

SWELLEDAM MUNICIPALITY



SUPPLY CHAIN MANAGEMENT MONTHLY REPORT

January 2026

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1. ABBREVIATIONS

- 1.1 “**SWDM**” refers to Swellendam Municipality;
- 1.2 “**SCM**” refers to Supply Chain Management;
- 1.3 “**Manager SCM**” refers to the Sectional Head of the Supply Chain Management Division;
- 1.4 “**CFO**” refers to Director Financial Services;
- 1.5 “**MFMA**” means the Municipal Finance Management Act 56 of 2003;

2. PURPOSE OF THIS POLICY

- 2.1 The SCM monthly report is prepared to inform Council on key SCM monthly activities and adhere to the reporting requirements in terms of the Legislative Framework.

3. LEGISLATIVE FRAMEWORK

- 3.1 The report was prepared to take into consideration the legislative reporting requirements:
 - 3.1.1 Municipal Finance Management Act, 2003
 - 3.1.2 Municipal Supply Chain Management Regulation, 2005
 - 3.1.3 Municipal Supply Chain Management Policy, 2025

4. PROCUREMENT STATISTICS FOR THE MONTH

- 4.1 The table below provides information on the number of SCM activities for the month:

Nr.	Process description	Qty	Value
1	No of BSC meetings	3	n/a
2	No of BEC meetings	2	n/a
3	No of BAC meetings	0	n/a
4	No of orders processed/placed	306	R6 300 910
5	No of formal quotations awarded (R30k to R300k)	3	R166 559
6	No of tenders awarded	0	R0
7	No of awards above R30 000 (CIDB)	0	R0
8	No of contract price increases approved	1	n/a
9	No of contracts extended i.t.o MFMA circular 62	0	R0
10	No of contracts extended i.t.o s.116(3) of MFMA	0	R0
11	No of Deviations	2	R15 656
12	No of minor breaches	0	R0
13	No of Regulation 17 approvals	6	R49 296
14	No of stock receipts	70	R228 874
15	No of stock issued	835	-R389 640
16	No of stock disposal	0	R0
17	No of stock take	1	R5 999 775
18	No of requests received for disposal	0	R0

5. AWARDS ABOVE R 100 000 REPORTED TO NATIONAL TREASURY

5.1 Sections 74(1) and 104(1)(b) of the Municipal Finance Management Act (MFMA) prescribes the following regarding general reporting obligations:

"The accounting officer of a municipality must submit to the National Treasury, the Provincial Treasury, the Department for Local Government in the Province or the Auditor-General such information, returns, documents, explanations and motivations as may be prescribed or as may be required."

5.2 National Treasury per MFMA Circular No 34 issued instructions to all municipalities to report effective from 1 July 2006 per the above, to disclose all awards made for contracts above the value of R100 000.

5.3 Below is a table of the key information submitted:

Contract reference	Service provider/ Supplier	Contract Description	Total est. value of contract	Contract Period	BBBEE Level
SMQ31/25/26	Memotek Trading Cc	Supply and Delivery of Trapezoidal Ditch Liners to Barrydale	R118 973,00	Once-off	1
SMT19/25/26	All Terrain Services and Equipment (Pty)Ltd	Supply & Delivery of a 12M Mobile Cherry Picker Trailer to Swellendam Municipality	R701 395,35	Once-off	2
SMT24/25/26	Matimba Yeru Energy	The Supply, Delivery Of High Mast Led Lights As And When Required Basis For A Three-Year Period For Swellendam Municipality	R 1 250 535.00	36 months	1

Note: Contract amounts up to R50 million the 80/20 preference points applied.
Contracts amounts above R50 million the 90/10 preference points applied.

6. SCM DEVIATIONS

6.1 Section 36(2) of the Supply Chain Management Regulation prescribes the following regarding deviation from and ratification of minor breaches of the procurement process: "The accounting officer must record the reasons for any deviation in terms of sub-delegation (1)(a) and (b) and report them to the next meeting of the council."

6.2 The number of deviations approved for the month is indicated in the table below:

Nr	SCM Regulation	Nr	Amount
1.	SCM Regulation 17 where three (3) quotations could not be obtained;	6	R49 296
2.	SCM Regulation 36(1)(a)(i) dispensing of the official procurement process in the case of an emergency;	-	-
3.	SCM Regulation 36(1)(a)(ii) where goods or services are available from a sole supplier;	-	-
4.	SCM Regulation 36(1)(a)(iii) applies to the acquisition of special works of art or historical objects;	-	-
5.	SCM Regulation 36(1)(a)(iv) acquisition of animals for zoos;	-	-
6.	SCM Regulation 36(1)(a)(v) in exceptional cases where it is impractical or impossible to follow the process;	2	R15 656
7.	SCM Regulation 36(1)(b) is applicable where the accounts officer can verify minor breaches;	-	-

