

ITEM 24**BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE QUARTER ENDED 30 SEPTEMBER 2023****PURPOSE**

The purpose of the report is to give feedback on the implementation of the Supply Chain Management policy for the quarter ended 30 September 2023.

BACKGROUND

The Municipal Supply Chain Regulation 6(3) as promulgated in Government Gazette Number 27636 of 30 May 2005 provides as follows:

“The council of a municipality must maintain oversight over the implementation of its supply chain management policy. For the purpose of such oversight 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 enables Council to provide an oversight over the implementation of the supply chain management policy to ensure that it is within the ambit of the applicable legislation by providing a detailed information in respect of compliance, challenges and any constraints that are or may be encountered during the implementation of the Supply Chain Management Policy.

DISCUSSION**1. Review of the Supply Chain Management Policy**

In terms of Section 111 of the Local Government: Municipal Finance Management Act (Act No. 56 of 2003) each municipality must have and implement a Supply Chain Management Policy which gives effect to the provisions of Part 1 of Chapter 11 of the Act that deals with ‘Supply Chain Management’.

On 30 May 2005 the Municipal Supply Chain Management Regulations were promulgated. The West Rand District Municipality’s Supply Chain Management Policy was approved in terms of these regulations by Council on 05 December 2011.

Regulation 3(1)(b), requires the Accounting Officer to review the SCM Policy at least once annually to ensure that it is aligned with new legislative requirements. The West Rand District Municipality’s Supply Chain Management Policy was reviewed and adopted by council on the date the budget was approved i.e. 31 May 2023.

2 Supply Chain Management Unit:

Regulation 7 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.

2.1 Staff Complement

- Logistics and Disposal Officer.
- Demand and Acquisition Officer.
- Manager: SCM position is vacant since 01 August 2023.
- Two (02) Learners (Not permanent).

3 Supply Chain Management Processes

3.1 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. The Accounting Officer reviews the appointment of bid committee members on an annual basis, and the latest review was on 26 June 2023.

Bid Committees deal with procurement requirements in excess of R200 000. The following members have appointed to serve in the bid committees for the 2023/24 financial year.

Bid Specification Committee

OFFICIAL	CAPACITY
Acting Executive Manager: Public Safety	Chairperson
Manager: Budget, Treasury & Asset Management	Member
Manager: Water & Sanitation	Member
Manager: Health Services	Member
Manager: ICT	Member
Acting Coordinator: Contract Management & Compliance	Member

Bid Evaluation Committee

NAME OF OFFICIAL	CAPACITY
Executive Manager: Regional Planning & Re-Industrialisation	Chairperson
Manager: Human Settlement & Infrastructure	Member
Manager: Income & Expenditure Management	Member
Manager: Waste & Environmental Management	Member
Officer: Demand & Acquisition	Member

Bid Adjudication Committee

NAME OF OFFICIAL	COMMITTEE MEMBER
Chief Financial Officer	Chairperson
Executive Manager: Health & Social Development	Member
Acting Executive Manager: Public Safety	Member
Executive Manager: Corporate Services	Member
Manager: Regional Planning & Performance Management	Member
Acting Coordinator: Contract Management & Compliance	Member

3.2 Demand Management

The system of demand management allows for the proper analysis of needs, procurement planning, establishment of a credible suppliers database, and drafting of unbiased specifications.

3.2.1 Approval of Procurement Plan

The objective of the procurement plan is to assist with the planning for the procurement of goods, services or infrastructure projects in a proactive manner and to move away from merely reacting to purchasing requests.

MFMA Circular 62 requires municipalities to develop a procurement plan for all procurement needs in excess R200, 000. The Procurement plan for the

financial year 2023/2024 was approved on the **25/05/2023**. Attached as “**Annexure 1**” is the Approved Procurement Plan for 2023/24 Financial Year.

3.2.3 Supplier Database

The municipality maintains a list of accredited providers of goods and services on a Munsoft Financial System. The list is updated on a quarterly basis to include any new additional prospective providers.

The National Treasury requires all government institutions to procure goods and services from businesses that are registered on the Central Suppliers Database (CSD). The West Rand District Municipality therefore uses the CSD as part of the listing criteria for accrediting prospective providers in line with Regulation 14 of the Municipal Supply Chain Management Regulations.

The WRDM’s SCM policy requires the suppliers database to be reviewed on an annual basis and an invitation for listing as a prospective provider to be advertised at least once a year on newspapers commonly circulating locally, the municipal website and any appropriate other ways to reach out to interested potential suppliers. An invitation was sent out to existing suppliers to update their details, and to prospective suppliers to register on the Central Supplier Database and West Rand District Municipality Suppliers database. The following media platforms including the municipal website were used to invite suppliers:

Item	Newspaper	Date
1.	Sowetan	01/07/2023
2.	Randfontein Herald	05/07/2023
3.	Krugersdorp News	06/07/2023
4.	Carletonville Herald	07/07/2023

3.3. Acquisition Management

3.3.1 Range of procurement processes

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 (Three quotation System)	Over R2000 [VAT included] up to R30 000 [VAT included]
Formal Written Price Quotation	Over R3 0 000 [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.

3.3.1 To date, a total amount of **R16 668.43** was spent on Petty Cash transactions.

3.3.2 To date, a total amount of **R 252 142.76** has been awarded for transactions over R2000 up to R30 000. A detailed breakdown is attached as **Annexure 2**” to this report.

3.3.3 To date, a total amount of **R 377 016.20** has been awarded for transactions over R30 000 up to R200 000. Attached as **“Annexure 3”** is the outcome

3.3.4 No competitive bids were awarded in the first quarter of the 2023/24 financial year.

3.3.2 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.

3.3.3 Deviations

Regulation 36 of the Municipal Supply Chain Regulations allows for the Accounting Officer to dispense with SCM processes 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.

The Accounting Officer approved two (02) deviations amounting to **R 15 275.60** for the period ended 30 September 2023. The Deviation Register is attached herein as “Annexure 4”

Description	Period	Amount
Service Provider to repair Corporate Service’s damaged printer.	First Quarter (01 July 2023 – 30 September 2023)	R 7 275.60
South African Local Government Association (SALGA) is the sole provider that invited eight delegates to attend SALGA Provincial Member Assembly.	First Quarter (01 July 2023 – 30 September 2023)	R 8 000.00
	Total	R 15 275.60

3.4 Logistics Management

Logistics management is a key part of Supply Chain Management and primarily aims to control the movement and storage of materials and to process the associated transactions, including, receiving, safeguarding and issuing. The municipality has a store room where consumables are issued to departments.

The following consumables were kept at stores during the year under review:

Stationery;

Cleaning materials

The stock count was conducted as per the 2023/2024 SDBIP 1st quarter requirements for this financial year, for the quarter ended 30 September 2023. Attached as “Annexure 5” is the outcome of the Stock Count.

3.5 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.

3.6 Contract Management

Contract Management is the function within Supply Chain Management Unit that deals with all the administrative tasks pertaining to the management of the contracts procured through Supply Chain Management processes.

