01 May 2024 - 31 May 2024												
Row Number	Type	Order Number	Date	Supplier Code	Supplier Name	Order Description	Original Awarded Amount (Vat Inclusive	Original Order (Excluding VAT)	Invoiced for the Month (Excluding Vat)	Outstanding Amount	Primary Directorate	Comments	Reason
Column Reference	A	B	C	D	E	F	G	H	I	J	K	L	M
1	D	10594	2024/05/02	11241	SECURITY CONSORTIUM SA	GAURDING MARCH 2024	Rates as per Tender T25/2023/24	R 1 920 927,37	R 1 920 927,25	R -	Community Services	The current security services provider Security Consortium cc agreement will cease on 29/02/2024, and to ensure uninterrupted service delivery, this submission is therefore, made to the Office of the Municipal Manager. Following the cancellation of the security tender (T56 of 2023/24) by the Bid Adjudication Committee (BAC) as per the minutes of the BAC dated 30 August 2023. The cancellation subsequently necessitated that new tender process will have to be initiated to ensure that critical municipal infrastructure are secured adequately secured and protected. The cancellation of the tender as mentioned therefore warrants an extension of the current service provider that was appointed as per the appointment letter. The current service provider has been appointed following Council Resolution SC/07/06/23. Due to the turnaround time for the appointment of a service provider through the tender process, a devaition is required to ensure that the critical municipal infrastructure is secured and well protected. Failure to procure sufficient security for the municipal infrastructure and property may lead to an increase in vandalism and theft, which ultimately lead top a collapse in service delivery. The User Department is of the view that the appointment of a new service provider through a competitive bidding process may take up to two (2) months. This would include the duration of the award and appeals period. During this period, it is of utmost importance that the critical infrastruture and municipal property are secured and protected. The new tender (T25 of 2023/24) was advertised on 30 November 2023 and the closing date was on 19 January 2024. The Bid Evaluation Committee (BEC) was appointed by the Accounting Officer and convened on 23-25, 31 January 2024 and 05, 06, 08, 13 February 2024 to evaluate the said tender in order to submit a recommendation to the Bid Adjudication Committee (BAC). The recommendation was tabled at the BAC 2024, due to the fact that the BEC report was only submitted on the day, the BAC members requested sufficient time to go through the document. The BAC meeting was postponed to 27 February 2024, where the members discussed the tender and recommended that the report be referred back to the BEC for clarification. The BEC commenced on 29 February 2024 to give their input on the clarification required to submitted to the BAC. The BAC was scheduled for 01 March 2024, therefore the request for an extension of the current service provider as we also took into consideration the 21 working days appeals period. The extension will be effective from 01 March 2024 until 30 April 2024, using April for the handover.	Exceptional Case
2	D	10595	2024/05/02	10531	DG INCENTIVES PTY LTD	annual subscription fees charge ne5029 franking machine	R 3 805,12	R 3 308,80	R 3 308,80	R -	Corporate Services	Knysna Municipality needs the franking machine in order to send out Traffic Fines/Customers statements/Building Control letters notices, etc to different addresses, however the performance of this machine needs the following process - License fees for The South African Post Office are paid through sole supplier DG Incentives. All these costs are contractual obligations to be adhered to an annual basis. The value of the annual sibscription fees charge is R 3 805.12.	Sole Supplier
3	D	10596	2024/05/06	9397	UMOYA COMMUNICATIONS (PTY) LTD T/A ALGOA FM	Algoa FM Media sponsorship Knysna Oyster (AMENDED 08/05/2024 BY PMS)	R 51 423,00	R 51 423,00	R -	R 51 423,00	Planning & Development	Algoa FM is a commercial regional radio station across the Eastern Cape and Garden Route. Additionally, the radio station has expanded their reach by being available on DSTV, channel 837 meaning that people can listen to algoa FM from across South Africa and also across the world by accessing the station on the Algoa FM website live stream. Since most visitors to the Knysna Oyster Festival come from the Eastern Cape and the Garden Route region, Algoa FM listeners and followers are the target audience. The Knysna Oyster Festival's objective is to attract tourists to the greater Knysna area during the winter months and boosting the local economy. To reach the festival's goals and maintain its success, the department reached out to sponsers and strategic media partners to help market and promote the festival to a larger audience. The multi-media partnership with Algoa FM gives the municipality a huge saving of R103 577 exclusive of VAT.	Sole Supplier
