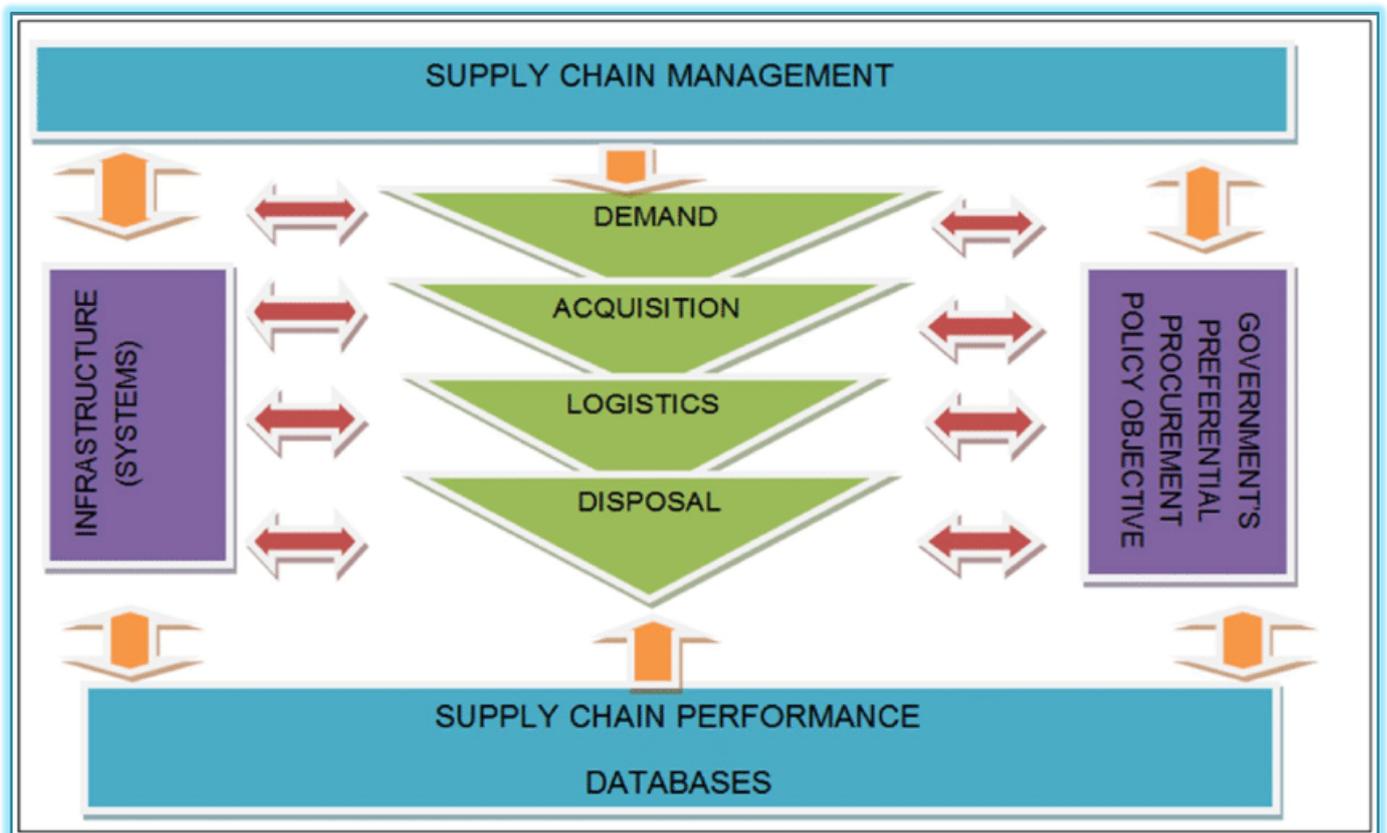




**KANNALAND**  
MUNICIPALITEIT | MUNICIPALITY

# Supply Chain Management Policy Implementation Report 1<sup>st</sup> Quarter 2021/22



Quarterly Report in terms of Section 6(3) of the Municipal SCM Policy

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## 1. INTRODUCTION

In terms of clauses 6(1) & 6(3) of Kannaland Municipality's Supply Chain Management Policy, the following responsibilities were allocated:

- 1) The council of a municipality must maintain oversight over the implementation of its supply chain management policy.
- 3) The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor of the municipality.

