	Date of Award	Amount/ Cancelled	Workdays Completion of Evaluation
Notice 131 / 2023	Supply and Install of Fencing in the Kouga Municipal Area for a period of 3 years	21 June 2023	4 July 2023	20 July 2023	MB Fencing and Civils Pty Ltd Vitsha trading and Ibala Consulting Joint Venture	5 August 2024	Various rates	228 Working days
Notice 191 / 2023	Appointment of a Legal Services Providers for a period of three years	9 October 2023	16 October 2023	23 November 2023 (Closing	n/a	n/a	Cancelled	158 Working days

						date extended from 8 November 2023)				
Notice 3 / 2024	Management of Short- Term Insurance for Kouga Municipality a period of Three years	4 March 2024	12 March 2024	4 April 2024	Lateral Unison Insurance Brokers	16 August 2024	Various Rates	72 Working days		
Notice 7 / 2024	Supply, Delivery, Installation and training and Maintenance of a web- based Electronic Records Document and Workflow System including a Committee Management Module for a Period of 36 months	29 January 2024	5 February 2024	29 February 2024	Business Engineering (Pty) Ltd	12 July 2024	Various Rates	69 Working days		
Notice 36 / 2024	Supply, Installation, Commissioning and Maintenance of a Performance	13 February 2024	20 February 2024	14 March 2024	Ignite Advisory Services (Pty) Ltd	12 July 2024	Various Rates	34 Working days		

	Management System for a period of Three 3 years								
Notice 43 / 2024	Supply and Delivery of Laptop Devices for a period of Two 2 Years	18 March 2024	27 March 2024	22 April 2024	Metro Computer Service (Pty) Ltd	5 August 2024	Various Rates	58 Working days	
Notice 81/2024	Appointment of a Suitable Qualified Service Provider for the Institutional Mechanical Infrastructure Services for a period of three (3) years	26 April 2024	13 May 2024	27 May 2024	n/a	6 September 2024	Cancelled	51 Working days	
Notice 85 / 2024	Appointment of a Service provider to conduct Job Evaluation and JE Dispute Mechanism for continuous Development for a period of three (3) years	24 April 2024	2 May 2024	7 June 2024	Brian Singh Consulting services CC	9 September 2024	Various rates	25 Working days	

Notice 96 / 2024	Construction of Civil Services for 2023 Erven in Donkerhoek, Humansdorp gravel streets and Bulk & Internal water Reticulation Network	26 April 2024	3 May 2024	13 May 2023	Objection Phase	n/a	n/a	Objection Phase
Notice 101 / 2024	Appointment of Service Provider for Individual Screening of Candidates for a period of 3 years	8 May 2024	16 May 2024	10 June 2024	KTO Digital (Pty) Ltd	5 August 2024	Various Rates	24 Working days
Notice 110 / 2024	St Francis Bay Groundwater Development of three Boreholes	17 May 2024	28 May 2024	18 June 2024	Imvu construction (Pty) Ltd	9 September 2024	R6 966 680.00	34 Working days
Notice 108/2024 Contract S3/2024	Supply, Delivery and Off-loading of Water Fittings for a period of three 3 years.	24 May 2024	n/a	24 June 2024	Objection Phase	n/a	n/a	Objection Period
Notice 108/2024 Contract S4/2024	Supply, Delivery and Off-loading of Water Meters for a period of three 3 years.	24 May 2024	n/a	24 June 2024	Objection Phase	n/a	n/a	Objection phase

Notice 117/ 2024	Upgrade of Boskloof Substation and New Kwanomzamo Bulk Supply for Kouga Municipality	27 May 2024	5 June 2024 2 nd meeting was arranged to include bidders with CIDB grading of 6 EP PE on 2 July 2024	19 July 2024	Objection phase	n/a	n/a	Objection phase
Notice 118 / 2024	Upgrade of Oceanview Substation Switchgear for Kouga Municipality	27 May 2024	5 June 2024	27 June 2024	VE Reticulations (Pty) Ltd	5 August 2024	R1 0879 571.78	27 Working days
Notice 123 / 2024	Appointment of a Panel of Professional Resource Teams (Built Environment) for the feasibility of various Municipal Projects for a period of 36 months	10 June 2024	21 June 2024 Meeting changed to 24 June due to Zoom capacity only 100 participants	15 July 2024	Cancelled	19 September 2024	n/a	59 Working days
Notice	Hiring of Portable Polyethylene VIP	12 June 2024	28 June 2024	15 July 2024	Twaz Group (Pty) Ltd	9 September 2024	Various Rates	23 Working days

