

Munisipaliteit

BERGRIVIER

Municipality



SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR JANUARY 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

Own Description	ConfigCode (hardpunched)	ADJUSTMENT BUDGET FEB	
		2024	Spending 12/02/2024
Furniture, Equipment - Finance	72061490101	139 000,00	9 125,37
Upgrade SCM Stores	72061400101	361 000,00	263 561,45
		500 000,00	272 686,82

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 January 2024.

SCM: monthly/report/January 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 BBEE	B-BBEE	LOCALITY	QUOTATION AMOUNTS	REASON NOT AWARDED
FQ 8/2/1-2024	MN1-2024		Supply and delivery of a trailer mounted 500litre Diesel Bowser						LESS THAN 3 OFFERS RECEIVED
		1	West Coast Skies Services	5	10	1	Vredenburg, Saldanha bay Municipality	R 56 000,00	
FQ 8/2/2-2024	MN4-2024		Purchasing of 17 return flight tickets from Cape Town to Brussels - NO OFFERS RECEIVED						
FQ 8/2/3-2024	MN5-2024		Appointment of a Service Provider for the Manufacturing, Delivery and Construction of Wendy Houses in Piketberg						
		1	Potts Devco	3	10	1	Cape Town, City of Cape Town Municipality	R202 500,00	
		2	Wizsecure Trading	5	10	1	Vredenburg, Saldanha bay Municipality	R165 000,00	
		3	AGL Projects & Services	5	10	1	Vredenburg, Saldanha bay Municipality	R112 500,00	
		4	Pison Hawila Construction	10	10	1	Piketberg, Berggrivier Municipality	R216 000,00	
		5	Imvusa Trading	3	10	1	Cape Town, City of Cape Town Municipality	R114 000,00	

FQ 8/2/4-2024	MN8-2024		Supply & Delivery of a Drone for Bergrivier Municipality						
FQ 8/2/5-2024	MN12-2024		Building of a New Name Wall for Dwarskersbos Entrance						
FQ 8/2/6-2024	MN17-2024		Supply of Labour to Build a Boundary Wall						

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 carefully considered.
- There are the following matters to report on for January 2024.

Date	Amount	Supplier/Service Provider	Legislation	Comment
2024/01/12	R 8 697,42	Sky Metro Equipment	SLA	Copy Charges - Dec'2023
2024/01/15	R 4 201,41	MEDIA 24 - Die Weslander	SCM Policy - Other	MN7-2024 - Ad for Council Meetings Jan-June 2024
2024/01/16	R 4 701,20	Brand Edge Media Advertising - Cape Times	SCM Policy - Other	MN237/2023 - T8/3/43-2023
2024/01/17	R 6 044,40	Media 24 - Die Burger	SCM Policy - Other	MN237/2023 - T8/3/43-2023
2024/01/19	R 4 357,98	Provincial Gazette	SCM Policy - Other	MN02/2024- Public Amenities By-Law
2024/01/19	R 3 341,88	Brand Edge Media Advertising - Cape Times	SCM Policy - Other	Vacancies - Internal Auditor
2024/01/19	R 5 796,00	MEDIA 24 - Die Burger	SCM Policy - Other	Vacancies - Internal Auditor
2024/01/22	R 3 390,00	AMEU	SCM Policy - Other	Utility Membership fees 2024 (Mnr. Jan Erasmus)
2024/01/22	R 5 940,00	Piketberg Dierehospitaal	SLA	Kat Sterilisasies - Jan'2024
2024/01/23	R 4 675,00	Piketberg Dierehospitaal	SLA	Genadedood - Honde/Katte
2024/01/24	R 7 555,50	MEDIA 24 - Die Burger	SCM Policy - Other	MN06/2024 - T 8/3/1-2024 & T8/3/2-2024
2024/01/24	R 6 716,00	Brand Edge Media Advertising - Cape Times	SCM Policy - Other	MN06/2024 - T 8/3/1-2024 & T8/3/2-2024
2024/01/29	R 3 361,13	MEDIA 24 - Die Weslander	SCM Policy - Other	MK24/2024 Konsep Jaarverslag 2022/2023
2024/01/29	R 1 680,56	MEDIA 24 - Die Weslander	SCM Policy - Other	MN14/2024 - T8/3/3-2024
2024/01/30	R 4 761,60	MEDIA 24 - Die Weslander	SCM Policy - Other	MK27/2024 - Aansoek om hersonering en permanente afwyking: Erf ,1192 Porterville
2024/01/30	R 4 761,60	MEDIA 24 - Die Weslander	SCM Policy - Other	MK26/2024 Aansoek om hersonering en vergunningsgebruik
2024/01/30	R 4 029,60	Brand Edge Media Advertising - Cape Times	SCM Policy - Other	MN14/2024 - T8/3/3-2024
2024/01/30	R 4 481,50	MEDIA 24 - Die Weslander	SCM Policy - Other	MK28/2024 - Aansoek om Vergunningsgebruik: Erf ,2749, Porterville
2024/01/31	R 2 800,94	MEDIA 24 - Die Weslander	SCM Policy - Other	Advert for Registration on Database for Temp workers

