



**Implementation of the supply chain management policy of the
Emadlangeni Local Municipality**

(As per Section 6(1) (3) of the Municipal SCM Regulations)

SCM MONTHLY REPORT

December 2024

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1. Introduction

In terms of paragraph 6(3) of the Municipal Supply Chain Management Regulations, the council must maintain an oversight role over the implementation of the Municipal Supply Chain Management policy. The accounting officer must within 10 days of the end of each quarter, submit a report on the implementation of this policy to the mayor.

2. SCM Policy and procedures

2.1 Items for consideration in the policy review

All the items in the policy review should be considered.

2.2 Delegations

The delegations are in the SCM policy but there are no financial delegations.

2.3 Implementation of the procedure manual

SCM procedure manuals are in place.

3. Functioning of the SCM Unit

3.1 Declaration of interest by SCM personnel

- All SCM personnel have declared interest.

3.2 Adequacy of personnel within SCM

- The personnel is not adequate within the SCM Unit.

4. Functioning of bid committees

4.1 Bid committees constituted

- Bid committee are established as per SCM regulations.

4.2 Adequacy of Bid committees

- SCM bid committees are functioning.

4.3 Bid committees declarations

- Bid committees declare their interest before any bid committee meeting commences.

5. SECTION 114 DEVIATIONS

Section 114 of the MFMA permits the Accounting Officer to approve a tender “other than the one recommended through a normal procurement process “. The Accounting Officer is required to report such a deviation to the Auditor –General, the Provincial Treasury, and the National Treasury within 10 working days (in terms of Regulation 29(7) of the Municipal SCM Regulations, 2005), stating the reasons that necessitated such a decision.

DATE OF AWARD	CONTRACT DESCRIPTION (TO INCLUDE BID/QUOTATION NUMBER)	AWARD VALUE	BEC RECOMMENDATION	BAC RECOMMENDATION	REASON FOR DEVIATION	NOTIFICATIONS		
						A	G	PT
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

6. REGULATION 36 DEVIATION

Regulation 36 of the Municipal SCM Regulations of 2005 permits the Accounting Officer to “dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process”. This would typically include urgent and emergency cases, single –source goods, and any other cases where it is impractical to follow normal SCM process. In the event of such a decision, the accounting officer is required to report this to the next Council meeting.

No.	DESCRIPTION (INCLUDING QUOTATION / BID NUMBER)	DATE OF AWARD	AWARDED TO	AWARD VALUE	REASON FOR DEVIATION	DATE REPORTED TO COUNCIL
1.	Carry out 1000 hour service for Grader BH 22 ZT ZN, ELB HIDROMEK MG460.	08/10/2024	ELB Equipment Holdings (Pty) Ltd	R 55 525.74	All municipal vehicles and machines are repaired and serviced from where they were initially bought, because the original dealers have the necessary parts and have good knowledge of their products. It is impractical to follow SCM	

					processes by obtaining a minimum of three quotations as per SCM policy because this is done to preserve the warranty & guarantee on the Grader.	
2.	Front passenger door panel beating repairs on NN 34841.	31/10/2024	Grand Auto Panel Beaters	R 8 337.50	An accident was reported that took place at the corner of Loop and Kantoor Street on the 22nd of February 2024. The municipal bakkie NP 200 (NUT 4474) was involved in a collision with Toyota Etios (NN 34841). It is impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this had to be attended as a strip and quote method.	
3.	Carry out 4000 hour service for NUT 4074, Bell TLB.	09/10/2024	Bell Equipment	R 31 713.48	All municipal vehicles and machines are repaired and serviced from where they were initially bought, because the original dealers have the necessary parts and have good knowledge of their products. It is impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this is done to preserve the warranty & guarantee on the TLB.	

