

**Munisipaliteit**

**BERGRIVIER**

**Municipality**



**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR FEBRUARY 2024**

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 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 plan was distributed to all departments, and they needed to submit their specifications early as indicated in the procurement plan. Each Department will report on their own procurement dates and processes monthly and at the end of each quarter the Finance Department will report overall on all departments.

The legislation on procurement has changed as has been Gazette in Government Gazette 49863 on 14 December 2023.

### Reporting on per department procurement

Directorate	Cost Centre	Own Description	ConfigCode (hard punched)	ADJUSTMENT BUDGET FEB 2024	Spending 12/02/2024
Vote 2 - Finance	2.1 - Finance	Furniture, Equipment - Finance	72061490101	139 000,00	9 125,37
Vote 2 - Finance	2.1 - Finance	Upgrade SCM Stores	72061400101	361 000,00	263 561,45
<b>February 2024</b>	<b>TOTALE</b>		<b>54.53% SPENDING</b>	<b>500 000,00</b>	<b>272 686,82</b>

## 2.2 BIDS / FORMAL WRITTEN QUOTATIONS AWARDED

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

The following formal quotations are reported for February 2024.

QUOTATIONS										
QUOTATION REGISTER 01 JULY 2023 - 30 JUNE 2024										
QUOTATION NUMBER	ADV NR		FQ DESCRIPTION & OFFERS RECEIVED	LOCALITY POINTS ACCORDING TO POLICY	LOCALITY POINTS FOR B-BBEE	B-BBEE	LOCALITY	SUCCESSFUL BIDDER	QUOTATION AMOUNT	REASON NOT AWARDED
FQ 8/2/4-2024	MN8-2024		<b>Supply &amp; Delivery of a Drone for Bergrivier Municipality</b>							
		1	Inново Networks	3	10	1	Milnerton, Cape Town, City of Cape Town Municipality			Evaluation in process - By User-Department
		2	AIC Africa (PTY) Ltd	3	10	1	Cape Town, City of Cape Town Municipality			
		3	Memotek Trading	3	10	1	Table view, City of Cape Town Municipality			
		4	Ntsu Aviation Solutions	2	10	1	Centurion, City of Tswana Municipality			
FQ 8/2/5-2024	MN12-2024		<b>Building of a New Name Wall for Dwarskersbos Entrance - Erf 1062</b>							Close – 20 March 2024
FQ 8/2/6-2024	MN17-2024		<b>Supply of Labour to Build a Boundary Wall</b>							
		2	<b>West Coast Skies Services</b>	5	10	1	<b>Vredenburg, Saldanha bay Municipality</b>	<b>West Coast Skies Services CC</b>	<b>R 42 233,75</b>	<b>SUCCESSFUL</b>
FQ 8/2/7-2024	MN18-2024		<b>Supply &amp; Delivery of two 12m (40ft) second-hand storage containers - NO OFFERS RECEIVED</b>							<b>No offers received</b>

FQ 8/2/8-2024	MN20-2024		<b>Supply &amp; Delivery of Heavy-Duty Shelving for Velddrif Stores</b>							
		1	DT Sibenza Security	5	10	1	Chatsworth, Swartland Municipality			LESS THAN 3 OFFERS RECEIVED
		2	Bidvest Office	5	10	1	Vredenburg, Saldanhabay Municipality			<b>SUCCESSFUL</b>
FQ 8/2/9-2024	MN21-2024		<b>Supply, Delivery, Installation &amp; Commissioning of Sodium Hypochlorite Dosing Systems for Bergrivier Municipality</b>							LESS THAN 3 OFFERS RECEIVED
		1	<b>Maxal Projects SA</b>	<b>3</b>	<b>10</b>	<b>1</b>	<b>Somerset West - City of Cape Town Municipality</b>	<b>Maxal Projects SA (PTY) Ltd</b>	<b>R 99 532,50</b>	<b>SUCCESSFUL</b>
FQ 8/2/10-2024	MN22-2024		<b>Supply &amp; Delivery of Precast Concrete Stormwater Pipes with interlocking joint for Bergrivier Municipality</b>							
		1	2ACS Services	3	10	1	Wellington, Drakenstein Municipality			Evaluation in process – By end-user department
		2	Pison Hawila Construction	10	10	1	Piketberg, Bergrivier Municipality			
		3	AWV Project Management	3	10	1	Parow, City of Cape Town Municipality			
		4	Take Note Trading 245CC t/a Universal Trading	3	10	1	Parow, City of Cape Town Municipality			
5	Memotek Trading	3	10	1	Tableview, City of Cape Town Municipality					
FQ 8/2/11-2024	MN23-2024		<b>Hire of a 20 Ton Excavator for Housekeeping in Redelinghuys</b>							LESS THAN 3 OFFERS RECEIVED