3.6.1 Supplier Performance Assessment

Section 116(2) of Local Government: Municipal Finance Management Act (No.56 of 2003) provides as follows:

The accounting officer of a municipality must-

- (a) *take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality is properly enforced;*
- (b) *monitor on a monthly basis the performance of the contractor under the contract or agreement;*
- (c) *establish capacity in the administration of the municipality-*
 - (i) *to assist the accounting officer in carrying out the duties set out in (a) and (b); and*
 - (ii) *to oversee the day-to-day management of the contract or agreement; and*
- (d) *regularly report to the council of the municipality, as may be appropriate, on the management of the contract or agreement and the performance of the contractor.*

The user departments are responsible for managing contracts in their respective departments in terms of the specifications and conditions contained in the approved contracts by means of the Supplier Evaluation Matrix which the municipality has developed, and on a quarterly basis report to SCM on the performance of their service providers. Attached as “**Annexure 6**” is a detailed Contract Performance Register for the fourth quarter of the 2023/24 financial year.

The table below provides a summary of the suppliers’ performance assessment:

Number of suppliers assessed.	Number of suppliers whose performance were above average.	Number of suppliers whose performance were average and below.
21	20	1

The following supplier were rated as below average:

- Sunday Kit Uniform Supplies – Below Average

The table below provides concerns raised by end users and improvement plans:

Supplier	Areas of concerns	Improvement plan
Sunday Kit Uniform Supplies	The company did not deliver the uniform as per the agreed date. Regular updates and feedback is non-existent from the service provider. Service provider does not revert to the municipality after enquiries.	Meeting to be set up with the service provider. Telephonic and electronic follow-ups done on a weekly basis.

3.6.2 Contract Register

All approved contracts awarded through SCM processes are registered in the Contract Management Register to monitor expenditure and contract ends dates in order to commence with procurement strategy on time. Attached as “Annexure 7” is the Contract Register for 2023/24.

LEGAL IMPLICATIONS

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

RECOMMENDATION THAT:

1. In terms of Regulation 6(3) of the Municipal Supply Chain Regulations, as promulgated in Government Gazette Number 27636 of 30 May 2005, cognizance be taken of the Supply Chain Management Report as at 30 September 2022, regarding the following:
 - Awards made for procurement needs up to R2000;
 - Awards made for procurement needs over R2000 up to R30 000
 - Awards made for procurement needs over R30 000 up to R200 000;
 - Stock taking report for the period as at 30 September 2023;
 - Contract management i.e. suppliers performance evaluation and the updated contract register

2. As required by Regulation 6(4) of the Municipal Supply Chain Regulations, promulgated in Government Gazette Number 27636 of 30 May 2005, the report be made public in terms of section 21A of the Municipal Systems Act.

APPROVED PROCUREMENT PLAN FOR 2023/24



SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF ADVERTISED COMPETITIVE BIDS (GOODS, WORKS AND / OR SERVICES IN EXCESS OF R200 000 INCLUDING ALL APPLICABLE TAXES) FOR THE 2023/24 FINANCIAL YEAR

NAME OF MUNICIPALITY / MUNICIPAL ENTITY	West Rand District Municipality
NAME OF ACCOUNTING OFFICER OR DELEGATED OFFICIAL	ME Koloi
SIGNATURE OF ACCOUNTING OFFICER / DELEGATED OFFICIAL	
DATE	25/5/23
TELEPHONE NUMBER	(011) 411 5021
EMAIL ADDRESS	azagopolo@wrdm.gov.za

NO.	NAME OF PROJECT	DESCRIPTION OF GOODS, WORKS AND / OR SERVICES	MUNICIPAL AREA / WARD	BUDGET ALLOCATION / SOURCE	ESTIMATED BUDGET VALUE	SOURCE OF FUNDING	ESTIMATED CONTRACT DURATION	ENVISAGED DATE OF ADVERT	ENVISAGED CLOSING DATE OF BID	ENVISAGED DATE OF AWARD	RESPONSIBLE OFFICE / END USER	IMPLEMENTATION
1	Msooa Financial System	Supply, installation and maintenance of MSCOA Compliant Financial System for a period of 60 months	N/A	Operational Budget	22 000 000,00	Equitable Share	5 years	2-Oct-23	3-Nov-23	15-Jan-24	Finance	Annual Budget
2	Municipal Building	Repairs of municipal building	N/A	Capital Budget	600 000,00	Equitable Share	Once off	1-Aug-23	1-Sep-23	31-Oct-23	Corporate Services	Annual Budget
3	Mobile Communications	Supply and delivery of Mobile Communications	N/A	Operational Budget	1 200 000,00	Equitable Share	2 years	1-Jul-23	1-Aug-23	20-Aug-23	Corporate Services	Annual Budget
4	Water Trailers	Supply and delivery of Water Trailers	N/A	Capital Budget	300 000,00	Other Grant	Once off	1-Aug-23	1-Sep-23	31-Oct-23	Public Safety	Annual Budget
5	107 Emergency Operation Centre	Repairs of 107 Emergency Operation Centre	N/A	Capital Budget	220 000,00	Other Grant	Once off	1-Aug-23	1-Sep-23	31-Oct-23	Public Safety	Annual Budget
6	Breathing Apparatus Compressor	Supply and Delivery of Breathing Apparatus Compressor	N/A	Capital Budget	500 000,00	Other Grant	Once off	15-Mar-23	17-Apr-23	28-Apr-23	Public Safety	Annual Budget
7	Protective Clothing	Supply and Delivery of Protective Clothing	N/A	Operational Budget	300 000,00	Other Grant	3 years	1-Aug-23	1-Sep-23	31-Oct-23	Public Safety & Health	Annual Budget
8	Panel of advertising agencies	Advertising Agencies for the placement of Advertisements in the print media on an as and when required basis for a period of not exceeding three (03) Years.	N/A	Capital Budget	300 000,00	Other Grant	3 years	1-Aug-23	1-Sep-23	31-Oct-23	Corporate Services	Annual Budget
9	Vehicle Tracking System	Supply, installation and monitoring of vehicle tracking system	N/A	Operational Budget	200 000,00	Other Grant	3 years	1-Jul-23	1-Aug-23	20-Aug-23	Finance	Annual Budget
10	Vehicle Repairs	Panel of Service Providers for Servicing, Maintenance and Repairs of Vehicles	N/A	Capital Budget	600 000,00	Other Grant	3 years	1-Apr-24	1-May-24	30-Jun-24	Finance	Annual Budget



