

**AGENDA of the
Portfolio Committee: Finance & Management Services
21 June 2011
(Also the agenda for the Mayoral Committee Meeting:
29 June 2011**

**REPORT ON THE AWARDS OF THE BID ADJUDICATION COMMITTEE AS WELL AS
DEVIATIONS FROM COUNCIL'S SUPPLY CHAIN MANAGEMENT POLICY**

**VERSLAG OOR DIE TOEKENNINGS VAN DIE TENDER TOEKENNINGSKOMITEE
SOWEL AS AFWYKINGS VAN DIE RAAD SE VOORSIENINGSKANAALBESTUURS-
BELEID**

8/2/2

R La Cock
9 May 2011

(028) 313 8080

Corporate Head Office

1. Executive Summary / Bestuursopsomming

The purpose of this report is to inform the Accounting Officer of awards made by the Bid Adjudication Committee in terms of delegated authority as well as deviations approved in terms of paragraphs 36 & 52 of the Municipal Supply Chain Management Policy, dated 25 June 2008 as amended. The report is also to be submitted to Council in order to ensure oversight over the implementation of Council's Supply Chain Management Policy.

Die doel van die verslag is om die Munisipale Bestuurder in te lig oor die toekennings wat deur die Tender Toekenningskomitee gemaak is, ingevolge gedelegeerde bevoegdheid asook afwykings goedgekeur ingevolge paragrawe 36 & 52 van die Voorsieningskanaal-bestuurbeleid, gedateer 25 Junie 2008 soos gewysig. Voorts moet die verslag ook aan die Raad voorgelê word ten einde oorsig oor implementering van die Raad se VoorsieningsKanaalBestuursbeleid te verseker.

2. Service Delivery and Budget Implementation Plan – IGNITE

Directorate: Finance
Department: Supply Chain Management

3. Compliance with Strategic Priority/ies

Provision of democratic and accountable governance
Provision and maintenance of municipal services

4. Delegated Authority

None

5. Legal Requirements

- 5.1. Local Government: Municipal Finance Management Act 2003, (Act 56 of 2003)
- 5.2. Local Government: Municipal Finance Management Act 2003, (Act 56 of 2003);
Municipal Supply Chain Management Regulations
- 5.3. Overstrand Municipality Supply Chain Management Policy dated 25 June 2008, as amended.

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6. Background/Introduction/Discussion/Motivation/Proposal/Evaluation

6.1. Sub-Delegations- Paragraph 5(3)

In terms of paragraph 5(3) of Council's Supply Chain Management Policy, all awards made by a Bid Adjudication Committee in terms of the delegated authority must be reported to the Accounting Officer within 10 days of the end of each month.

A schedule of these awards is attached as per **Annexure B**.

6.2. Deviations and Extensions- Paragraphs 36(1)(a) & 52

Paragraphs 36 and 52 of the policy allow circumstances for deviations from the procurement processes as well as extensions and variations of current contracts. Furthermore the policy requires in Paragraph 36(2), that the reasons for any deviations from the procurement processes must be recorded and must be reported to Council at the ensuing Council meeting.

No Extensions were approved during April 2011 and a schedule of all Deviations approved by the Accounting Officer is attached as per **Annexure C**.

6.3. Minor Breaches- Paragraphs 36(1)(b)

The Accounting Officer may consider ratifying 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.

The following award was made by breaching the requirements of Paragraph 22(1)(b)(i) of the policy when not advertised for 10 business days:

Tender No.	Date awarded	Director / Manager	Description	Awarded to	Operational Amount
SC 999a/2010	03.12.2010	Hooneberg E	Provision of a Credit Control System	Geodebt Solutions CC	R 484 557

The Accounting Officer has duly considered the ratification of the minor breach as motivated per **Annexure D** and it is hereby reported to Council.

7. Financial Implications

Bids are only awarded on condition that the required funds have been secured prior to the meeting of the Bid Adjudication Committee.