		1	<b>Stephen du Plessis Grondverskuiwing</b>	5	9	2	<b>Citrusdal, Cederberg Municipality</b>	<b>Stephen du Plessis Grondverskuiwing (PTY) Ltd</b>	<b>RATES</b>	<b>SUCCESSFUL</b>
FQ 8/2/12-2024	MN25-2024		<b>Supply &amp; Installation of New Car Shadeports at Piketberg &amp; Porterville</b>							
		1	JB von Wielligh Construction	5	10	1	Riebeek Kasteel, Swartland Municipality			LESS THAN 3 OFFERS RECEIVED
		2	Gert Quality Services (PTY) Ltd	10	10	1	Piketberg, Bergrivier Municipality			Evaluation in process – By end-user department
FQ 8/2/13-2024	MN29-2024		<b>Supply &amp; Delivery of Traffic &amp; Fire Uniforms until 30 June 2024 - NEVER ADVERTISED (FOLLOW TENDER PROCESS)</b>							Never advertised – follow tender process.
FQ8/2/14-2024	MN30/2024		<b>Supply &amp; Delivery of Dash Cameras for Traffic &amp; Law Enforcement Vehicles</b>							LESS THAN 3 OFFERS RECEIVED
		1	Platinum Suppliers		10	1				Evaluation process – By SCM for verification checks
		2	TMT Services & Suppliers		10	1				
FQ 8/2/15-2024	MN36-2024		<b>Supply &amp; Delivery of a Trailer Mounted 500 Litre Diesel Bowser for Velddrif Stores</b>							Close 22 March 2024
FQ 8/2/16-2024	MN50-2024		<b>Supply, Delivery &amp; Installation of a Switch &amp; Network Cables</b>							

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		1	Inново Networks	3	10	1	Milnerton, Cape Town, City of Cape Town Municipality		Evaluation in process – By end-user department
FQ 8/2/17-2024	MN56-2024		Supply, Delivery & Operating of a Cherry Picker for the cutting/felling of various trees in the Bergrivier Municipal Area - NO OFFERS RECEIVED						No offers received

### 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 considered.
- There are the following matters to report on for February 2024.

Date	Order no	Amount	Supplier/Service Provider	Comment
<b>01 February 2024</b>				
2024/02/02	G0003380	R 3 400,00	ME Smith	Couldn't obtain 3 quotes - Suppliers confirmed via email unavailability of transport (Assisting Steynville Secondary School)
2024/02/07	G0003454	R 220 290,00	All About Travel	14 Economy Class Flight Tickets for the Youth Exchange Program from 25/03/2024 - 08/04/2024
2024/02/06	G0003428	R 3 361,13	MEDIA 24 - Die Weslander	T8/3/4-2024 MN37-2024

2024/02/06	G0003405	R 2 415,00	MEDIA 24 - Die Burger	MK35/2024 Vakature: Onafhanklike Voorsitter van die Risikobestuurskomitee
2024/02/06	G0003412	R 5 041,69	MEDIA 24 - Die Weslander	MN33/2024 Registration on Central Supplier Database
2024/02/06	G0003423	R 2 622,00	Piketberg Drukkers	Printing of Books - Vehicle Logbooks
2024/02/07	G0003430	R 2 415,00	Brand Edge Media Advertising	MN35/2024 Vacancy: External Chairperson of the Risk Management Committee (Piketberg)
2024/02/07	G0003448	R 6 328,69	Sky Metro Equipment	Copy Charges - January 2024
2024/02/07	G0003456	R 5 037,00	Brand Edge Media Advertising - Cape Times	MN37/2024 T8/3/4 - 2024
2024/02/07	G0003455	R 5 037,00	MEDIA 24 - Die Burger	MN37/2024 T8/3/4 - 2024
2024/02/09	G0003486	R 77 040,00	Eskom	Increase supply size 10 000 - 12 000 KVA @ VD Substation
2024/02/12	G0003497	R 4 225,00	Piketberg Dierehospitaal	Genadedood - Honde/Katte
2024/02/12	G0003503	R 3 967,50	Piketberg Drukkers	Printing of leave books for HR
2024/02/13	G0003533	R 5 059,88	Connet Trust t/a Laaiplek Spar	3rd Supplier do not quote on all items, confirmed with an email - Groceries for the potjiekos Competition (CWP) - 14/02/2024
2024/02/14	G0003539	R 37 777,50	Albertinia Meubelvervoer	Relocation of newly appointed CFO
2024/02/14	G0003545	R 4 701,20	Brand Edge Media Advertising	MN43/2024 T8/3/6 - 2024
2024/02/14	G0003546	R 3 641,22	MEDIA 24 - Die Weslander	MK53/2024 Aansoek om vergunningsgebruik: Erf 3032, Porterville
2024/02/14	G0003547	R 3 641,22	MEDIA 24 - Die Weslander	MK55/2024 Aansoek om hersonering: Erf 804, Laaiplek
2024/02/14	G0003548	R 3 641,22	MEDIA 24 - Die Weslander	MK51/2024 Aansoek om vergunningsgebruik: Erf 1862, Piketberg
2024/02/14	G0003549	R 4 088,66	MEDIA 24 - Die Weslander	MK54/2024 Aansoek om opheffing van beperkings en hersonering: Erf 60, Velddrif
2024/02/14	G0003550	R 1 396,10	MEDIA 24 - Die Weslander	MN43/2024 T8/3/6 - 2024
2024/02/14	G0003551	R 3 641,22	MEDIA 24 - Die Weslander	MK52/2024 Aansoek om vergunningsgebruik en permanente afwyking: Erf 3048, Piketberg
2024/02/14	G0003552	R 3 361,13	MEDIA 24 - Die Weslander	MK49/2024 Aanvaarding van n aansuiweringsbegroting 2023/2024 Finansiële Jaar
2024/02/14	G0003567	R 6 272,10	Piketberg Drukkers	Aansoek om dienste boeke en nuwe/ vervanging van meters boeke
2024/02/15	G0003588	R 5 328,12	De Villiers van Zyl INC	Continuation of Order G0000794
2024/02/16	G0003605	R 51 750,00	IMQS Software	Annual License & Software Maintenance Fees 23/24