124 / 2024	Chemical Toilets for a period of three (3) years								
Notice 125 / 2024	Provision of Life saving Services to Kouga Municipality for a period of 36 Months	12 June 2024	28 June 2024	15 July 2024	Cancelled	31 July 2024	n/a	2 Working days	
Notice 86/2023	Supply, Delivery and Off-loading of Electrical Requirements for a period of Two Years	n/a	n/a	n/a	Kader Technologies (Pty) Ltd Actom Electrical Products a Division of Actom (Pty) Ltd Platinum Suppliers (Pty) Ltd Randela Africa Industries (Pty) Ltd Valley Distributions Equip CC Memotek Trading CC	18 September 2024	Various Rates	n/a award made after termination of initial appointed SP.	

							Maboneng Electrical Distributors (Pty) Ltd					
Notice 140/2024	Supply, Installation and Servicing of Portable Fire Protection Equipment for a period of 36 Months	9 July 2024	16 July 2024	8 August 2024	Transfer Eastern Cape Pty Ltd	23 September 2024	Various Rates	14 Working days				
Notice 143/2024	Appointment of a Service Provider for Employee Wellness and Medical Surveillance for a period of Three (3) years	12 July 2024	17 July 2024 & 23 July 2024 (2 nd meeting held due to late publication)	19 August 2024 (closing date extended from 12 August 2024)	Objection Phase	n/a	n/a	Objection Phase				
Notice 146/2024	Appointment of a Service Provider for the Supply, Delivery and Offloading of 240l Wheelie / Waste Bins for a period of three years.	24 July 2024	1 August 2024	26 August 2024	In progress	n/a	n/a	In progress				

Notice 147/2024	Supply, delivery and various Road Traffic Signage for a period of 36 months	19 July 2024	29 July 2024	29 August 2024 (closing date extended from 19 August 2024)	Objection Phase	n/a	n/a	Objection Phase
Notice 148/2024	Supply, delivery and various Traffic uniforms for a period of 36 months	19 July 2024	30 July 2024	18 September 2024 (closing date extended from 19 August 2024)	In progress	n/a	n/a	In progress
Notice 154/2024	Supply, delivery and Off- loading of Electrical Cables for a 3-year period	26 July 2024	n/a	26 August 2024	In progress	n/a	n/a	In progress
Notice 159/2024	Supply, delivery and Off- loading of Consumables for a 3-year period	20 August 2024	n/a	20 September 2024	In progress	n/a	n/a	n/a

Notice 169/2024	Supply and Delivery of Branded Promotional Items for a period of 12 Months	16 September 2024	18 September 2024	7 October 2024	Not closed	n/a	n/a	n/a
Notice 170/2024	Appointment of a Service Provider for Interpreting, Translation and Editing Services for a period of 12 months	6 September 2024	19 September 2024	7 October 2024	Not closed	n/a	n/a	n/a
Notice 171/2024	Demolition of Building and Removal of Building Material: ERF 3291 Humansdorp (Kouga Cultural Centre)	30 August 2024	10 September 2024	30 September 2024	n/a	n/a	n/a	In progress
Notice 172/2024	Panel of Legal Services Providers for the Provision of Legal Services for a period of three years	30 August 2024	11 September 2024	30 September 2024	n/a	n/a	n/a	In progress
Notice 195/2024	Appointment of a Service Provider to Render Media Monitoring Services	16 September 2024	25 September 2024	17 October 2024	Not closed	n/a	n/a	n/a

	for a period of three years								
Notice 197/2024	Supply, Delivery of Fire Fighting Uniform and Specialised Personal Protective Equipment for Kouga Municipal Fire and Rescue Services for a period of 3 years	20 September 2024	n/a	22 October 2024	Not closed	n/a	n/a	n/a	

