# ITEM

# BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE QUARTER ENDED 30 SEPTEMBER 2020

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 2020.

# 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 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 29 June 2020.

# 2 Supply Chain Management Units:

Regulation 3 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

# **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 2020. 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. Attached as "Annexure 1" is the list of all members appointed.

# **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. Circular 62 issued by National Treasury require that Municipalities develop a procurement plan for all procurement needs in excess R200, 000. The Procurement plan for the financial year 2020/2021 was approved on the **12/08/2020**. Attached as **"Annexure 2"** is the Approved Procurement Plan for 2020/21 Financial Year.

# **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 24<sup>th</sup> June 2020 for existing and new prospective suppliers to update and register in the National Treasury Central Supplier Database and West Rand District Municipality Supplier database.

# **Acquisition Management**

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 R10 000 [VAT
	included]
Formal Written Price	Over R10 000 [VAT included] up to R200 000 [VAT
Quotation	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. Regulation 18(a) of the Municipal Supply Chain Regulations states that

all requirements in excess of R30 000 (VAT included) but not exceeding R200 000.00(VAT included) that are to be procured by means of formal written price quotations must be advertised for at least seven days on the website and an official notice board of the municipality or municipal entity.

Four (4) Formal Written Price Quotations were advertised in accordance with Regulation (18) (a) and a total award of **R301 892.20** resulting from these advertisements was made in the first quarter of the 2020/21 financial year. Attached as "Annexure 3" is the Formal Written Price Quotations report for the quarter ended 30 September 2020.

Only 1(one) tender was awarded in the first quarter of the 2020/21 financial year namely, VAT Engagement Review at a commission of 9.5% on revenue collected. Attached as "Annexure 4" is the Tender Status Quo Report for the quarter ended 30 September 2020

# **Deviations**

Section 36 of the Municipal Supply Chain Regulation allows for the Accounting Officer to dispense with SCM process 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.

The only service procured under deviation rule for the quarter under review is outlined below. Attached as "Annexure 5" is the outcome.

Period	Amount
First Quarter (01 July 2020 – 30 September 2020)	R 500 650.20
TOTAL	R 500 650.20

# **<u>Publication of Tender Results</u>**

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.

# **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 2020/2021 SDBIP 1<sup>st</sup> quarter requirements for this financial year, for the quarter ended 30 September 2020. Attached as "Annexure 6" is the outcome.

# **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.

# **Contract Management**

Contract management function should be established within 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 is responsible for administration of contracts, compliance and monitoring performance and the termination process of contracts. 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 7" is the Contract Register for 2020/2021.

# LEGAL IMPLICATIONS

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

# **RECOMMENDATION THAT:**

1. Cognisance is taken of Supply Chain Management Quarterly Report for the quarter, 01 July 2020 to 30 September 2020.



# WEST RAND DISTRICT MUNICIPALITY



# SUPPLY CHAIN MANAGEMENT UNIT

Annexure 1

# LIST OF BID COMMITTEE MEMBERS: FINANCIAL YEAR 2020/21

# a. BID SPECIFICATION COMMITTEE

• To draw up specifications/TOR

NAME OF OFFICIAL	COMMITTEE MEMBER STATUS
Rethabiseng Mokebe	Chairperson
Daniel Monamoli	Member
Danny Govender	Member
Teboho Moloi	Member
Themba Makhoba	Member
Herman Sebelebele	Member – (SCM)

# b. BID EVALUATION COMMITTEE

• To evaluate received bids

NAME OF OFFICIAL	COMMITTEE MEMBER STATUS
Zeblon Maphaphuli	Chairperson
Mashudu Nevhungoni	Member
Musa Zwane	Member
Nicola Benson	Member - SCM

# c. BID ADJUDICATION COMMITTEE

• To adjudicate bids

NAME OF OFFICIAL	COMMITTEE MEMBER STATUS
Samuel Ramaele	Chairperson
Morongwe Mazibuko	Member
Rethabiseng Mokebe	Member
Nico Kahts	Member
Leonard Seabi	Member
Herman Sebelebele/Manager Supply Chain	Member - SCM



AWNEXURE 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 2020/21 FINANCIAL YEAR

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	-10		Conditions Assessment of Assets	2715348.00	Equitable Share	8 years	2020/01/10	2020/02/11	23/11/2020	Budget and Treasury	Arrual Budget

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# WESTRAND DISTRICT MUNICIPALITY