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2024/02/19	G0003604	R 2 926,75	Frama (PTY) Ltd	Frama Franking Machine - Sole Supplier
2024/02/20	G0003659	R 5 037,00	MEDIA 24 - Die Burger	T8/3/7-2024(MN44-2024) en T8/3/8-2024(MN45-2024)
2024/02/20	G0003660	R 5 372,80	Brand Edge Media Advertising	T8/3/7-2024(MN44-2024) en T8/3/8-2024(MN45-2024)
2024/02/23	G0003751	R 19 850,00	All About Travel	Local Travel Agency
2024/02/26	G0003765	R 6 198,50	Auditor-General of South Africa	Payments of AG

## 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 February 2024.



## 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.

Number	Name	Credit number	Relationship	Name	ID number	Government Department	Occupation	Town
1	Siphenkosi Protection Services PTY LTD	MAAA0212574	Spouse	Ismael Claasen	721031 5265 080	Bergrivier Municipality	Worker Finance	Piketberg
2	IOMU trading	MAAA0254454	Spouse	Alnique Appollis	870831 0074 083	Correctional Services	Correctional Officer	RWES
3	Ettiene Vermaak	E00027	Spouse	Johanna Vermaak	671130 0006 083	Pharmacist	Karl Bremer Hosp	Bellville
4	Shop at Sandys	S00036	Daughter	Terry Anne Wessels	750730 0067 086	Bergrivier Municipality	PA Mayor	Piketberg
5	Cederberg Conservation Services	C00055	Spouse	Beulah du Plessis	691108 0017 082	Cape Nature	Financial administration Officer	Porterville
6	Die Naaldwerk kamer M. de Jager	M00072	Spouse	Wimpie De Jager	660424 5039 089	Bergrivier Municipality	Traffic Officer 427	Piketberg
7	Aurecon	MAAA0015541	Spouse	HC Ahlschlager	700201 0008 083	SIU	Legal Representative	Pretoria
8	Shekinal at ur service	MAAA0773925	Spouse	Henry Paul van Wyk	740829 5189 086	Bergrivier Municipality	Storeman	Piketberg
9	Carien van Wyk	MAAA1318361	Spouse	Henry Paul van Wyk	740829 5189 086	Bergrivier Municipality	Storeman	Piketberg
10	Dunheel Khonje	MAAA0795631	Spouse	Andrew Khonje	870320 0167 087	SAPS	Telecom Operator	Paarl
11	Anderson and Nel	MAAA0761172	Spouse	Henrietta Kruger	740306 0169 082	DOJ	State Prosecutor	Piketberg
12	Morrison Bros	MAAA0432250	Son	Justin Morrison	971118 5150 086	Saldanha Municipality	Law Enforcement Officer	Saldanha
13	Dinah Traders	MAAA0683213	Husband	Nicholas Hendricks	780815 5200 081	WCED	Cleaner	Eendekuil
14	WRP Consulting Eng	MAAA0001594	Spouse	Katlego Mamphitha	870219 0344 088	SABC	System admin	Cape Town
15	JPCE	MAAA0029745	Spouse	Johan Minnie	720706 5024 089	City of Cape Town	Head Operations	Cape Town
16	IKAPA	MAAA0029905	Spouse	Sophia Davids	620629 0213 088	WCED	Teacher	Cape Town
17	CONLOG	MAAA0233537	Spouse	Nirvasha Moodley	781102 0161 082	Dept of Health	Director	Durban
18	Pison Hawila Construction	MAAA1063642	Son	Garth Scheepers	910605 5163 089	Bergrivier Municipality	Law enforcement officer	Piketberg
18	Pison Hawila Construction	MAAA1063642	Son in law	Randall Swarts	761230 5083 086	Bergrivier Municipality	Speaker	Piketberg
19	Mubesko	MAAA0077330	Spouses	Litzie Saaiman	720315 0105 081	WCED	Curriculum Advisor	NC
19	Mubesko	MAAA0077330	Spouses	Janine Niehaus	820121 0089 088	Northern Cape Health Dept	Dietician	WC
20	The Lady Bee	MAAA0919936	Daughter	Tamzin Engelbrecht	941206 0175 088	Dept of Health	Pharmacist	WC

