

OCTOBER 2020 DEBTORS AND REVENUE MANAGEMENT REPORT

1. **AUTHOR** Chief Financial Officer

1ST LEVEL : MANCO
2ND LEVEL : FINANCE COMMITTEE
3RD LEVEL : EXCO
4TH LEVEL : COUNCIL

2. **PURPOSE:**

To report to the Committee and Council on the debtors' management.

3. **LEGAL/STATUTORY REQUIREMENTS:**

- MFMA Act No.56 of 2003
- Credit Control Policy

4. **BACKGROUND AND REASONING:**

Dr Nkosazana Dlamini Zuma Municipality council must ensure that all money which is due and payable to the council is collected and for this purpose has adopted the credit control policy and debt collected policy consistent with its tariffs and complying with the provisions of the relevant legislation.

5. **ANNEXURES**

- 5.1 Age Analysis
- 5.2 Debt Collection
- 5.3 Traffic Fines
- 5.4 Pound
- 5.5 Data Cleansing
- 5.6 Revenue Enhancement Strategy

6. **FINANCIAL IMPLICATIONS:**

Interest is added to all outstanding debtors. The Municipality has budgeted for the provision of bad debt.

7. **RECOMMENDATION:**

That this report be noted by the Committee and Council

REPORT ON DEBTORS AGE ANALYSIS**OCTOBER 2020**

MONTHS	AMOUNT OWING
Dr Nkosazana Dlamini Zuma Municipality July 2020	R62 914 128,06
Dr Nkosazana Dlamini Zuma Municipality August 2020	R65 019 836,05
Dr Nkosazana Dlamini Zuma Municipality September 2020	R66 274 889,28
Dr Nkosazana Dlamini Zuma Municipality October 2020	R67 079 908,68

REPORT ON INDIGENT MANAGEMENT**OCTOBER 2020**

MONTHS	PROGRESS
Dr Nkosazana Dlamini Zuma Municipality July 2020	1 510 indigents beneficiaries who collected their free basic electricity for the month of July 2020.
Dr Nkosazana Dlamini Zuma Municipality August 2020	1 506 indigents beneficiaries who collected their free basic electricity for the month of August 2020.
Dr Nkosazana Dlamini Zuma Municipality September 2020	1 490 indigents beneficiaries who collected their free basic electricity for the month of September 2020.
Dr Nkosazana Dlamini Zuma Municipality October 2020	No information provided yet.

Additional information:

- Dr Nkosazana Dlamini Zuma Municipality paid R104 422,93 for the free basic electricity for the month of July 2020
- Dr Nkosazana Dlamini Zuma Municipality paid R111 050,03 for the free basic electricity for the month of August 2020
- Dr Nkosazana Dlamini Zuma Municipality paid R110 527,71 for the free basic electricity for the month of September 2020
- Dr Nkosazana Dlamini Zuma Municipality paid R109 263,85 for the free basic electricity for the month of October 2020

REPORT ON TRAFFIC FINES

OCTOBER 2020

MONTHS	AMOUNT FOR NOTICES ISSUED	AMOUNT RECEIVED
Dr Nkosazana Dlamini Zuma Municipality July 2020	R125 850,00	R5 450,00
Dr Nkosazana Dlamini Zuma Municipality August 2020	R81020,00	R11 300,00
Dr Nkosazana Dlamini Zuma Municipality September 2020	R57 600,00	R5 700,00
Dr Nkosazana Dlamini Zuma Municipality October 2020	R124 751,00	R8 382,60

REPORT ON ANIMAL POUNDS**JULY 2020****CREIGHTON ANIMAL POUND**

IMPOUNDED ANIMALS	IN	OUT	REVENUE COLLECTED
Cattle	02	02	R 100.00
Goats	00	00	
Sheep	00	00	
Horse	00	00	
Donkeys in pound	00	00	
Stock theft	1 Cow – Case Number 09/06/2020		
Cattle in pound	21		
Goats in pound	05		
Horses in pound	01		
Donkeys in pound	02		
Sheep in pound	02		
Death in the pound	1 Cow – Broken leg (Destroyed), 2 Goats – (Unknown)		

HIMEVILLE ANIMAL POUND

IMPOUNDED ANIMALS	IN	OUT	REVENUE COLLECTED
Cattle	10	10	R 2655.00
Goats	24	03	
Sheep	08	0	
Horse	0	0	
Donkeys in pound	0	0	
Stock theft	1. Cas Nr. 44/07/2020 Himeville Saps 21 x Goats 08 x Sheep		
Cattle in pound	08		
Goats in pound	27		
Horses in pound	01		
Donkeys in pound	0		
Sheep in pound	09		
Death in the pound	01 x Cow (Calf), Date of Death: 27/07/2020		

AUGUST 2020

CREIGHTON ANIMAL POUND

IMPOUNDED ANIMALS	IN	OUT	REVENUE COLLECTED
Cattle	01	00	R 1320. 00
Goats	90	87	
Sheep	00	00	
Horse	00	00	
Donkeys in pound	00	00	
Stock theft	0		
Cattle in pound	22		
Goats in pound	05		
Horses in pound	01		
Donkeys in pound	01		
Sheep in pound	02		
Death in the pound	1 Goat and 1 Donkey		

AUGUST 2020

HIMEVILLE ANIMAL POUND

IMPOUNDED ANIMALS	IN	OUT	REVENUE COLLECTED
Cattle	09	09	R 1050.00
Goats	0	00	
Sheep	0	0	
Horses	09	06	
Donkeys in pound	0	0	
Stock theft	NIL		
Cattle in pound	07		
Goats in pound	27		
Horses in pound	04		
Donkeys in pound	0		
Sheep in pound	08		
Death in the pound	1 x Cattle due to unknown disease 1 x Sheep, 1 x Lamb, sheep died whilst giving birth and lamb died afterwards		

REPORT ON DATA CLEANSING

OCTOBER 2020

MONTHS	
Dr Nkosazana Dlamini Zuma Municipality July 2020	0 BJ 4 TJ (transfer transactions CoO) 20 queries via email 4 Change of Ownership GV updates 0 General updates 3 Pension rebates 6 Manual RCC 1
Dr Nkosazana Dlamini Zuma Municipality August 2020	Nothing was done because the system was not working in Himeville.
Dr Nkosazana Dlamini Zuma Municipality September 2020	Nothing was done because the system was not working in Himeville.
Dr Nkosazana Dlamini Zuma Municipality October 2020	6 BJ 5 TJ (transfer transactions CoO) 20 queries via email 6 Change of Ownership GV updates 1 General updates 15 Pension rebates 3 PBO 1 TOURISM 2 Manual RCC 0

REPORT ON QUERIES (CUSTOMER CARE)

OCTOBER 2020

MONTHS	NUMBER OF QUERIES RECEIVED	NUMBER OF QUERIES RESOLVED
Dr Nkosazana Dlamini Zuma Municipality July 2020	47 RCC applications	25 RCC issued
Dr Nkosazana Dlamini Zuma Municipality August 2020	27 RCC applications	15 RCC issued
Dr Nkosazana Dlamini Zuma Municipality September 2020	44 RCC applications	10 RCC issued
Dr Nkosazana Dlamini Zuma Municipality October 2020	15 RCC applications	22 RCC issued

REPORT ON DEBT COLLECTION

OCTOBER 2020

- Revenue Department has realised that more people are paying for their rates since the debt collection is done in house.
- The Debt Collection Department is up and running to help with collection of monies due to the Dr Nkosazana Dlamini Zuma Municipality.

