

ITEM 10

BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE QUARTER ENDED 31 MARCH 2021

5/1

PURPOSE

The purpose of the report is to give feedback on the implementation of the Supply Chain Management policy for the quarter ended 31 March 2021.

BACKGROUND

The Municipal Supply Chain Regulations (promulgated in Government Gazette Number 27636 on 30 May 2005) states the following:

Oversight role of council of municipality:

Regulation 6(3) of the Municipal Supply Chain Regulations states:

“The Accounting Officer must within ten (10) days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Mayor of the municipality”

This report complies with Municipal Supply Chain Regulations as stated above by providing detailed compliance information in respect of compliance, progress, challenges and constraints in the implementation of the Supply Chain Management Policy

DISCUSSION

1. Review of the Supply Chain Management Policy

In terms of Section 111 of Municipal Finance Management Act (Act No. 56 of 2003) each municipality must have and implement Supply Chain Management Policy and the policy should be reviewed annually to ensure that it complies with the new legislative requirements.

As such West Rand District Municipality’s Supply Chain Management Policy was approved and adopted by council on 05 December 2011. Regulation 3(1) a, requires that the Accounting Officer review the SCM Policy at least once annually to ensure that it is aligned with the new legislative requirements. The policy was reviewed by council on the annual date the budget was adopted i.e. 29 June 2020.

2 **Supply Chain Management Units:**

Regulation 3 states the following:

- a. *Each municipality must establish a supply chain management unit to implement its supply chain management policy.*
- b. *A supply chain management unit must, where possible, operate under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of section 82 of the act (MFMA).*

The Supply Chain Management Unit in terms of the legislation is responsible for the following prescribed functions:

- Demand management;
- Acquisition management;
- Logistics management;
- Disposal management;
- Performance management; and
- Risk management.

3 **Supply Chain Processes**

Bid Committees

The following bid committees are established to allow for the smooth implementation of the competitive bidding process:

- ✓ Bid Specification Committee;
- ✓ Bid Evaluation Committee; and
- ✓ Bid Adjudication Committee

Members of all bid committees have been appointed by the Accounting Officer. These appointments of committee members will be reviewed annually by the Accounting Officer. Appointments of committee members were reviewed on 1 July 2020. Members were required to familiarize themselves with the roles and responsibilities of the Bid Committee Members as well as sign the SCM Code of Conduct. All tenders (procurement above R200 000) are dealt with by all the committees.

Demand Management

The system of demand management must allow for the analysis of proper needs, establishment of a supplier database, implementation of IDP projects and drafting of proper specifications. Circular 62 issued by National Treasury require that Municipalities develop a procurement plan for all procurement needs in excess R200, 000. The Procurement plan for the financial year 2020/2021 was approved on the 12 August 2020 .

Supplier Database

The database is reviewed on a quarterly basis. With effect from 1 July 2016, Municipalities and Municipal Entities must use the CSD supplier number starting with (MAAA) which is auto generated by the Central Database System after successful registration and validation of the prospective provider as mandatory requirement as part of listing criteria for accrediting prospective provider in line with Section 14(1) (b) of the Municipal Supply Chain Management Regulations. This is as per the requirements of the Municipal Supply Chain Management Regulation 14 and MFMA Circular No. 81. An invitation was sent out through national and local newspapers on the 24th June 2020 for existing and new prospective suppliers to update and register in the National Treasury Central Supplier Database and West Rand District Municipality Supplier database.

Acquisition Management

The system of acquisition must allow for compliance with all the ranges of procurement as legislated. The following are the ranges of procurement:

Procurement Process	Value
Petty Cash Purchases	Up to R2000 [VAT included]
Written Quotation	Over R2000 [VAT included] up to R10 000 [VAT included]
Formal Written Price Quotation	Over R10 000 [VAT included] up to R200 000 [VAT included]
Competitive Bidding	Over R200 000[VAT included] or Long Term Contracts

All procurement of goods and services irrespective of thresholds is centralized and performed by the supply chain management office.

Regulation 18(a) of the Municipal Supply Chain Regulations states that

all requirements in excess of R30 000 (VAT included) but not exceeding R200 000.00(VAT included) that are to be procured by means of formal written price quotations must be advertised for at least seven days on the website and an official notice board of the municipality or municipal entity.

