

# **BERGRIVIER MUNICIPALITY**



## **SCM POLICY 2025/2026**

**FINAL SUBMITTED TO COUNCIL 29 MAY 2023**  
**PREVIOUSLY APPROVED BY COUNCIL 29 MAY 2023**

**SUPPLY CHAIN MANAGEMENT POLICY**

The Supply Chain Management Policy, adopted in terms of Section 111 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 and the Municipal Supply Chain Management Regulations, Notice 868 of 30 May 2005.

**Council** resolves in terms of Section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the following as the Supply Chain Management Policy of the Bergrivier Local Municipality:

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## 1. Definitions

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the **Municipal Finance Management Act, no 56 of 2003**, has the same meaning as in the Act, and –

<b>“Accounting Officer”</b>	in relation to a Municipality means the Municipal Manager as described in Section 60 of the Local Government: Municipal Finance Management Act, no 56 of 2003 as well as Section 82 of the Municipal Structures Act, no 117 of 1998.
<b>“Bid”</b>	means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods
<b>“Close Family Member”</b>	means: (i) spouse or partner, (ii) child, (iii) parent

<b>“Close Members of the Family for GRAP Disclosure”</b>	Means – (a) that person’s children and spouse or domestic partner; (b) children of that person’s spouse or domestic partner; (c) dependants of that person or that person’s spouse or domestic partner; (d) a grandparent, grandchild, parent, brother or sister; and (e) a parent-in-law, brother-in-law or sister-in-law.”
<b>“Competitive Bidding Process”</b>	means a competitive bidding process referred to in paragraph 12 (1) (d) of this Policy;
<b>“Competitive Bid”</b>	means a bid in terms of a competitive bidding process;
<b>“Consultants”</b>	means consulting firms, engineering firms, legal firms, construction managers, management firms, procurement agents, inspection agents, auditors, other multinational organizations, investments and merchant banks, universities, research agencies, government agencies, non-governmental (NGO’s) and individuals.
<b>“contract”</b>	means the agreement that results from the acceptance of a bid by the Municipality;
<b>“Contract Manager”</b>	means the official within a specific department, responsible for all day to day activities (including performance management and dispute resolution) during the life cycle of the contract (with delegated powers to perform this function), as the contract champion. The Contract Manager can also be seen as the Budget holder accountable for expenditure from, and income to, particular budget.
<b>“Contract Owner”</b>	means the official who is, as the owner of a budget vote, ultimately accountable for all the activities during the life cycle of a contract.
<b>“delegation”</b>	in relation to a duty, includes an instruction a request to perform, or to assist in performing the duty.
<b>“Emergency”</b>	means a serious, unexpected, unforeseen, <b>disastrous</b> , and potentially dangerous and damaging situation requiring immediate action and which is not due to a lack of planning.
<b>“Exceptional Case”</b>	means unusual not typical circumstances where it is impractical or impossible in practice to follow procurement processes.
<b>“Final Award”</b>	in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote to accept;
<b>“Formal Written Price Quotation”</b>	means quotations referred to in Section 12 (1) (c) of this Policy;

<b>“Director”</b>	means a person in the employment of Bergrivier Municipality who heads a department or who reports to the Municipal Manager
<b>“IDP”</b>	means Integrated Development Plan
<b>“In the service of the State”</b>	<p>means to be –</p> <ul style="list-style-type: none"> <li>(a) a member of – <ul style="list-style-type: none"> <li>i) any municipal council;</li> <li>ii) any provincial legislature; or</li> <li>iii) the National Assembly or the National Council of Provinces;</li> </ul> </li> <li>(b) a member of the board of directors of any municipal entity;</li> <li>(c) an official of any municipality or municipal entity;</li> <li>(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</li> <li>(e) an executive member of the accounting authority of any national or provincial public entity; or</li> <li>(f) an employee of Parliament or a provincial legislature;</li> <li>(g) an employee of state agencies and State Owned Enterprises,</li> </ul>
<b>“Irregular Expenditure”</b>	For the purpose of this Policy means expenditure incurred by the municipality in contravention of, or that is not in accordance with, a requirement of the Supply Chain Management Policy of the municipality, and which is not been condoned in terms of the Policy
<b>“Long Term Contract”</b>	means a contract with a duration period exceeding one year;
<b>“List of Accredited Prospective Providers”</b>	means the list of accredited prospective providers which the municipality must keep in terms of Section 14 of this Policy;
<b>“Municipality”</b>	means Bergrivier Local Municipality
<b>“Municipal Systems Act”</b>	means the Local Government: Municipal System Act 32 of 2000
<b>“Notice Boards”</b>	means the official notice boards at the municipal offices, libraries and any notice boards at the dedicated directorates

<b>“Other Applicable Legislation”</b>	<p>means any other legislation applicable to municipal supply chain management, including –</p> <ul style="list-style-type: none"> <li>a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);</li> <li>b) the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);</li> <li>c) the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);</li> <li>d) the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);</li> <li>e) the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000);</li> <li>f) the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);</li> <li>g) the Prevention and Combating of Corrupt Activities Act, 2000 (Act No. 12 of 2004);</li> <li>h) the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003): Municipal Supply Chain Management Regulations;</li> <li>i) the Preferential Procurement Regulations, 2017</li> <li>j) the Competitions Act 1998 (Act No. 89 of 1998)</li> </ul>
<b>“Policy”</b>	means the Supply Chain Management Policy of the Bergrivier Local Municipality
<b>“Quotation”</b>	means a stated price that a supplier expects to receive for the provision of specified services, works or goods;
<b>“Sole Supplier”</b>	means the only supplier in the South African market that can provide a particular product or service;
<b>“supply chain management practitioners”</b>	includes the Chief Financial Officer, the Head of the Budget and Treasury Office and the Head of Supply Chain Management;
<b>“Tender”</b>	means ‘bid’ or ‘quotation’ in relation to ‘Tender Box’
<b>“Treasury Guidelines”</b>	means any guidelines on supply chain management issued by the Minister in terms of Section 168 of the Act;
<b>“validity period”</b>	means the period for which a bid is to remain valid and binding as stipulated in the relevant tender document.



## CHAPTER 1

### ESTABLISHMENT AND IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

#### 2. Supply Chain Management Policy

- 1) The Bergvriër Municipality resolved in terms of Section 111 of the Municipal Finance Management Act, No 56 of 2003, to have and implement a Supply Chain Management Policy that:
  - a) gives effect to –
    - (i) Section 217 of the Constitution; and
    - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
  - b) is fair, equitable, transparent, competitive and cost effective; c) complies with –
    - ii) the Regulations; and
    - iii) any minimum norms and standards that may be prescribed in terms of Section 168 of the Act; d) is consistent with other applicable legislation; e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres;
  - f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector;
  - g) applies the highest ethical standards; h) promotes local economic development; and
  - i) assign responsibility for the implementation of the policy to the Accounting Officer of the Municipality.
- 2) The Municipality may not act otherwise than in accordance with this Supply Chain Management Policy when:
  - a) procuring goods or services; b) disposing of goods no longer needed;
  - c) selecting contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
  - d) selecting external mechanisms referred to in Section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in Section 83 of that Act.
- 3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in Section 110(2) of the Act, including –
  - a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
  - b) electricity from Eskom or another public entity, another municipality or a municipal entity.

**3. Amendment of the Supply Chain Management Policy**

- 1) The Accounting Officer must –
  - a) at least annually review the implementation of this Policy; and b) when the Accounting Officer considers it necessary, submit proposals for the amendment of this Policy to the Council.
- 2) If the Accounting Officer submits proposed amendments to the council that differs from the model policy issued by the National Treasury, the Accounting Officer must –
  - a) ensure that such proposed amendments comply with the Regulations; and b) report any deviation from the model policy to the National Treasury and the Provincial Treasury.
  - c) When amending this Supply Chain Management Policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.
  - d) The Accounting Officer must, in terms of Section 62(1) (f) (i) of the Act, take all reasonable steps to ensure that the Municipality has and implements this Supply Chain Management Policy.

**4. Delegation of supply chain management powers and duties**

- 1) The council hereby delegates all powers and duties to the Accounting Officer which are necessary to enable the Accounting Officer –
  - a) to discharge the supply chain management responsibilities conferred on the Accounting Officer in terms of –
    - (i) Chapter 8 of the Act; and (ii) the Supply Chain Management Policy.
  - b) to maximize administrative and operational efficiency in the implementation of this Policy;
  - c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favoritism and unfair and irregular practices in the implementation of this Policy; and
  - d) to comply with his or her responsibilities in terms of Section 115 and other applicable provisions of the Act.
- 2) Section 79 of the Act applies to the sub-delegation of powers and duties delegated to an Accounting Officer in terms of Sub-Section (1).
- 3) The Council or Accounting Officer may not sub-delegate any supply chain management powers or duties to a person who is not an official of municipality or to a committee which is not exclusively composed of officials of the municipality.
- 4) Section 4(3) may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in Section 26 of this Policy.

## **5. Sub-delegations**

- 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 Sub-Section (2) of this Section and Section 4 of this Policy.
- 2) The power to make a final award –
  - a) above R10 million may not be sub-delegated by the Accounting Officer;
  - b) above R300 000 , but not exceeding R10 million, may be sub-delegated but only to –
    - (i) the Chief Financial Officer;
    - (ii) a Director; or
    - (iii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member.
- 3) The Accounting Officer and Chief Financial Officer may further delegate the signing of SCM award letters, contracts and payment to invoices to the Manager: Supply Chain Management,
- 4) An official or Bid Adjudication Committee to which the power to make final awards has been sub-delegated in accordance with Sub-Section (2) must within five working days of the end of each month submit to the Accounting Officer a written report containing particulars of each final award made by such official or committee during that month, including–
  - a) the, amount of the award;
  - b) the name of the person to whom the award was made;and
  - c) the reason why the award was made to that person.
- 5) A written report referred to in Sub-Section (3) must be submitted –
  - a) to the Accounting Officer, in the case of an award by –
    - (i) the Chief Financial Officer;
    - (ii) a senior manager; or
    - (iii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member.
  - b) to the Chief Financial Officer or the senior manager responsible for the relevant bid, in the case of an award by –
    - (i) a manager referred to in subparagraph (2)(c)(iii); or
    - (ii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is not a member.
- 6) Sub-Section (3) of this Section does not apply to procurements out of petty cash.
- 7) This Section 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 Section 26 of this Policy.
- 8) No supply chain management decision-making powers may be delegated to an advisor or consultant.

## **6. Oversight role of council**

- 1) The council reserves its right to maintain oversight over the implementation of this Policy.

- 2) For the purposes of such oversight the Accounting Officer must – a) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the Supply Chain Management Policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and  
b) whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the council.
- 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.
- (3) The reports must be made public in accordance with Section 21A of the Municipal Systems Act.
- (4) The Accounting Officer will, within 60 days of the end of each financial year, submit to the Provincial Treasury any information concerning supply chain management in such format as the National Treasury and Provincial Treasury may determine.

## **7. Supply Chain Management Unit**

- 1) The Accounting Officer must establish a Supply Chain Management Unit to implement this Policy.
- 2) The Supply Chain Management Unit operates under the direct administrative charge of the Chief Financial Officer, supervised by the Manager: Supply Chain Management, and the Unit's operations led by the Heads: Acquisition, Contract and Compliance, and Demand and Logistics Management, to whom this duty has been sub-delegated in terms of Section 82 of the Act.

## **8. Training of supply chain management officials**

- 1) The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

## **CHAPTER 2**

### **SUPPLY CHAIN MANAGEMENT SYSTEM**

#### **9. Format of supply chain management system**

- (1) This Supply Chain Management Policy provides systems for –
- (a) demand management;
  - (i) acquisition management;
  - (ii) logistics management;
  - (iii) disposal management;
  - (iv) risk management; and
  - (v) performance management.

