

# **SWELLENDAM MUNICIPALITY**



## **DIRECTORATE: FINANCIAL SERVICES**

### **SUPPLY CHAIN MANAGEMENT**

#### **IMPLEMENTATION REPORT FOR THE 2023/2024 FINANCIAL YEAR**

## **INDEX**

**The scope of the implementation review will include the following:**

1. Introduction
2. Policy
3. Delegations
4. Organisational Structure
5. Demand and Acquisition Management
6. The Bid Committee System
7. Deviations
8. Awards to Close Family Members of Persons in the Service of the State
9. Awards to persons in the service of the state
10. Reports above R100,000 as submitted to National Treasury
11. Logistics, Disposal and Risk Management
12. Recommendation

### **1. INTRODUCTION**

The Local Government: Municipal Finance Management Act, No 56 of 2003, (MFMA) requires the municipality to have and implement a Supply Chain Management Policy which give effect to the provisions of Part 1 of Chapter 11 of the Act which deals with Supply Chain Management (SCM). On the 30<sup>th</sup> of May 2005, National Treasury issued the Municipal Supply Chain Management Regulations. As a Low-Capacity Municipality, the Swellendam Municipality had to comply with the provisions of the Regulations as from 01 July 2006. Council's first SCM Policy was adopted on 01 December 2005.

Although the MFMA prohibits a Councillor from being a member of a bid committee or any other committee evaluating or approving quotations or tenders, Council has an oversight role to ensure that the Municipal Manager implements all the Supply Chain Management activities in accordance with its policy. For the purposes of such oversight the Regulations require that the Municipal Manager must -

**(a) Within 30 days of the end of each financial year, submit a report on the implementation of the policy to the Council.**

Following please find the said Supply Chain Management Implementation Report for the 2023/2024 financial year of Swellendam Municipality.

**2. POLICY**

The policy for the 2023/2024 financial year has been reviewed which was adopted by Council on 31 May 2023.

On 14 December 2023, the National Treasury circulated the approved amendments to the Municipal Supply Chain Management Regulations as Gazetted in Government Gazette Notice 4198 Numbered 49863 to be implemented with immediate effect.

This necessitates the amend of the Municipality's SCM Policy during January 2024.

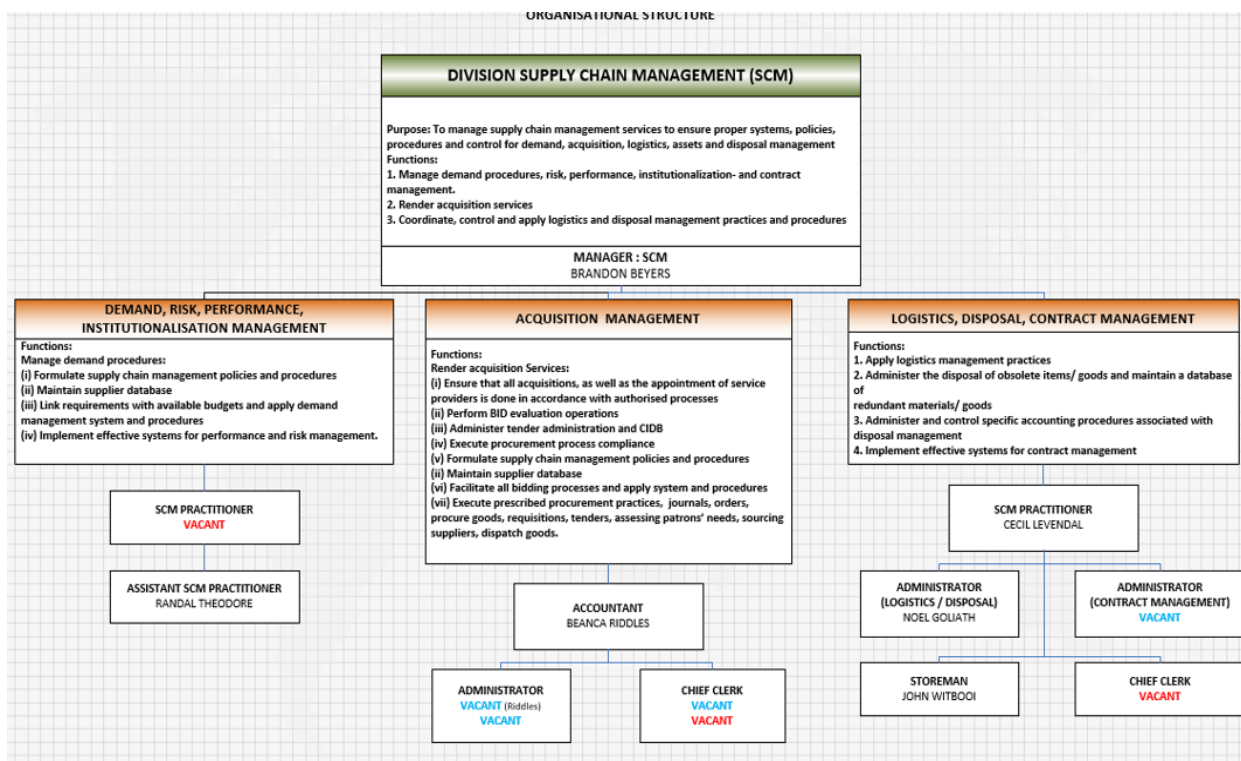
**3. DELEGATIONS**

The Municipal Manager is responsible for implementing the policy and to take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

For that purpose, a system of delegations was designed and implemented in order to maximise the administrative and operational efficiency. The delegations also provide adequate checks and balances in the municipality's Supply Chain Management function.

**4. ORGANISATIONAL STRUCTURE**

In terms of Paragraph 7 of the Municipal Supply Chain Management Regulations (MSCMR) the municipality must establish a Supply Chain Management Unit (SCMU) to implement its supply chain management 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.



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

Manager: Supply Chain

Ass SCM Practitioner: Demand, Risk & Performance

Accountant: Acquisitions

2 x Administrator: Acquisition

Chief Clerk: Acquisition

SCM Practitioner: Logistics & Contracts

Administrator: Logistics & Disposal

Administrator: Contract Administration

Storeman

## 5. DEMAND MANAGEMENT

### Preferred Suppliers Database

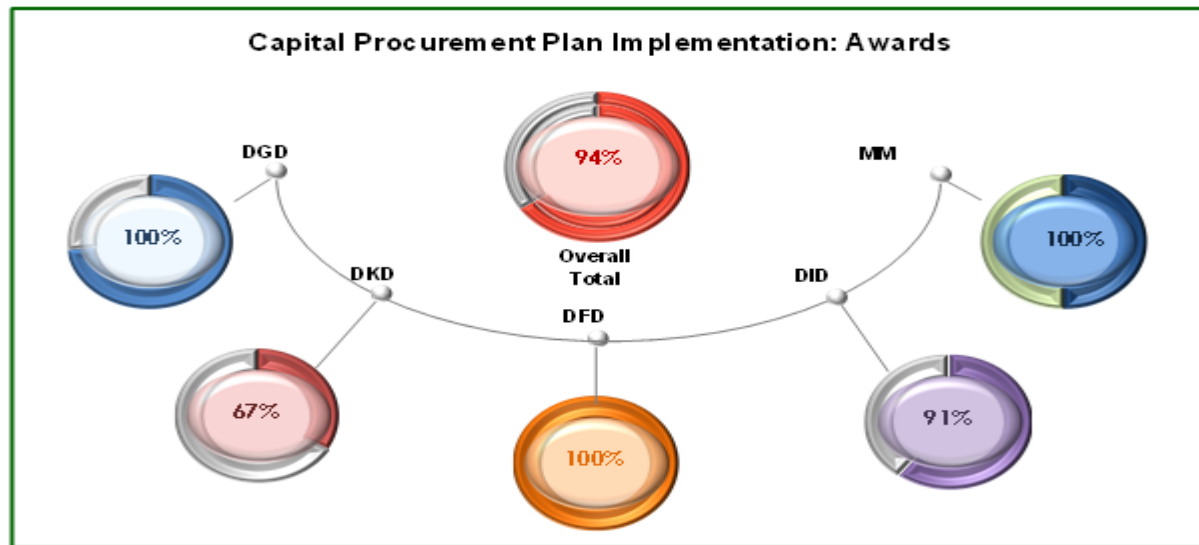
The Municipality is required by legislation to have and maintain a Database of Accredited Prospective Suppliers in order to ensure that all the procurement of goods and services for the Municipality is made through this Database. The Database has been developed from a manual one to a fully functional electronic Database of Prospective Suppliers maintained by the SCMU. Currently there are 1822 suppliers registered on this Database. The number of suppliers increased by 112 from the last financial year.

## Procurement Plan

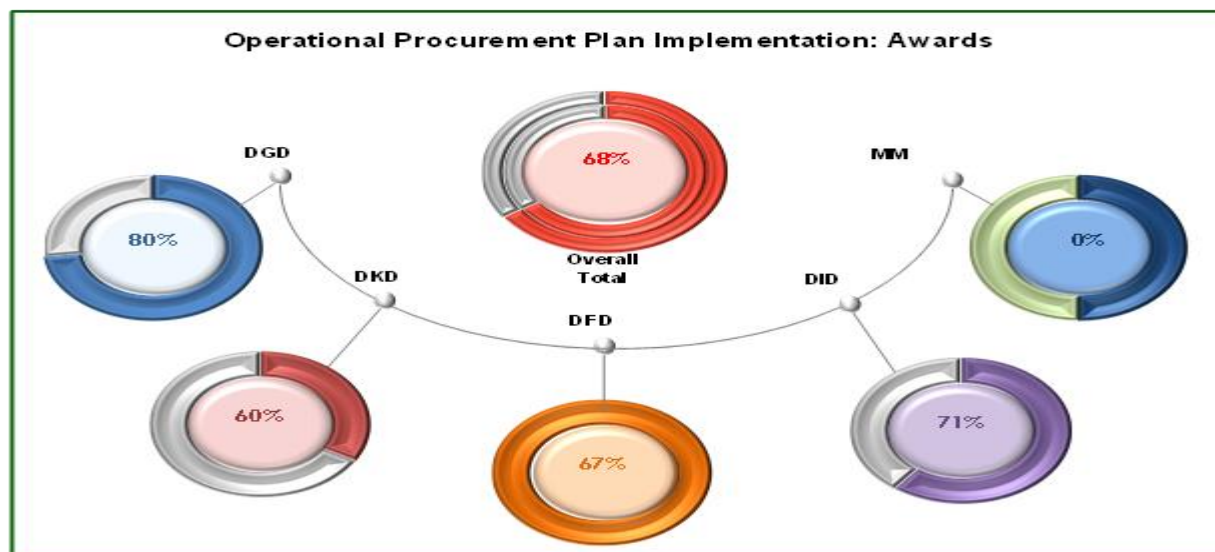
One of the functions of SCM is to ensure that goods, works or services are delivered to the right place, in the right quantity, with the right quality, at the right cost and at the right time.

In order to fulfil the above function, the SCMU, together with the user departments, developed a plan for procurement activities above R30 000. Below is a summary in terms of performance:

### Capital



### Operational



## 6. ACQUISITION MANAGEMENT

### Procurement Statistics

| Nr. | Process description                                   | Total | Monthly average | Daily average | Value        |
|-----|-------------------------------------------------------|-------|-----------------|---------------|--------------|
| 1   | No of BSC meetings                                    | 59    | 5               | 0,25          | n/a          |
| 2   | No of BEC meetings                                    | 69    | 6               | 0,29          | n/a          |
| 3   | No of BAC meetings                                    | 40    | 3               | 0,17          | n/a          |
| 4   | No of orders processed/placed                         | 4194  | 350             | 17,48         | R125 935 755 |
| 5   | No of formal quotations awarded (R30 000 to R300 000) | 47    | 4               | 0,20          | R3 651 862   |
| 6   | No of tenders awarded above R300 000                  | 49    | 4               | 0,20          | R118 267 000 |
| 7   | No of awards above R30 000 (CIDB)                     | 15    | 1               | 0,06          | R49 519 533  |
| 8   | No of contract price increases approved               | 13    | 1               | 0,05          | n/a          |
| 9   | No of contracts extended i.t.o MFMA circular 62       | 17    | 1               | 0,07          | R3 297 076   |
| 10  | No of contracts extended i.t.o s.116(3) of MFMA       | 9     | 1               | 0,04          | R8 562 213   |
| 11  | No of Deviations                                      | 45    | 4               | 0,19          | R3 294 983   |
| 12  | No of objections                                      | 3     | 0               | 0,01          | n/a          |
| 13  | No of stock receipts                                  | 1468  | 122             | 6,12          | R6 424 309   |
| 14  | No of stock issued                                    | 9416  | 785             | 39,23         | -R6 130 362  |
| 15  | No of stock disposal                                  | 2     | 0               | 0,01          | R4 060       |
| 16  | No of stock take                                      | 12    | 1               | 0,05          | R5 281 072   |
| 17  | No of requests received for disposal                  | 11    | 1               | 0,05          | R217 254     |

### Range of procurement processes

The following thresholds are currently being adhered to in terms of the current SCM policy in order to support the strategic and operational commitments of the municipality:

#### (a) Price quotations

Goods and services are procured by way of verbal quotations for a transaction value up to R2 000 (VAT included).

