

QUARTERLY REPORTING ON THE PROCUREMENT PLAN

QUARTER: 1

Name of National Institution: KAROO HOOGLAND MUNICIPALITY

Provincial Treasury: Northern Cape Provincial Treasury Name of Department/ Institution: SCM

Name of Accounting Officer / Delegated Official: JJ Fortuin

Director/ Chief Director SCM: Diana Vermeulen

Telephone number and email address:

Date: 07 October 2020

TABLE 1: ACTUAL AGAINST THE PLAN

| No | Project Description   | Name of Supplier  | Bid Number /<br>Quotation Number | Actual value of Contract | Method of<br>Procurement | Bid advert<br>date | Bid closing date | evaluation<br>start date | evaluation<br>end date | BAC<br>submission<br>date | Award date | contract<br>start date | Contract<br>expiry date |
|----|---|-------------------|----------------------------------|--------------------------|--------------------------|--------------------|------------------|--------------------------|------------------------|---------------------------|------------|------------------------|-------------------------|
| 1  | Williston Upgrading Paving of Streets Phase 2   | Duneo             | KHM 1001/112019                  | R 6 233 000.00           | Tender                   | 06/11/2019         | 06/12/2019       | 28/05/2020               | 28/05/2020             | 28/05/2020                | 01/06/2020 | 21/07/2020             | 08/12/2020              |
| 2  | APPOINTMENT OF A SERVICE PROVIDER FOR THE PERIOD OF 12 MONTHS FOR THE REPAIR AND MAINTENANCE OF ASBESTOS-CONTAINING MATERIALS (ACM) IN THE MUNICIPALITY OF KAROO HOOGLAND MUNICIPALITY FOR THE PERIOD OF 12 MONTHS FROM 2021/22 | MUBESKO (PTY) LTD | KHM 1001/06/2020                 | R861 212.00 (first Year) | Tender                   | 04/06/2020         | 12/06/2020       | 18/06/2020               | 18/06/2020             | 19/06/2020                | 30/06/2020 | 30/06/2020             | 2022                    |
| 3  |   |                   |                                  |                          |                          |                    |                  |                          |                        |                           |            |                        |                         |
| 5  |   |                   |                                  |                          |                          |                    |                  |                          |                        |                           |            |                        |                         |

TABLE 2: APPOINTMENTS THROUGH DEVIATIONS

| No | Project Description | Name of Supplier | Actual Value of Contract | Reason for the Deviation |
|----|---------------------|------------------|--------------------------|--------------------------|
| 1  |                     |                  |                          |                          |
| 2  |                     |                  |                          |                          |

TABLE 3: APPOINTMENTS THROUGH CONTRACT VARIATIONS/ EXTENSIONS

| No | Project Description | Name of Supplier | Contract Number | Reason for extension | original contract value | value of contract extension | Value of previous extensions | Award Date | Contract start date | Contract expiry |
|----|---------------------|------------------|-----------------|----------------------|-------------------------|-----------------------------|------------------------------|------------|---------------------|-----------------|
| 1  |                     |                  |                 |                      |                         |                             |                              |            |                     |                 |
| 2  |                     |                  |                 |                      |                         |                             |                              |            |                     |                 |

The Accounting Officer/ Authority declares that the delays in the quarter are justified and that measures are in place to prevent a recurrence of such non adherence to the plan.

  
ACCOUNTING OFFICER/ AUTHORITY SIGNATURE

**Diana Vermeulen KHM**

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**From:** Diana Vermeulen KHM <d.vermeulen@karoohoogland.gov.za>  
**Sent:** 09 October 2020 11:14 AM  
**To:** 'PDichaba'  
**Subject:** Reporting  
**Attachments:** Monthly Reporting on Implementation of SCM Policy.pdf; Quarterly Reporting on the Procurement Plan.pdf; Deviations Register.pdf

Good morning

Hope it's still going well.

Herewith my monthly and quarterly reporting for September 2020.10.09  
You will see with the deviations of September, I also include the July and August templates. I know that we only got the new template in September, but I would like my documents to look all the same.

Be safe and enjoy the weekend.

Regards

Diana Vermeulen  
Accountant: Expenditure & SCM  
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**SUPPLY CHAIN MANAGEMENT REPORT:**

**1st Quarter: 2020**

**A. PURPOSE OF REPORT**

In terms of Chapter 1 - paragraph 6(3) of the Supply Chain Management Policy: "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." Paragraph 6(4) further states that: "The reports must be made public in accordance with section 214 of the Municipal Systems Act."

