



**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**

**October 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	NT	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.	Six (6) x 15 seater taxi to transport people from various Emadlangeni areas to the Gender Programme,	28/08/2024	Osizweni, Utrecht & Boundaries Taxi Association	R 17 500.00	A taxi is requested from the taxi association to transport people from the various Emadlangeni area and return trip. This is the only recognized taxi association under Amajuba district	

2.	to take place on the 30th of August 2024. Supply, delivery and installing of a 315kVA, 11kV – 415V Mini-substation with RMU.	08/10/2024	BKM Zone.28 Enterprises (PTY) LTD	R 309 608.75	for the requested routes. It is impractical to follow SCM processes. On Friday the 04th of October 2024, the municipality experienced electrical outage in 315 kVA, 11kV Mini-Substation at White City. The fault is affecting the consumers in the following Streets: Seligna, Pine, Palm, Tambotie, Imbua, Wattle and surrounding households. The artisan conducted the fault investigation with the intent to carry out repairs. The fault is the transformer in the Mini-substation short circuited to beyond repairs. The Municipality does not have 315kVA, 11kV Mini-substation as stores stock item. The urgent authorization instruction from the Municipal Manager is sought to urgently source a service provider which will supply, deliver and install a 315kVA, 11kV – 415V Mini-substation with RMU. This had to be attended as a matter of emergency to restore electricity power	
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	<p>3.</p> <p>Mini Substation White City</p> <ul style="list-style-type: none"> <li>- Transformer test including low voltage earth fault</li> <li>- Repaired burnt low voltage bushings and top up oil</li> <li>- Supply Scotch 23 X 2 rolls</li> </ul>	<p>18/10/2024</p>	<p>Fickelect (Pty) Ltd</p>	<p>R 5 880.00</p>	<p>supply to the affected customers. Therefore, it was impractical to follow SCM processes.</p> <p>On Monday 07 October 2024, the Municipality sought services from Fickelect PTY LTD to carry out immediate repairs on 11Kv/415V mini substation in White City.</p> <p>The service provider conducted the following:</p> <ul style="list-style-type: none"> <li>-Transformer test including low voltage earth fault</li> <li>-Repaired burnt low voltage bushings and top up oil</li> <li>-Supply Scotch 23 X 2 rolls</li> </ul> <p>This had to be attended as a matter of emergency to restore electricity power supply to the affected customers. Therefore, it was impractical to follow SCM processes.</p>	
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4.	Catering Service for the MSCOA Training Scheduled from the 9-10 September 2024.	09/09/2024	Old Parsonage Museum Utrecht	R 7 300.00	<p>The invite for the mscoa training was received on the 6th of September 2024 at 14H17 it was scheduled from the 9-10 September 2024. The Old Parsonage Museum is the lowest bidder, but it is not registered with Central Supplier Database. The Old Parsonage Museum is the nearest venue suitable to host the training as they include also the refreshments and were the lowest amongst other Service providers that we did request quotes from.</p> <p>For the cost containment we had to appoint Old Parsonage Museum as the lowest bidder even though it is not registered with Central Supplier Database.</p>	
5.	One (1) x 15 seater taxi to transport people from various Emadlangeni areas to the Disability Games at Osizweni , that is scheduled to take place on the 10th of October 2024.	08/10/2024	Osizweni, Utrecht & Boundaries Taxi Association	R 1 800.00	<p>One (1) x 15 seater taxi was requested from the taxi association to transport people with disability to the disability games from the various Emadlangeni areas and return trip. This is the only recognized taxi association under Amajuba district for the requested routes. It is impractical to follow SCM processes.</p>	

		<b>TOTAL</b>	<b>R 342 088.75</b>	
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**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.	Hiring 2 x Buses for Umkhosi Womhlanga from 13 - 15 September 2024	07 days	02	Transnat Coach Lines	R 34 000-00

### 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	CCG Systems	R 18 000.00	Yes		Virtual private server - September 2024. The contract has expired and the expansion has exceeded the 15% threshold stipulated in MFMA Circular 62.	Corporate
	<b>TOTAL</b>		<b>R 18 000.00</b>				

### 10. Spend Analysis

In order for the Council to have an oversight role the following information is supplied.