4.	Supply and Fit Cutting edges (blades) for Bell Grader NUT 3952.	08/10/2024	Bell Equipment	R 27 240.90	All municipal vehicles and machines are repaired and serviced from where they were initially bought, because the original dealers have the necessary parts and have good knowledge of their products. It is impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this is done to preserve the warranty & guarantee on the Grader.	
5.	Supply and Fit Cutting edges (blades) for ELB Grader BH 22 HT ZN.	09/10/2024	ELB Equipment Holdings (Pty) Ltd	R 26 433.31	All municipal vehicles and machines are repaired and serviced from where they were initially bought, because the original dealers have the necessary parts and have good knowledge of their products. It is impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this is done to preserve the warranty & guarantee on the Grader.	
6.	Repairing wiring systems of Colt Bakkie NUT 4974.	22/08/2024	Utrecht Auto & General CC (UAG)	R 16 475.00	The Colt Bakkie NUT 4974 is having problems with the wiring system and needs repairs. When turning on the ignition, the dashboard doesn't display any lights and doesn't start. The battery terminals are fastened and secured tight to the battery, and we couldn't	

					find or identify any loose wires. It was impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this had to be a strip & quote method and a quotation for repairs (Strip and Quote) was sourced from Utrecht Auto & General.	
7.	Repairing of the leaking hydraulic pipe (TLB NUT 4074).	24/10/2024	Utrecht Auto & General CC (UAG)	R 1 650.00	The TLB burst the hydraulic hose while digging graves at the cemetery site and couldn't further proceed with digging. The hydraulic hose needed to be repaired urgently in order to proceed and complete the digging activity. The TLB was sent to a nearby service provider Utrecht Auto and General (UAG) for repairs. It was impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy.	
8.	Towing and repairs on the Municipal Electrical Bakkie NP 300 NUT 1919.	28/06/2024	Utrecht Auto & General CC (UAG)	R 8 370.00	On Monday 3rd of June 2024, the municipality vehicle NP300 NUT1919 experienced a breakdown. The artisan was conducting the fault faultfinding inspection on the Medium Voltage line when the vehicle broke front wheel suspension. The vehicle was towed and	

					taken to the nearest service provider for quotation because it had to be attended as a matter of emergency and in order for essential work to proceed. Therefore, it was impractical to follow SCM Processes.	
9.	Water Radiator Repairs on NUT 3119 Cherry Picker Truck.	18/07/2024	Utrecht Auto & General CC (UAG)	R 9 960.62	The Cherry Picker Truck experienced a break down. On Thursday 11 July 2024, the truck was taken to the nearest local service provider to do a strip and quote and to render all the necessary repairs because the truck is always needed to do essential work such as repairs on Medium Voltage and Low Voltage lines and also on replacing prepaid electrical meters on poles. It was impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this had to be attended as a matter of emergency.	
10.	Carry out 3750 hour service for NUT 3952, Bell Grader.	08/10/2024	Bell Equipment	R 13 911.79	All municipal vehicles and machines are repaired and serviced from where they were initially bought, because the original dealers have the necessary parts and have good knowledge of their products. It is impractical to follow SCM processes by obtaining a minimum of	

					three quotations as per SCM policy because this is done to preserve the warranty & guarantee on the Grader.	
11.	Supply and Fit Back and Front Tooth for Bell TLB NUT 4074.	09/10/2024	Bell Equipment	R 7 724.80	All municipal vehicles and machines are repaired and serviced from where they were initially bought, because the original dealers have the necessary parts and have good knowledge of their products. It is impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this is done to preserve the warranty & guarantee on the TLB.	
12.	Procuring 10 x Prepaid Electrical Meters.	21/11/2024	Conlog (Pty) Ltd	R 12 983.50	On Friday the 04th of October 2024, the electrical department has requested to procure single phase electrical meters due to a longer time to deliver from the appointed service provider of six weeks counting from 15 November 2024. Our current electrical infrastructure upgrade project requires immediate procurement of electrical meters to meet the project timeline of the 24th of November 2024. It was recommended that the electrical meters be purchased at Conlog (Pty) Ltd. This had to be attended as a matter of emergency to	

							meet the project timeline. Therefore, it was impractical to follow SCM processes.	
						TOTAL	R 220 326.64	

7. SECTION 32 APPOINTMENTS

Regulation 32 of the Municipal SCM Regulations of 2005 allows the Accounting Officer to procure goods or services for the municipality under a contract secured by another organ of state.