Six (6) Formal Written Price Quotations were advertised in accordance with Regulation (18) (a) in the third quarter of the 2020/21 financial year. Attached as “**Annexure 1**” is the Formal Written Price Quotations report for the quarter ended 31 March 2021.

Two (2) tenders were advertised in the third quarter of the 2020/21 financial year Attached as “**Annexure 2**” is the Tender Status Quo Report for the quarter ended 31 March 2021

Deviations

Regulation 36 of the Municipal Supply Chain Regulations (promulgated in Government Gazette Number 27636 on 30 May 2005) allows for the Accounting Officer to dispense with SCM process under one of the following circumstances:

- (i) in an emergency;
- (ii) if such goods or services are produced or available from a single provider
- (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- (iv) acquisition of animals for zoos and/or nature and game reserves; or
- (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes.

No items or services were procured by means of Regulation 36 in the third quarter of the financial year 2020/21.

Period	Amount	
Third Quarter(01 January 2021 -31 March 2021)	R	0.00
TOTAL	R	0.00

Publication of Tender Results

Section 75(1) (g) of the Municipal Finance Management Act states that “*The Accounting Officer of a municipality must place on the website all supply chain management contracts above a prescribed value*”. All awards in excess of R200 000 are published on the municipal website.

Logistics Management

The Accounting Officer must implement an effective system of logistics management in order to provide for the setting of inventory levels, placing of orders, receiving and distribution of goods, stores and warehouse management, expediting orders, transport management, vendor performance, and maintenance and contract administration. The municipality has a store whereby the purchase orders and consumables are issued to departments.

The following consumables are kept at stores:

- a) Stationery;
- b) Cleaning materials;
- c) Toners and Cartridges; and
- d) Office Refreshments

The stock count was conducted as per the 2020/2021 SDBIP 3rd quarter requirements for this financial year, for the quarter ended 31 March 2021. Attached as “*Annexure 4*” is the outcome.

Disposal Management

The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets is subject to Section 14 of the Municipal Finance Management Act. No assets were disposed in the quarter under review.

Contract Management

Contract management function should be established within Supply chain Management Unit to deal with all the administrative tasks pertaining to the management of the contracts procured through Supply Chain Management processes. The contract management function is responsible for administration of contracts, compliance and monitoring performance and the termination process of contracts.

All approved contracts are registered in the Contract Management Register to monitor contract ending dates in order to commence with procurement strategy on time. Attached as “*Annexure 5*” is the Contract Register for 2020/2021.

LEGAL IMPLICATIONS

The report is compiled as required by Regulation 6 of the Municipal Supply Chain Regulations.

RECOMMENDATION THAT:

1. Cognisance is taken of Supply Chain Management Quarterly Report for the quarter 01 January 2021 to 31 March 2021.



WEST RAND DISTRICT MUNICIPALITY

SUPPLY CHAIN MANAGEMENT

TENDER STATUS QUO REPORT FOR 3RD QUARTER OF 2020/2021 FINANCIAL YEAR

QUARTER ENDING 31 MARCH 2021

NO	TENDER NO:	DESCRIPTION	BSC	DATE OF ADVERT	CLOSING DATE	BEC	BAC	APPOINTMENT DATE	TURN AROUND TIME	SERVICE PROVIDER	BID AMOUNT (VAT INCL)	COMMENTS
1	WR/FIN/06/20	Re-advert: Panel of service providers for servicing, maintenance and repairs of vehicles for a period of thirty six (36) months.	04/11/2020	04/01/2021	04/02/2021	-	-	-	-	-	-	The tender is at evaluation stage.
2	WR/CORP/01/20	The Design and Implementation of a Unique and Unified Enterprise Voice and Data Solution for The West Rand District Municipality for a Period of Twenty-Four (24) Months.	04/11/2020	04/01/2021	04/02/2021	17/02/2021	-	-	-	-	-	The tender is at adjudication stage

**WEST RAND DISTRICT MUNICIPALITY****SUPPLY CHAIN MANAGEMENT****DEVIATION REPORT FOR THE THIRD QUARTER ENDING 31 MARCH 2021**

No:	Date	Service Provider	Amount	Department	Commodity	Category	Reason for Deviation
D1/20-21	30/09/2020	Software One	R 500 650,20	Corporate Services	300 licenses for Microsoft Office 365	i	Emergency procurement to attend to crashed municipal server due to ageing infrastructure which led to non-functioning of emails.

