

ITEM

BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE QUARTER ENDED 30 SEPTEMBER 2021

5/1

PURPOSE

The purpose of the report is to give feedback on the implementation of the Supply Chain Management policy for the quarter ended 30 September 2021.

BACKGROUND

The Municipal Supply Chain Regulations (promulgated in Government Gazette Number 27636 on 30 May 2005) states the following:

Oversight role of council of municipality:

Regulation 6(3) of the Municipal Supply Chain Regulations states:

“The Accounting Officer must within ten (10) days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Mayor of the municipality”

This report complies with Municipal Supply Chain Regulations as stated above by providing detailed compliance information in respect of compliance, progress, challenges and constraints in the implementation of the Supply Chain Management Policy

DISCUSSION

1. Review of the Supply Chain Management Policy

In terms of Section 111 of Municipal Finance Management Act (Act No. 56 of 2003) each municipality must have and implement Supply Chain Management Policy and the policy should be reviewed annually to ensure that it complies with the new legislative requirements.

As such West Rand District Municipality’s Supply Chain Management Policy was approved and adopted by council on **05 December 2011**. Regulation 3(1) a, requires that the Accounting Officer to review the SCM Policy at least once

annually to ensure that it is aligned with the new legislative requirements. The policy was reviewed and adopted by council on date the budget was approved i.e. **10 June 2021**.

2 Supply Chain Management Units:

Regulation 7 states the following:

- a. *Each municipality must establish a supply chain management unit to implement its supply chain management policy.*
- b. *A supply chain management unit must, where possible, operate under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of section 82 of the act (MFMA).*

The Supply Chain Management Unit in terms of the legislation is responsible for the following prescribed functions:

- Demand management;
- Acquisition management;
- Logistics management;
- Disposal management;
- Performance management; and
- Risk management.

3 Supply Chain Processes

3.1 Bid Committees

The following bid committees are established to allow for the smooth implementation of the competitive bidding process:

- ✓ Bid Specification Committee;
- ✓ Bid Evaluation Committee; and
- ✓ Bid Adjudication Committee

Members of all bid committees have been appointed by the Accounting Officer. These appointments of committee members will be reviewed annually by the Accounting Officer. Appointments of committee members were reviewed on 1 July 2021. Members were required to familiarize themselves with the roles and responsibilities of the Bid Committee Members as well as sign the SCM Code of Conduct. All tenders (procurement above R200 000) are dealt with by all the committees. The following members have appointed to serve in the bid committees for the 2021/22 financial year

Bid Specification Committee

NAME OF OFFICIAL	COMMITTEE MEMBER
Mr. Nico Kahts	Chairperson
Mr. Daniel Monamoli	Member
Mr. Danny Govender	Member
Mr. Themba Makhoba	Member
Ms. Susan Stoffberg	Member
Mr. Herman Sebelebele	Member – SCM

Bid Evaluation Committee

NAME OF OFFICIAL	COMMITTEE MEMBER
Mr. Zeblon Mphaphuli	Chairperson
Mr. Mashudu Nevhungoni	Member
Mr. Musa Zwane	Member
Ms. Nicola Benson	Member - SCM

Bid Adjudication Committee

NAME OF OFFICIAL	COMMITTEE MEMBER
Mr. Samuel Ramaele	Chairperson
Dr. Mary Daka	Member
Mr. Nico Kahts	Member
Mr. Khomotšo Tsoane	Member
Mr. Herman Sebelebele	Member - SCM

3.2 Demand Management

The system of demand management must allow for the analysis of proper needs, establishment of a supplier database, implementation of IDP projects and drafting of proper specifications.

3.2.1 Approval of Procurement Plan

The objective of the procurement plan is to assist municipalities with the planning for the procurement of goods, service or infrastructure projects in a proactive manner and to move away from merely reacting to purchasing requests.

MFMA Circular 62 requires municipalities to develop a procurement plan for all procurement needs in excess R200, 000. The Procurement plan for the financial year 2021/2022 was approved on the **27/07/2021**. Attached as **“Annexure 1”** is the Approved Procurement Plan for 2021/22 Financial Year.

3.2.2 Implementation of the procurement plan

The table below provides progress on the implementation of the 2021/22 approved procurement plan:

NO	DESCRIPTION OF GOODS, WORKS AND / OR SERVICES	TENDER NO	ADVERT DATE	PROCUREMENT STAGE(STATUS)
1.	Conditions assessment of assets	WR/FIN/04/22	20 August 2021	The tender closed on the 20 September 2021, and is at an evaluation stage.
2.	Supply and Delivering of Protective Clothing	WR/PS/03/22	20 August 2021	The tender closed on the 20 September 2021, and is at an evaluation stage.
3.	Supply and delivery of a Fire engine-medium pumper	WR/PS/04/22	20 August 2021	The tender closed on the 20 September 2021, and is at an evaluation stage.
4.	Commissioning and Maintenance of Automated EPMS System	Not yet advertised.		Awaiting terms of reference from the user department.
5.	Supply, delivery, installation and maintenance of office automation equipment for a period of 36 months	RT3 -2018: Transversal contract	Not Applicable	Awarded
6.	Repairs and servicing of Air Conditioners	Not yet advertised.		Awaiting terms of reference from the user department.
7.	Servicing of server room environmental control equipment	Not yet advertised.		Awaiting terms of reference from the user department.
8.	Supply, installation and maintenance of MSCOA Compliant Financial System for a period of 60 months	Not yet advertised.		Needs analysis to be tabled at the MSCOA steering committee prior to terms of reference being compiled.

9.	Panel of service providers for renewal of 365 enterprise E1 licenses	WR/CORP/01/22	20 August 2021	The tender closed on the 20 September 2021, and is at an evaluation stage.
10.	Leasing out of the top lake of the Donaldson Dam Recreational Resort	Not yet advertised.		Awaiting terms of reference from the user department.

