

SWELLEN DAM MUNICIPALITY



SUPPLY CHAIN MANAGEMENT MONTHLY REPORT

May 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	4	n/a
2	No of BEC meetings	14	n/a
3	No of BAC meetings	1	n/a
4	No of orders processed/placed	308	R11 631 745
5	No of formal quotations awarded (R30k to R300k)	6	R405 295
6	No of tenders awarded above R300 000	1	R411 710
7	No of awards above R30 000 (CIDB)	3	R377 120
8	No of contract price increases approved	3	tariffs
9	No of contracts amended i.t.o MFMA circular 62	1	R15 000
10	No of contracts amended i.t.o s.116(3) of MFMA	0	R0
11	No of Deviations	13	R1 584 178
12	No of objections	1	n/a
13	No of Regulation 17 approvals	8	R265 753
14	No of stock receipts	127	R882 737
15	No of stock issued	786	-R869 201
16	No of stock disposal	0	R0
17	No of stock take	1	R6 126 114
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
SMQ62/25/26	MS Technical Services (Pty) Ltd	Supply, Delivery and Installation of Electrical Equipment and Infrastructure Solution at 6 Rhenius Street, Outer Building, Swellendam	R182 994.90	4 weeks	1
SMQ53/25/26	Isuzu Motors South Africa	Supply and Delivery of a LDV	R411 710,33	4 weeks	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;	8	R265 753
2.	SCM Regulation 36(1)(a)(i) dispensing of the official procurement process in the case of an emergency;	11	R626 427
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	R957 750
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
30-Mar-26	Kaap Agri	Supply and delivery of Traffic Cones and a Rechargeable headlight	R 16 429,48	01-Apr-26	FIN	
01-Apr-26	Potgieter Broers	Hiring of a Bulldozer to clear Suurbraak and Barrydale Landfill Sites	R 18 094,00	01-Apr-26	COM	Three bidders were approached and only two quotes were received
18-Mar-26	Vodacom Chatz Connect	Supply and Delivery of a Samsung Tablet S10 Lite with Flip Cover	R 9 098,00	09-Apr-26	INF	Three bidders were approached and only one quote was received
13-Apr-26	SSK	Supply of Materials and Supplies for a the repair of a kitchen cabinet	R 5 622,15	14-Apr-26	TRAF	Three bidders were approached and only two quotes were received
28-Apr-26	Forms Media Independent	Supply and Delivery of Leave Books	R 5 865,00	28-Apr-26	MM	Four bidders were approached and only one quote was received
27-Feb-26	Potgieter Broers Grondverskuiwing (Pty) Ltd	Hiring of Bulldozer for Suurbraak & Barrydale Landfill Sites for a 1 year period on an Ad-Hoc Basis	R 285 200,00	21-Apr-26	COM	Bid document was distributed to 4 suppliers, and invitation to bid was advertised for 7 days, but only 2 bids were received

