METSIMAHOLO LOCAL MUNICIPALITY

MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY (2026/27FY)

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT 56 of 2003

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

Date of adoption: **29 MAY 2026**

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1. Definitions and Abbreviations

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

"**Accounting Officer**" means the Municipal Manager of Metsimaholo Local Municipality as per section 60 of the MFMA;

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"B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

"**B-BBEE Status Level of Contributor**" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act;

"**Chief Financial Officer**" means a person designated in terms of MFMA section 80(2)(a);

"Competitive bidding process" means a competitive bidding process referred to in paragraph 19 of this Policy;

"Competitive bid" means a bid in terms of a competitive bidding process;

"Final award", in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote to accept;

"Written quotations" means quotations referred to in paragraph 16 of this Policy.

"Formal written price quotation" means quotations referred to in paragraph 17 of this Policy;

"In the service of the state" means to be –

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the National Assembly or the National Council of Provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;

(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);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature;

"**shareholder**" means a person who owns shares in a company and is actively involved in the management of the company or business and exercises control over that business.

"long term contract" means a contract with a duration period exceeding one year;

"list of accredited prospective providers" means the list of accredited prospective providers which the Metsimaholo Local Municipality must keep in terms of paragraph 14 of this policy;

"other applicable legislation" means any other legislation applicable to municipal supply chain management, including –
(a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
(b) the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); and
(c) the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);

"**Preferred bidder**" means the most responsive and recommended bidder but whose tender and award has not been confirmed;

"Senior Manager" means
(a) in relation to a municipality, means a manager referred to in section 56 of the Municipal Systems Act; or
(b) in relation to a municipal entity, means a manager directly accountable to the Chief Executive Officer of the entity;

"Treasury guidelines" means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

"the Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"the Municipality" means Metsimaholo Local Municipality;

"the Regulations" means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

Chapter 1: Implementation of Supply Chain Management Policy

2. Supply Chain Management Policy

(1) All officials and other role players in the supply chain management system of the Metsimaholo Local Municipality must implement this Policy in a way 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 –

(i) the Regulations; and

(i) 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; and

(f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector

(2) This Policy applies when the Municipality–

(a) procures goods or services;

(b) disposes goods no longer needed;

(c) selects 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) selects 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 Adoption and amendment of the supply chain management policy

(1) The accounting officer must –

(a) promptly prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality.

(b) at least annually review the implementation of this Policy; and

(c) 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 relevant provincial treasury.

(3) When preparing or 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.

(4) The accounting officer of a municipality must in terms of section 62(1)(f)(iv) of the Act, [or "The accounting officer of a municipal entity must in terms of section 99(2)(h) of the Act"], take all reasonable steps to ensure that the municipality [or municipal entity] 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 accounting officers in terms of –

-Chapter 8 or 10 of the Act; and

-this 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. Sections 79 and 106 of the Act apply to the sub delegation of powers and duties delegated to an accounting officer in terms of subparagraph (4).

3. Council or the 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. This paragraph 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 paragraph 26 of this Policy.

5. Sub delegations

(1) The accounting officer may in terms of section 79 or 106 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 paragraph (4) and paragraph (5) of this Policy.

(2) The power to make a final award –
(a) above R10 million (VAT included) may not be sub delegated by the accounting officer;
(b) above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub delegated but only to –
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; or
(c) not exceeding R2 million (VAT included) may be sub delegated but only to:
i. the chief financial officer;
ii. a senior manager;
iii. a manager directly accountable to the chief financial officer or a senior manager; or

iv. a bid adjudication committee.

(3) An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with paragraph (5) must within five days of the end of each month submit to the official referred to in subparagraph (5) 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.

(4) A written report referred to in subparagraph (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; or

(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.

(5) Paragraphs (4) and (5) of this policy do not apply to procurements out of petty cash.

(6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been subdelegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

(7) No supply chain management decision-making powers may be delegated to an advisor or consultant.

6. Oversight of council

(1) The council must maintain oversight over the implementation of this Policy.

(2) For the purposes of such oversight the accounting officer must –

(a) (i) 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

(ii) whenever there are serious and material problems in the implementation of this Policy, immediately submit a report 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.

(4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

7. Supply chain management unit

(1) A supply chain management unit is hereby established to implement this Policy.