3.2.3 Supplier Database

The database is reviewed on a quarterly basis. With effect from 1 July 2016, Municipalities and Municipal Entities must use the CSD supplier number starting with (MAAA) which is auto generated by the Central Database System after successful registration and validation of the prospective provider as mandatory requirement as part of listing criteria for accrediting prospective provider in line with Section 14(1) (b) of the Municipal Supply Chain Management Regulations. This is as per the requirements of the Municipal Supply Chain Management Regulation 14 and MFMA Circular No. 81. An invitation was sent out through national and local newspapers on the 30th June 2021 for existing and new prospective suppliers to update and register in the National Treasury Central Supplier Database and West Rand District Municipality Supplier database.

3.3 Acquisition Management

3.3.1 Range of procurement processes

The system of acquisition must allow for compliance with all the ranges of procurement as legislated. The following are the ranges of procurement:

Procurement Process	Value
Petty Cash Purchases	Up to R2000 [VAT included]
Written Quotation	Over R2000 [VAT included] up to R30 000 [VAT included]
Formal Written Price Quotation	Over R3 0 000 [VAT included] up to R200 000 [VAT included]
Competitive Bidding	Over R200 000[VAT included] or Long Term Contracts

All procurement of goods and services irrespective of thresholds is centralized and performed by the supply chain management office.

3.3.1 To date, a total amount of R78 770, 63 has been awarded for transactions over R2000 up to R30 000. Attached as “**Annexure 2**” is the outcome

3.3.2 To date, a total amount of R 87 642, 65 has been awarded for transactions over R30 000 up to R200 000. Attached as “**Annexure 3**” is the outcome

3.3.3 Five (05) tenders were awarded in the first quarter of the 2021/22 by means of the competitive bidding process. Attached as “**Annexure 4**” is the outcome

3.3.2 Publication of Tender Results

Section 75(1) (g) of the Municipal Finance Management Act states that “*The Accounting Officer of a municipality must place on the website all supply chain management contracts above a prescribed value*”. All awards in excess of R200 000 are published on the municipal website.

3.3.3 Deviations

Regulation 36 of the Municipal Supply Chain Regulations allows for the Accounting Officer to dispense with SCM processes under one of the following circumstances:

- (i) in an emergency;
- (ii) if such goods or services are produced or available from a single provider
- (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- (iv) acquisition of animals for zoos and/or nature and game reserves; or
- (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes.

No goods or services were procured by means of Regulation 36 for the period ended 30 September 2021.

Period	Amount
First Quarter (01 July 2021 – 30 September 2021)	0.00
TOTAL	0.00

3.4 Logistics Management

The Accounting Officer must implement an effective system of logistics management in order to provide for the setting of inventory levels, placing of orders, receiving and distribution of goods, stores and warehouse management, expediting orders, transport management, vendor performance, and maintenance and contract administration. The municipality has a store whereby the purchase orders and consumables are issued to departments.

The following consumables are kept at stores:

- a) Stationery;
- b) Cleaning materials;
- c) Toners and Cartridges; and

d) Office Refreshments

The stock count was conducted as per the 2021/2022 SDBIP 1st quarter requirements for this financial year, for the quarter ended 30 September 2021.

Attached as “**Annexure 5**” is the outcome.

3.5 Disposal Management

The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets is subject to Section 14 of the Municipal Finance Management Act. No assets were disposed in the quarter under review.

3.6 Contract Management

Contract management function has been established within the Supply chain Management Unit to deal with all the administrative tasks pertaining to the management of the contracts procured through Supply Chain Management processes. The contract management function coordinates the administration of contracts, compliance and monitoring performance and the termination process of contracts.

3.6.1 Suppliers Performance Evaluation

The user departments are responsible for managing contracts in their respective departments in terms of the specifications and conditions contained in the contract by means of the Supplier Evaluation Matrix which the municipality has developed, and on a quarterly basis report to SCM on the performance of their service providers.

EVALUATION MATRIX

SUPPLIER PERFORMANCE ASSESSMENT					
Performance area	Ranking				
Project management and control	<ul style="list-style-type: none"> ➤ Non-existent or inadequate project management ➤ No evidence of formal controls in place 	<ul style="list-style-type: none"> ➤ Simple project plan in place, no evidence of update/use 	<ul style="list-style-type: none"> ➤ Simple project plan in place but limited evidence of update/use 	<ul style="list-style-type: none"> ➤ Project manager has full ownership of project and team ➤ Formal project management process followed 	<ul style="list-style-type: none"> ➤ Full and accountable project management process ➤ Detailed and controlled processes
Score	1	2	3	4	5
Communications	<ul style="list-style-type: none"> ➤ Difficult to contact and obtain a response ➤ Evidence of poor internal communications ➤ Response regularly inadequate 	<ul style="list-style-type: none"> ➤ Regular communications but often inadequate ➤ Response to queries inconsistent ➤ Reactive 	<ul style="list-style-type: none"> ➤ Fairly rapid response to queries ➤ Generally complete responses, but often clarity required 	<ul style="list-style-type: none"> ➤ Effective communications and relationships ➤ Generally proactive and complete responses ➤ Little clarification required 	<ul style="list-style-type: none"> ➤ Excellent , open relationship ➤ Complete response to queries ➤ Pro-active and anticipates issues
Score	1	2	3	4	5
Flexibility	<ul style="list-style-type: none"> ➤ Inflexible and reliant on contract 	<ul style="list-style-type: none"> ➤ Some willingness to be flexible, but only short term 	<ul style="list-style-type: none"> ➤ Willingness to be flexible around project demands over medium term 	<ul style="list-style-type: none"> ➤ High degree of flexibility around project and contract matters 	<ul style="list-style-type: none"> ➤ Completely open and flexible – joint partnering