DISTRICT MUNICIPALITY

DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 2

AWARDS OVER 2 000 – 30 000 FOR THE QUARTER ENDED 30 SEPTEMBER 2023: FINANCIAL YEAR 2023/24

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function Name	Location
3566	2023/09/01	Twananani Trading Enterprise	R3 335.00	Supply And Fit Size 245/75r/16c Tyre on Mahindra Pickup Reg:JW65FWGP	Finance: finance	Braamfontein
3563	2023/09/01	Twananani Trading Enterprise	R4 666.00	Brake Overhaul on Toyota Etios Reg: JP33GX GP	Finance: finance	Braamfontein
3562	2023/09/01	Twananani Trading Enterprise	R8 386.95	Clutch Overhaul On Toyota Etios Reg: JP33HJGP	Finance: finance	Braamfontein
3561	2023/09/01	Twananani Trading Enterprise	R4 551.70	60 000 Km Service On Toyota Etios Reg: JP33GXGP	Finance: finance	Braamfontein
3557	2023/08/18	Marce Projects Pty Ltd	R10 956.33	Complete Brake Overhaul on Mercedes Fire Engine Reg: KS06NMGP	Finance: finance	Centurion
3556	2023/08/18	Marce Projects Pty Ltd	R25 503.70	Repair Man Fire Truck Reg: CP66BLGP	Finance: finance	Centurion
3554	2023/08/18	Media Torque & Events	R26 768.09	Tender Advert	Finance: finance	Sandton
3552	2023/08/18	Ndabana Media Production	R25 896.85	Invitation To Register/Or Update Supplier Information On WRDM Supplier	Finance: finance	Germiston
3547	2023/08/16	Arch Actuarial Consulting Cc	19 205.00	Actuarial Valuation Employees Benefits Grap 25	Finance: finance	Cape Town
3546	2023/08/16	Munsoft	R18 794.27	Caseware Cloud Uncapped Storage	Finance: finance	Roodepoort
3544	2023/08/16	Apex Business Systems	R7 275.60	Maintenance Of Corporate Service Printer	Administrative and Corporate Support: Adm	Sandton

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function Name	Location
3543	2023/08/16	Sunday Kit Uniform Suppliers C	R19 186.50	PPE	Finance: Finance	Johannesburg
3542	2023/08/16	Technovet Solutions	R17 983.00	Supply And Delivery of Computer Equipment For Rams	Economic Development/Planning: West Rand	Roodepoort
3541	2023/08/16	Madisala Enterprise	R29 800.00	Fixing of Toilets At Wrdrn And Fire Stations	Administrative and Corporate Support: Cor	Randfontein
3539	2023/08/11	Twananani Trading Enterprise	R5 462.50	Supply And Fit Brake Caliper n Toyota Corolla Reg: JT13RY GP	Finance: Finance	Braamfontein
3538	2023/08/11	Marce Projects Pty Ltd	R17 183.77	Repair A Radiator And Clean Intercooler On Mercedes Atego Reg: WYK152G	Finance: Finance	Centurion
3537	2023/08/11	Twananani Trading Enterprise	R7 187.50	Call Out Starter Remove And Refit (Recon) On Iveco Truck Reg: FN63ZXGP	Finance: Finance	Braamfontein
TOTAL (VAT inclusive)			R 252 142.76			



DISTRICT MUNICIPALITY

DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 3

RFQ AWARDS REPORT FOR THE QUARTER ENDING 30 SEPTEMBER 2023

No	Description	Bid Number	Name of Service Provider	Date of Advert	Closing Date	Total Points Scored	Date of Award	Turn Around Time	Bid Amount (Vat Incl.)	Location
1.	Facilitator for The WRDM Strategic Planning Session.	WR/MM/01/2024	Vision Active Holdings (Pty) Ltd.	07/07/2023	17/07/2023	90 points	19/07/2023	03 days	R 138 460.00	Germiston
2.	Supply, Delivery and Provision of Support Services of Rural Roads Asset Management System Data Capture Software.	WR/RPED/03/2024	Michael David Pinto.	03/08/2023	15/08/2023	84 points	12/09/2023	20 days	R 98 500.00	Garsfontein
3.	Supply, Installation and Monitoring of vehicle tracking system for a period of three (3) years.	WR/FIN/07/2024	Ctrack Fleet Management Solutions (Pty) Ltd.	30/08/2023	08/09/2023	93 points	26/09/2023	12 days	R 140 056.20	Centurion
Total (VAT Incl.)									R 377 016.20	



WEST RAND

DISTRICT MUNICIPALITY



DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 4

DEVIATION REGISTER: FIRST QUARTER ENDING 30 SEPTEMBER 2023: FINANCIAL YEAR 2023/24							
No	Date	Service Provider	Amount	Department	Commodity	Category	Reason for Deviation
1.	16/08/2323	Apex Business Systems (Pty) Ltd.	R 7 275.60	Corporate Services.	Maintenance of Printing Machine.	v	Service Provider to repair Corporate Service's damaged printer.
2.	25/07/2023	SALGA	R 8 000.00	Municipal Manager's Office.	SALGA Provincial Member Assembly 2023.	v	South African Local Government Association (SALGA) is the sole provider that invited eight delegates to attend SALGA Provincial Member Assembly.
Total (VAT Incl.)			R 15 275.60				

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**



WEST RAND

DISTRICT MUNICIPALITY



DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 5

STOCK TAKING REPORT FOR THE QUARTER ENDED 30 SEPTEMBER

STOCK TAKING REPORT

1st QUARTER JULY- SEPTEMBER 2023

ITEM NO	DESCRTIPTION	QUANTITY PER MUNSOFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
300001	PAPER A4 80 GSM WHITE	14	14	0	N/A
300003	BOOKS-SHORTHAND	14	14	0	N/A
300004	BOOKS-COUNTER A4	8	8	0	N/A
300005	CD'S RECORDABLE	44	44	0	N/A
300007	CORRECTION TAPE	68	68	0	N/A
300041	EXAM PAD A4	27	27	0	N/A
300042	ERASERS	1	1	0	N/A
300044	FILES-FOLDER	1795	1795	0	N/A
300045	HIGHLIGHTERS	25	25	0	N/A
300045	LEVER ARCH FILES	3	3	0	N/A
300047	LEAD PENCIL .05	71	71	0	N/A
300048	MAGIC CLIP (BOX)	41	41	0	N/A
300049	MAGIC CLIP DISPENSER	49	49	0	N/A
300050	MARKER ARTLINE	157	157	0	N/A
300051	POCKET A4 (PACKET)	8	8	0	N/A
300052	BALLPOINT PENS MEDIUM	31	31	0	N/A
300054	PENS UNI BALL EYE FINE	95	95	0	N/A
300055	PENS UNI BALL EYE MEDIUM	116	116	0	N/A
300060	POST-IT NOTES 654	56	56	0	N/A
300064	PUNCH	48	48	0	N/A
300065	RULERS	48	48	0	N/A
300066	RUBBER BANDS	29	29	0	N/A
300067	SCHMIDT REFILL P 900 F BLACK	43	43	0	N/A
300069	STAPLES	17	17	0	N/A
300070	STAPLE REMOVER	19	19	0	N/A
300072	TELEROLLS	19	19	0	N/A
300073	WHITE BOARD MARKERS	82	82	0	N/A
300074	WHITE BOARD ERASER	14	14	0	N/A