7. Progress – Requisitions Report for the 1st quarter.

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 31 JULY 2024					
DIRECTORATE	TOTAL NUMBER OF REQUISITIONS RECEIVED	TOTAL NUMBER OF REQUISITIONS FINALISED WITHIN 5 DAYS	TOTAL NUMBER OF REQUISITIONS NOT FINALISED WITHIN 5 DAYS	REASONS - BY SCM	REASONS - BY USER DEPARTMENT
Civil & Water	18	0	0		
Community Services	64	59	5		budget exceeded, related parties Declaration not received/ due to items available on stock
DMM	53	42	11	inclusive of weekend , tax non-compliance of 1st service provider	waited for new ukeys on system, query on the double entry for July/clarity sought
MM & Mayors	12	11	1		requisition cancelled by requestor
Electro - Mechanical: Electrical	23	21	2	inclusive of weekend	query waiting for end user response
Electro - Mechanical: Workshop	132	126	6	inclusive of weekend, order cancelled due to 2024/25 fin year. order redone	
Finance & Economic Development	43	36	7	month / year end procedures, delayed approval	
Planning & Development	19	19	0		
Totals	364	314	32	17	15

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 31 AUGUST 2024

DIRECTORATE	TOTAL NUMBER OF REQUISITIONS RECEIVED	TOTAL NUMBER OF REQUISITIONS FINALISED WITHIN 5 DAYS	TOTAL NUMBER OF REQUISITIONS NOT FINALISED WITHIN 5 DAYS	REASONS - BY SCM	REASONS - BY USER DEPARTMENT
Civil & Water	54	52	2		rejected incomparable quotes, rejected (deviation) - sp not registered on database & csd
Community Services	98	87	11	delayed approvals , Creditor to be opened on Financial System, inclusive of ph & weekend	rejected -description/ - price increase/ incorrect calculation
DMM	62	56	6	delayed approvals, inclusive of ph & weekend	
MM & Mayors	31	30	1	approved po to be generated	
Electro - Mechanical: Electrical	35	32	3	delayed approvals, inclusive of ph & weekend	rejected waiting for clarity from end - user
Electro - Mechanical: Workshop	145	127	18	inclusive of ph & weekend	rejected – memo/ no insurance claim form
Finance & Economic Development	31	26	5	inclusive of weekend, delayed approvals	rejected end user to use tender, budget exceeded
Planning & Development	15	15	0		
Totals	471	425	46	36	10

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 30 SEPTEMBER 2024					
DIRECTORATE	TOTAL NUMBER OF REQUISITIONS RECEIVED	TOTAL NUMBER OF REQUISITIONS FINALISED WITHIN 5 DAYS	TOTAL NUMBER OF REQUISITIONS NOT FINALISED WITHIN 5 DAYS	REASONS - BY SCM	REASONS - BY USER DEPARTMENT
Civil & Water	70	60	10	inclusive of weekend & public holiday , delayed approval by cfo - requested sla, delayed approval by cfo & mm	rejected - invoice not approved by director, rejected - quotes incomparable
Community Services	90	86	4	inclusive of weekend & public holiday	rejected quotes incomparable
DMM	103	95	8	inclusive of weekend & public holiday	rejected requester to source additional quotes
MM & Mayors	27	26	1		budget exceeded
Electro - Mechanical: Electrical	28	26	2		query sent to end-user (duplication of services)
Electro - Mechanical: Workshop	83	83	0		
Finance & Economic Development	66	62	4	inclusive of weekend & public holiday	waiting for bv from assets
Planning & Development	14	14	0		
TOTALS	481	452	29	17	12

8. Report on the Balance of Stock at hand at Stores for the month.

This tables below shows movement of stock the Stores Section has received from various suppliers as procured by Stores Section and stock issued to various directorate for the periods 1 July to 30 September 2024

Table 8.1: 1 July to 31 July 2024.