21	TTR	MAAA0975773	Spouse	N. Matube	840419 0902 086	WCLA	Finance clerk	WC
22	Red Ant Security	MAAA0085572	Spouse	Noxolo Lesielsa		Mogale City Local Municipality	Development Practitioner	Gauteng Province
23	Van der Spuy en Vennote	MAAA0448559	Spouse	Mariaan van Zyl	630128 0145 083	WCED	Head Mistress	Paarl
24	Rocco Smit	not registered	Daughter	Bianca Smidt	860214 0087 086	Bergrivier Municipality	Resort DKB	DKB
25	Jah Guide Davids	MAAA0184014	Spouse	Gerladine Davids	821114 0130 084	SAPS	Police Official	Paarl
26	Sonneberg Taxis Transport	MAAA0588192	Spouse	Stacey Sonneberg	891121 0093 084	Bergrivier Municipality	Admin Officer HR	Piketberg
27	JJJ Enterprise	MAAA1128407	Spouse	Shantelle Kotze	840709 0166 082	Cederberg Municipality	Natis Clerc	Clanwilliam
28	Nedbank	MAAA0432402	Spouse	Vanisha Subramoney	630820 0216 084	Johannesburg	National Department of Education	Johannesburg
29	IX Engineers	MAAA0375346	Spouse	Rivalani Jill Mashegana	661023 0740 086	Gauteng Dept of Health	Nurse	Gauteng Province
30	JC Refrigeration Cape	MAAA0153523	Mother	Hayline Esterhuizen	651108 0083 082	Stikland	Captain at SAPS	Stikland
31	WEC - Consult (pty) Ltd	Maaa0006904	Spouse	Yazeed Daniels	8805215003082	WCED	School finance and records officer	Western Cape
32	Niel Lyners	MAAA0006078	Daughter	Alicia Potgieter	9408020072084	City of Cape Town	shareholder	Western Cape
33	EAS Infrastructure	MAAA0494140	Father	John Brown	5803235107085	City of Cape Town	area manager	Western Cape
34	Prinro Building	MAAA0023725	Spouse	Mrs. Esau		WCED	Teacher	Western Cape
35	Zutari	MAAA0016359	spouse	HC Ahlschlager		Special Investigator Parliament	Special Investigator Parliament	Western Cape
		MAAA0016360	Sibling	Seegers S		City of Cape Town	Head of Security Architecture	Western Cape
		MAAA0016361		Nadasen K		National Dept of Public works	Director	Western Cape
		MAAA0016362		Marques M		Department of internal Affairs	Director	Western Cape
36	Element Consulting Engineers	MAAA0001925	Spouse	Edith Shezi	580425 0183 084	Dept of education	Teacher	Western Cape
			Spouse	Renate Rossouw	610324 0107 082	Dept. of education	Teacher	Western Cape
37	National Sea Rescue Institute	MAAA0624859	Spouse	Shameem Modack Robertson	751006 0117 083	Provincial Government of WC Department of Health	EMS	Western Cape

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

### **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.

**For the month of February 2024 there were no deviations approved to report on. The following deviation was rejected:**

Deviations 2023-2024								
Number	Name of Service Provider	Amount	Month	Impossible/ Impractical	Short description	VOTE NR	DEPARTMENT	DIRECTORATE
<b>Feb-24</b>								
4	De Villiers van Zyl Ingelyf	<b>REJECTED</b>	14 February 2024	REJECTED	Regsoptrede in verband met die oprigting van 'n ongemagtigde geboue op Erf 1259, Piketberg. Die aangeleentheid is kompleks en vereis 'n deeglike en deurdagte regsopptrede. As gevolg van die uitdagende aard van hierdie saak, versoek ek 'n afwyking van betaling aan die diensverskaffer wat betrokke is by hierdie regsopptrede. Ek stel voor dat daar 'n addisionele bedrag van R15 000.00 voorsiening gemaak vir word vir die moontlike verdere regskoste wat mag ontstaan in die verdere verloop van hierdie saak.	014 032 2390 00	Building Control	Vote 4 - Technical Services

(3) The report on purchases above R100 000 for the month of February 2024 is presented in the table below.

R100 000.00 Awards 2023 - 2024 Bergrivier Municipality					
Contract details			Total value of contracts	BBBEE	Method of procurement
Contract reference	Service provider/ Supplier	Contract Description	Total value of contract	Level	Quotation/ Competitive Bidding/ Deviation
Feb-24					
T 8/3/38-2023	HDV Projects	Supply and delivery of ride on lawnmowers for Bergrivier Municipality for a period ending 30 June 2024	R228 850,00	4	Competitive Bidding
T 8/3/37-2023	Nexus Forensic Services	Appointment of a service provider to render background screening, vetting & criminal checks	Rates	2	Competitive Bidding

(4) The following virements were recorded for February 2024.

