

SWELLENDAM MUNICIPALITY



SUPPLY CHAIN MANAGEMENT MONTHLY REPORT

March 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	7	n/a
2	No of BEC meetings	4	n/a
3	No of BAC meetings	2	n/a
4	No of orders processed/placed	375	R13 225 610
5	No of formal quotations awarded (R30k to R300k)	7	R658 163
6	No of tenders awarded above R300 000	9	R29 177 897
7	No of awards above R30 000 (CIDB)	5	R19 738 394
8	No of contract price increases approved	0	0
9	No of contracts extended i.t.o MFMA circular 62	3	R172 092
10	No of contracts extended i.t.o s.116(3) of MFMA	0	R0
11	No of Deviations	5	R140 443
12	No of objections	1	R0
13	No of Regulation 17 approvals	14	R144 891
14	No of stock receipts	160	R868 529
15	No of stock issued	1012	-R800 647
16	No of stock disposal	0	0
17	No of stock take	1	R5 883 162
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
SMQ57/25/26	EM Shelving & Racking	Supply, Delivery and Installation of a Structural Mezzanine Floor	R166 629,25	3 weeks	2
SMQ65/25/26	Diopoint (Pty)Ltd	Supply and Deliver Personal Computing Devices and Accessories	R275 804,90	Once-off	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;	14	R144 891
2.	SCM Regulation 36(1)(a)(i) dispensing of the official procurement process in the case of an emergency;	1	R57 108
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;	4	R83 335
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
27-Feb-26	N2 Civils	Supply and Installation of new safety gate at checkers taxi rank toilets	R 3 800,00	05-Mar-26	INF	Three bidders were approached and only one quote was received
02-Mar-26	N2 Civils	Provision of Small Building works at Railton Community Hall Kitchen	R 17 300,00	05-Mar-26	COM	Three bidders were approached and only two quotes were received
10-Mar-26	Z4P (Pty) Ltd	Provision of Catering Services for Library Week from 16-19 March 2026	R 10 560,00	10-Mar-26	COM	Four bidders were approached and only two quotes were received
03-Mar-26	Agrimark	Supply and Delivery of materials for replacement of door in Yard	R 9 009,91	11-Mar-26	INF	Three bidders were approached and only two quotes were received
12-Mar-26	Swellendam Begrafnis Dienste	Provision of Burial Services	R 3 299,00	12-Mar-26	COM	Three bidders were approached and only one quote was received
05-Mar-26	SSK	Supply and delivery of a chain block	R 2 851,93	12-Mar-26	INF	Three bidders were approached and only two quotes were received
13-Mar-26	TVM Konstruksie	Hire of a Grader	R 28 635,00	13-Mar-26	INF	Three bidders were approached and only two quotes were received
11-Mar-26	Swellendam Grassnyers	Supply and delivery of 3 x Husqvarna 541 or equivalent brush cutters	R 23 100,00	17-Mar-26	COM	Three bidders were approached and only one quote was received
18-Mar-26	AH Marais	Supply and of Various Tools and Equipment	R 7 744,00	24-Mar-26	INF	Three bidders were approached and only two quotes were received

18-Mar-25	Agrimark	Supply of a tile cutter	R 2 265,99	26-Mar-26	INF	Three bidders were approached and only two quotes were received
26-Mar-26	Langeberg Teels	Supply and delivery of materials and supplies for tiling of floor - Municipal House on yard	R 6 941,00	26-Mar-26	INF	Three bidders were approached and only two quotes were received
23-Mar-26	Take Note Trading	Supply and Delivery of a PG Clamp	R 2 304,60	26-Mar-26	FIN	Three bidders were approached and only two quotes were received
25-Mar-26	Insimbi Security Services	Provision for Shotgun Training	R 22 540,00	30-Mar-26	MM	Three bidders were approached and only one quote was received
27-Mar-26	Swellendam Meubelmark	Supply and Installation of Belgotex Berberpoint	R 4 539,88	31-Mar-26	FIN	Three bidders were approached and only two quotes were received
			R 144 891,31			

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
04-Mar-26	Swellendam Secondary School	Provision of 5 blazers for disadvantaged children	R3 000,00	Office of MM	It is impractical to request three quotations since the uniform and badge are unique to the school.	36(1)(a)(v) - Impractical or Impossible
17-Mar-26	CSX	Servicing of Tattletape equipment at Libraries	R11 212,50	COM	Due to the specialized and proprietary nature of the equipment, servicing can only be performed by authorized supplier. CSX specializes in the servicing and maintenance of tattle tape equipment. The supplier has specialized equipment, knowledge and technicians to perform the servicing of the equipment. Obtaining multiple quotations would be impractical without risking equipment damage.	36(1)(a)(v) - Impractical or Impossible
18-Mar-26	AAD Truck	Provision of 2000 hour Service on Nissan UD 330	R29 122,19	INF	The truck is under warranty and need to be serviced at a registered Nissan dealer.	36(1)(a)(v) - Impractical or Impossible
19-Mar-26	Wozani Berg Gasoline	The Supply of Diesel Fuel 50ppm for the period 16 March 2026 to 31 May 2026	R57 107,88	FIN	It is common knowledge that due to the ongoing Middle East conflict, there is growing volatility in global energy markets. This volatility has caused diesel shortages at stations across South Africa, including with our current supplier Sentraal-Suid Koopererasie Bpk. Another supplier of Diesel Swellendam, namely Wozani Berg Gasoline, have indicated that they have diesel available and can supply to the Municipality. It should be noted that Wozani Berg Gasoline was awarded the contract SMT13/25/26 for the supply of diesel fuel, however it	36(1)(a)(i) - Emergency

					only comes into effect from 01 June 2026. It should further be noted that SSK had no diesel on 18/03/26 and only expected 5000L delivery. Ongoing engagement with suppliers are conducted but service delivery cannot be compromised.	
20-Mar-26	C De Villiers Electrical & Overberg Lighting and Electrical	Provision of 2 x Vouchers of R20 000,00 each.	R40 000,00	INF	The EEDSM grant conditions require that 1% of the funding be utilised for energy-efficient awareness. As per council resolution, it was approved that a voucher of R20 000 be donated to Barrydale Primary School and Suurbraak Primary School for the purchase of energy-efficient equipment. The two suppliers were identified. It would be impractical to follow a procurement process.	36(1)(a)(v) - Impractical or Impossible
			R140 442,57			

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	-
2.	Bazil Koopman	B. Koopman	Son	Dept of Education	R1 980
3.	Desmond Prins	J. Francis	Daughter	Dept of Health	-
4.	Durcharme Consulting	L.Mbakeni	Wife	Department of Rural Development and Land Reform	R84 942
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	-
9.	Jacobus Cornelius Kouter	J. Kouter	Brother	Swellendam Municipality	-
10.	Kemanzi (Pty) Ltd	J. du Toit	Wife	Dept of Education	R50 000
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	-
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					R136 922

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: MARCH 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: MARCH 2026						
TENDER NUMBER	DESCRIPTION	AWARDED TO	COMPLAINANT	DATE RECEIVED	OUTCOME	OUTCOME DATE
SMT23-25/26	Clearing Of Illegal Dumping For A 3 Year Period	BSM Contractors	Grace Power Solutions (Pty) Ltd	2026/03/09	Resolved. Complainant did not pay the objection fee. The objection had no merit.	

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