1. All bids awarded above R 100 000
2. Top 10 suppliers by value of contracts awarded
3. Top 10 suppliers by number of contracts awarded

### 10.1 Bids awarded – Above R 100 000

NO.	SERVICE PROVIDER	DESCRIPTION OF GOODS/SERVICE	CONTRACT AMOUNT
1.	Goli Group (Pty) Ltd t/a Paper House	Uniform for Municipal Employees	R 638 734.50
2.	BKM Zone 28 Enterprise (Pty) Ltd	Supply, delivery and installation of 11kV/415v Mini-Substation with RMU at White City	R 619 217.50
3.	SL and Property Managers (Pty) Ltd	Provision of Microsoft Office 365 Business Standard Licence for A Period Of 12 Months - For 100 Users	R 270 000.00

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

NO.	SERVICE PROVIDER	AMOUNT	DATE OF PAYMENT
1.	Urban and Rural Construction (Pty) Ltd	R 1 795 177.31	30/10/2024
2.	Mbogz Civils (Pty) Ltd	R 1 408 875.48	30/10/2024
3.	Mlandomude (Pty) Ltd	R 1 107 810.85	18/10/2024
4.	FBL Trading Enterprise	R 689 868.90	04/10/2024 16/10/2024
5.	Iskhonyane Civils (Pty) Ltd	R 645 855.53	30/10/2024
6.	Double Action Security and Training Academy CC	R 434 355.00	04/10/2024 16/10/2024
7.	Sipho Glad Construction and General Trading CC	R 423 305.17	30/10/2024
8.	BKM Zone 28 Enterprise (Pty) Ltd	R 309 608.75	18/10/2024
9.	Nompumelelo Hadebe Inc	R 139 491.25	04/10/2024
10.	BI Infrastructure Consultants	R 132 382.90	30/10/2024

### 10.3 Top 10 suppliers by number of orders made

NO.	SERVICE PROVIDER	AMOUNT	NUMBER OF ORDERS
1.	Camelsa Consulting Group (Pty) Ltd	R 57 107.50	5
2.	Bell Equipment	R 81 734.19	4
3.	Ayanda Mbanga Communications (Pty) Ltd	R 43 471.97	3
4.	Loma Business Enterprises (Pty) Ltd	R 44 850.00	3
5.	Amajuba Builders and Suppliers	R 32 340.00	2
6.	Authar Golden Enterprises (Pty) Ltd	R 31 035.00	2
7.	Osizweni, Utrecht & Boundaries Taxi Association	R 21 900.00	2
8.	Goli Group (Pty) Ltd t/a Paper House	R 640 514.30	2
9.	Double Action Security and Training Academy CC	R 868 710.00	2
10.	FBL Trading Enterprise	R 1 379 737.80	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	Good	Fair
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	31/10/2022 30/11/2022 30/12/2022 31/01/2023	31/05/2022	Yes No	Not submitted	



4.	Regulation 32	Gutakura Tradings (Pty) Ltd	Kaarpoort Electrification	2 645 188.90	12 833.33 12 833.33 12 833.33 12 833.33 12 833.33 12 833.33	07/06/2024 07/06/2024 07/06/2024 07/06/2024 28/06/2024 30/09/2024	Balance b / f 07/12/2022 05/07/2023 05/03/2024 05/09/2024	01/07/2022	No	Not submitted
5.	MN09/2018-19 (Turnkey)	NWS consulting engineering (Pty)Ltd	Kwa Ntaba Electrification	2 866 194.41	823 211.09 144 538.48 431 241.13 361 705.55	Balance b / f 29/04/2022 28/02/2022 06/05/2022	18/09/2022	No	Not submitted	
6.	MN09/2018-19 (Turnkey)	Afrilectrical Consulting Engineers (Pty) Ltd	Emadlangeni Phase 2 Electrification	10 057 000.00	1 383 098.89 2 134 906.70 2 118 670.57 3 169 436.71 433 262.29 866 946.00	20/07/2023 25/07/2023 28/08/2023 30/04/2024 24/05/2024 09/07/2024	17/04/2023	No	Not submitted	
7.	MN09/2018-19 (Turnkey)	Igoda Projects (Pty) Ltd	Blue Mountain Phase 2 Electrification	13 925 000.00	45 066.16 2 822 348.03 1 881 811.31 1 962 410.34 226 305.28 753 459.19 1 552 462.05 1 956 072.69 638 866.24 591 980.40 143 172.72 1 100 429.00 230 000.00	31/07/2023 31/07/2023 05/09/2023 19/12/2023 05/03/2024 05/03/2024 12/04/2024 07/05/2024 14/06/2024 10/07/2024 19/07/2024 26/07/2024 16/08/2024	17/04/2023	No	Not submitted	
8.	MN09/2022-23	SDM Asset Management and	Appointment of Service Provider	1 852 389.54	410 385.14 83 724.23	20/09/2023 30/11/2023	10/08/2023	No	Not submitted	