Virements for February 2024						
VANAF			NA			REDE / REASON FOR VIREMENT REQUEST
POS VANAF	BESKRYWING	BEDRAG / AMOUNT TO BE TRANSFERRED	POS NA	BESKRYWING	BEDRAG / AMOUNT	
<u>MUNICIPAL MANAGER</u>						
011012258603	Wykskomitee Projekte - Wyk 3	R 10 000,00	011011217003	Hulptoekenning - Piketberg Museum	R 10 000,00	Daar is n voortsetting van die Mosaïek Projek en Wyk 3 het R10 000,00 beskikbaar gestel vir projek.

011015237002	Professionele dienste (Risk Management)	R 4 830,00	011015202002	Advertensie (Corporate & Municipal Activities)	R 4 830,00	Die vakature: onafhanklike voorsitter van die Risikobestuurskomitee was her-adverteer op 09 Feb 2024. Die posnommer wat gewoonlik gebruik word, 011011202002- Advertensie (Corporate & Municipal Activities) het onvoldoende fondse gehad en geen virement kon gedoen word nie as gevolg van die Aansuiweringsbegroting wat nog nie gefinaliseer was nie. Die bestellings vir die Cape Times en Die Burger was dus tydelik geprosesseer teen die posnommer 011015237002- Prof Dienste (Risk Management), omdat daar besparings was (slegs sittings fooi van Risikobestuurspesialis word hieruit betaal). n Virement moet na posnommer 011011202002-Advertensie (Corporate & Municipal activities) gedoen word sodat SCM die bestelling kan regstel.
011010243505	Community Upliftment	R 4 500,00	011010243520	Sosiale projekte (Christmas toys for less fortunate children)	R 3 000,00	Osmans Wholesalers: 2 of their invoices were only processed for payment the week of 19 February 2024. these 2 votes were affected by the Adjustment Budget that was approved in the beginning of February and this resulted in these 2 votes not having sufficient funds to process the payments.
			011010243523	Sosiale projekte (Stationery packs for the grade learners)	R 1 500,00	
		R 19 330,00			R 19 330,00	
<b><u>CORPORATE SERVICES</u></b>						

013031237001	Professionele Dienste (Organisational SDF)	R 11 000,00	013031237004	Professionele Dienste (Ecological)	R 11 000,00	Funds required to pay external appointed Environmental Assessment Practitioner for the Environmental approval process for the coastal erosion mitigation and prevention at Erf 792 (Stywelyne Resort). Phase 1(a) is under way and Phase 1(b), 2 and 3 still be commence and to be finalised as part of this project. Due to a budget cut during the adjustment budget process, the current amount will require the R11 000 to balance the outstanding required amount to complete the project Phase 1(b), 2 and 3.
		R 11 000,00			R 11 000,00	
<b>COMMUNITY SERVICES</b>						
015432237002	Professionele Dienste (Outsourced Security)	R 60 000,00	015105202002	Advertensies (Corporate & Municipal Activities)	R 60 000,00	Fondse word benodig vir die plasing van n advertensie (Cemetery Bylaw) in die Weslander, Cape Times en Provinsiale Koerant. Fondse vanaf bogenoemde posnommer sal vir daardie doel aangewend word.
015435113000	Tydlike Werkers	R 15 000,00	015105125501	Waarnemingstoelae	R 15 000,00	Die Direkteur Gemeenskapsdienste het waargeneem as Munisipale Bestuurder gedurende sy waarnemingsperiode. Onvoldoende fondse is beskikbaar om die Direkteur vir daardie tydperk te befonds.
015431237003	Professionele Dienste (skoonmaak van sypaadjies)	R 4 400,00	015431246500	Subskripsie foie	R 4 400,00	Onvoldoende fondse is beskikbaar vir die tracking van voertuie. Fondse word vanaf bogenoemde posnommer menteer vir hierdie doel.

015201111000	Salarisse	R 1 000,00	015201125500	Waarnemingstoelae	R 1 000,00	Daar is n tekort aan fondse beskikbaar by die Waarnemingstoelae. Die Senior personeel se jaarlikse verlof langer as beplan, dus verimenteer ons fondse vanaf bogenoemde posnommers om die tekort aan te vul.
015201219000	Huur: Masjiene	R 2 000,00	015201237000	Professionele dienste (Security)	R 2 000,00	Daar is n tekort aan fondse vir die sekuriteit (Armed Response) van Noordhoek biblioteek. Onvoldoende fondse is beskikbaar om die sekuriteit maatskappy te betaal.
		R 82 400,00			R 82 400,00	

### 3. 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.
- The asset disposal committee was established, and part of the Committee are the following members:
  - Hendri van Niekerk.
  - Urlston van Wyk.
  - Terry-Anne Wessels; and



- Cavin Cornelissen.
- The SCM unit also established a risk committee to investigate all asset related matters, the members are: -
  - Johannes Coetzee.
  - Urliston van Wyk.
  - Cavin Cornelissen.
  - Sylbert Meyer; and
  - Hendri van Niekerk.