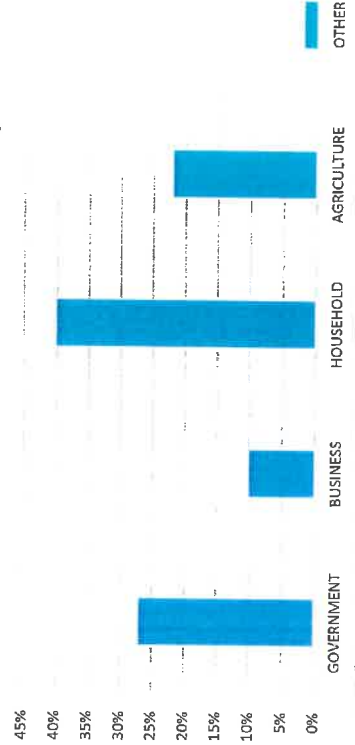
ANNEXURE 5.1
AGE ANALYSIS OCTOBER 2020

Debtors Age Analysis by Income Group		Current	0-30 Days	30-60 Days	60-90 Days	90-120 Days	Older than 120 Days	Total	Debtor's in %
RATES		-51 481,17	2 658 867,21	2 094 736,88	1 873 565,76	1 729 407,91	54 201 577,48	62 506 674,07	87%
REFUS		-1 485,25	314 080,89	258 958,83	215 691,98	194 407,77	6 628 710,08	7 610 364,30	11%
RENT		0,00	16 907,86	16 907,86	16 907,86	16 907,86	470 757,29	538 388,73	1%
SUND		0,00	45 367,38	43 625,55	23 082,15	23 082,15	691 851,99	827 009,22	1%
Total by Income Group		-52 966,42	3 035 223,34	2 414 229,12	2 129 247,75	1 963 805,69	61 992 896,84	71 482 436,32	100%
Debtors Age Analysis by Customer Group									
Government		-2 208,56	506 106,81	508 835,31	505 299,66	504 347,34	17 165 869,52	19 188 250,08	27%
Business		-35 000,00	294 845,98	238 588,22	198 279,63	169 263,78	6 255 683,21	7 121 660,82	10%
Households		-8 382,88	1 395 106,25	1 009 633,29	835 707,72	746 121,58	24 332 429,49	28 310 615,45	40%
Agriculture		-7 374,98	805 154,93	624 121,12	560 086,49	512 497,63	13 017 307,30	15 511 792,49	22%
Other		0,00	34 009,37	33 051,18	29 874,25	31 575,36	1 221 607,35	1 350 117,51	2%
Total by Customer group		-52 966,42	3 035 223,34	2 414 229,12	2 129 247,75	1 963 805,69	61 992 896,87	71 482 436,35	100%

Debtors Age Analysis by Income Group



Debtors Age Analysis by Customer Group



Government	19 188 250,08
Business	7 121 660,82
Households	28 310 615,45
Agriculture	15 511 792,49
Other	1 350 117,51
Total	71 482 436,35

Prepared By: S.C. Manyathi

Approved By: N. Wela

Signed:

Signed:

ANNEXURE 5.2
COLLECTION RATE

	Jul-20		Aug-20		Sep-20		Oct-20	
	Raised	Received	Raised	Received	Raised	Received	Raised	Received
RAT01	753 975,13	-1 135 604,78	753 225,29	-529 128,51	754 254,42	-552 452,04	782 033,20	-587 186,13
RAT02	532 982,56	-376 309,51	526 485,59	-214 758,24	528 580,82	-356 575,70	525 505,58	-424 447,47
RAT03	814 845,94	-659 946,89	818 314,09	-397 227,09	814 998,04	-627 738,83	844 058,96	-802 862,82
RAT04	826 096,52	-52 721,43	832 986,58	-52 806,40	814 710,10	-2 204 494,43	821 236,48	-49 243,60
RAT05	194,89	-0,03	196,90	-0,03	198,91	-0,03	200,92	-0,03
RAT08	300 703,85	-81 425,85	295 411,99	-187 900,87	296 683,10	-129 647,61	61 060,30	-135 209,91
RAT10	85 586,92	-112 737,26	85 767,01	-62 412,59	86 192,19	-95 095,22	86 698,80	-43 952,46
RAT11	2 028,84	0,00	2 028,84	0,00	2 028,84	-4 000,00	2 028,84	0,00
RAT12	156 451,84	-93 196,89	156 815,80	-79 661,61	157 687,19	-86 265,39	156 673,12	-117 880,50
REFUSE	312 686,86	-256 371,69	312 550,48	-173 704,05	312 267,19	-246 540,23	289 820,61	-231 918,84
VAT	44 980,98	-34 619,77	44 980,98	-24 692,49	44 980,98	-34 441,69	42 302,16	-34 486,28
RENT	14 702,49	-10 236,16	14 702,49	-10 236,10	14 702,49	-5 118,05	14 702,49	-190 743,23
VAT	2 205,37	-1 535,36	2 205,37	-1 535,42	2 205,37	-767,71	2 205,37	-38 523,50
SUNDRIES	42 510,77	-3 060,87	42 510,77	-3 060,87	42 420,77	-3 060,87	42 510,77	-106 268,49
VAT	6 376,91	-459,13	6 376,61	-459,13	6 376,61	-459,13	6 376,61	-15 940,27
Total Incl	3 896 329,87	-2 818 225,62	3 894 558,79	-1 737 583,40	3 878 787,02	-4 346 656,93	3 677 414,21	-2 778 663,53
Total VAT	53 563,26	-36 614,26	53 562,96	-26 687,04	54 062,96	-35 668,53	50 884,14	-88 950,05
Total Excl	3 842 766,61	-2 781 611,36	3 840 995,83	-1 710 896,36	3 824 724,06	-4 310 988,40	3 626 530,07	-2 689 713,48
Total Rates	3 472 866,49	-2 511 942,64	3 471 232,09	-1 523 895,34	3 455 333,61	-4 056 269,25	3 279 496,20	-2 160 782,92
Total Services	423 463,38	-306 282,98	423 326,70	-213 688,06	423 453,41	-290 387,68	397 918,01	-617 880,61
Total ServicesExcl	369 900,12	-269 668,72	369 763,74	-187 001,02	369 390,45	-254 719,15	347 033,87	-528 930,56
Opening Balance	61 723 334,25		62 914 128,06		65 914 128,06		66 274 889,28	
Closing Balance		62 914 128,06		65 019 836,05		66 274 889,28		67 079 908,68
Collection Rates		69%		46%		68%		78%

Debt Collection rate is seating at 78% as at the end of October 2020.

Prepared By: S. C. Manyathi

Signed: 

Approved By: N. Wela

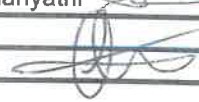
Signed: 

Dr Nkosazane Dlamini Zuma Municipality

MONTHLY DEBTORS RECONCILIATION AS AT 31 OCTOBER 2020	
GENERAL LEDGER BALANCE AS AT 31 OCTOBER 2020	67 077 735,85
Recon Items	
Rental	
Philiphm Process 1852 JNL BJ9202016	-474,31
RAT12	550,00
ZZZZZ	2 675,04
RAT01	-2 000,00
Refuse	1 422,10
AGE ANALYSIS AS AT 31 OCTOBER 2020	67 079 908,68

0,00

Prepared By : SC Manyathi 

Checked By : 



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A Better Place for All

30 October 2020

5.2 DEBT COLLECTION REPORT

Collection Plan for the month of October 2020

- In the month of October 1950 letters of demand letters of demand were posted to all customers with an outstanding balance of more than 60 days. Currently waiting for 14days
- 68 customers with outstanding debt of plus 100k totalling R 12 620 954.56 (Residential, Business, Agriculture) with the highest debt outstanding. Site visits process is ongoing, hand deliver final notices and ensuring customer sign to acknowledge receipt of final notices and also to obtain customer information contact number, email etc. site visits for the 68 properties is ongoing till end of November 2020
- Should customer not settling the account in full or come forward to make monthly arrangement from the date of delivery, each customer will be hand over after 7 days from date of delivery of notice.

Monthly Payments Arrangements Report October 2020

Account	Name	Payment	Comment
39105	Ms D Veenstra	1 967.15	UpToDate
58838	Miss PN Moholi	1 000.00	UpToDate
13335	Mr BW Mtolo	-	Failed to honour arrangement, Account to be handover on 15 November R26 585.58
30966	Eric M Jili	1 500	UpToDate
64039	NP Luzulane	1 000	UpToDate
25065	Mr SE Maphanga	1 000	UpToDate
46930	A BUNGANE	1 000	UpToDate
68105	SM & TC Dlamini	-	Failed to honour arrangement, Account to be handover on 15 November R17 694.11.
266152	AM Brandis	-	Failed to honour arrangement, Account to be handover on 15 November R40 190.57
89165	SG MTUNGWA	-	Failed to honour arrangement, Account to be handover on 15 November R63 240.84
21717	AQ Killian	-	Failed to honour arrangement, Account to be handover on 15 November R19 320.89
68882	MA Pinchin	1 960.17	One month behind
102615	PA Duma	2 200	UpToDate

Government debt Report.

- Government debt. A meeting was held with Nokukhanya from COGTA and Fikile from Provincial public works regarding a Provincial works government debt. Provincial has paid almost all their arrears debt with a few accounts they were querying. Most of the arrears balances from Provincial works are from section 14 school, school with no lease agreement. We were advised that for schools with no lease agreement, the debt is to be followed up with the owner of properties.

- Rural and Lands Affairs, a meeting was held with the department and Cogta. A resolution was taken regarding out the outstanding debt to prepare all invoices within the month of Sept 2020 and submit them to the department so their can fast track payment process.

15 invoices have been forwarded to the department of land affairs for payment. 5 of which are newly identified properties by land affairs, prior years invoices have been prepared and submitted.

- Meeting with national public works was held regarding the verification of properties which we believe belongs to National Public works. A resolution was taken for us to add more info on properties descriptions. It was agreed that information will be forwarded before 19th of Aug 2020 thereafter feedback on the verification of submitted list with will be given a week after submission.