12.	MN14/2022-23 (Panel)	Double Action Security	Security Services for Emadlangeni Local Municipality for a Period of 12 Months	4 385 916.00	378 174.51 378 174.51 378 174.51 665 677.50 689 868.90 344 934.45 344 934.45 317 820.00 317 820.00 434 355.00 434 355.00 217 177.50 217 177.50 217 177.50 217 177.50 217 177.50 217 177.50 217 177.50 434 355.00 434 335.00 217 177.50 217 177.50	28/06/2024 12/07/2024 16/07/2024 02/08/2024 04/09/2024 04/10/2024 16/10/2024 01/12/2023 22/12/2023 01/02/2024 01/03/2024 02/04/2024 05/04/2024 03/05/2024 15/05/2024 11/06/2024 28/06/2024 12/07/2024 16/07/2024 02/08/2024 04/09/2024 04/10/2024 16/10/2024	01/11/2023	No	Not submitted
13.	MN14/2023-24	Jabelu Plant and Logistics (Pty) Ltd	Regravelling of Vaalbank Access Road in Ward 3	2 289 194.60	603 415.72 849 811.51 120 049.44	29/08/2024 27/09/2024 30/10/2024	23/07/2024	No	Not submitted
14.	MN09/2018-19 (Turnkey)	Igoda Projects (Pty) Ltd	Blue Mountain Phase 3 Electrification	8 025 000.00	480 898.13 2 649 426.81	16/08/2024 22/08/2024	15/04/2024	No	Not submitted
15.	MN08/2023-24	Contour Technology (Pty) Ltd	Supply, Deliver & Installation of Multi-Utility Pre-paid Electricity Vending System	2.07% (VAT Inclusive) of Sales / Payments	16 228.58 15 338.94 15 689.58	06/09/2024 04/10/2024 04/10/2024	19/04/2024	No	Not submitted

16.	MN19/2023-24	Iskhonyane Civils (Pty) Ltd	for a period of 36 months	4 227 117.68	208 329.98 645 855.53	27/09/2024 30/10/2024	29/08/2024	No	Not submitted
17.	MN13/2023-24	Amahlungu Civils (Pty) Ltd	Rehabilitation of Keerom Street in Ward 2	2 946 406.71	316 076.65	27/09/2024	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	27/09/2024 30/10/2024	29/08/2024	No	Not submitted
19.	MN17/2023-24	PK Financial Consultant CC	Regraveling of Mlwane 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	Regraveling of Lenz Access Road in Ward 5	2 064 848.91	856 520.98	27/09/2024	16/08/2024	No	Not submitted
21.	MN18/2023-24	Mbogz Civils (Pty) Ltd	Construction of Emathangeni Access Road in Ward 3	3 994 506.19	904 387.70 1 408 875.48	27/09/2024 30/10/2024	16/08/2024	No	Not submitted
22.	MN15/2023-24	Mlandomude (Pty) Ltd	Regraveling of Reserve Access Road in Ward 4	3 458 262.62	1 107 810.85	18/10/2024	12/08/2024	No	Not submitted
23.	MN12/2023-24	Urban and Rural Construction (Pty) Ltd	Regraveling of Dorothea Access Road in Ward 1	3 092 615.08	1 795 177.31	30/10/2024	08/08/2024	No	Not submitted



## 12. Risk Management


From the audits done by the Auditor-General and Internal Audit and the Provincial assessment the following issues were noted which requires monitoring before the municipality is exposed.