- **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 Collaborator/Phoenix Vesta system. Each Department must also have a hard copy of each contract applicable to their department.

**BERGRIVIER MUNICIPALITY SERVICE LEVEL AGREEMENTS - FINANCE DEPARTMENT FOR 2023-2024**

Name	Description	Effective Date	Termination Date	Status	Contract Type	Process
Mubesko	Provision of technical support for asset management for a period of three (3) years	1-7-2023	2026-06-30	Active	Maintenance Agreement/ Onderhoudskontrakte	n/a
Contour Technology	Supply, installation, and management of an STS compliant prepayment electricity vending system	2020-07-01	2023-06-30	Active	Maintenance Agreement/ Onderhoudskontrakte	M Crous to follow a process

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	for the period of 01 July 2020 to 30 June 2023					Extended with Section 116 for one year.
NEDBANK	Banking Services	2023-07-01	2028-06-30	Active	Service Level Agreement/ Dienskontrak	n/a
Siyanda Business Solutions	Accounting Services	2022-07-01	2025-06-30	Active	Service Level Agreement/ Dienskontrak	n/a
Phoenix Vesta	Financial System	2022-07-01	2032-06-30	Active	Service Level Agreement/ Dienskontrak	n/a
AON	Short term insurance tender for a period of 3 years	2022-07-01	2025-06-30	Active	Service Level Agreement/ Dienskontrak	n/a
HCB Valuers and Services (Pty) Ltd	Property Valuations Services	2023-07-01	2028-06-30	Active	Service Level Agreement/ Dienskontrak	n/a
Inca	Long term financial plan.	2022-01-27	2024-06-30	Active	Service Level Agreement/ Dienskontrak	n/a
Ducharme	Revenue Enhancement	2021-10-01	2024-06-30	Active	Service Level Agreement/ Dienskontrak	n/a

#### 4. INSURANCE CLAIMS – FEBRUARY 2024.

There were the following insurance claims to report on:

INSURANCE REGISTER FOR FEBRUARY 2024								
Client Claim Ref	Peril	Date Of Loss	Status	Claim Detail	Claim Amount	Excess Amount	Admin Date and Current Status	Reporting
WWTW	Theft	16/01/2024	Open	Vandalism of pumps & Theft of copper cables.	R188 791,39	N/A	Open: Await documentation from Town Engineer.	Town Engineer: A Petersen
Manhole	Public Liability	12/02/2024	Excess	Third Party vehicle ends up in manhole.	R47 908,43	R250 000,00	Closed	Town Engineer: J Strumpher
Smit Sportsground	Theft	20/02/2024	Open	Vandalism in Pumps station & Theft of copper cables	R17 890,00	N/A	Open: Claim registered with AON	Foreperson Facilities - R Titus
CBY 10612	Motor	29/01/2024	Open	Children on bicycles collided with still standing vehicles. Damages to council vehicle.	R42 607,30	N/A	Open: Claim registered with AON	Fleet Controller: Hendri van Niekerk

- The manhole claim will have to be investigated by internal audit and a decision be made to pay the third-party claim if negligence can be proved on the side of the Municipality. -

## 5. BID COMMITTEE SYSTEM

A Bid Committee system for competitive bids is 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 considering Section 117 of the MFMA.

**The following tenders were approved during February 2024:** - Attached Find Minutes as Annexure A.

### SUPPLY, DELIVERY AND FITMENT OF A FIRE FIGHTING SUPERSTRUCTURE ON AN ISUZU TRUCK

**BID NO : TENDER 8/3/41-2023 MN229-2023**

#### 1. PURPOSE

To obtain approval in terms of Regulations 29 (1) (a) and (b) (l) of the Municipal Supply Chain Management Regulations and paragraph 28 of the Bergrivier Municipal Supply Chain Management Policy, for the Supply, Delivery and Fitment of a Fire fighting Superstructure on an Isuzu truck.

#### 2. BACKGROUND

It is the objective of Bergrivier Municipality to procure the Supply, Delivery and Fitment of a Fire Fighting Superstructure on an Isuzu Truck. The general intent of this contract is that the service provider shall provide all equipment necessary for the services rendered in accordance with the terms of the Contract. The tender was advertised on 08 December 2023 and closed on 19 January 2024.

#### 3. DISCUSSION

The Formal Tender was advertised in the Cape Times and Die Burger based on **80/20** Preference Point System. The formal tender closed on **Friday, 19 January 2024 at 12:00**. Two tenders were received and opened by representatives of Bergrivier Municipality and are valid for **120 days after the closing date**.