300075	PENS B/P PILOT BPS FINE RED	2	2	0	N/A
300076	PENS B/P PILOT BPS FINE BLUE	298	298	0	N/A
300077	ENVELOPES BOX 114 X 162	12	12	0	N/A
300079	ENVELOPES 110 X 220	16	16	0	N/A
300084	INDEX TABS	82	82	0	N/A
300085	STAMP PAD INK 300ML	10	10	0	N/A
300087	RING REINFORCEMENTS PVC 250'S	25	25	0	N/A
300090	FILE FASTENER	25	25	0	N/A
300091	CALCULATOR RIBBON	11	11	0	N/A
300092	CUBE REFILLS COLOURED	43	43	0	N/A
300093	PICTURE MOUSE PADS	12	12	0	N/A
300094	TIDY FILES-ARCHIVE	545	545	0	N/A
300100	ENVELOPES A5 SELF SEAL BOX	12	12	0	N/A
300101	BOOK-MANUSCRIPT A5	133	133	0	N/A
300102	TIPPEX CORRECTION FLUID	92	92	0	N/A
300103	FLIPCHART PADS	6	6	0	N/A
300107	POST-IT FLAGS BANDERITAS	23	23	0	N/A
300110	ENVELOPES 110 X 220 WINDOW BOX	10	10	0	N/A
300112	PAPER A4 80GSM PINK	16	16	0	N/A
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8	8	0	N/A
300115	PAPER A4 80GSM MINT	12	12	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	MEMORY STICK	7	7	0	N/A
300153	CASSETTE 90 MINUTES	25	25	0	N/A
300154	ENVELOPES A3	5	5	0	N/A
310003	BROOM HARD	50	50	0	N/A
310004	BROOM SOFT	48	48	0	N/A
310005	BUCKET 25L	8	8	0	N/A
310007	DISHCLOTH	42	42	0	N/A
310009	DEO BLOCKS	40	40	0	N/A
310010	DISHWASHING LIQUID	66	66	0	N/A
310012	DOMESTOS	54	54	0	N/A
310013	DOOM	4	4	0	N/A

310016	FURNITURE POLISH	8	8	0	N/A
310019	HANDY ANDY	65	65	0	N/A
310022	MUTTON CLOTH	25	25	0	N/A
310027	REFUSE BAGS BLACK	33	33	0	N/A
310028	STEEL WOOL	13	13	0	N/A
310029	TOILETPAPER 48'S	34	34	0	N/A
310032	WASHING POWDER	31	31	0	N/A
310033	WINDOWLENE	6	6	0	N/A
310034	JAY'S FLUID	3	3	0	N/A
310037	SCOTCH BRITE	18	18	0	N/A
310038	GLOVES-CLEANING	20	20	0	N/A
310043	SUNLIGHT SOAP	43	43	0	N/A
310044	HANDSOAP LUX	1	1	0	N/A
310045	TOILET DUCK	72	72	0	N/A
310049	CARBRO KETTLE & STEAM IRON CLEANER	12	12	0	N/A
310050	SWINGBIN BAGS KITCHEN	24	24	0	N/A
310064	CARPET SHAMPOO	47	47	0	N/A
310065	MOP HOUSEHOLD	28	28	0	N/A
310067	TOILET BRUSH	5	5	0	N/A
	BATCH 00043	5302	5302	0	

Team 1: Sebongile Mkhonza
Tshepo Monyepao

Team 2: Itumeleng Malaka
Lieketseng Mosia

Sign Off: Goitsemodimo Mandona

S. Ramaele













West Rand District Municipality
1st Quarter 29-Sep-23

Team 1: Sebongile Mkhonza

Tshepo Monyepao




BATCH 00043
STOCK TAKING


ITEM NO	DESCRTIPTION	Team 1 Count
300001	PAPER A4 80 GSM WHITE	17
300003	BOOKS-SHORTHAND	14
300004	BOOKS - COUNTER A4	8
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	68
300041	EXAM PAD A4	27
300042	ERASERS	1
300044	FILES-FOLDER	1795
300045	HIGHLIGHTERS	25
300046	LEVER ARCH FILES	3
300047	LEAD PENCIL .05	71
300048	MAGIC CLIP (BOX)	41
300049	MAGIC CLIP DISPENSER	49
300050	MARKER ARTLINE	157
300051	POCKET A4 (PACKET)	8
300052	BALLPOINT PENS BIC MEDIUM	31
300054	PENS UNI BALL EYE FINE	95
300055	PENS UNI BALL EYE MEDIUM	116
300060	POST-IT NOTES 654	56
300064	PUNCH	48
300065	RULERS	48
300066	RUBBER BANDS	29
300067	SCHMIDT REFILL P 900 F BLACK	43
300069	STAPLES (BOX)	17
300070	STAPLE REMOVER	19
300072	TELEROLLS	19
300073	WHITE BOARD MARKERS	82
300074	WHITE BOARD ERASER	14
300075	PENS B/P PILOT BPS FINE RED	2
300076	PENS B/P PILOT BPS FINE BLUE	298
300077	ENVELOPES BOX 114 X 162	12
300079	ENVELOPES 110 X 220	16
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	10
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	25
300091	CALCULATOR RIBBON	11
300092	CUBE REFILLS COLOURED	43
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	545
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	133

300102	TIPPEX CORRECTION FLUID	92
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	23
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	16
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	12
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	7
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	5
310003	BROOM HARD	50
310004	BROOM SOFT	48
310005	BUCKET 25L	8
310007	DISHCLOTH	42
310009	DEO BLOCKS	40
310010	DISHWASHING LIQUID	66
310012	THICK BLEACH(DOMESTOS)	54
310016	FURNITURE POLISH(PLEDGE)	08
310019	HANDY ANDY	65
310022	MUTTON CLOTH	25
310027	REFUSE BAGS BLACK	33
310028	STEEL WOOL	13
310029	TOILETPAPER 48'S	34
310032	WASHING POWDER	31
310033	WINDOWLENE	6
310034	JAY'S FLUID	3
310037	SCOTCH BRITE	17
310038	GLOVES-CLEANING	20
310043	SUNLIGHT SOAP	43
310044	HANDSOAP LUX	1
310045	TOILET CLEANER	72
310049	CARBRO KETTLE & STEAM IRON CLEANER	12
310050	SWINGBIN BAGS KITCHEN	24
310064	CARPET SHAMPOO	47
310065	MOP HOUSEHOLD	28
310067	TOILET BRUSH	05
BATCH 00043		

West Rand District Municipality
1st Quarter 29-Sep-23

Team 1: Sebongile Mkhonza

Tshepo Monyepao




BATCH 00043
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 1 Count
300001	PAPER A4 80 GSM WHITE	14
300003	BOOKS-SHORTHAND	14
300004	BOOKS - COUNTER A4	8
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	68
300041	EXAM PAD A4	27
300042	ERASERS	1
300044	FILES-FOLDER	1795
300045	HIGHLIGHTERS	25
300046	LEVER ARCH FILES	3
300047	LEAD PENCIL .05	71
300048	MAGIC CLIP (BOX)	41
300049	MAGIC CLIP DISPENSER	49
300050	MARKER ARTLINE	157
300051	POCKET A4 (PACKET)	8
300052	BALLPOINT PENS BIC MEDIUM	31
300054	PENS UNI BALL EYE FINE	95
300055	PENS UNI BALL EYE MEDIUM	116
300060	POST-IT NOTES 654	56
300064	PUNCH	48
300065	RULERS	48
300066	RUBBER BANDS	29
300067	SCHMIDT REFILL P 900 F BLACK	43
300069	STAPLES (BOX)	17
300070	STAPLE REMOVER	19
300072	TELEROLLS	19
300073	WHITE BOARD MARKERS	82
300074	WHITE BOARD ERASER	14
300075	PENS B/P PILOT BPS FINE RED	2
300076	PENS B/P PILOT BPS FINE BLUE	298
300077	ENVELOPES BOX 114 X 162	12
300079	ENVELOPES 110 X 220	16
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	10
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	25
300091	CALCULATOR RIBBON	11
300092	CUBE REFILLS COLOURED	43
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	545
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	133