The total value of Bids, Deviations and Extensions processed via the Supply Chain Management Unit for April 2011 are as follows:

	Capital	Operational	Total Including VAT
Bid Awards	R 22 093 345.69	R 444 922.00	R 25 693 625.17
Deviations	R 673 633.20	R 1 514 190.99	R 2 493 104.58
Minor Breaches	R 0.00	R 425 050.00	R 484 557.00
TOTAL	R 22 766 978.89	R 2 384 162.99	R 28 671 286.75

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8. Staff Implications

N/A

9. Comments from other Departments, Divisions and Administrations

N/A

10. Annexures

- Annexure A: Paragraphs 5, 36 & 52 of the Municipal Supply Chain Management Policy
Annexure B: Schedule of awards made by the Bid Adjudication Committee
Annexure C: Schedule of deviations from the procurement processes
Annexure D: Motivation for consideration of minor breach

RECOMMENDATION/AANBEVELING:

1. that **cognisance be taken** of the ratification of the minor breach of Paragraph 22(1)(b)(i) of Council's Supply Chain Management Policy;
2. that **cognisance be taken** of the awards made by the Bid Adjudication Committee in terms of the delegated authority for April 2011; and
3. that **cognisance be taken** of the deviations from the procurement processes as well as the extensions of contracts for April 2011.

1. *dat kennis geneem word van die kondonering van die mindere skending van Paragraaf 22(1)(b)(i) die Raad se VoorsieningsKanaalBestuursbeleid;*
2. *dat kennis geneem word van die toekennings wat deur die Tender Toekenningskomitee gemaak is vir April 2011 ingevolge gedelegeerde bevoegdheid; en*
3. *dat kennis geneem word van die afwykings van die Raad se VoorsieningsKanaalBestuursbeleid, sowel as die uitbreidings van bestaande kontrakte vir April 2011.*

RESPONSIBLE OFFICIAL: Ms. Rita La Cock

TARGET DATE FOR IMPLEMENTATION:

OVERSTRAND MUNICIPALITY

SUPPLY CHAIN MANAGEMENT POLICY – PART A**5. Sub-delegations**

- 1) The accounting officer may in terms of section 79 of the Act sub-delegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such sub-delegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 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 R200 000 (VAT included), but not exceeding R10 million (VAT included), may be sub-delegated but only to a bid adjudication committee of which the chief financial officer or a senior manager is a member.
 - c) above R30 000 (VAT included) but not exceeding R200,000 may be sub-delegated to the official as per Council's delegation, attached as Annexure E, pertaining the purchase of goods and services.
- 3) An official or bid adjudication committee to which the power to make final awards has been sub-delegated in accordance with subparagraph (2) must within ten (10) days of the end of each month submit to the official referred to in subparagraph (4) 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 to the accounting officer, in the case of an award by a bid adjudication committee of which the chief financial officer or a senior manager is a member.
- 5) Subparagraphs (3) and (4) 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 sub-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. Also refer to paragraph 4(4) and 5(2)(a) of this Policy.
- 7) No supply chain management decision-making powers may be delegated to an advisor or consultant.

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; (An emergency is an unforeseeable and sudden event with harmful or potentially harmful consequences for the municipality which requires urgent action to address.)
 - 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.
 - b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature; and
 - c) may condone any irregular expenditure incurred in contravention of, or that is not in accordance with a requirement of this Policy, provided that such condonation and the reasons therefore shall be reported to Council at the next ensuing meeting.
- 2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1)(a) and (b) of this policy and report them to the next Council Meeting 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.

52. Extending or varying a contract

Any increase in the approved contract sum or contract period that may become necessary due to exceptional circumstances during the contract period, must be considered by the delegated authority as referred to in paragraph 5(2) of this Policy, by way of a report from the responsible department reflecting the reasons therefore.