#### ***Part 1: Demand Management***

#### **10. System of demand management**

- 1) The Accounting Officer must establish and implement an appropriate demand management system in order to ensure that the resources required by the municipality to support its operational commitments and its strategic goals outlined in the Integrated Development Plan.
- 2) The demand management system must –
- (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;
  - (b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature;
  - (c) provide for the compilation of the required specifications to ensure that its needs are met;
  - (d) undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized; and
  - (e) include the following demand management considerations –
    - (i) understanding of future and current needs;
    - (ii) requirements are linked to the budget;
    - (iii) specifications are determined;

- (iv) needs form part of the strategic plan and Integrated Development Plan of the Municipality;
  - (v) analysis of past and current expenditure;
  - (vi) optimum methods to satisfy needs;
  - (vii) frequency of requirements are specified;
  - (viii) calculation of economic order quantity; and
  - (ix) conducting of industry and market analysis.
- 3) The Demand Management Plan must be developed in conjunction with the IDP, Service Delivery and Budget Implementation Plan (SDBIP) and annual budget.
  - 4) All user departments are required to submit their procurement plans to the Supply Chain Management Unit by 31 May in terms of the IDP and Budget processes.
  - 5) The Demand Management Plan must be submitted to and approved by the Accounting Officer or his or her delegate before 30 June of each year.
  - 6) The Demand Management Plan must be reviewed regularly and submitted to the Accounting Officer or his delegate on a quarterly basis.
  - 7) Demand management must be coordinated by SCM officials of the Municipality in consultation with budget holders.
  - 8) The outcome of this activity should be a detailed planning document that outlines what goods, works or services should be procured, the manner in which they should be procured as well as the time-lines to execute the procurement functions.

## ***Part 2: Acquisition management***

### **11. System of acquisition management**

- (1) The Accounting Officer must establish, through operational procedures, an effective system of acquisition management in order to ensure:-
  - (a) that goods and services are procured by the municipality in accordance with authorized processes only;
  - (b) that expenditure on goods and services is incurred in terms of an approved budget in terms of Section 15 of the Act;
  - (c) that the threshold values for the different procurement processes are complied with;
  - (d) that bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and
  - (e) that any Treasury guidelines on acquisition management are properly taken into account.
- (2) When procuring goods or services contemplated in Section 110(2) of the Act, the Accounting Officer must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including - (a) the kind of goods or services; and (b) the name of the supplier.

### **12. Range of procurement processes**

- (1) Goods and services may only be procured by way of –
  - (a) petty cash purchases in terms of Council's Petty Cash Policy for procurement transactions with a value up to R2 000 (Incl. VAT);
  - (b) written price quotations for procurement transactions of a value over R2 000 up to R30 000 (Incl.VAT); and

- (c) Formal written price quotations for procurement transactions of a value over R30 000 up to R300 000 (Incl.VAT); and
- (d) a competitive bidding process for–
  - (i) procurement transactions with a value above of R300 000; and (ii) the procurement of long term contracts.
- (2) The Accounting Officer may, in writing–
  - (a) lower, but not increase, the different threshold values specified in Sub-Section (1); or (b) direct that –
    - (i) formal written quotations be obtained for any specific procurement of a transaction value lower than R2 000 (Incl.VAT); ;
    - (ii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R300 000(Incl.VAT);.
- (3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.
- (4) The Supply Chain Manager may approve any deviation on an invoice up to 5% difference, within the price adjustment.

### **13. General preconditions for consideration of written quotations or bids**

A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –

- (a) has furnished that provider's –
  - (i) full name;
  - (ii) identification number or company or other registration number; and
  - (iii) tax reference number and VAT registration number, if any;
- (b) has authorised the Municipality to verify any of the documentation referred to in Sub-Section (a) above; and
- (c) has indicated –
  - (i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
  - (ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
  - (iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in Sub-Section (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.
- (d) has indicated the status of the providers municipal accounts with Bergrivier Municipality, where applicable.

### **14. Lists of accredited prospective providers**

- 1) The Accounting Officer must –
  - a) keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through formal written price quotations;
  - b) ensure that the listing platforms comply with National Treasury instructions;

- c) at least once a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers; and
  - d) ensure that prospective providers meet the following listing criteria:
    - (i) Name of supplier / service provider;
    - (ii) Street address;
    - (iii) Postal address;
    - (iv) Contact person in Sales Department;
    - (v) Sales Department's telephone number;
    - (vi) Sales Department's fax number;
    - (vii) Sales Department's cell number;
    - (viii) Sales Department's email address;
    - (ix) Contact person in Accounts Department;
    - (x) VAT registration number;
    - (xi) Bank details;
    - (xii) Type of industry;
    - (xiii) Valid certification for specialised services;
    - (xiv) Tax reference number and Pin for verification of tax status;
    - (xv) Valid certification or Sworn affidavit in respect of Exempted Micro Enterprises or B-BBEE Status Level of Contributor, if available; and
    - (xvi) Relevant identification numbers of all members, directors and partners
  - e) disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.
- 2) The list must be updated at least annually to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.
  - 3) The list must be compiled per commodity and per type of service.
  - 4) Once a list has been compiled per commodity and per type of service, formal written price quotations will be invited from the suppliers in a manner that promotes on-going competition, including on a rotation basis.
  - 5) The inclusion of any supplier in the database of suppliers does not exempt the supplier from the obligation to respond in the prescribed manner to notices of the municipality's supply chain management requirements.
  - 6) Suppliers who wish to be included in the list of accredited suppliers without waiting for the next invitation may approach the Procurement Section for inclusion, provided that they supply the necessary documentation and information for evaluation. Once these requirements have been satisfied, the Procurement Section will ensure that the prospective supplier is evaluated and will provide a response as to approval or not within a reasonable time.

## 15. Petty cash purchases

- 1) The conditions for the procurement of goods by means of petty cash purchases referred to in Section 12(1)(a) of this Policy must be stipulated in a Petty Cash Policy and must include the following:



- a) the terms on which a manager may delegate responsibility for petty cash to an official reporting to the manager;
  - b) maximum number of petty cash purchases or the maximum amounts per month for each manager;
  - c) any types of expenditure from petty cash purchases that are excluded, where this is considered necessary; and
  - d) a monthly reconciliation report from each manager must be 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.
- 2) The Chief Financial Officer have the discretion to approve transactions that does not exceed R 2 000 per transaction.

## 16.

### 16. Formal written price quotations

- 1) The conditions for the procurement of goods or services for a value over R2 000 up to R300 000, through formal written price quotations are as follows:
  - a) quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality (CSD);
  - b) quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in Section 14(1)(b) and (c) of this Policy;
  - c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer, and d) the Accounting Officer must record the names of the potential providers and their written quotations.
- 2) Quotations must:
  - a) be in writing, and signed by a person with the necessary authority to act on behalf of the prospective supplier;
  - b) comply with the specifications set out in the quotation notice;
  - c) be marked for identification in relation to the particular quotation.
- 3) A designated official referred to in Sub-Section (1) (c) must within three days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that Sub-Section.

## 17. Procedures for procuring goods or services through formal written price quotations

- 1) The procedure for the procurement of goods or services through formal written price quotations is as follows:
  - a) when using the list of accredited prospective providers the Accounting Officer must promote on-going competition amongst providers by inviting providers to submit quotations on a rotation basis;
  - b) all goods and services in excess of R30 000 that are to be procured by means of formal written price quotations must, in addition to the requirements of Section 16, be advertised for at least seven days on the website and an official notice board of the municipality;

- c) re-imbursements to personnel are subject to emergency situations only, and have to be authorized by the relevant Director as well as the Chief Financial Officer; d) offers received must be evaluated on a comparative basis taking into account unconditional discounts;
  - e) the Accounting Officer or Chief Financial Officer must on a monthly basis be notified in writing of all formal written price quotations accepted by an official acting in terms of a sub delegation;
  - f) all offers above R2 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) all acceptable offers received must be subjected to the preference points system (PPPFA and associated regulations), unless valid reasons are documented for instances where it is impractical to do so, awards must be made to the bidder scoring the highest points; and
  - h) requirements for proper record keeping such as:
    - filing of documents for audit purposes;
    - ensure the correctness of documents;
    - before awards proper checking of documents must be done.
- 2) Notwithstanding the above requirements for consideration, formal written quotations not meeting the required specifications may not be accepted.
  - 3) Only quotations complying with the specifications will be considered for acceptance, provided that there are sufficient funds appropriated within the budget.
  - 4) Where no formal written price quotation complies with the specification, as determined by the relevant Head of the Department requiring the goods or service, the SCM Manager may re-invite quotations.
  - 5) Following are possible examples of not being in a position to obtain formal written price quotations: -
    - i. Publication of official and legal notices as well as advertisements in the media,
    - ii. Disciplinary hearings (Appointment of a Chairperson, Initiator) ,as per delegations of the Municipal Manager, the appointment of any legal person(s) to institute and defend any legal processes/proceedings and claims by or against Council, in any court of law, including the initiation, dealing with or settlement of such proceedings, training events, corporate branding and artwork, courses, seminars, membership fees, doctor consultations, medical specialists, local travel agencies, accommodation, subscription, short-term car hire or rental services, tow in services, servicing agents for specific assets, franking machine postage, re-locations fees library books, books, monitoring of alarms, advertisements, motivational speakers, artists, subscription fees, security services in case of emergency, or as necessary and determined by the Accounting Officer to protect municipal infrastructure, facilities and staff or Councillors.
    - iii. In the event of a strip and quote or ad hoc repairs to plant, equipment and machinery where it is not possible to ascertain the nature or extent of the work required in order to call for quotations, authorised by the Director engineering services.
    - iv. Payment of annual license and support charges, enhancements and additional functional modules to ensure compliance with the MSCOA classification framework and to move towards a municipal ERP system, to the provider of the core financial system of the municipality.
    - v. This policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including, but not limited to -
      - (a) water from the Department of Water Affairs or a public entity, another municipality

- or a municipal entity; and
- vii. **(b)** electricity from Eskom or another public entity, another municipality or a municipal entity.
- viii. **(c)** the acquisition of services of information and communication technology, IT licences and systems in use, financial system (Linked to the transversal tender of National Treasury as per SLA), IT programs and services that the acquisition of such services be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register as amended from time to time, Telemetry IT and communication system, banking services (bank costs and card machines)
- ix. **(d)** The acquisition of services from specific vehicle agents, for repair and out of warranty services subject that the acquisition of such services be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register as amended from time to time.
- x. **(e)** Insurance claims, Telkom, payments to the Auditor General, refunds to individuals
- xi. (f) Bursary payments to certain registered institutions and the assistance of the accommodation of the student.**
- xii. (g) Print rolls for bank card machines and printing of salary payday payslips.**
- xiii. (h) Rental of machinery for emergency purposes for example pipe burst and digging of graves and trenches, and maintenance of landfill sites (when or after burning).**
- xiv. i) Sole Provider of Biodyne and Envirobeads for wastewater treatment.**

## 18. Competitive bids

- 1) Goods or services above a transaction value of R300 000 and long term contracts may only be procured through a competitive bidding process, subject to Paragraph 11(2) of this Policy.
- 2) The bid documentation will be prepared by the bid documentation will be prepared by the Bid Specifications Committee in consultation with the relevant directorate and displayed on notice boards, placed on the council's website, and advertised in commonly circulated local and/or provincial newspapers with a closing date of at least 14 days after the date that the advertisement first appears.
- 3) No requirement for goods or services above an estimated transaction value of R300 000 may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

## 19. Process for competitive bidding

- 1) The procedures for the following stages of a competitive bidding process are as follows:
  - a) Compilation of bidding documentation as detailed in Section 21;
  - b) Public invitation of bids as detailed in Section 22;
  - c) Site meetings or briefing sessions as detailed in Section 22;
  - d) Handling of bids submitted in response to public invitation as detailed in Section 23;
  - e) Evaluation of bids as detailed in Section 28;
  - f) Award of contracts as detailed in Section 29;
  - g) Administration of contracts; after approval of a bid, the Accounting Officer or by the delegated official and the bidder must enter into a written agreement.
  - h) Proper record keeping; Original / legal copies of written contract agreements should be kept in a secure place for reference purposes.

