

Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

MONTHLY REPORT SUPPLY CHAIN & FLEET MANAGEMENT 31 JULY 2017

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1. INTRODUCTION

The main objective of supply chain management is to implement a system that is fair; equitable; competitive; transparent; cost-effective to ensure best value for money by applying the highest possible ethical standards; and to promote local economic development.

2. PERSONNEL

2.1 Productivity / Efficiency

Attendance trends within the Supply Chain Management Section are summarized as follows:

	Management	Supervisory	Clerical
NUMBER OF MEMBERS	1	3	7
Annual Leave	2	0	6
Sick Leave	0	8	0
Courses / Seminar	0	0	0
Meetings	0	0	0
Family Responsibility Leave	0	0	0
Study	0	0	0
Maternity Leave	0	0	0
Union Matters	0	0	1
Absent	0	0	0
Special Annual Leave	0	0	0
No. of Workdays Attended	19	55	140
Total Workdays	21	63	147
Percentage attendance per Group	90%	87%	95%
Average	91%		

2.2 Training & Development

The following personnel members are currently enrolled for SCM related studies:

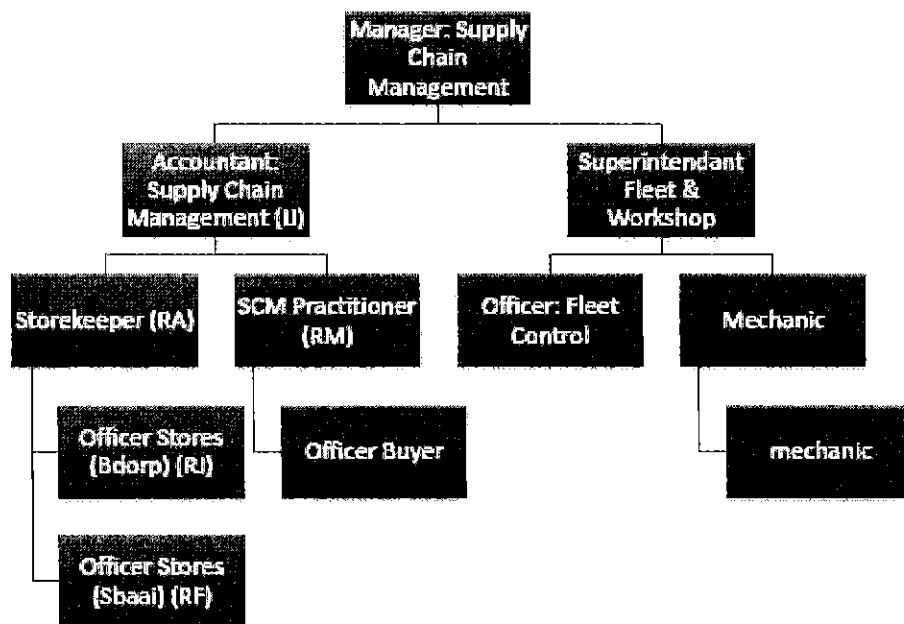
POST	Qualification	Institution
Accountant SCM	Higher Diploma: Supply Chain Management	Mancosa
SCM Practitioner	Diploma NQF6: Public Supply Chain Management	Southern Business School
Manager SCM	Advance Programme in Sourcing and Supply Chain Management	Unisa

2.3 SCM Structure

In terms of Paragraph 7 of the Municipal Supply Chain Management Regulations, the municipality must establish a Supply Chain Management Unit (SCMU) to implement its policy. The SCMU must operate under the direct supervision of the Chief Financial Officer (CFO) or may be delegated to an official in terms of Section 82 of the MFMA.

The post Officer: Fleet Control was filled during the month of July.

During the reporting period the staff complement that performed the duties and functions in terms of the SCM policy were as follows:



3. Demand Management

3.1 Supplier Database

In terms of SCM Reg14(1)(a), the supply chain management policy must instruct the accounting officer to keep a list of accredited prospective providers for goods and services that must be used for the procurement requirements of the municipality through written or verbal quotations and formal written price quotations.

