

**QUARTERLY REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY:
JULY 2025 TO SEPTEMBER 2025 (DIRECTOR: FINANCIAL SERVICES (CFO))**

Purpose of the report

To submit a report to the Executive Mayor for consideration regarding the implementation of the Langeberg Municipality's Supply Chain Management Policy for the first quarter of 2025/2026 financial year (01 July 2025 – 30 September 2025).

Background

Section 4 of the SCM Policy states as follows:

That Council must maintain oversight over the implementation of the Supply Chain Management Policy.
For the purpose of such oversight, the Accounting Officer must: -

- (a) **within 10 days after the end of each quarter, submit a report on the implementation of the Policy to the Executive Mayor;**
- (b) within 30 days after the end of the financial year, submit a report on the implementation of the Policy to the Council;
- (c) whenever there are serious and material problems in the implementation of the Policy, immediately submit a report to the Executive Mayor; and
- (d) make public the reports on the Policy in accordance with section 21A of the Systems Act.

1. Adoption of Policy

The SCM Policy was adopted by Council on 28 May 2025 for implementation in the 2025 / 2026 financial year.

2. Delegation

The following delegations were approved by the Municipal Manager and implemented:

- Delegations to do electronic transfers
- Delegations to sign purchase orders
- Delegations to approve requisitions

3. Sub-delegation

- (1) The Accounting Officer may in terms of section 79 of the Act sub-delegate any supply chain management powers and duties, including those delegated to the Accounting Officer in terms of this Policy, but any such sub-delegation must be consistent with legislation, this Policy and subparagraph (2) of this paragraph.
- (2) The power to make a final award with a transaction value: -
 - (a) above R10 000 000 may not be sub-delegated;
 - (b) of R300 000, but not exceeding R10 000 000, may be sub-delegated but only to a bid adjudication committee of which the chief financial officer is the chairperson and at least 3 (three) senior managers are members and present at the consideration and all are in favour of the award; and
 - (c) up to R300 000 may be sub-delegated to an official.
- (3) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated to make a final award in a competitive bidding process, otherwise than through the committee system provided for in paragraph 8 of this Policy.

4. Supply Chain Management Unit (SCM Unit)

The SCM Unit operates under the Finance Directorate, and the Manager: SCM reports directly to the Chief Financial Officer.

5. Range of Procurement processes

- (1) The procurement of goods and services will be procured as follow: -
- (a) petty cash purchases, up to a transaction value of R2 000 (VAT included);
 - (b) formal written price quotations for procurement of a transaction value over R2 000 up to R300 000 (VAT included);
 - i) 3 (three) formal written price quotations where the transaction value is between R2 000 to R30 000 (VAT included)
 - ii) that all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of regulation 17, be advertised for at least seven days on the website and an official notice board of the municipality;
 - (c) a competitive bidding process is required for: -
 - (i) procurement for transactions above a value of R300 000 (VAT included); and
 - (ii) the procurement of long-term contracts.
- (2) The Accounting Officer may in writing lower, but not increase the threshold values specified in (1) above.
- (3) Goods or services may not be split into parts or items of a lesser value to avoid complying with the requirements of this Policy.
- (4) When determining transaction values, the procurement of goods or services consisting of different parts or items must be treated and dealt with as a single transaction.

6. Bid Documents

The bid documents as prescribed by National Treasury include the *General Conditions of Contract*.

7. Bid Committee Structures

The following committees have been established:

- (i) A Bid Specification Committee
- (ii) A Bid Evaluation Committee
- (iii) A Bid Adjudication Committee

COMPOSITION OF COMMITTEES

- (i) **Bid Specification Committee** - The Accounting Officer appoints members to the Bid Specification Committee for each tender.

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Line Manager	Manager responsible for the function involved, will serve as Chairperson.
Ms L.J Jass-Holmes	Snr Practitioner: Supply Chain Management
Ms S. Higa	Practitioner: Supply Chain Management
When appropriate	External Specialist Advisor

The following table details the number of Bid Specification Committee meetings held for the quarter under review:

Bid Specification Committee	No. of Meetings	No. of Items	No. of Agendas
July 2025 - September 2025	24	28	24

(ii) **Bid Evaluation Committee** - The following members have been appointed by the Accounting Officer:

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Mr. TH Carstens	Manager: Human Resources(Chairperson)
Mrs. A. Swarts	Manager: IDP, Communication & PMS
Mr. U. Nakasa	Manager: Income Services
Ms. L. Deutchen	Practitioner: Supply Chain Management
Ms. O. Noble	Practitioner: Supply Chain Management
Secundi	
Ms P. Kana	Practitioner: Supply Chain Management

The following table details the number of Bid Evaluation Committee meetings held for the quarter under review.

