



**ORDINARY MEETING OF THE MAYORAL
COMMITTEE**

**GEWONE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI
KASODOLOPHU**

A G E N D A

I-AJENDA

**DATE / DATUM / UMHLA :
VENUE / PLEK / INDAWO :**

**30 SEPTEMBER / SEPTEMBER 2015
BANQUETING HALL / BANKETSAAL
CIVIC CENTRE / BURGERSENTRUM /
IZIKO LOLUNTU
HERMANUS**

TIME / TYD / IXESHA :

10:00

MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND

Office of the Municipal
Manager
Municipal Offices
HERMANUS

25 September 2015

NOTICE TO ALL ALDERMEN AND COUNCILLORS

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **Banqueting Hall, Civic Centre, HERMANUS**, on **WEDNESDAY, 30 SEPTEMBER 2015** at **10:00** to consider the items set out on the attached agenda.

C GROENEWALD
MUNICIPAL MANAGER

25 September 2015

KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE

KENNIS WORD HIERMEE GEGEE dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **Banketsaal, Burgersentrum, HERMANUS**, op **WOENSDAG, 30 SEPTEMBER 2015** om **10:00** vir oorweging van die items op die meegaande agenda.

C GROENEWALD
MUNISIPALE BESTUURDER

25 Septemba 2015

ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA

INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND

OKU KUKWAZISA ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **Banqueting Hall, kwiZiko, eHERMANUS ULWESITHATHU UMHLA, 30 SEPTEMBER 2015** ngeye-**10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

C GROENEWALD
UMPHATHI KAMASIPALA

AGENDA/...

1. OPENING

2. APPLICATIONS FOR LEAVE OF ABSENCE

3. CONFIRMATION OF MINUTES

3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 26 August 2015 at 10:00**

4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR/EXECUTIVE DEPUTY MAYOR

AGENDA OF THE MAYORAL COMMITTEE MEETING: 30 SEPTEMBER 2015**5. MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(B) AND 17(1)(C) FOR AUGUST 2015**

8/2/2

DRM Potgieter

(028) 313 8080

Corporate Head Office

04 September 2015

1. Executive Summary

The purpose of this report is to inform Council of all deviations from the Supply Chain Management Policy, approved by the delegated authority in terms of Paragraph 36 of the Supply Chain Management Policy, as well as approvals in terms of 16(1)(b) and 17(1)(c) for August 2015.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Finance

Department: Supply Chain Management

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance

Provision and maintenance of municipal services

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Finance Management Act 2003, (Act 56 of 2003)

Local Government: Municipal Systems Act 2000, (Act 32 of 2000)

Overstrand Municipality Supply Chain Management Policy dated 25 May 2008, as amended.

6. Background/Discussion/Evaluation/Conclusion**Background**

The purpose of this report is to ensure that Council maintains oversight over the implementation of the Supply Chain Management Policy. In terms of Paragraph 36(2) of the said policy, the Accounting Officer must record the reasons for any deviations in terms of Paragraph 36(1) of the policy and report same to council.

AGENDA OF THE MAYORAL COMMITTEE MEETING: 30 SEPTEMBER 2015

Discussion

A. Deviations - Paragraph 36(1)(a)

Paragraph 36(1)(a) of Council's Supply Chain Management (SCM) Policy allows circumstances for deviations from the procurement processes. Furthermore, the policy requires in Paragraph 36(2), that the reasons for any deviations from the procurement processes must be recorded and be reported to Council.

A schedule of all Deviations approved for August 2015 is attached as per Annexure A.

B. Awards in terms of Paragraph 16(1)(b) and 17(1)(c)

In terms of Paragraph 16(1)(b) and 17(1)(c) of the SCM Policy, where the Written or Formal Written Price Quotation process has been followed for procurement below R 30,000.00 (Incl. VAT) and it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer (CFO) or an official designated by the CFO.

In terms of Paragraph 16(1)(b) and 17(2) of the said policy, the designated official must report all such approvals made by the official in terms of their sub-delegation to the Chief Financial Officer.