With effect from 1 July 2016, Municipalities and Municipal Entities are required to utilize the Central Supplier Database System as mandatory requirement as part of listing criteria for accrediting prospective provider in line with Section 14(1)(b) of the Municipal Supply Chain Management Regulations.

REGISTRATION ON SUPPLIER DATABASE		
MONTHLY REGISTRATIONS	2016/17	2017/18
JULY	4	4
TOTAL SUPPLIERS	1004	1005
VALID REGISTRATION	409	364
TAX CLEARANCES EXPIRED	595	641
CENTRAL SUPPLIER DATABASE REGISTRATIONS	660	662
REGISTRATIONS PER AREA		
BREDASDORP	242	243
STRUISBAAI	36	36
NAPIER	20	20
WAENHUISKRANS	6	6
ELIM	8	8
OUTSIDE CAM	692	692

3.2 Procurement Plan

The Procurement Plan targets for the month of July are still in line.

4. Acquisition Management

4.1 Procurement Statistics

The following is a summary of the procurement statistics below R30 000 for the month of July 2017.

REQUESTS BELOW R30 000	Jul-17	
Description	Total No	value
Requests processed	155	R 1 383 604,37
Orders processed	162	R 1 108 179,88
Request/ orders cancelled	7	R 275 424,49
Outstanding orders	133	R 1 019 638,35
Paid orders	29	R 88 541,53

4.2 Tender Management

The following awards were made by the BAC.

AWARDS	01-Jul-16		01-Jul-17	
	Number	Amount	Number	Amount
Competitive Bids	0	R 0,00	0	R 0,00
Formal Written Quotations	0	R 0,00	0	R 0,00
Deviation In Terms Of Part 18.6.3 Of The SCMPOS	2	R 910 484,66	0	R 0,00
Sale Of Erven	0	R 0,00	0	R 0,00
Extensions / Amendment Of Contracts In Terms Of Part 20.14 Of The SCMPOS	0	R 0,00	1	R 383 477,46
Procurement In Terms Scm Regulation 32	0	R 0,00	3	R 2 926 534,02
Number of Disputes, Complaints, Enquiries and Objections Received	0			

The following is a summary of competitive bids and formal written quotations that was advertised during the month of July:

DESCRIPTION	01-Jul-16 Number	01-Jul-17 Number
Competitive Bids	2	3
Formal Written Quotations	3	4
Sale Of Erven	0	0

The advertisement of bids and publication of awards on the e-Tender Publication Portal is additional to the requirement specified in the SCM Regulation 22 (1) (a) which must be complied with by all municipalities and municipal entities. This initiative supports government's drive to improve access to government business opportunities, reduce red tape and duplication of administrative effort in doing business with the state designed to improve the use of technology across all spheres of government.

4.3 Bid Committees

The bid committees for the 2017/18 financial year were established and are fully functioning according to Council's SCM Policy and the SCM Regulations. The committees are listed below:

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

The following members will serve on the Bid Adjudication Committee for the 2017-2018 financial year:

- Director Financial & Information Management (Chairperson)
- Director Community Services
- Director Infrastructure Services
- Divisional Head: Strategic, Planning & Administration Services
- Divisional Head: Social & Economic Services (vacant)
- Divisional Head: Human Resources & Organisation Development Services
- Manager: Budget & Treasury
- Manager SCM & Fleet

The attendance figures of members of the bid adjudication committee are as follows:

BAC Meeting Dates	Director Finance & ITC Services	Manager Budget & Treasury Office	Director Community Services	Div Head :Human Resources	Div Head:Strategic, Planning & Administration
21 July 2017	X	X	X	-	X
28 July 2017	X	X	X	X	X
Meefings Attended	2	2	2	1	2
Percentage Attendance	100%	100%	100%	50%	100%

5. Stores Management

As at 31 July 2017, the value of stock at the municipal stores amounted to:

Store Location	OPENING VALUE	PURCHASES VALUE	ISSUES VALUE	BALANCE VALUE
Store A – Bredasdorp Stores	R 1 167 172,99	R 218 321,58	-R 226 588,66	R 1 158 905,91
Store C – Electrical Stores	R 122 850,00	R 0,00	R 0,00	R 122 850,00
Total value of stock	R 1 290 022,99	R 218 321,58	-R 226 588,66	R 1 281 755,91

6. Other Matters

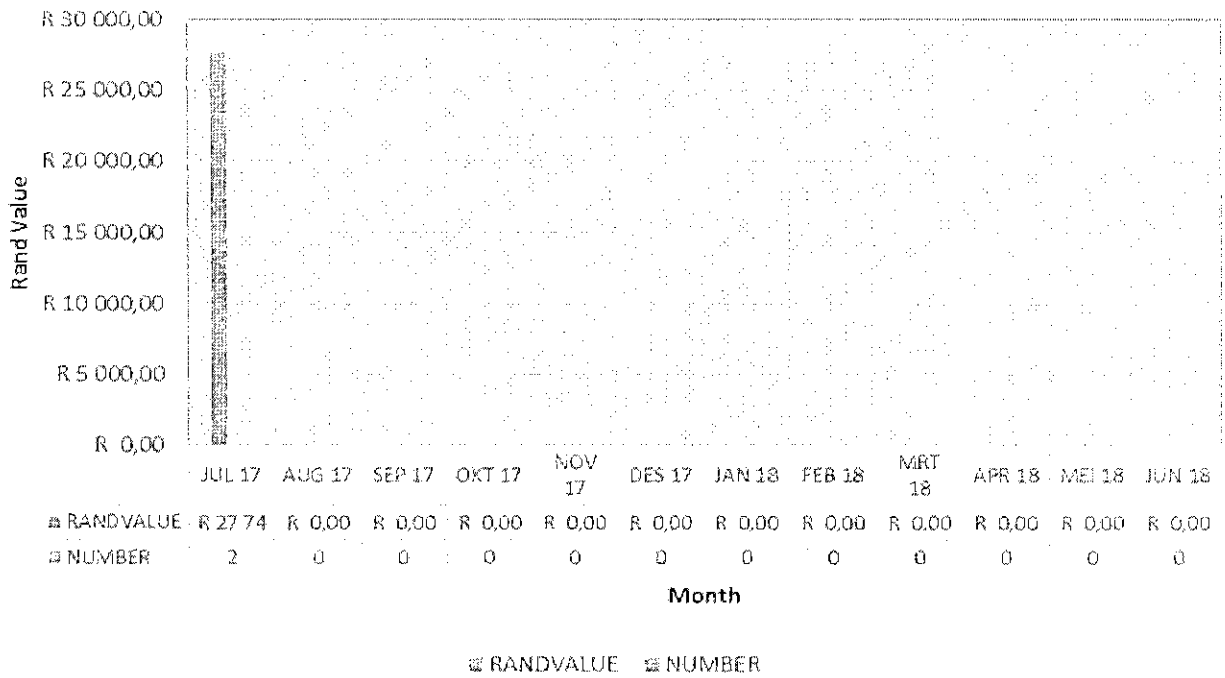
6.1 Deviations

The following table provides a summary of deviations approved for the month of July 2017:

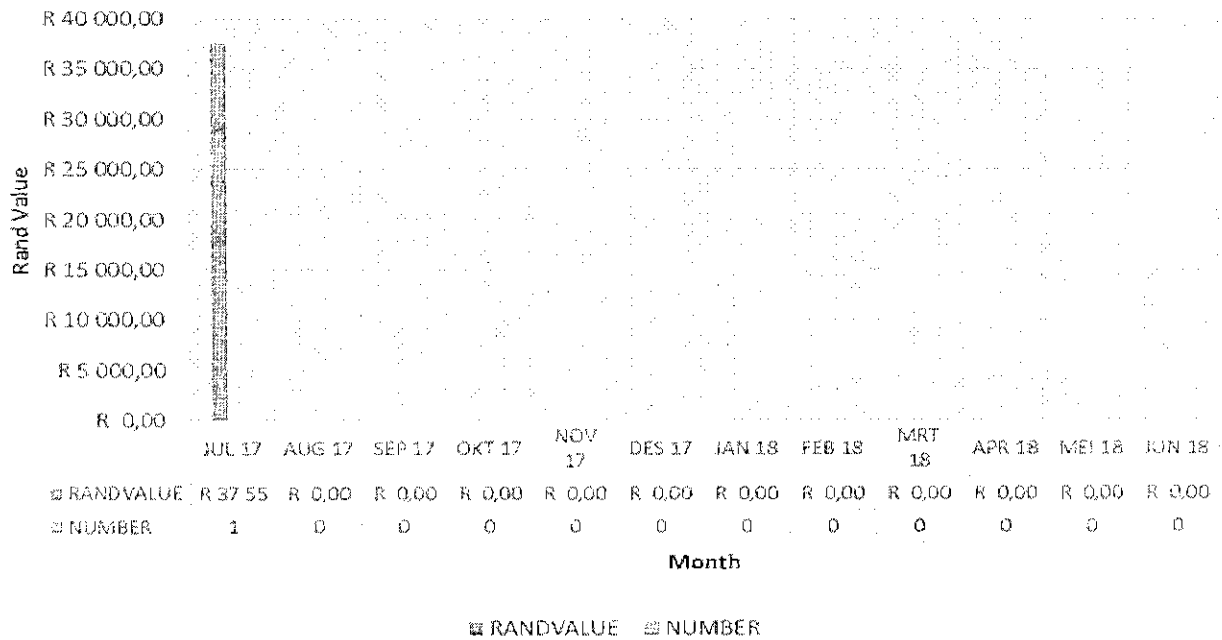
Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))				
THRESHOLD	JULY 2016		JULY 2017	
	RANDVALUE	NUMBER	RANDVALUE	NUMBER
BELOW R30 000	R 53 816,06	7	R 27 749,30	2
ABOVE R30 000	R 34 029,00	1	R 37 553,63	1
ABOVE R200 000	R 0,00	0	R 0,00	0
TOTAL	R 87 845,06	8	R 65 302,93	3

Deviations from Minor Breaches of the Supply Chain Management Policy (SCM Regulations 36 (1) (a), (i) (ii), (iii), (iv)&(v))		
Total Summarised Deviations: 1 July 2017 - 30 June 2018		NUMBER
36 (1) (a) (i): Emergency	R 0,00	
36 (1) (a) (ii): Sole Provider	R 3 699,30	1
36 (1) (a) (iii): Special Works of art	R 0,00	
36 (1) (a) (iv): Animals for zoos	R 0,00	
36 (1) (a) (v): Impractical or Impossible	R 61 603,63	2
TOTAL	R 65 302,93	3

Deviations Below R30 000 JULY 2017



Deviations Above R30 000 - JULY 2017



7. Fleet Management

7.1 Condition of Vehicle checks done per Department

SEWERAGE & WATER

BREDASDORP & NAPIER

Toyota Hilux VVTi CS 4591 – 167599Km – 31 July 2017:

- Upcoming lubrication service, steering rack-ends needs replacement & Wheel alignment

Toyota Hilux VVTi CS 4580 – 187779Km – 31 July 2017:

- Oil leakage needs to be repaired with upcoming service [190 000Km]

Nissan NP300 CS 13759 – 94368Km – 31 July 2017:

- Good running condition

Ford Ranger 2,2i CS 15643 – 349911Km – 31 July 2017:

- Gear lever securing parts needs replacement;
- 5 x new tyres needs replacement

Nissan NP300 CS 13736 – 101222Km - 31 July 2017:

- 4 x New tyres replaced [195 x 14C] & Wheel alignment done;
- Last service (100 000Km) undergone at Auto City Nissan Hermanus [Service Plan Expired]

Isuzu F8000D Vacuum Tanker CS 1442 – 305502Km - 31 July 2017:

- Horn & R/hand door mirror needs replacement;
- Dents on both front fenders

Nissan UD60 Vacuum Tanker CS 2352 – 375276Km – 31 July 2017:

- PTO Drive shaft needs new pillow block bearings & u-joints [excessive play]

Massey Ferguson Tractor M398 – CS 2455 – 4725Hrs – 31 July 2017:

- Minor hydraulic oil leaks & needs re-spray job

Ford Ranger 2,2i CS 15642 – 176045Km – 31 July 2017:

- Gearbox needs to be reconditioned

Fiat-Hitachi Digger-Loader – CS 4524 – 31 July 2017:

- Front axle (differential) Propshaft yoke needs replacement, U-joints & balancing

7.2 Fuel Account Summary

MONTHLY FUEL CARD SYSTEM RECON					
CAPE AGULHAS MUNICIPALITY					
31 July 2017					
DEPARTMENT	COST CENTRE	FUEL	OIL	FEES	GRAND TOTAL
TRAFFIC [6]	01 4021 2830 00	20940,42		496,40	21436,82
WATER [10]	01 5020 2830 00	36283,57		758,36	37041,93
STRATEGIC & ADMIN	01 2524 2830 00	594,30		33,80	628,10
PARKS [5]	01 4042 2830 00	11780,91		294,00	12074,91
RESORTS [2]	01 2540 2830 00	3360,31		111,92	3472,23
THUSONG CENTRE [1]	01 2540 2830 00	1936,55		58,86	1995,41
ENVIRONMENTAL [2]	01 4023 2830 00	5819,64		140,99	5960,63
HOUSING [1]	01 4030 2830 00	865,15		44,20	909,35
BUILDINGS/COMM [3]	01 4041 2830 00	7122,85		186,62	7309,47
WORKSHOP [2]	01 3051 2830 00	5045,74		125,74	5171,48
SEWERAGE [12]	01 5030 2830 00	35639,23		800,26	36439,49
CLEANSING [7]	01 5040 2830 00	24631,53		568,79	25200,32
ROADS & SW [16]	01 5050 2830 00	23621,32		752,77	24374,09
ELECTRICAL [10]	01 5060 2830 00	26954,62		632,29	27586,91
	TOTAL FUEL =	204596,14		5005,00	209601,14

7.4 Workshop Operational & Summary Report

FLEET AND WORKSHOP OPERATIONAL & SUMMARY REPORT

DESCRIPTION	JUN'17	JUL'17	AUG'17	SEPT'17	OCT'17	NOV'17	DEC'17	JAN'18	FEB'18	MAR'18	APR'18	MAY'18	JUN'18
WORKSHOP OPERATIONS													
VEHICLES SERVICED	1	0											
INHOUSE - VEHICLE REPAIRS DONE	10	8											
VEHICLES TO EXTERNAL SUPPLIERS	0	0											
SMALL PLANT/MACHINERY													
SDRIP VEHICLE CHECKS DONE	2 Compactors	1 Compactor											
CAPITAL PROJECTS	10 Vehicles	10 Vehicles											
ROADWORKY TESTS	Completed	2 Projects											
RW CERTIFICATES ISSUED	1 Tested	0											
	1 Passed	0											
SMALL PLANT FUEL	3879	3459											
VEHICLE'S FUEL BILL - Monetary Value	219 577	204 596											
LOCAL ACQUISITIONS - Monetary Value	49 367	36 609											
SPEED PINES ISSUED	5	4											

COMMENTS:
 Due to the new Vesta Accounting system, a lot of transactions, Repair work on vehicles, Licence renewals & Roadworthy preparations or Testing could not done, delayed and/or could not be finalised. No cheques could be printed & No petty cash were available for any usage.