4	D	10598	2024/05/17	5468	DEON & CARINA BOSHOFF	Leasing office Space Concilium Bldng	R 78 648,38	R 68 389,90	R 68 389,88	R -	Corporate Services	Two sections of the Concillium Building on Erf 2984, Knysna, owned by Deon & Carina Boshoff were previously leased by the Knysna Municipality by virtue council resolutions to accommodate the following: (a) Our Human Resource Department who is currently using a portion of Concillium Building for office space; and (b) The Knysna Municipality is also leasing office space for Garden Route District Municipality's Health Department in lieu of Knysna Municipality occupying Garden Route District Municipality's offices on Erf 2790, Knysna. During 2019, the administration commenced with a formal procurement process to obtain sufficient office space in accordance with the legislative prescripts. A tender to acquire office space commenced to ensure that a proper SCM process is followed for the renting of office space (T10/2019/20). The BAC on 31 October 2019 resolved that the bid should be cancelled on the basis that no suitable building could be found to meet the Knysna Municipality's needs. A new tender process, T48/2019/20, was advertised on 05 March 2022, where after the evaluation and adjudication commenced but was also subsequently cancelled because no suitable office space could be identified to meet the municipality's needs. At a Council meeting held on 30 March 2022, council inter alia resolved that it "approves in principle the purchasing of Erf 9762, Knysna (Woodmill Walk Building)", mandated the AMM to advertise the intended purchase of Erf 9762 for public comment and counter offers; and that a councillor workshop be arranged to discuss said purchase. Resolution C07/03/21 is enclosed hereto. On 29 June 2022, a follow up item C06/06/22 served before Council under which Council inter alia resolved that: the previous in principle approval to purchase Erf 9762 was rescinded, the proposal of the link-up of the Main Building and Finance building not be approved, that a preliminary study to construct a new office building on a portion of Erf 1342, Knysna and converting the Upper Parking Level of Checkers into office space be conducted and that a cost estimation be done in relation to temporary relocating employees currently situated in leased buildings to the proposed sites (flats, houses and tourism office). A new lease agreement was signed from 1 October 2022 until 30 September 2023. A deviation memo was approved from 1 July 2022 until 30 June 2023. The tender for the preliminary studies and the cost estimation is set to be cancelled which will lead to Council having to extend the lease agreement as from 1 October 2023. The municipality needs to still make use of the current leased premises, Councillium Building, to accommodate our Human Resources Department and the Garden Route District Municipality's Health Department. An order, D/10432 was allocated for the period 1 October 2023 until 31 December 2023. In December 2023 an extension up to February 2024 was given. The pending move into the new office accommodation at the Knysna Mall will happen in phases, with Phase 1 and 2 to commence 1 May 2024 and Phase 3 and zone 3 only from 1 July 2024.This is due to the approval of the Transport Administration and Licensing Western Cape Mobility Department Wastern Cape Government. We have been consistently following up with the Department and is still waiting their approval. The buildingprocess also is taking longer than expected, as the lead-time for the cashier glass are 4 to 5 weeks. The anticipated move for phase 3 and zone 3 now needs to be postponed for 1 July 2024 in order to allow that all the required approvals and work can be done. A new order for the rental for May & June 2024 is thus needed. The move into the new offices at the Knysna Mall will be in phases. Only the staff currently situated in the Old Main Road Building will move as from 1 May 2024. As indicated, various SCM processes were followed to acquire office space but no suitable building could be found that meets the needs of the Knysna Municipality. This deviation is requested for the payment of the rental as for May and June 2024.	Exceptional Case

5	D	10599	2024/05/17	7732	THE INSTITUTE OF INTERNAL AUDITORS SOUTH AFRICA	Internal Audit Practictioner: Exam fee and Exam fee	R 45 312,01	R 7 200,00	R 7 200,00	R -	Office of the Municipal Manager	An amount totaling R50 000 has been made available, under the amended Finance Management Grant Business Plan, to the Internal Audit section to undertake training programs in the current financial year 2023/2024. These funds will be utilized for trainings specific to Internal Auditors. As members to the professional body, IIASA internal auditors trainings and learning programs are all coordinated by the IIASA and its leadership academy. As an IIA Affiliate, the IIA SA is the sole provider of IIA knowledge materials, products and services in South Africa. The IIA SA offers Continuing Professional Development (CPD) programs for internal audit professionals, with multiple events, education and awareness programmes including, but not limited to, the IIA SA South Africa Annual National Conference, IIA SA Public Sector Forum and the IIA SA Chief Audit Executive (CAE) Forums. The IIA certification programs include the Certified Internal Auditor (CIA); Certified Internal Auditor: QAB Challenge Exam; Intenal Audit Practitioner (IAP) and the Certification in Risk Management Assurance (CRMA). As the market leader in the internal audit profession, the IIA SA is committed to identifying latest trends and developments to ensure we incorporate leading-edge thinking and best practices.	Sole Supplier