## 2. BACKGROUND

The purpose of this report is to ensure that Council maintains oversight over the implementation of the Supply Chain Management Policy, specifically regarding the following:

- a) Awards made through the bid committee system for the Quarter under review;
- b) Deviations in terms of Clause 36 of the Supply Chain Management Policy;
- c) Minor breaches approved by the Accounting Officer in terms of Clause 36(2) of the Supply Chain Management Policy;
- d) The status of objections, complaints and appeals lodged;
- e) Deviations in terms of section 114 of the MFMA, pertaining to the approval of a tender other than the one recommended through normal procurement processes;
- f) Clause 32 of the SCM Policy disclosure, procurement of goods or services under a contract secured by another organ of state;
- g) Status update on the implementation of the Council approved procurement plan as year-to-date; and
- h) Report of and progress made with incidences of non-compliance and irregular expenditure identified and currently undergoing investigation.

### 3. SCM POLICY & PROCEDURES

#### 3.1 Adoption of a SCM Policy by Council

- Adopted.

#### 3.2 SCM Procedures

- SCM procedures manual and relevant SOP's.

It should however be noted that implementation has been hampered due to the delay in the staff-placement process and the potential review of the organogram.

#### 3.3 Delegations

- All delegations have not been delegated, are not in writing and accepted.

The above will be addressed as a matter of urgency.

#### 3.4 Infrastructure Procurement

- The Standard for Infrastructure Procurement and Delivery Management Policy has been adopted.

### 4. FUNCTIONING OF THE SCM UNIT

#### 4.1 SCM Structure:

- The approved SCM Structure is in place but not in full operation.

It is important to note that there are numerous critical vacancies within the SCM department that needs to be filled as a matter of urgency. There are only three positions filled and all are assuming acting positions for more than nine months that is in contravention with the Collective agreement.

Please see below the latest approved organogram:

<b>SCM &amp; Asset Management</b>	Manager: SCM & Contract Management	T15
Demand & Acquisition Management	Senior SCM Practitioner: Demand & Acquisition Management	T11
	Senior Clerk: Procurement	T7
	Senior Clerk: Procurement	T7
Logistics, Compliance & Contract Management	Senior SCM Practitioner: Logistics, Compliance & Contract Management	T11
	Assistant: Inventory Control	T4
	Assistant: Inventory Control	T4
Fleet, Asset & Insurance Management	Accountant: Fleet, Asset & Insurance Management	T12
	Clerk: Assets, Fleet & Insurance	T6

4.2 Declaration of Interest:

- All SCM Practitioners Have declared their interests.

4.3 Code of Conduct for SCM Practitioners:

- All SCM Practitioners have signed the Code of Conduct.

4.4 Training of SCM Personnel:

- Training schedule to be made available.

## 4. FUNCTIONING OF BID COMMITTEES

4.1 All Bid Committees are constituted in line with Clauses 27, 28 and 29 of the SCM Policy of Kannaland Municipality. The municipality may need to revisit the reporting lines to ensure compliance.

4.2 All Infrastructure Committees are aligned with the Infrastructure Delivery Management System (IDMS)

4.3 Bid Committee Terms of Reference are in place.

## 5. REPORTING

### 5.1 Total Bids Awarded

Bids are awarded in terms of Kannaland Municipality's Supply Chain Management Policy.

Total value of bids awarded for the quarter under review:

Bids are awarded in terms of Kannaland Municipality's Supply Chain Management Policy and the preferential points system prescribed in the Preferential Procurement Policy.

Procurement transactions have been processed through the bid committee system and formal written price quotations in excess of R30 000 within the following timeframes:

	2021/22 1 <sup>st</sup> Quarter	2021/22 YTD	2020/2021
Bids Processed	9	9	
Bids processed - Average per Quarter	9	9	
Average days from final evaluation to Bid Adjudication Committee	N/A	N/A	N/A
Average days from initiation to Bid Specification Committee	N/A	N/A	N/A
<b>Estimated Value of Awards (Rand)</b>	<b>R 35 222 353.34</b>	<b>R</b>	<b>R</b>

A schedule of these awards for the 1<sup>st</sup> Quarter of 2021/22 is attached as **Annexure A**.

### a) Value of all Awards

The total value of tenders and formal written price quotations in excess of R30 000 awarded by the Supply Chain Management Unit for the 1<sup>st</sup> Quarter of 2021/22:

	<b>Operational Amount (Including VAT, where applicable)</b>	<b>Capital Amount (Including VAT, where applicable)</b>	<b>VAT @ 15%</b>	<b>Value of Awards (Including VAT, where applicable) for Q1</b>
<b>Bid Awards (xxx)</b>	R 32 682 938.64	R 2 539 414.70	R	R 35 222 353.34

### b) Deviations – Clause 36(1)(a)

Clause 36(1)(a) of Kannaland Municipality's Supply Chain Management Policy allows circumstances for deviations from the procurement processes. Furthermore, the policy requires in Clause 36(2), that the reasons for any deviations from the procurement processes must be recorded and be reported to Council.