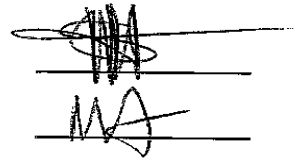
300102	TIPPEX CORRECTION FLUID	92
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	23
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	16
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	12
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	7
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	5
310003	BROOM HARD	50
310004	BROOM SOFT	48
310005	BUCKET 25L	8
310007	DISHCLOTH	42
310009	DEO BLOCKS	40
310010	DISHWASHING LIQUID	66
310012	THICK BLEACH(DOMESTOS)	54
310016	FURNITURE POLISH(PLEDGE)	08
310019	HANDY ANDY	65
310022	MUTTON CLOTH	25
310027	REFUSE BAGS BLACK	38
310028	STEEL WOOL	13
310029	TOILETPAPER 48'S	34
310032	WASHING POWDER	31
310033	WINDOWLENE	6
310034	JAY'S FLUID	3
310037	SCOTCH BRITE	17
310038	GLOVES-CLEANING	20
310043	SUNLIGHT SOAP	43
310044	HANDSOAP LUX	1
310045	TOILET CLEANER	72
310049	CARBRO KETTLE & STEAM IRON CLEANER	12
310050	SWINGBIN BAGS KITCHEN	24
310064	CARPET SHAMPOO	47
310065	MOP HOUSEHOLD	28
310067	TOILET BRUSH	05

BATCH 00043

West Rand District Municipality
1st Quarter 29-Sep-23

Team 2: Itumeleng Malaka

Lieketseng Mosia



BATCH 00043

STOCK TAKING

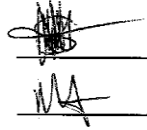
ITEM NO	DESCRTIPTION	Team 2 Count
300001	PAPER A4 80 GSM WHITE	14
300003	BOOKS-SHORTHAND	14
300004	BOOKS - COUNTER A4	8
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	68
300041	EXAM PAD A4	27
300042	ERASERS	1
300044	FILES-FOLDER	1795
300045	HIGHLIGHTERS	25
300046	LEVER ARCH FILES	3
300047	LEAD PENCIL .05	71
300048	MAGIC CLIP (BOX)	41
300049	MAGIC CLIP DISPENSER	49
300050	MARKER ARTLINE	157
300051	POCKET A4 (PACKET)	8
300052	BALLPOINT PENS BIC MEDIUM	31
300054	PENS UNI BALL EYE FINE	95
300055	PENS UNI BALL EYE MEDIUM	116
300060	POST-IT NOTES 654	56
300064	PUNCH	48
300065	RULERS	48
300066	RUBBER BANDS	29
300067	SCHMIDT REFILL P 900 F BLACK	43
300069	STAPLES (BOX)	17
300070	STAPLE REMOVER	19
300072	TELEROLLS	19
300073	WHITE BOARD MARKERS	82
300074	WHITE BOARD ERASER	14
300075	PENS B/P PILOT BPS FINE RED	2
300076	PENS B/P PILOT BPS FINE BLUE	298
300077	ENVELOPES BOX 114 X 162	12
300079	ENVELOPES 110 X 220	16
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	10
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	25
300091	CALCULATOR RIBBON	11
300092	CUBE REFILLS COLOURED	43
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	545
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	133

300102	TIPPEX CORRECTION FLUID	92
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	23
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	16
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	12
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	7
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	5
310003	BROOM HARD	50
310004	BROOM SOFT	48
310005	BUCKET 25L	8
310007	DISHCLOTH	42
310009	DEO BLOCKS	40
310010	DISHWASHING LIQUID	66
310012	THICK BLEACH(DOMESTOS)	54
310016	FURNITURE POLISH(PLEDGE)	08
310019	HANDY ANDY	65
310022	MUTTON CLOTH	25
310027	REFUSE BAGS BLACK	33
310028	STEEL WOOL	13
310029	TOILETPAPER 48'S	34
310032	WASHING POWDER	31
310033	WINDOWLENE	6
310034	JAY'S FLUID	3
310037	SCOTCH BRITE	17
310038	GLOVES-CLEANING	20
310043	SUNLIGHT SOAP	43
310044	HANDSOAP LUX	1
310045	TOILET CLEANER	72
310049	CARBRO KETTLE & STEAM IRON CLEANER	12
310050	SWINGBIN BAGS KITCHEN	24
310064	CARPET SHAMPOO	47
310065	MOP HOUSEHOLD	28
310067	TOILET BRUSH	5
BATCH 00043		

West Rand District Municipality
1st Quarter 29-Sep-23

Team 2: Itumeleng Malaka

Lieketseng Mosia



BATCH 00043
STOCK TAKING

ITEM NO	DESCRIPTION	Team 2 Count
300001	PAPER A4 80 GSM WHITE	14
300003	BOOKS-SHORTHAND	14
300004	BOOKS - COUNTER A4	8
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	68
300041	EXAM PAD A4	27
300042	ERASERS	1
300044	FILES-FOLDER	1795
300045	HIGHLIGHTERS	25
300046	LEVER ARCH FILES	3
300047	LEAD PENCIL .05	71
300048	MAGIC CLIP (BOX)	41
300049	MAGIC CLIP DISPENSER	49
300050	MARKER ARTLINE	157
300051	POCKET A4 (PACKET)	8
300052	BALLPOINT PENS BIC MEDIUM	31
300054	PENS UNI BALL EYE FINE	95
300055	PENS UNI BALL EYE MEDIUM	116
300060	POST-IT NOTES 654	56
300064	PUNCH	48
300065	RULERS	48
300066	RUBBER BANDS	29
300067	SCHMIDT REFILL P 900 F BLACK	43
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300070	STAPLE REMOVER	19
300072	TELEROLLS	19
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300075	PENS B/P PILOT BPS FINE RED	2
300076	PENS B/P PILOT BPS FINE BLUE	298
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300085	STAMP PAD INK 300ML	10
300087	RING REINFORCEMENTS PVC 250'S	25
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300091	CALCULATOR RIBBON	11
300092	CUBE REFILLS COLOURED	43
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	545
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	133