STOCK BALANCING REPORT- JULY 2024						
DATE	BALANCE		ISSUES	RECEIPTS	JNL/RETURN	BALANCE
01/07/2024	20,679,983.98	0	-	-	-	20,679,983.98
02/07/2024	20,679,983.98	0				20,679,983.98
03/07/2024	20,679,983.98	0			-	20,679,983.98
04/07/2024	20,679,983.98	0				20,679,983.98
05/07/2024	20,679,983.98	0				20,679,983.98
08/07/2024	20,679,983.98	0				20,679,983.98
09/07/2024	20,679,983.98	0				20,679,983.98
10/07/2024	20,679,983.98	0				20,679,983.98
11/07/2024	20,679,983.98	0				20,679,983.98
12/07/2024	20,679,983.98	53	353,372.29			20,326,611.69
15/07/2024	20,326,611.69	19	78,110.15			20,248,501.54
16/07/2024	20,248,501.54	28	271,724.50		407.12	19,977,184.16
17/07/2024	19,977,184.16	36	260,364.99	121,511.10	2,006.34	19,840,336.61
18/07/2024	19,840,336.61	14	45,055.81	16,695.65	2,855.65	19,814,832.10
19/07/2024	19,814,609.74	17	40,125.08	65,599.45	854.74	19,840,938.85
22/07/2024	19,841,161.21	15	129,257.03	13,645.80	1,669.56	19,727,219.54
23/07/2024	19,699,927.94	21	84,784.51	212,091.93	1,074.38	19,828,309.74
24/07/2024	19,828,309.74	7	92,379.11		72.43	19,736,003.06
25/07/2024	19,736,003.06	10	19,401.53	155,059.50	1,885.69	19,873,546.72
26/07/2024	19,873,546.72	10	43,586.87	84,620.00	2,598.28	19,917,178.13
29/07/2024	19,917,178.13	16	47,417.32		1,075.41	19,870,836.22
30/07/2024	19,870,836.22	12	20,561.60	173,048.60	1,462.00	20,024,785.22
31/07/2024	20,024,785.22	14	145,962.05			19,878,823.17
		272	1,632,102.84	842,272.03	15,961.60	

Table 8.2: 1 August to 31 August 2024

STOCK BALANCING REPORT- AUGUST 2024						
DATE	BALANCE		ISSUES	RECEIPTS	JNL/RETURN	BALANCE
01/08/2024	19 878 823,17	11	17 533,82	56 641,21	-	19 917 930,56
02/08/2024	19 917 930,56	0				19 917 930,56
05/08/2024	19 917 930,56	0			-	19 917 930,56
06/08/2024	19 917 930,56	13	199 509,62	22 312,96	38,05	19 740 771,95
07/08/2024	19 740 771,95	28	128 060,29	3 964,50	6 498,18	19 623 174,34
08/08/2024	19 623 174,34	14	154 568,81	50 627,98	822,42	19 520 055,93
09/08/2024	19 520 055,93	0				19 520 055,93

12/08/2024	19 520 055,93	12	68 686,64	107 231,70	2 870,58	19 561 471,57
13/08/2024	19 561 471,57	10	30 292,71	51 416,00	16 179,80	19 598 774,66
14/08/2024	19 598 774,66	8	81 872,90	74 234,82		19 591 136,58
15/08/2024	19 591 136,58	19	81 164,70	101 156,20	881,54	19 612 009,62
16/08/2024	19 612 009,62	10	48 206,58	285 240,69	181,92	19 849 225,65
19/08/2024	19 849 225,65	17	136 111,88	35 552,24	3 157,48	19 751 823,49
20/08/2024	19 751 823,49	7	100 224,49	31 238,25	14 350,27	19 697 187,52
21/08/2024	19 697 187,52	10	18 542,23	38 989,05	203,58	19 717 837,92
22/08/2024	19 717 837,92	9	37 590,79			19 680 247,13
23/08/2024	19 680 247,13	6	54 113,49			19 626 133,64
26/08/2024	19 626 133,64	9	34 046,15	129 218,00	256,79	19 721 562,28
27/08/2024	19 721 562,28	9	72 141,95	79 624,40		19 729 044,73
28/08/2024	19 729 044,73	8	40 474,05	308 091,13		19 996 661,81
29/08/2024	19 996 661,81	7	187 819,64	93 660,00	1 629,00	19 904 131,17
30/08/2024	19 904 131,17	16	73 191,85	5 163,00	3 066,57	19 839 168,89
		223	1 564 152,59	1 474 362,13	50 136,18	