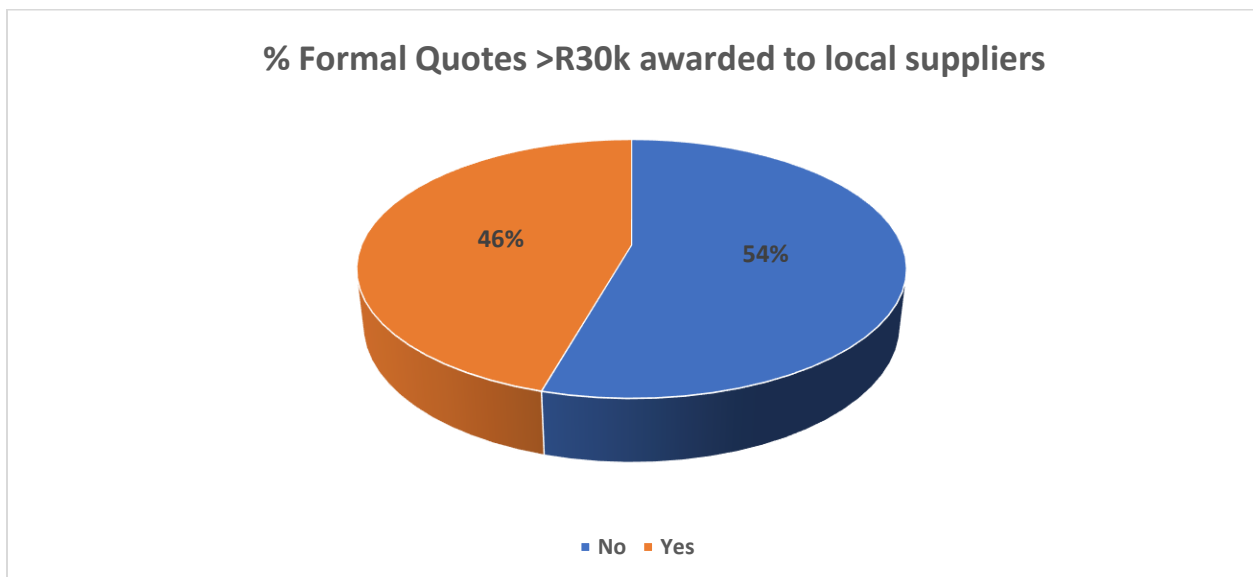
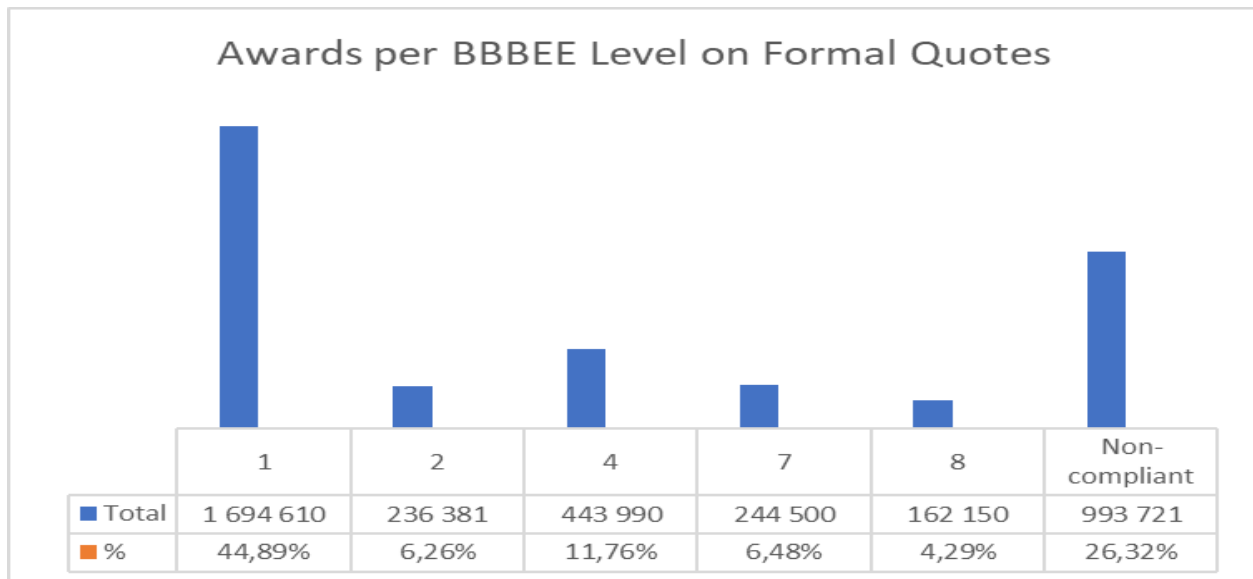
#### (b) Formal written price quotations

Goods and services are procured by way of written or verbal quotations for a transaction value over R2 001 up to R30 000 (VAT included).

#### (c) Formal written price quotations

Goods and services must be procured by way of formal written price quotations for procurements of a transaction value over R30 000 up to R300 000 (VAT included). Must be advertised for at least 7 days.

The following quotes above R30 000 were awarded by the CFO in terms of the SCM Policy and the Preferential Procurement Policy for the 2023/2024 financial year:



| Quotation No       | Quotation Description                                                      | Supplier            | Amount     | BBBEE Level |
|--------------------|----------------------------------------------------------------------------|---------------------|------------|-------------|
| <u>SMQ37-22-23</u> | Appointment of Small contractor for Various Small Works (Suurbraak)        | Ruhan Beukes        | R38 875,00 | 1           |
| <u>SMQ37-22-23</u> | Appointment of Small contractor for Various Small Works (Buffeljagsrivier) | JM Carelse          | R18 610,00 | 1           |
| <u>SMQ37-22-23</u> | Appointment of Small contractor for Various Small Works (Swellendam)       | Swellen Konstruksie | R3 460,50  | 1           |
| <u>SMQ37-22-23</u> | Appointment of Small contractor for Various Small Works (Swellendam)       | Johnathan Oktober   | R1 421,20  | 1           |

|                    |                                                                                                                    |                                                                        |             |               |
|--------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|---------------|
| <u>SMQ37-22-23</u> | Appointment of Small contractor for Various Small Works (Swellendam)                                               | Sannette Wynand                                                        | R75,00      | 1             |
| <u>SMQ46-22-23</u> | Supply and Delivery of Inverter and Battery System for ICT server room                                             | Cancelled                                                              | Cancelled   | Non-compliant |
| <u>SMQ01-23-24</u> | Supply and Delivery of Lubricating & Hydraulic Oils for a One (1) Year Period                                      | Cancelled                                                              | Cancelled   | Non-compliant |
| <u>SMQ02-23-24</u> | Appointment of Service Provider for the Digging of Trenches (Water Services) Swellendam                            | Sannette Wynand                                                        | R65 870,75  | 1             |
| <u>SMQ02-23-24</u> | Appointment of Service Provider for the Digging of Trenches (Water Services) Swellendam                            | Swellen Konstruksie(Pty)Ltd                                            | R65 870,76  | 1             |
| <u>SMQ02-23-24</u> | Appointment of Service Provider for the Digging of Trenches (Water Services) Buffeljagsrivier, Suurbrak, Barrydale | Cancelled                                                              | Cancelled   | Non-compliant |
| <u>SMQ03-23-24</u> | Disposal of Land In Swellendam, Railton & Barrydale ERF643                                                         | Joseph Johannes De Kock                                                | R19 000,00  | Non-compliant |
| <u>SMQ03-23-24</u> | Disposal of Land In Swellendam, Railton & Barrydale ERF1689                                                        | Divine touch Contractors                                               | R16 000,00  | Non-compliant |
| <u>SMQ03-23-24</u> | Disposal of Land In Swellendam, Railton & Barrydale ERF1690                                                        | Surtie Supply and Services                                             | R13 000,00  | Non-compliant |
| <u>SMQ03-23-24</u> | Disposal of Land In Swellendam, Railton & Barrydale ERF7106                                                        | Rotary Club Swellendam                                                 | R86 250,00  | Non-compliant |
| <u>SMQ03-23-24</u> | Disposal of Land In Swellendam, Railton & Barrydale ERF7578                                                        | Tommy Fast Fast                                                        | R41 000,00  | Non-compliant |
| <u>SMQ03-23-24</u> | Disposal of Land In Swellendam, Railton & Barrydale ERF8501                                                        | Divine touch Contractors                                               | R72 383,95  | Non-compliant |
| <u>SMQ03-23-24</u> | Disposal of Land In Swellendam, Railton & Barrydale ERF7165                                                        | Cornelia Gertse                                                        | R49 062,70  | Non-compliant |
| <u>SMQ04-23-24</u> | Supply and Delivery of a Fire Skid                                                                                 | Sentraal-Suid Koöperasie Beperk                                        | R27 747,78  | 8             |
| <u>SMQ05-23-24</u> | Supply and Delivery of Roller Mower                                                                                | Boebies Body works CC                                                  | R65 800,70  | 1             |
| <u>SMQ06-23-24</u> | Supply and Delivery of Brushcutters                                                                                | The Cut n Mow Specialist (Edms) Bpk t/a George Lawn Mowers & Chainsaws | R27 965,00  | 2             |
| <u>SMQ07-23-24</u> | Provision of Recruitment Agency Services for Appointment of Senior Managers                                        | Riel Hugo & Associates                                                 | R40 350,00  | 1             |
| <u>SMQ08-23-24</u> | Supply and Delivery of Lubricating & Hydraulic Oils for a One (1) Year Period                                      | Sentraal-Suid Koöperasie Beperk                                        | R110 275,62 | 8             |
| <u>SMQ09-23-24</u> | Supply and Delivery of Concrete Mixer                                                                              | Ian Dicky & Co (Pty)Ltd                                                | R51 529,20  | 4             |
| <u>SMQ10-23-24</u> | Facilitation of Novice Training for Operation of Digger Loader and Bulldozer                                       | Pro Skulls Development (Pty)Ltd                                        | R43 573,50  | 2             |
| <u>SMQ11-23-24</u> | Supply and Delivery of Festive Lights Material                                                                     | Rainbow Lithing Cc T/A New Neon Lighting                               | R155 827,00 | 4             |
| <u>SMQ12-23-24</u> | Supply and Installation of Security Fence and Gate at Sewer Pump Station - Barrydale                               | Shannon Rose Trading Cc                                                | R135 448,61 | 1             |
| <u>SMQ13-23-24</u> | Installation of segmented paving at the Desmond Tutu Library in Station Street, Swellendam (Plant and Labour only) | SZJ Civil Construction                                                 | R86 821,99  | 1             |
| <u>SMQ14-23-24</u> | Sale of Erf 4624 (Vollenhoven Street, Railton)                                                                     | Riaan Jonas                                                            | R97 000,00  | Non-compliant |
| <u>SMQ15-23-24</u> | Provision of Drone Sourced Imagery for the Towns                                                                   | UAV Inspection (Pty)Ltd                                                | R118 262,39 | 4             |
| <u>SMQ16-23-24</u> | Provision of Initiator Services in respect of Councillor Disciplinary Process                                      | Matthys Gerhardus Giliomee                                             | R47 630,00  | Non-compliant |
| <u>SMQ17-23-24</u> | Construction of Concrete bases for 6 x Refuse Containers in Malgas and Infanta                                     | Nkutwala Construction (Pty)Ltd                                         | R55 288,09  | 1             |
| <u>SMQ18-23-24</u> | Repair and Maintenance of 100kVa and 300kVa Transformers                                                           | Cancelled                                                              | Cancelled   | Non-compliant |
| <u>SMQ19-23-24</u> | Supply And Delivery Of Toners For A One (1) Year Period                                                            | Parkerson Thomas Technologies cc T/A Officetech                        | R115 346,00 | 1             |
| <u>SMQ20-23-24</u> | Supply, Delivery and Installation of New Carpet at Townhall                                                        | Jacques Mulder t/a Swellendam Meubelmark                               | R36 915,00  | 4             |
| <u>SMQ21-23-24</u> | Supply and Delivery of Microwaves and Fridges to Swellendam Municipality                                           | Sentraal-Suid Koöperasie Beperk                                        | R24 126,36  | 8             |

