SUPPLY CHAIN MANAGEMENT PROCESS TURN-AROUND TIME POLICY

2026/2027 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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1. BACKGROUND

The MFMA SCM regulations provide that effective supply chain processes must be in place to render effective service delivery within the set legislative provisions.

The SCM Unit must ensure proper financial control; uphold the principle of effective administration and a high standard of service levels. The SCM unit assists the various departments in ensuring effective service delivery and ensuring the delivery of good quality products and services in the shortest possible turn-around time.

2. DEFINITIONS

In this Policy, unless the context indicates otherwise, the following definitions are applied: -

"End user" means an MLM official who has requested the goods and services who will receive such and utilise for the purpose it is intended.

"*Official order*" means a system generated document used to order goods and services.

"Working days" means office hours between 07:30 and 16:00 Monday to Friday excluding public holidays and weekends

3. OBJECTIVES OF THE POLICY

3.1 The aim of this policy is:

a) To set standards on turn-around times for the various supply chain processes.

b) To eliminate any potential delays in the procurement processes that may have a negative impact in delivering goods and services and getting capital projects off the ground

c) To ensure that services are rendered efficiently and effectively.

4. TURN AROUND TIMES FOR VARIOUS LEVELS OF PROCUREMENT PROCESSES

NO.	BID PROCESS INDICATORS	TURNAROUND TIME INDICATORS
1	Three written quotations for goods and services with a transaction value between R2 000.01 and R 30 000. (Specifications, request for quotations, evaluations, award and official order)	5 working days from date of receipt of correct specifications / order requests from end-user excluding delays Excluding Section 36 approvals
2	Seven (7) day process for goods and services with a transaction value between R30 000.01 and R300 000. (Specifications, advert, 7-day notice on website and notice boards, evaluations, approval memo awards and order/appointment letter)	20 working days from closing date of the bid.
3	Turnaround time for the formal SCM bid process for goods and services above R300 000. (specifications, bid spec committee, ad, formal ad in local media, on website and notice boards, bid opening commercial report capturing, technical evaluations, formal bid evaluation committee and formal bid adjudicating committee approval and issue of order/appointment letter)	90 working days from closing date of the bid. Excluding unforeseen delays and extension of validity.
4	**Bid Committees:** Bid Specification Committee Bid Evaluation Committee Bid Adjudication Committee	Notice minimum 2 working days in advance. Notice minimum 2 working days in advance. Notice minimum 3 working days in advance. Special meetings may be convened as and when required, the above time frames will not be applicable.

5. TURN AROUND TIMES FOR VARIOUS LEVELS OF ePROCUREMENT PROCESS

The target turn-around time for each step of the eProcurement process (i.e submission of request, supervisor: Quality Assurance (QA) and recommend requisition, Head of Department (HoD) approve requisition, Verify budget, select suppliers and source quote, confirm received quote, verify expenditure thresholds, QA approve capturing and verify compliance, approve recommended quote/supplier, capture requisition on Solar and link order to request for quotation (RFQ) is predefined according to the systems workflow and set standards for each step. An automated colour indicator is triggered when a procurement step allocated time is reaching its predetermined lapse (orange) and again when the time limit is exceeded (red).

NO.	**BID PROCESS INDICATORS**	**TURNAROUND TIME INDICATORS**	
		Days to action	Escalate non-action
1.	Submission of request	n/a	n/a
2.	Supervisor: Quality Assurance (QA) and recommend requisition	1	1
3.	Head of Department (HoD) approve requisition	1	1
4.	Verify budget	1	1
5.	Select suppliers and source quote	3	3
6.	Confirm received quote	3	3
7.	Verify expenditure thresholds	1	1
8.	QA approve capturing and verify compliance	1	1
9.	Approve recommended quote/supplier	1	1
10.	Capture requisition on Solar	1	1
11.	Link order to request for quotation (RFQ)	1	1