(2) The supply chain management unit must operate under the direct supervision of the chief financial officer or an official to whom this duty has been delegated in terms of section 82 of the Act.

8.Training of supply chain management officials

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

This Policy provides systems for –

(i) demand management;
(ii) acquisition management;
(iii) logistics management;
(iv) disposal management;
(v) risk management; and
(vi) performance management.

Part 1: Demand management

10. System of demand management

1) The accounting officer must establish and implement an appropriate demand management system to ensure that the resources required by the Municipality 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; and
   (c) provide for the compilation of the required specifications to ensure that its needs are met.
   (d) To undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.

Part 2: Acquisition management:

11. System of acquisition management

(1) The accounting officer must implement the system of acquisition management set out in this Part in order to ensure –
   (a) that goods and services are procured by the Municipality in accordance with authorised 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) This supply chain management policy, except where provided otherwise in the policy, 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) 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 (This must be read in conjunction with the municipal PPPFA)

(1) The procurement of goods and services through this policy is provided by way of: -

a) at least one written quotation for purchases, up to a transaction value of R2 000 (VAT included);

b) formal written price quotations for procurements of a transaction value over R 2000 up to R300 000 (VAT included); and

c) a competitive bidding process for–

i. procurements above a transaction value of R300 000 (VAT included); 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 subparagraph (1); or

(b) direct that –

i. written quotations be obtained for any specific procurement of a transaction value lower than R2 000;

ii. formal written price quotations be obtained for any specific procurement of a transaction value between R30 000 and R 300 000; or

iii. a competitive bidding process be followed for any specific procurement of a transaction value above R300 000.

(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.

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) The bidders tax matters are declared in order by SARS

(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 subparagraph (ii) is in the service of the state or has been in the service of the state in the previous twelve months.

14. Lists of accredited prospective providers

All suppliers who are registered on CSD will be regarded as accredited suppliers, except for those who are restricted by National Treasury.

15. Petty Cash purchases

The municipality does not make use of petty cash at the current stage.

The accounting officer must establish the conditions for the procurement of goods by means of petty cash purchases referred to in paragraph 12 (1) (a) of this policy, which must include conditions –

a) determining the terms on which a manager may delegate responsibility for petty cash to an official reporting to the manager;

b) limiting the number of petty cash purchases or the maximum amounts per month for each manager;
c) excluding any types of expenditure from petty cash purchases, where this is considered necessary; and
d) requiring monthly reconciliation reports from each manager 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.

16. Written quotations (to be read with the municipal PPPFA)

1. The accounting officer must establish conditions for the procurement of goods or services through written or, conditions which are as follows:

a) quotations must be obtained from at least three different providers preferably from, but not limited to, providers whose names appear on the list of Central Supplier Database**,** provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria in the supply chain management policy required by 14 of this policy.

b) that, to the extent feasible, providers must be requested to submit such quotations in writing,

c) if it is not possible to obtain at least three quotations, the reasons must be recorded and reported quarterly to the accounting officer or another official designated by the accounting officer,

d) the accounting officer must record the names of the potential providers requested to provide such quotations with their quoted prices

17. Formal written price quotations (to be read with the municipal PPPFA)

1. The conditions for the procurement of goods or services 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 central supplier database;
    b) quotations may be obtained from providers who are on CSD, provided that such providers meet the listing criteria set out in paragraph 18(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. A designated official referred to in subparagraph (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 subparagraph.

18. Procedures for procuring goods or services through written quotations and formal written price quotations (To be read with municipal PPPFA)

The accounting officer must determine the operational procedure for the procurement of goods or services through written or formal written price quotations, which must stipulate –

a) that all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 17, be advertised for at least seven days on the website and an official notice board of the municipality;

b) that when using the list of accredited prospective providers the accounting officer must promote ongoing competition amongst providers, including by inviting providers to submit quotations on a rotation basis;

c) that the accounting officer must take all reasonable steps to ensure that the procurement of goods and services through written or formal written price quotations is not abused;

d) that the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written and formal written price quotations accepted by an official acting in terms of a subdelegation, and;

e) requirements for proper record keeping.

19 Competitive bidding process (Must be read with municipal PPPFA)

1. Goods or services above a transaction value of R300 000 (VAT included) and long-term contracts may only be procured through a competitive bidding process.