## 20. Bid documentation for competitive bids

- 1) The criteria with which bid documentation for a competitive bidding process must comply, must –
  - a) take into account – (i) the general conditions of contract and any special conditions of contract, if specified;

- (ii) any Treasury guidelines on bid documentation; and
  - (iii) the requirements of the CIBD, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;
- b) include the preference points system to be used, goals as contemplated in the Preferential Procurement Regulations and evaluation and adjudication criteria, including any criteria required by other applicable legislation;
- c) include the compulsory submission of B-BBEE status level verification certificates and/or a Valid Sworn Affidavit or certified copies thereof;
- d) include evaluation and adjudication criteria, including any criteria required by other applicable legislation;
- e) include evaluation criteria for measuring of functionality (where applicable);
- f) include conditions for sub-contracting according to applicable legislation;
- g) ensure that a due diligence process is conducted to determine whether the preferred bidders have the capability and ability to execute the contract;
- h) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
- i) if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–
  - (i) if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements
    - (aa) for the past three years; or
    - (bb) since their establishment if established during the past three years;
  - (ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
  - (iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract; and
  - (iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.
- j) stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law;
- k) a requirement to supply tax references, tax pin, VAT registration numbers and identification or registration numbers;
- l) details of any contracts above R300 000 carried out on behalf of the municipality within the last five years;
- m) contract management processes and procedures including provision for the Accounting Officer to cancel the contract on the grounds of unsatisfactory performance; and
- n) any other matters as required by the MFMA and the Supply Chain Management Regulations.

## 21. Public invitation for competitive bids

- 1) The procedure for the invitation of competitive bids is as follows:

- a) Any invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin); and b) the information contained in a public advertisement, must include – (i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million, or which are of a long term nature (longer than 3 years), or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to Sub-Section (2) of this policy;
  - (ii) a statement that bids may only be submitted on the bid documentation provided by the municipality; and
  - (iii) date, time and venue of any proposed site meetings or briefing sessions.
- 2) The Accounting Officer may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- 3) Bid documents must be made available on Council's Website at no charge, as far as possible.
- 4) The Municipality charges a non-refundable fee for provision of bid documents. This is subject to annual review. Values of the fees will be determined annually and included in the official lists of tariffs.
- 5) Bids submitted must be sealed.

## **22. Procedure for handling, opening and recording of bids**

- 1) The procedures for the handling, opening and recording of bids, are as follows:
  - a) Bids–
    - (i) must be opened only in public;
    - (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; and
    - (iii) received after the closing time should not be considered and returned unopened immediately.
  - b) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;
  - c) No information, except the provisions in Sub-Section (b), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and
  - d) The Accounting Officer must – (i) record in a register all bids received in time; (ii) make the register available for public inspection; and
    - (iii) publish the entries in the register on the website.
- 2) In order for a bid to be considered it must be placed in the official tender box located at the Supply Chain Management Unit.
- 3) The Manager: Supply Chain will ensure that tender boxes are sealed until the time of their official opening, and ensure that they are properly secured.
- 4) At the advertised time, the tender box will be unlocked by officials from the Supply Chain Management Unit.
- 5) A Supply Chain Management practitioner will open bid documents in the presence of bidders or other interested parties.

- 6) The tender box may be opened without any members of public being present provided that the appropriate procedure for advertising the time and venue has been followed.
- 7) The unmarked or incorrectly marked tenders will be opened for recording
- 8) The names and if practical, the total bid amounts will be read out and recorded in the tender register, which will be available for public inspection on request.
- 9) A copy of the record must be kept in the office of the SCM Manager and a complete schedule provided as soon as is practical.
- 10) Bid results will be published on the municipality's website.

### **23. Negotiations with preferred bidders**

- 1) The Accounting Officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –
  - a) does not allow any preferred bidder a second or unfair opportunity;
  - b) is not to the detriment of any other bidder; and
  - c) does not lead to a higher price than the bid as submitted.
- 2) Minutes of such negotiations must be kept for record purposes.
- 3) No unauthorized communication with bidders and prospective providers:
  - a) where bids and quotations have been submitted to the municipality, a bidder may not communicate with any councilor, official, or authorized service provider on any matter regarding his bid, quotation or offer other than a notice of withdrawal.
  - b) No municipal personnel may communicate with a bidder or any other party who has an interest in a bid, during the period between the closing date for the receipt of the bid or quotation (or date of receipt of an offer), and the date of notification of the successful bidder of acceptance of his bid, quotation or offer, except as provided for in paragraph (c) below. Every such case of unauthorized communication shall forthwith be reported to the Supply Chain Management Unit as well as the chairperson of the Bid Adjudication Committee. A bid or quotation in respect of which unauthorized communication has occurred may be disqualified.
  - c) The budget holder must approach the Bid Evaluation Committee, as determined in paragraph 28(2), to consider authorizing an employee or authorized consulting service provider, in writing, to communicate with a bidder during the period mentioned in subsection (d) above for the purpose of: -
    - (i) Obtaining an explanation and verification of declarations made in the bid response.
    - (ii) confirming technical particulars and the compliance thereof with specifications.
    - (iii) clarifying delivery times/quantities.
    - (iv) extending the validity period of a bid.
    - (v) clarifying any other commercial aspect.
    - (vi) for the submission of substantiating documents.
    - (vii) any other clarifications
  - e) In all cases where authority has been granted to communicate with bidders in terms of para [1]graph (c) above, it should be clearly stated in the submission to the Bid Adjudication Committee the nature of the communication as well as by whom such authority to communicate has been granted.
  - f) Bidders that do not attend the compulsory site briefing meeting as advertised or as agreed within 10 minutes later by all presentative of the company present, their late bid will not be accepted. No circumstances other than being present will be considered within the timeframes.

**24. Two-stage bidding process**

- 1) A two-stage bidding process is allowed for – a) large, complex projects; b) projects where it may be undesirable to prepare complete detailed technical specifications; or  
c) long term projects with a duration period exceeding three years.
- 2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.
- 3) In the second stage final technical proposals and priced bids should be invited.

**25. Committee system for competitive bids**

- 1) The Accounting Officer is required to establish a committee system for competitive bids of at least-
  - (i) a Bid Specification Committee;
  - (ii) a Bid Evaluation Committee; and
  - (iii) a Bid Adjudication Committee.
- 2) The Accounting Officer appoints the members of each committee, taking into account Section 117 of the Act.
- 3) A neutral or independent observer, appointed by the Accounting Officer, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- 4) The committee system must be consistent with –
  - a) Section 26, 27 and 28 of this Policy; and
  - b) any other applicable legislation.
- 5) The Accounting Officer may apply the committee system to formal written price quotations.

**26. Bid Specification Committees**

- 1) The bid specification committee must compile the specifications for each procurement transaction of goods or services by the municipality.
- 2) Specifications –
  - a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;
  - b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organization, or an authority accredited or recognized by the South African National Accreditation System with which the equipment or material or workmanship should comply;
  - c) must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;
  - d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;
  - e) may not make reference to any particular trademark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;

- f) must indicate each specific goal for which points may be awarded in terms of the points system set out in the Preferential Procurement Regulations 2022; and
- g) Must state in the tender documents if the tender will be evaluated on functionality.
- (3) The evaluation criteria for measuring functionality must be objective.
- (4) The tender documents must specify-
  - (a) the evaluation criteria for measuring functionality;
  - (b) the points for each criteria and, if any, each sub-criterion; and
  - (c) the minimum qualifying score for functionality.
- (5) The minimum qualifying score for functionality for a tender to be considered further-
  - (a) must be determined separately for each tender; and
  - (b) may not be so-
    - (i) low that it may jeopardize the quality of the required goods or services; or
    - (ii) high that it is unreasonably restrictive.
- (6) Points scored for functionality must be rounded off to the nearest two decimal places.
  - (a) A tender that fails to obtain the minimum qualifying score for functionality as indicated in the tender documents is not an acceptable tender.
- (1) Each tender that obtained the minimum qualifying score for functionality must be evaluated further in terms of price and the preference point system and any objective criteria envisaged in regulation 11.
- 2) must be approved by the Bid Specification Committee prior to publication of the invitation for bids in terms of Section 21 of this Policy.
- 3) A bid specification committee must be composed of at least three (3) officials of the municipality. The attendance of the relevant Project Manager is compulsory, and the Committee may, when appropriate, include external specialist advisors.
- 4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.
- 5) A quorum will be a minimum of four (4) members (i.e. the Chairperson, another member, an SCM Practitioner and the relevant Project Manager) of the Bid Specification Committee shall constitute a quorum for any formal sitting/meeting of the Bid Specification Committee. In case the Chairperson is not available the members present can appoint the Chairperson for the meeting. A member of the specification committee can also be a member of either the Bid Evaluation or Bid Adjudication Committee (but not both committees) that considers any of the bids for the same goods or services.
- 6) The advertisement must be approved by the Accounting Officer or the official or Bid Specifications Committee delegated by the Accounting Officer, prior to advertisement of the bid.

## **27. Bid evaluation committees**

- 1) The SCM Unit must convene a technical evaluation committee,
  - where,
  - a) The value of the tender for goods and services exceeds the amount of R2 million (excluding VAT),
  - b) The value of the tender for infrastructure exceeds the amount of R2,5 million (excluding VAT),



- 2) The committee must be composed of the Chairperson, at least three members, an SCM Practitioner and the relevant Project Manager.
- 3) The Committee must work through the entire tenders specifications to assess the bidders' ability to rendering service or delivering goods to the municipality.
- 4) The bid evaluation committee must –
  - a) evaluate bids in accordance with
    - (i) the specifications for a specific procurement; and
    - (ii) the points system set out in terms of Section 27(2)(f);
  - b) evaluate each bidder's ability to execute the contract.
  - c) check in respect of each bidder whether municipal rates and taxes and municipal service charges are not in arrears,
  - d) check in respect of each bidder that their tax matters are in order and;
  - e) may use the following remedies where a bidder does not comply to any or certain requirements–
    - (i) disqualify bidders from the bidding process;
    - (ii) recover all costs, losses or damages the municipality has suffered from the bidder's non-compliance;
    - (iii) claim any damages as a result of having to make less favorable arrangements
  - f) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.
- 5) A bid evaluation committee must as far as possible be composed of-
  - a) officials from departments requiring the goods or services; and
  - b) at least one supply chain management practitioner of the municipality,
  - c) Technical experts, consultants or advisors, provided that these experts can only actively contribute to discussions, and not vote on the items
  - d) A quorum will be a minimum of four (4) members (i.e. the Chairperson, another member, an SCM Practitioner and the relevant Project Manager) of the Bid Evaluation Committee shall constitute a quorum for any formal sitting/meeting of the Bid Evaluation Committee.
  - e) Attendance of the relevant project manager is compulsory'
  - f) Members of the bid evaluation committees may not serve on any adjudication committee that adjudicates on any of the items that has been considered at a bid evaluation committee.
  - g) Notwithstanding the above requirements for consideration, bids not according to specification may not be accepted and the evaluation committee may recommend that new tenders be called if necessary.

## **28. Bid Adjudication Committees**

- 1) The Bid Adjudication Committee must –

- a) consider the report and recommendations of the bid evaluation committee;  
and
- b) either –
  - (i) depending on its delegations, make a final award or a recommendation to the Accounting Officer to make the final award; or
  - (ii) make another recommendation to the Accounting Officer how to proceed with the relevant procurement.
- 2) The Bid Adjudication Committee must consist of at least four Directors of the municipality which must include –
  - a) the Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer; and
  - b) at least one senior supply chain management practitioner who is an official of the municipality; and
  - c) a technical expert in the relevant field who is an official, if such an expert exists.
- 3) The Accounting Officer must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.
- 4) The BAC meeting must not continue if the members do not form a quorum.
- 5) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a Bid Adjudication Committee.
- 6) If the Bid Adjudication Committee decides to award a bid other than the one recommended by the bid evaluation committee, the Bid Adjudication Committee must prior to awarding the bid –
  - a) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears,
  - b) check in respect of the preferred bidder whether the bidder's taxation matters are in order,
  - c) notify the Accounting Officer.
- 7) The Accounting Officer may –
  - a) after due consideration of the reasons for the deviation, ratify or reject the decision of the Bid Adjudication Committee referred to in paragraph (a); and
  - b) if the decision of the Bid Adjudication Committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
- 8) The Accounting Officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.
- 9) The Accounting Officer must:
  - a) Comply with Section 114 of the Act within 10 working days if a tender other than the one recommended in the normal course of implementing the supply chain management policy is approved.
  - b) Notify the Auditor-General, the Provincial Treasury and the National Treasury of the reasons for deviating from such recommendation, in writing,.
  - c) This Section does not apply if a different tender was approved in order to rectify an irregularity.
- 10) The Accounting Officer must publish the bid results on the municipal website.