Table 8.3 : 1 September to 30 September 2024

STOCK BALANCING REPORT -SEPTEMBER 2024						
DATE	BALANCE		ISSUES	RECEIPTS	JNL/RETURN	BALANCE
02/09/2024	19 839 168,89	14	54 367,90	22 000,00	-	19 806 800,99
03/09/2024	19 806 800,99	11	71 643,18			19 735 157,81
04/09/2024	19 735 157,81	0			-	19 735 157,81
05/09/2024	19 735 157,81	24	132 995,51	136 220,00	695,56	19 739 077,86
06/09/2024	19 739 077,86	8	75 221,82	1 999,50		19 665 855,54
09/09/2024	19 665 855,54	17	35 111,99		25 498,18	19 656 241,73
10/09/2024	19 656 241,73	9	304 548,46	29 000,00	1 185,05	19 381 878,32
11/09/2024	19 381 878,32	10	59 281,58			19 322 596,74
12/09/2024	19 322 596,74	26	78 595,12	26 724,52	1 639,34	19 272 365,48
13/09/2024	19 272 365,48	7	7 354,12	53 240,10		19 318 251,46
16/09/2024	19 318 251,46	14	38 948,96	20 137,50		19 299 440,00
17/09/2024	19 299 440,00	6	75 401,28			19 224 038,72
18/09/2024	19 224 038,72	19	75 017,39	150 946,20	2 039,49	19 302 007,02
19/09/2024	19 302 007,02	8	25 964,69	887 238,60		20 163 280,93
20/09/2024	20 163 280,93	12	133 016,08	7 364,00		20 037 628,85
23/09/2024	20 037 628,85	8	36 690,39	165 138,40		20 166 076,86
24/09/2024	20 166 076,86	0				20 166 076,86
25/09/2024	20 166 076,86	21	262 277,58	51 474,00	5 140,48	19 960 413,76
26/09/2024	19 960 413,76	14	35 119,84		967,23	19 926 261,15
27/09/2024	19 926 261,15	7	5 955,77	411 204,00	618,00	20 332 127,38
30/09/2024	20 332 127,38		16 291,03	10 059,94	4 173,69	20 330 069,98
		235	1 523 802,69	1 972 746,76	41 957,02	

9. **Section 36 Deviations in terms of SCM Policy**

A Total of value of the deviations for the first quarter of the financial year amounts to R 4 903 358.10

10. **SCM Management component for the period**

The section operated for the first quarter with a total staff complement of 10 permanent staff members, 2 employees serving their probation period, 4 interns and 7 vacancies.

Below details depicts the detail of the officials:

- Mrs. C. Groenewald- Acting Supply Chain Manager.

SUPPLY CHAIN MANAGEMENT	STORES
Mrs. C. Groenewald (Permanent)	Mr. E. Felix (Permanent)
Mrs. N. Goeda (Permanent)	Mr. Delaino Domingo (Permanent)
Mrs Z. Rawana (Permanent)	Mr. D. Volontiya (Permanent)
Ms. A. Smith (Permanent)	Mr. F. Msolo (Permanent)
Ms. A. Gorden (Permanent)	Mr B. Qingane (intern)
Mr. A. Alexander (resigned 27 July 2024)	
Ms. N. Mandeka (Permanent)	
Ms. A. Lloyd (Probation Period)	
Mr. A. Kolyt (Probation Period)	
Ms. S Raco (Intern)	