Deviations approved by the Accounting Officer or by the delegated officials were motivated in terms of the following categories for applications approved for the 2021/22 year to date is compared to the 2020/2021 financial year as per the following schedule:

<b>SCM Policy</b>	<b>Description</b>	<b>2021/22 1<sup>st</sup> Quarter</b>	<b>2021/22 to date</b>	<b>2020/2021</b>
Clause 36(1)(a)(i)	Emergency	0	0	0
Clause 36(1)(a)(ii)	Sole Provider	2	2	0
Clause 36(1)(a)(iii)	Special works of Art	2	2	0
Clause 36(1)(a)(iv)	Animals for zoos	0	0	0
Clause 36(1)(a)(v)	Impractical Impossible	2	2	0
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>

A schedule of Deviations approved in terms of Clauses 36(1)(a) is attached as **Annexure B**.

### Value of all Deviations Awarded

The total value of deviations processed via the Supply Chain Management Unit for the 1<sup>st</sup> Quarter of 2021/22, are as follows:

	<b>Operational Amount (Excluding VAT, where applicable)</b>	<b>Capital Amount (Excluding VAT, where applicable)</b>	<b>VAT @ 15%</b>	<b>Value of Awards (Including VAT, where applicable) for Q1</b>
<b>Deviations (xxx)</b>	<b>R 1 106 198.66</b>	<b>R0.00</b>	<b>R</b>	<b>R 1 106 198.66</b>

### c) Minor Breaches

The Supply Chain Management Policy states in Clause 36(1)(b) that the Accounting Officer may consider ratifying any minor breach of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

The Accounting Officer approved one (0) minor breaches of the Supply Chain Management Policy in the 1<sup>st</sup> Quarter of the 2021/2022 financial year:

<b>SCMMB #</b>	<b>Date approved</b>	<b>Description</b>
N/A		

### d) Objections, Complaints and Appeals

In terms of Clause 49 of the SCM Policy, persons aggrieved by decisions or actions taken in the implementation of the supply chain management system, may lodge a written objection against the decision or action within 10 business days of the decision or action.

These objections must be dealt with and resolved in terms of Clause 50(1) of the SCM Policy. In terms of this, the Accounting Officer has appointed an 'appeals authority' which must strive to resolve all objections within 46 business days of receipt and report to the

Accounting Officer on a monthly basis on the objections received, attended to and resolved in terms of Clause 50(3) of the Policy.

In terms of Section 62 of the Local Government: Municipal Systems Act, No. 32 of 2000, a person whose rights are affected by a decision taken by a staff member of a municipality, may appeal against that decision by giving written notice of the appeal and reasons to the municipal manager within 21 days of the date of the notification of the decision.

#### **e) Incidences of Non-compliance and Irregular Expenditure**

In terms of Section 32(4) of the Local Government: Municipal Finance Management, Act No. 56 of 2003, the Executive Mayor, inter alia, must be made aware of all possible irregular expenditure incurred by the municipality.

A register of all incidences of irregular expenditure identified and currently undergoing investigation will be attached when compiled.

#### **f) Awards above R2000 to spouses, child, parent of a person in service of the state**

Section 45 of the Supply Management Policy – Nothing to declare

### **6. FINANCIAL IMPLICATIONS**

Nothing to be reported.

### **7. STAFF IMPLICATIONS**

Nothing to be reported.

### **8. COMMENTS FROM OTHER DEPARTMENTS, DIVISIONS AND ADMINISTRATIONS**

Nothing to be reported.

## 9. ANNEXURES

Annexure A: Schedule of Awards made through the Bid Committee system and all formal written price quotations in excess of R30 000;

Annexure B: Schedule of Deviations from the procurement processes;

Annexure C: Schedule of disputes, objections, queries, complaints and appeals received

### RECOMMENDATION TO THE COUNCIL:

That the activities undertaken, and outcomes achieved in the implementation of the Kannaland Municipality's Supply Chain Management Policy for the 1<sup>st</sup> Quarter of 2021/22 **be noted**, including the schedules pertaining to -

- Awards made through the Bid Committee system and all formal written price quotations in excess of R30 000;
- Deviations from the procurement processes;
- Disputes, objections, queries, complaints and appeals received; and
- Irregular Expenditure report will be available for the 2<sup>nd</sup> Quarter of 2021/2022.

## **APPENDIX A**

Attached

## **APPENDIX B**

Attached

## **APPENDIX C**

Attached