

NAMA KHOI

MUNISIPALITEIT

Alle korrespondensie moet gerig word
aan die: MUNISIPALE BESTUURDER

All correspondence to be addressed to:
MUNICIPAL MANAGER



MUNICIPALITY

Posbus / P.O.Box 17
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☎ (027) 7188100
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Web: www.namakhoi.gov.za

Navrae / Enquiries: SCM Unit
Ons Verwysing / Our Reference 8.1.R

KENNISGEWING 34/2015

KWARTAALIKSE VOORSIENINGSKANAALBESTUUR IMPLEMENTERINGSVERSLAG VIR DIE TYPERSK 01 JANUARIE 2015 TOT 31 MAART 2015

Kennis geskied hiermee ingevolge bepalings van artikel 21(1)(a) van die Wet op Plaaslike Regering: Munisipale Stelsels Wet van 2000. (Wet 32 van 2000) dat die kwartaal verslag in terme van paragraaf 6(3) van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuurswet van 2003. (Wet 56 van 2003)-(868 van 2005) Voorsieningskanaalbestuurs Regulasies van 30 Mei 2005 vir Nama Khoi munisipaliteit vir die periode eindigende 31 Maart 2015 beskikbaar is vir inspeksie by die volgende plekke vanaf Maandag tot Vrydag vanaf 8h00 tot 17:00.

- Voorsieningskanaalbestuurseenheid
- Alle dienspunte in die Nama Khoi Regsgebied
- Alle biblioteke in die Nama Khoi Munisipaliteit

Voormelde verslag is ook op die munisipaliteit se amptelike webtuiste beskikbaar by www.namakhoi.gov.za/scm

B WILLIAMS
WAARNEMENDE MUNISIPALE BESTUURDER
14 April 2015

NOTICE 34/2015

QUARTERLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR THE PERIOD 01 JANUARY 2015 TO 31 MARCH 2015

Notice is hereby given in terms of section 21(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the quarterly supply chain management implementation report in terms of paragraph 6(3) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), Supply Chain Management Regulations (Notice 868 of 2005) – 30 May 2005 for the Nama Khoi Municipality for the period ended 31 March 2015 is available for inspection at the following locations from Monday to Friday from 8:00 to 17:00.

- SCM Unit
- All Libraries in the jurisdiction of Nama Khoi Municipality
- All service and paypoints in the jurisdiction of Nama Khoi Municipality

The aforementioned report is also available on the municipality's official website at www.namakhoi.gov.za/scm

B WILLIAMS
ACTING MUNICIPAL MANAGER
14 April 2015

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14 April 2015

SUPPLY CHAIN MANAGEMENT QUARTERLY IMPLEMENTATION REPORT (3rd Quarter)

In terms of paragraph 6 of Council's Supply Chain Management Policy, the Accounting Officer must submit a report on the implementation of the policy to the Mayor, within 10 days after the end of each quarter.

1. Monthly Report on Deviations and Minor Breaches

The Supply Chain Management Policy states in paragraph 36. (1) "The accounting officer may –

- (a) dispense with the official procurement processes established by this 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 the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) acquisition of animals for zoos and/or nature and game reserves; or
 - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(2) The accounting officer must record the reasons for any deviations in terms of subparagraphs 36(1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.

(3) Subparagraph 36(2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy."

Disclosures in terms of the Municipal Supply Chain Management Regulations - Promulgated by Government Gazette 27636 dated 30 May 2005

Regulation 36(2) - Details of deviations approved by the Accounting Officer in terms of Regulation 36(1)(a) and (b)

Type of Deviation	Amount	Total	Single Supplier	Single Supplier	Impractical	Impractical	Emergency	Emergency
January	1,339,831	146	7	96,631	62	341,063	77	902,137
February	293,541	47	2	7,684	28	115,285	17	170,572
March	1,200,002	155	7	68,558	75	443,589	73	687,855
	<u>2,833,373</u>	<u>348</u>	<u>16</u>	<u>172,872</u>	<u>165</u>	<u>899,937</u>	<u>167</u>	<u>1,760,564</u>

Attached please find a detailed schedule of approved procurement deviations and minor breaches approved by the Accounting Officer during the quarter as **Addendum 1**.