NO.	ISSUE RAISED	ISSUE RAISED BY	PROPOSED ACTION TO ADDRESS ISSUE	DUE DATE	CURRENT STATUS ON REPORT DATE
1.	<p><b>Auditor General</b></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. 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</p>	Auditor General	<p>Management will ensure strict adherence to the SCM Policy and Regulations by ensuring that:</p> <ul style="list-style-type: none"> <li>- For all bids above R200 000, competitive bidding is implemented.</li> <li>- Cost / benefit analyses will be conducted prior to the appointment of Regulations 32 contracts.</li> <li>- 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.</li> </ul>	Ongoing	The municipality has not entered into any Regulation 32 contract.

	<p>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 identified in the procurement process for various electrification projects.</p>				
	<p><b><u>INTERNAL AUDIT</u></b></p>	<p>Internal Audit</p>	<p><b><u>Management responses:</u></b></p> <p>All procurement must go through Supply Chain Management office.</p> <p>No procurement should be authorized where procurement processes were not followed.</p> <p>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>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>				

2.	<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>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 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 identified in the procurement process for various electrification projects.</p>	Internal Audit	<p>SCM regulation 32 should be avoided at all times because of its strict conditions.</p> <p>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.</p> <p>Seek advice from the SCM office on the necessary steps to be followed on procurement processes.</p>	Ongoing	The municipality has not entered into any Regulation 32 contract.
1.	<p><b><u>Risk Management</u></b></p> <p>Poor implementation of Supply Chain Management processes:</p> <ol style="list-style-type: none"> <li>1. Increase in Irregular, Unauthorised, Fruitless and Wasteful expenditure.</li> <li>2. Exceeding threshold for variation orders.</li> <li>3. Compromised service delivery.</li> </ol>	Risk Management	<p><b><u>Action plan to improve the management of the risk:</u></b></p> <ol style="list-style-type: none"> <li>1. To submit inputs for the SCM Clerks position during the review processes of the municipal organogram.</li> <li>2. To enforce the SCM policy and standard operating procedures, to review all transactions to ensure compliance.</li> <li>3. To prepare and monitor the Procurement Plan on a quarterly basis and communicate progress to User Departments, and submit to the Provincial treasury.</li> </ol>		<ol style="list-style-type: none"> <li>1. Inputs were submitted in regards of the SCM CLERKS position.</li> <li>2. There is an existing SOP which is reviewed annually.</li> <li>3. Procurement plan was consolidated and submitted to Provincial treasury.</li> <li>4. Procurements plans are monitored and submitted to PT next quarter will be sent to user departments.</li> </ol>

	<p>-Delays in implementation of projects.</p> <p>-Municipal performance targets might not be achieved</p> <p>-Underspending on allocated budget and subsequent withdrawal of grant funding.</p>		<p>5. To develop a schedule plan for the for bid committee sittings.</p>		<p>5. Schedule plan is part of the Procurement plan.</p> <p>6. Contact register is in place and updated. Variations are being authorised by the accounting officer and monitored not to exceed stipulated threshold.</p>
<p>2.</p>	<p>Financial Management: Unauthorised, Irregular, Fruitless and Wasteful Expenditure:</p> <ol style="list-style-type: none"> <li>1. Overspending on allocated budget.</li> <li>2. Financial Loss.</li> <li>· Adverse Audit opinion.</li> <li>3. Non Compliance with the provisions of the Municipal Finance Management Act.</li> </ol>	<p><b>Risk Management</b></p>	<ol style="list-style-type: none"> <li>1. To develop the unauthorised, irregular or fruitless and wasteful expenditure strategy and procedures.</li> <li>2. Implementation of the unauthorised, irregular or fruitless and wasteful expenditure strategy and procedures.</li> <li>3. Strict Budget monitoring controls</li> <li>- UJFWE will be supported by memorandum approved from the Accounting Officer</li> <li>4. Strict implementation of the updated SCM policy</li> <li>- Procurement Plans</li> <li>- Adherence to provincial and national treasury circulars</li> <li>5. MDB and MPAC to investigate and Implement consequence management which may include recovery or disciplinary action.</li> </ol>		<ol style="list-style-type: none"> <li>1. SCM unit is continuously monitoring budget for all requisitions.</li> <li>2. SCM unit ensures that all processes are followed for all requisitions.</li> <li>3. SCM unit ensures that SCM policy is followed and it is up to date and in line with the latest regulations and circulars.</li> <li>4. Invoices are submitted on time for payments.</li> </ol>

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	07/11/2024	DATE	08/11/2024	DATE	08/11/2024