300102	TIPPEX CORRECTION FLUID	92
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	23
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	16
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	12
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	7
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	5
310003	BROOM HARD	50
310004	BROOM SOFT	48
310005	BUCKET 25L	8
310007	DISHCLOTH	42
310009	DEO BLOCKS	40
310010	DISHWASHING LIQUID	66
310012	THICK BLEACH(DOMESTOS)	54
310016	FURNITURE POLISH(PLEDGE)	08
310019	HANDY ANDY	65
310022	MUTTON CLOTH	25
310027	REFUSE BAGS BLACK	33
310028	STEEL WOOL	13
310029	TOILETPAPER 48'S	34
310032	WASHING POWDER	31
310033	WINDOWLENE	6
310034	JAY'S FLUID	3
310037	SCOTCH BRITE	17
310038	GLOVES-CLEANING	20
310043	SUNLIGHT SOAP	43
310044	HANDSOAP LUX	1
310045	TOILET CLEANER	72
310049	CARBRO KETTLE & STEAM IRON CLEANER	12
310050	SWINGBIN BAGS KITCHEN	24
310064	CARPET SHAMPOO	47
310065	MOP HOUSEHOLD	28
310067	TOILET BRUSH	05
BATCH 00043		

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300101	BOOK - MANUSCRIPT A5	.0000	50.0000	133.00	10.00	.00	11.30	1,503.50
300102	TIPPEX CORRECTION FLUID	.0000	30.0000	92.00	.00	.00	7.50	689.58
300103	FLIPCHART PADS	.0000	5.0000	6.00	2.00	.00	130.01	780.08
300107	POST-IT FLAGS BANDERITAS	.0000	10.0000	23.00	.00	.00	27.76	638.57
300110	ENVELOPES 110 X 220	.0000	5.0000	10.00	.00	.00	82.96	829.60
	WINDOW BOX							
300112	PAPER A4 80GSM PINK	.0000	5.0000	16.00	20.00	.00	480.00	7,680.00
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	12.00	20.00	.00	480.00	5,760.00
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	7.00	60.00	.00	157.13	1,099.93
300153	CASSETTE 90 MINUTES	.0000	.0000	25.00	.00	.00	10.95	273.75
300154	ENVELOPES A3	.0000	5.0000	5.00	.00	.00	499.79	2,498.95
310003	BROOM HARD	.0000	.0000	50.00	.00	.00	105.00	5,250.00
310004	BROOM SOFT	.0000	.0000	48.00	.00	.00	69.00	3,312.00
310005	BUCKETS 25L	.0000	5.0000	8.00	.00	.00	96.95	775.62
310007	DISHCLOTH	.0000	5.0000	42.00	.00	.00	90.00	3,780.00
310009	DEO BLOCKS	.0000	5.0000	40.00	.00	.00	264.33	10,573.14
310010	DISHWASHING LIQUID	.0000	50.0000	66.00	.00	.00	80.00	5,280.00
310012	DOMESTOS	.0000	.0000	54.00	.00	.00	80.00	4,320.00
310013	DOOM	.0000	.0000	4.00	.00	.00	45.00	180.00
310016	FURNITURE POLISH	200.0000	150.0000	8.00	.00	.00	215.00	1,720.00
310019	HANDY ANDY	.0000	50.0000	65.00	.00	.00	54.20	3,523.00
310022	MUTTON CLOTH	.0000	5.0000	25.00	.00	.00	54.78	1,369.42
310027	REFUSE BAGS BLACK	.0000	50.0000	33.00	.00	.00	150.00	4,950.00
310028	STEEL WOOL	.0000	10.0000	13.00	.00	.00	18.23	236.99
310029	TOILETPAPER 48'S	.0000	50.0000	34.00	.00	.00	210.00	7,140.00
310032	WASHING POWDER	.0000	.0000	31.00	.00	.00	72.00	2,232.07
310033	WINDOWLENE	.0000	.0000	6.00	.00	.00	83.47	500.81
310034	JAY'S FLUID	.0000	.0000	3.00	.00	.00	80.00	240.00
310037	SCOTCH BRITE	.0000	.0000	18.00	.00	.00	135.00	2,430.00
310038	GLOVES - CLEANING	.0000	.0000	20.00	.00	.00	185.58	3,711.54
310043	SUNLIGHT SOAP	.0000	20.0000	43.00	.00	.00	20.09	863.75
310044	HANDSOAP LUX	.0000	10.0000	1.00	.00	.00	10.94	10.94
310045	TOILET DUCK	.0000	50.0000	72.00	.00	.00	70.71	5,090.98
310049	CARBRO KETTLE & STEAM IRON CLEANER	.0000	.0000	12.00	.00	.00	26.00	312.00
310050	SWINGBIN BAGS KITCHEN	.0000	50.0000	24.00	.00	.00	160.63	3,855.06
310064	CARPET SHAMPOO	.0000	.0000	47.00	.00	.00	125.67	5,906.33
310065	MOP HOUSEHOLD	.0000	.0000	28.00	.00	.00	60.00	1,680.00
310067	TOILET BRUSH	10.0000	10.0000	5.00	.00	.00	52.50	262.50
								0.00
							TOTAL VALUATION	169,834.11



WEST RAND DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT

ANNEXURE 5

CONTRACT PERFORMANCE REGISTER EVALUATION MATRIX

SUPPLIER PERFORMANCE ASSESSMENT					
Performance area	Ranking				
Project management and control	<ul style="list-style-type: none"> ➤ Non-existent or inadequate project management ➤ No evidence of formal controls in place 	<ul style="list-style-type: none"> ➤ Simple project plan in place, no evidence of update/use 	<ul style="list-style-type: none"> ➤ Simple project plan in place but limited evidence of update/use 	<ul style="list-style-type: none"> ➤ Project manager has full ownership of project and team ➤ Formal project management process followed 	<ul style="list-style-type: none"> ➤ Full and accountable project management process ➤ Detailed and controlled processes
Score	1	2	3	4	5
Communications	<ul style="list-style-type: none"> ➤ Difficult to contact and obtain a response ➤ Evidence of poor internal communications ➤ Response regularly inadequate 	<ul style="list-style-type: none"> ➤ Regular communications but often inadequate ➤ Response to queries inconsistent ➤ Reactive 	<ul style="list-style-type: none"> ➤ Fairly rapid response to queries ➤ Generally complete responses, but often clarity required 	<ul style="list-style-type: none"> ➤ Effective communications and relationships ➤ Generally proactive and complete responses ➤ Little clarification required 	<ul style="list-style-type: none"> ➤ Excellent , open relationship ➤ Complete response to queries ➤ Pro-active and anticipates issues
Score	1	2	3	4	5
Flexibility	<ul style="list-style-type: none"> ➤ Inflexible and reliant on contract 	<ul style="list-style-type: none"> ➤ Some willingness to be flexible, but only short term 	<ul style="list-style-type: none"> ➤ Willingness to be flexible around project demands over medium term 	<ul style="list-style-type: none"> ➤ High degree of flexibility around project and contract matters 	<ul style="list-style-type: none"> ➤ Completely open and flexible – joint partnering arrangement focused on project
Score	1	2	3	4	5
Capability	<ul style="list-style-type: none"> ➤ Inadequate capability ➤ Consistently missing critical deadlines or milestones 	<ul style="list-style-type: none"> ➤ Poor capability ➤ Some missing of critical deadlines or milestones 	<ul style="list-style-type: none"> ➤ Satisfactory capability ➤ Almost no missing of critical milestones or deadlines 	<ul style="list-style-type: none"> ➤ Good capability ➤ No missing of critical milestones or deadlines 	<ul style="list-style-type: none"> ➤ Excellent capability ➤ No missing of any project milestones or deadlines ➤ Free of errors
Score	1	2	3	4	5
Delivery	<ul style="list-style-type: none"> ➤ Frequently capacity constrained resulting in significant schedule problems ➤ Expediting regularly required 	<ul style="list-style-type: none"> ➤ Some capacity constraints with some impact on schedule ➤ Some expediting required 	<ul style="list-style-type: none"> ➤ Generally unconstrained and able to meet schedule ➤ Limited required 	<ul style="list-style-type: none"> ➤ Regular deliveries on schedule ➤ Limited capacity to reschedule to meet project changes ➤ Little or no expediting required 	<ul style="list-style-type: none"> ➤ Established track record of deliveries ➤ Capacity to reschedule to meet project changes ➤ No expediting required
Score	1	2	3	4	5