6	D	10599	2024/05/17	7732	THE INSTITUTE OF INTERNAL AUDITORS SOUTH AFRICA	CPD-Training	R 45 312,01	R 33 140,88	R 30 508,88	R 2 632,00	Office of the Municipal Manager	An amount totaling R50 000 has been made available, under the amended Finance Management Grant Business Plan, to the Internal Audit section to undertake training programs in the current financial year 2023/2024. These funds will be utilized for trainings specific to Internal Auditors. As members to the professional body, IIASA internal auditors trainings and learning programs are all coordinated by the IIASA and its leadership academy. As an IIA Affiliate, the IIA SA is the sole provider of IIA knowledge materials, products and services in South Africa. The IIA SA offers Continuing Professional Development (CPD) programs for internal audit professionals, with multiple events, education and awareness programmes including, but not limited to, the IIA SA South Africa Annual National Conference, IIA SA Public Sector Forum and the IIA SA Chief Audit Executive (CAE) Forums. The IIA certification programs include the Certified Internal Auditor (CIA); Certified Internal Auditor: QAB Challenge Exam; Intenal Audit Practitioner (IAP) and the Certification in Risk Management Assurance (CRMA). As the market leader in the internal audit profession, the IIA SA is committed to identifying latest trends and developments to ensure we incorporate leading-edge thinking and best practices.	Sole Supplier
7	D	10600	2024/05/21	10531	DG INCENTIVES PTY LTD	RELOADING NE50429 FRANKING MACHINE	R 10 000,00	R 8 695,65	R 8 695,65	R -	Corporate Services	Reloading of the Franking Machine can only be done through the suppliers of the Franking Machine. Lastly, it must be pointed out that the value of the electronic postal stamps to be uploaded is R 5 200.00. That the deviation be approaved for the Reloading of the Franking Machine, Which can only be done through the suppliers of the Franking Machine. The high volume of the Outgoing Correspondence during this period have depleted the credit that we have on the machine, hence we require more funds to be reloaded on the machine. And that, it must be pointed out that the value of the electronic postal stamps to be uploaded is R 10 000.00.	Sole Supplier
8	D	10602	2024/05/27	5835	IGNITE ADVISORY SERVICES	Professional Services	R 828 846,00	R 10 440,00	R 10 440,00	R -	Office of the Municipal Manager	Knysna Municipality is currently implementing an Organisational Wide Performance Management System, including related services capable of assisting with the overall achievement of the Municipality vision. The Performance Management system of the Knysna Municipality is aligned to its priorities, objectives performance indicators and targets as reflected in the Intergated Development Plan, as set out in the Local Government Municipal Systems Act, 32 of 200 and regulations on performance management. The Perfromance Management System of Knysna Municipality is ad this stage grouped into two integrated and dependent parts nl; Organisational Performance Management and Perfromance of Section 56/57 Managers. A third component of Individual Performance Management is to be implemented and added as part of the overall Performance Management system of Knsyna Municipality. The Knysna Municipality's Performance Management System is currently rolled out using the services of Ignite, Which has been set-up in the organisational Information Management System to date. To ensure continuity if the current services provided by Ignite, the request is to extend the services of Ignite for the Financial Year. This is also done against the background of the organisation gearing itself for the roll-out and implementation of Individual Performance Management. Knysna Municipality will towards the 4th quarter of the financial year formally source the provision of services of completely integrated Performance Management System Services provider which will then be inclusive of all three components. The SCM policy does not make provision for the services and therefore the SCM policy will be amended to provide for PMS services as a statutory payment, because all municipalities will be required to procure for PMS services.	Exceptional Case
9	D	10603	2024/05/27	5835	IGNITE ADVISORY SERVICES	icomply	R 828 846,00	R 6 860,00	R 6 860,00	R -	Office of the Municipal Manager	Knysna Municipality is currently implementing an Organisational Wide Performance Management System, including related services capable of assisting with the overall achievement of the Municipality vision. The Performance Management system of the Knysna Municipality is aligned to its priorities, objectives performance indicators and targets as reflected in the Intergated Development Plan, as set out in the Local Government Municipal Systems Act, 32 of 200 and regulations on performance management. The Perfromance Management System of Knysna Municipality is ad this stage grouped into two integrated and dependent parts nl; Organisational Performance Management