**29. Procurement of banking services**

- 1) A contract for banking services –
  - a) must be procured through competitive bids;
  - b) must be consistent with Section 7 of the Act; and
  - c) may not be for a period of more than five years at a time.
- 2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.
- 3) The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of Section 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

**30. Procurement of IT related goods or services**

- 1) The Accounting Officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT-related goods or services through a competitive bidding process.
- 2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.
- 3) The Accounting Officer must notify SITA together with a motivation of the IT needs if – a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or
  - b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).
- 4) SITA may comment on the procurement needs submitted per Sub-Section (3)
- 5) If the municipality disagrees with comments made by SITA, the comments and the reasons for rejecting or not following such comments must be submitted to the Council, the National Treasury, the Provincial Treasury and the Auditor-General.

**31. Procurement of goods and services under contracts secured by other organs of state**

- 1) The Accounting Officer may procure goods or services under a contract secured by another organ of state, but only if –
  - a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
  - b) there is no reason to believe that such contract was not validly procured;
  - c) there are demonstrable discounts or benefits to do so; and
  - d) that other organ of state and the provider have consented to such procurement in writing.
- 2) Sub-Sections (1)(c) and (d) do not apply if –
  - a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
  - b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

**32. Procurement of goods necessitating special safety arrangements**

- 1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided wherever possible.
- 2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the Accounting Officer.

**33. Proudly SA Campaign**

- 1) The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from:
  - a) Firstly – suppliers and businesses within the municipality or district;
  - b) Secondly – suppliers and businesses within the relevant province;
  - c) Thirdly – suppliers and businesses within the Republic.

**34. Appointment of consultants**

- 1) The Accounting Officer may procure consulting services provided that any Treasury guidelines in respect of consulting services, as well as the Section 5 of the Bergrivier Municipality Council's Approved Cost Containment Policy, have been taken into account when such procurements are made.
- 2) Consultancy services must be procured through competitive bids if:
  - (a) the value of the contract exceeds R300 000; or
  - (b) the duration period of the contract exceeds one year.
- 3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –
  - (a) all consultancy services provided to an organ of state in the last five years; and
  - (b) any similar consultancy services provided to an organ of state in the last five years.
- 4) The Accounting Officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service, is vested in the municipality.
- 5) The appointment of advisors must also follow the same competitive bidding process as set out in this Policy.
- 6) No advisor will take any part in the final decision-making process regarding the award of bids.
- 7) No decision-making authority may be delegated to an advisor.

**35. Deviation from, and ratification of minor breaches of, procurement processes**

- 1) The Accounting Officer may –
  - a) dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
    - (i) in an emergency which is considered an unforeseeable and sudden event with materially harmful or potentially materially harmful consequences for the municipality which requires urgent action to address.
    - (ii) where it can be demonstrated that goods or services are produced or available from a single provider only;

- (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.
- b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature; and
- c) may condone any irregular expenditure incurred in contravention of, or that is not in accordance with a requirement of this Policy, provided that such condonation and the reasons therefore shall be reported to Council at the next ensuing meeting.
- 2) The Accounting Officer must record the reasons for any deviations in terms of Sub-Sections (1)(a) and (b) of this policy and report them to the next meeting of Council and include as a note to the annual financial statements.
- 3) Sub-Section (2) does not apply to the procurement of goods and services contemplated in Section 11(2) of this policy.

### **36. Unsolicited bids**

- 1) In accordance with Section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.
- 2) The Accounting Officer may decide in terms of Section 113(2) of the Act to consider an unsolicited bid, only if –
  - a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
  - b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages;
  - c) the person who made the bid is the sole provider of the product or service; and
  - d) the reasons for not going through the normal bidding processes are found to be sound by the Accounting Officer.
- 3) If the Accounting Officer decides to consider an unsolicited bid that complies with Sub-Section (2) of this policy, the decision must be made public in accordance with Section 21A of the Municipal Systems Act, together with –
  - a) reasons as to why the bid should not be open to other competitors;
  - b) an explanation of the potential benefits if the unsolicited bid were accepted; and
  - c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
- 4) The Accounting Officer must submit all written comments received pursuant to Sub-Section (3), including any responses from the unsolicited bidder to the National Treasury and the relevant provincial treasury for comment.
- 5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the Accounting Officer, depending on its delegations.
- 6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.
- 7) When considering the matter, the adjudication committee must consider –
  - a) any comments submitted by the public; and

- b) any written comments and recommendations of the National Treasury or the Provincial Treasury.
- 8) If any recommendations of the National Treasury or Provincial Treasury are rejected or not followed, the Accounting Officer must submit to the Auditor-General, the Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations. Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

### **37. Combating of abuse of supply chain management system**

- 1) The Accounting Officer must–
  - a) take all reasonable steps to prevent abuse of the supply chain management system;
  - b) investigate any allegations against an official or other role player of fraud, corruption, favoritism, unfair or irregular practices or failure to comply with this Policy, and when justified–
    - (i) take appropriate steps against such official or other role player; or
    - (ii) report any alleged criminal conduct to the South African Police Service;
  - c) check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;
  - d) take cognizance of the provisions of Chapter 2 of the Competition Act no 89 of 1998, with specific reference to:
    - (i) restrictive practices;
    - (ii) abuse of a dominant position;
    - and
    - (iii) exemption from application of Chapter 2 of the Act.
  - e) reject any bid from a bidder–
    - (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; unless a suitable arrangement has been made between the bidder and the Bergrivier Municipality that the total amount in arrears be recovered directly from the bidder's invoices during the contract period. The said debt repayment plans are selectively for local bidders, who reside within the Bergrivier Municipal area. All other bidders residing outside the Bergrivier Municipality area are excluded from such arrangements", or
    - (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
  - f) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;
  - g) cancel a contract awarded to a person if –
    - (i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
    - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and

- h) reject the bid of any bidder if that bidder or any of its directors –
  - (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;
  - (ii) has been convicted for fraud or corruption during the past five years;
  - (iii) has willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and has been in contravention of the Competition Act no 89 Of 1998.
- i) No person placing a procurement requisition for goods or Services shall knowingly understate the requirements of the estimated value with the intention of avoiding a more stringent procurement process. This includes the deliberate splitting of requirements to reduce individual order values. Procurement is limited to R300 000 per commodity type per month unless a competitive bidding process has been undertaken. The Municipal Manager shall promptly institute disciplinary action against any person infringing this requirement.
- j) No official shall engage in contact with a prospective supplier in respect of a quotation or tender which the supplier intends to submit except where clarification of requirements is required from either party, or where the Accounting Officer may negotiate with identified preferred bidders. Any such communication must be recorded and appropriately filed with the bid documentation.
- k) The Accounting Officer may, where a bidder has contravened the prescriptions of the Competition Act no 89 of 1998 –
  - (i) recover all costs, losses or damages the Municipality suffered as a result of the bidder's conduct;
  - (ii) cancel the contract and claim any damages which the Municipality has suffered as a result of having to make less favorable arrangements due to such cancellation;
  - (iii) restrict the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis; and
  - (iv) forward the matter for criminal prosecution.
- 2) The Accounting Officer must inform the National Treasury and relevant Provincial Treasury in writing of any actions taken in terms of Sub-Sections (1)(b)(ii), (e) or (f) of this policy.

### Part 3: Logistics, Disposal, Risk and Performance Management

#### 38. Logistics Management

- 1) The Accounting Officer must establish and implement an effective system of logistics management, which must include -
  - (a) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
  - (b) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
  - (c) the placing of manual or electronic orders for all acquisitions other than those from petty cash;
  - (d) before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
  - (e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
  - (f) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
  - (g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.
  - (h) monitoring and review of the distribution of items,
  - (i) monitoring and review of losses and surpluses.

#### 39. Disposal management

- 1) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;
- 2) Assets may be disposed of by –
  - (i) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
  - (ii) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
  - (iii) selling the asset; or
  - (iv) destroying the asset
- 3) The Accounting Officer must ensure that –
  - a) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;
  - b) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;
  - c) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;



- d) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;
- e) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;
- f) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- g) in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.

In consideration of (a) and (b) above it is necessary to understand the terminology and principles contained in the requirements as follows:

Minimum levels of basic service – Consideration must be given to current need for services as well as future needs, we can therefore not sell a property now and then need to buy a similar property later at a higher price to provide a municipal service.

Fair market value – The price that a willing buyer is willing to pay a willing seller in an arms-length transaction. Only a professional registered valuer can determine this valuation.

It also determines in Section 14(5) of the MFMA that any transfer of ownership of a capital asset must be fair equitable, transparent, competitive and consistent with the disposal management system, thus the supply chain management policy of the municipality.

The supply chain policy of the municipality requires the disposal of capital assets to be fair, equitable transparent and competitive.

#### WHEN AN APPLICATION IS RECEIVED, DO THE FOLLOWING:

1. Determine whether the property in question is an exempted or non-exempted capital asset in terms of the MFMA. Property is exempted if transferred to a municipality, municipal entity, provincial organ of state etc. ***(See definitions in the Regulations and MFMA, Sect 14(6) to determine whether an asset is exempted or not)***
2. ***All moveable assets will be sold by way of a public auction and immovable assets will be sold on a SCM process.***
3. If Non-exempted it may only be transferred after the following was done:
  - a. Accounting officer has conducted a public participation process.
  - b. Municipal council has made the following determinations in terms of Section 14(2) of the MFMA in a meeting open to the public
    - i. That the asset is not needed to provide the minimum level of basic municipal services
    - ii. Considered the fair market value and economic and community value to be received in exchange for the asset.
  - c. Public participation process only needed to inform the determination by council in (i) and (ii) above if the asset is a high value capital asset (R10 Mil) or (exceeds 1% of total value of assets thus more than R3.8 Million)
  - d. Only the council may authorise a public participation process referred to in (a) and a request to approve the process must be accompanied by the following:
    - i. Valuation
    - ii. Reasons for disposal
    - iii. Expected benefits to municipality



- iv. Expected proceeds to be received
- v. Any expected gain or loss
- e. If a public participation process is authorised the Accounting officer must:
  - i. At least 60 days prior to meeting make public i.t.o. Section 21A of the Municipal Systems Act (Advertisement in Local Media and on Web page) the proposal to transfer or dispose.
  - ii. Invite the local community to comment
  - iii. Solicit views from NT and PT
- 4. Consideration of proposals – Upon consideration of a proposal, a municipal council must take into account:
  - The factors as set out in Regulation 7 (a) to (l) must be considered
    - (a) Whether it may be required for own use
    - (b) The expected loss or gain to result from the transaction
    - (c) The extent to which the compensation will result in a financial loss or gain to the municipality
    - (d) The risk and reward associated with the operation or control of the asset in relation to the municipality's interests
    - (e) The effect of the disposal/transfer on the credit rating ability to raise loans, cash flow position
    - (f) Any limitations or conditions attached to the asset
    - (g) Estimated cost of the proposed transfer
    - (h) Transfer of any liabilities and reserves associated with the asset
    - (i) Comments or representations received from the local community
    - (j) Written views from the NT and PT
    - (k) Interests of the state, municipality or community at stake
    - (l) Compliance with legislative regime
- 5. Conditional approval – Regulation 11 states that; Approval **in principle** may be given to transfer a non-exempted capital **asset subject to any conditions**, including
  - a. The way it is to be sold or disposed of
  - b. Floor price or minimum compensation
  - c. If price is less than fair market value consider the following: (Reg. 13(2))
    - i. Is it in the public interest
    - ii. Does it address the plight of the poor
    - iii. Take into account the interest of the local community and the state
    - iv. The strategic economic interest of the municipality including long term
    - v. Constitutional rights of all parties affected by the decision
    - vi. Whether the interest of the affected carries more weight than that of the local community (individual interest vs. collective interest)
    - vii. If local community would be served better if the asset is transferred at less than fair market value compared to fair market value.
  - d. A framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person if the proposal is subject to direct negotiations.
- 6. Regulation 12 determines that; Disposal of a non-exempted capital asset may take place only in accordance with Disposal Management Process (SCM process), irrespective of;

The report to council should contain these questions in a table format and the questions needs to be answered by the department

- a. The value of the capital asset.
- b. Whether the asset is to be transferred to a private sector party or an organ of state.