EVALUATION MATRIX: 01 - 05 = NOT RECOMMENDED; 06 – 10 = POOR; 11 – 15 = AVERAGE; 16 – 20 = SATISFACTORY; 21- 25 EXCELLENT

No	Contract No.	Name of Contractor	Description	RESPONSIBLE DEPARTMENT	Supplier Performance Assessment Report Compiled		Supplier Performance Assessment /Performance Rating	Performance Acceptable or Not
					Yes	No		
1.	WRDM/FIN/10/17	MUNSOFT	MSCOA Financial System (FMS/PAYROLL/HR)	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable
3.	WR/CORP/08/18	Thejane Attorneys	Panel of Attorneys	Corporate Services	<input type="checkbox"/>		Not yet utilised	N/A
4.	WR/CORP/08/18	Lizel Venter Attorneys	Panel of Attorneys	Corporate Services	<input type="checkbox"/>		Not yet utilised	N/A
5.	WR/CORP/08/18	Madlhopa & Thenga Incorporated	Panel of Attorneys	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable
6.	WR/CORP/08/18	Phambane Mokone Incorporated Attorneys	Panel of Attorneys	Corporate Services	<input type="checkbox"/>		Not yet utilised	N/A
7.	RT3 2018-NT Transversal Contract	Apex	Supply, delivery, commissioning and maintenance of office automation equipment	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable
8.	WR/CORP/01/22	Rummymede Advisory & Consulting	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers , Laptops ,Keyboards, Mice ,Desktop Monitors VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors 15’6 and 14“ inch Laptop Carry Bags for a period of 3 years.	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable
9.	WR/CORP/01/22	Lehakwe Business Solution	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers , Laptops ,Keyboards, Mice ,Desktop Monitors VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable

No	Contract No.	Name of Contractor	Description	RESPONSIBLE DEPARTMENT	Supplier Performance Assessment Report Compiled		Supplier Performance Assessment /Performance Rating	Performance Acceptable or Not
					Yes	No		
			Chargers, Projectors 15'6 and 14" inch Laptop Carry Bags for a period of 3 years.					
10.	WR/CORP/01/22	Makteck Enterprise	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers, Laptops, Keyboards, Mice, Desktop Monitors, VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors 15'6 and 14" inch Laptop Carry Bags for a period of 3 years.	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable
11	WR/PS/02/20	Mabotwane Security	Rendering of security services.		<input type="checkbox"/>		21 (Excellent)	Acceptable
12	WR/FIN/06/18 (DAN)	FNB	Banking Services	Budget and Treasury	<input type="checkbox"/>		25 (Excellent)	Acceptable
13	WR/FIN/05/20 (DAN)	Maximum Profit Recovery (Pty) Ltd	VAT Review Engagement	Budget and Treasury	<input type="checkbox"/>		25 (Excellent)	Acceptable
14	WR/FIN/04/20 (DAN)	Fezi Auditors and Consultants (Pty) Ltd	Short term insurance cover	Budget and Treasury	<input type="checkbox"/>		23 (Acceptable)	Acceptable
15	WR/FIN/09/2020 (Dickson)	Track Mzansi (Pty) Ltd	Supply, Installation and Monitoring of Vehicle Tracking System for a Period of Three (3) Years for the West Rand District Municipality	Budget and Treasury	<input type="checkbox"/>		25 (Excellent)	Acceptable
16	WR/FIN/06/20	Twananani Trading Enterprise	Panel of service provider for Maintenance, Repairs and servicing.	Budget and Treasury	<input type="checkbox"/>		24 (Excellent)	Acceptable
17	WR/FIN/06/20	Rand WEST Break and Clutch	Panel of service provider for Maintenance, Repairs and Servicing.	Budget and Treasury	<input type="checkbox"/>		20 (Satisfactory)	Acceptable

No	Contract No.	Name of Contractor	Description	RESPONSIBLE DEPARTMENT	Supplier Performance Assessment Report Compiled		Supplier Performance Assessment /Performance Rating	Performance Acceptable or Not
					Yes	No		
18	WR/FIN/06/20	Marce Projects (Pty) Ltdc	Panel of Service Provider for Vehicle Maintenance, Repairs and Servicing.	Budget and Treasury	<input type="checkbox"/>		24 (Excellent)	Acceptable
19	WR/Fin/22	RCA and Company Inc	Condition Assessment on Both Immovable and Infrastructure Assets of WRDM and Ancillary Facilities for a period of 2 years	Budget and Treasury	<input type="checkbox"/>		25 (Excellent)	Acceptable
20	WR/MHSD/03/21 (Makhoba)	TVNB Manzi Funeral Parlour (Pty)Ltd	Provision of Pauper Burials Services	Health	<input type="checkbox"/>		21 (Excellent)	Acceptable
21	WR/PS/03/22 (Nico Kahts)	Sunday Kit Uniform Supplies	Company did not deliver as per agreed date. Regular updates and feedback is problematic from the service provider. Service Provider does not revert back after enquiries.	Public Safety	<input type="checkbox"/>		9 (Not Recommended)	Not Recommended



WEST RAND
DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT

ANNEXURE 6

CONTRACT REGISTER FOR THE QUARTER ENDED 30 SEPTEMBER 2023: FINANCIAL YEAR 2023/24

No	Contract No.	Name of Contractor	Description of Supply/Service	Date of Award	Contract Start Date	Contract End Date	Contract Duration	Total Contract Value	Business Unit/ End-user	Project Manager	Telephone	Email Address
1	WR/FIN/10/17	MUNSOFT (Pty) Ltd	Mscosa Financial System	2017-08-15	2017-08-15	2025-08-14	36 Months	As per Agreed Rates	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
2	WR/FIN/06/18	FNB	Banking Services	2018-07-09	2018-08-01	2023-07-31	60 Months	As per agreed Rates	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
3	WR/PS/02/2020	Mabotwane Security	Physical Security Services	2020-02-28	2020-03-01	2023-02-28	36 Months	R8 316 770.73	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za
4	WR/FIN/04/20	Fezi Auditors and Consultants and Opulentia JV	Insurance Services	2020-06-30	2020-07-01	2023-06-30	36 Months	R1 998 793.81(Annual premium)	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
5	WR/FIN/05/20	Maximum Profit Recovery (Pty) Ltd	VAT Review Engagement	2020-09-03	2020-10-01	2023-09-30	36 Months	9.5% Commission on revenue collected	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za

