

IMPLEMENTATION CHECKLIST

Supply Chain Management

Completing this checklist will assist municipalities and municipal entities to assess the

Municipality or Entity Details		Answers
Name of Municipality (select from d		
	In the case of a <i>Munici</i>	
Contact Person (name):		
	Email address:	
	Phone:	
Name of the Head of the SCM Unit		

Question	Answer	Comment on progress	Date for completion	Official(s) responsible
1	Has the	Y/N		
2	How many staff are employed by the SCM		<-- Number	
	2.1 How many positions are unfilled, ie waiting for an appointment? (full time equivalent)		<-- Number	
	2.2 Has a job description been developed for each position within the SCM Unit?	Y/N		
3	Has a detailed	Y/N		

DC1 West Coast Yes
 DC10 Cacadu No
 DC12 Amatole
 DC13 Chris Hani
 DC14 Ukhahlamba
 DC15 O .R. Tambo
 DC16 Xhariep

DC17 Motheo
 DC18 Lejweleputswa
 DC19 Thabo Mofutsanyana

DC2 Cape Winelands

DC20 Northern Free State
 DC21 Ugu

	3.1	If "YES", is progress regularly measured against the implementation plan?	Y/N			
4	Is a report on the		Y/N			
5	<i>SCM Processes:</i>					
	5.1	Is the necessary needs assessment undertaken before each acquisition?	Y/N			
	5.2	Are preferential policy objectives identified to be met through each contract?	Y/N			
	5.3	Is the performance of vendors regularly monitored?	Y/N			
	5.4	Are SCM processes independently monitored to ensure the SCM policy is followed and desired objectives achieved?	Y/N			

DC22
uMgungun
dlovu
DC23 Uthukela
DC24 Umzinyathi

DC25 Amajuba

DC26 Zululand

DC27 Umkhanyakude

DC28 uThungulu

6	Are the threshold		Y/N			
6.1	If "NO" are the values contained in the SCM Policy higher than that stipulated in regulation 12?	Y/N				
7	Do municipal bid		Y/N			
8	Do municipal bid		Y/N			
9	<i>Regulation 46</i>					
9.1	Is the Code of Conduct issued by NT in MFMA Circular No 22 utilised?	Y/N				
9.2	Are measures in place to ensure all SCM practitioners are aware of the SCM code of conduct?	Y/N				
10	Are all delegations in		Y/N			
11	Prior to making an		Y/N			
12	<i>Please confirm if</i>					
12.1	Petty cash purchases?	Y/N				
12.2	Written or verbal quotations received and awards made?	Y/N				

DC29 iLembe

DC3 Overberg
DC30 Gert Sibande
DC31 Nkangala
DC32 Ehlanzeni

DC33 Mopani

DC34 Vhembe
DC35 Capricorn
DC36 Waterberg
DC37 Bojanala Platinum

DC38 Central

DC39 Bophirima

	12.3	Tenders and all other bids received and awards made?	Y/N			
13	Are all invitations for		Y/N			
	13.1	In addition, are all invitations for competitive bids publically advertised in newspapers commonly circulating locally? (reg 22(1))	Y/N			
14	Is the "list of		Y/N			
15	Is there a database		Y/N			
16	Are debriefing		Y/N			
17	<i>Training SCM</i>					
	17.1	Has a training strategy for SCM pratitioners been developed?	Y/N			
	17.2	What is the 2006/07 budget for the training of SCM practitioners?		<-- Rand amount		

DC4 Eden
DC40 Southern

DC42 Sedibeng
DC43 Sisonke
DC44 Alfred Nzo
DC45 Kgalagadi
DC46 Metsweding

DC47 Greater Sekhukhune

DC48 West Rand

	17.3	Has the municipality or entity used an outsourced training provider for SCM, other than SAMDI?	Y/N		
	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>) . . .			
	17.5	Indicate the number of officials who have attended the SCM training conducted by SAMDI?		<-- Number	