|                    |                                                                                                     |                                               |                  |               |
|--------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------|---------------|
| <u>SMQ22-23-24</u> | Supply and Delivery of Paper Recycle Bins for Confidential Documents for Municipal Offices          | Nolada 8 (Pty)Ltd                             | R49 059,00       | 1             |
| <u>SMQ23-23-24</u> | Supply and Delivery of Traffic & Law Enforcement Uniform for a One (1) Year Period                  | FG Uniforms CC                                | R124 879,75      | 1             |
| <u>SMQ24-23-24</u> | Repair and Maintenance of 100kVa and 300kVa Transformers                                            | Power Transformers (Pty) Ltd                  | R164 842,60      | 2             |
| <u>SMQ25-23-24</u> | Supply and installation of Gate Motor at Desmond Tutu Library                                       | Parkers And Partners (Pty)Ltd                 | R31 830,11       | 1             |
| <u>SMQ26-23-24</u> | Supply, Delivery and Installation of a PV system with Battery Backup for Bontebok Landfill Site     | Cancelled                                     | Cancelled        |               |
| <u>SMQ27-23-24</u> | Supply and Delivery of 1000l Diesel Tanker                                                          | Memotek Trading CC                            | R65 444,98       | 1             |
| <u>SMQ28-23-24</u> | Supply and Delivery of 1 Ton Skip                                                                   | Memotek Trading CC                            | R37 823,50       | 1             |
| <u>SMQ29-23-24</u> | Transport of Purified Water within Swellendam Municipality                                          | TH Augustyn (Pty) Ltd                         | R124 910,00      | Non-compliant |
| <u>SMQ30-23-24</u> | Appointment of Service Provider for the Digging of Trenches in Swellendam (Electrical Services)     | Keith Swartz                                  | R3 250,00        | 1             |
| <u>SMQ30-23-24</u> | Appointment of Service Provider for the Digging of Trenches in Swellendam (Electrical Services)     | Suzanne Adams                                 | R2 550,00        | 1             |
| <u>SMQ30-23-24</u> | Appointment of Service Provider for the Digging of Trenches in Swellendam (Electrical Services)     | JHH Civils (Pty)Ltd                           | R825,00          | 1             |
| <u>SMQ31-23-24</u> | Appointment of Service Provider for the Digging of Trenches in Suurbraak (Electrical Services)      | Xairu Dream Construction                      | R13 906,25       | Non-compliant |
| <u>SMQ32-23-24</u> | Appointment of Service Provider for the Digging of Trenches in Barrydale(Electrical Services)       | Cancelled                                     | Cancelled        |               |
| <u>SMQ33-23-24</u> | Supply & Delivery of Water To Infanta (Moddergat & Aasbank) For a 3 Year Period                     | Cancelled                                     | Cancelled        |               |
| <u>SMQ34-23-24</u> | Supply & Delivery of Water To Infanta (Kabeljou Bank) For a 3 Year Period                           | Cancelled                                     | Cancelled        |               |
| <u>SMQ35-23-24</u> | Provision of Advisory Services in respect of Councillor Disciplinary Process                        | Cancelled                                     | Cancelled        | Non-compliant |
| <u>SMQ36-23-24</u> | Repair and Maintenance of Stihl Brushcutters for a One (1) year Period                              | No bids Received                              | No Bids Received |               |
| <u>SMQ37-23-24</u> | Supply and Delivery of Equipment for Law enforcement                                                | Askari Outdoor and tactical                   | R30 000,00       | 4             |
| <u>SMQ38-23-24</u> | Supply, Delivery and Installation of a PV system with Battery Backup for Bontebok Landfill Site     | Kgobisa Projects CC                           | R153 953,00      | 1             |
| <u>SMQ39-23-24</u> | Provision of Advisory Services in respect of Councillor Disciplinary Process                        | Cancelled                                     | Cancelled        |               |
| <u>SMQ40-23-24</u> | Supply & Delivery of Video Camara Packages                                                          | Cancelled                                     | Cancelled        |               |
| <u>SMQ41-23-24</u> | Short-term Lease of Erf 8241 Swellendam Industrial Area                                             | No bids Received                              | No Bids Received |               |
| <u>SMQ42-23-24</u> | Repair and Maintenance of Small Plant Equipment                                                     | Swellendam Grassnyers                         | R150 000,00      | Non-compliant |
| <u>SMQ43-23-24</u> | Provision for the disposal of Streetlights for a 3 Year Period                                      | Waste Mart (Pty)Ltd                           | R129 049,93      | 1             |
| <u>SMQ44-23-24</u> | Provision of grass cutting services for a 12 month period                                           | Various Suppliers                             | R200 000,00      | 1             |
| <u>SMQ45-23-24</u> | Provision of initiator services in respect of councillor disciplinary process for a one-year period | Cancelled                                     | Cancelled        |               |
| <u>SMQ46-23-24</u> | Appointment of Service Provider for the Digging of Trenches in Barrydale(Electrical Services)       | Cancelled                                     | Cancelled        |               |
| <u>SMQ47-23-24</u> | Supply & Delivery of Water To Infanta (Moddergat & Aasbank) For a 3 Year Period                     | LC. Eksteen                                   | R263 578,08      | Non-compliant |
| <u>SMQ48-23-24</u> | Supply & Delivery of Water To Infanta (Kabeljou Bank) For a 3 Year Period                           | Cancelled                                     | Cancelled        |               |
| <u>SMQ49-23-24</u> | Provision of Advisory Services in respect of Councillor Disciplinary Process                        | Adv E.W. Vermaak                              | R51 456,00       | 4             |
| <u>SMQ50-23-24</u> | Supply, Delivery and Offload of 185mm² PILC Copper Cable for a 3-Year period                        | Actom Electrical Products                     | R64 515,00       | 1             |
| <u>SMQ51-23-24</u> | Supply And Delivery Of Bain Marie (Hot Closets)                                                     | Take Note trading 245CC T/A Universal Trading | R52 953,00       | 1             |

|             |                                                                                                     |                                 |                      |   |
|-------------|-----------------------------------------------------------------------------------------------------|---------------------------------|----------------------|---|
| SMQ52-23-24 | Supply, Delivery and Installation of a Inverter With Battery Backup                                 | Billonetwerk (Pty)Ltd           | R85 238,00           | 1 |
| SMQ53-23-24 | Supply of airtime Vouchers for a Three (3) Year Period                                              | Sentraal-Suid Kooperasie Beperk | R244 500,00          | 7 |
| SMQ54-23-24 | Provision of initiator services in respect of councillor disciplinary process for a one-year period | Adv E.W. Vermaak                | Rates                | 4 |
|             |                                                                                                     | <b>Total</b>                    | <b>R3 775 351,30</b> |   |

#### **(d) A competitive bidding processes**

Goods and services are procured by way of a competitive bidding process for-

- procurement above a transaction value of R300 000 (VAT included);

### **7. BID COMMITTEE SYSTEM**

The Accounting Officer has appointed permanent members of the committees as well as secundis. Letter of Appointments, the Code of Conduct and Declaration of Interest has already been signed by the members and secundis of the committees.

#### **(a) The Bid Specification Committee (BSC)**

The Bid Specification Committee compiles the specifications for the procurement of goods or services by the municipality.

The committee is appointed by the Accounting Officer and must be composed of one or more officials of the municipality, preferably a Supply Chain Management Practitioner and the manager responsible for the function involved, and may when regarded appropriate by the Accounting Officer, include external specialist advisors. The proceedings are being formalised via the arrangement of meetings by the SCM Unit.

#### **(b) The Bid Evaluation Committee (BEC)**

The Bid Evaluation Committee is appointed by the Accounting Officer and must as far as possible be composed of-

- officials from departments requiring the goods or services; and
- at least one supply chain management practitioner of the municipality.

The proceedings have been formalised by taking minutes of the proceedings of the Bid Evaluation Committee meetings by SCM personnel. Currently, the composure of the committee excludes a SCM practitioner due to a lack of staff.

#### **(c) The Bid Adjudication Committee (BAC)**

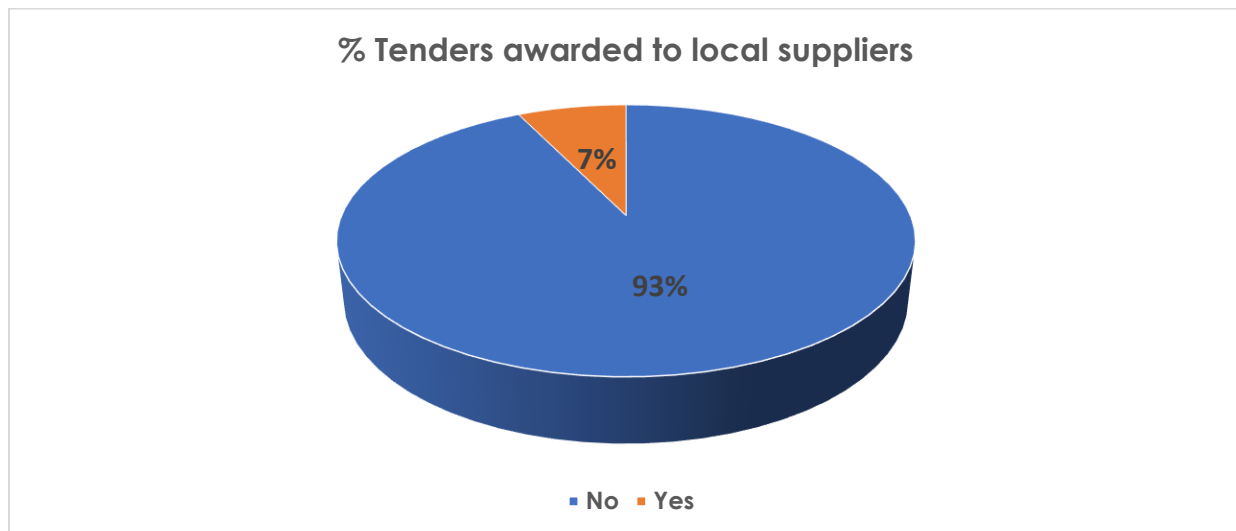
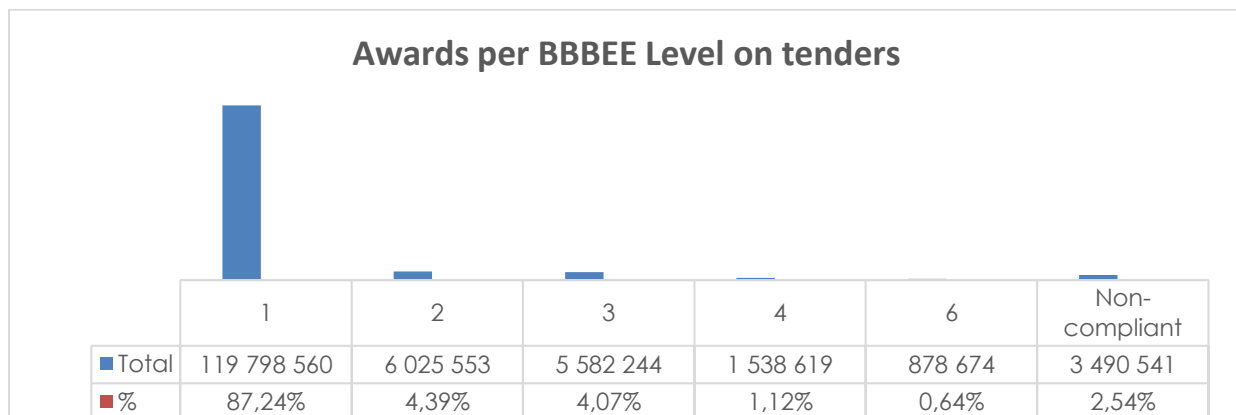
The Bid Adjudication Committee must consist of at least four senior managers of the municipality which must include –

- the chief financial officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer;
- at least one senior supply chain management practitioner who is an official of the municipality; and
- a technical expert in the relevant field who is an official of the municipality, if the municipality has such an expert.

The Bid Adjudication Committee has been functional and has been involved in all bids exceeding R300,000.

### Bids recommended by the Bid Adjudication Committee

The following bids were recommended by the BAC and awarded by the Accounting Officer in terms of the SCM Policy and the Preferential Procurement Policy for the 2023/2024 financial year:



| <b>Tender No</b> | <b>Tender Description</b>                                                                                             | <b>Supplier</b>                                                            | <b>Amount</b>  | <b>BBBEE Level</b> |
|------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------|--------------------|
| SMT22/21/22      | Development Proposals for Erven 2599                                                                                  | Raubex Building (Pty) Ltd                                                  | R13 280 000,00 | 1                  |
| SMT25/22/23      | Repair of Two Cornel Pumps and Electrical Motors                                                                      | Trautmann Trading (Pty)Ltd                                                 | R371 569,72    | 1                  |
| SMT40/22/23      | Provision of Pest Control and Fumigation Services for 3 year period                                                   | Bidvest Services (Pty) Ltd t/a Steiner George                              | R158 998,00    | 1                  |
| SMT42/22/23      | Supply, Delivery & Offload of Copper Covered Steel Earth Conductor Cable for a 3 year period                          | Cancelled                                                                  | Cancelled      |                    |
| SMT47/22/23      | Upgrading of Mechanical and Electrical Works for Swellendam Waste Water Pump Stations and Water Treatment Works       | Keineli Investments t/a Megaflow                                           | R1 545 207,95  | 1                  |
| SMT49/22/23      | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                               | Take Note Trading 245 Cc t/a Universal Trading                             | R546 985,90    | 1                  |
| SMT49/22/23      | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                               | Last Samurai Property Holdings 2 Cc t/a Ithuba Industries                  | R235 523,00    | 1                  |
| SMT49/22/23      | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                               | Nolada 8 (Pty) Ltd                                                         | R1 742 184,00  | 1                  |
| SMT49/22/23      | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                               | NRB Piping Systems (Pty) Ltd                                               | R417 191,95    | 1                  |
| SMT49/22/23      | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                               | KFC Pipes and Fittings (Pty) Ltd t/a KFC Engineering & Industrial Supplies | R67 711,10     | 1                  |
| SMT50/22/23      | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                                 | Nolada 8 (Pty) Ltd                                                         | R1 258 516,75  | 1                  |
| SMT50/22/23      | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                                 | Take Note Trading 245 Cc t/a Universal Trading                             | R4 083 309,50  | 1                  |
| SMT50/22/23      | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                                 | Elite Investhold Pty (Ltd)                                                 | R230 753,49    | 2                  |
| SMT50/22/23      | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                                 | Last Samurai Property Holdings 2 Cc t/a Ithuba Industries                  | R249 245,00    | 1                  |
| SMT50/22/23      | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                                 | NRB Piping Systems (Pty) Ltd                                               | R357 367,71    | 1                  |
| SMT52/22/23      | Management of the Bontebok Waste Disposal Facility for a three-year period                                            | Cancelled                                                                  | Cancelled      | n/a                |
| SMT54-22-23      | Renting of Pre-Fabricated Building for the Utilisation of Office Space for a 5 year period                            | Southey Contracting (Pty) Ltd                                              | R1 211 263,95  | 1                  |
| SMT59/22/23      | Facilitation of Medical Surveillance of Employees exposed to Hazardous and Biological Chemicals and Agents (OHSA Act) | J.C. Badenhorst                                                            | R324 600,00    | 4                  |
| SMT01/23/24      | Provision of Various Maintenance Services in Infanta & Malgas for a 3 year period                                     | Tommie Arendse                                                             | R342 000,00    | 1                  |

