

ITEM

BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE QUARTER ENDED 31 DECEMBER 2023

PURPOSE

The purpose of the report is to give feedback on the implementation of the Supply Chain Management policy for the quarter ended 31 December 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.
- Coordinator: SCM position is vacant since 1 January 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
Officer: Logistics and Disposal	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
Acting Coordinator: Contract Management & Compliance	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
Officer: Logistics and Disposal	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 May 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 **R22 042.49** was spent on Petty Cash transactions.

3.3.2 To date, a total amount of **R 213 467.09** 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 438.583.80** has been awarded for transactions over R30 000 up to R200 000. Attached as **“Annexure 3”** is the outcome

3.3.4 To date, a total amount of **R 450 000.00** has been awarded for transactions over R200 000. Attached as **“Annexure 4”** is the outcome

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.

No deviation (s) were awarded in the second quarter of the 2023/24 financial year.

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 2nd quarter requirements for this financial year, for the quarter ended 31 December 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.
16	15	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



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA



WEST RAND
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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	asagooloi@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



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DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 2

AWARDS OVER 2 000 – 30 000 FOR THE QUARTER ENDED 31 DECEMBER 2023: FINANCIAL YEAR 2023/24

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function Name	Location
3592	2023/12/04	Makteck Enterprise (Pty) Ltd	R29,000.00	Laptop For Regional Planning And Re-Industrialization	Administrative and Corporate Support: Cor	Fourways
3593	2023/12/12	Twananani Trading Enterprise	R11,040.00	Supply + Fit 689c Batteries On Mercedes Fire Truck REG: FS05RHGP	Finance: finance	Braamfontein
3594	2023/12/12	Twananani Trading Enterprise	R11,040.00	Supply + Fit 689c Batteries On Mercedes Fire Truck REG: WYK158GP	Finance: finance	Braamfontein
3595	2023/12/12	Twananani Trading Enterprise	R11,143.50	Front & Rear Brake Pads; Rear Discs For Toyota Fortuner	Finance: finance	Braamfontein
3587	2023/11/30	Popsue Place	R25,875.00	Catering For HIV/AIDS Event	Health Services: HIV/Aids Projects 9314	Randfontein
3583	2023/11/17	Madisala Enterprise	R29,134.00	Supply And Delivery Of Personal Protective Equipment (PPE)And Environmental And Climate Change Awareness Materials	Health Services: Health Services	Randfontein
3579	2023/11/09	Marce Projects Pty Ltd	R11,836.47	Call Out For Engine Flush And Fill Up Engine Oil And Anti-Freeze On Mercedes Atego Reg No: BD68LPGP	Finance: finance	Centurion
3581	2023/11/17	Marce Projects Pty Ltd	R14,686.26	Clean And Repair Radiator On Mercedes Atego Reg: WYK152GP	Finance: finance	Centurion
3576	2023/11/09	Twananani Trading Enterprise	R3,254.50	75000km Service On Nissan Np200 Reg: JP 74 VK GP	Finance: finance	Braamfontein
3578	2023/11/09	Twananani Trading	R13,541.25	Supply A Battery And Electrical		

ANNEXURE 2

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function Name	Location
		Enterprise		Faults On Iveco Reg: FN 68 ZX GP	Finance: finance	Braamfontein
3572	2023/10/10	Lehakwe Business Solutions	R13,509.05	1 Laptop & 1 Laptop For EPWP DATA Capture	Administrative and Corporate Support: Adm	Pretoria
3567	2023/10/05	Marce Projects Pty Ltd	R14,580.00	Repair Intercooler On A Mercedes Atego REG NO: WYK152GP	Finance: Finance	Centurion
3568	2023/10/10	Marce Projects Pty Ltd	R16,512.56	Towing And Recovery Of A Fire Truck Reg No: WYK167GP From Muldersdrift	Finance: Finance	Centurion
3570	2023/10/10	Twananani Trading Enterprise	R5,060.00	Replace Wheel Bearing (Front) On Toyota Etios Reg: JP33FY GP	Finance: Finance	Braamfontein
3569	2023/10/10	Twananani Trading Enterprise	R3,254.50	60.000 KM Service On Nissan NP200 Reg:JP 74VL GP As Per Quote Attached	Finance: Finance	Braamfontein
Total (VAT inclusive)			<u>R213,467.09</u>			



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DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 3

