

IMPLEMENTATION CHECKLIST

Supply Chain Management

Completing this checklist will assist municipalities and municipal entities to assess the implementation of supply chain management requirements in terms of the Municipal Finance Management Act (MFMA) and Regulations. This is a self assessment checklist and should be filled in completely and to the best of your ability.

Instructions:

Please select from the answers provided in the drop down lists or as otherwise specified. In most cases this is a "yes" or "no". When the answer is "no" please insert a comment indicating progress made and when that requirement will be met, including the anticipated date and the responsible official(s). It is recommended that the Head of the SCM Unit complete the checklist, in consultation with the Municipal Manager (or CEO for an entity). A copy of the SCM Regulations and MFMA Circulars can be found on the NT website www.treasury.gov.za/mfma

Submission to National Treasury:

To assist the National Treasury monitor SCM implementation you are kindly requested to forward electronically a copy of a completed checklist. Email this to mfma@treasury.gov.za, by no later than **31 January 2013**. Information provided will be used to target further assistance and training for municipalities, so your cooperation is appreciated. Any questions on the completion of this checklist should be emailed to the MFMA helpline mfma@treasury.gov.za

| Municipality or Entity Details | | Answers |
|---|--|--|
| Name of Municipality (select from drop down list) | | FS162 Kopanong |
| In the case of a <i>Municipal Entity</i> please type the name here: | | |
| Contact Person (name): | | L. M. Motloung |
| Email address: | | procurement@kopanong.gov.za |
| Phone: | | (051) 713 9207 |
| Name of the Head of the SCM Unit (if different to above): | | M.J MEKHOE |

| Question | Answer | Comment on progress | Date for completion | Official(s) responsible |
|--|-----------|---|---------------------|------------------------------------|
| 1 Has the Council/Board of Directors adopted a SCM policy in terms of SCM | Yes | N/A | | MM |
| 2 How many staff are employed by the SCM Unit? (show full time staff equivalent, | 2 and 1/1 | N/A | | MM |
| 2.1 How many positions are unfilled, ie waiting for an appointment? (full time equivalent) | 2 | The municipality is waiting for an adjustment budget before it can make an appointment. | 2013/03/01 | MM |
| 2.2 Has a job description been developed for each position within the SCM Unit? | Yes | N/A | | CFO |
| 3 Has a detailed implementation plan for SCM been developed? | No | This is still be implemented. | 2013/02/28 | CFO |
| 3.1 If "YES", is progress regularly measured against the implementation plan? | No | N/A | 2013/02/28 | CFO |
| 4 Is a report on the implementation of the SCM Policy provided to the mayor (or | Yes | N/A | | CFO |
| 5 <i>SCM Processes:</i> | | | | |
| 5.1 Is the necessary needs assessment undertaken before each acquisition? | YES | N/A | | CFO |
| 5.2 Are preferential policy objectives identified to be met through each contract? | YES | N/A | | CFO |
| 5.3 Is the performance of vendors regularly monitored? | Yes | N/A | | Managers of the concerned project. |
| 5.4 Are SCM processes independently monitored to ensure the SCM policy is followed and desired objectives achieved? | Yes | N/A | | CFO and MM |
| 6 Are the threshold values contained in the SCM Policy aligned with the values | Yes | N/A | | CFO and Finance Senior Manager |
| 6.1 If "NO" are the values contained in the SCM Policy higher than that stipulated in regulation 12? | No | | | |
| 7 Do municipal bid documents comply with MFMA Circular No 25? | Yes | N/A | | CFO and MM |
| 8 Do municipal bid documents include evaluation criteria for use by the bid evaluation and adjudication committees? | Yes | N/A | | CFO |
| 9 <i>Regulation 46 requires the SCM Policy to establish a code of conduct.</i> | | | | |
| 9.1 Is the Code of Conduct issued by NT in MFMA Circular No 22 utilised? | Yes | N/A | | CFO |
| 9.2 Are measures in place to ensure all SCM practitioners are aware of the SCM code of conduct? | Yes | N/A | | CFO |
| 10 Are all delegations in terms of SCM roles and responsibilities in writing (other than delegations contained in the SCM Policy)? | Yes | N/A | | MM |
| 11 Prior to making an award above R30 000 the municipality or municipal entity must check with SARS whether that persons tax matters are in order (reg 43 and MFMA Circular No 29). Is this being complied with? | Yes | N/A | | CFO |
| 12 <i>Please confirm if records are kept of the following:</i> | | | | |
| 12.1 Petty cash purchases? | Yes | N/A | | Expenditure Accountant |
| 12.2 Written or verbal quotations received and awards made? | Yes | N/A | | Procurement Officer |
| 12.3 Tenders and all other bids received and awards made? | Yes | N/A | | CFO |
| 13 Are all invitations for bids above R30 000 advertised for at least 7 days on the website and official notice board? (reg 18(a)) | Yes | N/A | | Procurement Officer |
| 13.1 In addition, are all invitations for competitive bids publically advertised in newspapers commonly circulating locally? (reg 22(1)) | Yes | N/A | | CFO |
| 14 Is the "list of accredited prospective providers" required by regulation 14 updated at least quarterly? | Yes | N/A | | CFO |
| 15 Is there a database established to record redundant and obsolete store items? | No | To be done | 2013/02/28 | Jaco |