|             |                                                                                                                     |                                                    |                |               |
|-------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------|---------------|
| SMT02/23/24 | Supply & Delivery of Water Purification Tablets for a 3 year period                                                 | Cancelled                                          | Cancelled      | n/a           |
| SMT03/23/24 | Resealing / Resurfacing / Rehabilitation of various roads for a 3 year period                                       | Umzali Civils(Pty)Ltd                              | R18 000 000,00 | 1             |
| SMT04/23/24 | Supply & Delivery of Water To Nuwedorp Malagas and Infanta (Moddergat, Kabeljou Bank, Aasbank) for a 3 year period  | Cancelled                                          | Cancelled      | n/a           |
| SMT05/23/24 | Hire of Tools and Equipment for a 3 year period                                                                     | Miekana Hire (Pty) Ltd t/a Coastal Hire Swellendam | R300 000,00    | Non-compliant |
| SMT06/23/24 | Supply, Delivery, Remove And Commissioning Of Outdoor Ring Main Unit (RMU)                                          | Power Transformers                                 | R582 992,50    | 2             |
| SMT07/23/24 | Supply, Installation, Commissioning and Maintenance of Chlorination System at WTW and WWTW for a 3 year period      | Maxal Projects SA (Pty)Ltd                         | R5 582 243,75  | 3             |
| SMT08/23/24 | Supply And Installlation of a Fleet Management System for a 3 year period                                           | Realm Track Cc t/a REALM TRAC                      | R399 796,49    | 2             |
| SMT09/23/24 | Repair Of Potholes, Slurry Works And Related Services (Labour Only) for Swellendam Municipality for a 3 year period | Swellen Konstruksie Pty (Ltd                       | R212 160,00    | 1             |
| SMT10/23/24 | Lease of Space - Suurbraak Business Hub (Erf 310)                                                                   | Cancelled                                          | Cancelled      | Non-compliant |
| SMT11/23/24 | Provision of Professional Consulting Solid Waste Services                                                           | JPCE (Pty)Ltd                                      | R2 161 253,54  | 1             |
| SMT12/23/24 | Maintenance and Replacement of Mechanical and Electrical Equipment for a 3-year period                              | Hidro-Tech Systems Pty Ltd                         | R6 359 642,89  | 1             |
| SMT13/23/24 | Provision of Professional Services_Monitoring of Water Quality for a 3-year period                                  | AL Abbot and Associates (Pty)Ltd                   | R983 008,50    | 2             |
| SMT14/23/24 | Supply and Fit of Tyres and Tubes and Provision of Wheel Balancing, Alignment and Repair Services                   | Hi Way Group (Pty)Ltd t/a HI WAY BANDE             | R3 178 477,56  | 2             |
| SMT15/23/24 | Lease of Old Tourism Building and Old School Building (Barrydale)                                                   | Ner Vir Pret NGO                                   | R135 686,25    | Non-compliant |
| SMT16/23/24 | Upgrading of the Remainder of Railton Rising Main                                                                   | Umzali Civils (Pty)Ltd                             | R2 517 640,28  | 1             |
| SMT17/23/24 | Supply and Delivery of Chemicals for Sludge Thickening at WWTW for a 3-year period                                  | Biocure (Pty)Ltd                                   | R842 770,00    | 1             |
| SMT18/23/24 | Sale of Erf 702 (Tennant Street, Barrydale)                                                                         | Smit Broers Eiendomme (Edms)Bpk                    | R255 208,00    | Non-compliant |
| SMT19/23/24 | Rental of Office Space to Swellendam Municipality for a 3-year period                                               | Cancelled                                          | Cancelled      | n/a           |
| SMT20/23/24 | Supply, Installation and Maintenance of Air Conditioners for a 3-year period                                        | Ithemba Generals                                   | R1 539 736,12  | 1             |
| SMT21/23/24 | Sale of a Portion of Erf 1, Industrial Area Swellendam (Adjacent to Erf 2253 and N2 Road)                           | Southern Oil (Pty)Ltd                              | R550 000,00    | Non-compliant |

|             |                                                                                                                    |                                                   |                  |               |
|-------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------|---------------|
| SMT22/23/24 | Rental of Office Space for Swellendam Municipality in Swellendam for a 3 year period                               | Wolfaardt Trust IT                                | R878 673,60      | 6             |
| SMT23/23/24 | Sale of Erf 8483, Industrial Area, Swellendam (Adjacent to Erf 8465)                                               | Gerrie Engela Familietrust                        | R690 000,00      | Non-compliant |
| SMT24/23/24 | Supply and Installation of Paving, Fencing, Streetlights and Related Items at Railton Clinic Walkway               | Vstate Holding (Pty)Ltd t/a Makhare Holdings      | R948 206,05      | 1             |
| SMT26/23/24 | Upgrade and Maintenance of Specialised Vehicle Test Station equipment for a 3 year period                          | Cinogen Trading Cc t/a Fulcrum Technologies       | R307 096,00      | 4             |
| SMT27/23/24 | Supply and Delivery of Conventional and Pre-paid Meters to Swellendam for a 3-year period                          | Powercomm Solutions (Pty)Ltd                      | R3 101 085,06    | 1             |
| SMT28/23/24 | Lease of a portion of Erf 1 Swellendam Industrial Area                                                             | No Bids Received                                  | No Bids Received | n/a           |
| SMT29/23/24 | Supply & Delivery of Water To Nuwedorp Malagas and Infanta (Moddergat, Kabeljou Bank, Aasbank) for a 3 year period | Cancelled                                         | Cancelled        | n/a           |
| SMT30/23/24 | Replacement of Handrails at Klipperivier Waste Water Treatment Works                                               | Cape Town Stainless Steel (Pty) Ltd               | R323 573,09      | 1             |
| SMT32/23/24 | Printing and Distribution of Municipal Accounts for a 3 Year Period                                                | CAB Holdings (Pty)Ltd                             | R4 505 303,52    | 1             |
| SMT33/23/24 | Sale of Erf 1715, 1717 and 1718, Barrydale                                                                         | Dale Imerman                                      | R1 559 646,45    | Non-compliant |
| SMT34/23/24 | Lease of Space - Suurbraak Business Hub (Erf 310)                                                                  | No Bids Received                                  | No Bids Received | n/a           |
| SMT35/23/24 | Supply & Delivery of Personal Protective Equipment for a 3-year Period                                             | Pienaar Brothers (Pty)Ltd                         | R4 612 998,64    | 1             |
| SMT36/23/24 | Management of the Bontebok Waste Disposal Facility for a three-year period                                         | Raaleborg Enviromental (Pty) Ltd                  | R20 288 830,66   | 1             |
| SMT37/23/24 | Rehabilitation Of Roads & Various Stormwater Infrastructure In Swellendam & Barrydale                              | Afriline Civils Pty Ltd                           | R9 210 925,00    | 1             |
| SMT38/23/24 | Supply, Installation and comissioning of a three-phase silent diesel generator                                     | CHE Electrical Engineering (Pty)Ltd               | R275 644,00      | 1             |
| SMT39/23/24 | Maintenance Of Medium Voltage Switchgear For A 3-Year Period                                                       | De Cock & Cronje (Pty)Ltd                         | R650 524,14      | 2             |
| SMT40/23/24 | Supply, Installation and Commissioning of Two Highmast Solar Panel Lights                                          | Adenco Construction(Pty)Ltd                       | R1 030 160,16    | 1             |
| SMT42/23/24 | Supply, Delivery & Offload of Streetlight Poles for a (3) Year Period                                              | Kader Technologies (Pty)Ltd                       | R246 489,69      | 1             |
| SMT42/23/24 | Supply, Delivery & Offload of Streetlight Poles for a (3) Year Period                                              | Powercomm Solutions (Pty)Ltd                      | R146 773,00      | 1             |
| SMT42/23/24 | Supply, Delivery & Offload of Streetlight Poles for a (3) Year Period                                              | VMR Engineering (Pty)Ltd t/a Quadrant Engineering | R112 325,00      | 1             |

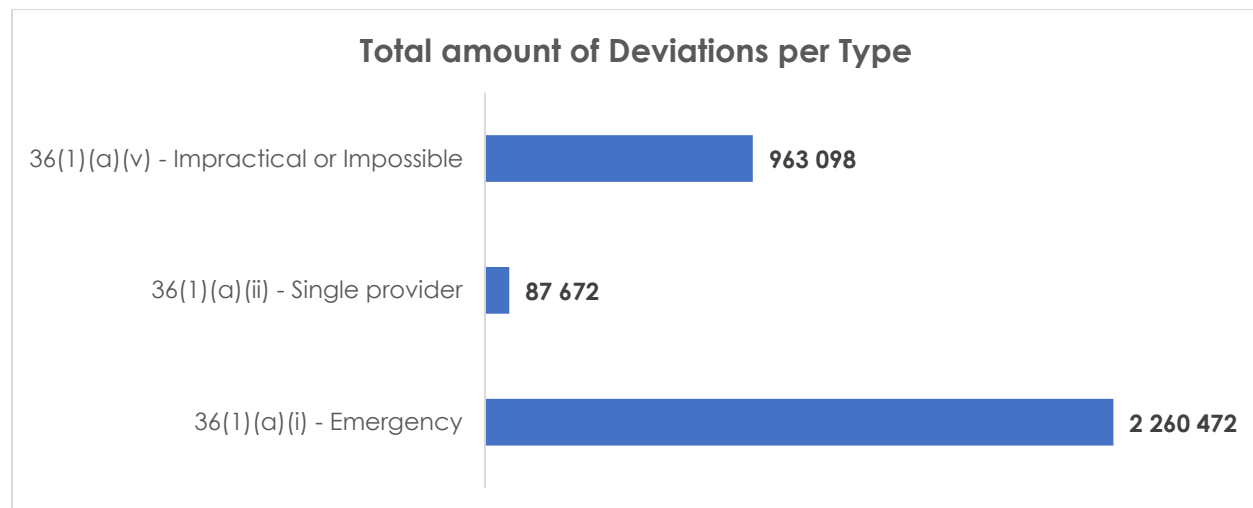
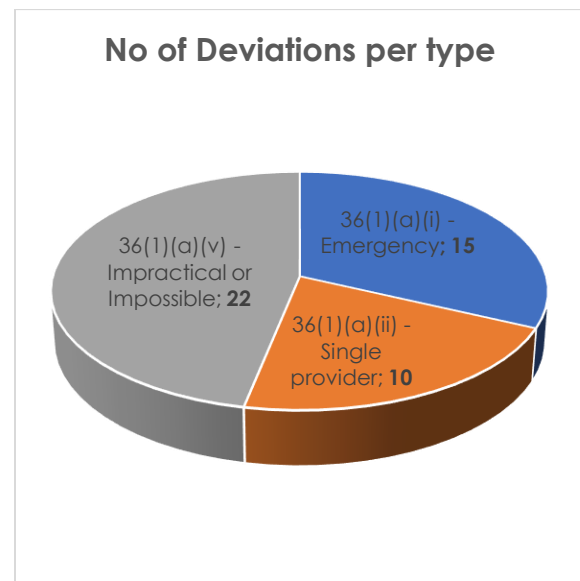
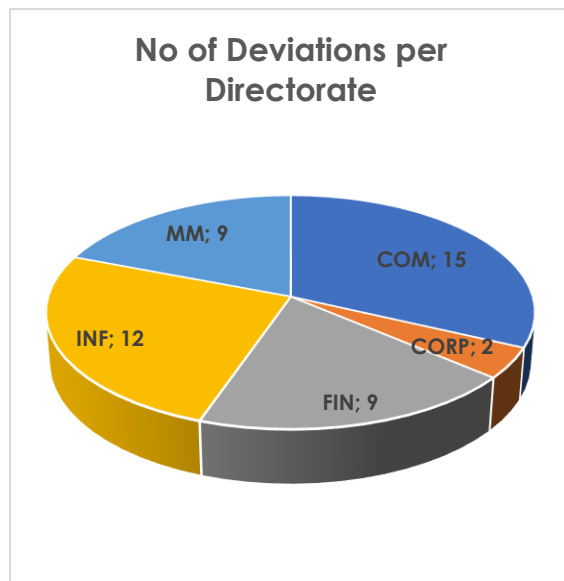
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|-------------|-------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|---|
| SMT43/23/24 | Supply, Delivery & Offload of Copper Clad Steel (CCS) Conductor Cable for a 3-Year Period | ARB Electrical Wholesalers                 | R1 161 929,27          | 1 |
| SMT44/23/24 | Upgrading of Silo Wastewater Pump station                                                 | Umzali Civils(Pty)Ltd                      | R3 013 852,54          | 1 |
| SMT45/23/24 | Upgrade of Rietkuil Water Supply and Related Infrastructure                               | Benver Civils and Plant Hire               | R1 767 926,05          | 1 |
| SMT47/23/24 | Upgrading of Railton Gravel Roads and Stormwater Phase 3_Portion 1                        | Benver Civils and Plant Hire               | R7 654 946,25          | 1 |
| SMT49/23/24 | Supply, Delivery and Offload of Refuse Bags for a 3-Year Period                           | Wastewant Plastics (Pty) Ltd               | R3 897 315,00          | 1 |
| SMT51/23/24 | Provision of Fault Finding & Repairs Services of High Voltage Cable                       | Riversdale Electric and General Dealers CC | R906 922,75            | 4 |
|             |                                                                                           | <b>Total</b>                               | <b>R137 314 189,82</b> |   |