N.B: The following represents the Categories of Deviation

- i Emergency**
- ii Sole Provider**
- iii Acquisition of special works of art or historical objects where specification are difficult to compile**
- iv Acquisition of animals for zoo**
- v Impractical to follow SCM Process**

STOCK TAKING REPORT

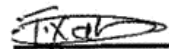
3rd QUARTER JANUARY- MARCH 2021

ITEM NO	DESCRTIPTION	QUANTITY PER MUNSOFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
300001	PAPER A4 WHITE	48	48	0	N/A
300003	BOOKS-SHORTHAND	14	14	0	N/A
300005	CD'S RECORDABLE	44	44	0	N/A
300007	CORRECTION TAPE	78	78	0	N/A
300008	CARTONS A4-COLOURED	3	3	0	N/A
300041	EXAM PAD A4	53	53	0	N/A
300042	ERASERS	20	20	0	N/A
300044	FILES-FOLDER	2025	2025	0	N/A
300045	HIGHLIGHTERS	31	31	0	N/A
300047	LEAD PENCIL .05	90	90	0	N/A
300048	MAGIC CLIP (BOX)	50	50	0	N/A
300049	MAGIC CLIP DISPENSER	56	56	0	N/A
300050	MARKER ARTLINE	191	191	0	N/A
300051	POCKET A4 (PACKET)	17	17	0	N/A
300054	PENS UNI BALL EYE FINE	251	251	0	N/A
300055	PENS UNI BALL EYE MEDIUM	225	225	0	N/A
300060	POST-IT NOTES 654	84	84	0	N/A
300063	PRESTIK	20	20	0	N/A
300064	PUNCH	5	5	0	N/A
300065	RULERS	67	67	0	N/A
300066	RUBBER BANDS (BOX)	34	34	0	N/A
300067	SCHMIDT REFILL P 900 F BLACK	43	43	0	N/A
300068	STAPLERS	18	18	0	N/A
300069	STAPLES (BOX)	40	40	0	N/A
300070	STAPLE REMOVER	27	27	0	N/A
300071	SCISSORS	25	25	0	N/A
300072	TELEROLLS	20	20	0	N/A
300073	WHITE BOARD MARKERS	102	102	0	N/A

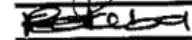
300074	WHITE BOARD ERASER	19	19	0	N/A
300075	PENS B/P PILOT BPS FINE RED	86	86	0	N/A
300076	PENS B/P PILOT BPS FINE BLUE	315	315	0	N/A
300077	ENVELOPES BOX 114 X 162	12	12	0	N/A
300078	ENVELOPES BOX 324 X 227	3	3	0	N/A
300079	ENVELOPES 110 X 220	17	17	0	N/A
300082	PAPER CLIPS GIANT	3	3	0	N/A
300084	INDEX TABS	82	82	0	N/A
300085	STAMP PAD INK 300ML	12	12	0	N/A
300087	RING REINFORCEMENTS PVC 250'S	25	25	0	N/A
300090	FILE FASTENER	5	5	0	N/A
300091	CALCULATOR RIBBON	11	11	0	N/A
300093	PICTURE MOUSE PADS	12	12	0	N/A
300094	TIDY FILES-ARCHIVE	645	645	0	N/A
300098	FILE DIVIDERS COLOURED	25	25	0	N/A
300099	LEVER ARCH FILES	60	60	0	N/A
300100	ENVELOPES A5 SELF SEAL BOX	12	12	0	N/A
300101	BOOK-MANUSCRIPT A5	188	188	0	N/A
300102	TIPPEX CORRECTION FLUID	111	111	0	N/A
300103	FLIPCHART PADS	6	6	0	N/A
300107	POST-IT FLAGS BANDERITAS	98	98	0	N/A
300110	ENVELOPES 110 X 220 WINDOW BOX	10	10	0	N/A
300112	PAPER A4 80GSM PINK	2	2	0	N/A
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8	8	0	N/A
300115	PAPER A4 80GSM MINT	1	1	0	N/A
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13	13	0	N/A
300124	DVD +R VERBATIM	88	88	0	N/A
300139	STRIPS A4 (L54/29701492) WHITE	29	29	0	N/A
300149	8 GB MEMORY STICK	5	5	0	N/A
300153	CASSETTE 90 MINUTES	25	25	0	N/A
300154	ENVELOPES A3	6	6	0	N/A
310005	BUCKET 25L	8	8	0	N/A
310007	DISHCLOTH	6	6	0	N/A
310009	DEO BLOCKS	6	6	0	N/A
310010	DISHWASHING LIQUID	27	27	0	N/A