A schedule of all such approvals for August 2015 is attached as per Annexure B.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Schedule of deviations from the procurement processes approved in terms of sub-delegations

Annexure B: Schedule of approvals in terms of Paragraph 16(1)(b) and 17(1)(c)

AGENDA OF THE MAYORAL COMMITTEE MEETING: 30 SEPTEMBER 2015**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for August 2015, **be noted**; and
2. that the awards made in terms of Paragraph 16(1)(b) and 17(1)(c), approved in terms of the delegated authority for August 2015, **be noted**.

RESPONSIBLE OFFICIAL :**DRM POTGIETER****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

**SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF CLAUSE 5(3) OF THE SCM POLICY
 DEVIATIONS FROM THE POLICY, APPROVED IN TERMS OF CLAUSE 36(1)(a) FOR THE MONTH-AUGUST 2015**

#	Deviation #	Date Approved	Deviation in terms of Clause 36(1)(a)	Description	Responsible Official	Awarded to	Amount Operational	Amount Capital	VAT @ 14%	Value of the Deviation
1	SCD2828	2015/08/20	Clause 36(1)(a)(v)	Renewal of Novell licenses from an authorized Novell reseller, who is also the current service provider for the Provision of Data Support and ICT Advisory Services, in order to mitigate potential security risks and unforeseen disruptions in service delivery of the Data Centre	Senior Manager: Systems Development, Johnson C	Lateral Dynamics (PTY) LTD	R 1 822 321.32		R 255 124.98	R 2 077 446.30
2	SCD2829	2015/08/06	Clause 36(1)(a)(v)	Servicing and/or repair of the Fire Services breathing apparatus to ensure compliance with the OHASA Act of 1993	Chief: Fire Officer, Smith L	Drager South Africa (PTY) LTD	R 3 725.00		R 521.50	R 4 246.50
3	SCD2830	2015/08/06	Clause 36(1)(a)(v)	Tax and practical workshop training by Payday Software Systems (PTY) LTD.	Senior Manager: Human Resources, Lucinda Buccianeri	PayDay Software Systems	R 4 192.98		R 587.02	R 4 780.00
4	SCD2831	2015/08/26	Clause 36(1)(a)(v)	Servicing and Maintenance of 37 Sharp multi-functional offices machines in the Overstrand Area	Senior Business Analyst: J Van Asperen	Sharp Electronics	R 207 938.05		R 29 111.33	R 237 049.38
5	SCD2832	2015/08/10	Clause 36(1)(a)(ii)	Recalibration of speed measuring equipment. Truvelo Manufactures (PTY) LTD is the sole supplier of the equipment that includes service, repair, maintenance and installation	Chief: Traffic Services, Fraser	Truvelo Manufactures (Pty) Ltd	R 11 868.96		R 1 661.65	R 13 530.61
6	SCD2833	2015/08/21	Clause 36(1)(a)(v)	Building of a protective enclosure for the industrial air conditioning unit by the supplier, as the unit is still under guarantee	Senior Manager: Hermanus Administration, Kearney D	Air Freeze (Pty) Ltd	R 18 293.60		R 2 561.10	R 20 854.70
7	SCD2834	2015/08/21	Clause 36(1)(a)(iii)	The design and construction of the solar system, including all the planets, to scale by the Hermanus Astronomy Centre	Senior Manager: Hermanus Administration, Kearney D	Hermanus Astronomy Centre		R 20 000.00	N/A	R 20 000.00
8	SCD2835	2015/08/21	Clause 36(1)(a)(iii)	Upgrading and redesigning of the Whale Tail Fountain by the artist who initially designed the Whale Tail Fountain and sculptor	Senior Manager: Hermanus Administration, Kearney D	Decolite Creations CC	R 52 631.58		R 7 368.42	R 60 000.00
9	SCD2836	2015/08/28	Clause 36(1)(a)(v)	Repair of prop shaft for municipal vehicle CEM 19882	Acting Manager: Fleet, Frans F	Worcester Gearbox Centre	R 2 070.00		R 289.80	R 2 359.80
10	SCD2837	2015/08/28	Clause 36(1)(a)(v)	Renting of Hygiene dispensers	Area Manager: Gansbaai, Myburg F	Bid Industrial Holdings (Pty) Ltd	R 4 997.64		R 699.67	R 5 697.31
11	SCD2838	2015/08/28	Clause 36(1)(a)(v)	Reconditioning of engine as a result of wear and tear (CEM30657)	Acting Manager: Fleet, Frans F	Automotive Dynamix Engine Rebuilders	R 4 416.66		R 618.33	R 5 034.99
							R 2 132 455.79	R 20 000.00	R 298 543.80	R 2 450 999.59