					arrangement focused on project
Score	1	2	3	4	5
Capability	<ul style="list-style-type: none"> ➤ Inadequate capability ➤ Consistently missing critical deadlines or milestones 	<ul style="list-style-type: none"> ➤ Poor capability ➤ Some missing of critical deadlines or milestones 	<ul style="list-style-type: none"> ➤ Satisfactory capability ➤ Almost no missing of critical milestones or deadlines ➤ 	<ul style="list-style-type: none"> ➤ Good capability ➤ No missing of critical milestones or deadlines 	<ul style="list-style-type: none"> ➤ Excellent capability ➤ No missing of any project milestones or deadlines ➤ Free of errors
Score	1	2	3	4	5
Delivery	<ul style="list-style-type: none"> ➤ Frequently capacity constrained resulting in significant schedule problems ➤ Expediting regularly required 	<ul style="list-style-type: none"> ➤ Some capacity constraints with some impact on schedule ➤ Some expediting required 	<ul style="list-style-type: none"> ➤ Generally unconstrained and able to meet schedule ➤ Limited required 	<ul style="list-style-type: none"> ➤ Regular deliveries on schedule ➤ Limited capacity to reschedule to meet project changes ➤ Little or no expediting required 	<ul style="list-style-type: none"> ➤ Established track record of deliveries ➤ Capacity to reschedule to meet project changes ➤ No expediting required
Score	1	2	3	4	5

EVALUATION MATRIX: 01 - 05 = NOT RECOMMENDED; 06 – 10 = POOR; 11 – 15 = AVERAGE; 16 – 20 = SATISFACTORY; 21- 25 EXCELLENT

No	Contract No.	Name of Contractor	Description	RESPONSIBLE DEPARTMENT	Supplier Performance Assessment Report Compiled		Supplier Performance Assessment /Performance Rating	Performance Acceptable or Not
					Yes	No		
1.	WR/FIN/06/18	FNB	Banking Services	Budget and Treasury	✓		25(Excellent)	Acceptable
2.	WR/FIN/05/20	Maximum Profit Recovery (Pty) Ltd	VAT Review Engagement	Budget and Treasury	✓		25(Excellent)	Acceptable
3.	WR/FIN/04/20	Fezi Auditors and Consultants and Opulentia JV	Short term insurance cover	Budget and Treasury	✓		25(Excellent)	Acceptable

4.	RT25/2016- Transversal Contract	NT	MUNSOFT	MSCOA Financial System (FMS/PAYROLL/HR)	Corporate Services	✓		20(Satisfactory)	Acceptable
5.	RT15/2021 - Transversal Contract	NT	MTN (Pty) Ltd	Mobile Communication Services	Corporate Services	✓		15(Average)	Acceptable
6.	WR/PS/11/17		Mabotwane Security	Provision of Physical Security Services for WRDM	Public Safety	✓		24(Excellent)	Acceptable
7.	WR/CORP/08/18		Thejane Attorneys	Panel of Attorneys	Corporate Services	✓		20(Satisfactory)	Acceptable
8.	WR/CORP/08/18		Makhubela Attorneys (Matsau Inc)	Panel of Attorneys	Corporate Services	✓		20(Satisfactory)	Acceptable
9.	WR/CORP/08/18		Lizel Venter Attorneys	Panel of Attorneys	Corporate Services	✓		20(Satisfactory)	Acceptable
10.	WR/CORP/08/18		Phungo Attorneys	Panel of Attorneys	Corporate Services	✓		20(Satisfactory)	Acceptable
11.	WR/CORP/08/18		Kunene-Maile	Panel of Attorneys	Corporate Services	✓		20(Satisfactory)	Acceptable
12.	WR/CORP/08/18		Katatke Attorneys	Panel of Attorneys	Corporate Services	✓		20(Satisfactory)	Acceptable
13.	WR/RPR/02/19		Re-Solve/EAS JV	Operationalisation of RRAMS Programme onto WRDM System	Regional Planning, Re-industrialisation and Technical Services	✓		20(Satisfactory)	Acceptable
14.	WR/FIN/06/2020		Fidelity Cash Solutions	Rendering of Cash Management Services to the West Rand District Municipality (WRDM) and West Rand Development Agency (WRDA).	Budget and Treasury	✓		25(Excellent)	Acceptable
15.	WR/FIN/09/2020		Ctrack Mzansi (Pty) Ltd	Supply, Installation and Monitoring of Vehicle	Budget and Treasury	✓		25(Excellent)	Acceptable

			Tracking System for a Period of Three (3) Years for the West Rand District Municipality					
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3.6.2 Contract Register

All approved contracts are registered in the Contract Management Register to monitor contract ending dates in order to commence with procurement strategy on time. Attached as “**Annexure 6**” is the Contract Register for 2021/2022.

LEGAL IMPLICATIONS

The report is compiled as required by Section 6 of the Municipal Supply Chain Regulations.

RECOMMENDATION THAT:

1. Cognisance be taken of the Supply Chain Management Quarterly Report for the quarter, 01 July 2021 to 30 September 2021.



