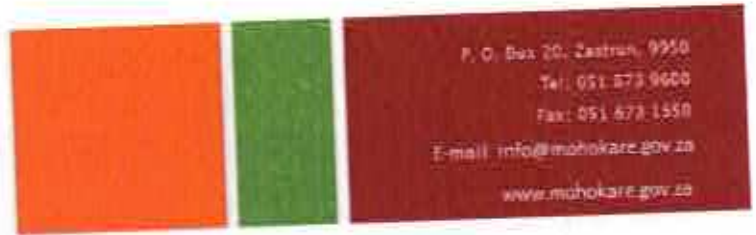




MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950
Tel: 051 873 9600
Fax: 051 873 1550
E-mail: info@mohokare.gov.za
www.mohokare.gov.za

Ref: 4/11/1

10 July 2016

The Mayor
Mohokare Local Municipality
Mrs. AM Shasha

Dear Madam

RE: ACKNOWLEDGEMENT OF RECEIPT

I Agnes Mokgoro Shasha hereby acknowledge receipt of the report Finance (SCM).

Background

SCM REGULATION 6(3)(4)

(3) The accounting officer must, within 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 or the board of directors of the municipal entity, as the case may be.

(4) The reports of a municipality must be made public in accordance with section 21A of the MSA. The reports of a municipal entity must be made public in a similar way

Report received

- Quarter 4: Supply Chain Implementation Report

Signature

10/07/16
Date

Mayor
Designation

Issued by:	Management Representative		Document Name:	Acknowledgement on Receipt
Approved by:	Municipal Manager		Document Number:	CSEADM001
Issue Date:	30 January 2016		Revision Number:	03/2016
Review date:	1 June 2018		Copy:	Controlled Copy



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SUPPLY CHAIN MANAGEMENT POLICY IMPLEMENTATION REPORT

ACCOUNTING OFFICER'S LETTER


for the quarter ended
30 June 2016

THE MAYOR

The attached report is submitted in line with Section 6 of Supply Chain Regulations which states that the Accounting Officer of the Municipality must within 10 days of the end of each quarter, submit a report on the implementation of SCM policy to the Mayor.


Based on the review performed, I can conclude that the contents of the report are accurate and represent the activities of the Supply Chain Management unit of the Municipality fairly

Yours faithfully



Chief Financial Officer

Date: 10 / JUL / 2016



Accounting Officer/ Municipal Manager

Date: 10 / JUL / 2016

SUPPLY CHAIN MANAGEMENT POLICY IMPLEMENTATION REPORT

District:

Kharip

Name of Municipality:

Manokara

Name of Municipal Entity/ Entities:

Reporting Date:

10 July 2016

Contact Information

Name of Chief Financial Officer:

Mr P.M Dyonase

Contact telephone number:

(051) 673 9600

Contact e-mail address:

pdyonase@mofed.gov.zi

Name of Accounting Officer:

Mr T.C Panyani

Contact telephone number:

(051) 673 9600

Contact e-mail address:

SUPPLY CHAIN MANAGEMENT

District: Xhariep	Municipality: Mohokare	Reporting Date: 10 July 2016
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ESTABLISHMENT OF SCM

Area	Ref.	STRUCTURE	FILLED	VACANT	COMMENTS
1	SCM Reg 7	Background Is there a dedicated and functional supply chain management (SCM) unit?	Yes	2	1 There are two permanent employees and three interns in the unit.
Area	Ref.	REVIEWED (YES/NO)	DATE OF REVIEW	IF NOT REVIEWED, REASONS THEREOF	COMMENTS
	Background	Yes	28-May-15	Reviewed	
2	SCM Reg 3	Reviewed and approved SCM Policy in line with National Treasury's Model Policy.	Yes		

DEMAND MANAGEMENT

Area	Ref.	IS THERE AN APPROVED PROCUREMENT PLAN IN PLACE (Y/N)	DATE OF APPROVAL	IF NOT, REASONS THEREOF	COMMENTS
3	Circular 62	Background Procurement plan for the current financial year. In respect of the procurement of goods, services and infrastructure projects which exceed R200 000 (all applicable taxes included) approved by the accounting officer.	26-Aug-16	N/A	

ACQUISITION MANAGEMENT

Area	Ref.	LAST REVIEW DATE	NEXT REVIEW DATE	NUMBER OF REGISTERED SUPPLIERS	COMMENTS
4	SCM Reg14	Background Functional list of accredited prospective providers of goods and services maintained and used for verbal quotations and formal written price quotations.	Daily		Suppliers/service providers are registered and updated on daily basis. When Database applications are submitted, they are checked and registered if fully compliant