**TABLE 1**

<b>NO</b>	<b>TENDERER</b>	<b>PRICE PER TENDER SUBMITTED</b>	<b>B-BBEE LEVEL</b>
1	RAMCOM TRUCKS & Load Bodies (Pty) Ltd	R 834 812.32	LEVEL 2
2	F.E.S. Manufacturing (Pty) Ltd	R 936 574.77	LEVEL 2

### **3.1 EVALUATION**

The FORMAL TENDER was evaluated in accordance with the latest supply chain management policy of Bergrivier Municipality.

#### **BID SPECIFICATION COMMITTEE:**

The bid specification committee, as appointed by the Municipal Manager on **Tuesday, 21 November 2023** and consisted of the following members:

Chairperson: **Ms. N. Bothma (Manager: SCM & Expenditure);  
Ms. E. R. Scholtz (Accountant: SCM);  
Ms. R. Hendricks (Administrator: SCM);  
Mr. C. Cornelissen (Head: Traffic and Law Enforcement);  
Mr. H. Van Niekerk (Fleet Controller); and  
Mr. H. Benson (Head: Disaster Management - Acting).**

The Bid Specification Committee Meeting was held on **Thursday, 23 November 2023** in the **Shark Cage at 9h15**. SCM Regulation 27 (1) states "A Bid Specification Committee must compile the specifications for each procurement of goods or services by the Municipality or Municipal Entity. Furthermore, SCM Regulation 27 (2) (g) states "Specifications must be approved by the

accounting officer prior to publication of the invitation for bids. The Bid Specifications were approved by the Municipal Manager on **Wednesday, 29 November 2023**.

### **3.2 OVERVIEW OF EVALUATION PROCESS:**

The tenders were evaluated by the user department (Mr. N. Williams) in accordance with the latest supply chain management policy of Bergrivier Municipality and a report was submitted to the BEC. The BEC, appointed by the Municipal Manager on **Tuesday, 30 January 2024**, and consisted of the following members:

**Chairperson: Mr. S. M. Wilschut (Head: SCM & Assets)**  
**Ms. R. Hendricks (Accountant SCM – Acting)**  
**Mr. C. Cornelissen (Head: Traffic and Law Enforcement)**  
**Mr. H. van Niekerk (Fleet Controller)**  
**Mr. H. Benson (Assistant Superintendent Law Enforcement)**

The tenders were checked for both completeness and responsiveness. The Bid Evaluation Committee was held on **Thursday, 01 February 2024** in the Shark cage at **10h00**.

### **3.3 CALCULATION OF TENDER PREFERENCE POINTS**

The Bergrivier Municipality's Preference Points Claim Form was included in the formal tender document and is applicable to the evaluation of tenders. The evaluation of tenders was undertaken according to the 80/20 system set out below:

**TABLE 2: POINTS ALLOCATION**

CRITERIA	POINTS
Tender price	80
B-BBEE Status level of contribution	10
Locality	10
<b>TOTAL</b>	<b>100</b>

**TABLE 3: EVALUATION OF TENDERS (PREFERENCE POINTS)**

Opened order	Name of Tenderer	Tender amount (Incl. VAT)	Points			
			Price (80.0)	SPECIFIC GOALS (20.0)	B-BBEE	Total (100)
1	RAMCOM TRUCKS & Load Bodies (Pty) (Ltd	R 834 812.32	80	2	9	<b>91.00</b>
2	F.E.S. Manufacturing (Pty)(Ltd)	R 936 574.77	<b>70.25</b>	2	9	<b>81.25</b>

#### 4 FINANCIAL IMPLICATIONS

Provision was made in the Council's 2023/24 Capital budget on the following vote number.

**TABLE 3: AVAILABLE BUDGET**

VOTE NUMBER	DEPARTMENT	DESCRIPTION	AMOUNT
075 381 5112 01	FIRE FIGHTING and PROTECTION	4x4 Fire Fighting Vehicle (Grant	R 926 000.00

#### 5 RECOMMENDATION:

The following recommendations applicable to this formal quotation are made:

That the formal tender 8/3/41-2023 MN229-2023 be awarded to **RAMCOM TRUCKS & LOAD BODIES (Pty) (Ltd)** to the amount of R 834 812.32 for the supply and fitment of a fire fighting superstructure on an Isuzu Truck Chassis.

#### 6. 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 the date of this notification? For the



month of January 2024, one objection was lodged, we are awaiting a legal outcome from Provincial Treasury on a matter where the Supplier is claiming contingency fees on a project.

## 7. 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, 2022; and all other relevant legislation, National Treasury Guidelines and Circulars.