***Thus after council decides upon the disposal method, whether sale or rental, an appropriate SCM process must be followed, the value of the property will determine the SCM process.***

If an offer is received prior to council decision or as a triggering occurrence, it should still be subjected to an appropriate SCM process after the in-principle decision has been obtained from the council. An offer to purchase or rent is regarded as being an unsolicited bid and the process to be followed is long and arduous and requires National Treasury input and have prolonged timeframes, advertisement requirements, it is therefore not recommended.

7. Regulation 12(2) determines when the disposal management system (usually SCM system) does not apply and that is only:
  - a. If the municipality reviews its service delivery mechanism i.t.o. chapter 8 of the Municipal Systems Act
  - b. If the municipality appoint a private sector party through a competitive process for the performance of a municipal service
  - c. If the capital asset is transferred as an integral component of the performance of that municipal service to the service provider

## **GRANTING OF RIGHTS TO USE CONTROL OR MANAGE CAPITAL ASSETS**

8. The requirements of chapter 4 does not apply to:

- a. Right to use, control or manage i.t.o. PPP's
- b. Right on municipal to housing for the poor

Regulation 33

The granting of a right to use, manage and control a capital asset must be dealt with in accordance with Chapter 2 (Thus similar to disposal of capital assets) if:

- a. The right is granted for an undetermined period
  - b. The period exceeds the useful life or economic usefulness
  - c. Confers on the person to whom the right is granted;
    - i. The option to buy or acquire ownership
    - ii. The power to use, control or manage as if the person is the beneficial but not legal owner.
9. A municipality may grant the right to use, manage or control a capital asset (Reg. 34 (1)(b) but only after the accounting officer has conducted a public participation process in accordance with Reg. 35 and the council has given an in-principle approval.
- A request to authorise a public participation process must be accompanied by an information statement containing:

- i. Reasons for disposal

- ii. Expected benefits to municipality
- iii. Expected proceeds to be received
- iv. Any expected gain or loss

Public participation only necessary is Value in excess of R10 Million **and** a long-term right is proposed to be granted. (Long-term - a period of more than 3 years)

10. Regulation 35 determines that the accounting officer must at least 60 days before the meeting where the council considers the decision to grant a right to use, manage and control a high value capital asset (in excess of R10 Million) make public the proposal in accordance with Section 21A of the MSA inclusive of
  - a. Information statement
  - b. Invite the local community for comment and representations
  - c. Solicit views from NT and PT
11. If the control of the property is relinquished by decision of council for a long term lease or other means of controlling the asset than that of an outright sale, the determinations in terms of Regulation 36 of the MAT regulations must also be taken into account being:
  - a. Whether the capital asset may be required for the municipality's own use during the period for which the right is granted
  - b. The extent to which any compensation to be received for the right together with the estimated value of any improvements or enhancements to the capital asset that the private sector party or organ of state to whom the right is granted will be required to make, will result in a significant economic or financial benefit to the municipality.
  - c. The risks and rewards associated with the use, control or management of the capital asset in relation to the municipality's interests;
  - d. Any comments representations on the proposed granting of the right received from the local community and other interested persons;
  - e. Any written views and recommendations on the proposed granting of the right by the National Treasury and relevant provincial treasury
  - f. The interests of any affected organ of state, the municipality's own strategic, legal and economic interests of the local community; and
  - g. Compliance with the legislative regime applicable to the proposed granting of the right.
12. Once the decision of the council has been taken in disposing the asset or to relinquish the control over the asset by means of a rental or a long-term rental, the SCM processes must be followed for the disposal of the property. (Regulation 41)
13. When an item is taken to council for consideration, the council must be made aware of the valuation of the property as well as give consideration to the requirements in point 10 above.
14. In-principle approval can be granted and conditions may also be attached to the in-principle approval as contained in Regulation 40 (a)(b) and(c).
15. Delegations – The power to make a determination as prescribed in Section 14 (2)(a) and(b) of the MFMA in respect of the need for municipal services and valuation, in accordance with Regulation 5 as well as 34 and to then decide to either sell or relinquish

control can be delegated to the Accounting officer below a prescribed value (The municipal council to determine the value)

**(3)** Assets may be disposed of by -

- (i)** transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
- (ii)** transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
- (iii)** selling the asset; or
- (iv)** destroying the asset.

**(4)** The accounting officer must ensure that -

- (a)** when immovable property is sold by means of a competitive bidding process, the highest price offered shall be accepted, provided such price is equal to or higher than the market related price for the relevant immovable property;
- (b)** in other cases, only at a market related price except when the public interest or the plight of the poor demands otherwise in which event the sale price shall be determined in accordance with the applicable land disposal or indigent policy adopted by the council;
- (c)** movable assets are sold either by way of by public auction at the highest offered price, provided such price is market related;
- (a)** firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
- (e)** immovable property is let at market related rentals except when the public interest or the plight of the poor demands otherwise in which event the rental shall be determined in accordance with the applicable land disposal or indigent support policy adopted by the council;
- (f)** all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;

- (e) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
  - (f) in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate, within 30 days, whether any of the local schools are interested in the equipment.
  - (g) The SCM unit will prepare a list for disposal and then the office of the Mayor can decide if assets must be removed from the list for the use by registered NGO,s that have a need, before the SCM process can start.
- (5) This paragraph must be read with and applied in conjunction with the Municipal Asset Transfer Regulations contained in Government Notice R. 878 of 22 August 2008 and the associated policies adopted by the council. In the event of conflict, the provisions of the aforesaid Regulations shall be applied.

#### **40. Risk management**

- 1) The criteria for the identification, consideration and avoidance of potential risks in the supply chain management system, must be identified.
- 2) Risk management must include –
  - (i) the identification of risks on a case-by-case basis;
  - (ii) the allocation of risks to the party best suited to manage such risks;
  - (iii) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
  - (iv) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
  - (v) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.
- 3) The Accounting Officer must ensure that risks are identified utilizing the following methods –
  - (i) Focus group sessions;
  - (ii) Personal interviews;
  - (iii) Questionnaires;
  - (iv) Audit reports analysis;
  - (v) Statistical analysis of related risk data;
  - (vi) Trend analysis;
  - (vii) Scenario analysis; and
  - (viii) Forecasting methodologies.
- 4) The Accounting Officer must ensure that a risk register is implemented consisting of the following–
  - (i) Each risks identified with a unique number;
  - (ii) Description of the risk;
  - (iii) Assessment of occurrence or likelihood and its impact if it does;
  - (iv) Grading of risk;

- (v) Responsibility for managing the risk; and
  - (vi) Proposed mitigation processes.
- 5) The Accounting Officer must ensure that all risks are assessed and indicating the magnitude of the risk as well as the probability of occurrence;
- 6) The Accounting Officer must ensure that a risk strategy is implemented which may include the following-
  - (i) avoiding the risk by eliminating the action;
  - (ii) treating the risk, how the risk can be prevented and if it were to occur how the impact can be minimized;
  - (iii) transfer or outsource the risk;
  - (iv) tolerate the risk.
- 7) The Accounting Officer must ensure that all risk related matters are reported and that a communication plan which may consist of the following is implemented –
  - (i) responsibility for the communication;
  - (ii) frequency of communication;
  - (iii) format of communication;
  - (iv) record of communication.

#### **41. Performance management**

- 1) The Accounting Officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this Policy were achieved;
- 2) The Accounting Officer must ensure that the following issues are reported on a quarterly basis –
  - (i) Achievement of preferential procurement goals and objectives;
  - (ii) Implementation of the Supply Chain Management Policy of the municipality;
  - (iii) Compliance to SCM norms and standards such as the municipal supply chain management regulations, National Treasury's model policy, standard bid documents and the general conditions of contract;
  - (iv) Savings generated, amongst others, by arranging contracts for the purpose of developing economies of scale;
  - (v) Stores efficiency, (the proper layout of stores through clear bin locations and bin numbering, promptly satisfying the users requirements, etc.)
  - (vi) Contract breach either by the municipality or contractors;
  - (vii) Cost efficiency of the procurement process;
  - (viii) That the supply chain objectives are consistent with Government's broader policy focus on trade, small business development, anti-corruption measures and the proudly South African.

#### **Part 4: Other matters**

##### **42. Prohibition on awards to persons whose tax matters are not in order**

- 1) No award above **R30 000** may be made in terms of this Policy to a person whose tax matters have not been declared by the South African Revenue Service to be complying.
- 2) Before making an award to a person the Accounting Officer must first check with SARS whether that person's tax matters are complying.
- 3) Where the recommended bidder is not tax compliant, the bidder should be notified of their non-compliant status and the bidder must be requested to submit to the municipality, within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made an arrangement to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to the municipality must be verified via the CSD or e-Filing.
- 4) The Accounting Officer should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above.

##### **43. Prohibition on awards to persons in the service of the state**

- 1) Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –
  - a) who is in the service of the state;
  - b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is –
    - (i) a member of any municipal council, any provincial legislature or the National Assembly or the National Council of Provinces;
    - (ii) an official of any municipality;
    - (iii) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
    - (iv) a member of the board of directors of any municipal entity;
    - (v) an executive member of the accounting authority of any national or provincial public entity;
  - c) a person who is an advisor or consultant contracted with the municipality.

##### **44. Awards to close family members of persons in the service of the state**

- 1) The Accounting Officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –
  - a) the name of that person;
  - b) the capacity in which that person is in the service of the state;  
and
  - c) the amount of the award.



#### 45. Ethical standards

- 1) All officials involved in supply chain management for the municipality must comply with the Code of Conduct prescribed in the Municipal Systems Act, the Supply Chain Management Framework and the Code of Conduct for Supply Chain Management role players as prescribed.
- 2) A code of ethical standards is hereby established for officials and other role players in the Supply Chain Management System in order to promote –
  - a) mutual trust and respect; and
  - b) an environment where business can be conducted with integrity and in a fair and reasonable manner.
- 3) An official or other role player involved in the implementation of the Supply Chain Management Policy:
  - a) must treat all providers and potential providers equitably;
  - b) may not use his or her position for private gain or to improperly benefit another person;
  - c) may not accept any rewards, gift, favor, hospitality or other benefit directly, including to any close family member, partner or associate of that person, of a value more than R350;
  - d) notwithstanding Sub-Section 48(2)(c), must declare to the Accounting Officer details of any reward, gift, favor, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
  - e) must declare to the Accounting Officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the Municipality;
  - f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
  - g) must be scrupulous in his or her use of property belonging to the Municipality;
  - h) must assist the Accounting Officer in combination fraud, corruption, favoritism, and unfair and irregular practices in the supply chain management system; and
  - i) must report to the Accounting Officer any irregular conduct in the supply chain management system which that person may become aware of, including –
    - (i) any alleged fraud, corruption, favoritism, or unfair conduct
    - (ii) any alleged contravention of Section 49(1) of this Policy; or
    - (iii) any alleged breach of this of this code of ethical standards.
  - j) Declarations in terms of Sub-Sections 49 (2) (d) and (e)-
    - (i) must be recorded in a register which the Accounting Officer must keep for this purpose;
    - (ii) by the Accounting Officer must be made to the Mayor of the Municipality who must ensure that such declarations are recorded in the register.
  - k) The National Treasury Code of Conduct must also be considered by supply chain management practitioners and other role players involved in supply chain management.