310011	DISINFECTANT CLEANER	1	1	0	N/A
310015	FLOOR POLISH	13	13	0	N/A
310016	FURNITURE POLISH	27	27	0	N/A
310019	HANDY ANDY	18	18	0	N/A
310022	MUTTON CLOTH	10	10	0	N/A
310023	MOP LARGE	1	1	0	N/A
310027	REFUSE BAGS BLACK	2	2	0	N/A
310028	STEEL WOOL	17	17	0	N/A
310029	TOILETPAPER 48'S	10	10	0	N/A
310039	POT SCOURERS	40	40	0	N/A
310040	MULTI PURPOSE CLOTH	10	10	0	N/A
310041	BUCKET 10L	4	4	0	N/A
310043	SUNLIGHT SOAP	61	61	0	N/A
310044	HANDSOAP LUX	16	16	0	N/A
310045	TOILET DUCK	12	12	0	N/A
310046	WINDOW SQUEEGEE	29	29	0	N/A
310050	SWINGBIN BAGS KITCHEN	34	34	0	N/A
310055	RAGS 15KG	6	6	0	N/A
310067	TOILET BRUSH	23	23	0	N/A
BATCH 00034		5996	5996	0	

Team 1: Thandi Xaba
Itumeleng Malaka



Team 2: Niklaas Mofokeng
Katlego Rakuba



Sign Off: Goitsemodimo Mandona

Herman Sebelebele



West Rand District Municipality
3rd Quarter 31-Mar-21

Team 1: Thandi Xaba
Itumeleng Malaka

T. Xaba
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BATCH 00033
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 1 Count
300001	PAPER A4 WHITE	48
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	18
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	53
300042	ERASERS	20
300044	FILES-FOLDER	2 025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	251
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	20
300064	PUNCH	05
300065	RULERS	67
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	48
300068	STAPLERS	18
300069	STAPLES (BOX)	40
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	81
300076	PENS B/P PILOT BPS FINE BLUE	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	03
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	06
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	645

300098	FILE DIVEDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	98
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	02
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	05
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	06
310005	BUCKET 25L	08
310007	DISHCLOTH	06
310009	DEO BLOCK	06
310010	DISHWASHING LIQUID	27
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	27
310019	HANDY ANDY	18
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	10
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	34
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00033		

West Rand District Municipality
3rd Quarter 31-Mar-21

Team 1: Thandi Xaba
Itumeleng Malaka

~~Thandi Xaba~~
~~Itumeleng Malaka~~


BATCH 00033
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 1 Count
300001	PAPER A4 WHITE	48
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	53
300042	ERASERS	20
300044	FILES-FOLDER	2021
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	251
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	20
300064	PUNCH	5
300065	RULERS	67
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	18
300069	STAPLES (BOX)	40
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	645

300098	FILE DIVEDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	98
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	2
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	5
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	6
310010	DISHWASHING LIQUID	27
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	27
310019	HANDY ANDY	18
310022	MUTTON CLOTH	10
310023	MOP LARGE	1
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	10
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	34
310055	RAGS 15KG	6
310067	TOILET BRUSH	29
BATCH 00033		