WEST RAND

DISTRICT MUNICIPALITY



GAUTENG
it starts here

DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

PROCUREMENT PLAN

ANNEXURE 1



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA



WEST RAND

ANNEXURE A

SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF ADVERTISED COMPETITIVE BIDS (GOODS, WORKS AND / OR SERVICES) IN EXCESS OF R200 000 INCLUDING ALL APPLICABLE TAXES) FOR THE 2021/22 FINANCIAL YEAR

NAME OF MUNICIPALITY / MUNICIPAL ENTITY	West Rand District Municipality
NAME OF ACCOUNTING OFFICER OR DELEGATED OFFICIAL	ME Kolozi
SIGNATURE OF ACCOUNTING OFFICER / DELEGATED OFFICIAL	
DATE	27/07/2021
TELEPHONE NUMBER	(011) 411 5021
EMAIL ADDRESS	asegopoloi@wrrdm.gov.za

NO.	NAME OF PROJECT	DESCRIPTION OF GOODS, WORKS AND / OR SERVICES	MUNICIPAL AREA / WARD	BUDGET ALLOCATION / SOURCE	ESTIMATED BUDGET VALUE	SOURCE OF FUNDING	ESTIMATED CONTRACT DURATION	ENVISAGED DATE OF ADVERT	ENVISAGED CLOSING DATE OF BID	ENVISAGED DATE OF AWARD	RESPONSIBLE OFFICE / END USER	IMPLEMENTATION
1	Asset Verification	Conditions Assessment of Assets	N/A	Operational Budget	1 810 232,00	Equitable Share	3 years	10-Aug-21	10-Sep-21	30-Sep-21	Budget and Treasury	Annual Budget
2	Protective Clothing	Supply and Delivering of Protective Clothing	N/A	Operational Budget	316 802,50	Equitable Share	3 years	10-Aug-21	10-Sep-21	30-Sep-21	Public Safety	Annual Budget
3	Medium pumper	Supply and delivery of a Fire engine-medium pumper	N/A	Capital Budget	6 000 000,00	Other Grant	Once off	10-Aug-21	10-Sep-21	30-Sep-21	Public Safety	Annual Budget
4	Automated EPMS System	Commissioning and Maintenance of Automated EPMS System	N/A	Operational Budget	1 500 000,00	Equitable Share	3 years	17-Jan-22	28-Feb-22	31-Mar-22	Corporate Services	Annual Budget
5	Office automation	Supply, delivery, installation and maintenance of office automation equipment for a period of 36 months	N/A	Operational Budget	3 000 000,00	Equitable Share	3 years	Services to be procured through a transversal contract		30-Sep-21	Corporate Services	Annual Budget
6	Airconditioners	Repairs and servicing of Air Conditioners	N/A	Operational Budget	300 000,00	Equitable Share	Once off	17-Jan-22	28-Feb-22	31-Mar-22	Corporate Services	Annual Budget
7	Servicing of server	Servicing of server room environmental control equipment	N/A	Operational Budget	220 000,00	Equitable Share	3 years	10-Aug-21	10-Sep-21	30-Sep-21	Corporate Services	Annual Budget
8	Mscoca Financial System	Supply, installation and maintenance of MSCOA Compliant Financial System for a period of 60 months	N/A	Operational Budget	22 000 000,00	Equitable Share	5 years	10-Aug-21	10-Sep-21	30-Sep-21	Corporate Services	Annual Budget
9	Renewal of Microsoft licenses	Panel of service providers for renewal of 365 enterprise E1 licences	N/A	Operational Budget	R 1 200 000	Equitable Share	3 years	10-Aug-21	10-Sep-21	30-Sep-21	Corporate Services	Annual Budget
10	Donaldson Dam Recreational Resort	Leasing out of the top lake of the Donaldson Dam Recreational Resort	N/A	Operational Budget	R 1 000 000 (Projected revenue)	N/A	3 years	10-Sep-21	11-Oct-21	29-Oct-21	Regional Planning and Reindustrialization	N/A

AWARDS OVER 2 000 – 30 000 FOR QUARTER ENDED 30 SEPTEMBER 2021

ANNEXURE 2

Order Number	Creditor Name	Total Amount	Description	User Department
3313	Kgosi Bokamoso Trading And Pro	26 330.4	Procurement of PPE(RRAMS)	Regional Planning & Reindustrialisation
3315	One Pangaea Financial	18 000.00	Actuarial valuation of employee benefits in terms of GRAP 25	Budget & Treasury
3316	Spectrum Valuation & Asset	9200.00	Valuation of Portion 2 of Erf 884 Randfontein	Budget & Treasury
3324	Teke Holdings (Pty) Ltd	3905.4	Procurement of ink cartridges	Corporate Services
3325	Maziya Amahle	15767.50	Procurement of fogging machines	Corporate Services
3326	Thelidza Personnel Solutions	5567.33	Screening & vetting of qualifications for the position of the Executive Manager: Corporate Services	Corporate Services

Total

78 770,63



WEST RAND



DISTRICT MUNICIPALITY

DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 3

RFQ AWARDS REPORT FOR THE QUARTER ENDED 30 SEPTEMBER 2021

NO	RFQ NO:	DESCRIPTION	NAME OF SERVICE PROVIDER	DATE OF ADVERT	CLOSING DATE	BBB-EE LEVEL ON POINTS	TOTAL POINTS SCORE D	DATE OF AWARD	TURN AROUND TIME	BID AMOUNT (VAT INCL)
1	WR/FIN/05/2021	Supply and Delivery of Cleaning Material	Prest Business Suppliers	07/07/2021	16/07/2021	20	100	25/08/2021	28 days	R 87 642,65