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 January 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 Procecutor	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 Vewnnote	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	Nebdank	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 Ahlechlager		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 January 2024 there were no deviations approved to report on.

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

R100 000.00 Awards 2023 - 2024 Bergvriervier Municipality						
Contract details			Total value of contracts	B-BBEE	Method of procurement	Preference point system
Contract reference	Service provider/ Supplier	Contract Description	Total value of contract	Level	Quotation/ Competitive Bidding/ Deviation	80/20 or 90/10
T 8/3/33-2023	Memotek Trading	Supply and delivery of building material for Velddrif	Rates	1	Competitive Bidding	80/20
T 8/3/33-2023	West Coast Skies Services	Supply and delivery of building material for Velddrif	Rates	1	Competitive Bidding	80/20
T 8/3/33-2023	A. Fick Sementwerke	Supply and delivery of building material for Velddrif	Rates	1	Competitive Bidding	80/20
T 8/3/34-2023	PPD Engineering	Removal of existing water meters and replacing with smart meters in Dwarskersbos	R124 200,00	1	Competitive Bidding	80/20
T 8/3/32-2023	Hiload Construction	Upgrading of Piketberg WWTW - Phase IV	R16 859 233,73	1	Competitive Bidding	80/20
T 8/3/26-2023	Effective Human Intervention	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	2	Competitive Bidding	80/20
T 8/3/26-2023	Nokuthula Dube & Associate	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	1	Competitive Bidding	80/20
T 8/3/26-2023	Breerivier Development Training	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	4	Competitive Bidding	80/20
T 8/3/26-2023	Global Learning Services	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	4	Competitive Bidding	80/20
T 8/3/26-2023	Lesedi Firearm Academy	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	1	Competitive Bidding	80/20
T 8/3/26-2023	Ezolimo Training	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	4	Competitive Bidding	80/20
T 8/3/26-2023	Yambey Car Rental	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	1	Competitive Bidding	80/20

T 8/3/26-2023	P3 Training Academy	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	1	Competitive Bidding	80/20
T 8/3/26-2023	Training B2B	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	1	Competitive Bidding	80/20
T 8/3/26-2023	Pro Meetse	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	4	Competitive Bidding	80/20
T 8/3/26-2023	Alvans Training Academy	Appointment Of Accredited Training Service Providers for The Implementation of Skills Development Programmes for A Period Ending 30 June 2026	Rates	1	Competitive Bidding	80/20

(4) There were no payments recorded for January 2024.

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.
 - Urliston 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.
 - Urlston 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/ Onderhoudskontrak	n/a
Contour Technology	Supply, installation, and management of an STS compliant prepayment electricity vending system for the period of 01 July 2020 to 30 June 2023	2020-07-01	2023-06-30	Active	Maintenance Agreement/ Onderhoudskontrak	M Crous to follow a process 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 – JANUARY 2024.