Annexure 3

SUPPLY CHAIN MANAGEMENT RFQS RPGSTATUS QUO REOR FOR 124 QUARTER OF 2020/2021 RNANCIAL YEAR

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# Annexure 3



# WEST RAND DISTRICT MUNICIPALITY

### SUPPLY CHAIN MANAGEMENT

TENDER STATUS QUO REPORT FOR 1st QUARTER OF 2020/2021 FINANCIAL YEAR

Annexure 4

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					QUARTER END	NG 30 SEPTEM	BER 2020						
NO.	TENDER NO:	DESCRIPTION	BSC	DATE OF ADVERT	CLOSING DATE	BEC	BAC	APPOINTMEN T DATE	TURN AROUND TIME	SERVICE PROVIDER	BID AMOUNT (VAT INCL)	COMMENTS	CONTRACT TERM
2	WR/CORP/03/20	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.	12/02/2020	10/06/2020	26/06/2020	21/09/2020	-	-	-	-	-	Adjudication stage	36 Months
3	WR/CORP/07/20	Supply and delivery servers, laptops, Desktop computers, keyboards, mice, desktop monitors, VGA and HDMI cables, internal hard drives, projectors, 15,6" laptop carry bags for a period of thirty six (36) months on an as-and-when basis.	14/05/2020	10/06/2020	26/06/2020	30/09/2020	-	-	-	-		Adjudication stage	36 Months
5	WR/FIN/06/20	Panel of service providers for servicing, maintenance and repairs of vehicles for a period of thirty six (36) months.	14/05/2020	10/06/2020	26/06/2020	09/09/2020						Adjudication stage	36 Months
6	WR/FIN/05/20	VAT Review Engagement	14/05/2020	10/06/2020	10/07/2020	27/07/2020	12/08/2020	03/09/2020	· · · · <b>/</b> ·	Recovery (Pty) Ltd	9.5% of the amount collected on	Awarded	36 Months
7	WR/CORP/01/21	Supply, delivery, installation and maintenance of office automation equipment for a period of 36 months.	11/08/2020	21/08/2020	21/09/2020	-	-	-	-	-	-	Evaluation Stage	36 Months

# **ANNEXURE 5**

		DEVIA	ATION REP	ORT FOR 1st QUART	TER 2020		
No:	Date	Service Provider	Amount	Department	Commodity	Categor	Reason for Deviation
						У	
D1/20-21	30/09/2020	Software One	R 500 650,20	•	300 licenses for Microsoft Office 365		Emergency procurement to attend to crashed municipal server due to
							ageing infrastructure
							which led to non
							functioning of emails.

N.B: The following represents the Categories of Deviation

i Emergency

ii Sole Provider

iii Acquisition of special works of art or historical objects where specification are difficult to compile