Annexure B: Schedule of approvals in terms of Paragraph 17(1) of the SCM Policy - Overstrand Municipality – August 2015				
#	Supplier	Description		
10	Received only one quote by closing time and date of submission of quotation	11 Received only two quotes at closing time and date of submission of quotation		
Note: Please be advised that some of the descriptions below are only of the first line item on the requisitions lodged				
#	Supplier	Amount	Reason Code	Description
1	THE BOOK COTTAGE CC	R 1 885.98	10	BUILDING WEB AND MOBILE ARCGIS SERVER
2	TRF SPORT	R 3 333.34	10	4 X LIFEJACKETS WITH CLIP/HOOK FOR LIFELINE ON BACK AND FOR PERSONS BETWEEN 40 AND 120KG
3	PETER STARKE CIVILS CC	R 4 160.00	10	CONCRETE PALISADE FENSING MATERIAL: (4) POST (20) PALES AND (4) RAILS SEE SPECIFICATIONS
4	HENRY GAFFLEY BOUERS CC	R 15 084.38	11	TOEMAAK EN INSTALLASIE VAN SKUIFDEUR EN VENSTER
5	OVERBERG AGRI BEDRYWE (PTY) LT	R 9 204.22	11	50KG AFRISAM ALL PURPOSE CEMENT
6	OVERSTRAND BUILD IT (PTY) LTD	R 2 388.43	11	DOOR PD1 FL+B PLY BACK 813X2032
7	FORMS MEDIA INDEPENDENT AFRICA	R 16 680.00	11	SECTION 56 BOOKS (327MM X 210 MM - 3 PART - 50 SETS PER BOOK
8	FORMS MEDIA INDEPENDENT AFRICA	R 4 800.00	11	NOTICES BEFORE SUMMONS - 305 X 240 MM - 1 PART
9	IB CONSTRUCTION	R 25 164.92	11	SUPPLY AND DELIVER 110 CUBES GRAVEL TO HAWSTON FOR
10	AGUA AFRICA CC	R 9 669.12	10	COD DIGESTION VIAL ,LR HW PK150
11	WARWICK CATERING SERVICES (THE	R 8 771.93	11	WESTERN CAPE SDF FORUM 26 & 27 NOVEMBER 2015 FOR 40 PEOPLE, MENU MUST BE HALAAL
12	PRINTERS CONEXION CC	R 2 995.00	10	PICK-UP ROLLER ASSEMBLY + SEPARATION PAD KIT (HP SCANJET ENTERPRISE FLOW 7500)
13	YELLOW MANGO TRADING CC	R 2 806.15	11	1 X 5MM X 3050 X 2030 PERPEX CLEAR
14	WALKER BAY CONCRETE PRODUCTS C	R 4 715.00	11	RETAINING BLOCKS (TAN) (8 SIDED)
15	SAFETYXPRESS STROMBERG CAPE SA	R 7 990.00	10	XPRESS BARRIER WATERFILLED ROADOUJP 1MX2M
16	RJ COURIERS	R 8 771.93	11	TRANSPORT OF MATERIALS AND WATERMETERS TO-AND-FROM CAPE TOWN ON AN AS AND WHEN BASIS AS REQUIRED