DISTRICT MUNICIPALITY

DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 4

TENDER AWARDS REPORT FOR THE QUARTER ENDED 30 SEPTEMBER 2021

NO.	TENDER NO:	DESCRIPTION	SERVICE PROVIDER	APPOINTMENT DATE	CONTRACT TERM	BBBEE POINTS SCORED	BID AMOUNT (VAT INCL)
1.	WR/FIN/05/20	Appointment of a Panel of Service Providers for the Financial Resource Mobilization and/any Revenue Enhancement options applicable to the municipality for a period of three (3) years.	1. Ntiyiso Industrialization Consulting	16/08/2021	36 Months	N/A	Commission based
			2. Ubuntu Business Advisory and Consulting	16/08/2021	36 Months	N/A	Commission based
			3. XET Solutions Pty Ltd	16/08/2021	36 Months	N/A	Commission based
			4. Madhlopa and Thenga Incorporated	16/08/2021	36 Months	N/A	Commission based
			5. Greemaso Holdings	16/08/2021	36 Months	N/A	Commission based
			6. EMS Solution	16/08/2021	36 Months	N/A	Commission based
			7. Baatshuma	16/08/2021	36 Months	N/A	Commission based
			8. MXN Development Construction cc.	16/08/2021	36 Months	N/A	Commission based
2.	WR/CORP/02/20	Supply and Delivery of Severs, Laptops, Desktop Computers, Keyboards, Mice, Desktop Monitors, VGA, AND HDMI Cables, Internal Hard Drives, Projectors, 15'6 Inch Laptop Carry Bags, For Period of 3 Years.	Tshitavha Trading (Pty) Ltd	24/08/2021	36 Months	100	Rates
3.	WR/CORP/02/20		1. Phambane Mokone Incorporated	06/09/2021	36 Months	N/A	Rates

		The Appointment of a Panel of Attorneys for West Rand District Municipality (WRDM) FOR A Period of Three (3) Years	2. Lizel Venter Attorneys	06/09/2021	36 Months	N/A	Rates
			3. Verveen Attorneys	06/09/2021	36 Months	N/A	Rates
			4. Madhlopa and Thenga Incorporated	06/09/2021	36 Months	N/A	Rates
4.	WR/MHS/03/21	Provision of Pauper Burial Services for a Period of Three (3) Years	TVNB Manzi Funeral Palour	06/09/2021	36 Months	100	Rates
5.	RT3 -2018	Supply, Delivery, Commissioning and Maintenance of Office Automation Equipment for West Ranf District Municipality under National Treasury RT3-2018	Apex Business Systems Proprietary Limited	15/09/2021	36 Months	100	R963 959.04

STOCK TAKING REPORT FOR 1st QUARTER JULY-SEPTEMBER 2021

STOCK TAKING REPORT

1st QUARTER JULY- SEPTEMBER 2021

ITEM NO	DESCRTIPTION	QUANTITY PER MUNSOFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
300001	PAPER A4 WHITE	15	15	0	N/A
300003	BOOKS-SHORTHAND	14	14	0	N/A
300005	CD'S RECORDABLE	44	44	0	N/A
300007	CORRECTION TAPE	78	78	0	N/A
300008	CARTONS A4-COLOURED	3	3	0	N/A
300041	EXAM PAD A4	47	47	0	N/A
300042	ERASERS	7	7	0	N/A
300044	FILES-FOLDER	2025	2025	0	N/A
300045	HIGHLIGHTERS	21	21	0	N/A
300045	LEVER ARCH FILES	10	10	0	N/A
300047	LEAD PENCIL .05	87	87	0	N/A
300048	MAGIC CLIP (BOX)	50	50	0	N/A
300049	MAGIC CLIP DISPENSER	56	56	0	N/A
300050	MARKER ARTLINE	189	189	0	N/A
300051	POCKET A4 (PACKET)	17	17	0	N/A
300054	PENS UNI BALL EYE FINE	241	241	0	N/A
300055	PENS UNI BALL EYE MEDIUM	208	208	0	N/A
300060	POST-IT NOTES 654	81	81	0	N/A
300063	PRESTIK	7	7	0	N/A
300064	PUNCH	4	4	0	N/A
300065	RULERS	66	66	0	N/A
300066	RUBBER BANDS (BOX)	34	34	0	N/A
300067	SCHMIDT REFILL P 900 F BLACK	43	43	0	N/A
300068	STAPLERS	12	12	0	N/A
300069	STAPLES (BOX)	35	35	0	N/A
300070	STAPLE REMOVER	25	25	0	N/A
300071	SCISSORS	20	20	0	N/A
300072	TELEROLLS	20	20	0	N/A

300073	WHITE BOARD MARKERS	102	102	0	N/A
300074	WHITE BOARD ERASER	19	19	0	N/A
300075	PENS B/P PILOT BPS FINE RED	86	86	0	N/A
300076	PENS B/P PILOT BPS FINE BLUE	310	310	0	N/A
300077	ENVELOPES BOX 114 X 162	12	12	0	N/A
300078	ENVELOPES BOX 324 X 227	3	3	0	N/A
300079	ENVELOPES 110 X 220	16	16	0	N/A
300082	PAPER CLIPS GIANT	3	3	0	N/A
300084	INDEX TABS	82	82	0	N/A
300085	STAMP PAD INK 300ML	12	12	0	N/A
300087	RING REINFORCEMENTS PVC 250'S	25	25	0	N/A
300090	FILE FASTENER	5	5	0	N/A
300091	CALCULATOR RIBBON	11	11	0	N/A
300093	PICTURE MOUSE PADS	12	12	0	N/A
300094	TIDY FILES-ARCHIVE	645	645	0	N/A
300098	FILE DIVIDERS COLOURED	9	9	0	N/A
300100	ENVELOPES A5 SELF SEAL BOX	12	12	0	N/A
300101	BOOK-MANUSCRIPT A5	188	188	0	N/A
300102	TIPPEX CORRECTION FLUID	101	101	0	N/A
300103	FLIPCHART PADS	6	6	0	N/A
300107	POST-IT FLAGS BANDERITAS	83	83	0	N/A
300110	ENVELOPES 110 X 220 WINDOW BOX	10	10	0	N/A
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8	8	0	N/A
300115	PAPER A4 80GSM MINT	1	1	0	N/A
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13	13	0	N/A
300124	DVD +R VERBATIM	88	88	0	N/A
300139	STRIPS A4 (L54/29701492) WHITE	29	29	0	N/A
300149	8 GB MEMORY STICK	3	3	0	N/A
300153	CASSETTE 90 MINUTES	25	25	0	N/A
300154	ENVELOPES A3	5	5	0	N/A
310005	BUCKET 25L	8	8	0	N/A
310007	DISHCLOTH	6	6	0	N/A
310009	DEO BLOCKS	2	2	0	N/A
310010	DISHWASHING LIQUID	2	2	0	N/A
310011	DISINFECTANT CLEANER	1	1	0	N/A

