



Wilhelm Stulting
Manager: Management
Support Services

Functioning of the Supply Chain Management Unit and Corporate Services Unit

Supply Chain Management was implemented in March 2005. All the Supply Chain Management Practitioners and the contract workers allocated to the Supply Chain Management Unit attended the courses: Introduction to Supply Chain Management, Demand Management, Acquisition Management and Appointment of Consultants provided by the South African Management Development Institute (SAMDI).

The outdated Provisioning Administration staff establishment hampered the functioning of the Supply Chain Management Unit. With limited resources the unit was however successful in the implementation of the following sub-units:


- Demand Management
- Acquisition Management
- Logistics Management
- Asset Management
- Performance Management

The Supply Chain Management's list of prospective suppliers was updated throughout the year with the information of additional service providers.

Spreadsheets were developed and implemented to facilitate the calculations of points in terms of the Preferential Procurement Policy Framework Act.

All Supply Chain Management documents were updated. Some documents had to be redesigned according to the changed work procedures.

The functioning of the Bid Specification, Bid Evaluation and Bid Adjudication Committees was streamlined during the financial year. With the committees fully operational, the office is in a better position than before to question requests for goods and services and to prevent possible wasteful expenditure.



A Unit: Corporate Services was established by the end of 2005 to enhance service delivery to the staff. Functions were then divided between the Supply Chain Management Unit and the Corporate Services Unit respectively. The following functions were kept at the Supply Chain Management Unit:

- Demand Management
- Acquisition Management
- Logistics Management
- Asset Management
- Supply Chain Management Performance Management
- Upgrading of furniture
- Short term insurance
- Contract administration

The newly implemented Corporate Services Unit took responsibility for:

- General Registration
- Typists
- Telephone Services
- Messengers
- Library
- Events Management
- Printing Section
- Transport management
- Corporate Services Helpdesk
- Occupational Health and Safety
- General building maintenance
- Staff relocation when necessary
- Cafeteria and Restaurant
- Implementation and management of a Call Centre

Renovations and alterations to Compensation House

This project, with the key objective to renovate Compensation House, was still incomplete by 31 March 2006.

The project plan provides for the following:

- Removing of brickwork to reduce the load on the building structure
- Renovations of the building, with the following alterations to the building and surroundings:
 - Paving in areas adjacent to the building
 - Building of an outside facility
 - New entrance to the building
 - Upgrading of refuse areas
- Upgrading of kitchen and restaurant
- Creation of open office space on Ground Floor
- Building of new server room and offices on 1st Floor
- Creation of open office space on 2nd Floor
- Building of new offices, board rooms and recreation area on 4th Floor
- Upgrading of toilets and core areas on all floors.
- Upgrading of critical aspects of the air-conditioning system

The project is managed by a professional consortium. Senior staff members represent the office on the project management team.