West Rand District Municipality
3rd Quarter 31-Mar-21

Team 2: Niklaas Mofokeng
Katlego Rakuba



BATCH 00033
STOCK TAKING

ITEM NO	DESCRIPTION	Team 2 Count
300001	PAPER A4 WHITE	48
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	18
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	53
300042	ERASERS	20
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	251
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	20
300064	PUNCH	5
300065	RULERS	67
300066	RUBBER BANDS (BOX)	24
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	18
300069	STAPLES (BOX)	40
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	315
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300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
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300149	8 GB MEMORY STICK	5
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310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	6
310010	DISHWASHING LIQUID	27
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	27
310019	HANDY ANDY	18
310022	MUTTON CLOTH	10
310023	MOP LARGE	1
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	10
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	34
310055	RAGS 15KG	6
310067	TOILET BRUSH	23
BATCH 00033		

West Rand District Municipality
3rd Quarter 31-Mar-21

Team 2: Niklaas Mofokeng
Katlego Rakuba



BATCH 00033
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 2 Count
300001	PAPER A4 WHITE	48
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	53
300042	ERASERS	20
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	251
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	20
300064	PUNCH	5
300065	RULERS	67
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	18
300069	STAPLES (BOX)	40
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	645

300098	FILE DIVEDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	98
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	2
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	5
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	6
310010	DISHWASHING LIQUID	27
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	27
310019	HANDY ANDY	18
310022	MUTTON CLOTH	10
310023	MOP LARGE	1
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	10
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	34
310055	RAGS 15KG	6
310067	TOILET BRUSH	23
BATCH 00033		



WestRand District Municipality

Stock Valuation Report

User : LEARNERS
 Store Code : MC1 WestRand District Municipality
 Product Type : 10 STATIONERY & CLEANING MATERIAL
 Period : 202103
 Major Cat : S STATIONERY & CLEANING MATERIAL

Part No & Desc	Vch	Min QOH	Max Re-order	QOH	QOO	Pend Iss	Avg. Cost	Value
300001 PAPER A4 80GSM WHITE		.0000	200.0000	48.00	120.00	.00	365.22	17,530.43