310015	FLOOR POLISH	13	13	0	N/A
310016	FURNITURE POLISH	10	10	0	N/A
310019	HANDY ANDY	3	3	0	N/A
310022	MUTTON CLOTH	10	10	0	N/A
310023	MOP LARGE	1	1	0	N/A
310027	REFUSE BAGS BLACK	2	2	0	N/A
310028	STEEL WOOL	17	17	0	N/A
310039	POT SCOURERS	40	40	0	N/A
310040	MULTI PURPOSE CLOTH	4	4	0	N/A
310041	BUCKET 10L	4	4	0	N/A
310043	SUNLIGHT SOAP	54	54	0	N/A
310044	HANDSOAP LUX	11	11	0	N/A
310045	TOILET DUCK	12	12	0	N/A
310046	WINDOW SQUEEGEE	29	29	0	N/A
310050	SWINGBIN BAGS KITCHEN	29	29	0	N/A
310055	RAGS 15KG	6	6	0	N/A
310067	TOILET BRUSH	23	23	0	N/A
BATCH 00036		5670	5670	0	

Team 1: Nompumelelo Mhlongo
Mamikie Mabule

Team 2: Niklaas Mofokeng
Katlego Rakuba

Sign Off: Goitsemodimo Mandona
Herman Sebelebele

Handwritten signatures of team members and sign-off personnel, including Nompumelelo Mhlongo, Mamikie Mabule, Niklaas Mofokeng, Katlego Rakuba, Goitsemodimo Mandona, and Herman Sebelebele.

West Rand District Municipality
1st Quarter 30-Sep-21

Team 1: Nompumelelo Mhlongo



Mamikie Mabule



BATCH 00035
STOCK TAKING

ITEM NO	DESCRPTION	Team 1 Count
300001	PAPER A4 WHITE	15
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	47
300042	ERASERS	07
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	21
300046	LEVER ARCH FILE	10
300047	LEAD PENCIL .05	87
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	81
300063	PRESTIK	07
300064	PUNCH	04
300065	RULERS	66
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	12
300069	STAPLES (BOX)	35
300070	STAPLE REMOVER	25
300071	SCISSORS	20
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	310
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	03
300079	ENVELOPES 110 X 220	16
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	05
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12

300094	TIDY FILES-ARCHIVE	645
300098	FILE DIVEDERS COLOURED	09
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	83
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	03
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	05
310005	BUCKET 25L	08
310007	DISHCLOTH	06
310009	DEO BLOCK	02
310010	DISHWASHING LIQUID	02
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	03
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	04
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	54
310044	HANDSOAP LUX	11
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	29
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00035		

West Rand District Municipality

1st Quarter 30-Sep-21

Team 1: Nompumelelo Mhlongo

Mamikie Mabule





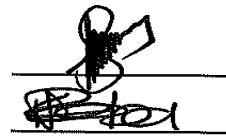
BATCH 00035
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 1 Count
300001	PAPER A4 WHITE	15
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	47
300042	ERASERS	07
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	01
300046	LEVER ARCH FILE	10
300047	LEAD PENCIL .05	87
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	81
300063	PRESTIK	07
300064	PUNCH	04
300065	RULERS	66
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	12
300069	STAPLES (BOX)	35
300070	STAPLE REMOVER	25
300071	SCISSORS	22
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	310
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	03
300079	ENVELOPES 110 X 220	16
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	05
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12

300094	TIDY FILES-ARCHIVE	645
300098	FILE DIVEDERS COLOURED	09
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	83
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	03
300153	CASSETTE 90 MINUTES	05
300154	ENVELOPES A3	05
310005	BUCKET 25L	08
310007	DISHCLOTH	06
310009	DEO BLOCK	02
310010	DISHWASHING LIQUID	02
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	03
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	04
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	54
310044	HANDSOAP LUX	11
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	09
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00035		

West Rand District Municipality
1st Quarter 30-Sep-21

Team 2: Niklaas Mofokeng
Katlego Rakuba



BATCH 00035
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 2 Count
300001	PAPER A4 WHITE	15
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	47
300042	ERASERS	07
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	21
300046	LEVER ARCH FILE	10
300047	LEAD PENCIL .05	87
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	81
300063	PRESTIK	07
300064	PUNCH	04
300065	RULERS	66
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	12
300069	STAPLES (BOX)	35
300070	STAPLE REMOVER	25
300071	SCISSORS	20
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	310
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	03
300079	ENVELOPES 110 X 220	16
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	05
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12

300094	TIDY FILES-ARCHIVE	645
300098	FILE DIVEDERS COLOURED	09
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	83
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	03
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	05
310005	BUCKET 25L	08
310007	DISHCLOTH	06
310009	DEO BLOCK	02
310010	DISHWASHING LIQUID	02
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	03
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	04
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	64
310044	HANDSOAP LUX	11
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	29
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00035		