There were the following insurance claims to report on:

INSURANCE REGISTER FOR JANUARY 2024								
Client Claim Ref	Peril	Date of Loss	Status	Claim Detail	Claim Amount	Excess Amount	Admin Date and Current Status	Reporting
Electrical Store	Piketberg	01/01/2024	Excess	Cable theft at Piketberg Electrical Store	R5 000,00	R350 000,00	Closed	Manager: Electrical Services - J Erasmus
Electrical Store	Velddrif	04/01/2024	Excess	Cable theft at Piketberg Electrical Store	R26 000,00	R350 000,00	Closed	Manager: Electrical Services - J Erasmus
Smit Sportsground	Velddrif	17/01/2024	Excess	Flood lights on sportsground power boxes (4) damages. Copper cables was cut off.	R10 000,00	R50 000 - Theft in Open	Closed	Foreperson Facilities - R Titus

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 January 2024: - Attached Find Minutes as Annexure A.

APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO RENDER BACKGROUND SCREENING, VETTING AND CRIMINAL CHECKS FOR BERGRIVIER MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36 MONTHS)

BID NO: 8/3/37-2023 MN204-2023

1. PURPOSE

To obtain approval in terms of Regulations 29 (1) (a) and (b) (l) of the Municipal Supply Chain Management Regulations and paragraph 29 of the Bergrivier Municipal Supply Chain Management Policy, for the appointment of an accredited service provider to render background screening, vetting and criminal checks for Bergrivier Municipality for a period of thirty-six (36) months.

2. BACKGROUND

It is the objective of Bergrivier Municipality to procure the services of an accredited service provider to render background screening, vetting and criminal checks for Bergrivier Municipality for a period of thirty-six (36) months. The general intent of this contract is that the service provider shall provide all resources necessary for the supply of goods/services in accordance with the terms of the Contract.

3. DISCUSSION

The tender was advertised on **Friday, 20 October 2023** in “**The Burger**” and “**The Cape Times**” **Newspapers**, the **Municipal website**, and **Notice Boards**, based on **80/20** Preference Point System. The tender closed on **Wednesday, 22 November 2023 at 12h00**. The tenders received were opened by representatives of Bergrivier Municipality and are valid for **120 days after the closing date**. Details are as follows:

TABLE 1

NO.	TENDERER	PRICE PER TENDER SUBMITTED	BBBEE LEVEL
1.	Search works 360 (Pty) Ltd	R 12 742.89	4
2.	Gijima Holdings (PTY) LTD	R 103 467.00	1
3.	Nexus Forensic Services (Pty) Ltd	R 30 715.39	2
4.	Basadzi Media and Personnel (Pty) Ltd	R 17 855.61	1

3.1 EVALUATION

BID SPECIFICATION COMMITTEE

The specification committee, as appointed by the Municipal Manager on **Wednesday, 11 October 2023**, consisted of the following members:

Chairperson: Ms. ER Scholtz (Accountant SCM),

Ms. R Hendricks (Administrator SCM),

Mr. W Rheeder (Manager Human Resources) and

Mr. D Verhoog (HR Officer Provision & Recruitment)

The Bid specification meeting was held on **Thursday, 12 October 2023 in the Shark Cage at 08h00**. SCM Regulation 27 (1): "A bid specification committee must compile the specifications for the procurement of goods or services by the municipality." SCM Regulation 27 (2) (g): "Specifications must be approved by the accounting officer prior to the publication of the invitation for bids. Bid Specifications were approved by the Municipal Manager on **Monday, 16 October 2023**."

3.2 OVERVIEW OF EVALUATION PROCESS

The tenders were evaluated by the end user department (**Mr. W Rheeder**) in accordance with the latest supply chain management policy of Bergrivier Municipality and a report was submitted to the BEC. The BEC committee, appointed by the Municipal Manager on **Wednesday, 17 January 2024** consisted of the following members:

Chairperson: Mr. S Wilschut (Head SCM & Assets),

Ms. R Hendricks (Administrator SCM),

**Mr. W Rheeder (Manager Human Resources) and
Mr. D Verhoog (HR Officer Provision & Recruitment)**

Tenders were checked for both completeness and responsiveness. The bid evaluation committee was held on **Tuesday, 23 January 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 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

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

4 TENDER DISCUSSION

Tenderers not considered for further evaluation:

4.1 Name: Search works 360 (Pty) Ltd

Reason:

- The tender specifications state that the proposed Service Level Agreement must be attached to the tender, but the agreement is not attached to the tender as requested.