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-May-26	Institute of Energy Professionals Africa NPC	Provision of Training for Certified Energy Managers	R27 600,00	INF	The service provider is accredited to provide the training required, in terms of the grant conditions. It is not practical to follow a bid process	36(1)(a)(v) - Impractical or Impossible
19-May-26	MDL Electrical	Provision of Crane Truck	R62 100,00	INF	Crane truck was needed for emergency repairs to electrical infrastructure after storm. Areas were without power for days and all the municipal vehicles required for the repairs were out of commission.	36(1)(a)(i) - Emergency
18-May-26	Superspar	Provision of Sausage, Rolls, Cooldrinks, Mustard Sauce, serviettes	R2 849,97	MM	The normal competitive bidding process could not be followed due to the urgent and unforeseen circumstances resulting from the storm, which caused widespread infrastructure damage and disruption of electricity services. Employees were required to work extended hours under emergency conditions to remove branches and restore electricity supply to the community. The procurement of sausage rolls for a braai is intended as an immediate form of appreciation and morale support to employees who rendered essential services under difficult conditions. Following a formal bid process would have resulted in delays that would undermine the purpose of the initiative, which is to promptly acknowledge and support staff wellbeing after an emergency response. The value of the procurement is also of a low monetary threshold, making it impractical and disproportionate to follow a full competitive process given the urgency and nature of the requirement.	36(1)(a)(i) - Emergency
27-May-26	Asla Construction (Pty) Ltd	Repair of 64 Vandalised Houses_Die Boord	R930 150,30	INF	Asla Construction (Pty) Ltd was appointed to construct 950 low-cost houses under a Memorandum of agreement dated 22 August 2012, supported by Addendum 4 dated 13 August 2021, known as the "Railton: 950 IRDP Housing Project". Subsequently, 64 houses were vandalised, with an estimated damage value of R 930 105, 30. The Municipality informed the Western Cape Department of infrastructure of the vandalism in several communications. The Western Cape Department of infrastructure approved funding for the repair of the 64 vandalised houses, subject to conditions, including that the funds may only be used for	36(1)(a)(v) - Impractical or Impossible

					those repairs, that statements and supporting documentation must be provided for withdrawals from the Separate Operating Account, that no further extensions or approvals will be granted for additional damaged units, and that beneficiaries must be properly identified and approved.	
26-May-26	M.L. Swart	Repair and Replacement of damaged roof sections in Caravan Park	R59 000,00	COM	The buildings were assessed and it was determined that the roof coverings needs to be re-installed, after the storms. The procurement process of above R30 000.00 would have taken a longer period of time to finalise. The building is exposed to rain and ingress of water into the building will cause additional damage to the internal structure. Therefore, following a procurement process would be impractical and result in additional and avoidable damage.	36(1)(a)(i) - Emergency
27-May-26	Drostdy Oudhede	Repair and Replacement of windows in Cravan Park	R37 860,00	COM	The buildings were assessed and it was determined that some of the wood frames fell out and other lost glass panes, after the storms. The procurement process of above R30 000.00 would have taken a longer period of time to finalise. The building is exposed to natural elements and a security risk. It is imperative that the windows be repaired at the earliest possible time. Therefore, following a procurement process would be impractical and result in additional and avoidable damage.	36(1)(a)(i) - Emergency
27-May-26	Swellen Konstruksie	Emergency cutting, clearing of trees in Swellendam (Actual expenditure of R27600 for week 1)	R89 700,00	COM	The municipality experienced storm wind conditions on 11 May 2026, which led to the damage of several trees and infrastructure. A large number of tree fell in the roads, on electrical infrastructure, fences, parks and public spaces. The municipality prepared a fixed rate based document, and service providers that were capable to deliver the service were identified and approached to obtain quotations, for the emergency cutting and clearing of trees.	36(1)(a)(i) - Emergency

27-May-26	Wena Civils	Emergency cutting, clearing of trees in Swellendam (Actual expenditure of R16 200 for week 1)	R105 300,00	COM	The municipality experienced storm wind conditions on 11 May 2026, which led to the damage of several trees and infrastructure. A large number of tree fell in the roads, on electrical infrastructure, fences, parks and public spaces. The municipality prepared a fixed rate based document, and service providers that were capable to deliver the service were identified and approached to obtain quotations, for the emergency cutting and clearing of trees.	36(1)(a)(i) - Emergency
27-May-26	Julana General Services	Emergency cutting, clearing of trees in Swellendam (Actual expenditure of R19800 for week 1)	R85 800,00	COM	The municipality experienced storm wind conditions on 11 May 2026, which led to the damage of several trees and infrastructure. A large number of tree fell in the roads, on electrical infrastructure, fences, parks and public spaces. The municipality prepared a fixed rate based document, and service providers that were capable to deliver the service were identified and approached to obtain quotations, for the emergency cutting and clearing of trees.	36(1)(a)(i) - Emergency
27-May-26	Jerome February	Emergency cutting, clearing of trees in Swellendam (Actual expenditure of R6 900 for week 1)	R89 700,00	COM	The municipality experienced storm wind conditions on 11 May 2026, which led to the damage of several trees and infrastructure. A large number of tree fell in the roads, on electrical infrastructure, fences, parks and public spaces. The municipality prepared a fixed rate based document, and service providers that were capable to deliver the service were identified and approached to obtain quotations, for the emergency cutting and clearing of trees.	36(1)(a)(i) - Emergency
27-May-26	Tree Care t/a Cape Tree Services	Removing broken branches and balancing of 4 high trees to avoid future damage to property in De Mist Street	R38 600,00	COM	This is an emergency situation to remove broken branches in very high trees on the sidewalks in De Mist Street. The trees was damaged by the extreme winds on 11 May 2026. The cost estimate is above R30 000.00, which is a longer procurement process. The trees are too high for the municipal cherry picker truck and require a specialist with the required personnel expertise and equipment to bring down the damaged/unbalanced tree branches. The trees poses a significant risk to surrounding structures, fences. vehicles, and people.	36(1)(a)(i) - Emergency