5 properties have been verified as of National Public works with a total outstanding Bal of R938 726.00, invoice and recon of accounts will be prepared and submitted to national Public works for payments.

- Provincial Public works have settled all arrears for verified properties, currently preparing annual invoice for 2020/21 for submission.

Annual invoices have been prepared and submitted to Provincial Public works, currently waiting for payments.

17 properties have been identified as of Provincial Public works. Public works will send one of their official to do a physical verification also to find out what properties are being used for e.g. School, clinic etc.

- Water and Sanitation, 10 Properties have been verified as of Water and Sanitation, Cogta is assisting us with the contact person regrading recons and submission of invoices.



A Better Place for All

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30 October 2020

5.6: REVENUE ENHANCEMENT STRATEGY



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DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY

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REVENUE ENHANCEMENT STRATEGY						
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	ACTIVITIES OR INTERVENTION	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION
Human Settlements	Lack of development in identified land parcels such as Creighton, Bulwer, Underburg and Himmeville	Loss of revenue from stands or properties	Dispose the available unused municipal residential land not earmarked for any municipal development	Establishment of townships and development of the identified land parcels by the service providers.	More Revenue to be generated.	To be quantified before finalization of the budget.
						TIMEFRAME AND PROGRESS TO DATE 31 December 2019 Develop draft subdivision layout for Bulwer and the final Layout will be approved by the MPT by end of June 2019
						Manager: Planning and Development

REVENUE ENHANCEMENT STRATEGY								
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	ACTIVITIES OR INTERVENTION	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION	TIMEFRAME AND PROGRESS TO DATE	RESPONSIBLE
Land Use Management	Formalisation of invalid areas next to Bulwer Township	Lack of collection of property rates and service charges in the areas	Expand revenue base through the tenure upgrade	Township establishment or formalization and transfer of the properties to the beneficiaries Sale of land already occupied	Additional property rates and service charges	Costs of formalisation	30 June 2020. COGTA is handling the Matter	Manager Planning and Development
Land use Management	Inefficiencies in the approval of the building plans due to turnaround time	Long turnaround time to approve building plans	Enhance and improve on the building plan approval system (BAS)	Upgrade of the building plan approval application system Development of workflow procedures	Additional property rates and services charges revenues to be generated due to the increase in the value of the property.	Procure Application system	The approval of the building plans is no longer a challenge since they are no longer approved by the Council on the council date meeting. There are now approved by the Town Planning Portfolio	Manager Planning and Development

							Committee which site once in every two month The department is no longer in a process of procuring a building plans filling system due to that the department of Coparate is in a process of procuring one	
Economic Development	Lack of Infrastructure support for emerging enterprises	Loss of rental revenue from emerging enterprises	Development of incubation hubs	Development of business plans for the incubation hubs for grant funding. Development and management of the hubs	Rental revenue from the incubation hubs	Costs of building incubation hubs	30 June 2020 The process is still at planning phase, the municipality is busy with issue of land.	Community Services Manager
Real Estate	Government amenities or facilities built on properties owned by the municipality, eg Underburg Clinic. Owners of low cost houses not following municipal process when upgrading/extending their houses	Property rates revenue is not generated from these properties Loss of revenue on upgraded components	Improve property rates revenue generation	Transfer the properties to relevant government departments and entities Develop 3 different building plans to be used by low cost owners at no fee or lower fee	Additional property rates and service charges, revenue to be generated due to the increase in the value of the property	Operational Costs	30 June 2020 Ongoing	Office of the Municipal Manager/Planning Development Manager

Waste Management	Inadequate capacity to render commercial, industrial and bulk or special waste removal services	Loss of revenue in business and industrial areas	Enhancing refuse removal and generating revenue	Conduct capacity assessment analysis to render the waste collection services Extend the waste collection services to commercial and industrial areas	Additional revenue is projected to be generated	Operational Costs	November 2020 still in progress Waste collection has been extended to commercial and industrial areas	Assistant Manager Public Works and Basic Services
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REVENUE ENHANCEMENT STRATEGY								
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	ACTIVITIES OR INTERVENTION	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION	TIMEFRAME AND PROGRESS TO DATE.	RESPONSIBLE
Traffic Fines Revenue	Lack of enforcement measures to execute Warrant of Arrest (WoA)	Outstanding income out of Traffic fines Warrant of Arrest	Improve excersution of Warrant of Arrest	Implement a bulk SMS/MMS system Maximise the utilization of the Municipal Court Implement traffic payments Portal	Additional Revenue		ANPR Trailer has been procured and currently functional Target Met	Protection Services Manager

REVENUE ENHANCEMENT STRATEGY								
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	ACTIVITIES OR INTERVENTION	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION	TIMEFRAME AND PROGRESS TO DATE	RESPONSIBLE
Licensing Services revenue	Outdated Service Level Agreement between the municipality and the Provincial Department of Safety	The full cost of rendering the licensing services on behalf of the Provincial Department is not fully recovered with the 8%-20% agency fees	To enhance licensing fee revenue	Re- model cost of the licensing services due to the amalgamation Re- negotiate the licensing service level agreement with Provincial Department of Safety	Additional Revenue	Operational Costs	This is a standard rate provincially and hence can only be dealt with at a Provincial level.	Protection Services Manager and Chief Financial Officer Protection services manager

Property rates revenue	Loss of revenue due to properties registered in the name of municipality occupied/ owned by third parties	Properties are registered in the name of the municipality resulting in a possible loss of income	To enhance the property rates revenue generation	Identify and verify all properties registered in the municipality to be transferred to the rightful owners	Additional Property rates	Operational Costs	30 June 2020	Manager Planning and Development
	Government and business properties in the state trust and communal land are not listed on the general valuation roll	Approximately few government facilities situated in the communal land are not included on the valuation roll (schools, clinics and police stations etc)	Expand the property rated revenue base	Develop individual property diagrams and formalization of the individual properties	Revenue base to increase	Operational/Consultancy Costs	30 June 2020 An investigation will be done for completeness of General Valuation Roll	Manager Planning and development

REVENUE ENHANCEMENT STRATEGY								
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	ACTIVITIES OR INTERVENTION	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION	TIMEFRAME AND PROGRESS TO DATE	RESPONSIBLE
Solid Waste Revenue	Solid Waste Revenue not optimised	Some households are not billed for refuse removal, resulting in a loss of revenue from end users	To enhance refuse removal revenue generation	Reconcile the billing database, refuse removal register and the property master register	Additional revenue will be generated	Operational Costs	31 March 2020. Revenue unit is liaising with building inspector for completion certificate so refuse can be add on property and field verification has been done for	Chief Financial Officer

									Crighton for refuse collection points. The process is on going for other municipal towns	
Financial Management	The cost of rendering services is not in line with the principles of financial management relating to effectiveness, efficiency and value for money	Trading services, refuse removal are not generating trading surpluses, cost incurred cannot be traced to the value chain of rendering services. Support services costs are not allocated to the primary service functions	Implement value chain analysis and cost remodeling strategy	Conduct cost remodeling on all primary service delivery functions Develop new tariff structure for refuse Develop new tariff structure for service and sundry charges	Additional revenue	Operational Costs	31 JAN 2023 A detailed report will be done based on cost incurred for collection of refuse and cost incurred to transfer refuse to transfer stations.	Chief Financial Officer		
Maintenance of Municipal Towns	Investors and Ordinary citizens discouraged to reside in NDZ	Residents leaving the area because of poor management of towns.	Keep out towns clean, safe	The relevant department should develop a plan to ensure that all towns are kept clean such as grass cutting and landscaping	Revenue protection	Operational Costs	On-going	Manager Public works and Basic Services. Municipal Manager		
Local Econmic Development and Tourism	Lack and Failure to Attract potential investors	Investors not aware of potential opportunities available at NDZ	Investors conference	Management to request Office Bearers to lead negotiations of attracting potential investors	Revenue growth	Planning costs	As from 01 June 2019 and ongoing	LED Manager Municipal Manager		

REVENUE ENHANCEMENT STRATEGY								
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	ACTIVITIES OR INTERVENTION	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION	TIMEFRAME AND PROGRESS	RESPONSIBLE
Tariffs on refuse collection	Illegal dumping of garden and other refuse	To be determined by study	Private dumpers to be charged Illegal dumpers to be fined	The department will conduct a study on how to enforce the bylaws for dumping illegally Enforcement of all municipal bylaws	Refuse income to	Operational Coosts	NBZ Clean-up campaigns have been initiated in areas identified. Still continue doing so recently did a Bhida Clean up Campaign and Awareness and was undertaken on the 15 September 2020, Another Cleanup campaign will take place in November 2020 date not yet confirmed	Assistant PWBS Manager
Municipal support to LED Initiatives				The municipal budget should cater for the proposed LED projects as these projects will assist to generate more revenue for the municipality			Before end of December 2020	Management