West Rand District Municipality
1st Quarter 30-Sep-21

Team 2: Niklaas Mofokeng
Katlego Rakuba



BATCH 00035
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 2 Count
300001	PAPER A4 WHITE	15
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	47
300042	ERASERS	07
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	21
300046	LEVER ARCH FILE	10
300047	LEAD PENCIL .05	87
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	81
300063	PRESTIK	07
300064	PUNCH	04
300065	RULERS	66
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	12
300069	STAPLES (BOX)	35
300070	STAPLE REMOVER	25
300071	SCISSORS	20
300072	TELEROLLS	20
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300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
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300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	05
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12

300094	TIDY FILES-ARCHIVE	645
300098	FILE DIVEDERS COLOURED	09
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	83
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	03
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	05
310005	BUCKET 25L	08
310007	DISHCLOTH	06
310009	DEO BLOCK	02
310010	DISHWASHING LIQUID	02
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	03
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	04
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	54
310044	HANDSOAP LUX	11
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	29
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00035		

300094	TIDY FILES - ARCHIVE	.0000	100.0000	645.00	.00	.00	5.18	3,341.10	
300098	FILE DIVIDERS COLORED	.0000	15.0000	9.00	.00	.00	11.51	103.55	
300100	ENVELOPES A5 SELF SEAL BOX	.0000	5.0000	12.00	.00	.00	145.57	1,746.78	
300101	BOOK - MANUSCRIPT A5	.0000	50.0000	188.00	10.00	.00	11.30	2,125.25	
300102	TIPPEX CORRECTION FLUID	.0000	30.0000	101.00	.00	.00	7.50	757.04	
300103	FLIPCHART PADS	.0000	5.0000	6.00	2.00	.00	130.01	780.08	
300107	POST-IT FLAGS BANDERITAS	.0000	10.0000	83.00	.00	.00	27.76	2,304.40	
300110	ENVELOPES 110 X 220 WINDOW BOX	.0000	5.0000	10.00	.00	.00	82.96	829.60	
300114	FILE - QUOTATION (SOLID BACK,CLEAR FRONT	.0000	5.0000	8.00	.00	.00	4.26	34.08	
300115	PAPER A4 80GSM MINT	.0000	5.0000	1.00	.00	.00	204.27	204.27	
300116	PVC TRANSPARENT COVERS A4 (0.18MM)	.0000	5.0000	13.00	.00	.00	99.32	1,291.20	
300124	DVD +R VERBATIM	.0000	20.0000	88.00	.00	.00	10.79	949.68	
300139	BINDER STRIPS A4(L54/29701492)WHITE	.0000	5.0000	29.00	.00	.00	474.70	13,766.30	
300149	8 GB MEMORY STICK	.0000	5.0000	3.00	10.00	.00	70.48	211.45	
300153	CASSETTE 90 MINUTES	.0000	.0000	25.00	.00	.00	10.95	273.75	
300154	ENVELOPES A3	.0000	5.0000	5.00	.00	.00	499.79	2,498.95	
310005	BUCKETS 25L	.0000	5.0000	8.00	.00	.00	96.95	775.62	
310007	DISHCLOTH	.0000	5.0000	6.00	.00	.00	12.34	74.04	
310009	DEO BLOCKS	.0000	5.0000	2.00	.00	.00	270.00	540.00	
310010	DISHWASHING LIQUID	.0000	50.0000	2.00	.00	.00	37.11	74.23	
310011	DISINFECTANT CLEANER	.0000	50.0000	1.00	.00	.00	43.75	43.75	
310015	FLOOR POLISH	.0000	10.0000	13.00	.00	.00	98.83	1,284.81	
310016	FURNITURE POLISH	.0000	40.0000	10.00	.00	.00	40.00	400.00	
310019	HANDY ANDY	.0000	50.0000	3.00	.00	.00	11.44	34.31	
310022	MUTTON CLOTH	.0000	5.0000	10.00	.00	.00	24.11	241.07	
310023	MOP LARGE	.0000	.0000	1.00	.00	.00	87.75	87.75	
310027	REFUSE BAGS BLACK	.0000	50.0000	2.00	.00	.00	9.45	18.90	
310028	STEEL WOOL	.0000	10.0000	17.00	.00	.00	18.23	309.91	
310039	POT SCOURERS	.0000	20.0000	40.00	.00	.00	7.23	289.34	
310040	MULTI PURPOSE CLOTH	.0000	20.0000	4.00	.00	.00	31.75	127.02	
310041	BUCKETS 10L	.0000	10.0000	4.00	.00	.00	24.92	99.66	
310043	SUNLIGHT SOAP	.0000	20.0000	54.00	.00	.00	20.09	1,084.70	
310044	HANDSOAP LUX	.0000	10.0000	11.00	.00	.00	10.94	120.34	
310045	TOILET DUCK	.0000	50.0000	12.00	.00	.00	20.68	248.17	
310046	WINDOW SQUEEGEE	.0000	5.0000	29.00	.00	.00	35.73	1,036.05	
310050	SWINGBIN BAGS KITCHEN	.0000	50.0000	29.00	.00	.00	38.67	1,121.33	
310055	RAGS 15KG	.0000	10.0000	6.00	.00	.00	88.75	532.49	
310067	TOILET BRUSH	10.0000	10.0000	23.00	.00	.00	52.50	1,207.50	
TOTAL VALUATION								0.00	84,117.81