## 8. DEVIATIONS FROM PROCUREMENT PROCESSES

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

Accordingly, please find statistics as well as a schedule of the deviations approved by the Accounting Officer during the 2023/24 financial year:



| Date      | Supplier             | Details                                                          | Amount    | Dir | Dept    | Reason                                                                                                                                                  | Type                           |
|-----------|----------------------|------------------------------------------------------------------|-----------|-----|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 14-Jul-23 | Workshop Electronics | Assessment of Faulty Roller Bearings of Roadworthy section (VTS) | R3 065,90 | COM | TRAFFIC | Workshop Electronics is the Sole Manufacturer and supplier of Militron Devices installed on the VTS. They are the only service provider that can assess | 36(1)(a)(ii) - Single provider |

|           |                      |                                                                                                  |            |     |         |                                                                                                                                                                                                                                        |                                         |
|-----------|----------------------|--------------------------------------------------------------------------------------------------|------------|-----|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |                      | Callout and Travelling incl.                                                                     |            |     |         | and repair this testing machine                                                                                                                                                                                                        |                                         |
| 19-Jul-23 | Heyneman Yamaha      | Replacement of Automatic Voltage Regulator (AVR)                                                 | R35 197,31 | FIN | ITC     | The generator was taken to Danie Smit Generator repairs, however, the supplier struggled to source parts, Heyneman Yamaha who is a Yamaha agent managed to source parts from Japan, since the parts was not available in South Africa. | 36(1)(a)(i) - Emergency                 |
| 20-Jul-23 | Workshop Electronics | New roller bearings R/H, new gearbox bearings, new timer RH, labour, verify calibration R/H side | R17 338,55 | COM | TRAFFIC | Workshop Electronics is the Sole Manufacturer and supplier of Militron Devices installed on the VTS. They are the only service provider that can assess and repair this testing machine                                                | 36(1)(a)(ii) - Single provider          |
| 20-Jul-23 | Club Mykonos Resort  | Accommodation for the Annual Smart Procurement Conference                                        | R4 320,00  | FIN | SCM     | The annual Smart Procurement conference will be held at the Club Mykonos Resort. The resort has accommodation available and specifically reserved rooms/ chalets for attendees of the conference                                       | 36(1)(a)(v) - Impractical or Impossible |
| 24-Jul-23 | Workshop Electronics | Annual Calibration of VTS                                                                        | R14 099,00 | COM | TRAFFIC | Workshop Electronics is the Sole Manufacturer and supplier of Militron Devices installed on the VTS.                                                                                                                                   | 36(1)(a)(ii) - Single provider          |
| 10-Aug-23 | A.H Windvogel        | Digging of trenches after normal working hours                                                   | R3 840,00  | INF | WATER   | The main water pipe supply at Buitekant street had a breakage. The extend of work could not be determined at the time and emergency repairs were required                                                                              | 36(1)(a)(v) - Impractical or Impossible |

|           |                                                             |                                                                                                                        |             |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |
|-----------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 22-Aug-23 | Red Ant Security Relocation and Eviction Services (Pty) Ltd | Provision of Tactical response team with inyala and LDV for day and night shifts from 16 August 2023 to 20 August 2023 | R579 600,00 | MM | MM | The recent community protest required The Red Ants to provide emergency security services at offices and protection of Mayor, Councillors and Municipal Manager and officials. Adhering to the normal procurement process may have resulted in unnecessary loss of additional assets and human's life.                                                                                                                                                                                            | 36(1)(a)(i) - Emergency |
| 22-Aug-23 | AH Marais                                                   | Provision of truck with a crane and grabber tool                                                                       | R4 270,11   | MM | MM | The municipality had to move pavers (17 stacks) from the municipality yard (23 Lind Street) to the new Swellendam library (Station Street). The quantity of pavers that had to be moved, made it impractical to load and off-load by hand. The movement of pavers by hand will increase the risk of damage to the pavers, which will make them unsuitable for paving in an area where high volumes of public frequent. It would also be too time consuming and ineffective way of using resources | 36(1)(a)(i) - Emergency |
| 24-Aug-23 | Carl Pike                                                   | Provision of catering services from 19 August 2023 to 20 August 2023                                                   | R9 600,00   | MM | MM | Due to recent community protest extra security services were needed on short notice and those people needed to be fed. Due to the emergent nature only one supplier could provide the services                                                                                                                                                                                                                                                                                                    | 36(1)(a)(i) - Emergency |

|           |                |                                                  |            |     |        |                                                                                                                                                                                                                                                                                                  |                                         |
|-----------|----------------|--------------------------------------------------|------------|-----|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |                |                                                  |            |     |        | to the municipality on short notice                                                                                                                                                                                                                                                              |                                         |
| 25-Aug-23 | Spar           | Provision of groceries/ refreshment              | R3 249,49  | MM  | MM     | Due to recent community unrest refreshments were needed for delegates. Spar is the only supplier of groceries willing to help the municipality to purchase on account.                                                                                                                           | 36(1)(a)(i) - Emergency                 |
| 25-Aug-23 | PC Laptops     | Provision of 2x i5 Desktops & 2 x 23" screens    | R19 196,01 | FIN | INCOME | Due to recent community protest our head office burnt down together will all the computer equipment and stationery. Computers were urgently needed and PC Laptops was only supplier who could supply the municipality with 2 refurbished desktops. No other supplier had stock at that stage     | 36(1)(a)(i) - Emergency                 |
| 25-Aug-23 | PNA Swellendam | Provision of stationery                          | R2 339,80  | FIN | INCOME | Due to recent community protest our Head office burnt down together with all computer equipment and stationery. Stationery was urgently needed for administration purposes.                                                                                                                      | 36(1)(a)(i) - Emergency                 |
| 25-Aug-23 | AH Marais      | Provision of truck with a crane and grabber tool | R4 270,11  | INF | PMU    | The municipality had to move pavers (17 stacks) from the municipality yard (23 Lind Street) to the new Swellendam library (Station Street). The quantity of pavers that had to be moved, made it impractical to load and off-load by hand. The movement of pavers by hand will increase the risk | 36(1)(a)(v) - Impractical or Impossible |

|           |                                                     |                                                                                                              |            |     |                      |                                                                                                                                                                                                                                                                                                                                                                                 |                                |
|-----------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------|-----|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|           |                                                     |                                                                                                              |            |     |                      | of damage to the pavers, which will make them unsuitable for paving in an area where high volumes of public frequent. It would also be too time consuming and ineffective way of using resources                                                                                                                                                                                |                                |
| 06-Sep-23 | Bredasdorp Armed Response                           | Provision of Security Services at Swellendam Head Office: 4 guards, night shift (17-21 August 2023)          | R12 519,59 | MM  | MM                   | The recent community protest necessitated immediate action to protect valuable assets. Given the emergent nature of these security requirements adhering to the normal procurement process may have resulted in unnecessary loss of additional assets.                                                                                                                          | 36(1)(a)(i) - Emergency        |
| 11-Sep-23 | Thousand Sensations                                 | Provision of marketing of Swellendam at the adventure travel world summit in Sapporo Japan 11-14 August 2023 | R15 000,00 | MM  | MM                   | Thousand Sensations is the sole supplier and this is an exclusive opportunity that will be in the best interest of the Municipality's tourism and economic growth.                                                                                                                                                                                                              | 36(1)(a)(ii) - Single provider |
| 27-Sep-23 | Blue Stone Trading Fifty Three t/a Action Aliminium | Replacement of Riot damaged glass at old library and Town hall.                                              | R41 768,00 | INF | BUILDING MAINTENANCE | Due to recent community protest the Head Office burnt down and the glass of the old library and town hall were damaged. The glass needed to be replaced urgently to prevent further loss of assets. Action Aliminium was contacted on 16 August 2023 and immediately started to measure and replace the glass. The two suppliers in Railton were contacted but were not able to | 36(1)(a)(i) - Emergency        |

|           |                           |                                                                                                                              |            |     |                      |                                                                                                                                                                                                                                                                                                                                                            |                                         |
|-----------|---------------------------|------------------------------------------------------------------------------------------------------------------------------|------------|-----|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |                           |                                                                                                                              |            |     |                      | respond due to ongoing protest and fear of safety                                                                                                                                                                                                                                                                                                          |                                         |
| 27-Sep-23 | Drostdy oudhede           | Repair of floor at Council chambers                                                                                          | R2 855,00  | INF | BUILDING MAINTENANCE | Due to protest the Head Office burnt down and additional offices were needed urgently. The floor at the Council chambers was damaged and needed to be repaired. This is an exceptional case where action was needed urgently to host certain staff of the municipality. Due to the age of the building, Drostdy Oudhede was contacted to repair the floor. | 36(1)(a)(v) - Impractical or Impossible |
| 27-Sep-23 | Bredasdorp Armed Response | Provision of Security Services at Swellendam Head Office: 1x guards (day shift), 2x guards (night shift) 7-30 September 2023 | R44 444,54 | MM  | MM                   | The recent community protest necessitated immediate action to protect valuable assets. Given the emergent nature of these security requirements adhering to the normal procurement process may have resulted in unnecessary loss of additional assets. The current contractors guards were not available and their contract is coming to an end            | 36(1)(a)(i) - Emergency                 |
| 27-Sep-23 | Swellen Konstruksie       | Building & welding works at Thusong Centre                                                                                   | R4 900,00  | INF | BUILDING MAINTENANCE | The recent community protest necessitated immediate action to protect valuable assets. Given the emergent nature of these security requirements adhering to the normal procurement                                                                                                                                                                         | 36(1)(a)(i) - Emergency                 |

|           |                      |                                                                                                                                |             |     |         |                                                                                                                                                                                                                                                                                                       |                                         |
|-----------|----------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------|-----|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |                      |                                                                                                                                |             |     |         | process may have resulted in unnecessary loss of additional assets. The supplier responded swiftly and was willing to do job over the weekend.                                                                                                                                                        |                                         |
| 29-Sep-23 | Lezmin 1712 Cc       | Management and Operation of Bontebok Landfill Site (amend agreement from 1 October 2023 until new tender process is finalised) | R276 645,03 | COM | REFUSE  | Due to the fact that the tender process was not finalised (adjudication of tender pending outcome of legal advice) and the importance of continuity in management and operations of landfill site to prevent health risk to community and comply with Department of Environmental Affairs directives. | 36(1)(a)(v) - Impractical or Impossible |
| 29-Sep-23 | Andre Petersen       | Supervision of Bontebok Landfill Site (extend agreement from 1 October 2023 until new tender process is finalised)             | R30 000,00  | COM | REFUSE  | Due to the fact that tender process not being finalised (adjudication of tender pending outcome of legal advice) and the importance of continuity in supervision of landfill site to prevent damage to property and environment as result of theft and fires started by illegal pickers               | 36(1)(a)(v) - Impractical or Impossible |
| 20-Oct-23 | Workshop Electronics | Call out fee and labour to access repairs                                                                                      | R6 062,80   | COM | TRAFFIC | Workshop electronics is the sole manufacturer and supplier of the millitron devices which is installed in the VTS. They are the only service provider that can assess and repair this testing machine.                                                                                                | 36(1)(a)(ii) - Single provider          |

|           |                                                             |                                                                                          |             |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |
|-----------|-------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------|----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 24-Oct-23 | Red Ant Security Relocation and Eviction Services (Pty) Ltd | Provision of specialised and tactical security from 20 September 2023 to 02 October 2023 | R756 337,38 | MM | MM | The recent community protest has underscored the vulnerability of our municipality's infrastructure, necessitating immediate action 20 September to secure and protect our valuable assets. Additionally, concerns for the safety of our executive mayor have arisen, making it essential to enhance security measures around his activities. The heightened need for security has implications on our normal procurement process and given the emergent nature of these security requirements, a deviation from the normal procurement process is warranted. The safety and security of our infrastructure, as well as our executive Mayor, are of paramount importance, and adhering to the normal procurement process may have resulted in unnecessary loss of additional assets and possible human life. | 36(1)(a)(i) - Emergency |
|-----------|-------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------|----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|

|           |                      |                                                                                           |            |     |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |
|-----------|----------------------|-------------------------------------------------------------------------------------------|------------|-----|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 07-Nov-23 | MC Electrical        | Supply and installation of electrical equipment/components at the Swellendam Municipality | R99 665,31 | COM | LIBRARY | MC Electrical did the design and installation of the electrical installation at the library. The municipality do not have the integrate knowledge of the damage and infrastructure to formulate a specification document for a formal quotation process. The municipality would have to consult with MC Electrical to draft the specification. The municipality could potentially cause significant harm on other components and infrastructure, should another contractor be considered, as they would have to go through a testing process to determine whether the correct items were replaced. Should a new contractor be used, the municipality would have to consider additional costs for preparation and inspections for a new certificate of compliance (CoC) to be issued. The current CoC was issued by MC Electrical, which they can confirm once repairs/replacement were done, | 36(1)(a)(v) - Impractical or Impossible |
| 10-Jan-24 | Workshop Electronics |                                                                                           | R5 937,22  | COM | TRAFFIC | Workshop Electronics is the sole manufacturer and supplier of Millitron devices, installed in the VTS systems. They are the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 36(1)(a)(ii) - Single provider          |

|           |                      |                                                                                                                    |            |     |         |                                                                                                                                                                                                                                                                                                                                                  |                                         |
|-----------|----------------------|--------------------------------------------------------------------------------------------------------------------|------------|-----|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |                      |                                                                                                                    |            |     |         | only service provider that can assess and repair this machine                                                                                                                                                                                                                                                                                    |                                         |
| 17-Jan-24 | Johan Kemp           | Supply and delivery of water in Nuwedorp Malagas from 1 December 2023 to 30 April 2024                             | R75 000,00 | INF | WATER   | Tender process has been initiated, but no acceptable tenders were received, thus tender had to be re-advertised. Due to time constraints, Section 116 amendment could not be followed when the conclusion of said was reached. Furthermore, due to the fact that drinking water is a necessity, the continuation of the service is a requirement | 36(1)(a)(v) - Impractical or Impossible |
| 17-Jan-24 | CSX                  | Service of Talletape-equipment at Railton, Barrydale Suurbraak and Swellendam Library                              | R6 440,00  | COM | LIBRARY | CSX is the sole supplier of the tattle tape product for libraries.b CSX installes the products installed the product and there are others suppliers.                                                                                                                                                                                             | 36(1)(a)(ii) - Single provider          |
| 17-Jan-24 | Workshop Electronics | Call out, labour travelling per Km & replace relays and base of faulty roller bearings of roadworthy section (VTS) | R8 236,07  | COM | TRAFFIC | Workshop Electronics is the sole manufacturer and supplier of Millitron devices, installed in the VTS systems. They are the only service provider that can assess and repair this machine                                                                                                                                                        | 36(1)(a)(ii) - Single provider          |
| 18-Jan-24 | LC Eksteen           | Supply And Delivery Of Water Moddergat And Aasbank Infanta Form 01 November 2023 To 30 April 2024                  | R12 826,34 | INF | WATER   | The agreement was previously amended for a 4-month period from 01 July 2023 to 31 October 2023 in terms of MFMA Circular 62, to finalise the tender process. However, the tender process was cancelled on 20 November 2023 as no acceptable bids were                                                                                            | 36(1)(a)(v) - Impractical or Impossible |