300003 BOOKS - SHORTHAND		5.0000	100.0000	14.00	.00	.00	5.66	79.24
300005 CD'S RECORDABLE		.0000	50.0000	44.00	100.00	.00	16.00	704.00
300007 CORRECTION TAPE		.0000	50.0000	78.00	.00	.00	22.64	1,765.87
300008 CARTONS A4 - COLOURED		.0000	500.0000	3.00	.00	.00	.36	1.08
300041 EXAM PAD A4		.0000	200.0000	53.00	.00	.00	10.46	554.41
300042 ERASERS		.0000	50.0000	20.00	.00	.00	1.86	37.27
300044 FILES - FOLDER		.0000	500.0000	2025.00	.00	.00	1.85	3,748.88
300045 HIGHLIGHTERS		.0000	50.0000	31.00	.00	.00	3.91	121.21
300046 LEVER ARCH FILES		.0000	.0000	60.00	210.00	.00	34.78	2,086.96
300047 LEAD PENCIL .05		.0000	50.0000	90.00	10.00	.00	17.29	1,555.75
300048 MAGIC CLIPS (BOX)		.0000	30.0000	50.00	.00	.00	12.61	630.73
300049 MAGIC CLIP DISPENSERS		.0000	30.0000	56.00	.00	.00	15.70	879.16
300050 MARKER ARTLINE		.0000	122.0000	191.00	.00	.00	14.23	2,717.36
300051 POCKET A4 (PACKET)		.0000	20.0000	17.00	.00	.00	26.17	444.87
300054 PENS UNI BALL EYE FINE		.0000	144.0000	251.00	.00	.00	18.09	4,540.59
300055 PENS UNI BALL EYE MEDIUM		.0000	144.0000	225.00	.00	.00	17.61	3,962.25
300060 POST-IT NOTES		.0000	40.0000	84.00	.00	.00	9.95	835.98
300063 PRESTIK		.0000	15.0000	20.00	.00	.00	13.13	262.63
300064 PUNCH		.0000	5.0000	5.00	.00	.00	24.75	123.75
300065 RULERS		.0000	36.0000	67.00	.00	.00	1.59	106.53
300066 RUBBER BANDS (BOX)		.0000	20.0000	34.00	.00	.00	9.74	331.27
300067 SCHMIDT REFILL P 900 F BLACK		.0000	.0000	43.00	.00	.00	23.93	1,028.99
300068 STAPLERS		.0000	.0000	18.00	.00	.00	71.45	1,286.10
300069 STAPLES		.0000	20.0000	40.00	.00	.00	30.00	1,200.00
300070 STAPLE REMOVER		.0000	15.0000	27.00	.00	.00	4.40	118.80
300071 SCISSORS		.0000	20.0000	25.00	.00	.00	8.40	210.00
300072 TELEROLLS		.0000	10.0000	20.00	.00	.00	65.00	1,300.00
300073 WHITE BOARD MARKERS		.0000	24.0000	102.00	.00	.00	5.73	584.48
300074 WHITE BOARD ERASER		.0000	10.0000	19.00	.00	.00	8.02	152.37
300075 PENS B/P PILOT BPS FINE RED		.0000	24.0000	86.00	.00	.00	13.14	1,130.04
300076 PENS B/P PILOT BPS FINE BLUE		.0000	144.0000	315.00	.00	.00	11.83	3,727.84
300077 ENVELOPES 114 X 162		.0000	5.0000	12.00	.00	.00	84.93	1,019.14
300078 ENVELOPES BOX 324 X 227		.0000	5.0000	3.00	.00	.00	140.30	420.90
300079 ENVELOPES 110 X 220		.0000	5.0000	17.00	.00	.00	78.31	1,331.27
300082 PAPER CLIPS GIANT		.0000	10.0000	3.00	.00	.00	14.63	43.88
300084 INDEX TABS		.0000	20.0000	82.00	.00	.00	9.65	791.30
300085 STAMP PAD INK 30ML		.0000	5.0000	12.00	.00	.00	6.42	77.04
300087 RING REINFORCEMENTS PVC 250'S		.0000	10.0000	25.00	.00	.00	4.37	109.25
300090 FILE FASTENER		.0000	3.0000	5.00	.00	.00	10.89	54.45
300091 CALCULATOR RIBBON		.0000	5.0000	11.00	.00	.00	48.76	536.36
300093 PICTURE MOUSE PADS		.0000	5.0000	12.00	.00	.00	39.90	478.80

