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**PORT ST JOHNS DEVELOPMENT AGENCY SUPPLY CHAIN MANAGEMENT  
PARAGRAPH 6 FOR THE QUARTER ONE REPORT 30 SEPTEMBER 2025**

**OVERSIGHT REPORT IN TERMS OF PARAGRAPH 6 OF MFMA (ACT 56 OF  
2003): MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (PSJDA  
2024/2025 FOURTH QUARTER REPORT ON IMPLEMENTATION OF SCM  
POLICY).**

**1. PURPOSE**

The purpose of the report is to present to the Chief Executive Officer the PSJDA 2025/2026 Quarter One Report on implementation of Supply Chain Management Policy as prescribed by paragraph 6(3) of the Municipal SCM Regulations.

**2. SUMMARY**

Paragraph 6(1&3) states that: The Board of Directors of a municipal entity must maintain oversight role over the implementation of its SCM policy. The accounting officer must therefore, before the end of 10 days after the end of each quarter, submit a report on the implementation of SCM policy to the Board of Directors of the municipal entity. These reports must be made public in accordance with section 21A of Municipal Systems Act. This will ensure maintenance of oversight role by the Council and access to municipal information by the communities and public.

This report, herein attached as Annexure A, is tabled for adoption, and will be submitted to the PSJDA Board of Directors in its next sitting.

### **3. DISCUSSION**

[3.1] This oversight report is intended to address the following areas:

- Governance.
- Compliance with legislation.
- Operation Clean Audit; and
- Transparency and Accountability.

[3.2] The benefit of this report is that the Board of Directors will be aware of the impact of distribution of procurement of goods or services by the entity. It will also ensure that economic leaks are plugged and there is more circulation of wealth within the district. The oversight will ensure that procurement of goods or services is done according to the policy and best practices to prevent fraud and corruption.

[3.3] Details of awards made as well as deviations that were approved are attached as an annexure.

### **4. CONSULTATION**

This report will be presented to the Audit & Risk Committee and be tabled for adoption in the next meeting of Board of Directors.

### **5. ORGANISATIONAL AND PERSONNEL IMPLICATIONS**

There are no organizational or personnel implications

- Transparency and Accountability.

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#### **5. ORGANISATIONAL AND PERSONNEL IMPLICATIONS**

There are no organizational or personnel implications.

#### **6. CONSTITUTIONAL AND LEGAL IMPLICATIONS**

Section 111 of Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) prescribes that each municipality and municipal entity must have and implement an SCM policy which gives effect to procurement of goods and services.

Paragraph 6 of Local Government: MFMA Municipal Supply Chain Management Regulations which prescribes Board oversight and submission of SCM Implementation Report within a specific date.

## **7. FINANCIAL IMPLICATIONS**

This report has no financial implications except those that are already applicable in procurement of goods and services.

## **8. RECOMMENDATIONS**

Based on the above-mentioned explanation and attached report, it is therefore recommended that the Chief Executive Officer:

- a) Notes PSJDA's report on the implementation of the supply chain management policy for the quarter one report ending 30 September 2025.
- b) After the Chief Executive Officer has interacted with the report, the report is presented to the Board of Directors for adoption.

## **SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT**

### **DETAILS OF PROCUREMENTS PER VALUE THRESHOLD**

1. **Quotations accepted:** Value threshold 0.00 to 30 000. **Summary:** 27 quotations were accepted at a total value of **R 253 582.23**

<b>N O</b>	<b>Date</b>	<b>Service provider</b>	<b>Services</b>	<b>End user department</b>	<b>Amount (R)</b>	<b>Province</b>
1.	15/07/2025	Ahlumile trading and projects	Microsoft licenses	Corporate service	R 21 217.50	SMME's
2.	23/07/2025	Swift travel and tours	Accommodation for two officials attended short listing in Mthatha for the position of CEO.	CEO's office	R 4 090.00	ORTDM
3.	01/08/2025	Daily dispatch	Advert for the position of security Guard	Corporate service	R 11 488.50	JHB
4.	04/08/2025	Copy World	40 branded T-Shirt, two Gazebo and Six Telescopic Banner for River mountain run	Tourisim Office	R 28 355.75	BCM
5.	08/08/2025	Tshakatshela's tours	Transportation for marketing of River mount run	Tourism Office	R 3700.00	SMME's
6.	27/08/2025	Swift travel and tours	Accommodation for Four officials attended interviews for the position of CEO in Mthatha.	Corporate services	R 8 188.00	ORTDM
7.	27/08/2025	Polly's catering and decoration	Catering for shortlisting of security guard position	Corporate service	R 1078.00	SMME's
8.	22/08/2025	Lungas fast food trading and enterprise	Catering for LGSETA Meeting	CEO's office	R1 232.00	SMME's
9.	28/08/2025	Swift travel and tours	Accommodation for Six Officials attende Internal policy workshop in Mthatha	CEO's Office	R 14 581.60	ORTDM