28-May-26	Bloemhof Electrical	Provision of repairs on the Electrical infrastructure	R46 934,26	INF	Emergency repair work at Marlot was required by an electrical contractor, after the storm damage. Swellendam Municipality does not have the equipment to do the work and the electricity needed to be restored as soon as possible. Multiple suppliers were contacted and only Bloemhof Electrical was available to do the work.	36(1)(a)(i) - Emergency
27-May-26	Rina van der watt	Facilitation of emergency counselling sessions with employees with the electrical and parks sections who witnessed an incident where employees got injured while on duty	R8 583,00	MM	The deviation was necessitated by an unforeseen and urgent situation arising from a workplace incident in which employees were injured while performing their official duties. A number of employees who witnessed the incident were exposed to significant psychological trauma, thereby creating an immediate need for professional counselling and trauma debriefing services. Given the urgent nature of the circumstances, it was not reasonably practical to follow the prescribed competitive bidding process without compromising the health, safety and well-being of the affected employees. Any delay in the procurement of such services would have been detrimental and inconsistent with the employer's duty of care in terms of applicable labour and occupational health and safety obligations. Accordingly, the procurement of emergency counselling services was undertaken to ensure immediate intervention. This deviation was executed in order to safeguard the interests of the employees and the Municipality.	36(1)(a)(i) - Emergency
			R1 584 177,53			

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	-
3.	Desmond Prins	J. Francis	Daughter	Dept of Health	-
4.	Durcharme Consulting	L.Mbekeni	Wife	Department of Rural Development and Land Reform	R46 650
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	R100 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	R900
17.	Phillip Crafford T/A Crafford Blinds	J. Crafford	Wife	Swellendam Municipality	-
18.	RD Beukes	D. Beukes	Mother	Swellendam Municipality	R1 850
19.	Swellendam Bestuurskool (Pty) Ltd	R. Blauw	Son	Dept. of Education	R4 300
Total					R153 700

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: MAY 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						
<i>No gifts reported</i>						
Name of Department : Financial Services						
<i>No gifts reported</i>						
Name of Department : Infrastructure & Planning Services						
<i>No gifts reported</i>						
Name of Department : Community Services						
<i>No gifts reported</i>						

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: MAY 2026						
TENDER NUMBER	DESCRIPTION	AWARDED TO	COMPLAINANT	DATE RECEIVED	OUTCOME	OUTCOME DATE
SMQ63-25-26	Replacement Of Old Asbestos Pipeline With New Pvc Pipes In Suurbraak	Dynamic R Consultants (Pty) Ltd	Silver Solutions 3108 CC	2026/05/28	Resolved	2026/06/02

For all the objections stated above, the bidders did not pay the objection fees. This may be because the bidders realised that they do not have sufficient grounds to object.

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
Infrastructure Services	None	None
Community Services	None	None