DATE OF AWARD	CONTRACT DESCRIPTION	AWARD VALUE	CONTRACT AWARDED TO	NAME OF DEPARTMENT/ MUNICIPALITY	CONSENT OBTAINED FROM BOTH ORGAN OF STATE AND SERVICE PROVIDER	REASON FOR DEVIATION
n/a	n/a	n/a	n/a	n/a	YES	
					NO	n/a

8. REGULATION 17(1)(c)(d) APPOINTMENT

8.1 The Municipal SCM Regulation 17(1)(c)(d); provide that a Supply Chain Management Policy must stipulate the conditions for the procurement of goods or services through formal written price quotations, which must include conditions stating:

- that if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer;
- that the Accounting Officer must record the names of the potential providers and their written quotations.

8.2 In compliance with the above-mentioned prescripts, request for quotations / invitation to quote for the required goods was advertised and received as per the table below:

No.	Description	Total number of days the RFQ was advertised	Number of price quotations or offers received	Awarded service provider	Amount
1.	Background Screening & Verification Checks	04	02	Gijima Holdings	R 2 390-00

9. Reports on unauthorized, irregular, fruitless and wasteful expenditure

Section 32(4) of the MFMA requires that the Accounting Officer "promptly" inform the Mayor, MEC for Local Government, and the Auditor-General of any unauthorized, irregular, and fruitless and wasteful expenditure that the municipality has incurred. Only Council can deal with these matters in the manner prescribed

No.	TYPE OF EXPENDITURE INCURRED	RECIPIENT OF THE PAYMENT	EXPENDITURE AMOUNT	REPORTING		DETAILED EXPLANATION OF THE EXPENDITURE	DEPARTMENT RESPONSIBLE
				MEC:COGTA	A- G		
1.	Irregular expenditure	FBL Trading Enterprise (Pty) Ltd	R 711 752.94	Yes		Security Services - (01/11/2024 - 30/11/2024). During the audit of supply chain management, it was noted that the preference points system was not used. As a result, it could not confirm whether the tenderer scoring the highest points was awarded. By not performing the point system, management could not assess if the other bidders would have quoted at cheaper or reasonable prices. In addition, the bid documents and advert stated that	Corporate

					<p>the tender will also be evaluated on the 80/20 point system and management did not do it when awarding the tender.</p>	
2.	Irregular expenditure	R 434 355.00	Yes		<p>Security Services - (01/11/2024 - 30/11/2024). During the audit of supply chain management, it was noted that the preference points system was not used. As a result, it could not confirm whether the tenderer scoring the highest points was awarded. By not performing the point system, management could not assess if the other bidders would have quoted at cheaper or reasonable prices. In addition, the bid documents and advert stated that the tender will also be evaluated on the 80/20 point system and management did not do it when awarding the tender.</p> <p>The variation order has exceeded the 15% threshold stipulated in MFMA Circular 62. The initial contract amount was R 4 385 916-00, and the variation order needs to amount to R 657 887-40 which will then add up to a new total contract value of R 5 043 803-40. According to MFMA circular No.62 "Contracts may be expanded or varied only by the Accounting Officer by not more than 20% for construction related goods, services and / or infrastructure projects and 15% for all other goods and/ or services of the original value of the contract. Therefore, the 15% threshold has been exceeded.</p>	Corporate
	Double Action Security and Training Academy					

3.	Irregular expenditure	FBL Trading Enterprise (Pty) Ltd	R 355 876.47	Yes	<p>Security Services - (01/11/2024 - 30/11/2024). During the audit of supply chain management, it was noted that the preference points system was not used. As a result, it could not confirm whether the tenderer scoring the highest points was awarded. By not performing the point system, management could not assess if the other bidders would have quoted at cheaper or reasonable prices. In addition, the bid documents and advert stated that the tender will also be evaluated on the 80/20 point system and management did not do it when awarding the tender.</p>	Corporate
4.	Irregular expenditure	Double Action Security and Training Academy	R 217 177.50	Yes	<p>Security Services - (01/11/2024 - 30/11/2024). During the audit of supply chain management, it was noted that the preference points system was not used. As a result, it could not confirm whether the tenderer scoring the highest points was awarded. By not performing the point system, management could not assess if the other bidders would have quoted at cheaper or reasonable prices. In addition, the bid documents and advert stated that the tender will also be evaluated on the 80/20 point system and management did not do it when awarding the tender.</p> <p>The variation order has exceeded the 15% threshold stipulated in MFMA Circular 62. The initial contract amount was R 4 385 916-00, and the variation order needs to</p>	Corporate