|           |                                 |                                                                                                  |           |     |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
|-----------|---------------------------------|--------------------------------------------------------------------------------------------------|-----------|-----|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|           |                                 |                                                                                                  |           |     |       | received. No new request was received from the user department to amend the agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |
| 18-Jan-24 | Swellendam<br>Bergrafnisdienste | Provision of paupal<br>burial services for<br>the late Geraldine<br>Phillips and Johan<br>Abrams | R5 060,00 | COM | PARKS | <p>Swellendam<br/>Bergrafnisdienste lodged a<br/>the application for the<br/>paupal burial services for<br/>the late Geraldine Phillips<br/>and Johan Abrams on<br/>behalf of Mario Howard<br/>Abramhams who is the son<br/>of the deceased. The two<br/>deceased died in a house<br/>fire in Malagas on<br/>Saturday 8 July 2023. The<br/>quotation from<br/>Swellendam<br/>Bergrafnisdienste for the<br/>amount of R6785,00 was<br/>received. After evaluation<br/>of the quotation Mr.<br/>Stuurman indicated that<br/>only the amount of<br/>R5060,00 for the coffins<br/>and services should be<br/>paid. It is worth mentioning<br/>that the official SCM<br/>process could not be<br/>folowed since the bodies<br/>of the deceased have<br/>already been authorized<br/>to be removed by Mario<br/>Abrahams with assistance<br/>from Swellendam<br/>Bergrafnisdienste.</p> | 36(1)(a)(v) -<br>Impractical<br>or Impossible |

|           |                         |                                                                                              |            |      |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                         |
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| 24-Jan-24 | Biddulphs International | Relocation services for Ms. W. Karsten (Barrydale Town Manager) from Kimberley to Barrydale. | R39 502,50 | CORP | HR    | Ms. Karsten commenced service on 01 January 2024, following an interview process that concluded at the end of November 2023. During December 2023 she needed temporary accommodation in Swellendam, she could only search for permanent residence once she arrived in Barrydale. during the 2nd week in Barrydale, she secured residence she could occupy from 01 February 2024. It was impractical to follow the normal procedures due to the the following: *No bids could be advised during December in terms of NT circulars. *Timeframe in which to conclude the process was limited. *Ms. Karsten needed to be present during the loading relocation process of her belongings, as she travelled from a different province. | 36(1)(a)(v) - Impractical or Impossible |
| 26-Jan-24 | Arina Wilson            | Translation Services                                                                         | R2 411,20  | MM   | Media | Urgent community notice had to be sent out while riots were taking place in Swellendam. There was not enough time to approach other suppliers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 36(1)(a)(i) - Emergency                 |
| 31-Jan-24 | De Kock & Cronje        | Repair of Drosdy RMU                                                                         | R48 110,25 | INF  | ELEC  | An explosion occurred on 11/12/2023 at the Drosdy RMU between the hospital breaker and Swellengrebel breaker. Part of the Swellendam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 36(1)(a)(i) - Emergency                 |

|           |                         |                                                                                                               |             |     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                         |
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|           |                         |                                                                                                               |             |     |           | town was without power and the supplier was contacted to repair it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |
| 23-Feb-24 | INCA Portfolio Managers | Review and update of the long-term Financial plan incorporating a three-year MTREF Budget ending 30 June 2026 | R140 300,00 | FIN | Budgeting | National Treasury Guidelines provided single-source selection in exceptional cases of consulting services. The justification for single-source selection must be examined in the context of the overall interest of the municipality and the project. Single-source selection may be appropriate only if it presents a clear and advantage over competition: i) for services that represent a natural continuation of previous work carried out by the consultant, and continuity of downstream work is essential; ii) where rapid selection is essential; iii) for very small appointments; iv) Where only one consultant is qualified or has experience of exceptional worth for the project. This service provided has developed the previous long-term financial plan, This means that the current methodology and data set is with the current service provider, Thus only a single-source can be obtained for the update of the current plan. | 36(1)(a)(v) - Impractical or Impossible |

|           |                                       |                                                                                                           |            |     |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                         |
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| 26-Mar-24 | Amet Environmental Services Pty (Ltd) | PSHB Information Seminar level 1 training of staff (x7)                                                   | R10 472,38 | COM | REFUSE | The urgent need has occurred for emergency training to be conducted as per instruction by the MM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 36(1)(a)(v) - Impractical or Impossible |
| 09-Apr-24 | Wireless Web                          | Plate mild steel 4mm (2.4x1.2m) , Bar threaded M12, Galvanised threaded rod, Labour cost for Repairs      | R2 091,76  | FIN | ICT    | On the night of 21 March 2024, thieves broke into the building which houses the ICT infrastructure that provides internet to Swellendam Municipality. The thieves stole various items belonging to the of <b>Wireless Web</b> , the current service provider for the ICT Services. This negatively affected the network and Mr. Werner Lategan had to do emergency repairs to secure the gate of the building by replacing the steel-security gate with a newly built gate. The building needed to be secured and these security upgrades needed to occur the same day as it was open as the front gate has been vandalised and could not be locked. Mr. Werner Lategan, the owner of Wireless Web, had to buy the material due to insufficient time for the municipality to follow the normal bidding and SCM procedures as it was already Friday. | 36(1)(a)(v) - Impractical or Impossible |
| 09-Apr-24 | Frans Du Toit                         | The roof of the building needs to be reinforced with steel (16mm round bar in the middle and 40x5mm angle | R8 280,00  | FIN | ICT    | On the night of 27 March 2024, thieves broke into the building which houses the ICT infrastructure that provides internet to Swellendam Municipality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 36(1)(a)(v) - Impractical or Impossible |

|           |             |                                                                                                |            |     |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                         |
|-----------|-------------|------------------------------------------------------------------------------------------------|------------|-----|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |             | iron on sides with two grids welded together) to ensure make it theft-proof.                   |            |     |       | The thieves stole various items belonging to the of Wireless Web, the current service provider for the ICT Services. This negatively affected the network and Mr. Frans Du Toit had to do emergency repairs to secure the gate of the building by reinforcing the roof of the building and these security upgrades needed to occur the same day as it was envisaged that the burglars will return to steal the remaining items as they might have run out of time due to the alarm that went off. |                                         |
| 16-Apr-24 | L.C Eksteen | Supply And Delivery Of Water Moddergat And Aasbank Infanta Form 01 May 2024 To 31 October 2024 | R12 826,14 | INF | WATER | Tender process has been initiated, but no acceptable tenders were received, thus tender had to be re-advertised. Due to time constraints, Section 116 amendment could not be followed when the conclusion of said was reached. Furthermore, due to the fact that drinking water is a necessity, the continuation of the service is a requirement                                                                                                                                                  | 36(1)(a)(v) - Impractical or Impossible |

|           |            |                                                                                     |            |     |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |
|-----------|------------|-------------------------------------------------------------------------------------|------------|-----|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 16-Apr-24 | Johan Kemp | Supply and delivery of water in Nuwedorp Malagas from 1 May 2024 to 31 October 2024 | R90 000,00 | INF | WATER | <p>The agreement was previously amended for a 4-month period from 01 July 2023 to 31 October 2023 in terms of MFMA Circular 62, to finalise the tender process. However, the tender process was cancelled on 20 November 2023 as no acceptable bids were received. A new request was received from the user department to amend the agreement for a further 5-month period from 1 December 2024. The reason for amendment are the following:</p> <ul style="list-style-type: none"> <li>* To allow time for a new tender process as the previous tender process was cancelled due to practicality in terms of service delivery and risk consideration specifically related to preferred bidder.</li> <li>* The supply of water is an essential service and must continue without interruptions.</li> </ul> <p>A new tender process was finalised on 14 March, however not acceptable bids were received. The recommendation from the BAC was to cancelled the tender due to objective criteria and a shortfall of funding, furthermore, a deviation process is to be</p> | 36(1)(a)(v) - Impractical or Impossible |
|-----------|------------|-------------------------------------------------------------------------------------|------------|-----|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|

|           |                        |                                                                                             |           |     |         |                                                                                                                                                                                                                                                                                                                                                                                      |                                         |
|-----------|------------------------|---------------------------------------------------------------------------------------------|-----------|-----|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |                        |                                                                                             |           |     |         | followed to execute the service of the contract.                                                                                                                                                                                                                                                                                                                                     |                                         |
| 23-Apr-24 | Juta Company (Pty) Ltd | Supply & Delivery of road traffic Legislation Books                                         | R5 746,35 | COM | TRAFFIC | Juta & Company (Pty) Ltd publishes and produces legal reference and regulatory material. The company warrants that it is the owner and authorised distributor of the intellectual property. Juta & Company (Pty) Ltd holds the copywrite and is the sole publisher of the Road Traffic Legislation Main Volumes.                                                                     | 36(1)(a)(ii) - Single provider          |
| 29-Apr-24 | Devac                  | Health and Safety Consultant Service: Upgrading of Sewer Reticulation in Railton Swellendam | R9 028,78 | INF | WATER   | The Municipality appointed Devac (Pty) Ltd as the Professional Health and Safety Service Provider for the implementation of the Upgrading Sewer Reticulation in Railton in Swellendam. The project is ongoing; hence a new process is impractical. The Consultant is mentoring a current/ active H&S file and the service cannot be interrogated. This is a continuation of previous | 36(1)(a)(v) - Impractical or Impossible |

|           |                             |                                                                                                                 |             |     |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                         |
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|           |                             |                                                                                                                 |             |     |         | work hence impractical to follow a new procurement process.                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |
| 06-May-24 | IXIA Environmental Services | PSHB Information Seminar level 1 training of staff (x7)                                                         | R10 472,38  | COM | REFUSE  | The urgent need has occurred for emergency training t be conducted as per instruction by the MM.                                                                                                                                                                                                                                                                                                                                                                                                           | 36(1)(a)(v) - Impractical or Impossible |
| 06-May-24 | Juta & Company (Pty) Ltd    | Supply & Delivery of Road Traffic Legislation MV books                                                          | R5 746,35   | COM | TRAFFIC | Juta & Company (Pty) Ltd publishes and produces legal reference and regulatory material. The company warrants that it is the owner and authorised distributor of the intellectual property. Juta & Company (Pty) Ltd holds the copywrite and is the sole publisher of the Road Traffic Legislation mail volumes                                                                                                                                                                                            | 36(1)(a)(ii) - Single provider          |
| 09-May-24 | Sibakulu Trading (Pty) Ltd  | Provision of Security Services for the period ending 30 June 2024 or until the new tender process is finalized. | R696 528,36 | FIN | SCM     | Due to current situation whereby the current/previous service provider (Bredasdorp Armed Response) cannot fulfill its obligation in terms of the agreement SMT50/21/22, the municipality has no other choice as to deviate from the normal procurement processes, as this is an essential service for the Municipality. Quotations were sourced from Sibakulu Trading (Pty) Ltd, Secunet Security, Fidelity Security and Gforce Swellendam. Only 2 offers were received, namely from Sibakulu Trading Pty) | 36(1)(a)(i) - Emergency                 |

|           |                                     |                                                                                                     |             |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |
|-----------|-------------------------------------|-----------------------------------------------------------------------------------------------------|-------------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|           |                                     |                                                                                                     |             |      |         | Ltd and Secunet Security. Currently the municipality buildings, infrastructure and equipment in the Swellendam Town are unguarded and are at risk of theft and vandalism. Access control are also not being implemented which poses a risk to municipal staff                                                                                                                                                                                                                                                            |                                         |
| 14-May-24 | Firewire System Solutions (Pty) Ltd | The facilitation of maintenance and service of Swellendam Municipality Fire Extinguishing Equipment | R7 531,82   | CORP | HR      | A service provider was already appointed for the facilitation of the maintenance and service of fire extinguishing equipment. Impractical as the bidder is contracted to do the service and all these extra works were unforeseen                                                                                                                                                                                                                                                                                        | 36(1)(a)(v) - Impractical or Impossible |
| 22-May-24 | Mubeko Africa (Pty) Ltd             | Assistance with VAT Issue- Library Grant                                                            | R114 065,63 | FIN  | FINANCE | The work done by Mubeko for other municipalities will be identical to the environment, applicably and circumstances as per the detailed audit findings for these municipalities, inclusive of Swellendam. Furthermore, the investigation and application of legislation related to this matter, as well as interaction with South African Receiver of Revenue, in person or otherwise, efficiency in terms of appointment. Before-mentioned will be beneficial for Swellendam Municipality where combining expertise and | 36(1)(a)(v) - Impractical or Impossible |

|              |                             |                                                                                          |                      |     |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                         |
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|              |                             |                                                                                          |                      |     |                | <p>effort on a transversal matter, will be more cost-effective regarding investigation and work done, and ensuring that the municipality aligns with other municipalities regarding an outcome on this transversal matter. It is thus recommended that Mubesko Africa (Pty) Ltd be appointed based on the abovementioned motivation of an exceptional case were impractical to procure the services from other service provider.</p>               |                                         |
| 25-Jun-24    | Tsedgwick Holding (Pty) Ltd | Supply and delivery of Water Kabeljoubank infantia from 01 November 2023 to 30 June 2024 | R4 044,56            | INF | Water Services | <p>The agreement was previously amended for a 4-month period from 01 July 2023 to 31 October 2023 in terms of MFMA Circular 62, to finalize the tender process. However, the tender process was cancelled on 20 November 2023 as no acceptable bids were received. No new request was received from the user department to amend the agreement. A deviation process was followed to deliver the services from 01 November 2023 - 30 June 2024.</p> | 36(1)(a)(v) - Impractical or Impossible |
| <b>Total</b> |                             |                                                                                          | <b>R3 311 242,02</b> |     |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                         |