6.3 The reasons for the deviations above are as follows:

6.3.1 Verbal and formal quotations, section 17 of the SCM regulation:

Date Requested	Supplier	Quotation Details	Amount	Approved Date	Directorate	Reasons
18-Dec-25	Z4P	Laundry Services for municipal branding (banners and gazebo)	R 4 750,00	07-Jan-26	MM	Three bidders were approached and only one quote was received
05-Jan-26	SSK	Supply and delivery of various materials and supplies	R 5 501,65	05-Jan-26	FIN	Three bidders were approached and only two quotes were received
05-Jan-26	Agrimark Operations Ltd	Supply of Cable Tie Nylon	R 2 119,92	05-Jan-26	FIN	Three bidders were approached and only two quotes were received
15-Jan-26	Flo Specialized	Supply and delivery of various materials and supplies	R 21 681,00	16-Jan-26	FIN	Four bidders were approached and only two quotes were received
21-Jan-26	Agrimark Operations Ltd	Supply and Delivery of a 154L Fridge	R 3 998,55	22-Jan-26	INF	Three bidders were approached and only two quotes were received
27-Jan-26	Introstat (Pty) Ltd	Supply and Delivery of computer equipment	R 11 244,70	27-Jan-26	FIN	Three bidders were approached and only one quote was received
			R 49 295,82			

6.3.2 In exceptional cases where it is impractical or impossible to follow the official procurement process, section 36

Date	Supplier	Details	Amount	Dir	Reason	Type
09-Jan-26	AAD Truck	Service of refuse compactor (4th service interval at 1600 Hours. CCK 20222	R12 493,65	INF	The municipality has purchased a new refuse compactor for the department solid waste and the truck is under warranty and needs to be serviced at a registered Nissan dealer every 400 hours. The truck is currently	36(1)(a)(v) - Impractical or Impossible

					on its 4th service interval 1600Hours. The truck needs to be serviced at a registered Nissan dealer for the warranty purposes.	
16-Jan-26	Trend Mania 1022 t/a Overberg lighting & Electrical	Assess and testing of air conditioning unit	R3 162,50	INF	The air conditioning unit need to be assessed and tested to determine whether it can be repaired. It is impractical to ask 3 different service providers to remove, assess, test and provide a report on an air conditioning unit. Furthermore, it will not be cost effective to pay for 3 different quotes for the testing and assessment of the air conditioning unit.	36(1)(a)(v) - Impractical or Impossible
			R15 656,15			

7. AWARDS TO CLOSE FAMILY MEMBERS

The table below contains details of awards made to close family members of employees who are in the services of the state, section 45 of the SCM regulation for any award above R2000.

Nr	Supplier	Family member	Relationship	Institution	Amount
1.	Agritech CC T/A Autozone	L. Baransky	Wife	Swellendam Municipality	R3 582
2.	Bazil Koopman	B. Koopman	Son	Dept of Education	R1 980
3.	Desmond Prins	J. Francis	Daughter	Dept of Health	-
4.	Durcharme Consulting	L.Mbekeni	Wife	Department of Rural Development and Land Reform	-
5.	Gert Coetzee	L. Coetzee	Wife	Swellendam Municipality	-
6.	Hein's Auto Electrical	J. de Jager	Brother	Swellendam Municipality	-
7.	Hermanus Jacobus Swart	F. Swart	Brother	Swellendam Municipality	-
8.	Jarsiem Carelse	W. Carelse	Son	Swellendam Municipality	R3 966
9.	Jacobus Cornelius Kouter	J. Kouter	Brother	Swellendam Municipality	-
10.	Kemanzi (Pty) Ltd	J. du Toit	Wife	Dept of Education	R90 321
11.	Genlux	I. Kruger	Son	City of Cape Town	-
12.	LSL Enterprises	G. Lebazi	Sister	Swellendam Municipality	-
13.	Masakane Trading (Pty) Ltd	Q. Martin	Husband	SAPS	R1 985
14.	KJ Uys	R. Theodore	Uncle	Swellendam Municipality	-
15.	Paul Cupido	T. Cupido	Wife	Swellendam Municipality	-
16.	Parkers and Partners (Pty) Ltd	K. Juries	Stepson	Swellendam Municipality	-
17.	Phillip Crafford T/A Crafford Blinds	J. Crafford	Wife	Swellendam Municipality	-
18.	RD Beukes	D. Beukes	Mother	Swellendam Municipality	-
19.	Swellendam Bestuurskool (Pty) Ltd	R. Blauw	Son	Dept. of Education	-
Total					R101 833

8. REPORT ON GIFTS

The table below contains details of any incidents of an inducement, rewards, gifts and favours made to the municipality, employee or any other role player, in terms of section 47 of the SCM regulation:

MONTH: JANUARY 2026						
Name of employee	Description of gift	Value of Gift	Source of gift	Relationship	Date received	Date approved by MM/Manager
Name of Department : Municipal Manager & Administrative Support Services						
No gifts reported						
Name of Department : Financial Services						
No gifts reported						
Name of Department : Infrastructure & Planning Services						
No gifts reported						
Name of Department : Community Services						
No gifts reported						

9. REPORT ON OBJECTIONS

The below contains details of objections received for the month, in terms of section 49 of the SCM regulations:

OBJECTION REGISTER						
MONTH: JANUARY 2026						
TENDER NUMBER	DESCRIPTION	AWARDED TO	COMPLAINANT	DATE RECEIVED	OUTCOME	OUTCOME DATE

A late objection was received from Tsika Attorneys Inc. regarding tender no: SMT09-25-26.

10. REPORT ON s.114 AWARDS

The table below contains details of any tender other than the one recommended in the normal course of implementing the supply chain management policy was approved, section 114 of the SCM regulation:

Directorate	Tender Recommended	Tender Awarded
Office of the Municipal Manager	None	None
Financial Services	None	None
Corporate Services	None	None
Infrastructure Services	None	None
Community Services	None	None