Page 2 of 2

300094	TIDY FILES - ARCHIVE	.0000	100.0000	645.00	.00	.00	5.18	3,341.10
300098	FILE DIVIDERS COLORED	.0000	15.0000	25.00	.00	.00	11.51	287.63
300100	ENVELOPES A5 SELF SEAL BOX	.0000	5.0000	12.00	.00	.00	145.57	1,746.78
300101	BOOK - MANUSCRIPT A5	.0000	50.0000	188.00	10.00	.00	11.30	2,125.25
300102	TIPPEX CORRECTION FLUID	.0000	30.0000	111.00	.00	.00	7.50	831.99
300103	FLIPCHART PADS	.0000	5.0000	6.00	2.00	.00	130.01	780.08
300107	POST-IT FLAGS BANDERITAS	.0000	10.0000	98.00	.00	.00	27.76	2,720.85
300110	ENVELOPES 110 X 220 WINDOW BOX	.0000	5.0000	10.00	.00	.00	82.96	829.60
300112	PAPER A4 80GSM PINK	.0000	5.0000	2.00	.00	.00	183.85	367.71
300114	FILE - QUOTATION (SOLID BACK,CLEAR FRONT	.0000	5.0000	8.00	.00	.00	4.26	34.08
300115	PAPER A4 80GSM MINT	.0000	5.0000	1.00	.00	.00	204.27	204.27
300116	PVC TRANSPARENT COVERS A4 (0.18MM)	.0000	5.0000	13.00	.00	.00	99.32	1,291.20
300124	DVD +R VERBATIM	.0000	20.0000	88.00	.00	.00	10.79	949.68
300139	BINDER STRIPS A4(L54/29701492)WHITE	.0000	5.0000	29.00	.00	.00	474.70	13,766.30
300149	8 GB MEMORY STICK	.0000	5.0000	5.00	10.00	.00	70.48	352.41
300153	CASSETTE 90 MINUTES	.0000	.0000	25.00	.00	.00	10.95	273.75
300154	ENVELOPES A3	.0000	5.0000	6.00	.00	.00	499.79	2,998.74
310005	BUCKETS 25L	.0000	5.0000	8.00	.00	.00	96.95	775.62
310007	DISHCLOTH	.0000	5.0000	6.00	.00	.00	12.34	74.04
310009	DEO BLOCKS	.0000	5.0000	6.00	.00	.00	270.00	1,620.00
310010	DISHWASHING LIQUID	.0000	50.0000	27.00	.00	.00	37.11	1,002.05
310011	DISINFECTANT CLEANER	.0000	50.0000	1.00	.00	.00	43.75	43.75
310015	FLOOR POLISH	.0000	10.0000	13.00	.00	.00	98.83	1,284.81
310016	FURNITURE POLISH	.0000	40.0000	27.00	.00	.00	40.00	1,080.00
310019	HANDY ANDY	.0000	50.0000	18.00	.00	.00	11.44	205.88
310022	MUTTON CLOTH	.0000	5.0000	10.00	.00	.00	24.11	241.07
310023	MOP LARGE	.0000	.0000	1.00	.00	.00	87.75	87.75
310027	REFUSE BAGS BLACK	.0000	50.0000	2.00	.00	.00	9.45	18.90
310028	STEEL WOOL	.0000	10.0000	17.00	.00	.00	18.23	309.91
310029	TOILETPAPER 48'S	.0000	50.0000	10.00	.00	.00	101.34	1,013.38
310039	POT SCOURERS	.0000	20.0000	40.00	.00	.00	7.23	289.34
310040	MULTI PURPOSE CLOTH	.0000	20.0000	10.00	.00	.00	31.75	317.55
310041	BUCKETS 10L	.0000	10.0000	4.00	.00	.00	24.92	99.66
310043	SUNLIGHT SOAP	.0000	20.0000	61.00	.00	.00	20.09	1,225.31
310044	HANDSOAP LUX	.0000	10.0000	16.00	.00	.00	10.94	175.04
310045	TOILET DUCK	.0000	50.0000	12.00	.00	.00	20.68	248.17
310046	WINDOW SQUEEGEE	.0000	5.0000	29.00	.00	.00	35.73	1,036.05
310050	SWINGBIN BAGS KITCHEN	.0000	50.0000	34.00	.00	.00	38.67	1,314.66
310055	RAGS 15KG	.0000	10.0000	6.00	.00	.00	88.75	532.49
310067	TOILET BRUSH	10.0000	10.0000	23.00	.00	.00	52.50	1,207.50
								0.00
TOTAL VALUATION								105,725.56



WEST RAND DISTRICT MUNICIPALITY

SUPPLY CHAIN MANAGEMENT

CONTRACT REGISTER OF 2020/2021 FINANCIAL YEAR

No	Contract No.	Name of Contractor	Description of Supply/Service	Date of award/Contract	Contract Start Date	Contract End Date	Contract Duration	Total Contract Value	Business Unit/ End-user	Project Manager	Telephone	Email Address
1	RT25/2016-NT Transversal Contract	MUNSOFT (Pty) Ltd	Mscosa Financial System	15-Aug-17	15-Aug-17	31-May-22	22 Months	As per Agreed Rates	Corporate Services	R Mokebe	(011) 411 5016	rmokebe@wrdm.gov.za
2	WR/FIN/06/18	FNB	Banking Services	09-Jul-18	01-Aug-18	31-Jul-23	60 Months	As per agreed Rates	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
3	WR/HSD/10/18	Gondwana Environmental Solutions (Pty) Ltd	Maintenance and Monitoring of Air Quality Stations for The West Rand District Municipality	21-Aug-18	01-Sep-18	31-Aug-21	36 Months	R 2 291 865,71	Health and Social Development and Environmental Management	M Zwane	(011) 411 5137	sramaele@wrdm.gov.za
4	WR/FIN/08/17	Zevoli 151 (Pty) Ltd t/a Nashua West rand	Supply and Delivering of Photocopy Machines and Digital Office Automation Equipment	06-Jul-17	2017-09-01	31-Aug-20	36 Months	R 3 766 569,12	Corporate Services	R Mokebe	(011) 411 5016	rmokebe@wrdm.gov.za
5	RT15/2016 - NT Transversal Contract	Vodacom (Pty) Ltd	Cellphone Services	01-Jan-18	01-Jan-18	30-Mar-21	38 Months	As Per Agreed Rates	Corporate Services	R Mokebe	(011) 411 5016	rmokebe@wrdm.gov.za