REVENUE ENHANCEMENT STRATEGY								
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	ACTIVITIES OR INTERVENTION	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION	TIMEFRAME AND PROGRESS TO DATE	RESPONSIBLE
Property Development	Illegal occupants on Transnet houses in Donnybrook and unavailability of land in Donnybrook area	Unable to develop Donnybrook since it privately owned. The municipality is currently negotiating with Transnet to permit the municipality to acquire 36 houses in Donnybrook. These houses have been vandalized and occupied illegally by individual citizens. The municipality could potentially generate approximately R1.2 million per annum on rental income.	Facilitate ownership of Transnet land/houses to the municipality	Follow ups with transnet Asset Division	Rental Income	Transfer Costs	30 December 2020 Awaiting response from transnet	Municipal Manger
Business Licences	Businesses operate without business licences	All businesses at (former) Ingwe operate without business licences and thus the Municipality must implement a policy for licencing businesses			Licence fees revenue will improve	Operational Costs	31 October 2019	Planning and Development Manger
Commercial/outdoor advertising	The municipality is not charging businesses when they advertising		Communicate outdoor tariffs with affected businesses				30 June 2020 The municipality is still in the	Commnity Services Manager

	on municipal space	Enforce outdoor advertising bylaws					process of identifying space for outdoor advertising and engaging community about outdoor advertising by laws	
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REVENUE ENHANCEMENT STRATEGY							
FUNCTION	PROBLEM STATEMENT OR CHALLENGE	EXTENT OF THE PROBLEM OR REVENUE LOSS	STRATEGIES	REVENUE IMPACT	BUDGET OR FINANCIAL IMPLICATION	TIMEFRAME AND PROGRESS TO DATE	RESPONSIBLE
Private Partnerships			The Municipality should invite property developers and investors in the jurisdiction of the Municipality to develop productive and economic projects to generate municipal revenue and increase employment.		Operational	Ongoing. In a process of sub dividing municipal in bulwer, once sub divided equip with services before we can sell the land. Currently in Donnybrook there is an investor developing the town.	Planning and Development Municipal Manager

REPORT ON SUPPLY CHAIN MANAGEMENT FOR THE MONTH OF 31 OCTOBER 2020-NDZ MUNICIPALITY

AUTHOR: CHIEF FINANCE OFFICER
(File Ref: Budget and Treasury Office)

(1st Level : Manco)
(2nd Level : Finance Committee)
(3rd Level : Exco)
(4th Level : Council)

1. PURPOSE OF REPORT

To present the Implementation of the Supply chain management policy to the Committee and Council on purchases on made by the municipality for the month ended 31 October 2020.

2. BACK GROUND

The Act on local Government: Municipal Finance Management Act No 56, 2003, Chapter 11, the municipal supply chain management Regulation, as published in the Government Gazette on 30 May 2005 and the Supply Chain Management Policy as adopted by Council state that a report must be submitted to committees and council, in order to create a transparent image to all processes in the Supply Chain Management Division

3. LEGAL AND STATUTORY REQUIREMNT

- Constitution of Republic of South Africa, Act No 108 of 1996
- Municipal Finance Management Act, No 56 of 2003
- Preferential Procurement Policy Framework Act 2017 Section 71
- Board Based Black Economic Empowerment Amended Act,2013 (Act Non.46 of 2013)
- Supply Chain Management policy

4. RANGE OF PROCUMENT

- 4.1 Orders up to the transaction value of R 1 to R 2000,00
- 4.2 Three written or verbal quotation for procurement of a transaction value between R 2001 to R 10 000,00.
- 4.3 Three different written quotation for procurement between R 10 000,01 to R 30 000,00.
- 4.4 At least three formal quotation written quotes, to be scored on price & targeted goals points designed in terms of the New Preferential Procurement Point Framework Act and regulation's well as the Broad Base Black Economic Empowerment Act for procurement above R 30 000,00 to R 200 000,00.
- 4.5 Bids process for procurement above R 200 000,00

5. STAFF IMPLICATIONS

5.1 There is no staff implication

6. BID COMMITTEE SITTINGS

6.1 Bid Specification Committee	: 4
6.2 Bid Evaluation Committee	: 4
6.3 Bid Adjudication Committee	: 0

Note: The bid committees are expected to sit at least 4 times a month as per SCM calendar.

7. FINANCIAL IMPLICATION / EXPENDITURE

7.1 QUOTATION ORDERS	: R 682 644,40
7.2 DEVIATIONS	: R 0, 00
7.3 IRREGULAR EXPENDITURE	: R 148 000,00
7.4 FRUITLESS AND WASTEFUL EXPENDITURE	: R 0, 00
7.5 UNAUTHORISED EXPENDITURE	: R 0, 00
7.6 FUNERAL	: R 4 500,00
7.7 AWARDS BETWEEN R 30 000,00 – 200 000	: R 260 860,00
7.8 AWARDS MORE THAN R 200 000, 00	: R 420 000,00
7.9 FUEL ORDERS	: R 4 800,00
7.10 Transversal Contract	: R 0, 00

8. ANNEXURES

- 8.1 Annexure "A" – Quotation orders below R 200 000,00
- 8.2 Annexure "B" – Deviation and irregular expenditure
- 8.3 Annexure "C" – Funeral
- 8.4 Annexure "D" – Awards more than R 200 000, 00
- 8.5 Annexure "E" – Fuel orders
- 8.6 Annexure "F" - Fruitless and wasteful expenditure
- 8.7 Annexure "G" – Unauthorised expenditure
- 8.8 Annexure "F" – Transversal Contract

9. RECOMMENDATIONS

That this report to be noted by Committee

QUOTATION ORDERS BELOW R 30 000,00

PETTY CASH R0.01--R2000

ORDER NUMBER	COMPANY NAME	SERVICE	AMOUNT
3591	Bidvest Waltons	Anti-virus for 20 users for office use	R688,85
3490	Anvision Computers	Request for USB Ethernet adaptor for Khanyo Mbhele	R440,00
5292	My Lucy PTY LTD	Procurement of laptop bag for Internal Audit Manager Miss A Van Zyl	R1 587,00
5448	Mathulha Trading Enterprise	Procurement of soap for Municipal vehicles	
6103	Tunimart Travel Agency	Accommodation for Miss Radebe attending EPWP workshop from 14-15/10/2020	R1 750,00
3749	Anvision Computers	Procurement of charger for Acer laptop for Mondli Oliphant	R1 587,20
6001	Tunimart Travel Agency	Accommodation for Mr K.E Dhlomo attending KZN Provincial Taxi Lekgotla meeting in Durban from 23-24/10/2020	R565,00 R1 742,20
Total			R8 360,25