SCM report for the month of January 2024

- Tenderer also did not tender for the following services:
 - Permanent Residence Permit
 - Work Permit
 - SAQA Certificate Verification
 - Institution accreditation
 - Driver Accident History
 - Reference check (SA)
 - Character Reference & Proof of Employment (SA)
 - Verify Professional Association Memberships (SA)

- According to GENERAL CONDITIONS OF TENDER on p19 of the tender document, under point 2.3, it clearly states that “*Documents may only be completed in non-erasable ink*”. The tender notice also states in the last paragraph that “*Only bids completed in black ink on the original Bid documentation will be accepted.*” The specifications also clearly indicated the abovementioned condition. The tender document was completed and signed electronically.

4.2 Name: Gijima Holdings (Pty) Ltd

Reason:

- Tenderer did not attach a copy of the proposed Service Level Agreement as requested as part of the specifications.

- Pricing schedule with fees for additional services provided by the tenderer, not submitted as part of tender.
 - Drivers' accident history
 - Reference check (South Africa)
 - Sanctions
 - Judgement listing – Individual
 - Registration check (Other)
 - Additional fee for queries not registered with provider.

- The Tenderer responded by referring to the page numbers in the tender regarding the pricing and submitted the pricing schedule with the e-mail.

4.3 Name: Basadzi Media and Personnel (Pty) Ltd

Reason:

- The specifications states: "That the tenderer must provide all the services requested for and indicate if a service (s) forms part of another service already tendered for. The Municipality will not deal with any third parties." Tenderer did not tender for the following items:
 - 1.4 Passport-Local
 - 1.5 Permanent Residence Permit
 - 1.6 Work Permit
 - 1.7 Marital Status
 - 2.1 Matric Post 1992
 - 2.2 Matric Qualification Pre 1992
 - 2.4 SAQA Certificate Verification
 - 2.5 Institution accreditation
 - 3.3 Driver Accident History
 - 4.2 Criminal – Existing fingerprints in AFIS System
 - 4.3 Criminal - AFIS electronically captured fingerprint (Agent Office)
 - 4.4 Criminal - AFIS paper based SAPS91(a) fingerprint check
 - 2.6 Reference check (SA)
 - 5.3 Character Reference & Proof of Employment (SA)
 - 5.5 Directorship Search
 - 5.6 Social Media Screening
 - 6.1 Judgement Listing - Individual
 - 9.1 Banking details: Individual (South Africa)

Tenderers considered for further evaluation:

4.4 Name: Nexus Forensic Services (Pty) Ltd

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The tenderer indicated that they comply with all the specifications and requirements of the tender.

EVALUATION OF TENDERS (PREFERENCE POINTS)

TABLE 3

Ranking Order	Name of Tenderer	Tender amount (Incl. VAT)	Points			
			Price (80.0)	Specific Participation Goals (10.0)	B-BBEE Status (10.0)	Total (100)
1.	Nexus Forensic Services (PTY) LTD	R 30 715.39	80.00	0	9.00	89.00

NEXUS FORENSIC SERVICES PTY LTD:

- Are registered on the CSD with MAAA0006822 and scored the highest points according the 80/20 Preference points system.
- Completed their MBD4, MBD8 and MBD9 documents, with a compliant TCC on SARS website.
- The Director was not found on the restrictions list, the tender defaulters list of National Treasury and as a public servant - in service of the state on the DPSA Website.
- Their company and the Directors' Municipal accounts is not in arrears for more than 90 days.
- Their offer did not indicate that any portion of their offer will be subcontracted.