ANNEXURE B

OVERSTRAND MUNICIPALITY – TENDER / FORMAL QUOTATION AWARDS – April 2011							
Bid #	Manager	Description	Area	Awarded to	Operational R	Capital R	Including VAT @ 14% R
SC 990/2011	Muller E	Disaster Recovery Data Centre for Overstrand Municipality	Overstrand	Bridging Technologies Cape (Pty) Ltd	-	318 891.89	363 536.75
SC 992/2010	Krige F	Website Development	Overstrand	Maxtec Internet and Cellular	Est 97 872.00	-	111 574.08
SC 998/2010	Hendriks D	Construction of Services and Access Road to the Sandbaai Commonage School Site	Hermanus	Peter Starke Civils cc	-	4 127 588.30	4 705 450.66
SC 1007/2010	Van Vuuren D	Selling of refreshments, umbrellas, chairs at beaches	Hermanus	<ul style="list-style-type: none"> • A Brink • L Brink • H Potgieter • Beach Service Providers 	6 000.00 3 000.00 & 4 000.00 1 000.00 6 050.00	-	22 857.00
SC 1012/2010	Maree D	Electrical Year tender January 2011 to February 2012	Overstrand	Actom (Pty) Ltd; Supreme Electricals; Zonart Labour Distribution (Pty) Ltd; Iron Metering Solutions SA (Pty) Ltd; Landis & Gyr; Greenbro (Pty) Ltd; ABB South Africa (Pty) Ltd; Aberdare Cables (Pty) Ltd; Beka (Pty) Ltd	Rates	-	-
SC 1023/2011	Blignaut H	Design & Build New 1.6 Ml/day Water Treatment Works De Kelders	Stanford	Quality Filtration Systems CC	-	11 240 000.00	12 813 600.00
SC 1034/2011	Blignaut H	Stanford Well Field Rising Main	Stanford	Bumar Civils (Pty) Ltd	-	4 112 597.50	4 688 361.15
SC 1036/2011	Muller E	Novell Platespin Forge Disaster Recovery Server	Overstrand	Lateral Dynamics (Pty) Ltd	-	332 299.00	378 820.86
SC 1038/2011	Forbes G	Path Maintenance, Fernkloof Nature Reserve	Hermanus	Jambi Project Managers cc	Est 224 000.00	-	255 360.00
SC 1039/2011	Du Plessis K	Replace 11KV overhead line Still Street Switching Station	Hermanus	Adenco Construction (Pty) Ltd	-	508 791.26	580 022.04
SC 1041/2011	Va Merwe K	Training Operators Brush Cutter/Weed Eater	Overstrand	Russel Meaker BK t/a Practical Solutions	Est 85 500.00	-	97 470.00
SC 1049/2011	Kuchar R	Construction of Civil Services Hermanus Sports Centre	Hermanus	Moses Civils Pty Ltd	-	1 295 077.74	1 476 388.62
SC 1051/2011	Simson J	Demolition of dilapidated house Marine Drive 7 Hermanus	Hermanus	CAL Construction	17 500.00	-	19 950.00
SC 1053/2011	Keamey D	Internal Audit Services	Overstrand	IA Professional Placements & Related Services CC; SAB&T; De Loitte	Rates Est	-	159 000.00
SC 1054/2011	Van Taak J	Supply of Shipping Containers	Overstrand	Allenby Housing CC	-	158 100.00	180 234.00
					444 922.00	22 093 345.69	25 693 625.17

