

D/Sm 1/24

DEVIATION: PROVISION OF HYGIENIC SERVICES FOR STELLENBOSCH MUNICIPALITY

Municipality - Munisipaliteit
Stellenbosch

04 AUG 2023

Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder



MEMORANDUM

CORPORATE SERVICES

CHECK BEFORE SUBMISSION	YES	NO
REGISTERED ON CSD DATABASE		
LETTER - SOLE SUPPLIER if applicable.		
QUOTE/INVOICE ATTACHED		
BUDGET (SAMRAS)		
CASHFLOW		
SIGNATURES		

To / Aan: MUNICIPAL MANAGER

From / Van: EHREL MALETZKY (PROJECT MANAGER FULFILLING DUTIES OF COORDINATOR CAPITAL PROJECTS CORPORATE SERVICES)

Job/ Title: DEVIATION REQUEST IN TERMS OF SUPPLY CHAIN MANAGEMENT POLICY

Date/ Datum: 27 JULY 2023

Re/ Insake: DEVIATION: PROVISION OF HYGIENIC SERVICES FOR STELLENBOSCH MUNICIPALITY

1. PURPOSE

To obtain approval in terms of Supply Chain Management Policy, to deviate from the official procurement process in terms of section 36 of the approved SCM Policy

REASON FOR DEVIATION: (Mark with x where applicable)

1.	Emergency. "Emergency dispensation" means emergency as referred to in paragraph 36(1)(a)(i) of this policy under which one or more of the following is in existence that warrants an emergency dispensation;	
a	The possibility of human injury or death;	
b	The prevalence of human suffering or deprivation of rights;	
c	The possibility of damage to property, or suffering and death of livestock and animals;	
d	The interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole;	
e	The possibility of serious damage occurring to the natural environment;	
f	The possibility that failure to take necessary action may result in the municipality not being able to render an essential community service;	
g	The possibility that the security of the state could be compromised; or	
h	The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal procurement process. Emergency dispensation shall not be granted in respect of circumstances other than those contemplated above.	
2.	Goods or services are produced or available from a single provider	
3.	Acquisition of special works of art or historical objects where specifications are difficult to compile.	
4.	Acquisition of animals for zoos and /or nature and game reserves	
5.	Exceptional case and it is impractical or impossible to follow the official procurement processes	X

NB! All deviations i.r.o the amount will be tabled at the BAC

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2. SUBSTANTIATE WHY SCM PROCESS COULD NOT BE FOLLOWED

The provision of hygiene services to the Municipality is vital for the health and safety of the staff and the public that utilise the Municipal facilities, specifically the ablution facilities. Over the years, the Municipality outsourced such services successfully via the tendering process and this year was no different (see **Appendix 1**). Tender BSM 81/20 lapsed on 30 June 2023. A new tender was advertised (BSM 99/23) on 2 June 2023 with a closing date of 3 July 2023. The intention was to appoint a new service provider during the month of July 2023. 9 bidders tendered, but a bidder could not be recommended for award as the bidders that submitted their offers did not meet all the pre-qualification conditions. The tender must be cancelled, and the tender process must take place again. As this new process will take up to three months a service provider must be appointed to do the sanitary services for the period until the new tender is awarded, due to the significant impact that the lack of hygienic services will have on the working environment and the public image of the Municipality.

The service provider must install products like hand sanitiser holders, toilet roll holders and sanitary bins, hand towel holders and it is not practical and possible to follow the normal procurement process whilst running the tender process again. The previous tender to provide hygienic services was awarded to Sanitech a div of Waco Africa, which tender was extended to the NPK building when that was occupied. It is envisaged that the new tender will be awarded in 90 days, hence the deviation to appoint a service provider will only be applicable from 1 August 2023 till 31 October 2023 or until a new service provider is appointed.

Sanitech a div of Waco Africa provided the hygienic services for the period 1 July 2020 till 30 June 2023. Their sanitary equipment is still installed in the Municipality's ablution facilities. It is impractical to follow another process to appoint a service provider whilst we readvertise the tender and it is recommended that the previous service provider be appointed as their equipment is still installed.