RFQ AWARDS REPORT FOR THE QUARTER ENDED 31 DECEMBER 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.	Hosting and Enhancing the WRDM Website for a period of thirty six (36) Months.	WR/CORP/06/2024	CNetworks Consulting (Pty) Ltd.	04/09/2023	13/09/2023	90 points	09/10/2023	19 days	R86 733.00	Midrand
2.	Certificate: Municipal Financial Management (NQF Level 5).	WR/CORP/02/2024	Fachs Business Consulting & Training.	04/09/2023	13/09/2023	93 points	23/10/2023	29 days	R174 800.00	Midrand
3.	CIGFARO Annual Conference Travel Arrangements to Cape Town ICC	WR/FIN/27/2024.	Travel Daring Adventures (Pty) Ltd.	11/10/2023	19/10/2023	95 points	19/10/2023	01 day	R49 360.00	Centurion
4.	Supply and delivery of Stationery for WRDM	WR/FIN/28/2024	EZKA Tom Trading and Projects (Pty) Ltd	20/11/2023	29/11/2023	92 points	06/12/2023	06 days	R127 690.80	Westonaria
									Total (VAT Incl.)	<u>R438.583.80</u>



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DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 4

TENDER AWARDS REPORT FOR THE QUARTER ENDED 31 DECEMBER 2023

Tender No:	Description	Service Provider	Appointment Date	Contract Term	Bid Amount	Location
WR/PS/17/23	Supply and Delivery of Six (6) 2500l Water Trailers for West Rand District Municipality	Mafanisa A Trading CC	13/11/2023	Once-off	R450 000.00	Roodepoort

STOCK TAKING REPORT

2nd QUARTER OCTOBER- DECEMBER 2023

ITEM NO	DESCRTIPTION	QUANTITY PER MUNSOFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
300001	PAPER A4 80 GSM WHITE	150	150	0	N/A
300003	BOOKS-SHORTHAND	14	14	0	N/A
300004	BOOKS-COUNTER A4	50	50	0	N/A
300005	CD'S RECORDABLE	44	44	0	N/A
300007	CORRECTION TAPE	63	63	0	N/A
300041	EXAM PAD A4	25	25	0	N/A
300044	FILES-FOLDER	1795	1795	0	N/A
300045	HIGHLIGHTERS	21	21	0	N/A
300045	LEVER ARCH FILES	150	150	0	N/A
300047	LEAD PENCIL .05	71	71	0	N/A
300048	MAGIC CLIP (BOX)	39	39	0	N/A
300049	MAGIC CLIP DISPENSER	48	48	0	N/A
300050	MARKER ARTLINE	157	157	0	N/A
300051	POCKET A4 (PACKET)	7	7	0	N/A
300052	BALLPOINT PENS MEDIUM	100	100	0	N/A
300055	PENS UNI BALL EYE MEDIUM	87	87	0	N/A
300060	POST-IT NOTES 654	52	52	0	N/A
300062	PRITT	50	50	0	N/A
300064	PUNCH	42	42	0	N/A
300065	RULERS	41	41	0	N/A
300066	RUBBER BANDS	28	28	0	N/A
300067	SCHMIDT REFILL P 900 F BLACK	43	43	0	N/A
300068	STAPLERS	50	50	0	N/A
300069	STAPLES	6	6	0	N/A
300070	STAPLE REMOVER	16	16	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

ANNEXURE 5

300076	PENS B/P PILOT BPS FINE BLUE	294	294	0	N/A
300077	ENVELOPES BOX 114 X 162	12	12	0	N/A
300079	ENVELOPES 110 X 220	16	16	0	N/A
300082	PAPER CLIPS GIANT	50	50	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	11	11	0	N/A
300094	TIDY FILES-ARCHIVE	540	540	0	N/A
300098	FILE DIVIDERS COLOURED	100	100	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	89	89	0	N/A
300103	FLIPCHART PADS	6	6	0	N/A
300107	POST-IT FLAGS BANDERITAS	100	100	0	N/A
300110	ENVELOPES 110 X 220 WINDOW BOX	10	10	0	N/A
300112	PAPER A4 80GSM PINK	10	10	0	N/A
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8	8	0	N/A
300115	PAPER A4 80GSM MINT	5	5	0	N/A
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13	13	0	N/A
300121	PAPER A3 80G WHITE	10	10	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	50	50	0	N/A
300153	CASSETTE 90 MINUTES	25	25	0	N/A
300154	ENVELOPES A3	5	5	0	N/A
310003	BROOM HARD	20	20	0	N/A
310004	BROOM SOFT	11	11	0	N/A
310005	BUCKET 25L	3	3	0	N/A
310007	DISHCLOTH	19	19	0	N/A
310009	DEO BLOCKS	29	29	0	N/A
310010	DISHWASHING LIQUID	25	25	0	N/A