10.2 Top 10 suppliers by value of payment (bids and quotations)

NO.	SERVICE PROVIDER	AMOUNT	DATE OF PAYMENT
1.	Sipho Glad Construction and General Trading CC	R 2 488 962.77	19/12/2024 20/12/2024 28/11/2024
2.	Mlandomude (Pty) Ltd	R 1 907 561.48	04/12/2024 19/12/2024
3.	FBL Trading Enterprise	R 1 067 629.41	05/12/2024 12/12/2024 27/12/2024
4.	Mbogz Civils (Pty) Ltd	R 864 801.28	19/12/2024
5.	Double Action Security and Training Academy CC	R 651 532.50	05/12/2024 12/12/2024 27/12/2024
6.	Jabelu Plant & Logistics (Pty) Ltd	R 601 458.21	19/12/2024 19/12/2024
7.	Urban & Rural Construction (Pty) Ltd	R 559 443.29	19/12/2024
8.	Mdledle Incorporated	R 496 784.80	14/12/2024 17/12/2024 19/12/2024
9.	Goli Group (Pty) Ltd t/a Paper House	R 362 286.00	12/12/2024 14/12/2024 14/12/2024
10.	Abazingeli Civils (Pty) Ltd	R 216 259.66	19/12/2024

10.3 Top 10 suppliers by number of orders made

NO.	SERVICE PROVIDER	AMOUNT	NUMBER OF ORDERS
1.	Camelsa Consulting Group (Pty) Ltd	R 90 000.00	5
2.	Mldlele Incorporated	R 496 784.80	3
3.	Nompumelelo, Hadebe Inc	R 22 041.25	2
4.	Double Action Security and Training Academy CC	R 868 710.00	2
5.	FBL Trading Enterprise	R 1 423 505.88	2

11. Performance management

The Section 116 (2) (d) report is submitted by the relevant user departments on the management and performance on the appointed contractors whose contracts are still in progress.

NO.	BID REFERENCE NUMBER	NAME OF CONTRACTOR	DESCRIPTION OF CONTRACT	VALUE OF CONTRACT	PAYMENT S TO DATE	DATE OF PAYMENT	APPOINTMENT DATE	SUPPLIER PERFORMANCE ASSESSMENT / PERFORMANCE RATING					
								SUPPLIER PERFORMANCE ASSESSMENT REPORT COMPILED	Yes	No	Good	Fair	Poor
1.	MN03/2021-22	Konica Minolta South Africa	Leasing of printers for a period of 3 years.	575 692.92 (fixed amount) for 3 years	31 983.02 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51	31/10/2022 30/11/2022 30/12/2022 31/01/2023 28/02/2023 31/03/2023 28/04/2023 31/05/2023 30/06/2023 31/07/2023	31/05/2022	No	No	Not submitted	Good	Fair	Poor