Bid Evaluation Committee	No. of Meetings	No. of Items	No. of Agendas
July 2025 - September 2025	12	30	12

(iii) **Bid Adjudication Committee** – The following members have been appointed by the Accounting:

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Mr. A. Mati	Chief Financial Officer (Chairperson)
Mr. A.W.J. Everson	Director: Corporate Services
Ms. C.O. Matthys	Director: Strategy & Social Development
Mr. M. Mgajo	Director: Community Services
Mr. D. Louwrens	Director: Engineering Services
Mr. S. Ngcongolo	Manager: Supply Chain Management
Secundi	
Mrs L. Jass-Holmes	Snr Practitioner: Supply Chain Management

The following table details the number of Bid Adjudication Committee meetings held for the quarter under review:

Bid Adjudication Committee	No. of Meetings	No. of Items	No. of Agendas
July 2025 - September 2025	12	30	12

8. Petty Cash Purchases

The conditions for the procurement of goods by means of petty cash purchases referred to in paragraph 14(1)(a) are as follows:-

- petty cash transactions have to be approved by the relevant Manager after receipt of documentary proof of the expenditure where possible, or a declaration by the official who incurred the expenditure where documentary proof is not possible;
- petty cash purchases are limited up to R100 per transaction. A senior manager can approve petty cash purchases up

- to an amount of R500 per transaction, in exceptional cases;
- (c) the petty cash fund cannot be used to: -
 - (i) purchase goods covered by annual contracts;
 - (ii) reimburse expenditure greater than R100 except if the approval in subparagraph (b) was obtained.
- (d) depending on the item purchased, one of the following is required for expenditure exceeding R100 per transaction: -
 - (i) direct payment voucher;
 - (ii) requisition book; or
 - (iii) official purchase order.
- (e) the Expenditure Department is responsible for the reconciliation of petty cash and the reconciliation should be prepared and provided to the Chief Financial Officer, including: -
 - (i) the total amount of petty cash purchases for that month; and
 - (ii) receipts and appropriate documents for each purchase.

9. Formal written price quotations

The procurement of goods or services through formal written price quotations referred to in paragraph 14(1)(c) is as follows:-

- (a) quotations must be obtained in writing from the different providers whose names appear on the list of accredited service providers of the Municipality;
- (b) in the case of specialised plant, machinery and vehicles, quotations may be obtained from providers who are not listed, provided that such providers supply the information as set out in paragraph 16 of this Policy;
- (c) if it is not possible to obtain at least 3 quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official(s) designated by the Chief Financial Officer. Documentary proof must be provided that quotations have been requested;
- (d) the official(s) referred in (c) above must within 3 days after the end of each month report to the Chief Financial Officer on any approvals given during that month by that official(s); and
- (e) the names of the service providers and their written quotations must be recorded.

10. Further Procedures: formal written quotations

In addition to paragraph 19, the following must also be taken into account regarding formal written price quotations:-

- (a) all transactions in excess of R 30 000 that are made by means of written quotations, must be advertised for at least 7 calendar days on the website and official notice board;
- (b) where the quotations have been invited via the notice board and website of the Municipality, no additional quotations need to be obtained should the number of responses be less than 3 quotations;
- (c) when using the list of accredited service providers, the Municipality must:-
 - (i) promote ongoing competition amongst the providers, including by inviting providers to submit quotations on a rotational basis;
 - (ii) promote the objectives of the Broad-Based Black Economic Empowerment Act;
 - (iii) apply the Preferential Procurement Policy Framework Act and any applicable regulations; and
 - (iv) promote the goals as identified by Council;
- (d) the Accounting Officer must take all reasonable steps to ensure that the procurement of goods and services through formal written price quotations is not abused;
- (e) the Accounting Officer must on a monthly basis be notified in writing of all formal written quotations accepted by an official acting in terms of a sub-delegation;
- (f) offers below R 30 000 must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;
- (g) acceptable offers, which are subject to the preference points system (PPFA and associated regulations), must be awarded to the bidder who scored the highest points;
- (h) a proper record must be kept of the received written quotations;
- (i) the goals of Council must be taken into account before offers/quotations are awarded; and
- (j) in the case of construction works, where required a site inspection may be conducted before the close of the quotation due date to ensure that providers understand the scope of the project and that they comply with the conditions and requirements.

