



The Game changer of South Coast development

ITEM NO.

FINANCE AND BUDGET PORTFOLIO COMMITTEE

EXCO DELEGATED  
FOR NOTING  
OUT OF COMMITTEE

ACTING CHIEF FINANCIAL OFFICER  
V GQOBOKA  
N Mavundla  
8/1/5  
03 July 2024

SUPPLY CHAIN MANAGEMENT ANNUAL REPORT AS AT 30 JUNE 2023 IN THE  
2023/2024 FINANCIAL YEAR

1. ANNEXURES

Nil.

2. PURPOSE

To submit to the Committee, in accordance with Section 6(2) and section 6(3) of the Supply Chain Management Regulations, and the Supply Chain Management Policy, the Annual SCM Report on the implementation of the Supply Chain Management Policy.

3. DISCUSSION

In terms of Section 6(2) and section 6(3) of the Supply Chain Management Regulations it is stipulated that for the purpose of such oversight, the Accounting Officer must submit a report on the implementation of the Supply Chain Management to the Mayor within 30 days of each financial year.

General Reporting

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

*"The accounting officer of a municipality [and municipal entity] 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."*

In accordance with MFMA Circular No. 34 all awards above R100 000 were reported on their website and was done on a monthly basis.

### Supply Chain Management Processes

The implementation of the day-to-day procurement for goods and services below R30 000.00 was done on the MUNSOFT system. Ray Nkonyeni Municipality is using the mentioned financial management system. Reports listing all transactions and information for all procurement under R30 000.00 are compiled monthly by the SCM officials.

This program will keep track of the full process from the planning stage right through to the close out report of projects and service delivery, at any stage we will be able to track the progress and all source documents, calculations, cross reference, and reports will be electronically available.

Between R30 000.00 and R300 000.00 a mini tender process is followed, and a full Tender Register reflecting all relevant information is kept at the SCM Unit in Margate. Due to the lack of suitable venue and facilities, as well as the volume of this process, it is not possible to open all mini tenders in public. The Monthly Report to the Finance Portfolio of all awards within the "Mini tender" category is being done in accordance with Section 17 of the Supply Chain Management Regulations.

Open tenders with the value of R300 000.00 and above follow the 3 Bid Committee System; Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. The Committee members are appointed in writing by the Accounting Officer. The delegated authority of the Bid Adjudication has been set at R10 million. All bids above this threshold, and more than a period of one (01) year are referred to the Office of the Municipal Manager for final approval before implementation. Tenders remain the responsibility of the user Department from the inception right to the handover or closeout report.

The bidding documents are based upon the Standard Terms of Contract and bidding documents as supplied by National Treasury. Special conditions are approved as and when applicable. The PPPF Act thresholds and points allocation are applied where and how applicable. The 80/20 and 90/10 split applied to all contract values as stipulated in the PPPFA regulations.

### Supply Chain Management Policy

The SCM Policy was subjected to the process of review and adoption during the presentation of the Final Budget 2024-25 on the 24<sup>th</sup> May 2024 of Ray Nkonyeni Municipality.

### Preferential Procurement Policy

There have been amendments in the PPPFA regulations on the 14 December 2023 and the policy is on an implementation. The new PPPFA policy was adopted in February 2024, and it was further subjected to the process of review and tabling during the presentation of Draft Budget 2024-25 on the 24<sup>th</sup> March 2024 of Ray Nkonyeni Municipality together with other budget related policies for the adopted.

### Contract Management

A consolidated Contract Management Register is in place. These tie into all Supply Chain Management processes and the approved Procurement Plan. All Departments are responsible individually for their own Contract Register and is controlled by a master Register. The Procurement Plan was also compiled and in place. This process of closely monitoring the procurement plan has ensured better utilization of capital funding, which has been a contentious issue over the past few years.

### Code of Ethics

All Supply Chain Management practitioners, as well as members of the three Bid Committees, are required to sign a Code of Ethics as approved by Council. The approved code is based upon the Code of Ethics of National Treasury. At all Bid Committee Meetings, the members must declare their interests as part of the standing rules and approved terms of reference of the Bid Committees. New Bid Committee members were appointed by the Municipal Manager due to resignations or withdrawals during the year. Training was called for and Provincial Treasury assisted in basic training for the Committee Members, and it will be on-going to ensure that the Committee members are always fully up to standard.

### Training and Competency

In accordance with the requirements of Section 8 of the SCM Regulations, as well as Section 83 of the MFMA, all SCM Practitioners must have a minimum level of competency, and the training of staff to meet the requirements is on-going. In SCM Senior Accountant and one (01) Procurement Officers has undergone the MFMP (Municipal Finance Management Programme) training. Manager SCM, Bid Committees members and all SCM staff personnel attended various trainings organized by Provincial Treasury to enhance our knowledge on changes affecting our SCM processes. We are organizing more training for our SCM Officials as we start the financial year.

### Database

The National Treasury introduced CSD (Central Supplier Database System), Ray Nkonyeni Municipality has been implementing the system with no further challenges this financial year.

#### 4. FINANCIAL IMPLICATION

None.

#### 5. PUBLIC RELATIONS IMPLICATIONS

None.

#### 6. COMMENTS BY THE MUNICIPAL MANAGER AND HEADS OF DEPARTMENT

##### 6.1 MUNICIPAL MANAGER

SUPPORTED / NOT SUPPORTED

7. RECOMMENDATION

7.1 THAT the report dated 03 July 2024, submitted by the Chief Financial Officer, regarding Supply Chain Management Annual Report for 2023/2024 30 June in the 2023/2024 Financial Year, be and is received and noted;


7.2 THAT the Supply Chain Management Annual Report for 2023/2024 Financial Year which is submitted forms part of compliance for Section 6(2)(a)(i) of the Supply Chain Management Regulations;

7.3 THAT the Supply Chain Management Annual Report for 2023/2024 Financial Year be submitted to the Finance & Budget Portfolio and Executive Committee; and

7.4 THAT the Supply Chain Management Annual Report for 2023/2024 Financial Year forms be part of SDBIP (Service Delivery Budget Implementation Plan), and be continuously reported Quarterly.

FOR NOTING

NDG/ncm/ml

  
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V GQOBOKA  
ACTING CHIEF FINANCIAL OFFICER

08/07/2024  
.....  
DATE