FORMAL WRITTEN QUOTATIONS BETWEEN R5001--R200 000 (Annexure A) FOR OCTOBER 2020			
r Numbers	Company Name	SERVICE	Amount
6111	Ayanda Mbanga Communications	Request to advertise panel of Town Planning Consultants on the Newspaper	R6 574,09
6052	Mathutha Trading	Procurement of 10 x 5 litres shield washing for fleet department	R6 000,00
6051	Dzivi Trading	Procurement of 27 x 20 litres hand sanitizer 70% alcohol for fire fighting	R29 700,00
3349	Umkukulu ka Sgububu Trading	Catering for 100 people attending an IDP, Budget, PMS and SDF 2021/2022 roadshow at Bulwer community hall	R8 500,00
3748	Smadric Construction and Projects	Procurement of chemicals for fire fighting department: 6 x 25 litres foam chemical for fire fighting flammable liquids, 10 x 25 litres carwash and wax and 10 x 30kg absorbent for spillage	R28 200,00
3337	Inkoltha Agencies	Procurement of uniform for Corporate Services officials (cleaners and drivers)	R29 950,00
6003	Mbusiba Trading cc	Procurement of refreshments / groceries for Council & Exco: 03 x 125 sugar, 05 x roibos 80's/200g, 05 x five roses 200g, 10 x powder milk - 6 pack, 10 x full cream milk - 6 pack, 30 x still water 500ml/6 pack and 10 x canderel sweeteners 3's (50g)	R6 670,00
3485	Anvision Computers	Procurement of caps for Disaster Department: GPS, charger and 12 x batteries	R 7 311,00
3493	Ayanda Mbanga Communications	Request to advertise the invitation for prospective audit and Performance Audit Committee member	R 8 959,24
3348	Gugube Holdings PTY LTD	Catering for 100 people officials, councillors and community members attending an IDP, Budget, PMS and SDF 2021/2022 at Mqatshe hall	R 8 500,00
3550	Ikhenani Lethu PTY LTD	100 seater tent and 2 mobile toilets for the sanitization programme in ward 13 to be held on the 08/10/2020 at Donnybrook Sportsfield	R 6 200,00
6017	Singela Trading Enterprise	Protective clothing for LED unit: 5 x workmen's boots, 10 x rain suits, 10 x jackets, 5 x bucket hats, 5 x caps, 10 x gloves, 5 x over-all suits 'siyasebenza' and 10 x golf-t-shirts (slim fit cut)	R 21 185,12
3447	Shemuntu and Sons PTY LTD	Service provider to empty 4 x loads of septic tank at Creighton main office	R 8 000,00
3750	Regency Office Furniture	Procurement of 2 x wooden drawer hanger filing cabinet for Protection Services Officer in Underberg	R 26 105,00
6101	Tunimart Travel Agency	Accommodation for Mrs Taylor and Mr N Khubone attending SAMTRAC training for 5 days	R 14 472,00
3342	Government Printing Works	Public notice for 2020/2021 municipal special adjustment budget and IDP to be advertised in the Newspaper	R 12 105,60
3346	Siphengane Construction & Projects	Catering for 100 people attending an IDP, Budget, PMS and SDF 2021/2022 to be held on the 20/10/2020 at Creighton hall	R 8 500,00
5299	Tunimart Travel Agency	Accommodation for Mayor's bodyguard escorting the Mayor to attend Local Government Summit T Phoswa and Z Molefe (sharing) from 17-19/10/2020	R 5 308,80
6357	Umgungu Trading	Supply and Delivery of 10 x 10lt two stroke for brush cutters for PWBS department	R 9 240,00
6358	Eyegeza Trading	Supply and delivery of heavy duty broom machines	R 22 000,00
6355	Umgungu Trading	Supply and delivery of 4 x 25 litres weed killer for PWBS department	R 12 688,00
5294	Khwezi & Samkelo PTY LTD	Catering for MEC visit that will be held on the 11/10/2020 for 100 people: tea, coffee, muffins and sandwiches	R 19 700,00
5295	Senzu Trading	Finger lunch for ministerial visit at Bulwer CSC that will be held on the 13/10/2020: 8 x sandwiches platters, 8 x hot platters, 50 x juice 100% 330ml, 50 x tea and coffee, 48 x water bottles and 100 paper plates plus servietes	R 13 300,00
5293	Tunimart Travel Agency	Accommodation and parking for Mr M Banda and Mr M Zikode attending Local Government Summit from 17-19/10/2020	R 6 968,80
5296	Tunimart Travel Agency	Accommodation for Mr Phungula and Mr Mbarjwa accompany the Deputy Mayor to Local Government Summit from 17-19/10/2020	R 5 308,80
6102	Magubane Plant and Contractors	Excavators to open new cells in Creighton and Bulwer dumpsite (7 days)	R 63 250,00
3341	Tunimart Travel Agency	Accommodation for Miss AL Van Zyl a newly appointed Internal Audit Manager from 14-30/10/2020	R 18 035,20
5300	Tunimart Travel Agency	Accommodation for Miss J Redebe attending CPMD in Durban from 11-14/10/2020	R 5 226,60
3454	Ayanda Mbanga Communications	Advert for 2020/2021 municipal special adjustment budget	R 32 350,88
3340	Tunimart Travel Agency	Accommodation of MM's bodyguards attending Local Government Summit Mr SA Chiliza and Mr M Mhahane (sharing) in Durban from 17-19/10/2020	R 5 308,80
5449	Alcohol Breathalysers PTY LTD	Procurement of 120 x medi-wipes for the safety of employees during the pandemic COVID 19 disease	R 20 300,44

[illegible]

FUEL ORDERS

PETROL ORDERS FOR PERIOD OF OCTOBER 2020			
ORDER NUMBERS	Company Name	Service	Amount
6108	Creighton Service Station	Request for 300 litres diesel for back-up generator at Creighton main office	R4 800,00
			R4 800,00

ORDER NUMBERS	Company Name	Service	Amount
6108	Creighton Service Station	Request for 300 litres diesel for back-up generator at Creighton main office	R4 800,00
			R4 800,00

FUNERAL SUPPORT

1

ORDER ASSIGNED TO THE PERIOD OF OCTOBER 2020																		
	Order Numbers	Family	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Ward 11	Ward 12	Ward 13	Ward 14	Ward 15	Total
	3343	Phakathi family								R 1 500,00								
	3344	Madiba family													R 1 500,00			
	3347	Gambusi family								R 1 500,00								
Current			R -	R 0,00	R -	R -	R -	R -	R -	R 1 500,00	R 1 500,00	R -	R -	R -	R 1 500,00	R -	R -	R 4 500,00
Year To			R -	R -	R -	R -	R -	R -	R -	R 1 500,00	R 1 500,00	R -	R -	R -	R 1 500,00	R -	R -	R 3 000,00

**QUOTATION BETWEEN
R 30 000,01 - R 200 000,00**

9.1 BIDS BELOW R 200 000,00 AWARDED IN THE PERIOD OF OCTOBER 2020						
Name of Service Provider		Service Rendered	Amount	Procurement plan		
Maphile Construction and Project		Supply and Delivery of 6M Container PWBS-Q015/20/21	R 46 700,00	Yes		
Mathutha Trading Enterprise		Supply and Delivery of Car Wash Material COMM-Q018/20/21	R 94 160,00	Yes		
Nqolobane Technologies		Supply and Installation of Antivirus Volume CORP-Q027/20/21	R 120 000,00	Yes		
TOTAL			R 260 860,00			

AWARDS MORE THAN ABOVE R 200 000,00

9.1 BIDS ABOVE R 200 000,00 AWARDED IN THE PERIOD OF OCTOBER 2020			
Name of Service Provider	Service Rendered	Amount	Procurement plan
Umhlaba Consulting Group	Building Plans Information System PD-B044/19/20	R 420 000,00	Yes
TOTAL		R 420 000,00	

TRANSVERSAL CONTRACT

TRANSVERSAL CONTRACT FOR THE PERIOD OF OCTOBER 2020

[illegible]

DEVIATION
I IREGULAR EXPENDITURE
FRUITLESS AND WASTEFULL EXPENDITURE
UNAUTHORISED EXPENDITURE

DEVIATIONS FOR THE PERIOD OF OCTOBER 2020 (Annexure A)			
DATE	SERVICE PROVIDER	AMOUNT	REASON FOR DEVIATION
		R 0,00	

IRREGULAR EXPENDITURE FOR THE MONTH OF OCTOBER 2020 (Annexure B)			
DATE	SERVICE PROVIDER	AMOUNT	REASON FOR DEVIATION
04/05/2020	Capmed Health	R118 000,00	Due to emergency for medical service to screen employees return to work for COVID 19 symptoms as required by regulation 10(8) issued by Cogta MEC
21/07/2020	Capmed Health	R30 000,00	Health practitioner to test 25 municipal employees for COVID 19.
		R 148 000,00	

FRUITLESS AND WASTEFUL EXPENDITURE FOR THE MONTH OF OCTOBER 2020 (Annexure F)			
DATE	SERVICE PROVIDER	AMOUNT	REASON FOR DEVIATION
		R 0,00	

UNAUTHORISED EXPENDITURE FOR THE MONTH OF OCTOBER 2020 (Annexure G)			
DATE	SERVICE PROVIDER	AMOUNT	REASON FOR DEVIATION
		R 0,00	

% STATISTICS ANALISYS REPORT
(Location, youth and woman)

% STATISTICS REPORT ON SCM ORDERS						
SUMMARY OF ORDERS FOR THE PERIOD OF OCTOBER 2020 (see Annexure A)						
Expenditure Per Location						
DESCRIPTION	RANGE	AMOUNT	NDZ	DISTRICT	KZN	SA
Verbal Quotations	R0.01-R2000	R 8 360,25	R 1 750,00	R -	R 3 280,85	R 3 329,40
Verbal or Written Quotations	R2001-R5000	R 40 502,98	R 2 850,00	R -	R -	R 37 652,98
Formal Written Quotations	R 5001-R 30000	R 633 781,17	R 177 273,00	R 28 200,00	R 272 940,49	R 155 367,68
TOTAL GENERAL ORDERS		R 682 644,40	R 181 873,00	R 28 200,00	R 276 221,34	R 196 350,06
Tenders	Above R200 001	R 420 000,00	R -	R -	R -	R 420 000,00
Quotations	R 30001-R 200000	R 260 860,00	R 140 860,00	R -	R 120 000,00	R -
Petrol Orders		R 4 800,00	R 4 800,00	R -	R -	R -
Funeral Assistance Orders		R 4 500,00	R 4 500,00	R -	R -	R -
Deviations		R -	R -	R -	R -	R -
Irregular Expenditure		R 148 000,00	R -	R -	R 148 000,00	R -
Fruitless and wasteful expenditure		R -	R -	R -	R -	R -
Unauthorised expenditure		R -	R -	R -	R -	R -
Transversal Contract		R -	R -	R -	R -	R -
TOTAL ORDERS		R 1 372 804,40	R 332 033,00	R 28 200,00	R 396 221,34	R 616 350,06