11. Central Supplier Database

Langeberg Municipality is using service providers registered on the Central Supplier Database for all its procurement.

12. Recommendation / Aanbeveling

That the content of the report be noted

Dat kennis geneem word van die inhoud van die verslag

This item served before the Finance Portfolio Committee on 27 October 2025

Hierdie item het gedien voor die Finansies Portefeulje Komitee op 27 Oktober 2025

Recommendation / Aanbeveling

That the content of the report be noted

Dat kennis geneem word van die inhoud van die verslag

This item served before the Executive Mayoral Committee on 27 October 2025

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 27 Oktober 2025

Aanbeveling / Recommendation

That the content of the report be noted

Dat kennis geneem word van die inhoud van die verslag

This item served before an Ordinary Meeting of Council on 29 October 2025

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 29 Oktober 2025

Eenparig Besluit / Unanimously Resolved

That the content of the report be noted

Dat kennis geneem word van die inhoud van die verslag

TENDERS FROM 1 JULY 2025 – 30 JUNE 2026

Tender No.	Name of Contractors	Tender Description	Total Amount	Date
TE 62/2024	CANCELLED	PROVISION OF WASTE CONTAINERS AND WASTE TRANSPORTATION SERVICES BETWEEN WASTE FACILITIES FOR THE LANGEBERG MUNICIPALITY, FOR A PERIOD OF THREE (3) YEARS	CANCELLED	29/07/2025
TE 40/2023	CANCELLED	APPOINTMENT REPORT, PROFESSIONAL SERVICES: NEW SPECTATOR PAVILION, MCGREGOR SPORTS FIELDS	CANCELLED	05/08/2025
TE 40/2023	WEC-CONSULT (PTY) LTD	APPOINTMENT REPORT, PROFESSIONAL SERVICES: MAINTENANCE WORK AT ALL WASTEWATER TREATMENT WORKS IN LANGEBERG MUNICIPALITY AREA	R 826 850.00	04/08/2025
TE 10/2025	CANCELLED	REMOVAL AND OR CLEARING OF ILLEGAL DUMPING, OPEN SPACE, SIDE-WALKS AND STORMWATER CHANNELS, OVER A PERIOD OF THREE (3) YEARS, LANGEBERG MUNICIPALITY.	CANCELLED	05/08/2025
TE16/2025	CANCELLED	FINANCE LEASE FOR THE PROCUREMENT OF VEHICLES	CANCELLED	04/09/2025
TE 07/2025	NASHUA	SUPPLY, INSTALLATION AND MAINTENANCE FOR REPROGRAPHICAL SERVICES FOR A PERIOD OF THREE (3) YEARS	RATE BASED	31/07/2025
TE 07/2025	KONICA MINOLTA SA	SUPPLY, INSTALLATION AND MAINTENANCE FOR REPROGRAPHICAL SERVICES FOR A PERIOD OF THREE (3) YEARS	RATE BASED	31/07/2025
TE 06/2025	ASHTON TREKKERDIENSTE T/A PC GARAGE	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	MOW MACHS (PTY LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	600CT MANUFACTURING (PTY) LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025

TE 06/2025	KAI MA SERVICES (PTY) LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	AAD TRUCK & BUS (PTY) LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	E AMAVA HYDRAULICS & SPRINGWORKS	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	FJJ TRADING (PTY) LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	BOEBIES BODY WORKS	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	LE ROUX MEGANIESE DIENSTE BK	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	TRANS MANUFACTURING (PTY) LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS.	RATE BASED	20/08/2025
TE 06/2025	MKENKE TRANSPORT & PROJECTS (PTY) LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS	RATE BASED	20/08/2025
TE 06/2025	BARVALLEI & INGENIEURSDIENSTE CC	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS	RATE BASED	20/08/2025