- l) The National Treasury Code of Conduct for Supply Management Practitioners, attached as Annexure A, is adopted by the Municipality, and shall apply mutatis mutandis to and be binding on supply chain management of the Municipality.
- m) A breach of the code of conduct adopted by the Municipality must be dealt with in accordance with Schedule 1 (code of Conduct for Councilors) and Schedule 2 (Code of Conduct for Municipal Staff Members) of the Municipal Systems Act, No 32 of 2000.

**46. Inducements, rewards, gifts, and favors to municipalities, officials and other role players**

- 1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –
  - a) any inducement or reward to the municipality for or in connection with the award of a contract; or
  - b) any reward, gift, favor or hospitality to –
    - (i) any official; or
    - (ii) any other role player involved in the implementation of this Policy.
- 2) The Accounting Officer must promptly report any alleged contravention of Sub-Section (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
- 3) Sub-Section (1) does not apply to gifts less than R350 in value.

**47. Sponsorships**

- 1) The Accounting Officer must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –
  - a) a provider or prospective provider of goods or services; or
  - b) a recipient or prospective recipient of goods disposed or to be disposed.

**48. Objections and complaints**

- 1) Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

**49. Resolution of disputes, objections, complaints and queries**

- 1) The Accounting Officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –
  - a) to assist in the resolution of disputes between the municipality and other persons regarding -
    - (i) any decisions or actions taken in the implementation of the supply chain management system; or
    - (ii) any matter arising from a contract awarded during the supply chain management system; or
    - (iii) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

- b) Suppliers must provide details of the reasons for their appeal including any noncompliance with this Policy, the MFMA and related legislation. The Accounting Officer shall provide written acknowledgement of the receipt of appeals to the appellant;
  - c) If the appeal is based on a technically complex matter, the Accounting Officer may engage an impartial external advisor, provided that their engagement is compliant with this Policy and sufficient budgetary provision exists. The Accounting Officer is not bound by any opinion provided.
  - d) The Accounting Officer will decide if an appeal constitutes sufficient grounds for delay of procurement from the approved supplier, and if a delay is practical. If the Accounting Officer determines there are grounds for delay, the approved supplier will be advised in writing of the reasons for the delay.
  - e) When a ruling on an appeal has been made, the Accounting Officer will advise the appellant in writing of the outcome.
- 2) The Accounting Officer, or another official designated by the Accounting Officer, is responsible for assisting the appointed person to perform his or her functions effectively.
  - 3) The person appointed must –
    - a) strive to resolve promptly all disputes, objections, complaints or queries received; and
    - b) submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.
  - 4) A dispute, objection, complaint or query may be referred to the relevant Provincial Treasury if –
    - a) the dispute, objection, complaint or query is not resolved within 60 days; or
    - b) no response is forthcoming within 60 days.
  - 5) The Provincial Treasury may refer the query to the National Treasury for resolution.
  - 6) This Policy must not be read as affecting a person's rights to approach a court at any time.

## **50. Appeals**

- 1) A person whose rights are affected by a decision taken to award a tender by a municipality, in terms of a power or duty delegated or sub-delegated by a delegating authority, may appeal against that decision, by giving written notice of the appeal and reasons to the Accounting Officer within 21 days of the date of the notification of the decision.
- 2) When the appeal is against a decision taken by a staff member or committee other than the Accounting Officer, the Accounting Officer must consider the appeal or refer it to the appeal authority when appropriate;
- 3) The Accounting Officer must promptly submit the appeal to the appropriate appeal authority.
- 4) The appeal authority must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.
- 5) An appeal authority must commence with an appeal within six weeks and decide the appeal within a reasonable period.
- 6) This Policy must not be read as affecting a person's rights to approach a court at any time.

## 51. Contracts and contract management

- 1) A contract or agreement procured through the supply chain management system of the municipality must—
  - a) be in writing;
  - b) stipulate the terms and conditions of the contract or agreement, which must include provisions providing for—
    - (i) the termination of the contract or agreement in the case of non- or underperformance;
    - (ii) dispute resolution mechanisms to settle disputes between the parties;
    - (iii) a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years; and
    - (iv) any other matters that may be prescribed.
- 2) The accounting officer must—
  - a) take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality or municipal entity 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 or municipal entity—
    - (i) to assist the accounting officer in carrying out the duties set out in paragraphs (a) and (b); and
    - (ii) to oversee the day-to-day management of the contract or agreement; and
    - (iii) regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contractor.
  - d) A contract or agreement procured through the supply chain management policy of the municipality may be amended by the parties, but only after—
  - e) the reasons for the proposed amendment have been tabled in the council of the municipality or, in the case of a municipal entity, in the council of its parent municipality; and
  - f) the local community—
    - (i) has been given reasonable notice of the intention to amend the contract or agreement; and
    - (ii) has been invited to submit representations to the municipality or municipal entity.
  - g) Amendments, expansion, variation of contracts may be considered by the Accounting Officer if the value does not exceed 15% of the value of the contract or 20% of the value of the contract for construction-related contracts.

## 52. Contract Management

- 1) The Accounting Officer must ensure that all bids and contracts are subject to the General Conditions of Contract and any Special Conditions of Contract, if specified;
- 2) All contracts must be based on the General Conditions of Contract, issued by the National Treasury. Any aspect not covered by the General Conditions of Contract must be dealt with in the Special Contract Conditions;

- 3) Matters such as attendance of compulsory site meetings, briefing sessions and special delivery conditions must be covered in the Special Conditions of Contract with the proviso that the standard wording of the General Conditions of Contract should not be amended;
- 4) The General Conditions of Contract, International Federation of Consulting Engineers (FIDIC) regulations and the Joint Building Contracts Committee (JBCC) guidelines issued by the Construction Industry Development Board are utilized in cases of bids related to the construction industry;
- 5) Where the Special Conditions of Contract conflicts with the General Conditions of Contract, the Special Conditions of Contract will prevail;
- 6) These conditions must form an integral part of the bidding documents.

### **53. Contract Administration**

- 1) Contract administration includes all administrative duties associated with a contract that has arisen through one of the acquisition/procurement processes described in this policy.
- 2) All contracts must be administered by a contract manager, who will be an internal official assigned to ensure the effective administration of the contract. The contract manager will typically be the internal project manager assigned to the project as a whole but may also be a cost centre owner or other responsible official.
- 3) A contract manager must be assigned to each contract and, where possible, should be involved from the earliest stages of the acquisition process.
- 4) The contract manager's duties and powers shall be governed by the conditions of contract and the general law.
- 5) The contract manager shall take all reasonable steps to ensure that a contract procured through the provisions of this policy is properly enforced.
- 6) In administering a contract, the contract manager will be required to form opinions and make decisions which, while in the Municipality's best interests, must be fair to all parties concerned.
- 7) Director shall be responsible for ensuring that contract managers:
  - a) are assigned to all contracts within the Director's area of responsibility;
  - b) are adequately trained so that they can exercise the necessary level of responsibility in the performance of their duties.
- 8) In discharging his duties, the contract manager shall:
  - a) ensure that all the necessary formalities in signing up the contract and/or issuing the purchase order(s) are adhered to;
  - b) ensure that contracts related to the procurement of goods and services are captured on the contract management system in the form of a price schedule;
  - c) ensure that all original contract documentation is lodged with the Supply Chain Management Unit for record purposes;
  - d) monitor, on a monthly basis, the performance of the contractor in order to ensure that all of the terms and conditions of the contract are met, including the contractor's obligations as regards Broad-Based Black Economic Empowerment, targeted labour and/or resources and local production and content, as applicable;
  - e) where necessary, take appropriate action where a contractor is underperforming or is in default or breach of the contract;
  - f) manage contract variation or change procedures;
  - g) administer disputes where necessary, in terms of this policy and the applicable Conditions of Contract;

- h) conduct, as appropriate, post contract reviews;
- i) maintain adequate records (paper and/or electronic) in sufficient detail on an appropriate contract file to provide an audit trail;
- j) act with care and diligence and observe all accounting and legal requirements.

**54. Contracts providing for compensation based on turnover**

- 1) If a service provider acts on behalf of a municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –
  - a) a cap on the compensation payable to the service provider; and
  - b) that such compensation must be performance based.

**55. Contracts having future budgetary implications**

- 1) A municipality may enter into a contract which will impose financial obligations on the municipality beyond a financial year, but if the contract will impose financial obligations on the municipality beyond the three years covered in the annual budget for that financial year, it may do so only if—
  - a) the municipal manager, at least 60 days before the meeting of the municipal council at which the contract is to be approved—
    - (i) has, in accordance with section 21A of the Municipal Systems Act—
      - (aa) made public the draft contract and an information statement summarizing the municipality's obligations in terms of the proposed contract; and
      - (bb) invited the local community and other interested persons to submit to the municipality comments or representations in respect of the proposed contract; and
    - (ii) has solicited the views and recommendations of—
      - (cc) the National Treasury and the relevant provincial treasury;
      - (dd) the national department responsible for local government; and
      - (ee) if the contract involves the provision of water, sanitation, electricity, or any other service as may be prescribed, the responsible national department;
  - b) the municipal council has taken into account—
    - (i) the municipality's projected financial obligations in terms of the proposed contract for each financial year covered by the contract;
    - (ii) the impact of those financial obligations on the municipality's future municipal tariffs and revenue;
    - (iii) any comments or representations on the proposed contract received from the local community and other interested persons; and
    - (iv) any written views and recommendations on the proposed contract by the National Treasury, the relevant provincial treasury, the national department responsible for local government and any national department referred to in paragraph (a)(ii)(cc); and
  - c) the municipal council has adopted a resolution in which—

- (i) it determines that the municipality will secure a significant capital investment or will derive a significant financial economic or financial benefit from the contract;
  - (ii) it approves the entire contract exactly as it is to be executed; and
  - (iii) it authorizes the municipal manager to sign the contract on behalf of the municipality.
- 2) The process set out in subsection (1) does not apply to—
  - a) contracts for long-term debt regulated in terms of section 46(3).
  - b) employment contracts; or
  - c) contracts—
    - (i) for categories of goods as may be prescribed; or
    - (ii) in terms of which the financial obligation on the municipality is below—
      - (aa) a prescribed value; or
      - (bb) prescribed percentage of the municipality's approved budget for the year in which the contract is concluded.
- 3) All contracts referred to in subsection (1) and all other contracts that impose a financial obligation on a municipality—
  - a) must be made available in their entirety to the municipal council; and
  - b) may not be withheld from public scrutiny except as provided for in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- 4) Sub-Section (a)(i) does not apply to contracts in respect of which the financial obligation on the municipality is below a prescribed value.

## **56. Commencement**

This Policy takes effect on the date as approved per Council resolution.

## **CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND OTHER ROLE PLAYERS**

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

### **1 General Principles**

- 1) The municipality commits itself to a policy of fair dealing and integrity in the conducting of its business. Officials and other role players involved in supply chain management (SCM) are in a position of trust, implying a duty to act in the public interest. Officials and other role players should not perform their duties to unlawfully gain any form of compensation, payment or gratuities from any person, or provider/contractor for themselves, their family or their friends.
- 2) Officials and other role players involved in SCM should ensure that they perform their duties efficiently, effectively and with integrity, in accordance with the relevant legislation, policies and guidelines. They should ensure that public resources are administered responsibly.
- 3) Officials and other role players involved in SCM should be fair and impartial in the performance of their functions. They should at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual. They should not abuse the power and authority vested in them.

### **2 Conflict of interest**

- 1) An official or other role player involved with supply chain management –
  - a) must treat all providers and potential providers equitably;
  - b) may not use his or her position for private gain or to improperly benefit another person;
  - c) may not accept any reward, gift, favor, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, to the value of R350 or more;
  - d) must declare to the Accounting Officer details of any reward, gift, favor, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
  - e) must declare to the Accounting Officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the municipality;
  - f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
  - g) must declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest;
  - h) should not place him/herself under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties; and
  - i) should not take improper advantage of their previous office after leaving their official position.