3. BACKGROUND

The provision of hygiene services to the Municipality is vital for the health and safety of the staff and the public that utilises the Municipal facilities, specifically the ablution facilities. Over the years, the Municipality outsourced such services successfully via the tendering process and this year was no different (see **Appendix 1**). Tender BSM 81/20 lapsed on 30 June 2023. A new tender was advertised (BSM 99/23) on 2 June 2023 with a closing date of 3 July 2023. The intention was to appoint a new service provider during the month of July 2023. 9 bidders tendered, but a bidder could not be recommended for award as the bidders that submitted their offers did not meet all the pre-qualification conditions. The tender must be cancelled, and the tender process must take place again. As this new process will take up to three months a service provider must be appointed to do the sanitary services for the period until the new tender is awarded, due to the significant impact that the lack of hygienic services will have on the working environment and the public image of the Municipality.

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4. DISCUSSION

The tenderer installed products like hand sanitiser holders, toilet roll holders and sanitary bins, hand towel holders and it is practical and possible to follow the normal procurement process whilst running the tender process again. The previous tender to provide hygienic services was awarded to Sanitech a div of Waco Africa, which tender was extended to the NPK building when that was occupied. It is envisaged that the new tender will be awarded in 90 days, hence the deviation to appoint a service provider will only be applicable from 1 August 2023 till 31 October 2023 or until a new service provider is appointed.

Sanitech a div of Waco Africa provided the hygienic services for the period 1 July 2020 till 30 June 2023. Their sanitary equipment is still installed in the Municipality's ablution facilities. The Department approached Sanitech to submit a quotation for the delivery of the services for the period whilst the tender process is rerun. Their monthly service costs are equivalent of 2022/2023- or third-year monthly cost of Tender B/SM 81/20 (see Appendix 2) at R121,602.18 vat Inclusive. It is impractical to follow a normal procurement process for the period in which the tender is advertised due to the equipment that must be installed.

5. FINANCIAL IMPLICATIONS

Provision has been made on the 2023/2024 operational budget under uKey no. 20220630077780 Outsourced Services: Cleaning Services for this project and the costs can be absorbed on the vote.

6. VALUE FOR MONEY

Sanitech still has their equipment installed at the Municipality's ablution facilities. Since this appointment will be a temporary arrangement until a new service provider is appointed, it does not inconvenience both the Municipality and the service provider logistical. The cost of the monthly service is equivalent to the 2022/2023 financial year rates, and this is financially beneficial for the Municipality. Finally, the service provider can be on site to provide the hygienic services on short notice as their equipment is already on site.

7. IT IS RECOMMENDED THAT:

- 7.1 the appointment of Sanitech a division of Waco Africa be approved, for four months starting from 4 August 2023 till 30 November 2023 to provide Hygienic Services for Stellenbosch Municipality for a monthly service price of R121,602.18 inclusive of VAT (see **Appendix 2**),
- 7.2 there is sufficient funding available on the uKey no 20220630077780 (See **Appendix 3**),
- 7.3 the terms of appointment and provision of services by Sanitech be the same as Tender B/SM 81/20.
- 7.4 the service provider be informed accordingly and commence work.

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Ehrel Maletzky
Project Manager: Capital and Operational Projects
Corporate Services Directorate

Date: 3/08/2023



Myra Francis
Senior Manager: Development Services, Asset Management and
Systems & Project Management Unit (PMU)

Date: 3/08/2023

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8. SUPPLY CHAIN MANAGEMENT COMMENTS:

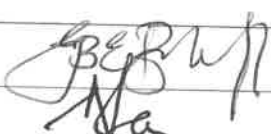
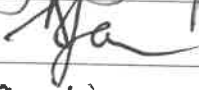
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9. APPROVAL:

REQUEST SUPPORTED / NOT SUPPORTED BY THE STELLENBOSCH MUNICIPAL BID ADJUDICATION COMMITTEE

Name	Signature	Date
G. BOSHOFF		4/8/2023
D. Jacobs		4/8/2023
S Chandaka	Online	4/8/2023
A Barnes	Online	4/8/2023
A de Beer	Online	4/8/2023

Comments:

CHAIRPERSON



DATE

4/8/2023

RECOMMENDATION FROM BID ADJUDICATION COMMITTEE APPROVED BY THE ACCOUNTING OFFICER

Comments:

ACCOUNTING OFFICER



DATE

4/8/2023