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

In terms of paragraph 45 of the Supply Chain Management Policy of Council, awards to close family members of persons in the service of the state must disclose particulars of awards of more than R 2000 in the Annual Financial Statements. The following bids were awarded to a person who is a family member of a person in the service of the state:

| Nr           | Supplier                                 | Family member | Relationship | Institution               | Capacity                                                         | Amount            |
|--------------|------------------------------------------|---------------|--------------|---------------------------|------------------------------------------------------------------|-------------------|
| 1.           | Agritech CC T/A Autozone                 | L. Baransky   | Wife         | Swellendam Municipality   | Admin Officer: Properties                                        | R17 946           |
| 2.           | AH Windvogel                             | R. Windvogel  | Mother       | Provincial Legislature    | MPL                                                              | R21 840           |
| 3.           | Ducharme Consulting                      | L. Mbekeni    | Wife         | Dept of Rural Development | Sen. Legal Officer                                               | R2 655 165        |
| 4.           | Hein's Auto Electrical                   | J. de Jager   | Brother      | Swellendam Municipality   | Manager BTO                                                      | R73 408           |
| 5.           | JM Carelse                               | W. Carelse    | Son          | Swellendam Municipality   | General Worker                                                   | R34 854           |
| 6.           | Jonathan Oktober                         | M Oktober     | Wife         | Swellendam Municipality   | Cleaner                                                          | R6 382            |
| 7.           | Kemanzi (Pty) Ltd                        | J. du Toit    | Wife         | Dept of Education         | Teacher                                                          | R615 569          |
| 8.           | LSL Enterprises                          | G. Lebazi     | Sister       | Swellendam Municipality   | Councillor                                                       | R19 935           |
| 9.           | Masakane Trading (Pty) Ltd               | Q. Martin     | Husband      | SAPS                      | Police Officer                                                   | R9 500            |
| 10.          | MG Gilomee                               | P. Giliomee   | Wife         | City of Cape Town         | Executive Personal Assistant to Chairperson: Ald. Gerhard Fourie | R116 780          |
| 11.          | Parkers and Partners (Pty) Ltd           | K. Juries     | Son          | Swellendam Municipality   | Chief Clerk: Acquisitions                                        | R31 830           |
| 12.          | Phillip Crafford T/A Crafford Blinds     | J. Crafford   | Wife         | Swellendam Municipality   | Admin Officer: Traffic Fines                                     | R12 946           |
| 13.          | RD Beukes                                | D. Beukes     | Mother       | Swellendam Municipality   | Accountant: Rates & Taxes                                        | R66 142           |
| 14.          | Red Ant Security and Relocation Services | N. Lesiela    | Wife         | Mogale City Municipality  | Organisational Design Dev. Practitioner                          | R1 335 937        |
| 15.          | Swellendam Bestuurskool (Pty) Ltd        | R. Blauw      | Son          | Dept. of Education        | Teacher                                                          | R21 500           |
| <b>Total</b> |                                          |               |              |                           |                                                                  | <b>R5 535 034</b> |

## 9. 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.

The following deviations from this paragraph were approved by the Accounting Officer:

**None**

#### **10. REPORTING OF AWARDS ABOVE R100, 000**

In terms of MFMA circular 34, all awards above R100 000.00 must be reported to Provincial and National Treasury on a monthly basis. The following awards were reported for the 2023/24 financial year:

| Contract details   |                                                 |                                                                                                              |                         |                             | Total value of contracts |                | Premium Value Paid |                                           | B-BBEE Status Level of Contributor | Method of procurement | Preference point system | Sub-contracting |                           | Is the bid awarded in terms of section 114 of the MFMA? |
|--------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|--------------------------|----------------|--------------------|-------------------------------------------|------------------------------------|-----------------------|-------------------------|-----------------|---------------------------|---------------------------------------------------------|
| Contract reference | Service provider/ Supplier                      | Contract Description                                                                                         | Total value of contract | Lowest Acceptable Bid Value | Premium Value Paid       | Premium % Paid | Level              | Quotation/ Competitive Bidding/ Deviation |                                    |                       |                         | 80/20 or 90/10  | < than 25% (Insert value) |                                                         |
| SMT02/22/23        | First Storage Centre (Pty) Ltd                  | Supply, Delivery and Assembly of Heavy-Duty Steel Racking for a 3 year Period                                | R172 346,31             | R172 346,31                 | 0,00                     | 0,00           | 2                  | Tender                                    | 80/20                              | 0                     | 0                       | No              |                           |                                                         |
| SMT03/22/23        | J&E Communications                              | Provision of Internal Radio Communication System for a 3 year period                                         | R343 965,00             | R343 965,00                 | 0,00                     | 0,00           | 4                  | Tender                                    | 80/20                              | 0                     | 0                       | No              |                           |                                                         |
| SMT37/22/23        | SA Professional Group of Companies (Pty) Ltd    | Supply and Delivery of Silent 3-Phase Diesel Generator to Swellendam Municipality                            | R1 274 487,50           | R1 274 487,50               | 0,00                     | 0,00           | 1                  | Tender                                    | 80/20                              | 0                     | 0                       | No              |                           |                                                         |
| SMT39/22/23        | Parkerson Thomas Technologies Cc t/a Officetech | Supply and Delivery of Office Supplies, Stationery and Paper Products for a 3 year period                    | R2 060 326,60           | R2 060 326,60               | 0,00                     | 0,00           | 1                  | Tender                                    | 80/20                              | 0                     | 0                       | No              |                           |                                                         |
| SMT43/22/23        | Kader Technologies (Pty) Ltd                    | Supply & Delivery of Switchgear, Industrial Lamps, Splicing Kits and Distribution Boards for a 3 year period | R2 264 349,34           | R2 264 349,34               | 0,00                     | 0,00           | 1                  | Tender                                    | 80/20                              | 0                     | 0                       | No              |                           |                                                         |
| SMT43/22/23        | Take Note Trading 245 CC t/a Universal Trading, | Supply & Delivery of Switchgear, Industrial Lamps, Splicing Kits and Distribution Boards for a 3 year period | R1 079 806,25           | R1 079 806,25               | 0,00                     | 0,00           | 1                  | Tender                                    | 80/20                              | 0                     | 0                       | No              |                           |                                                         |

|             |                                                           |                                                                                                              |               |               |      |      |   |        |       |   |   |    |
|-------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------|---------------|------|------|---|--------|-------|---|---|----|
| SMT43/22/23 | Actom (Pty) Ltd t/a Actom Electrical Products             | Supply & Delivery of Switchgear, Industrial Lamps, Splicing Kits and Distribution Boards for a 3 year period | R88 628,85    | R88 628,85    | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT50-22-23 | Nolada 8 (Pty) Ltd                                        | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                        | R1 258 516,75 | R1 258 516,75 | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT50-22-23 | Take Note Trading 245 Cc t/a Universal Trading            | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                        | R4 083 309,50 | R4 083 309,50 | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT50-22-23 | Elite Investhold Pty (Ltd)                                | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                        | R230 753,49   | R230 753,49   | 0,00 | 0,00 | 2 | Tender | 80/20 | 0 | 0 | No |
| SMT50-22-23 | Last Samurai Property Holdings 2 Cc t/a Ithuba Industries | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                        | R249 245,00   | R249 245,00   | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT50-22-23 | NRB Piping Systems (Pty) Ltd                              | Supply, Delivery & Offload of Valves and Manholes for a 3-year period                                        | R357 367,71   | R357 367,71   | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT54-22-23 | Southey Contracting (Pty) Ltd                             | Renting of Pre-Fabricated Building for the Utilisation of Office Space for a 5 year period                   | R1 211 263,95 | R1 211 263,95 | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT40/22/23 | Bidvest Services (Pty) Ltd t/a Steiner George             | Provision of Pest Control and Fumigation Services for 3 year period                                          | R158 998,00   | R158 998,00   | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT42/22/23 | Maboneng Electrical Distribution (Pty) Ltd                | Supply, Delivery & Offload of Copper Covered Steel Earth Conductor Cable for a 3 year period                 | R389 570,55   | R389 570,55   | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT49/22/23 | Take Note Trading 245 Cc t/a Universal Trading            | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                      | R546 985,90   | R546 985,90   | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT49/22/23 | Last Samurai Property Holdings 2 Cc t/a Ithuba Industries | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                      | R235 523,00   | R235 523,00   | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT49/22/23 | Nolada 8 (Pty) Ltd                                        | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                      | R1 742 184,00 | R1 742 184,00 | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |

|             |                                                                            |                                                                                                                                |               |               |      |      |   |           |       |   |   |    |
|-------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|------|------|---|-----------|-------|---|---|----|
| SMT49/22/23 | NRB Piping Systems (Pty) Ltd                                               | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                                        | R417 191,95   | R417 191,95   | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT49/22/23 | KFC Pipes and Fittings (Pty) Ltd t/a KFC Engineering & Industrial Supplies | Supply, Delivery and Offload of Water and Sewerage Pipes & Fittings for a 3-year period                                        | R67 711,10    | R67 711,10    | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT59/22/23 | J.C. Badenhorst                                                            | Facilitation of Medical Surveillance of Employees exposed to Hazardous and Biological Chemicals and Agents (OHSA Act)          | R324 600,00   | R324 600,00   | 0,00 | 0,00 | 4 | Tender    | 80/20 | 0 | 0 | No |
| SCMD011     | Red Ant Security Relocation and Eviction Services (Pty) Ltd                | Provision of Tactical response team with inyala and LDV for day and night shifts from 16 August 2023 to 20 August 2023         | R579 600,00   | R579 600,00   | 0,00 | 0,00 | 1 | Deviation | 80/20 | 0 | 0 | No |
| SMT25/22/23 | Trautmann Trading (Pty)Ltd                                                 | Repair of Two Cornel Pumps and Electrical Motors                                                                               | R371 569,72   | R371 569,72   | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT47/22/23 | Keineli Investments t/a Megaflow                                           | Upgrading of Mechanical and Electrical Works for Swellendam Waste Water Pump Stations and Water Treatment Works                | R1 545 207,95 | R1 545 207,95 | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMQ08-23-24 | Sentraal-Suid Kooperasie Beperk                                            | Supply and Delivery of Lubricating & Hydraulic Oils for a One (1) Year Period                                                  | R110 275,62   | R110 275,62   | 0,00 | 0,00 | 8 | Quotation | 80/20 | 0 | 0 | No |
| SCMD023     | Lezmin 1712 Cc                                                             | Management and Operation of Bontebok Landfill Site (amend agreement from 1 October 2023 until new tender process is finalised) | R276 645,03   | R276 645,03   | 0,00 | 0,00 | 1 | Deviation | 80/20 | 0 | 0 | No |
| SCMD027-23  | Red Ant Security Relocation and Eviction Services (Pty) Ltd                | Provision of specialised and tactical security from 20 September 2023 to 02 October 2023                                       | R756 337,38   | R756 337,38   | 0,00 | 0,00 | 1 | Deviation | 80/20 | 0 | 0 | No |
| SMQ11-23-24 | Rainbow Lithing Cc T/A New Neon Lighting                                   | Supply and Delivery of Festive Lights Material                                                                                 | R155 827,00   | R155 827,00   | 0,00 | 0,00 | 4 | Quotation | 80/20 | 0 | 0 | No |

|             |                                                 |                                                                                                                     |               |               |      |      |   |           |       |   |   |    |
|-------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------|---------------|------|------|---|-----------|-------|---|---|----|
| SMT01/23/24 | Tommie Arendse                                  | Provision of Various Maintenance Services in Infanta & Malgas for a 3 year period                                   | R342 000,00   | R342 000,00   | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT06/23/24 | Power Transformers                              | Supply, Delivery, Remove And Commissioning Of Outdoor Ring Main Unit (RMU)                                          | R582 992,50   | R582 992,50   | 0,00 | 0,00 | 2 | Tender    | 80/20 | 0 | 0 | No |
| SMT22/23/24 | Wolfaardt Trust IT                              | Rental of Office Space for Swellendam Municipality in Swellendam for a 3 year period                                | R878 673,60   | R878 673,60   | 0,00 | 0,00 | 4 | Tender    | 80/20 | 0 | 0 | No |
| SMT08/23/24 | Realm Track CC                                  | Supply And Installlation of a Fleet Management System for a 3 year period                                           | R399 796,49   | R399 796,49   | 0,00 | 0,00 | 2 | Tender    | 80/20 | 0 | 0 | No |
| SMT09/23/24 | Swellen Konstruksie Pty (Ltd                    | Repair Of Potholes, Slurry Works And Related Services (Labour Only) for Swellendam Municipality for a 3 year period | R212 160,00   | R212 160,00   | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT13/23/24 | AL Abbot and Associates (Pty)Ltd                | Provision of Professional Services_Monitoring of Water Quality for a 3 year period                                  | R983 008,50   | R983 008,50   | 0,00 | 0,00 | 2 | Tender    | 80/20 | 0 | 0 | No |
| SMT14/23/24 | Hi Way Group(Pty)Ltd t/a HI WAY BANDE           | Supply and Fit of Tyres and Tubes and Provision of Wheel Balancing, Alignment and Repair Services                   | R3 178 477,56 | R3 178 477,56 | 0,00 | 0,00 | 4 | Tender    | 80/20 | 0 | 0 | No |
| SMT20/23/24 | Ithemba Generals                                | Supply, Installation and Maintenance of Air Conditioners for a 3 year period                                        | R1 539 736,12 | R1 539 736,12 | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMQ19-23-24 | Parkerson Thomas Technologies cc T/A Officetech | Supply And Delivery Of Toners For A One (1) Year Period                                                             | R115 346,00   | R115 346,00   | 0,00 | 0,00 | 1 | Quotation | 80/20 | 0 | 0 | No |
| SMT07/23/24 | Maxal Projects SA (Pty)Ltd                      | Supply, Installation, Commissioning and Maintenance of Chlorination System at WTW and WWTW for a 3 year period      | R5 582 243,75 | R5 582 243,75 | 0,00 | 0,00 | 3 | Tender    | 80/20 | 0 | 0 | No |