**B. COMPLIANCE PROGRESS**

**Committees**

The below committees are established and are functioning fully according to Council's Supply Chain Management Policy - paragraph 26 (1) and the Supply Chain Regulations. The committees are as listed below:

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

For the quarter under review, the Bid Adjudication Committee successfully approved One bid.

**I. BIDS / FORMAL WRITTEN QUOTATIONS AWARDED**

The table below are bids greater than R200 000.00 awarded on the 2020/2021 financial year.

| TENDER NO                       | DESCRIPTION | COMPANY AWARDED CONTRACT | LOCALITY (L/D/P/N) | TENDER AMOUNT     | APPOINTMENT DATE | SCORING |
|---------------------------------|-------------|--------------------------|--------------------|-------------------|------------------|---------|
|                                 |             |                          |                    |                   |                  |         |
|                                 |             |                          |                    |                   |                  |         |
|                                 |             |                          |                    |                   |                  |         |
| <b>TOTAL OF QUARTER AWARDS:</b> |             |                          | R                  | -                 |                  |         |
| <b>TENDER AWARDS:</b>           |             | <b>LOCAL</b>             | <b>DISTRICT</b>    | <b>PROVINCIAL</b> | <b>NATIONAL</b>  |         |
| <b>TOTAL:</b>                   |             |                          |                    |                   |                  |         |

The table below are formal written quotations (R30 001 up to R200 000) awarded.

| QUOTATION NO                      | DESCRIPTION | COMPANY AWARDED CONTRACT | LOCALITY (L/D/P/N) | QUOTE AMOUNT      | APPOINTMENT DATE | BEE POINTS |
|-----------------------------------|-------------|--------------------------|--------------------|-------------------|------------------|------------|
| SCM/T2011/7/2020                  | Refuse Bags | SAKH'IKAYA Suppliers     | N                  | 153 494.64        | 20/08/2020       | 20         |
| <b>TOTAL OF QUARTER 1 AWARDS:</b> |             |                          |                    | <b>153 494.64</b> |                  |            |

## 2. SECTION 32 APPOINTMENTS

In terms of the Supply Chain Management Policy - paragraph 32 (1) and the SCM Regulations may the accounting officer procure goods and services under contracts secured by another organ of state, but only if:

- (a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
- (b) there is no reason to believe that such a contract was not validly procured;
- (c) there are demonstrable discounts or benefits to do so; and
- (d) that other organ of state and the provider have consented to such procurement in writing.

| CONTRACT DESCRIPTION | GOVERNMENT ENTITY NAME | SEVICE PROVIDER | CONTRACT VALUE |
|----------------------|------------------------|-----------------|----------------|
|                      |                        |                 |                |
|                      |                        |                 |                |
|                      |                        |                 |                |

## 3. AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE

In terms of the Supply Chain Policy, paragraph 45: "The Accounting Officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R 2,000 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 five years."

| Business or Persons Name  | Related to | Date | Amount | Description of Goods/Services |
|---|------------|------|--------|-------------------------------|
| <b>There were no awards to close family members for the quarter under review.</b> |            |      |        |                               |



**4. PRICE QUARTELY REPORT ON DEVIATIONS AND MINOR BREACHES -**

The Municipal Supply Chain Management Regulations - MFMA of March 2016, states in Section 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 process; 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 (1) (a) and (b) and report them to the next meeting of the council and include as a note to the annual financial statements.

**Report of Deviations attached as Annexure A**

Reports of all awards above R100 000.00 have been submitted to Provincial Treasury on a monthly basis in terms of the Circular No 19 of 2008

**5. FINANCIAL IMPLICATIONS**

**6. RECOMMENDATION**

That the report to the Mayor in terms of paragraph 6(3) of the Supply Chain Management Policy on the implementation of the Supply Chain Management Policy for the quarter ended September 2017 be approved.

DIANA VERMEULEN  
ACCOUNTANT: SUPPLY CHAIN MANAGEMENT

RECOMMENDED BY: CHIEF FINANCIAL OFFICER

MR SJ MYBURGH  
.....  


DATE: 7/10/2020

APPROVED BY: MUNICIPAL MANAGER

MR JJ FORTUIN  
.....

DATE: .....

SUBMITTED TO MAYOR

MS V WENTZEL  
.....

DATE: .....