SUPPLY CHAIN MANAGEMENT

CONTRACT REGISTER OF 2020/2021 FINANCIAL YEAR

No	Contract No.	Name of Contractor	Description of Supply/Service	Date of award/Contract	Contract Start Date	Contract End Date	Contract Duration	Total Contract Value	Business Unit/ End-user	Project Manager	Telephone	Email Address
6	WR/CORP/08/18	1.Kunene Ramaphala Incorporated	Panel of Attorneys	31-Jul-18	04-Oct-18	03-Oct-21	36 Months	As per Agreed Rates	Corporate Services	R Mokebe	(011) 411 5016	rmokebe@wrdm.gov.za
		2.Ramushu Mashile Twala INC		31-Jul-18	04-Oct-18	03-Oct-21						
		3.Lizel Venter Attorneys		31-Jul-18	04-Oct-18	03-Oct-21						
		4.Phungo Incorporated		14-Aug-18	04-Oct-18	03-Oct-21						
		5.Lawrance Melato INC Attorneys		31-Jul-18	04-Oct-18	03-Oct-21						
		6. Thejane Attorneys		14-Aug-18	04-Oct-18	03-Oct-21						
		7.Kunene Maila Attorneys		14-Aug-18	04-Oct-18	03-Oct-21						
		8.Ismail and Dahya INC		14-Aug-18	04-Oct-18	03-Oct-21						
		9.Makhubela Attorneys2		14-Aug-18	04-Oct-18	03-Oct-21						

SUPPLY CHAIN MANAGEMENT

CONTRACT REGISTER OF 2020/2021 FINANCIAL YEAR

No	Contract No.	Name of Contractor	Description of Supply/Service	Date of award/Contract	Contract Start Date	Contract End Date	Contract Duration	Total Contract Value	Business Unit/ End-user	Project Manager	Telephone	Email Address
7	WR/PS/03/18	Sunday Kit Uniform Supplies	Supply and Delivery of Operational Uniform (Working Dress) For Public Safety (Rescue and Fire Services) for West Rand District Municipality	09-Jul-18	01-Aug-18	30-Jul-21	36 Months	As per Agreed Rates	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za
8	WR/RPR/02/19	Re-Solve/EAS JV	Operationalisation of RRAMS Programme onto WRDM System	20-Feb-20	01-Oct-20	31-Mar-22	18 Months	R2 961 480.00	Regional Planning, Re-industrialisation and Technical Services	D Govendor	(011) 411 5019	dgvender@wrdm.gov.za
9	WR/PS/02/2020	Mabotwane Security	Physical Security Services	28-Feb-20	01-Mar-20	28-Feb-23	36 Months	R 8 316 770.73	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za
10	WR/FIN/04/20	Fezi Auditors and Consultants and Opulentia JV	Insurance Services	30-Jun-20	01-Jul-20	30-Jul-23	36 Months	R 1 998 793.81(Annual premium)	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrd.gov.za
11	WR/FIN/05/20	Maximum Profit	VAT Review Engagement	03-Sep-20	01-Oct-20	30-Sep-23	36 Months	9.5% Commission	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrd.gov.za

SUPPLY CHAIN MANAGEMENT

CONTRACT REGISTER OF 2020/2021 FINANCIAL YEAR

No	Contract No.	Name of Contractor	Description of Supply/Service	Date of award/ Contract	Contract Start Date	Contract End Date	Contract Duration	Total Contract Value	Business Unit/ End-user	Project Manager	Telephone	Email Address
		Recovery (Pty) Ltd						on revenue collected				
12	WR/CORP/03/20	Hlapa International Communications Media Torgue and Events Ndabana Media Production Gauteng News J/V akotek	Advertising Agencies for the placement of Tender Advertisement in the print media on an as and when required basis for a period of not exceeding three (03) Years.	29-Oct-20	01-Dec-20	30-Nov-23	36 Months	N/A : Orders will be issued on the basis of the lowest quotation received from the panel as and when there is a need.	Corporate Services	R Mokebe	(011) 411 5016	rmokebe@wrdm.gov.za