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

## 8. 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, changes on the PPPFA and MFMA regulations.
- There is a lack of commitment from User departments to submit performance reports regularly.  
The following performance reports were submitted by various departments: -

REGISTER FOR THE MONITORING OF SERVICE PROVIDERS FOR FEB 2024							
DATE	NAME OF SERVICE PROVIDER	AMOUNT	CSD NUMBER	BBBEE	SCORE	DEPARTMENT	INVOICE NR
01/02/2024	WILSHIR PROJECTS	R20 230,00	MAAA1158183	LEVEL 1	3	COMMUNITY SERVICES	WP08
05/02/2024	TMT SERVICES	R334 498,13	MAAA0363717	LEVEL 1	3	COMMUNITY SERVICES	462022SI01493
13/02/2024	WILSHIR PROJECTS	R2 890,00	MAAA1158183	LEVEL 1	3	COMMUNITY SERVICES	WP09
21/02/2024	JAYAITH CONSTRUCTION PROJECTS	R2 890,00	MAAA0968329	LEVEL 1	3	COMMUNITY SERVICES	22 G0003047

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22/02/2024	PISON HAWILA CONSTRUCTION	R15 208,00	MAAA1063642	LEVEL 1	3	TECHNICAL SERVICES	8 G0000167
23/02/2024	TMT SERVICES	R206 434,55	MAAA0363717	LEVEL1	3	COMMUNITY SERVICES	462022SI01546
23/02/2024	WESTLAND CONSTRUCTION	R116 136,49	MAAA0604467	LEVEL 2	3	PMU	002/2024
28/02/2024	HILOAD INYANGA	R921 704,70	MAAA0466686	LEVEL 1	3	PMU	3155
29/02/2024	IX ENGINEERS	R34 422,13	MAAA0375346	LEVEL 1	3	PMU	INV/2024/0204

## 9. IRREGULAR EXPENDITURE

The following table depicts UIF & W Expenditure to date:

IRREGULAR REGISTER 2023/2024					
Payment Number	Amount	Description of Incident	Person Liable (Official or Political Office Bearer)	Approved or recovered	Status IRREXP
1	20 907,07	Allan Boesak Hall floor renovation	Community Services	- 20 907,07	x
2	104 614,54	Netstar	Technical services	- 104 614,54	x
3	29 500,00	Goliath Davids/Moolman	Council	- 29 500,00	x
4	65 000,00	Repairs to Akacia Swimming Pool	Community Services	- 65 000,00	x
5	901 009,74	New regulation on SCM published on 14/12/2023. Transactions in breach	Whole of Bergrivier	- 901 009,74	x
6	131 306,00	COMAF 2 - Irregular expenditure	Strategic Services		x
	794 848,13	COMAF 3 - 2022/2023 - Irregular expenditure	Council		x
		COMAF 3 - 2023/2024 - Irregular expenditure	Council		x
	46,60	COMAF 7 - Irregular expenditure	Council		x
	2 047 232,08			- 1 121 031,35	

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## **10. PROGRESS REPORT ON IMPLEMENTATION OF THE MUNICIPAL STORES:**

### **10.1. Health & Safety**

Orelia Turner and Henco Van Wyk were nominated and appointed as the Health & Safety Representatives for the Piketberg Municipal Stores. The formal appointment was signed and sent to the Health and Safety Officer.

### **10.2. Observations:**

- Lack of Safety signage – Evacuation Route / Emergency Exit Signs needs to be added.
- No evacuation plan / procedure in place.
- Assembly points need to be allocated and signs need to be erected.
- Fire extinguishers need to be installed and signage to be added.
- No Fire fighter or First aider for department.
- No First aid box present.
- Spill kit to be acquired and designated area to be allocated; and
- Designated smoking area to be allocated, marked and regulation and signage to be added.

This was taken up with the relevant officials.

### **10.3. Fuel Browsers:**

- A Fuel Bowser checklist has been created and is in-line with industry standards.
- Demarked area to be marked for fuel browsers for each of the respected municipal stores.
- Standard Operating Procedure for Browsers is in the process of being created that will specify the issuing of bowser to electrical, refueling of bowser and general care & maintenance of bowser.

### **10.4. Stock Take Progress:**

- The stock on the system that has item numbers has been verified with the current stock on hand.
- Electrical meters have been verified with the list provided by Henco/ Johannes and found that meters were already issued, and meters were recorded that have not yet been recorded.
- There are currently more meters than Keypads – each meter that does not have an integrated keypad should be accompanied by an external keypad.

### **10.5. General:**

- Standby schedule and Call-out procedure should be established.

- Access to stores has been limited to only staff – Clearing of Gate motor code still needs to be done.
- Electrical has started taking/moving some of the boxes at the back, a plan for removal of other parts and scrap will still need to be discussed with supervisor/superintendent.
- Vehicles are being parked on the premises after hours with no prior authorization.
- Portable Toilets are still parked at the Municipal Stores in Piketberg. Various requests have been issued to the technical department to remove the Portable Toilets.
- Electrical wire rolls are to be put on a stand – design and functionality thereof to be discussed and implemented.
- Various items that still need to be removed for the premises (Demonstration vehicle from traffic etc.).
- The replenishment of stock items that have item numbers needs to be established and formulated.

## **11. RECOMMENDATIONS**

- 11.1. That the Executive Mayor take note of the February 2024 Supply Chain Management Implementation report and that it be made public in accordance with Section 21A of the Local Government: Municipal Systems Act. (Act no 32 of 2000)

ANNEXURE "A" – Minutes of Bid Adjudication Meeting