2. No requirement for goods or services above an estimated transaction value of R300 000 (VAT included), 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.

20. 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 paragraph 21;

b) Public invitation of bids as detailed in paragraph 22;

c) Site meetings or briefing sessions as detailed in paragraph 22;

d) Handling of bids submitted in response to public invitation as detailed in paragraph 23;

e) Evaluation of bids as detailed in paragraph 28;

f) Bid Adjudication Committee as detailed in paragraph 29;

g) Administration of contracts

(i) After approval of a bid, the accounting officer and the bidder must enter into a written agreement.

h) Proper record keeping

(i) Original / legal copies of written contracts agreements should be kept in a secure place for reference purposes.

21. Bid documentation for competitive bids (to be read with municipal PPPFA)

(1) The criteria to 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 Construction Industry Development Board, 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) Compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;

d) 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;

(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; and

e) 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.

22. 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, by means of social media e.g municipal official facebook page, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin), E-Tender publication; and

   b) The information contained in a public advertisement, must include –
      (i) the closing date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT Included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph (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 session.;

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. Bids submitted must be sealed.

4. Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies on the envelope the Bid number, Bid description and closing date of the bid must be stipulated.

23. 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 subparagraph (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 and the bid results on the website.

24. 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.

25. 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.

26. Committee system for competitive bids

1. The Accounting officer is required to:-

a. Ensure a committee system for competitive bids is hereby established, consisting of the following committees for each procurement or cluster of procurements as the accounting officer may determine:
   i. a bid specification committee;
   ii. a bid evaluation committee; and
   iii. a bid adjudication committee;

b. appoint the members of each committee, taking into account section 117 of the Act; and

c. provide for an attendance or oversight process by a neutral or independent observer, appointed by the accounting officer, when this is appropriate for ensuring fairness and promoting transparency.

2. The committee system must be consistent with –
   a) paragraph 27, 28 and 29 of this Policy; and
   b) any other applicable legislation.

3. The accounting officer may apply the committee system to formal written price quotations.

27. Bid specification committees

1. The bid specification committee must compile specifications for each procurement 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 labeling of conformity certification;

e) may not make reference to any particular trade mark, 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 be approved by the accounting officer prior to publication of the invitation for bids in terms of paragraph 22 of this Policy.

3. The bid specification committee must be composed of at least officials of the municipality preferably a delegated official from the user department, BSC Chairperson, SCM official and any other member
and 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.

28 . Bid evaluation committees

1. A 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 paragraph 27(2)(f).
   b) evaluate each bidder’s ability to execute the contract;
   c) check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears for more than 90 days, and;
   d) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

2. The 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) Chairperson of BEC member.
   d) Any other additional members as appointed by the Accounting Officer

3. Evaluation criteria in terms of functionality must be clearly indicated in the bid document and will also be covered in the procedure manual.

NB: Where service provider submit false information, the municipality has the right for appropriate recourse which may include, disqualification of the fraudulent service providers, blacklisting the service provider in terms of MFMA circular 43 or taking any appropriate measure which may include opening a case for fraud or referring the matter to law enforcement agencies, etc.

29. 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 senior managers of the Municipality -

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) 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.

(5) (a) 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 –

(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears for more than 90 days, and;

(ii) notify the accounting officer.

(b) The accounting officer may –

(i) 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

(ii) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.

(6) 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.

(7) The accounting officer must comply with section 114 of the Act within 10 working days

30. Procurement of banking services

(1) A contract for banking services –

(a) must be procured through competitive bids;

(b) must be consistent with section 7 or 85 of the Act; and

(c) may not be for a period of more than five (5) years at a time.

(2) The process for procuring a contract for banking services must commence at least nine (9) 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 paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

31. 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) If SITA comments on the submission and the Municipality disagrees with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the relevant Provincial Treasury and the Auditor General.

32. 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) Subparagraphs (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.

33. 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 where ever 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.

34. Proudly SA Campaign

(1) The municipality may develop specific goals for preference points under the municipal Preferential Procurement Policy.

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will be considered.
(b) The threshold referred to in paragraph (a) must be in accordance with the

standards determined by the Department of Trade and Industry in consultation with the National Treasury.

(4) A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender should the municipality decides to use local content as a requirement.

35. Appointment of consultants

1) The accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are 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 (VAT included); 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.