	% Spent Per Location
NDZ	R 332 033,00 24%
DISTRICT	R 28 200,00 2%
KZN	R 396 221,34 29%
SA	R 616 350,06 45%

TOTAL EXPENDITURE

Gender % Ownership

	%Woman	%Youth ownership	%Disabled	These rates are based on Total expenditure per Location
NDZ	52%	95%	0%	
DISTRICT	0%	100%	0%	
KZN	16%	8%	0%	
SA	21%	0%	0%	



PROCUREMENT PLAN IMPLEMENTATION REPORT / BIDS AND QUOTATION PROGRESS REPORT FOR OCTOBER 2020

**DR NKOSAZANA DLAMINI ZUMA
MUNICIPALITY**

SUPPLY CHAIN MANAGEMENT

**PROCUREMENT PLAN
IMPLEMENTATION REPORT/ BIDS
AND QUOTATION PROGRESS
REPORT FOR OCTOBER 2020**

Description	Bid No	Closing Date	Targate date	Status	Comment
Electrification of [GREATER STEPMORE PH 3(fareway,ntwasahlobo,Mqutshana),G REATER HNLANHLENI/GOXHILL PH3,GREATER UNDERBERG PH 3(Khubeni,ST Frances), GREATER BULWER PH 3(Knenana,Xosheyakhe,Dingeka,Ngo nyama,Ntokozweni), GREATER NKUMBA PH 3(Niabamakhaba,mazizini,Sharp)]	PWBS-B001/20/21	10/07/2020	October	Awarded	
Electrification of [GREATER AMAKHUZE/CABAZI PH3(zidweni,Madvaleni,Phayidali,Sd argeni),Khukhulela/Nomagaga PH3(Dazini,Ndodeni)/CENTOCOW/HL ABENI PH3(Ngesheni,Sbovini,Scedeni)Gqu meni/Mqundekweni PH3(Tars valley),GREATER NGWAGWANE PH3(Sonyongwane,Mkhazeni,Mwane ni)]	PWBS-B002/20/21	10/07/2020	October	Awarded	
Electrification of [GREATER NKWEZELA PH 3(Bhambatha,Tafuleni,Sopholile),BHI DLA/SIZANENJANA PH 3(Mqulela,Iubovana,Mphithini), GREA TER DONNYBROOK PH 3(Dunabazwe,Seaford),MULA/CREI GHTON PH 3(Ndebeni,Nomgidi)/SANDANEZWE/ MASAMINI PH 3(Khetshokuhle,Sawoti,Janti)]	PWBS-B003/20/21	10/07/2020	October	Awarded	
Renovation of Himeville Office	PWBS-Q005/20/21	31/07/2020	October	Evaluation	
Supply, Delivery and Installation of Water Tanks	PWBS-Q009/20/21	31/07/2020	October	Evaluation	
Supply and Installation of Bulwer Cemetery fencing	PWBS-Q001/20/21	31/07/2020	October	Evaluation	
Renovation of Himeville Transfer station	PWBS-Q012/20/21	31/07/2020	October	Evaluation	
Supply and Delivery of Fire Fighters Uniform	COMMA-Q007/20/21	31/07/2020	October	Evaluation	
Renovation of Old Main Building	PWBS-Q008/20/21	31/07/2020	October	readvert	
Renovation of Creighton Pound	PWBS-Q011/20/21	31/07/2020	October	readvert	

Renovation of Creighton Flats	PWBS-Q010/20/21	31/07/2020	October readvert	
Renovation of Himeville Pound Fencing	PWBS-Q006/20/21	31/07/2020	October readvert	
Renovation of LOT 3	PWBS-Q002/20/21	31/07/2020	October readvert	
Renovation of LOT 68	PWBS-Q003/20/21	31/07/2020	October readvert	
Maintenance of LOT 95	PWBS-Q004/20/21	31/07/2020	October readvert	
Provision of Internal Audit services	BTO-Q014/20/21	11/09/2020	October readvert	
Supply and Delivery of a 6M Container	PWBS-Q015/20/21	31/08/2020	October awarded	
Supply and Delivery of Fire Beaters and Knapsack Tanks	COMM-Q016/20/21	31/08/2020	October cancelled	
Supply and Delivery of Car Wash Material	COMM-Q018/20/21	27/08/2020	October awarded	
CREIGHTON ROAD ASPHALT SURFACING PHASE 6	PWBS-B004/20/21	28/09/2020	October	There were delays on committees due to covid 19
DONNYBROOK ROAD ASPHALT SURFACING PHASE 3	PWBS-B005/20/21	28/09/2020	October	There were delays on committees due to covid 19
BULWER ROAD ASPHALT SURFACING PHASE 7	PWBS-B006/20/21	28/09/2020	October	There were delays on committees due to covid 19
UNDERBERG ROAD ASPHALT SURFACING PHASE 3	PWBS-B004/20/21	28/09/2020	October	There were delays on committees due to covid 19
HIMEVILLE ROAD ASPHALT SURFACING PHASE 2	PWBS-B005/20/21	28/09/2020	October	There were delays on committees due to covid 19
RENOVATION OF HIMEVILLE OFFICE	PWBS-Q005/20/21	30/09/2020	October readvert	
RENOVATION / MAINTENANCE OF NEITHERBY COMMUNITY HALL	PWBS-B018/20/21	30/09/2020	November Evaluation	Awaiting for evaluation committee
RENOVATION /MAINTENANCE OF BAZINI HALL	PWBS-B019/20/21	30/09/2020	November Evaluation	Awaiting for evaluation committee
RENOVATION/MAINTENANCE OF BETHLEM	PWBS - B020/20/21	30/09/2020	November Evaluation	Awaiting for evaluation committee
RENOVATION/MAINTENANCE OF MAGOUBENI HALL	COMM-B021/20/21	30/09/2020	November Evaluation	Awaiting for evaluation committee
RENOVATION/MAINTENANCE OF MNYAMENI HALL	PWBS-B022/20/21	30/09/2020	November Evaluation	Awaiting for evaluation committee