14.	MN09/2018-19 (Turnkey)	Igoda Projects (Pty) Ltd	Blue Mountain Phase 3 Electrification	8 025 000.00	324 712.24 276 745.97	19/12/2024 19/12/2024	15/04/2024	Yes		Fair
15.	MN08/2023-24	Contour Technology (Pty) Ltd	Supply, Deliver & Installation of Multi-Utility Pre- paid Electricity Vending System for a period of 36 months	2.07% (VAT Inclusive) of Sales / Payments	16 228.58 15 338.94 15 689.58 15 248.46 15 307.52	06/09/2024 04/10/2024 04/10/2024 15/11/2024 14/12/2024	19/04/2024	Yes		Good
16.	MN19/2023-24	Iskhonyane Civils (Pty) Ltd	Construction of Barouw Access Road in Ward 5	4 227 117.68	208 329.98 645 855.53 2 080 132.65 286 599.26	27/09/2024 30/10/2024 29/11/2024 19/12/2024	29/08/2024	Yes		Fair
17.	MN13/2023-24	Amahlungu Civils (Pty) Ltd	Rehabilitation of Keerom Street in Ward 2	2 946 406.71	316 076.65 1 563 023.81	27/09/2024 05/11/2024	23/07/2024	No		Not submitted
18.	MN20/2023-24	Sipho Glad Construction and General Trading CC	Rehabilitation of Naude Street in Ward 2	5 172 103.31	418 773.11 423 305.17 454 950.60 380 316.40 1 500 000.00 608 646.38	27/09/2024 30/10/2024 29/11/2024 19/12/2024 20/12/2024 28/12/2024	29/08/2024	Yes		Fair
19.	MN17/2023-24	PK Financial Consultant CC	Regravelling of Milwane Access Road in Ward 6	2 204 672.36	838 701.90	27/09/2024	23/07/2024	No		Not submitted
20.	MN16/2023-24	Jambo Holdings (Pty) Ltd	Regravelling of Lenz Access Road in Ward 5	2 064 848.91	856 520.98 311 605.13 324 702.20	27/09/2024 01/11/2024 19/12/2024	16/08/2024	Yes		Fair
21.	MN18/2023-24	Mbogz Civils (Pty) Ltd	Construction of Emathangeni	3 994 506.19	904 387.70 1 408 875.48	27/09/2024 30/10/2024	16/08/2024	Yes		Fair

<p>1.</p>	<p>Some goods and services of a transaction value above R200 000 were procured without inviting competitive bids, as required by the Regulation 19(a) of the Municipal Supply Chain Regulations (SCM regulations). Deviations were approved by the accounting officer even though it was not impractical to invite competitive bids, in contravention of SCM regulation 36(1). Similar non-compliance was reported in the prior year. This non-compliance was identified in the procurement processes for various electrification projects.</p> <p>Some good and services procured under contracts secured by other organs of state were not procured in accordance with SCM regulation 32, as there were no demonstrable benefits and discounts for participating in these contracts.</p> <p>Some goods or services procured under contracts secured by other organs of state and the provider did not consent to such procurement in writing. This non-compliance was identified in the procurement processes for various electrification projects.</p> <p>Some goods and services procured under the contracts secured by other organs of state were not procured in accordance with SCM regulations 32, as the prices paid were not the same as the original contract. This non-compliance was</p>	<p>Auditor General</p>	<p>Management will ensure strict adherence to the SCM Policy and Regulations by ensuring that:</p> <ul style="list-style-type: none"> - For all bids above R200 000, competitive bidding is implemented. - Cost / benefit analyses will be conducted prior to the appointment of Regulations 32 contracts. - All Regulation 32 appointments will be supported by written consent obtained from the other organ of state, however management has no intention to enter into any regulation 32 contract. 	<p>Ongoing</p>	<p>The municipality has not entered into any Regulation 32 contract.</p>
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	<p>identified in the procurement process for various electrification projects.</p>				
	<p><u>INTERNAL AUDIT</u></p>		<p><u>Management responses:</u></p>		
<p>1.</p>	<p>Some goods and services of a transaction value above R200 000 were procured without inviting competitive bids, as required by the Regulation 19(a) of the Municipal Supply Chain Regulations (SCM regulations). Deviations were approved by the accounting officer even though it was not impractical to invite competitive bids, in contravention of SCM regulation 36(1). Similar non-compliance was reported in the prior year. This non-compliance was identified in the procurement processes for various electrification projects.</p>	<p>Internal Audit</p>	<p>All procurement must go through Supply Chain Management office. No procurement should be authorized where procurement processes were not followed. Seek advice from the SCM office on the necessary steps to be followed on procurement processes.</p>	<p>Ongoing</p>	<p>Currently the municipality has not procured any goods and services of a transaction value above R200 000 without inviting competitive bids, as required by the Regulation 19(a) of the Municipal Supply Chain Regulations (SCM regulations).</p>
<p>2.</p>	<p>1. Some good and services procured under contracts secured by other organs of state were not procured in accordance with SCM regulation 32, as there were no demonstrable benefits and discounts for participating in these contracts.</p>	<p>Internal Audit</p>	<p>SCM regulation 32 should be avoided at all times because of its strict conditions. Proper planning must be done for all procurement and requisitions must be submitted on time to allow all necessary steps for competitive bidding processes to be followed. Seek advice from the SCM office on the necessary steps to be followed on procurement processes.</p>	<p>Ongoing</p>	<p>The municipality has not entered into any Regulation 32 contract.</p>