2. Bids Awarded by the Bid Adjudication Committee

Attached please find as **Addendum 2** of the report for the quarter, 01 January 2015 to 31 March 2015.04.17

3. Formal price written quotations and awards above R30,000-00 to R 200,000-00 awarded by Municipal Manager

Attached please find as **Addendum 3** of the report for the quarter, 01 January 2015 to 31 March 2015

4. Formal price written quotations and awards above R 10 million awarded by Municipal Manager

None awarded for quarter, 01 January 2015 to 31 March 2015

5. Awards to Close Family Members of Persons in the Service of the State

The notes to the annual financial statements must disclose particulars of any award of more than R2 000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, which particulars shall include:–

- (a) the name of that person;
- (b) the capacity in which that person is in the service of the state; and
- (c) the amount of the award.

Following please find the particulars of awards to persons whose spouse or close family members are in the service of the state:

Supplier	Product or service	Employee/ the capacity in which the person is in the service of the state	Relationship	Amount (R)
Utkoms Takeaways	Catering - Refreshments/ Lunch	J Brandt – Nama Khoi Sewerage	Husband	2,500-00
Rosy's Kitchen	Catering - Refreshments/ Lunch	A Louw – Nama Khoi HR	Daughter	1,400-00

Amount of awards

3,900-00

6. Awards to persons in the service of the state

In terms of Council's Supply Chain Management Policy, Paragraph 44, the municipality is prohibited from doing business with any person in the service of the state.

Supplier	Supplier Relationship	Product or service	Employee/ the capacity in which the person was in the service of the state for the past twelve months	Amount (R)

Amount of awards

7. Implementation of the SCM policy

Ref.	Details	Paragraphs of policy	Effective dates
0.00	SCM policy adopted	SCM Policy adopted	31 August 2005
0.01	SCM policy amended (22 June 2006 per Council Resolution 4.3)	12(1)(a),37(2)(c), 43(3)	22 Jun3 2006
0.02	SCM policy amended (6 November 2007 per Council Resolution 6)	12(1)(a), 43(1)	6 November 2007
0.03	SCM policy amended (19 November 2010 per Council Resolution 3.1.24)	12(1)(a)	19 November 2010
	SCM New English policy adopted as part of budget process	SCM New English policy	June 2013

No amendments were made in this quarter (Q3) 2014/2015 to the SCM Policy.

8. Resolution of Disputes, Objections, Complaints and Queries

Dispute received from	Dispute	Outcome

No disputes received for this quarter (Q3) 2014/2015.

9. Unsolicited bids (SCM Regulation 37)

None were reported for this quarter (Q3) 2014/2015 financial year.

10. Transversal contracts (SCM Regulation 32)

None were reported for this quarter (Q3) 2014/2015 financial year.

11. Gifts, Inducements, favours and Sponsorships (SCM Regulation 47 & 48)

None were declared or reported for this quarter (Q3) 2014/2015 financial year.

12. Sponsorships

None were reported for this quarter (Q3) 2014/2015 financial year.

13. Implementation of Preferential Procurement Regulations 2011

The revised Preferential Procurement Regulations, 2011 was promulgated by the Minister of Finance on 8 June 2011 in Government Gazette No 34350. These Regulations shall come into effect on 7 December 2011.

These Regulations are implemented on a continuous basis by Nama Khoi Municipality.

14. Supplier database

In terms of the Municipal Financial Management Act (MFMA) (Act 56 of 2003) The municipality has implemented a supplier database. An annual advert was placed in the newspapers (Die Burger, Die Gemsbok, Namakwalander), website and notice boards to invite prospective suppliers to register on the municipal vendor database. Service providers may register on the database at any stage and there is no closing date for registration. Challenges with the supplier database remains that suppliers are unwilling to register on the database.

The supplier database (CSD) will be managed by the Office of the Chief Procurement Officer (National Treasury) in future from 1 July 2015 and suppliers will be able to register online via a self - help service.

15. Bid Committees

Bid committees are fully functional, Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC).

16. Irregular Expenditure

Find attached **Addendum 4** of the Register from 01 January 2015 to 31 March 2015.

17. Register of Declarations in terms of Regulation 48(2)(2) and 48(3)(a)(b)

Register of Declarations of Private or Business Interest or of close Family members of the officials involved in procurement awards and contracts Regulation 48(2)(2) and 48(3)(a)(b)

Supplier	Official	Close Family	Description of Goods and Services	Bid Number	Amount	Details

No declarations have been received from officials involved in the procurement processes or that are in the employment of the municipality.

18. Contract Performance

Reports are made to Council and Council Committees on performance of contractors on a regular basis by Heads of end-user departments.

19. SCM information on Website

Reports on SCM and bid invitations is also available on the municipality's official website at www.namakhoi.gov.za/scm



B WILLIAMS
MUNICIPAL MANAGER (ACTING)