6. FINANCIAL IMPLICATIONS 2023/2024 CAPITAL BUDGET & OPERATIONAL BUDGET

Vote number	Vote Description	23/24 VAT EXCL.
013 071 2370 04	PROFESSIONAL SERVICES (QUALIFICATION VERIFICATION)	R50 000.00 (Operational)

7. RECOMMENDATION:

The following recommendations applicable to this tender are made:

- 1. That tender 8/3/37-2023 (MN204/2023) for the Appointment of an Accredited Service Provider to render Background Screening, Vetting and Criminal Checks for Bergrivier Municipality for a period of Thirty-Six (36) Months, as set out in the tender document, be awarded to Nexus Forensic Services (PTY) LTD as per the rates set out in the tender document, for a period of thirty-six (36) months within the available budget; and**
- 2. That the period of thirty-six (36) months start on the date of signing of the contract.**

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 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 Bergvriër 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 JAN 2024

DATE	NAME OF SERVICE PROVIDER	AMOUNT	CSD NUMBER	BBBEE	SCORE	DEPARTMENT	INVOICE NR
23/01/2024	IX ENGINEERS	R30 881,71	MAAA0375346	LEVEL 1	3	PMU	INV/2023/1618
24/01/2024	BARON & SEUN KONSTRUKSIE & CIVILS	R2 890,00	MAAA0513690	LEVEL 1	3	COMMUNITY SERVICES	5 G0003045
24/01/2024	BARON & SEUN KONSTRUKSIE & CIVILS	R5 780,00	MAAA0513690	LEVEL 1	3	COMMUNITY SERVICES	6 G0002442
24/01/2024	EDEN FJ TUINDIENSTE	R11 560,00	MAAA1096394	LEVEL 1	3	COMMUNITY SERVICES	505
24/01/2024	ALUMANYE PTY LTD	R12 290,00	MAAA0026918	LEVEL 1	2	COMMUNITY SERVICES	00004 G0002331
25/01/2024	D2SL STEEL PROJECTS	R30 906,25	MAAA0980895	LEVEL 1	3	COMMUNITY SERVICES	INV-0068
25/01/2024	D2SL STEEL PROJECTS	R30 906,25	MAAA0980895	LEVEL 1	3	COMMUNITY SERVICES	INV-0066
25/01/2024	PISON HAWILA CONSTRUCTION	R15 208,00	MAAA1063642	LEVEL 1	2	TECHNICAL SERVICES	7 G0000167
26/01/2024	TMT SERVICES	R350 815,11	MAAA0363717	LEVEL 1	3	COMMUNITY SERVICES	462022S11435
30/01/2024	ASLA CONSTRUCTION	R3 368 318,88	MAAA0029054	LEVEL 1	3	PMU	IN015792 PC05
31/01/2024	SIYANDA	N/A	MAAA0025541	LEVEL 2	3	FINANCE	N/A
01/02/2024	HILOAD INYANGA	R783 996,29	MAAA0466686	LEVEL 1	3	PMU	3146
01/02/2024	DINAH TRADERS	R9 940,00	MAAA0683213	LEVEL 1	3	COMMUNITY SERVICES	G0003044

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9. IRREGULAR EXPENDITURE

The following table depicts UIF & W Expenditure to date:

Register of Unauthorized, Irregular, Fruitless and Wasteful Expenditure				
Amount	Description of Incident	Person Liable (Official or Political Office Bearer)	Approved or recovered	Status
				IRREXP
20 907,07	Allan Boesak Hall floor renovation	Community Services		x
104 614,54	Netstar	Technical services		x
29 500,00	Goliath Davids/Moolman	Council		x
1 149,60	Goods purchased without an order - Carlin	Council	- 1 149,60	x
29,98	Different goods collected than on the order	Council	- 29,98	x
3 312,82	Different goods collected than on the order	Council		x
65 000,00	Repairs to Akacia Swimming Pool	Community Services		x
901 009,74	New regulation on SCM published on 14/12/2023. Transactions in breach	Whole of Bergrivier		x
1 125 523,75			- 1 179,58	

10. RECOMMENDATIONS

1. That the Executive Mayor take note of the January 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

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