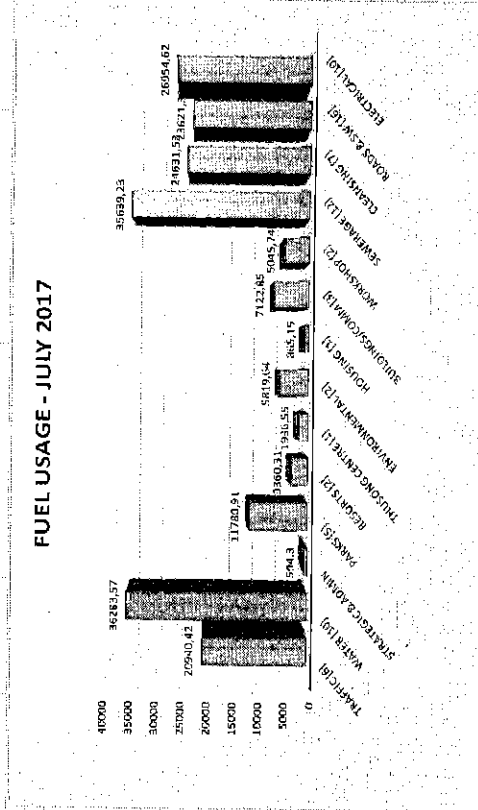
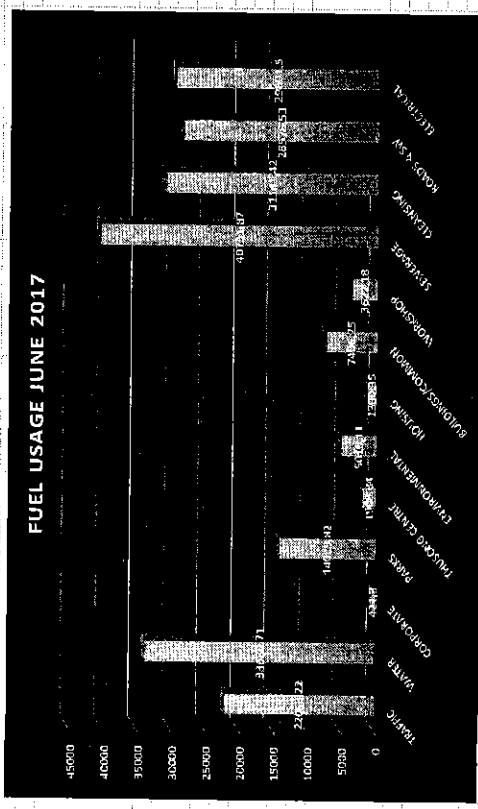
CAPITAL PROJECTS
 1. MIG Welder 2000Amp, 2. Workshop Tools needs to be acquisitioned

SAFETY & RISK
 Heavy Duty (3 Phases) Hoist Water Steamcleaner - Moved to 2018/19 Financial year
 Hydraulic Lifts Inside workshop serviced in June (Every 6 Months - According to safety Standards)
 Compressors need to get pressure vessels tested - Not all suppliers keen to register on GSD.

CONDITION OF VEHICLES
 Complex of vehicles needs attention: Ldv's Canopies, as well as Trucks Steel Canopies
 Several vehicles, bakkies & trucks in different departments needs some re-spray work

STAFF MATTERS
 Disparately need 2 x workers / assistants inside the workshop up a permanent basis - Artisans cannot work together on jobs - Highly unproductive!!
 EPWP Contract workers are a waste of time as we've been making use of this for the last three years, we had to train new people every 3 months - we need semi skilled workers in this trade.

VEHICLE'S FUEL BILL
 Total Fuel usage = [Petrol & Diesel fuel] - Both vehicles and Small Plant Machinery. R 3459 + R 204 596 = R 208 055




SIGNED : W. J. R. SWART

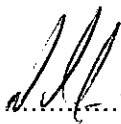
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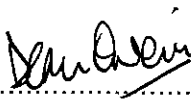
7. Conclusion & Sign Off

The Supply Chain Management Unit is continuously improving its processes and procedures in order to ensure that Council receive value for money in terms of demand and acquisition management.

It is hereby certified that the above information is correct


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RJ SEFFOOR
MANAGER SCM
Date: 7/8/2017


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PJ VAN BILJON
DIRECTOR: FINANCIAL SERVICES
Date: 07/08/2017


.....
DGI O'NEILL
MUNICIPAL MANAGER
Date: 07/08/17