CONTRACT REGISTER 2021-2022

N o.	Contract No.	Name of Contractor	Description of Supply/Service	Date of award/ Contract	Contract Start Date	Contract End Date	Contract Duration	Total Contract Value	Business Unit/ End-user	Project Manager	Telephone	Email Address
1	RT25/2016- NT Transversal Contract	MUNSOFT (Pty) Ltd	Mscosa Financial System	15-Aug-17	15-Aug-17	31-May-22	22 Mont hs	As per Agreed Rates	Corporate Services	K Tsoane	(011) 411 5016	ktsoane@wrdm.gov.za
2	WR/FIN/06/18	FNB	Banking Services	09-Jul-18	01-Aug-18	31-Jul-23	60 Mont hs	As per agreed Rates	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
3	WR/HSD/10/18	Gondwana Environmental Solutions (Pty) Ltd	Maintenance and Monitoring of Air Quality Stations for The West Rand District Municipality	21-Aug-18	01-Sep-18	31-Aug-21	36 Mont hs	R 2 291 865,71	Health and Social Development and Environmental Management	M Zwane	(011) 411 5137	sramaele@wrdm.gov.za
4	WR/FIN/08/17	Zevoli 151 (Pty) Ltd t/a Nashua West rand	Supply and Delivering of Photocopy Machines and Digital Office Automation Equipments	06-Jul-17	2017-09-01	31-Aug-20	36 Mont hs	R 3 766 569,12	Corporate Services	K Tsoane	(011) 411 5016	ktsoane@wrdm.gov.za
5	RT15/2016 - NT Transversal Contract	Vodacom (Pty) Ltd	Cellphone Services	01-Jan-18	01-Jan-18	30-Mar-21	38 Mont hs	As Per Agreed Rates	Corporate Services	K Tsoane	(011) 411 5016	ktsoane@wrdm.gov.za
6	WR/CORP/08/18	1.Kunene Ramaphala Incorporated 2.Ramushu Mashile Twala INC	Panel of Attorneys	31-Jul-18 31-Jul-18	01-Sep-18 01-Sep-18	31-Aug-21 31-Aug-21	36 Mont hs	As per Agreed Rates	Corporate Services	K Tsoane	(011) 411 5016	ktsoane@wrdm.gov.za

		3.Lizel Venter Attorneys		31-Jul-18	01-Sep-18	31-Aug-21						
		4.Phungo Incorporated		31-Jul-18	01-Sep-18	31-Aug-21						
		5.Lawrance Melato INC Attorneys		31-Jul-18	01-Sep-18	31-Aug-21						
		6. Thejane Attorneys		31-Jul-18	01-Sep-18	31-Aug-21						
		7.Kunene Maila Attorneys		31-Jul-18	01-Sep-18	31-Aug-21						
		8.Ismail and Dahya INC		31-Jul-18	01-Sep-18	31-Aug-21						
		9.Makhubela Attorneys2		31-Jul-18	01-Sep-18	31-Aug-21						
7	WR/PS/03/18	Sunday Kit Uniform Supplies	Supply and Delivery of Operational Uniform (Working Dress) For Public Safety (Rescue and Fire Services) for West Rand District Municipality	09-Jul-18	01-Aug-18	30-Jul-21	36 Mont hs	As per Agreed Rates	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za
8	WR/RPR/02/19	Re-Solve/EAS JV	Operationalisation of RRAMS Programme onto WRDM System	20-Feb-20	01-Oct-20	31-Mar-22	18 Mont hs	R2 961 480.00	Regional Planning, Re-industrialisation and Technical Services	D Govendor	(011) 411 5019	dgovender@wrdm.gov.za
9	WR/PS/02/2020	Mabotwane Security	Physical Security	28-Feb-20	01-Mar-20	28-Feb-23	36 Mont	R 8 316 770.73	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za

			Services				hs					
10	WR/FIN/04/20	Fezi Auditors and Consultants and Opulentia JV	Insurance Services	30-Jun-20	01-Jul-20	30-Jul-23	36 Months	R 1 998 793.81(Annual premium)	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrd.gov.za
11	WR/FIN/05/20	Maximum Profit Recovery (Pty) Ltd	VAT Review Engagement	03-Sep-20	01-Oct-20	30-Sep-23	36 Months	9.5% Commission on revenue collected	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrd.gov.za
12	WR/CORP/03/20	Media Torgue and Events	Advertising Agencies for the placement of Tender Advertisement in the print media on an as and when required basis for a period of not exceeding three (03) Years.	29-Oct-20	01-Dec-20	30-Nov-23	36 Months	N/A : Orders will be issued on the basis of the lowest quotation received from the panel as and when there is a need.	Corporate Services	K Tsoane	(011) 411 5016	ktsoane@wrdm.gov.za
		Ndabana Media Production										
		Gauteng News J/V akotek										
13	WR/FIN/06/20	Twananani Trading Enterprise	Panel of Service Providers for Servicing, Maintenance and Repairs of Vehicles	17-Jun-21	01-Aug-21	31-Jul-24	36 Months	As per Agreed Rates	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
		Marce Projects (Pty) Ltd										
		Rand West Brake and Clutch										
14	RT15 2021	MTN(Pty)Ltd	Supply and delivery of mobile communication services.	27-May-21	01-Aug-21	31-Jul-21	24 Months	R 1 852 748,00	Corporate Services	K Tsoane	(011) 411 5016	ktsoane@wrdm.gov.za

15	WR/CORP/04/21	Lizel Venter Attorneys	Panel of Attorneys	06-Sep-21	01-Oct-21	30-Sep-24	36 Months	As per Agreed Rates	Corporate Services	Corporate Services	(011) 411 5016	ktsoane@wrdm.gov.za
		Madlhopa & Thenga Incorporated										
		Phambane Mokone Incorporated Attorneys										
		Verveen Attorneys										
16	RT3 2018	Apex	Supply, delivery, commissioning and maintenance of office automation equipment	15-Sep-21	01-Oct-21	30-Sep-24	36 Months	R 963 959,04	Corporate Services	K Tsoane	(011) 411 5016	ktsoane@wrdm.gov.za