ANNEXURE 5

310012	DOMESTOS	13	13	0	N/A
310019	HANDY ANDY	24	24	0	N/A
310022	MUTTON CLOTH	25	25	0	N/A
310027	REFUSE BAGS BLACK	4	4	0	N/A
310032	WASHING POWDER	19	19	0	N/A
310034	JAY'S FLUID	3	3	0	N/A
310037	SCOTCH BRITE	7	7	0	N/A
310038	GLOVES-CLEANING	20	20	0	N/A
310043	SUNLIGHT SOAP	32	32	0	N/A
310045	TOILET DUCK	61	61	0	N/A
310049	CARBRO KETTLE & STEAM IRON CLEANER	12	12	0	N/A
310050	SWINGBIN BAGS KITCHEN	3	3	0	N/A
310064	CARPET SHAMPOO	36	36	0	N/A
310065	MOP HOUSEHOLD	17	17	0	N/A
310067	TOILET BRUSH	5	5	0	N/A
	BATCH 00044	5464	5464	0	

Team 1: Gaba Sekwenenyane
Tshepo Monyepao



Team 2: Fezekile Myolwa
Lieketseng Mosia



Sign Off: Goitsemodimo Mandona

S. Ramaele





WEST RAND
DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT

ANNEXURE 6

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

ANNEXURE 6

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"/>		25(Excellent)	Acceptable
5.	WR/CORP/08/18	Madlhopa & Thenga Incorporated	Panel of Attorneys	Corporate Services	<input type="checkbox"/>		20 (Satisfactory)	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	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable

ANNEXURE 6

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		
			a period of 3 years.					
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 Chargers, Projectors 15’6 and 14“ inch Laptop Carry Bags for a period of 3 years.	Corporate Services	<input type="checkbox"/>		25 (Excellent)	Acceptable
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/10/22	Mabotwane Security	Rendering of security services.		<input type="checkbox"/>		25(Excellent)	Acceptable
12	WR/FIN/09/2020 (Dickson)	Ctrack 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"/>		24(Excellent)	Acceptable
13	WR/FIN/06/20	Twananani Trading Enterprise	Panel of service provider for Maintenance, Repairs and servicing.	Budget and Treasury	<input type="checkbox"/>		23(Excellent)	Acceptable

ANNEXURE 6

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		
14	WR/FIN/06/20	Rand WEST Break and Clutch	Panel of service provider for Maintenance, Repairs and Servicing.	Budget and Treasury	<input type="checkbox"/>		22 (Excellent)	Acceptable
15	WR/FIN/06/20	Marce Projects (Pty) Ltdc	Panel of Service Provider for Vehicle Maintenance, Repairs and Servicing.	Budget and Treasury	<input type="checkbox"/>		22(Excellent)	Acceptable
16	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"/>		22(Excellent)	Acceptable
17	WR/MHSD/03/21 (Makhoba)	TVNB Manzi Funeral Parlour (Pty)Ltd	Provision of Pauper Burials Services	Health	<input type="checkbox"/>		24(Excellent)	Acceptable
18	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"/>		20(Satisfactory)	Acceptable
19	WR/FIN/16/23	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 3 Years	Corporate Services	<input type="checkbox"/>		25(Excellent)	Acceptable
20	RT15-2021	Vodacom	Supply and Delivery of Mobile Communication Services	Corporate Services	<input type="checkbox"/>		25(Excellent)	Acceptable
21	WR/FIN/11/23	Standard Bank	Provision of Banking Services	Finance	<input type="checkbox"/>		25(Excellent)	Acceptable

ANNEXURE 6

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		
22	WR/FIN/16/23	Opulentia Financial Services	Provision of Insurance Services	Finance	<input type="checkbox"/>		23(Excellent)	Acceptable



WEST RAND DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT

ANNEXURE 7

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	Msooa 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@wrmd.gov.za
2	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@wrmd.gov.za
		Marce Projects (Pty) Ltd										
		Rand West Brake and Clutch										
3	RT15 2021	MTN(Pty)Ltd	Supply and delivery of mobile communication services.	2021-05-27	2021-09-01	2023-08-31	24 Months	R 1 852 748,00	Corporate Services	G Magole	(011) 411 5016	gmagole@wrmd.gov.za

ANNEXURE 7

4	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
5	WR/CORP/04/21	Lizel Venter Attorneys Madlhopa & Thenga Incorporated Phambane Mokone Incorporated Attorneys Verveen 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
6	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
7	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 rand district municipality.	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

ANNEXURE 7

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
8	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
9	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

ANNEXURE 7

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
10	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
11	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

ANNEXURE 7

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
12	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. Hlayelemi Consulting Engineers		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				

ANNEXURE 7

		21. Civilchem Engineers Services		28/03/2023	01/04/2023	31/03/2026	36 Months	As per rates				
		22. Nevhuthalu 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				
13	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
14	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
15	WR/FIN/16/23	Sylver Lake Trading (Pty) Ltd. T/A Opulentia 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

ANNEXURE 7

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
16	WR/FIN/07/2024	Track 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