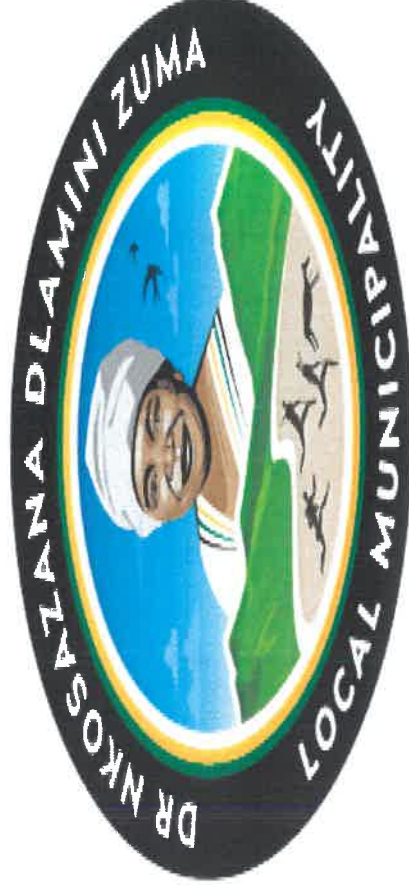
RENOVATION/MAINTENANCE HIMEVILLE FENCING	PWBS-B023/20/21	30/09/2020	November	Evaluation	Awaiting for evaluation committee
RENOVATION/MAINTENANCE OF MOATSHENI HALL	COMM-B024/20/21	30/09/2020	November	Evaluation	Awaiting for evaluation committee
PANEL OF 6 SERVICE PROVIDERS FOR MAINTENANCE AND INSTALLATION OF AIRCONDITIONER FOR 3 YEARS	PWBS-B010/20/21	12/9/2016	November	Evaluation	Awaiting for evaluation committee
PANEL OF 6 SERVICE PROVIDERS FOR MAINTENANCE AND INSTALLATION OF ELECTRICAL WORKS FOR 3 YEARS	PWBS-B011/20/21	12/9/2016	November	Evaluation	Awaiting for evaluation committee
PANEL OF 6 SERVICE PROVIDER FOR REPAIRS AND MAINTENANCE FOR A PERIOD OF 3 YEARS	PWBS-B012/20/21	12/9/2016	November	Open	awaiting for opening
PANEL OF 10 SERVICE PROVIDER FOR FUNERAL PARLOUR FOR A PERIOD OF 3 YEARS	MM-B013/20/21	12/9/2016	November	readvert	Will be readvertised due suppliers over quoting
PANEL OF 6 SERVICE PROVIDER FOR (TRAFFIC, FIRE FIGHTERS AND DISASTER UNIFORM) FOR A PERIOD OF 3 YEARS	COMM-B014/20/21	12/9/2016	November	Evaluation	Awaiting for evaluation committee
PANEL OF 6 ENVIRONMENTAL CONSULTANTS TO DEVELOP ENVIRONMENTAL STUDIES FOR DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY FOR A PERIOD OF 3 YEARS	PWBS-B015/20/21	12/9/2016	November	Evaluation	Awaiting for evaluation committee
PANEL OF 6 SERVICE PROVIDER FOR TOWING SERVICES FOR A PERIOD OF 3 YEARS	COMM-B016/20/21	12/9/2016	November	Evaluation	Awaiting for evaluation committee
SERVICE PROVIDER FOR PROVISION OF ACTUARIAL VALUATION OF LONG SERVICE AWARDS LIABILITY .BULWER AND CREIGHTON LANDFILL SITES AND CLOSURE FOR A PERIOD OF 3 YEARS	BTO-B017/20/21	12/9/2016	November	Evaluation	Awaiting for evaluation committee
SUPPLY AND DELIVERY OF CONCRETE PIPES	PWBS-Q020/20/21	30/09/2020	December	Evaluation	Awaiting for evaluation committee
SUPPLY AND DELIVERY OF SKIP TRUCK	PWBS-B025/20/21	11/10/2016	December	Open	awaiting for opening
RENOVATION/MAINTENANCE OF JUNCTION COMMUNITY HALL	PWBS-B026/20/21	28/10/2020	December	Evaluation	Awaiting for evaluation committee
RENOVATION /MAINTENANCE OF MASAMINI COMMUNITY HALL	PWBS-B027/20/21	28/10/2020	December	Evaluation	Awaiting for evaluation committee
PROPOSAL OF GADGET CONTRACT FOR 2 YEARS	CORP-B028/20/21	11/10/2016	December	Open	awaiting for opening
SUPPLY AND DELIVERY OF 10 WASTE SKIP BINS	PWBS-B029/20/21	11/10/2016	December	Evaluation	Awaiting for evaluation committee
HOSTING OF EMAILS FOR A PERIOD OF 3 YEARS	CORP-B030/20/21	11/10/2016	December	Open	Awaiting for opening
CREIGHTON LIBRARY PHASE 2	PWBS-B031/20/21	11/10/2016	December	Open	awaiting for opening
PANEL OF 6 TOWN PLANNING CONSULTANTS TO PROVIDE TOWN PLANNING FOR NDZ LOCAL MUNICIPALITY	PD-B032/20/21	24/11/2020	December	Open	awaiting for opening

UPGRADE OF UNDERBERG TOWN PHASE 1 USING TURNKEY STRATEGY	PWBS-B033/20/21	23/11/2020	December	Open	Awaiting for opening
UPGRADE OF BULWER TOWN PHASE 1 USING TURNKEY STRATEGY	PWBS-B034/20/21	23/11/2020	December	Open	Awaiting for opening
UPGRADE OF CREIGHTON TOWN PHASE 1 USING TURNKEY SUPPLY AND INSTALLATION OF ANTIVIRUS VOLUME	PWBS- B035/20/21	23/11/2020	December	Open	awaiting for opening
SUPPLY AND INSTALLATION OF CAMERAS	PWBS-Q027/20/21	12/10/2020	Awarded	awarded	awarded
	PWBS-Q028/20/21	12/10/2020	November	Evaluation	awaiting for evaluation

NB: Kindly note that other projects
are still on draft of specifications
as per the procurement plan

31 October 2020

Contract management unit



DR Nkosazana Dlamini Zuma Municipality

Monthly report



CONTRACT MANAGEMENT

SOFT CONTRACT

Friday, October 30, 2020

NAME OF BIDDER	PROJECT/SERVICE	DEPARTMENT	CONTRACT VALUE	PAYMENTS	START DATE	END DATE	COMMENTS	SERVICE PROVIDER PERFORMANCE
EVALUATION PROPERTY INTELLIGENCE AYANDA MBANGA COMMUNICATIONS	GENERAL EVALUATION ROLL PROVISION OF ADVERTISING SERVICES	BUDGET AND TREASURY OFFICE CORPORATE SERVICES	R 2 825 225.65 BASED ON APPROVED RATE	R 1 311,902.15 R 1 637 819.58	01/07/2017 01/03/2018	30/09/2022 28/02/2021	ACTIVE ACTIVE	GOOD GOOD
KONICA MINOLTA AFRICA	SUPPLY AND DELIVERY OF PRINTERS AND PHOTOCOPYING MACHINES	CORPORATE SERVICES	R 1 378,141.87	R 1,071,887.88	11/08/2016	10/08/2021	DUE TO THE UNSATISFACTORY PERFORMANCE OF THE PRINTING MACHINES AND THE DELAYED RESPONSE TIMEFRAME THIS SERVICE PROVIDER HAS BEEN RATED FAIR.	
ENVIROSERVE	REFUSE REMOVAL	PUBLIC WORKS AND BASIC SERVICES	BASED ON APPROVED RATE	R 377,088.26	01/06/2020	31/06/2023	ACTIVE	POOR
INDWE RISK SERVICES	INSURANCE	OFFICE OF THE MM	BASED ON APPROVED RATE	R 211 219.56	08/08/2016	07/09/2021	ACTIVE	GOOD
NASHUA	TELEPHONE	CORPORATE SERVICES	R 1 017 405.00	R 976 576.81	1/08/2018	30/09/2021	DUE TO THE DELAYED RESPONSE TIMEFRAME TO QUERIES LOGGED THE SERVICE PROVIDER HAS BEEN RATED FAIR.	FAIR
POWERVISION	ICT SERVICES	CORPORATE SERVICES	R 3 434 233.00	R 3 434 233.00	1/08/2018	31/3/2021	ACTIVE	GOOD
SINGELA TRADING	PROTECTIVE CLOTHING	PUBLIC WORKS AND BASIC SERVICES	BASED ON APPROVED RATE	R 962,028.78	20/08/2019	19/08/2021	ACTIVE	GOOD
INKAMVA CONSULTING AGENCY	DEVELOPMENT OF ENVIRONMENTAL MANAGEMENT PLAN	PLANNING AND DEVELOPMENT	R 482,310.00	R 313,501.50	04/09/2019	4/12/2020	ACTIVE	GOOD
GREENDOOR LANDSCOPE SERVICES	PROVISION OF HORTICULTURAL SERVICES	PUBLIC WORKS AND BASIC SERVICES	BASED ON APPROVED RATE	R 439 875.00	05/12/2019	05/12/2022	ACTIVE	GOOD
INKAMVA CONSULTING AGENCY	TRAVEL AGENT	CORPORATE SERVICES	BASED ON APPROVED RATE	R 943 818.40	01/02/2020	31/01/2023	ACTIVE	GOOD
MATHUTHA TRADING	SUPPLY AND DELIVERY OF CLEANING MATERIAL	CORPORATE SERVICES	BASED ON APPROVED RATE	R 138 375	16/03/2020	15/03/2023	ACTIVE	GOOD
SMART SECURE	PROVISION OF SECURITY SERVICES	CORPORATE SERVICES	BASED ON APPROVED RATE	R 6 435 466.79	01/02/2020	31/03/2023	ACTIVE	GOOD
WELCONY INVESTMENTS	SUPPLY AND DELIVERY OF REFUSE BAGS	PUBLIC WORKS AND BASIC SERVICES	BASED ON APPROVED RATE	R 181 627.50	17/03/2020	18/03/2023	ACTIVE	GOOD
MC NTSHALINTSHALI	PANEL OF ATTORNEYS	BUDGET AND TREASURY OFFICE	BASED ON APPROVED RATE	R 213 360.77	01/10/2019	30/06/2020	ACTIVE	GOOD
MATHEW FRANCOIS	PANEL OF ATTORNEYS	BUDGET AND TREASURY OFFICE	BASED ON APPROVED RATE	R 163 830.81	01/10/2019	30/09/2020	ACTIVE	GOOD
TURNIMART	TRAVEL AGENT	CORPORATE SERVICES	BASED ON APPROVED RATE	R 71 825.88	1/02/2020	31/1/2023	ACTIVE	GOOD
JBN AND ASSOCIATION	REVIEW OF FINANCIAL STATEMENT	BUDGET AND TREASURY OFFICE	R 88 700.00	R 88 700.00	27/07/2020	27/11/2021	ACTIVE	GOOD