ANNEXURE C

OVERSTRAND MUNICIPALITY – DEVIATIONS FOR THE PERIOD 01 TO 30 APRIL 2011									
Reference #	Deviations	Description	Awarded to	Area	Manager	Capital R	Operational R	Value of Deviation	
SC1025/2010	SCM Reg 36(1)(a)(v)	Maintenance & upgrading of Skyways Mark III mast on Ollifantsberg	Zanco Engineering Services cc	Overstrand	Ernie Muller	-	204 399.00	233 014.86	
SC1068/2011	SCM Reg 36(1)(a)(v)	Installation of scanners in Main Building	Supervision Biometric Systems	Hermanus	De Wet Nel	-	15 293.00	17 434.02	
SC1068a/2011	SCM Reg 36(1)(a)(v)	Installation of scanners at Traffic Department	Supervision Biometric Systems	Hermanus	Rudie Frazer	-	32 777.28	37 366.10	
SC1069/2011	SCM Reg 36(1)(a)(v)	Refreshments for elderly sports day Zweilhe	Pick & Pay	Hermanus	K Arendse	-	16 698.58	19 036.38	
SC1070/2011	SCM Reg 36(1)(a)(v)	Repairs to Otters Close Low Water Bridge Kleinmond	Annev Construction CC	Kleinmond	Mike Bartman	476 743.20	-	543 487.25	
SC1071/2011	SCM Reg 36(1)(a)(v)	Acquisition of E-Mis Handyman handheld device to capture infrastructure assets	Water Management Services cc	Overstrand	Mike Bartman	196 890.00	-	224 454.60	
SC1072/2011	SCM Reg 36(1)(a)(v)	Subscription to Online Statutes Lexis Nexis	Lexis Nexis	Overstrand	Ernie Muller	-	34 994.90	39 825.79	
SCD2108/2011	SCM Reg 36(1)(a)(v)	Marketing Advertisement in the Star Guide	Moja Media	Ornus	Potgieter R	-	2 650.00	3 021.00	
SCD2126/2011	SCM Reg 36(1)(a)(v)	Repair of Municipal Vehicle: CEM 16792	Silver Rock Projects CC	Hermanus	Arendse J	-	29 020.36	33 083.21	
SCD2127/2011	SCM Reg 36(1)(a)(v)	Renewal of Software Operations License: P/MAXX	PI Technologies	Hermanus	Laubscher D	-	12 227.00	13 938.78	
SCD2128/2011	SCM Reg 36(1)(a)(v)	Repair of Radio Communications Equipment	Benliekor Communications	Kleinmond	Muller E	-	1 218.00	1 388.52	
SCD2129/2011	SCM Reg 36(1)(a)(v)	Repair of Electrical Distribution Board at the Dosing Station	Hydro-Tech Systems (Pty) Ltd	Hermanus	Nel D	-	2 020.00	2 302.80	
SCD2130/2011	SCM Reg 36(1)(a)(v)	Maintenance Service of Universal Power Supply	AC Digital Energy	Hermanus	Muller E	-	3 335.00	3 801.90	
SCD2131/2011	SCM Reg 36(1)(a)(v)	Procurement of Ammunition for Cable Testing Equipment	Emble Marketing (Pty) Ltd	Hermanus	Du Plessis k	-	5 565.00	6 344.10	
SCD2132/2011	SCM Reg 36(1)(a)(v)	Veterinary Services for Fernkloof Klip-springer	Hermanus Animal Hospital	Hermanus	Forbes G	-	1 419.65	1 618.40	
SCD2133/2011	SCM Reg 36(1)(a)(v)	Repair of Damaged Gutter- MPCC	Overberg Roofix	Havston	Nel D	-	855.26	975.00	
SCD2134/2011	SCM Reg 36(1)(a)(v)	Repair of Transformer Cable: Fairyland Sub, 6th St, Voelklip	Adenco Construction (Pty) Ltd	Hermanus	Du Plessis k	-	1 410.00	1 607.40	
SCD2135/2011	SCM Reg 36(1)(a)(v)	Use of Local Radio Station for Public Participation & Marketing	Whale Coast FM	Hermanus	Krige F	-	7 250.00	7 250.00	
SCD2136/2011	SCM Reg 36(1)(a)(v)	Relocation and Installation of Radio Communication Equipment	Benliekor Communications CC	Hermanus	Muller E	-	7 013.00	7 994.82	
SCD2137/2011	SCM Reg 36(1)(a)(v)	Use of SA Conference Planner as Marketing Media	3S Media CC	Hermanus	Krige F	-	7 000.00	7 980.00	