and Perfromance of Section 56/57 Managers. A third component of Individual Performance Management is to be implemented and added as part of the overall Performance Management system of Knsyna Municipality. The Knysna Municipality's Performance Management System is currently rolled out using the services of Ignite, Which has been set-up in the organisational Information Management System to date. To ensure continuity if the current services provided by Ignite, the request is to extend the services of Ignite for the Financial Year. This is also done against the background of the organisation gearing itself for the roll-out and implementation of Individual Performance Management. Knysna Municipality will towards the 4th quarter of the financial year formally source the provision of services of completely integrated Performance Management System Services provider which will then be inclusive of all three components. The SCM policy does not make provision for the services and therefore the SCM policy will be amended to provide for PMS services as a statutory payment, because all municipalities will be required to procure for PMS services.	Exceptional Case
10	D	10604	2024/05/27	5835	IGNITE ADVISORY SERVICES	SDBIP USER FEES	R 828 846,00	R 12 830,40	R 12 830,40	R -	Office of the Municipal Manager	Knysna Municipality is currently implementing an Organisational Wide Performance Management System, including related services capable of assisting with the overall achievement of the Municipality vision. The Performance Management system of the Knysna Municipality is aligned to its priorities, objectives performance indicators and targets as reflected in the Intergated Development Plan, as set out in the Local Government Municipal Systems Act, 32 of 200 and regulations on performance management. The Perfromance Management System of Knysna Municipality is ad this stage grouped into two integrated and dependent parts nl; Organisational Performance Management and Perfromance of Section 56/57 Managers. A third component of Individual Performance Management is to be implemented and added as part of the overall Performance Management system of Knsyna Municipality. The Knysna Municipality's Performance Management System is currently rolled out using the services of Ignite, Which has been set-up in the organisational Information Management System to date. To ensure continuity if the current services provided by Ignite, the request is to extend the services of Ignite for the Financial Year. This is also done against the background of the organisation gearing itself for the roll-out and implementation of Individual Performance Management. Knysna Municipality will towards the 4th quarter of the financial year formally source the provision of services of completely integrated Performance Management System Services provider which will then be inclusive of all three components. The SCM policy does not make provision for the services and therefore the SCM policy will be amended to provide for PMS services as a statutory payment, because all municipalities will be required to procure for PMS services.	Exceptional Case

11	D	10605	2024/05/30	9018	QUANTRA CONSULTING (PTY) LTD	Deviation Professional Services	R 2 146 852,75	R 381 371,04	R 381 371,04	R -	Integrated Human Settlements	For execution of Human Settlements projects, the Directorate utilises services of a professional team encompassing a registered professional engineer as was required for the financial year 2022/23 financial year where such a company was appointed through a professional services tender to manage and supervise Human Settlements projects. Scope of works included drafting of technical documentation inclusive of engineering designs for the submission of funding applications to the Western Cape Department of Infrastructure. Quantra Consulting SA was appointed as a preferred service provider for the above-mentioned assignment based on a rate stipulated in the 2022/2023 housing subsidy quantum and period of appontment was from 13 February 2023 for a duration of one (1) year. At the time of their appointment, the company assisted the Municipality in drafting a funding application for the Sedgefield Housing project as submitted on 12 December 2023. In April of 2024, Western Cape Province indicated that they require amendments to the application, prior to the approval. The nature of the amendments includes designs and preliminary costing for the project and cam only be concluded through the input from the very company which drafted the preliminary application. The final professional fees will be determined when the Department of Infrastructure approved the funding application, thus the above figures as detailed in the December submission will be used as preliminary figures. It must be stated that fees payable to the Engineer will only comprise the amount to be outlined in the subsidy quantum and nothing more.	Exceptional Case
						Total		**R 2 504 587,04**	**R 2 450 531,90**	**R 54 055,00**			
						VAT		**R 375 688,06**	**R 367 579,79**	**R 8 108,25**			
						Grand Total		**R 2 880 275,10**	**R 2 818 111,69**	**R 62 163,25**			

Deviation Reasons	
Emergency	0
Exceptional Case	6
Sole Supplier	4
Single Source	0