36. 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;
      (ii) if such 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; and

Definition of Emergency:

(1.1) The conditions warranting emergency dispensation should include existence of one of the following:

a) the possibility of human injury or death; the prevalence of human suffering or deprivation of human rights;
b) the possibility of damage to property, or suffering and death of livestock or animals;
c) the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole;
d) the possibility of serious damage occurring to the natural environment;
e) the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service; and
f) the possibility that the security of the state could be compromised.

Emergency dispensation shall not be granted in respect of circumstances other than those contemplated in paragraph above.

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.

(2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.

(3) Subparagraph (2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy.

37. 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 subparagraph (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 subparagraph (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 take into account –

(a) any comments submitted by the public; and

(b) any written comments and recommendations of the National Treasury or the relevant 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 relevant Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations.

(9) 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.

38. 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) 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; 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.

(e) 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;

(f) 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

(g) 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

(iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

(2) The accounting officer must inform the National Treasury and relevant Provincial Treasury in writing of any actions taken in terms of subparagraphs (1)(b)(ii), (e) or (f) of this policy.

Part 3: Logistics, Disposal, Risk and Performance Management

39. 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.

40. Disposal management

(1) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, should take into account sections 14 and 90 of the Act.

(2) Disposal of assets must –

a. 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.

b. The accounting officer must ensure that –

i. immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

ii. 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;

iii. in the case of the free disposal of computer equipment, the provincial department of education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment; and

iv. 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;

c. Furthermore, ensure that

i. immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

ii. all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;

d. where assets are traded in for other assets, the highest possible trade-in price is negotiated.

Disposal Committee Composition:

The Disposal committee must as far as possible be composed of-

(a) officials from departments disposing goods;

(b) at least one supply chain official of the Municipality;

(c) Chairperson of Disposal Committee;

(d) Any other additional members as appointed by the Accounting Officer

41. Risk management

(1) The accounting officer must establish an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system.

(2) Risk management must include –

(a) the identification of risks on a case-by-case basis;

(b) the allocation of risks to the party best suited to manage such risks;

(c) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;

(d) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and

(e) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

42. Performance management

The accounting officer must establish and implement an internal monitoring system to determine, based on a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.

Performance management shall accordingly be characterised by a monitoring process and retrospective analysis to determine whether: Value for money was attained;

(1) Proper processes were followed,
(2) Desired objectives were achieved;
(3) There is an opportunity to improve the process;
(4) Suppliers have been assessed and what that assessment is; and
(5) There were deviation from procedures and, if so, what the reasons for that deviation are.

The performance management system shall accordingly focus on, amongst others:

(1) Achievement of goals;
(2) Compliance to norms and standards;
(3) Savings generated;
(4) Cost variances per item;
(5) Non-compliance with contractual conditions and requirements; and
(6) The cost efficiency of the procurement process itself.

The CFO shall report quarterly to the Council on the following aspects:

(1) Total procurement spend;
(2) Process disputes if any;
(3) Instances of alleged and proven fraud and corruption if any;
(4) Information regarding deviation process followed, such as:
    (a) Non-utilization of supplier database;
    (b) Subdividing of total requirements; and
    (c) Unplanned spending and obtaining less than the required number of quotations.

Part 4: Other matters

43. Prohibition on awards to persons whose tax matters are not in order (in accordance with MFMA circular 90)

1. Before an award is made to a bidder, the accounting officer must check with SARS whether the bidder's tax matters are in order.
2. The designated official(s) should verify the bidder's tax compliance status prior to the finalisation of the award of the bid or price quotation.
3. Where the recommended bidder is not tax complaint the bidder is notified of their non-compliant status. The bidder must be requested to submit the municipality within seven working days written proof from SARS of their tax compliance or proof from SARS that they have made an arrangement to meet their tax outstanding tax obligations.
4. The municipality should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the seven working days stated above. The proof of tax compliance status submitted by the bidder is verified via the CSD.
5. Where goods and services have been delivered satisfactorily without dispute the municipality should not delay the processing of payment of invoices due to outstanding tax matters.

44. 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, trustees or shareholder is a person in the service of the state; or
    (c) if that person is not a natural person, of which any director, trustees or shareholder who has been in the service of the state for the past twelve months; or
    (d) a person who is an advisor or consultant contracted with the Municipality.