TE 06/2025	DEMOLITION TECHNOLOGIES	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS	RATE BASED	20/08/2025
TE 06/2025	RAMCOM CAPE (PTY) LTD	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND MAINTENANCE OF LANGEBERG MUNICIPALITY, MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 3 YEARS	RATE BASED	20/08/2025
SITA -RFB 740/2020	GRAYLINK MEDIA PTY LTD	SUPPLY AND DELIVER OF PRINTER INK AND TONER CARTRIDGES	R 178 946.90	02/07/2025
TE 14/2025	INVICTUS ENGINEERING SERVICES	PROFESSIONAL SERVICES: UPGRADE OF VAN ZYL STREET SPORTS-GROUND, ROBERTSON	R949 517.63	28/08/2025
TE 40/2023	INVITUS ENGINEERING SERVICES	APPOINTMENT REPORT, PROFESSIONAL SERVICES: NEW SPECTATOR PAVILION, MCGREGOR SPORTS FIELDS	R 775 761.25	23/09/2023
TE 12/2025	JUNO CORP (PTY) LTD	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 12/2025	MMAZWI CIVIL AND CONSTRUCTION SERVICES CC	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 12/2025	SPINKS TRADING	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 12/2025	JUST-BREEZE GENERAL TRADING	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 12/2025	KUKHULU PLANT HIRE	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 12/2025	APT (PTY) LTD	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 12/2025	AQUA TRANSPORT & PLANT HIRE (PTY) LTD	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 12/2025	CHIPPER EC (PTY) LTD	HIRE OF PLANT AND EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS	RATE BASED	08/09/2025
TE 40/2023	INVICTUS ENGINEERING SERVICES	APPOINTMENT REPORT, RAISING OF DASSIEHOEK DAM AND FEASIBILITY OF BOREHOLES AT DASSIEHOEK DAM-LANGEBERG MUNICIPALITY	RATE BASED	08/09/2025
TE 17/2025	EVODEV PREMIUM DESIGN AND IT SOLUTIONS (PTY) LTD	DEVELOPMENT, HOSTING SUPPORT AND MAINTENANCE OF LANGEBERG MUNICIPAL WEBSITE FOR A PERIOD OF THREE (3) YEARS	R 534 308.00	16/09/2025
TE 13/2025	EXEO KHOKELA CIVIL ENGINEERING CONSTRUCTION	BREEDER RIVER RAW WATER PUMPSTATION2, ASHTON	R12 624 458.78	16/09/2025
TE 11/2025	INTEGRAL LABORATORIES (PTY) LTD	SAMPLING, TESTING & MONITORING OF WATERCARE FACILITIES, FOR A PERIOD OF 3	R385 428.25	06/10/2025

		YEARS		
TE 22/2025	THOKA GEOSCIENCES (PTY) LTD	INSTALLATION OF GROUNDWATER MONITORING BOREHOLES FOR WASTE DISPOSAL FACILITIES	R386 210.25	10/10/2025
SITA RFB 740/2020	IMPERATECH SOLUTIONS	SUPPLY AND DELIVERY OF DESKTOP COMPUTERS AND LAPTOPS	R110 818.49	14/10/2025
TE 40/2023	INVICTUS ENGINEERING	APPOINTMENT REPORT, PROFESSIONAL SERVICES: UPGRADING OF GRAVEL ROAD, MONTAGU MOUNTAIN RESERVE – LANGEBERG MUNICIPALITY	R237 302.50	21/10/2025
TE 09/2025	WASTEWANT PLASTICS (PTY)LTD	SUPPLY AND DELIVERY OF REFUSE BAGS FOR A PERIOD OF THREE YEARS	RATE BASED	28/10/2025



FORMAL QUOTATIONS FROM 1 JULY 2025– 30 JUNE 2026

Q 08/2025	CHLORCAPE (PTY) LTD	SERVICING OF CHLORINE DOSING SYSTEM FOR LANGE BERG MUNICIPALITY	R 254 426.00	14/08/2025
Q 10/2025	CANCELLED	SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF IT EQUIPMENT	CANCELLED	15/10/2025
Q 04/2025	PHALO ENVIRONMENTAL CONSULTING	DRAFTING OF A RIVER MAINTENANCE AND MANAGEMENT PLAN FOR THE LOWER REACHES OF KEISIE, MONTAGU	R290 520.00	15/10/2025