|             |                                              |                                                                                                               |               |               |      |      |   |           |       |   |   |    |
|-------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------|---------------|------|------|---|-----------|-------|---|---|----|
| SMQ23-23-24 | FG Uniforms CC                               | Supply and Delivery of Traffic & Law Enforcement Uniform for a One (1) Year Period                            | R124 879,75   | R124 879,75   | 0,00 | 0,00 | 1 | Quotation | 80/20 | 0 | 0 | No |
| SMQ24-23-24 | Power Transformers (Pty) Ltd                 | Repair and Maintenance of 100kVa and 300kVa Transformers                                                      | R164 842,60   | R164 842,60   | 0,00 | 0,00 | 2 | Quotation | 80/20 | 0 | 0 | No |
| SMQ29-23-24 | TH Augustyn (Pty) Ltd                        | Transport of Purified Water within Swellendam Municipality                                                    | R124 910,00   | R124 910,00   | 0,00 | 0,00 | 0 | Quotation | 80/20 | 0 | 0 | No |
| SMT16/23/24 | Umzali Civils(Pty)Ltd                        | Upgrading of the Remainder of Railton Rising Main                                                             | R2 517 640,28 | R2 517 640,28 | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT26/23/24 | Cinogen Trading Cc t/a Fulcrum Technologies  | Upgrade and Maintenance of Specialised Vehicle Test Station equipment for a 3 year period                     | R307 096,00   | R307 096,00   | 0,00 | 0,00 | 4 | Tender    | 80/20 | 0 | 0 | No |
| SMT27/23/24 | Powercomm Solutions (Pty)Ltd                 | Supply and Delivery of Conventional and Pre-paid Meters to Swellendam for a 3-year period                     | R1 886 572,93 | R1 886 572,93 | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMQ12/23/24 | Shannon Rose Trading Cc                      | Supply and Installation of Security Fence and Gate at Sewer Pump Station - Barrydale                          | R135 448,61   | R135 448,61   | 0,00 | 0,00 | 1 | Quotation | 80/20 | 0 | 0 | No |
| SMT12/23/24 | Hidro-Tech Systems Pty Ltd                   | Maintenance and Replacement of Mechanical and Electrical Equipment for a 3 year period                        | R6 359 642,89 | R6 359 642,89 | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT24/23/24 | Vstate Holding (Pty)Ltd t/a Makhare Holdings | Supply and Installation of Paving, Fencing, Streetlights and Related Items at Railton Clinic Walkway          | R948 206,05   | R948 206,05   | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SCMD039/24  | INCA Portfolio Managers                      | Review and update of the long-term Financial plan incorporating a three-year MTREF Budget ending 30 June 2026 | R140 300,00   | R140 300,00   | 0,00 | 0,00 | 2 | Deviation | 80/20 | 0 | 0 | No |
| SMT30/23/24 | Cape Town Stainless Steel (Pty) Ltd          | Replacement of Handrails at Klipperivier Waste Water Treatment Works                                          | R323 573,09   | R323 573,09   | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |

|             |                                     |                                                                                                                  |                |                |      |      |   |           |       |   |   |    |
|-------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------|----------------|------|------|---|-----------|-------|---|---|----|
| SMQ28/23/24 | Kgobisa Projects CC                 | Supply, Installation and Commissioning of a PV system with Battery Backup for Bontebok Landfill Site             | R153 953,47    | R153 953,47    | 0,00 | 0,00 | 1 | Quotation | 80/20 | 0 | 0 | No |
| SMT38/23/24 | CHE Electrical Engineering (Pty)Ltd | Supply, Installation and comissioning of a three-phase silent diesel generator                                   | R275 644,00    | R275 644,00    | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT11/23/24 | JPCE (Pty)Ltd                       | Provision of Professional Consulting Solid Waste Services                                                        | R2 161 253,54  | R2 161 253,54  | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMQ43-23-24 | Waste Mart (Pty)Ltd                 | Provision for the disposal of Streetlights for a 3 Year Period                                                   | R129 049,93    | R129 049,93    | 0,00 | 0,00 | 1 | Quotation | 80/20 | 0 | 0 | No |
| SMT17/23/24 | Biocure (Pty)Ltd                    | Supply and Delivery of Chemicals for Sludge Thickening at WWTW for a 3 year period                               | R842 770,00    | R842 770,00    | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT36/23/24 | Raaleborg Enviromental              | Management of the Bontebok Waste Disposal Facility for a three-year period                                       | R20 288 830,66 | R20 288 830,66 | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT37/23/24 | Afriline Civils Pty Ltd             | Rehabilitation Of Roads & Various Stormwater Infrastructure In Swellendam & Barrydale                            | R9 210 925,00  | R9 210 925,00  | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT40/23/24 | Adenco Construction(Pty)Ltd         | Supply, Installation and Commissioning of Two Highmast Solar Panel Lights                                        | R1 030 160,16  | R1 030 160,16  | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SCMD051     | Mubesko Africa (Pty) Ltd            | Assistance with VAT Issue- Library Grant                                                                         | R114 065,63    | R114 065,63    | 0,00 | 0,00 | 0 | Deviation | 80/20 | 0 | 0 | No |
| SCMD050     | Sibakulu Trading (Pty) Ltd          | Provision of Security Services for the period ending 30 June 2024 or untile the new tender process is finalised. | R696 528,36    | R696 528,36    | 0,00 | 0,00 | 1 | Deviation | 80/20 | 0 | 0 | No |
| SMT44/23/24 | Umzali Civils(Pty)Ltd               | Upgrading of Silo Wastewater Pump station                                                                        | R3 013 852,54  | R3 013 852,54  | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |
| SMT45/23/24 | Benver Civils and Plant Hire        | Upgrade of Rietkuil Water Supply and Related Infrastructure                                                      | R1 767 926,05  | R1 767 926,05  | 0,00 | 0,00 | 1 | Tender    | 80/20 | 0 | 0 | No |

|             |                                                   |                                                                       |                |                |      |      |   |        |       |   |   |    |
|-------------|---------------------------------------------------|-----------------------------------------------------------------------|----------------|----------------|------|------|---|--------|-------|---|---|----|
| SMT42/23/24 | Kader Technologies (Pty)Ltd                       | Supply, Delivery & Offload of Streetlight Poles for a (3) Year Period | R246 489,69    | R246 489,69    | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT42/23/24 | Powercomm Solutions (Pty)Ltd                      | Supply, Delivery & Offload of Streetlight Poles for a (3) Year Period | R146 773,00    | R146 773,00    | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT42/23/24 | VMR Engineering (Pty)Ltd t/a Quadrant Engineering | Supply, Delivery & Offload of Streetlight Poles for a (3) Year Period | R112 325,00    | R112 325,00    | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT32/23/24 | CAB Holdings (Pty)Ltd                             | Printing and Distribution of Municipal Accounts for a 3 Year Period   | R4 505 303,52  | R4 505 303,52  | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT49/23/24 | Wastewant Plastics (Pty) Ltd                      | Supply, Delivery and Offload of Refuse Bags for a 3-Year Period       | R3 897 315,00  | R3 897 315,00  | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |
| SMT39/23/24 | De Cock & Cronje (Pty)Ltd                         | Maintenance Of Medium Voltage Switchgear For A 3-Year Period          | R650 524,14    | R650 524,14    | 0,00 | 0,00 | 2 | Tender | 80/20 | 0 | 0 | No |
| SMT22/21/22 | Raubex Building (Pty) Ltd                         | Development Proposals for Erven 2599                                  | R13 280 000,00 | R13 280 000,00 | 0,00 | 0,00 | 1 | Tender | 80/20 | 0 | 0 | No |

## 11. LOGISTICS, DISPOSAL AND RISK MANAGEMENT

The SCM unit must provide an effective system to ensure the setting of inventory levels, placing of orders, receiving and distribution of goods, stores and warehouse management, expediting orders, vendor performance, maintenance and contract administration as well as provide for an effective method of disposal and letting of assets which is inclusive of redundant and obsolete stock. Such systems must also have in place mechanisms to identify, consider and avoid potential risk in the SCM system.

### 11.1 Inventory Control

The stock take for the 2023/24 financial year took place on 27 to 28 June 2024. The value was recorded at R6 008 942.

The following officials were involved in the counting process:

Ms. J. Witbooi (Stock Count Team); Mr. S. Lintnaar (Stock Count Team); Mr. K. Juries (Stock Count Team); Ms. L. Moos (Stock Count Team); Ms. M. Vermeulen (Observer); Mr. C. Levendal (Advisor); Mr. D. Makhathangana (Advisor)

The stock take was performed by four independent delegated persons not involved in the day-to-day activities of the Stores Section (Ms. L. Witbooi: Law Enforcement Officer; Mr. S. Lintnaar: Administrator HR; Mr. K. Juries: Chief Clerk SCM; Ms. L. Moos: Law Enforcement Officer).

The following emergency store issues/receipts occurred during the stock take:

| Stock Nr | Description                   | UOM | Qty | Store Issue/Receipt |
|----------|-------------------------------|-----|-----|---------------------|
| B P2     | HDPE COMP COUPLING 20MM       | EA  | -3  | Issue 34732         |
| E – L45  | LAMP 70W HPS E27 OPAL ELIPTIC | EA  | +68 | Receipt 4828        |

The following discrepancies were found during the stock take:

| Stock Nr | Description                      | UOM | Sys Qty | Physical Qty | Diff | Stock Value | Comment                                                  |
|----------|----------------------------------|-----|---------|--------------|------|-------------|----------------------------------------------------------|
| B F1     | MUNICIPAL BALL VALVE 15MM Mx F   | EA  | 13      | 12           | -1   | -R215,09    | 1 <u>extra</u> unit had been issued due to human error.  |
| B-C3     | COMPRESSION RING 15MM BRASS      | EA  | 34      | 32           | -2   | -R3,32      | 2 <u>extra</u> units had been issued due to human error. |
| C T1     | THREAD TAPE 12Mx12MMx0.1MM       | EA  | 58      | 57           | -1   | -R5,15      | 1 <u>extra</u> unit had been issued due to human error.  |
| E L54    | LUGS CRIMPING 16MM X 12MM COPPER | EA  | 116     | 115          | -1   | -R6,21      | 1 <u>extra</u> unit had been issued due to human error.  |

|       |                                              |    |     |     |     |             |                                                                                                                                                           |
|-------|----------------------------------------------|----|-----|-----|-----|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| F J1  | FREEZER JACKET – SIZE S – LINED NAVY         | EA | 6   | 5   | -1  | -R438,84    | 1 unit was issued on <b>Store Issue 34397/8</b> , however it was not captured on the store issue itself and subsequently not on the financial system.     |
| G B13 | GUMBOOTS SIZE 6 – WOOL INNER                 | PR | 16  | 15  | -1  | -R524,70    | 1 unit was issued on <b>Store Issue 34397/8</b> , however it was not captured on the store issue itself and subsequently not on the financial system.     |
| G B2  | GUMBOOTS SIZE 4                              | PR | 2   | 3   | +1  | +R178,70    | 1 unit was incorrectly issued on Stock Code G B2 on the financial system for <b>Store Issue 34583</b> .                                                   |
| O S11 | ENVELOPE WHITE C4 229*324MM NOWIND SEAL EASY | EA | 444 | 445 | +1  | +R0,83      | 1 unit had been issued <u>short</u> due to human error.                                                                                                   |
| O S20 | DISPLAY FILE A4 20 POCKETS                   | EA | 19  | 29  | +10 | +R122       | 10 units was <u>over supplied</u> by the supplier.                                                                                                        |
| O S38 | FILING POCKET A 4                            | EA | 718 | 717 | -1  | -R0,36      | 1 <u>extra</u> unit had been issued due to human error.                                                                                                   |
| O S5  | DIVIDERS INDEX (JAN-DEC) A4 PVC              | EA | 27  | 28  | +1  | +R13,71     | 1 unit had been issued <u>short</u> due to human error.                                                                                                   |
| O S69 | WALLET DOCUMENT PASTEL YELLOW 220GSM         | EA | 29  | 27  | -2  | -R31,74     | 2 <u>extra</u> units had been issued due to human error.                                                                                                  |
| O T2  | OVERALL TROUSER ORANGE 30 EPWP               | EA | 47  | 48  | +1  | +R196,88    | 1 <u>extra</u> unit incorrectly captured on <b>Store Issue 34274</b> and subsequently on the financial system.                                            |
| O T4  | OVERALL TROUSER ORANGE 34 EPWP               | EA | 46  | 45  | -1  | -R196,88    | 1 unit captured <u>short</u> on <b>Store Issue 34274</b> and subsequently on the financial system. Refer to above comment.                                |
| O T3  | OVERALL TROUSER ORANGE 32 EPWP               | EA | 54  | 53  | -1  | -R196,88    | Incorrect stock code <b>(O T5)</b> inserted on <b>Store Issue 33645</b> . Hence, 1 unit was captured on the incorrect stock code on the financial system. |
| O T5  | OVERALL TROUSER ORANGE 36 EPWP               | EA | 49  | 51  | +2  | +R393,76    | Refer to above comment. 1 unit was captured on the incorrect stock code on the financial system.<br>1 unit was <u>over supplied</u> by the supplier.      |
| W W38 | BOLT & NUT 16MM x 65MM GALVANISED            | EA | 33  | 36  | +3  | +R49,30     | 3 units had been issued <u>short</u> due to human error.                                                                                                  |
|       |                                              |    |     |     |     | <b>NET:</b> | <b>-R663,99</b>                                                                                                                                           |

## 11.2 Placing of orders

Procurement below R30 000 is currently handled by the relevant departments by obtaining their own quotations but are processed centrally at the SCM unit. It is recommended that procurement be centralised and form part of the supply chain management unit.

## Top 10 Suppliers

| Supplier Name               | Amount      |
|-----------------------------|-------------|
| ESKOM HOLDINGS SOC LTD      | 111 058 627 |
| ASLA KONSTRUKSIE (EDMS) BPK | 62 897 820  |

|                                     |            |
|-------------------------------------|------------|
| UMZALI CIVILS (PTY) LTD             | 18 066 389 |
| THE AUDITOR-GENERAL                 | 8 073 249  |
| VIKING PONY AFRICA PUMPS (PTY) LTD  | 6 465 677  |
| DEVELOPMENT BANK OF SOUTHERN AFRICA | 4 389 954  |
| S C HOUSING PTY LTD                 | 4 309 323  |
| ELEMENT 2030 (PTY) LTD              | 3 890 290  |
| TMT SERVICES & SUPPLIES (PTY) LTD   | 3 833 123  |
| LEZMIN 1712 CC                      | 3 560 529  |

### **11.3 Receiving and distribution of goods**

The receipt and issuing of goods should be recorded timely. The way goods are currently distributed should however be reconsidered taking the cost involved into account.

### **11.4 Vendor performance, maintenance and contract administration**

Vendor performance is monitored on a monthly basis however some problems are not promptly addressed despite various everts by the SCM unit to inform user departments about their responsibilities in this regard. However, the administration and management thereof will receive the necessary attention for improvement. Contract administration and management remains a challenge.

## **12.RECOMMENDATION**

1. That Council takes cognisance of the report.
2. That the report be made public in accordance with section 21A of the Municipal Systems Act.