45. 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 R2,000 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.

46. Ethical Standards

1. A code of ethical standards as set out in [subparagraph (2) of the "National Treasury's code of conduct for supply chain management practitioners and other role players involved in supply chain management"] is hereby established for officials and other role players in the supply chain management system of the municipality 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.

2. An official or other role player involved in the implementation of this 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 reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
    (d) notwithstanding subparagraph (2) (c), must declare to the accounting officer details of any reward, gift, favour, 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 municipality

(h) must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and

(i) must report to the accounting officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –

i. Any alleged fraud, corruption, favouritism or unfair conduct;

ii. Any alleged contravention of paragraph 47(1) of this Policy; or

iii. Any alleged breach of this code of ethical standards.

3. Declarations in terms of subparagraphs (2)(d) and (e):

a) must be recorded in a register which the accounting officer must keep for this purpose;

b) by the accounting officer must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.

4. the National Treasury's code of conduct must also be taken into account by supply chain management practitioners and other role players involved in supply chain management.

5. It is recommended that the municipality or municipal entity adopt the National Treasury's code of conduct for supply chain management practitioners and other role players involved in supply chain management. When adopted, such code of conduct becomes binding on all officials and other role players involved in the implementation of the supply chain management policy of the municipality or municipal entity. A copy of the National Treasury code of conduct is available on the website **www.treasury.gov.za/mfma** located under "legislation". This code of conduct must be adopted by council.

6. A breach of the code of ethics must be dealt with as follows –
   a) in the case of an employee, in terms of the disciplinary procedures of the municipality inspection 67(1)(h) of the Municipal Systems Act;
   b) in the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach
   c) in all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

47. Inducements, rewards, gifts and favours to 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, favour 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 subparagraph (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. Subparagraph (1) does not apply to gifts less than R350 in value.

48. Sponsorships

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.

49. Objections and complaints

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.

50. 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

(b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

(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) If the Provincial Treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

(6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

51. Contracts providing for compensation based on turnover

(1) If a service provider acts on behalf of the 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.

52. Management of expansion or variation of orders against the original contract

(1) It is recognized that, in exceptional cases, the accounting officer may deem it necessary to expand or vary orders against the original contract.

(2) The accounting officer may approve contracts to be expanded or varied by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract.

(3) Anything beyond the abovementioned thresholds must be reported to the council and the National Treasury prior to the threshold being exceeded.

(4) Any expansion or variation in excess of these thresholds must be dealt with in terms of the provisions of section 116(3) of the MFMA which will be regarded as an amendment to the contract.

(5) All section 116(3) variations to be reported to Council prior to payment.

(6) The contents of the above paragraph are not applicable to transversal term contracts, facilitated by the relevant treasuries on behalf of municipalities and municipal entities and, specific term contracts. The latter refers to orders placed as and when commodities are required and at the time of awarding contracts, the required quantities were unknown.

53. Cancellation and re- invitation of bids

(i) In the event that, in the application of the 80/20 preference point system as stipulated in the tender documents, all tenders received exceed the estimated Rand value of R50 million, the tender invitation must be cancelled.

(ii) If one or more of the acceptable tenders received are within the prescribed threshold of R50 million, all tenders received must be evaluated on the 80/20 preference point system.

(iii) In the event that, the application of the 90/10 preference point system as stipulated in the tender document, all tenders received are equal to, or below R50 million, the tender must be cancelled.

(iv) If one or more of the acceptable tenders received are above the prescribed threshold of R50 million, all tenders received must be evaluated on the 90/10 preference point system.

(v) The Municipality may prior to the award of the tender, cancel a tender if-

- Due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- Funds are no longer available to cover the total envisaged expenditure; or
- No acceptable tenders are received.

54. Standard for Infrastructure Procurement and Delivery Management

The municipality must comply with MFMA circular 106 of the Standard for Infrastructure procurement and *Delivery management (Currently in Development Stage).*

55. Effective Date

This policy comes in effect on date of approval.

ADOPTION OF POLICY

---------- **DATE**----------

Municipal Manager

METSIMAHOLO LOCAL MUNICIPALITY

---------- **DATE**----------

Mayor

METSIMAHOLO LOCAL MIUNICIPALITY

COUNCIL RESOLUTION NUMBER…….

Date of adoption:…….