### **3 Accountability**

- 1) Practitioners are accountable for their decisions and actions to the public.
- 2) Practitioners should use public property scrupulously.
- 3) Only Accounting Officers or their delegates have the authority to commit the municipality to any transaction for the procurement of goods and / or services.
- 4) All transactions conducted by a practitioner should be recorded and accounted for in an appropriate accounting system.
- 5) Practitioners should not make any false or misleading entries into such a system for any reason whatsoever.
- 6) Practitioners must assist the Accounting Officer in combating fraud, corruption, favoritism and unfair and irregular practices in the supply chain management system.
- 7) Practitioners must report to the Accounting Officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including:
  - a) any alleged fraud, corruption, favoritism or unfair conduct;
  - b) any alleged contravention of the policy on inducements, rewards, gifts and favors to municipalities or municipal entities, officials, or other role players; and
  - c) any alleged breach of this code of conduct.
- 8) Any declarations made must be recorded in a register which the Accounting Officer must keep for this purpose.
- 9) Any declarations made by the Accounting Officer must be made to the mayor who must ensure that such declaration is recorded in the register.

### **4 Openness**

Practitioners should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only if it is in the public interest to do so.

### **5 Confidentiality**

- 1) Any information that is the property of the municipality or its providers should be protected at all times. No information regarding any bid / contract / bidder / contractor may be revealed if such an action will infringe on the relevant bidder's / contractor's personal rights.
- 2) Matters of confidential nature in the possession of officials and other role players involved in SCM should be kept confidential unless legislation, the performance of duty or the provisions of law requires otherwise. Such restrictions also apply to officials and other role players involved in SCM after separation from service.

### **6 Bid Specification / Evaluation / Adjudication Committees**

- 1) Bid specification, evaluation and adjudication committees should implement supply chain management on behalf of the municipality in an honest, fair, impartial, transparent, cost-effective, and accountable manner.
- 2) Bid evaluation / adjudication committees should be familiar with and adhere to the prescribed legislation, directives and procedures in respect of supply chain management in order to perform effectively and efficiently.
- 3) All members of Bid Adjudication Committees should be cleared by the Accounting Officer at the level of "CONFIDENTIAL" and should be required to declare their financial interest annually.
- 4) No person should –

- a) interfere with the supply chain management system of the municipality; or
- b) amend or tamper with any price quotation / bid after its submission.

## **7 Combative Practices**


Combative practices are unethical and illegal and should be avoided at all cost. They include but are not limited to:

- (i) suggestions to fictitious lower quotations;
- (ii) reference to non-existent competition;
- (iii) exploiting errors in price quotations / bids;
- (iv) soliciting price quotations / bids from bidders / contractors whose names appear on the Register for Tender Defaulters.

**ANNEXURE B****SCHEDULE TO SMALL BUSINESSES ACT NO. 102 OF 1996**

Column 1	Column 2	Column 3	Column 4	Column 5
Sector or sub-sector in accordance with the Standard Industrial Classification	Size of class	The total full-time equivalent of paid employees	Total turnover	Total gross asset value (fixed property excluded)
Agriculture	Medium Small Very small Micro	100 50 10 5	R 5 m R 3 m R 0.50 m R 0.20 m	R 5 m R 3 m R 0.50 m R 0.10 m
Mining and Quarrying	Medium Small Very small Micro	200 50 20 5	R 39 m R 10 m R 4 m R 0.20 m	R 23 m R 6 m R 2 m R 0.10 m
Manufacturing	Medium Small Very small Micro	200 50 20 5	R 51 m R 13 m R 5 m R 0.20 m	R 19 m R 5 m R 2 m R 0.10 m
Electricity, Gas and Water	Medium Small Very small Micro	200 50 20 5	R 51 m R 13 m R 5.10 m R 0.20 m	R 19 m R 5 m R 1.90 m R 0.10 m
Construction	Medium Small Very small Micro	200 50 20 5	R 26 m R 6 m R 3 m R 0.20 m	R 5 m R 1 m R 0.50 m R 0.10 m
Retail and Motor Trade and Repair Services	Medium Small Very small Micro	200 50 20 5	R 39 m R 19 m R 4 m R 0.20 m	R 6 m R 3 m R 0.60 m R 0.10 m
Wholesale Trade, Commercial Agents and Allied Services	Medium Small Very small Micro	200 50 20 5	R 64 m R 32 m R 6 m R 0.20 m	R 10 m R 5 m R 0.60 m R 0.10 m
Catering, Accommodation and other Trade	Medium Small Very small Micro	200 50 20 5	R 13 m R 6 m R 5.10 m R 0.20 m	R 3 m R 1 m R 1.90 m R 0.10 m
Transport, Storage and Communications	Medium Small Very small Micro	200 50 20 5	R 26 m R 13 m R 3 m R 0.20 m	R 6 m R 3 m R 0.60 m R 0.10 m
Finance and Business Services	Medium Small Very small Micro	200 50 20 5	R 26 m R 13 m R 3 m R 0.20 m	R 5 m R 3 m R 0.50 m R 0.10 m
Community, Social and Personal Services	Medium Small Very small Micro	200 50 20 5		

Examples of the documents to be used for the Infrastructure gates implementation.

	<h2 style="margin: 0;"><b><i>BERGRIVIER MUNICIPALITY</i></b></h2> <h3 style="margin: 10px 0 0 0;"><b>PG1: Permission to start the procurement process</b></h3> <p style="margin: 20px 0 0 400px;"><b>Gate 1.</b></p>								
<p><b>Proposed procurement</b></p> <p><b>Project no:</b>                      <b>Project description:</b></p> <p><b>Reference No:</b>                      <b>Title:</b></p>									
<p>Activity 1 of Table 3 of the National Treasury Standard for Infrastructure Procurement and Delivery Management states the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Activity</th> <th style="width: 40%;">Sub-Activity</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center; vertical-align: middle;">1</td> <td>Establish what is to be procured (Applies only to goods and services not addressed in a procurement strategy developed in terms of 4.1)</td> </tr> <tr> <td>1.1 Prepare broad scope of work for procurement</td> </tr> <tr> <td>1.2 Estimate financial value of proposed procurement</td> </tr> <tr> <td></td> <td>1.3 PG1 Obtain permission to start with the procurement process</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Permission is only required for procurements which are not included in an approved procurement strategy developed in accordance with the provisions of 4.1.4 (Stage 2: Strategic resourcing) of the National Treasury Standard for Infrastructure Procurement and Delivery Management</p>		Activity	Sub-Activity	1	Establish what is to be procured (Applies only to goods and services not addressed in a procurement strategy developed in terms of 4.1)	1.1 Prepare broad scope of work for procurement	1.2 Estimate financial value of proposed procurement		1.3 PG1 Obtain permission to start with the procurement process
Activity	Sub-Activity								
1	Establish what is to be procured (Applies only to goods and services not addressed in a procurement strategy developed in terms of 4.1)								
	1.1 Prepare broad scope of work for procurement								
	1.2 Estimate financial value of proposed procurement								
	1.3 PG1 Obtain permission to start with the procurement process								
<p><b>Broad scope of work</b></p>									
<p><b>The need and motivation for the procurement</b></p>									
<p><b>Estimated financial value of procurement including VAT</b></p> <p style="margin-top: 20px;">R</p>									

**Permission to start procurement process prepared by:**

Name:

Designation:

Tel:

Date:

email:

**Permission to procedure with the procurement process recommended by:**

*[name of person]*

*[Designation]*

**Signature:**

**Date:**

**Permission granted to procedure with the procurement process**

*[name of designated person – see SCM policy]*

*[Designation]*

**Signature:**

**Date:**



Bergvliet Local Municipality

## A2: Approval to apply the procurement strategy

(GATE 2)

### Proposed procurement

Project no:

Project description:

Reference No:

Title:

Type of contract: (check appropriate box)

☐ Professional service☐ Engineering and construction works☐ Service☐ Supply

Subclause 14.2.1 of the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM) requires that goods or services or a combination thereof should generally be procured from the open market. Tenders may, however, be solicited from a confined market where:

- a) it is established with reasonable certainty that only a sole contractor is able to provide the goods or services or any combination thereof or only a very limited number of contractors are able to provide goods, services or works which are not freely available in the market, or which are provided solely for the organ of state in accordance with unique requirements;
- b) there is justification for standardising goods or making use of manufacturer-accredited service providers;
- c) a change in product or manufacturer requires modifications to related equipment and fixtures, e.g. a replacement pump requires costly changes to mountings, pipework or electrical connections or the replacement of circuit breakers requires costly changes to mounting frames, face panels, busbars, wiring and the like; or
- d) a replacement model requires the holding of additional spares or maintenance personnel.

Subclause 14.2.3 of the SIPDM requires that prior approval be obtained for the confined market procedure, unless such a procedure is already provided for in the approved procurement strategy, except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions (presence of, or the imminent risk of, an extreme or emergency situation arising from human injury or death, human suffering or deprivation of human rights, serious damage to property or financial loss, livestock or animal injury, suffering or death, serious environmental damage or degradation or interruption of essential services) and which can be dealt with, or the risks relating thereto arrested, within 48 hours.

### Broad scope of work

### Estimated financial value of procurement including VAT

R

**Confined market to be approached**

(tick one box)

☐ The list of tenderers to be invited to submit tender offers is as follows:

☐ The basis for determining the list of tenderers to be invited to submit tender offers:

**Motivation**

**Recommended for approval by:**

*[name of person]*

*[Designation]*

**Signature:**

**Date:**

**Approval to use the confined market procedure:**

*[name of designated person – see SCM policy]*

*[Designation]*

**Signature:**

**Date:**







## BERGRIVIER MUNICIPALITY

**PG3: Approval of the procurement document****Gate 3****Proposed contract****Project no:****Project description:****Tender No:****Title:****Brief description of work associated with the contract:****Framework contract:** ☐ yes ☐ no**Estimated total of the prices for the proposed contract including VAT and price adjustment for inflation:**

(if a framework agreement – state not applicable)

**Time** (no of weeks from start of the contract to completion/ delivery / end of service):**Procurement procedure:** *(check appropriate box)*
☐ Negotiation
     
 ☐ Confined market
     
 ☐ Competitive selection
     
 ☐ Competitive negotiation
**Type of procurement document** *(check appropriate box):*
☐ expression of interest
     
 ☐ tender
     
 ☐ contract

Procurement Gate 3 of the control framework for infrastructure procurement contained in the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM) requires that approval of the procurement documents be obtained.

The clauses in the SIPDM relating to this activity are as follows:

**4.2.2.1** The approval of procurement documents at Procurement Gate 3 or Framework Agreement Gate 2 shall be based on the contents of a procurement documentation review report. Where the procurement relates to the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure, such a report shall be prepared by one or more persons who participated in the review and who are registered as:

- a) a professional architect or professional senior architectural technologist in terms of the Architectural Profession Act or a professional landscape architect or a professional landscape technologist in terms of the Landscape Architectural Profession;
- b) a professional engineer or professional engineering technologist in terms of the Engineering Profession Act; or a professional quantity surveyor in terms of the Quantity Surveying Professions Act.

**4.2.2.2** The review of procurement documents associated with the negotiation, competitive selection or competitive negotiation procedure shall confirm that:

- a) the procurement documents have been formatted and compiled in accordance with the requirements of SANS 10845-2, this standard and, where applicable, the CIDB Standard for Uniformity in Construction Procurement, and are aligned with the approved procurement strategy;
- b) appropriate prompts for judgement are included in procurement documents in accordance with the requirements of SANS 10845-1 whenever quality is evaluated and scored in the evaluation of calls for expressions of interest or tender offers;
- c) the selected form of contract in the case of a tender that is solicited is in accordance with the requirements of 14.5.3 and any standard templates required by the organ of state have been correctly applied;
- d) the necessary approval has been obtained for additional clauses or variations to the standard clauses in the conditions of contract, conditions of tender or conditions for the calling for expressions of interest, as relevant, not provided for in the organ of state's approved templates;
- e) the selected submission data in the case of a call for an expression of interest, or tender data and contract data options in the case of a tender, are likely to yield best value outcomes;
- f) the scope of work adequately establishes what is required and the constraints to the manner in which the contract work is to be provided, and satisfies the drafting requirements of SANS 10845-1;
- g) the submission or returnable documents are necessary and will enable submissions to be evaluated fairly and efficiently; and
- h) the risk allocations in the contract and pricing data are appropriate.