ANNEXURE C

OVERSTRAND MUNICIPALITY – DEVIATIONS FOR THE PERIOD 01 TO 30 APRIL 2011									
Reference #	Deviations	Description	Awarded to	Area	Manager	Capital R	Operational R	Value of Deviation	
SCD2138/2011	SCM Reg 36(1)(a)(v)	Subscription to Online Statutes	Lexis Nexis	Hermanus	Muller E	-	34 934.90	39 825.79	
SCD2139/2011	SCM Reg 36(1)(a)(v)	Procurement of Movable Septic Tanks	Septank CC	Gansbaai	Lourens D	-	33 333.33	38 000.00	
SCD2140/2011	SCM Reg 36(1)(a)(v)	Procurement of Electricity Meter Seals	Power Measurement and Distribution	Kleinmond	Bruwer F	-	7 700.00	8 778.00	
SCD2141/2011	SCM Reg 36(1)(a)(v)	Acquisition of Spare PH Probe and repair to borehole equipment	Maxal Projects SA (Pty) Ltd	Hermanus	Nel D	-	6 760.00	7 706.40	
SCD2142/2011	SCM Reg 36(1)(a)(v)	Lease of Office Space, PSG Building, c/o Dirkie Uys & Magnolia	Liberty Lane Trading 197 (Pty) Ltd	Hermanus	Groenewald C	-	177 592.80	202 455.79	
SCD2143/2011	SCM Reg 36(1)(a)(v)	Lease of Office Space, MQ House, 6 Dirke Uys	MLC Trading	Hermanus	Groenewald C	-	158 863.30	181 092.76	
SCD2144/2011	SCM Reg 36(1)(a)(v)	Lease of Office Space, 3 Myrtle Street	Anvesco 100 (Pty) Ltd	Hermanus	Groenewald C	-	230 640.00	262 929.60	
SCD2145/2011	SCM Reg 36(1)(a)(v)	Acquisition of SAMRASPLUS Executive Portal Software	Bytes Systems Integration (Pty) Ltd	Hermanus	Loubser JT	-	173 396.67	197 672.20	
SCD2146/2011	SCM Reg 36(1)(a)(v)	Provision of Training & Calibration of Borehole Equipment	Maxal Projects SA (Pty) Ltd	Hermanus	Nel D	-	1 770.00	2 017.80	
SCD2147/2011	SCM Reg 36(1)(a)(v)	Repair of Traffic Light, R43 Sandbaai Crossing	Syntell	Hermanus	Fraser R	-	5 425.50	6 185.07	
SCD2148/2011	SCM Reg 36(1)(a)(v)	Relocation and Installation of Repeater Tower, Rotary Way	Benleklor Communications CC	Hermanus	Muller E	-	25 980.00	29 617.20	
SCD2149/2011	SCM Reg 36(1)(a)(v)	Testing of Bulk Electricity Meters	PJ Technologies (Cape) CC	Gansbaai	Lourens D	-	12 488.00	14 236.32	
SCD2150/2011	SCM Reg 36(1)(a)(v)	Electricity Tariff Calculation & Meter Audits	PJ Technologies (Cape) CC	Hermanus	Du Plessis K	-	34 156.00	38 937.84	
SCD2151/2011	SCM Reg 36(1)(a)(v)	Repair of Motorcycles & Chainsaws	Hermanus Mower Centre	Hermanus	Arendse J	-	8 141.16	9 280.92	
SCD2152/2011	SCM Reg 36(1)(a)(v)	Acquisition of Badges for Fire Fighters	The Badge Company	Hermanus	Jacobs AE	-	4 830.00	5 506.20	
SCD2153/2011	SCM Reg 36(1)(a)(v)	Repair & Maintenance of Self-Contained Breathing Equipment	MSA Africa (Pty) Ltd	Overstrand	Jacobs AE	-	17 468.48	19 914.07	
SCD2154/2011	SCM Reg 36(1)(a)(v)	Provision of Lifesaving Services- April 2011	Tower 13 Lifesaving Services CC	Overstrand	Nel D	-	45 634.82	52 023.69	
SCD2155/2011	SCM Reg 36(1)(a)(v)	Acquisition of Enermax Electricity Meters	Strike Technologies (Pty) Ltd	Hermanus	Du Plessis K	-	150 000.00	171 000.00	
						673 633.20	1 514 190.99	2 493 104.58	

Kantoor van die
Bestuurder:
Voorsienings-
kanaalbestuur



Office of the
Manager:
Supply Chain
Management

MEMORANDUM


AAN/ TO:	Die Bestuurder: Inkomste Afskrif: Die Bestuurder: Voorsieningskanaalbestuur
DATUM / DATE:	29/11/2010
ONDERWERP / SUBJECT:	SC999/2010 (a): KREDIETBEHEER EN SKULDINVORDERINGSTELSEL: AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: TENDERADVERTENSIES: VERMINDER VAN VOORGESKREWE DAE VAN ADVERTERING

'n Versoek (aangeheg) is tot hierdie eenheid gerig om af te wyk van die voorgeskrewe verkrygingsprosesse, deur die tydperk vir die advertering van 'n uitnodiging om te tender vir 'n Kredietbeheer en Invorderingstelsel, 'n tender met 'n beraamde waarde van meer as R 200 000, te verminder van die voorgeskrewe 10 werksdae, na 5 werksdae, in terme van Paragraaf 22(1)(b)(i) van die Raad se Voorsieningskanaalbestuursbeleid.

Die versoek vir 'n afwyking kan Ingevolge Paragraaf 36(1)(b) as gering geag word, is in terme van gedelegeerde bevoegdheede soos per Aanhangsel E van Deel A van die Voorsieningskanaalbestuursbeleid, behoorlik gemotiveer en word die bekragtiging daarvan aanbeveel.


PH Peters
REKENMEESTER: VOORSIENINGSKANAALBESTUUR


H Kleinloog
DIREKTEUR: FINANSIES

 Ek, Werner Zybrands, in my kapasiteit as Rekenpligtige Beampte/Munisipale Bestuurder, keur hiermee die versoek vir afwyking goed in terme van die Raad se Voorsieningskanaalbestuursbeleid, Paragraaf 36(1)(b)(i), vir die vermindering van die dae vir die advertering van 'n uitnodiging om te tender, met 'n beraamde waarde van meer as R 200 000, vanaf 10 werksdae na 5 werksdae en wel soos per die aangehegte motivering.