MD COMMITTEES

Area	Ref.	Background	BID COMMITTEE IN PLACE (Y/N)	NAMES OF MEMBERS	DESIGNATIONS	COMMENTS
5	SCM Reg. 27	Functional ad hoc Bid Specification Committees (BSC) in operation and composed of one or more officials of the municipality, preferably the manager responsible for the function involved.	Yes	<ol style="list-style-type: none"> 1. P. Buyeye 2. Pule Lesinyehlo 3. Ria Von Pletzen 4. Shumburo Shamase 5. T. Rwele 	<ol style="list-style-type: none"> 1. LED Manager-Chairperson 2. Demand & Acquisition Officer-Member 3. Admin Manager-Member 4. Acting PMU Manager-Member 5. PMS Manager-Member 	Mr P. Buyeye was appointed as a Chairperson of the BSC. After Mr. Potele (PMU Manager) has resigned.
6	SCM Reg. 28	Bid Evaluation Committees appointed composed of at least one SCM practitioner of the municipality.	Yes	<ol style="list-style-type: none"> 1. Sanelle Majelge 2. Lesabo Serbatane 3. Victoria Ramotsabi 4. T.E. Fobane (as from 12 Dec 2015) 5. J. Dymol (as from 19 Feb 2016) 6. M.B. Babolotse (as from 19 Feb 2016) 	<ol style="list-style-type: none"> 1. DD Manager-Chairperson 2. SCM Accountant-Member 3. HR Manager-Member 4. Manager: water & Sanitation-Member 5. Water Quality Sampler-Member 6. Electrical Technician-Member 	Mr S. Shamase served in the Bid Evaluation Committee before Mr S. Potele resigned. After the resignation of Mr. S. Potele, Mr. S. Shamase was moved to Bid Specification Committee.
7	SCM Reg. 29	Bid Adjudication Committee appointed composed of at least four senior managers of the municipality.	Yes	<ol style="list-style-type: none"> 1. Phahamaia Dyonise 2. Linsakiso Ngoko 3. Mahlonola Tsoromabe 4. Dantle Marais 5. Moolosi Louje 	<ol style="list-style-type: none"> 1. C.E.D-Chairperson 2. Corporate Services Director-Member 3. Technical Director-Member 4. Community Services Director-Member 5. Committee Officer Scriber 	
CIDB						
Area	Ref.	Background	REGISTRATION WITH CIDB'S TENDER (Y/N)	PROJECTS REGISTERED	IF NOT, REASONS THEREOF	COMMENTS
8	CIDB Regulations, Regulation 18(1) & 18(1A)	Registration of construction works contracts above R200 000 in the CIDB register of projects.	Yes	Construction of Access Collectors Internal Streets & related Stormwater (SCM/MOH/51/2015)	Registered	
REGULATION 32 CONTRACTS						
Area	Ref.	Background	DESCRIPTION	AMOUNT	INSTITUTION	COMMENTS

DISPOSAL MANAGEMENT						
Area	Ref.	Background	ASSET(S) DISPOSED	DISPOSAL METHOD	COST PRICE	BENEFICIARY
12	MFMA Reg 40	Assets disposal.	None			
CONTRACT AND PERFORMANCE MANAGEMENT						
DISPUTES						
Area	Ref.	Background	CONTRACT NUMBER	NATURE	STATUS	OUTCOME
13	SCM Reg 50	Resolution of SCM related disputes.	None			
ACTIVE CONTRACTS						
Area	Ref.	Background	DESCRIPTION	AMOUNT	DURATION	EXPIRY DATE
14	MFMA Sec. 116	Contract management.	see attached contract register			
CONTRACT VARIATIONS						
Area	Ref.	Background	DESCRIPTION	AMOUNT	REASONS	PERCENTAGE
15	MFMA Circular 62	Expansion or variation of orders against the original contract restricted to: - not more than 20% for construction related goods, services and/or infrastructure projects; - 15% for all other goods and/or services of the original value of the contract?	None			
LOGISTICS MANAGEMENT						
Area	Ref.	Background	APPROVED LOGISTICS MANAGEMENT PROCEDURES IN PLACE (Y/N)	IF NOT REASONS THEREOF	COMMENTS	
16	MFMA Reg 39	Are there documented and approved SCM procedures for stores and warehouse management including: - the setting of inventory levels, - placing of orders, - receiving and distribution of goods, - expediting orders?	Yes		There is no documented and approved SCM procedure for stores and warehouse; however the re-order level of the stock is done by the end-user as they are the one who knows what to be ordered as per their departmental needs.	

UNAUTHORISED, IRREGULAR & FRUITLESS EXPENDITURE			AMOUNT	BENEFICIARY / SUPPLIER	TYPE OF PROHIBITED EXPENDITURE
Area	Ref.	Background			
17	MFMA Sec. 1	A register of unauthorised, irregular, fruitless and wasteful expenditure must be maintained for all transactions falling within the UIF category.			
ADDITIONAL MATTERS:					

see attached unauthorised, irregular, fruitless and wasteful expenditure register.