	<p>2. Some goods or services procured under contracts secured by other organs of state and the provider did not consent to such procurement in writing. This non-compliance was identified in the procurement processes for various electrification projects.</p> <p>3. Some goods and services procured under the contracts were not procured in accordance with SCM regulations 32, as the prices paid were not the same as the original contract. This non-compliance was identified in the procurement process for various electrification projects.</p>				
	<p><u>Risk Management</u></p>		<p><u>Action plan to improve the management of the risk:</u></p>		
<p>1.</p>	<p>Poor implementation of Supply Chain Management processes:</p> <ol style="list-style-type: none"> 1. Increase in Irregular, Unauthorised, Fruitless and Wasteful expenditure. 2. Exceeding threshold for variation orders. 3. Compromised service delivery. <p>-Delays in implementation of projects.</p> <p>-Municipal performance targets might not be achieved</p>	<p>Risk Management</p>	<ol style="list-style-type: none"> 1. To submit inputs for the SCM Clerks position during the review processes of the municipal organogram. 2. To enforce the SCM policy and standard operating procedures, to review all transactions to ensure compliance. 3. To prepare and monitor the Procurement Plan on a quarterly basis and communicate progress to User Departments, and submit to the Provincial treasury. 5. To develop a schedule plan for the for bid committee sittings. 		<ol style="list-style-type: none"> 1. Inputs were submitted in regards of the SCM CLERKS position. SCM clerk position has been filled. 2. There is an existing SOP which is reviewed annually. 3. Procurement plan was consolidated and submitted to Provincial treasury. 4. Procurements plans are monitored and submitted to PT next quarter will be sent to user departments. 5. Schedule plan is part of the Procurement plan. 6. Contact register is in place and updated. Variations are being authorised by the accounting officer and monitored not to exceed stipulated threshold.

	-Underspending on allocated budget and subsequent withdrawal of grant funding.	Risk Management			
2.	<p>Financial Management: Unauthorised, Irregular, Fruitless and Wasteful Expenditure:</p> <ol style="list-style-type: none"> 1. Overspending on allocated budget. 2. Financial Loss. 3. Adverse Audit opinion. 3. Non Compliance with the provisions of the Municipal Finance Management Act. 		<ol style="list-style-type: none"> 1. To develop the unauthorised, irregular or fruitless and wasteful expenditure strategy and procedures. 2. Implementation of the unauthorised, irregular or fruitless and wasteful expenditure strategy and procedures. 3. Strict Budget monitoring controls - UIFWE will be supported by memorandum approved from the Accounting Officer 4. Strict implementation of the updated SCM policy - Procurement Plans - Adherence to provincial and national treasury circulars 5. MDB and MPAC to investigate and Implement consequence management which may include recovery or disciplinary action. 		<ol style="list-style-type: none"> 1. SCM unit is continuously monitoring budget for all requisitions. 2. SCM unit ensures that all processes are followed for all requisitions. 3. SCM unit ensures that SCM policy is followed and it is up to date and in line with the latest regulations and circulars. 4. Invoices are submitted on time for payments.

PREPARED BY SCM Practitioner	S.I Mpanza	REVIEWED BY SCM Manager	T.N.S Madondo	APPROVED BY CFO	P.P Sithole
SIGNATURE		SIGNATURE		SIGNATURE	
DATE	08/01/2025	DATE	13/01/2025	DATE	13/01/2025