6	WR/FIN/09/2020	Ctrack Mzansi (Pty) Ltd	Supply, Installation and Tracking System for a Period of Three (3) Years for the West Rand District Municipality	22/07/2020	2020-10-02	2023-10-01	36 Months	R 163 505,80	Budget and Treasury	S Ramaele	(011) 411 5252	sramaele@wrdm.gov.za
7	WR/CORP/03/20	Media Torgue and Events	Advertising Agencies for the placement of Tender Advertisements in the print media on an as and when required basis for a period of not exceeding three (03) Years.	2020-10-29	2020-12-01	2023-11-30	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	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
		Ndabana Media Production										
		Gauteng News J/V akotek										
8	WR/FIN/06/20	Twananani Trading Enterprise Trading Enterprise t/a Bosch Braamfontein Auto Works	Panel of Service Providers for Servicing, Maintenance and Repairs of Vehicles	2021-06-17	2021-08-01	2024-07-31	36 Months	As per Agreed Rates	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
		Marce Projects (Pty) Ltd										
		Rand West Brake and Clutch										
9	RT15 2021	MTN(Pty)Ltd	Supply and delivery of mobile	2021-05-27	2021-09-01	2023-08-31	24 Months	R 1 852 748,00	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za

			communication services.									
10	WR/MHS/03/21	TVBN Manzi Funeral Palour	Provision of Pauper Burial Services for a Period of three (03) years	2021-09-06	2021-10-01	2024-09-30	36 Months	As per Agreed Rates	Health Services	T Makhoba	(011) 411 5168	tmakhoba@wrdm.gov.za
11	WR/CORP/04/21	Lizel Venter Attorneys	Panel of Attorneys	2021-09-06	2021-10-01	2024-09-30	36 Months	As per Agreed Rates	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
		Madlhopa & Thenga Incorporated										
		Phambane Mokone Incorporated Attorneys										
		Verveen Attorneys										
12	RT3 2018	Apex	Supply, delivery, commissioning and maintenance of office automation equipment	2021-09-15	2021-10-01	2024-09-30	36 Months	R 963 959,04	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
13	WR/PS/03/22	Sunday Kit Uniform Supplies CC.	Supply and delivery of operational uniform (working dress) and PPE (bunker gear) for public safety (rescue and fire services) for the west	2021-11-09	2022-01-01	2024-12-31	36 Months	As per Agreed Rates	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za

rand district municipality.

14

WR/CORP/01/22

Lehakwe Business Solution

Makteck Enterprise

Runnymede Advisory & Consulting

Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers, Laptops, Keyboards, Mice, Desktop Monitors, VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors, 15'6 and 14" inch Laptop Carry Bags for a period of 3 years.

2022-03-11

2022-03-14

2025-03-14

36 Months

Orders are issued on the basis of the lowest quotation received from the panel as and when there is a need.

Corporate Services

G Magole

(011) 411 5016

gmagole@wrdm.gov.za

15	WR/FIN/04/22	RCA and Company Inc.	Conditions Assessment on both Movable and Infrastructure Assets of West Rand District Municipality (WRDM) and Ancillary Facilities	2022-05-16	2022-05-18	2024-05-18	24 Months	R 1 311 000,00	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
16	WR/PS/10/22	Mabotwane Security	Physical Security Services	2023-03-01	2023-03-01	2026-02-28	36 Months	R 14 403 931.20	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za
17	WR/CORP/09/22	Software and Telecom Solutions	Appointment of a Service Provider for The Support and Maintenance of The WRDM and 107 Emergency Operations Center Mitel Phone Systems for a Period of Three (03) Years.	2023-03-23	2023-04-01	2026-03-31	36 Months	R 170 430,00	Corporate Services	K Tsoane	(011) 411 5061	ktsoane@wrdm.gov.za
18	WR/RPED/08/22	1. RSZ Engineers and Project Managers	Panel of Professional Civil Engineering Services for a Period of Three (03) Years.	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates	Regional Planning and Re-industrialisation	D Govender	(011) 411 5019	dgovender@wrdm.gov.za
		2. Project Intellects Consulting (Pty) Ltd		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		3. Sejagobe Engineering CC		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				

4. Sky High Consulting Engineers (Pty) Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
5. Mhiduve (Pty)Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
6. Zenkcon Engineers (Pty)Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
7. Epitome Consulting	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
8. Hlayeleni Consulting Engineers	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
9. Aes Consulting Engineers (Pty) Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
10. Aphane Consulting (Pty)Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
11. Limgroup Consulting Services	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
12. Bigen Africa Services (Pty) Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
13. Mzimbani Consulting Engineers (Pty) Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
14. Zutari (Pty) Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
15. Lihuzu Projects	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates
16. Hlanganani Engineers (Pty) Ltd	28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates

		17. Infra Consult Engineering Cc		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		18. IX Engineers (Pty) Ltd		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		19. T2-Tech Engineers (Pty) Ltd		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		20. SMEC South Africa		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		21. Civilchem Engineers Services		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		22. Nevhotalu Consulting Engineers (Pty) Ltd		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		23. MSW Project Management and Consulting Engineers (Pty) Ltd		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		24. Monde Consulting Engineers and Project Manager		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		25. Watson Consulting Engineers (Pty) Ltd		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
19	RT15-2021	Vodacom	Supply and delivery of mobile communication services.	27/06/2023	01/09/2023	31/08/2025	24 Months	R 2 197 488,24	Corporate Services	K Tsoane	(011) 411 5061	ktsoane@wrdm.gov.za

20	WR/FIN/11/23	Standard Bank	Provision of Banking Services for a period of five (05) years.	30/0/2023	01/08/2023	31/07/2028	60 Months	As per rates	Budget and Treasury	D Monamoli	(011) 411 5068	dmonamoli@wrdm.gov.za
21	WR/FIN/16/23	Sylver Lake Trading (Pty) Ltd. T/A Opuientia Financial Services	Provision of Insurance Services for a period of three (03) years.	30/06/2023	01/07/2023	30/06/2026	36 Months	R 1 509 922,00	Budget and Treasury	D Monamoli	(011) 411 5069	dmonamoli@wrdm.gov.za
22	WR/FIN/07/2024	Crack Fleet Management Solutions (Pty) Ltd.	Supply, Installation and Monitoring of vehicle tracking system for a period of three (3) years	26/09/2023	01/10/2023	30/09/2025	36 Months	R140 056,20	Fleet Management	D Raphulu	(011) 411 5042	draphulu@wrdm.gov.za