EC102 Blue Crane Route

EC103 Ikwezi

EC104 Makana

	17.6	Indicate the number of officials who have attended SCM training conducted by training providers other than SAMDI?		<-- Number		
18	Has as SCM		Y/N			
19	<i>Bid Committee</i>					
	19.1	Does the Bid Specification Committee membership comply with regulation 27?	Y/N			
	19.2	Does the Bid Evaluation Committee membership comply with regulation 28?	Y/N			
	19.3	Does the Bid Adjudication Committee membership comply with regulation 29?	Y/N			

DC5 Central Karoo
DC6 Namakwa

DC7 Karoo

DC8 Siyanda

DC9 Frances Baard

	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?	Y/N			
20	<i>Procurement of IT</i>					
	20.1	Are you aware that SITA can assist with the procurement of IT related goods and services (regulation 31)	Y/N			
	20.2	Have you utilised this facility before?	Y/N			
21	Does the SCM Policy		Y/N			

EC000 Nelson Mandela
EC05b2 Umzimvubu

EC05b3 Matatiele

EC101 Camdeboo
EC105 Ndlambe
EC106 Sundays River Valley
EC107 Baviaans
EC108 Kouga
EC109 Koukamma
EC121 Mbhashe
EC122 Mnguma
EC123 Great Kei
EC124 Amahlathi
EC125 Buffalo City
EC126 Ngqushwa

EC127 Nkonkobe	FS195 Phumelela	KZ242 Nquthu	MP306 Dipaleseng
EC128 Nxuba	FS201 Moqhaka	KZ244 Msinga	MP307 Govan Mbeki
EC131 Inxuba Yethemba	FS203 Ngwathe	KZ245 Umvoti	MP311 Delmas
EC132 Tsolwana	FS204 Metsimaholo	KZ252 Newcastle	MP312 Emalahleni (Mp)
EC133 Inkwanca	FS205 Mafube	KZ253 Utrecht	MP313 Steve Tshwete
EC134 Lukhanji	GT000 Ekurhuleni Metro	KZ254 Dannhauser	MP314 Emakhazeni
EC135 Intsika Yethu	GT001 City Of Johannesburg	KZ261 eDumbe	MP315 Thembisile
EC136 Emalahleni (Ec)	GT002 City Of Tshwane	KZ262 uPhongolo	MP316 Dr J S Moroka
EC137 Engcobo	GT02b1 Nokeng Tsa Taemane	KZ263 Abaqulusi	MP321 Thaba Chweu
EC138 Sakhisizwe	GT02b2 Kungwini	KZ265 Nongoma	MP322 Mbombela
EC141 Elundini	GT421 Emfuleni	KZ266 Ulundi	MP323 Umjindi
EC142 Senqu	GT422 Midvaal	KZ271 Umhlabuyalingana	MP324 Nkomazi
EC143 Maletswai	GT423 Lesedi	KZ272 Jozini	MP325 Bushbuckridge
EC144 Gariep	GT481 Mogale City	KZ273 The Big Five False Bay	NC061 Richtersveld
EC151 Mbizana	GT482 Randfontein	KZ274 Hlabisa	NC062 Nama Khoi
EC152 Ntabankulu	GT483 Westonaria	KZ275 Mtubatuba	NC064 Kamiesberg
EC153 Qaukeni	KZ000 eThekwini	KZ281 Mbonambi	NC065 Hantam
EC154 Port St Johns	KZ211 Vulamehlo	KZ282 uMhlathuze	NC066 Karoo Hoogland
EC155 Nyandeni	KZ212 Umdoni	KZ283 Ntambanana	NC067 Khai-Ma
EC156 Mhlontlo	KZ213 Umzumbe	KZ284 Umlalazi	NC071 Ubuntu
EC157 King Sabata Dalindyebo	KZ214 uMuziwabantu	KZ285 Mthonjaneni	NC072 Umsobomvu
FS161 Letsemeng	KZ215 Ezingolweni	KZ286 Nkandla	NC073 Emthanjeni
FS162 Kopanong	KZ216 Hibiscus Coast	KZ291 eNdondakusuka	NC074 Kareeberg
FS163 Mohokare	KZ221 uMshwathi	KZ292 KwaDukuza	NC075 Renosterberg
FS171 Naledi (Fs)	KZ222 uMngeni	KZ293 Ndwedwe	NC076 Thembelihle
FS172 Mangaung	KZ223 Mooi Mphofana	KZ294 Maphumulo	NC077 Siyathemba
FS173 Mantsopa	KZ224 Impendle	KZ5a1 Ingwe	NC078 Siyancuma
FS181 Masilonyana	KZ225 Msunduzi	KZ5a2 Kwa Sani	NC081 Mier
FS182 Tokologo	KZ226 Mkhambathini	KZ5a4 Greater Kokstad	NC082 !Kai! Garib
FS183 Tswelopele	KZ227 Richmond	KZ5a5 Ubuhlebezwe	NC083 //Khara Hais
FS184 Matjhabeng	KZ232 Emnambithi/Ladysmith	KZ5a6 Umzimkhulu	NC084 !Kheis
FS185 Nala	KZ233 Indaka	MP301 Albert Luthuli	NC085 Tsantsabane
FS191 Setsoto	KZ234 Umtshezi	MP302 Msukaligwa	NC086 Kgatelopele
FS192 Dihlabeng	KZ235 Okhahlamba	MP303 Mkhondo	NC091 Sol Plaatje
FS193 Nketoana	KZ236 Imbabazane	MP304 Seme	NC092 Dikgatlong
FS194 Maluti-A-Phofung	KZ241 Endumeni	MP305 Lekwa	NC093 Magareng