10.	28/08/2025	Swift travel and tours	Conference package for internal policy workshop in Mthatha	Corporate service	R 24 871.00	ORTDM
11.	28/08/2025	Lucky Events	Accommodation for One official attended Interviews for the position of CEO.	CEO's Office	R 1 998.14	BCM
12.	03/09/2025	Mhaga and Jola supplying and trading (pty) ltd	Catering for risk assessment workshop assisted by OR-Tambo DM	CEO's Office	R 2 156.00	SMME's
13.	08/09/2025	Owamatita Business trading and enterprise	Catering for internal policy workshop.	CEO's Office	R 1 848.00	SMME's
14.	08/09/2025	Ayakhana trading enterprise	Catering for internal policy workshop	CEO's Office	R 1 848.00	SMME's
15.	09/09/2025	Swift travel and tours	Accommodation for One official attending internal policy workshop in PSJ	CEO's Office	R 1 950.00	ORTDM
16.	16/09/2025	Copy World	Procurement of 3 Attendance register, 3 leave book and 3 occurrence book	Corporate service	R 1 896.45	BCM
17.	16/09/2025	Simlwazi trading and investment (pty) ltd	Cleaning material	Corporate services	R 8 168.00	SMME's
18.	17/09/2025	Copy World	21 Branded USB for Policy workshop	CEO's office	R 2 893.80	BCM
19.	17/09/2025	Isayakhanya Company (pty) ltd	Content production for river mountain run	Tourism office	R 29 947.56	SMME's

20.	16/09/2025	Village Diver Organics	150 Massage oil for river mountain run	Tourism office	R 24000.00	SMME's
21.	16/09/2025	Cindy's Travel	Flight and shuttle for board member who attended policy workshop in Mthatha	CEO's Office	R 14 062.68	Durban
22.	25/09/2025	Saweni trading enterprise	Stationery	Corporate service	R 29 967.50	SMME's
23.	25/09/2025	For you travel	Accommodation for two officials attended River mountain run in Port st Johns	CEO's Office	R 4 043.75	BCM
24.	26/09/2025	NSI	Transportation of outlet for Port St Johns river mountain run	Tourism Office	R 2500.00	SMME's
25.	26/09/2025	T.G.S	Transportation of outlet for Port St Johns river mountain run	Tourism Office	R 2500.00	SMME's
26.	26/09/2025	Saweni trading enterprise	Transportation of outlet for Port St Johns river mountain run	Tourism Office	R 2500.00	SMME's
27.	26/09/2025	Gwiji trading CC	Transportation of outlet for Port St Johns river mountain run	Tourism Office	R 2500.00	SMME's
					<b>R 253 582.26</b>	

The total number of procurement is 27 and of which 15 were awarded to local smme's and 12 were non- SMME's

**Breakdown:**

Category	Count
Local SMMEs	15
Non-SMME's	12
<b>Total</b>	<b>27</b>

This adds up correctly and shows that 56% ( $15/27 \times 100$ ) of procurements were awarded to local SMMEs, and 44.4% went to non-SMMEs.

**2.Request for quotations (RFQ): Value threshold: above 30 000 to 200 000. No RFQ accepted this quarter.**

<b>N O</b>	<b>Date</b>	<b>Service provider</b>	<b>Goods and/Services</b>	<b>Amount (R)</b>	<b>Province</b>
1.	15/09/2025	Cindy's Travel	Conference package for 25 people attended for policy workshop	R 39 399.00	Durban
2.	15/09/2025	Cindy's travel	Accommodation for 14 people attended policy workshop in Mthatha	R 50 922.00	Durban
			<b>TOTAL</b>	<b>R90 321</b>	

The total number of procurments awarded is two (2) ,awarded to local SMME's is 0 and awarded to non-SMME's is two (2). All procurement awards were made to non-SMME's

**QUARTER ONE DEVIATION REGISTER FOR PERIOD ENDING 30 SEPTEMBER 2025**

One deviations from the normal procurement processes were approved

<b>Service provider</b>	<b>Description</b>	<b>Amount</b>	<b>Department</b>	<b>Reason</b>
Sajonisi Youth Radio	Advert of Port St Johns River Mountain Run	R 69 220.00	Tourism	<b>Reason for Deviation:</b> Sajonisi Youth Radio is identified as the <b>sole supplier</b> in Port St Johns capable of providing the required advertising services for the <b>Port St Johns River Mountain Run</b> . The station is the only local broadcaster with the necessary reach and audience within the municipality, making it uniquely positioned to

				effectively promote the event.
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**QUARTER FOUR FRUITLESS AND WASTEFULL EXPENDITURE FOR PERIOD ENDING 30 SEPTEMBER 2025**

No fruitless and waste-full expenditure from this quarter.

Service provider	Description	Amount	Department	Reason
N/A	N/A	N/A	N/A	N/A

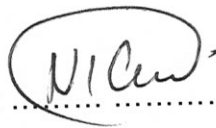
**3. Bids over R200,000: NO bids were awarded during this quarter**

NO	Date	Service provider	Goods and/Services	Department	Amount (R)	Province
	N/A	N/A	N/A	N/A	N/A	N/A

**Prepared by: SCM Officer:**

Miss Majali Date: 08/10/2025 Signature: 

**Reviewed by Finance Manager:**

Miss Gwavu Date: 08/10/2025 Signature: 

**Approved by: Acting Chief Executive Officer**

Ms Majokweni Date: 08/10/2025 Signature: 