Ady W Zybrands
REKENPLIGTIGE BEAMPTTE/MUNISIPALE BESTUURDER


11/12/2010
Datum

FINANCE: INCOME

From the Office of the Director of Finance
Vanaf die Kantoor van die Direkteur van Finansies

e-mail : ehoonberg@overstrand.gov.za
Tel. 028 - 313 8149 Faks/Fax 028 - 313 8048



Ref./Verw. : 09 2010/11:
Date/Datum : 23 November 2010
To/Aan : R la Cock

Goeie Middag me La Cock

Ingevolge paragraaf 36 (1)(a)(i) en (v) van die Voorstelingskanaal- bestuursbeleid word hiermee toestemming gevra dat die afwyking ten opsigte van die tydsduur van die tender verloop goedgekeur word.

Die skuldinvorderingsfunksie was uitgekонтakteur vir 36 maande. Na deeglike oorweging is besluit dat dit meer koste effektief sal wees om self die funksie te verrig. Die ooreenkoms eindig 30 November 2010. Om die funksie doeltreffend te verrig is sagteware nodig om die regsfunksies, -prosesse en siklusse te beheer.

Tender SC999/2010 - verskaffing van 'n kredietbeheer en invorderingstelsel is geadverteer op 12 November 2010. Die sluitingsdatum was 19 November 2010. Die bedoeling was om 'n stelsel aan te koop en die verwagting was dat die stelsel onder R200 000.00 sal wees.

Met die oopmaak van tenders is daar 'n tender vir die aankoop van die stelsel ten bedrae van R114 000.00. Vir die effektiewe gebruik en opdatering van die sagteware sal dit tot voordeel van die Raad wees om 'n diensverskaffersooreenkoms (SLA) met die verskaffer aan te gaan. Dit blyk uit die tenderdokumente dat dit ongeveer R373 258.00 vir 36 maande sal beloop. Die totale waarde oor 36 maande vir die tender beloop R487 258.00 (BTW Ingesluit) wat ook Ingesluit die aankoop van die sagtewaarde.

Sou die normale prosedure gevolg word en die tender weer geadverteer word sal dit beteken dat die skuldinvorderingsfunksie tot stilstand kom.


- > Met die nodige sagteware word daar huldiglik 84% van die gelde gehef gevorder binne 30dae Indien daar 'n onderbreking in die proses gaan wees sal die Invorderingskoers drasties afneem;
- > 'n Afname in die Invordering van gelde gehef sal lei tot 'n probleem met die kontantvloei wat sal veroorsaak dat die krediteure nie betaal kan word;
- > Daar is reeds gevorderde stappe gevolg met van die debiteure by dagvaardigings is uitgereik, kennisgewings is reeds gestuur dat dienste gestaak gaan word ens, en Indien daar nie sagteware beskikbaar is nie sal dit lei tot 'n onderbreking in Invordering;
- > Tradisioneel is Desember se maandbetalings traag omdat die kliente eerder gaan vakansie hou en kerstgeskenke koop as om die diensterekening te betaal. Dit is dus van die uiterste belang dat die proses van ononderbroke moet voortgaan.

Die sake/siklusse wat reeds deur Debtpack, huidige verskaffer, aangegaan is se data sal onttrek word en van toepassing gemaak word op die "nuwe" sagteware. Om hierdie funksie, skuldinvordering, effektief te verrig, is dit van uiterste belang om so spoedig moontlik die nuwe sagteware aan te koop en te implementeer. Dit is dus noodsaaklik dat al die voorbereidings in Desember gedoen en getoets moet word voordat die briewe gepos word en die stappe reeds geneem net verder gevat word.

ANNEXURE D

Uit vooraf navorsing het dit geblyk dat die twee verskaffers wat die tenderdokumente voltooi het beskou kon word as die enigste verskaffers van programmatuur sonder die doel om self die diens te verrig. Daar is soortgelyk ondernemings in die veld, maar hulle wil self die inwonderingsdiens verskaf en nie net die sagteware verskaf nie.

Vriendelike groete


Elmarie Hooneberg

Bestuurder: Inkomste