Prepared by: N Dlamini

Signature: 
Date: 26/11/2020

Reviewed by: N Hlengiwe

Signature: 
Date: 26/11/2020

REPORT ON FLEET MANAGEMENT FOR MONTH ENDING OCTOBER 2020

AUTHOR: Chief financial officer

(File Ref :) Finance Department

1st Level Manco

2nd level: FINANCE

3rd level: EXCO

4th level: COUNCIL

1. PURPOSE

To inform the Committees and Council about fleet management of the municipality

2. LEGAL/STATUTORY REQUIREMENTS

Municipal Systems Act 32 of 2000, Municipal Fleet Management Policy & MFMA

3. BACKGROUND AND REASONING

- Fuel consumption constant

4. FINANCIAL IMPLICATIONS:

Refer to annexures

5. Annexure

- A. Tyres information
- B. Excessive repairs information
- C. Cost analysis

6. RISK

- Vehicle abuse, Accidents, Car theft

7. MANAGEMENT OF RISKS

- Trip Authorization forms
- Insurance
- Management Reports
- Trackers Reports

8. RECOMMENDATIONS

- That Council and Committees to note this report

ANNEXURE A

TYRES INFORMATION ABOVE R10,000

REGISTRATION NUMBER	VEHICLE MAKE	DESCRIPTION	TOTAL AMOUNT
NIP 1659	TLB	NEW ONE TYRE	R12,111.19
NIP 521	HINO TRUCK	NEW ONE TYRE	R3,115.28
NIP 1809	REFUSE TRUCK	NEW SEVEN TYRES	R37,030.00
NIP 1869	S/C ISUZU	NEW TWO TYRES	R4,684.60

TOTAL: R56,941.07

ANNEXURE B

REPAIRS INFORMATION ABOVE R10,000

REGISTRATION NUMBER	VEHICLE MAKE	DESCRIPTION	TOTAL AMOUNT
NIP 1659	TLB	RADIATOR	R26,661.22
NIP 1721	SDLG GRADER	EADIATORS AND COOLERS	R40,758.30

TOTAL: R67,419.52

ANNEXURE

COST ANALYSIS

VEHICLES	MAKE & MODEL	DISTANCE/ KM	FUEL COSTS	FUEL IN LITRES	REPAIRS	SERVICE	TYRES	TOLLGATES	OIL	FEES
PLANNING AND DEVELOPMENT SERVICES										
NIP 1362	S/C ISUZU	2634	3,673.50	265.01	-	-	-	-	-	152.15
NIP 2342	D/C NISSAN	2771	4,072.62	294.74	4,812.54	-	-	-	-	162.52

PUBLIC WORKS AND BASIC SERVICES

NIP 1370	S/C ISUZU	3249	4,066.10	297.69	-	-	-	-	-	156.73
NIP 1611	TRACTOR	-	967.17	66.06	7,434.75	51.75	-	-	-	153.46
NIP 1659	TLB	307HRS	8,093.82	590.15	26,661.22	18,872.13	12,111.19	-	-	200.50
NIP 2015	S/C ISUZU	1533	1,755.34	124.82	-	-	-	-	-	142.68
NIP 2016	S/C ISUZU	2474	3,301.57	230.34	-	-	-	-	-	152.05
NIP 2017	D/C ISUZU	2326	2,962.08	213.98	-	-	-	25.00	-	156.43
NIP 606	TRACTOR	-	636.18	43.78	2,024.00	1,235.79	-	-	-	152.21
NIP 665	S/C TOYOTA	2863	3,058.10	221.78	-	-	-	-	-	151.98
NIP 698	S/C ISUZU	3476	3,729.78	271.06	-	-	-	-	-	165.58
NIP 841	D/C ISUZU	3318	4,445.74	321.41	-	-	-	-	-	161.30
NIP 521	HINO TRUCK	1560	5,126.27	381.02	-	-	3,115.28	-	-	162.35
NIP 1354	S/C TOYOTA	2436	3,101.15	222.31	-	-	81.00	-	-	156.48
NUD 4824	S/C ISUZU	3364	3,854.20	287.71	-	-	-	-	20.00	165.61
NUD 4825	S/C ISUZU	3202	2,564.63	191.47	-	-	193.75	-	-	156.37
NIP 1802	TRACTOR	-	-	-	1,957.30	46.00	-	-	-	142.75
NIP 1703	REFUSE TRUCK	90HRS	6,713.00	485.95	-	-	-	-	-	148.52
NIP 1721	SDLG GRADER	-	-	-	40,758.30	-	-	-	-	148.93
NIP 1809	REFUSE TRUCK	45hrs	11,608.02	826.20	2,032.69	28.75	37,030.00	-	-	174.02
NIP 2398	UD TRUCK TIPPER	-	-	-	-	-	-	-	-	133.26
NIP 2399	UD TRUCK TIPPER	290	3,232.51	220.79	-	-	-	-	-	138.62
NIP 2400	UD TRUCK WATER TANK	464	2,812.05	192.07	-	-	-	-	-	138.50
NIP 2402	UD TRUCK LOWBED	284	7,085.85	485.00	-	-	-	-	-	139.68

VEHICLES	MAKE & MODEL	DISTANCE/ KM	FUEL COSTS	FUEL IN LITRES	REPAIRS	SERVICE	TYRES	TOLLGATES	OIL	FEES
COMMUNITY SERVICES DEPARTMENT										
NIP 1367	D/C ISUZU	3895	6,620.41	476.04	4,812.54	-	-	-	-	172.16
NIP 1880	S/C TOYOTA	2776	4,302.70	304.18	2,525.86	-	-	-	-	175.37
NIP 1903	S/C ISUZU	2616	3,459.24	245.41	-	-	-	-	-	156.56
NIP 2186	S/C ISUZU	4606	6,309.00	449.46	-	-	-	-	25.00	179.70
NIP 1605	D/C TOYOTA	5992	9,744.22	701.96	2,109.10	-	-	-	80.00	190.18
NIP 1042	D/C ISUZU	-	-	-	-	-	-	-	-	133.26
NIP 1398	CHEV CRUZE	2726	3,738.43	260.31	-	-	-	12.50	-	165.58
NUD 4848	S/CAB ISUZU	1095	1,709.25	123.38	-	-	-	-	-	151.61
NIP 2337	COROLLA	4211	5,242.77	361.82	-	-	-	50.00	60.00	201.78
NIP 2338	COROLLA	5218	7,728.99	533.17	1,875.59	1,547.39	-	-	-	203.38
NIP 2339	TOYOTA AVANZA	4325	5,138.50	355.03	-	-	-	25.00	-	192.79
NIP 2341	D/C NISSAN	4352	5,079.16	366.22	-	-	-	-	-	170.42
NIP 2343	S/C NISSAN	3021	3,819.56	274.27	-	-	-	-	-	156.66
NIP 2344	D/C NISSAN	4438	5,657.36	405.18	-	-	-	-	-	166.11
NIP 2403	UD TRUCK ANIMAL TRUCK	5351	22,060.64	1571.45	-	-	-	-	-	166.14
NIP 2657	ISUZU FIRE TRUCK	437	2,101.75	152.88	-	-	-	-	-	142.78
NIP 362	S/C FORD	-	-	-	-	-	-	-	-	133.26
NUD 3533	S/C ISUZU	5732	9,012.95	643.50	-	-	216.58	-	50.00	207.33
NUD 3544	TOYOTA LANDCRUISER	4231	9,338.45	657.44	4,751.51	3,024.08	-	-	-	196.07
NUD 3552	S/C ISUZU	5237	7,224.46	514.60	-	-	-	-	-	171.01

CORPORATE SERVICES DEPARTMENT

NIP 2137	CHEV CRUZE	3114	4,013.64	279.02	1,370.43	-	-	-	-	187.89
NIP 1869	S/C ISUZU	4123	5,433.99	395.70	3,123.83	3,009.09	4,684.60	-	-	190.88
NIP 2345	D/C NISSAN	5182	7,843.66	562.26	-	1,500.75	-	25.00	-	202.89

VEHICLES	MAKE & MODEL	DISTANCE/ KM	FUEL COSTS	FUEL IN LITRES	REPAIRS	SERVICE	TYRES	TOLLGATES	OIL	FEES
EXECUTIVE AND COUNCIL										
NIP 1704	TOYOTA AVANZA	5016	5,811.46	400.96	-	-	-	12.50	70.00	192.99
NIP 2348	VW BUS	3670	6,390.62	469.10	2,181.96	-	-	-	-	166.91

POOL VEHICLES

NIP 700	CHEV. CORSA	954	1,528.75	103.36	-	-	-	-	40.00	147.10
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BUDGET AND TREASURY OFFICE

NIP 1421	TOYOTA AVANZA	3527	4,199.04	292.42	-	-	-	62.50	-	192.54
NIP 2187	S/C ISUZU	3824	5,566.22	402.17	3,077.19	2,627.81	-	-	-	189.51

TOTAL		135,913	245,934.90	17,534.63	111,508.81	31,943.54	57,432.40	212.50	345.00	8,615.54
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