**4.2.2.3** The review conducted to confirm the provisions of 4.2.2.2 and 4.2.2.3 shall identify sections, if any, which require amendments or improvements.

**4.2.2.4** The documentation review report shall:

- a) list the names and qualifications of the team members;
- b) confirm that the documents are in accordance with the requirements of this standard;
- c) capture any comments or opinions which the team may wish to express; and
- d) recommend that the procurement documents be accepted with or without modifications.

Clause 4.2.2.1 requires that the review report be prepared by one or more persons who are registered as a professional architect, professional senior architectural technologist, professional landscape architect, professional landscape technologist, professional engineer, professional engineering technologist or professional quantity surveyor where the procurement relates to the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure.

### Procurement documentation reviewers

Name	Qualifications (professional registration and number, if applicable)

Attach copy of procurement documentation review report (see Annexure A)

### Members of the procurement documentation committee

Name	Designation / qualifications

**Procurement document approved by:**

**Chairperson of the Procurement Documentation Committee**

**Signature:**

**Date:**



## *Bergrivier local Municipality*

### **Confirmation of the budget**

#### **Gate 4**

#### **Proposed contract**

**Project no:**                      **Project description:**

**Tender No:**                      **Title:**

**Estimated total of the prices for the contract:**

**Brief description of work associated with the contract:**

**Time** (no of weeks from start of the contract to completion/ delivery / end of service):

**Estimated starting date:**

Procurement Gate 4 of the control framework for infrastructure procurement contained in the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM) requires confirmation that budgets are in place before proceeding with the tender process.

Infrastructure is delivered in terms of a multiyear budget. Budget provisions accordingly need to be considered in the first instance over the financial years that payment for the order needs to be made.

Expending budget on a contract frequently has an impact on a programme of projects. The appropriateness of the allocation of budget to the proposed contract in question in relation to the prioritisation and remaining budget for other projects within a programme also needs to be considered. Clause 6.1 of the SIPDM states the following:

6.1 The demand management system shall be aimed at ensuring that goods and services, and any combination thereof required to support strategic and operational commitments, are delivered at the right price, time and place, and that the quality and quantity of such goods or services satisfy needs.

Demand management considerations dictate that this confirmation is not simply a check to confirm that there is sufficient budget available for the work covered by the order. Value for money and impact on other projects in the issuing of the order may also need to be considered.

**Risk provisions and price adjustment for inflation**

Is the contract subject to price adjustment for inflation? *(check appropriate box):*

☐ No      ☐ Yes      If yes, what is the estimated value, including VAT - R

What contingency amount should be made for risk events expressed as a percentage of the estimated value:  
%

NOTE A contingency amount is a provision for a future event or circumstance which is possible but cannot be predicted with certainty.

**Budgetary provision for the order**

Component	Rand	Total
Estimated total of the prices for the contract	R	
Estimated price adjustment for inflation	R	
Contingency provision	R	
<b>Subtotal</b>		<b>R</b>
Vat		R
<b>Total</b>		<b>R</b>

**Recommendation for confirmation of budget made by:**

*[name of person]*

*[Designation]*

**Signature:**

**Date:**

**Budget confirmed by:**

*[name of designated person – see SCM policy ]*

*[Designation]*

**Signature:**

**Date:**





## BERGRIVIER MUNICIPALITY

### PG5: Authorisation to proceed to the next phase of the procurement process

(qualified, nominated, proposal or open / restricted competitive negotiations procedure only)

#### Gate 5

#### Proposed contract

Project no:

Project description:

Tender No:

Title:

Framework contract: ☐ yes ☐ no (tick appropriate box)

Estimated total of the prices for the contract including VAT and price adjustment for inflation:

(if a framework agreement – state not applicable)

Time (no of weeks from start of contract to completion/ delivery / end of service):

Brief description of work associated with the contract:

Authorisation required: (tick appropriate box)

Procedure	Authorisation sought
<b>Competitive selection procedure</b>	
<input type="checkbox"/> nominated	admit to an electronic data base
<input type="checkbox"/> proposal using two envelope system	open financial proposals
<input type="checkbox"/> proposal procedure using a two stage system	proceed with the next round
<input type="checkbox"/> qualified	invite respondents to submit tender offers
<b>Competitive negotiation procedure</b>	
<input type="checkbox"/> restricted	invite respondents to submit tender offers
<input type="checkbox"/> restricted / open	Invite tenderers to make next round submissions/ best and final offers

☐ other (specify):

Procurement Gate 5 of the control framework for infrastructure procurement contained in the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM) requires that authorisation is required to proceed to the next phase of the tender process where the qualified, proposal or competitive procurement procedure is pursued. Such authorisation is based on the acceptability of an evaluation report.

The clause in the SIPDM relating to this activity are as follows:

**4.2.4** The person authorised to enable a procurement process to progress to the next phase of the process shall review the evaluation report and either refer the report back to those responsible for such a report or authorise the procurement process to proceed to the next phase after:

- a) confirming that the report is complete and addresses all considerations necessary to make a decision;
- b) confirming the validity and reasonableness of reasons provided for the elimination of tenderers or respondents; and
- c) considering commercial risks and identifying any risks that have been overlooked which warrant investigation prior to taking a final decision.

#### **Attach duly completed evaluation report**

The conditions or constraints contained in the evaluation report relating to the next stage are as follows:

#### **Recommendation for approval to proceed to the next phase of the procurement process made by:**

*[name of person]*

*[Designation]*

**Signature:**

**Date:**

#### **Approval to proceed to the next phase of the procurement process**

*[name of designated person – see SCM policy ]*

*[Designation]*

**Signature:**

**Date:**



BERGRIVIER LOCAL MUNICIPALITY



## PG6: Approval of tender evaluation committee recommendations

### GATE 6

#### Proposed contract

**Project no:**                      **Project description:**

**Contract No:**                      **Title:**

**Framework contract:** ☐ yes                      ☐ no                      (tick appropriate box)

**Estimated total of the prices for the contract including VAT and price adjustment for inflation:**

(if a framework agreement – state not applicable)

**Time** (no of weeks from start of contract to completion/ delivery / end of service):

**Brief description of work associated with the contract:**

Procurement Gate 6 of the control framework for infrastructure procurement contained in the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM) requires that the tender evaluation recommendations be approved.

**Attach duly completed evaluation report(s) and if relevant, authorisations to proceed to the next phase**

**Recommendation for approval of tender evaluation recommendations made by:**

[name of person]

[Designation]

**Signature:**

**Date:**

**Outcome of submission**

- ☐ The recommendations of the tender evaluation report are approved.
- ☐ The recommendations of the tender evaluation report are approved are confirmed subject to the following being effected:
- ☐ The tender evaluation report is hereby returned to the evaluation committee for the following reasons:

**Name:****Signature:****Date:****Chairperson of the Tender Committee**

The members of the Tender Committee participating in this decision were as follows:

Name	Designation

**BERGRIVIER LOCAL MUNICIPALITY****PG7: Acceptance of a tender offer**

Gate 7

**Proposed contract****Project no:**                      **Project description:****Contract No:**                      **Title:****Name of contractor:****Time** (no of weeks from start of contract to completion/ delivery / end of service):**Framework contract:** ☐ yes                      ☐ no                      (tick appropriate box)**Estimated total of the prices for the contract including VAT and price adjustment for inflation:**

(if a framework agreement – state not applicable)

**Time** (no of weeks from start of contract to completion/ delivery / end of service):**Brief description of work associated with the contract:**

Procurement Gate 7 of the control framework for infrastructure procurement contained in the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM) requires that the tender offer be accepted.

The clause in the SIPDM relating to this activity are as follows:

**14.5.1.2** The Form of Offer and Acceptance contained in Annex B of SANS 10845-2 shall be used, with minimal contract-specific amendments, to form the basis of agreement arising from the solicitation of tender offers

Clause 4.4.1.1 of SANS 10845-1 states that "A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded in the schedule of deviations."

**Attach a duly completed copy of Gate6: Approval of tender evaluation recommendations together the evaluation report(s)****Attached the proposed contract**

**Recommendation for the acceptance of the tender offer:**

*[name of person]*

*[Designation]*

**Signature:**

**Date:**

**Acceptance of tender offer made by:**

*[name of designated person – see SCM policy ]*

*[Designation]*

**Signature:**

**Date:**

*(sign the acceptance portion of the forms of offer and acceptance and initial the pages to the contract)*



## BERGRIVIER LOCAL MUNICIPALITY

### PG8A: Approval for waiving of penalties / damages

#### GATE 8

**Project no:**                      **Project description:**

**Contract No:**                      **Title:**

**Name of Contractor:**

**Framework contract:** ☐ **yes**    ☐ **no**    (check appropriate box(es))

If yes, **Order no:**                      **Title:**

**Estimated final total of the prices for the contract including VAT and price adjustment for inflation:**

**Time** (no of weeks from start of contract to completion/ delivery / end of service):

**Contract type and option:**

(check appropriate box) and insert main Option e.g. F)

CIDB	<input type="checkbox"/> Standard professional service contract <input type="checkbox"/> General conditions of service	<input type="checkbox"/> Contract for the supply and delivery of goods <input type="checkbox"/> General conditions of purchase
FIDIC	<input type="checkbox"/> Green Book <input type="checkbox"/> Red Book <input type="checkbox"/> Yellow Book	<input type="checkbox"/> Silver Book <input type="checkbox"/> Gold Book
JBCC	<input type="checkbox"/> Principal Building Agreement	<input type="checkbox"/> Minor works agreement
NEC3	<input type="checkbox"/> NEC3 ECC    main Option: <input type="checkbox"/> NEC3 ECSC <input type="checkbox"/> NEC3 TSC    main Option: <input type="checkbox"/> NEC3 TSSC	<input type="checkbox"/> NEC3 SC <input type="checkbox"/> NEC3 SSC <input type="checkbox"/> NEC3 PSC    main Option: <input type="checkbox"/> NEC3 PSSC
SAICE	<input type="checkbox"/> GCC	

NOTE See Table 10 of the National Treasury Standard for infrastructure Procurement and Delivery Management for full titles of standard contracts

Procurement Gate 8A of the control framework for infrastructure procurement contained in the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM) requires prior approval for the waiving of penalties and / or low performance damages from the person authorised to do so in terms of the employer's SCM policy.

Clause 8.1a) of the SIPDM requires that the person responsible for the administration of the contract or an order on behalf of the employer acts as stated in the contract that is entered into, subject to any constraints that may be imposed by the employer or the employer's supply chain management policy for infrastructure procurement and delivery management. Prior approval is required before any penalties / damages are waived.

NOTE: Penalties (any sum of money for the payment of which or anything for the delivery or performance of which a person may so become liable) are governed by the Conventional Penalties Act of 1962 (Act 15 of 1962). This Act permits a court to reduce the penalty if the penalty is out of proportion to the prejudice suffered to the extent that the court considers equitable in the circumstances.

**Brief description of work associated with the contract:**

**Approval sought for:** *(check appropriate box)*

☐ waiving of delay damages / penalty for delay

specify particulars and quantum of such damages / penalties

☐ waiving of low performance damages

specify particulars and quantum of such damages

☐ waiving of other penalties / damages

describe and specify particulars and quantum of such damages

**Motivation to waive penalties / damages**

**Recommendation for the approval for waiving of penalties / damages made by:**

*[name of person]*

*[Designation]*

**Signature:**

**Date:**

**Approval for waiving of penalties / damages made by:**

*[name of designated person – see SCM policy]*

*[Designation]*

**Signature:**

**Date:**