NC094 Phokwane	NW383 Mafikeng	WC051 Laingsburg
NC451 Moshaweng	NW384 Ditsobotla	WC052 Prince Albert
NC452 Ga-Segonyana	NW385 Zeerust	WC053 Beaufort West
NC453 Gamagara	NW391 Kagisano	
NP03a2 Makhudutamaga	NW392 Naledi (Nw)	
NP03a3 Fetakgomo	NW393 Mamusa	
NP03a4 Greater Marble Hall	NW394 Greater Taung	
NP03a5 Greater Groblersdal	NW395 Molopo	
NP03a6 Greater Tubatse	NW396 Lekwa-Teemane	
NP331 Greater Giyani	NW401 Ventersdorp	
NP332 Greater Letaba	NW402 Potchefstroom	
NP333 Greater Tzaneen	NW403 City Of Klerksdorp	
NP334 Ba-Phalaborwa	NW404 Maquassi Hills	
NP335 Maruleng	NW405 Merafong City	
NP341 Musina	WC000 Cape Town	
NP342 Mutale	WC011 Matzikama	
NP343 Thulamela	WC012 Cederberg	
NP344 Makhado	WC013 Bergrivier	
NP351 Blouberg	WC014 Saldanha Bay	
NP352 Aganang	WC015 Swartland	
NP353 Molemole	WC022 Witzenberg	
NP354 Polokwane	WC023 Drakenstein	
NP355 Lepele Nkumpi	WC024 Stellenbosch	
NP361 Thabazimbi	WC025 Breede Valley	
NP362 Lephale	WC026 Breede River/Winelands	
NP364 Mookgapong	WC031 Theewaterskloof	
NP365 Modimolle	WC032 Overstrand	
NP366 Bela Bela	WC033 Cape Agulhas	
NP367 Mogalakwena	WC034 Swellendam	
NW371 Moretele	WC041 Kannaland	
NW372 Madibeng	WC042 Hessequa	
NW373 Rustenburg	WC043 Mossel Bay	
NW374 Kgetlengrivier	WC044 George	
NW375 Moses Kotane	WC045 Oudtshoorn	
NW381 Ratlou	WC047 Bitou	
NW382 Tswaing	WC048 Knysna	