| Question | | Answer | Comment on progress | Date for completion | Official(s) responsible |
|----------|---|--------|--|---------------------|-------------------------|
| 16 | Are debriefing sessions held with unsuccessful bidders? | No | If the unsuccessful bidders request to enquire why they were not chosen, then they are provided with an answer, therefore we do not see the essence of having a briefing session for unsuccessful bidders. | | Bid Committee |
| 17 | <i>Training SCM practitioners</i> | | | | |
| 17.1 | Has a training strategy for SCM practitioners been developed? | No | This will be developed | 2013/02/28 | CFO |
| 17.2 | What is the 2012/13 budget for the training of SCM practitioners? | | <i>There is no a particular budget designed for a specific department in our municipality.</i> | | Budget Accountant |
| 17.3 | Has the municipality or entity used an outsourced training provider for SCM, other than SAMDI? | yes | N/A | | CFO |
| 17.4 | If "yes" to 17.3 please list below the names of training provider(s) used to date (<i>expand this box if necessary</i>) . | | Provincial and National Treasury training | | |
| 17.5 | Indicate the number of officials who have attended the SCM training conducted by SAMDI? | 0 | N/A | | CFO |
| 17.6 | Indicate the number of officials who have attended SCM training conducted by training providers other than SAMDI? | 2 | N/A | | CFO |
| 18 | Has as SCM procedure manual been developed to assist officials implement the SCM policy, consistent with the MFMA, regulations, circulars and the Accounting Officers Guidelines? | Yes | N/A | | CFO |
| 19 | <i>Q</i> | | | | |
| 19.1 | Does the Bid Specification Committee membership comply with regulation 27? | Yes | N/A | | MM |
| 19.2 | Does the Bid Evaluation Committee membership comply with regulation 28? | Yes | N/A | | MM |
| 19.3 | Does the Bid Adjudication Committee membership comply with regulation 29? | Yes | N/A | | MM |
| 19.4 | Has regulation 29(4), which stipulates that a member of a bid evaluation committee or an advisor may not be a member of a bid adjudication committee, been breached? | No | N/A | | MM |
| 20 | <i>Procurement of IT related goods and services:</i> | | | | |
| 20.1 | Are you aware that SITA can assist with the procurement of IT related goods and services (regulation 31) | Yes | N/A | | MM |
| 20.2 | Have you utilised this facility before? | No | The municipality has the IT department, so all the procurement relating to IT are send to this department | | IT Officer |
| 21 | Does the SCM Policy provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system? (reg 41(1)) | Yes | N/A | | CFO |