iv Acquisition of animals for zoo

v Impractical to follow SCM Process

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HAND     14     16     14     14     14     16     1			42	42	300069 STAPLES (BOX)
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QUANTITY			72	72	300065 RULERS
AUNO     QUANTITY     Quantity <th< td=""><td></td><td></td><td>ъ</td><td>ე</td><td>300064 PUNCH</td></th<>			ъ	ე	300064 PUNCH
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QUANTITY     PER     QUANTITY			84	84	300060 POST-IT NOTES 654
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APE     QUANTITY			18	18	300051 POCKET A4 (PACKET)
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QUANTITY PER MUNSOFT     QUANTITY QUANTITY       HAND     14     0       APE     78     78     0       OLOURED     3     3     0       BLE     78     78     0       APE     78     78     0       OLOURED     20     20     0     0       BLE     78     78     0     0       3     2025     2025     0     0       5     31     31     0     0       5     50     50     0     0			56	56	300049 MAGIC CLIP DISPENSER
QUANTITY PER MUNSOFTQUANTITY QUANTITY MUNSOFTQUANTITY QUANTITY COUNTEDHAND14140BLE1414140APE7878780OLOURED3330BLE7878530OLOURED202000BLE77009909000	5			50	300048 MAGIC CLIP (BOX)
QUANTITY PER MUNSOFTQUANTITY QUANTITY COUNTEDVARIANCEHAND14140BLE787878OLOURED330BLE785353OLOURED202003330333033131			06	06	300047 LEAD PENCIL .05
QUANTITY PERQUANTITY QUANTITYHANDMUNSOFTCOUNTEDHAND1414BLE4444OLOURED353BLE2020DLOURED207DLOURED20252025			31	31	300045 HIGHLIGHTERS
QUANTITY PERQUANTITY QUANTITYHANDMUNSOFTCOUNTEDHAND1414DLOURED1414APE33SLE2020QUANTITY2020QUANTITY14APE78APE3APE3APE3APE78APE3APE <td></td> <td></td> <td></td> <td>2025</td> <td>300044 FILES-FOLDER</td>				2025	300044 FILES-FOLDER
QUANTITY PERQUANTITY QUANTITYHANDMUNSOFTCOUNTEDHAND14140BLE44440OLOURED330SUDURED53530202000				7	300043 FILES-ACCESSIBLE
QUANTITY PERQUANTITY QUANTITYHANDMUNSOFTCOUNTEDHAND14140BLE44440APE78780OLOURED53530				20	300042 ERASERS
QUANTITYQUANTITYPERQUANTITYMUNSOFTCOUNTEDHAND1414DEE4444APE7878OLOURED33				53	300041 EXAM PAD A4
QUANTITYPERQUANTITYPERQUANTITYMUNSOFTCOUNTEDVARIANCEBLE1444440BLE780				3	300008 CARTONS A4-COLOURED
QUANTITYPERQUANTITYPERQUANTITYMUNSOFTCOUNTEDHAND141414BLE44				78	300007 CORRECTION TAPE
QUANTITY PER MUNSOFT COUNTED VARIANCE 14 14 0				44	300005 CD'S RECORDABLE
QUANTITY PER QUANTITY MUNSOFT COUNTED VARIANCE	9		14		300003 BOOKS-SHORTHAND
NTITY		VARIANCE	COUNTED	MUNSOFT	ITEM NO DESCRTIPTION
QUANTITY			QUANTITY	PER	
				QUANTITY	

STOCK TAKING REPORT

1st QUARTER JULY- SEPTEMBER 2020

N/A	c	_	_	
N/A		35	35	DISHWASHING
N/A	00	10	10	DEO BLOCKS
N/A	0	6	6	310007 DISHCLOTH
N/A	0	00	00	310005 BUCKET 25L
N/A	0	თ	0	300154 ENVELOPES A3
N/A	0	25	25	300153 CASETTE 90 MINUTES
N/A	0	9	9	300149 8 GB MEMORY STICK
N/A	0	29	29	300139 STRIPS A4 (L54/29701492) WHITE
N/A	0	88	88	300124 DVD +R VERBATIM
N/A	0	13	13	300116 PVC TRANSPARENT COVERS A4(0.18MM)
N/A	0	<u> </u>		300115 PAPER A4 80GSM MINT
N/A	0	8	ω	300114 FILE-QUOTATION(SOLID BACK, CLEAR FRON)
N/A	0	2	2	300112 PAPER A4 80GSM PINK
N/A	0	10	10	300110 ENVELOPES 110 X 220 WINDOW BOX
N/A	0	86	86	300107 POST-IT FLAGS BANDERITAS
N/A	0	6	6	300103 FLIPCHART PADS
N/A	0	111	111	300102 TIPPEX CORRECTION FLUID
N/A	0	188	188	300101 BOOK-MANUSCRIPT A5
N/A	0	12	12	300100 ENVELOPES A5 SELF SEAL BOX
N/A	0	25	25	300098 FILE DIVIDERS COLOURED
N/A	0	665	665	300094 TIDY FILES-ARCHIVE
N/A	0	12	12	300093 PICTURE MOUSE PADS
N/A	0	11	11	300091 CALCULATOR RIBBON
N/A	0	5	თ	300090 FILE FASTENER
N/A	0	25	25	300087 RING REINFORCEMENTS PVC 250'S
N/A	0	12	12	300085 STAMP PAD INK 300ML
N/A	0	82	82	300084 INDEX TABS
N/A	0	З	З	300082 PAPER CLIPS GIANT
N/A	0	17	17	300079 ENVELOPES 110 X 220
N/A	0	3	3	300078 ENVELOPES BOX 324 X 227
N/A	0	12	12	300077 ENVELOPES BOX 114 X 162
N/A	0	315	315	
N/A	0	86	86	
N/A	0	19	19	300074 WHITE BOARD ERASER

				Off: Goitsemodimo Mandona	Sign Off:
			the state	2: Tshepo Baholo Keabetswe Molefe	Team 2:
			1. vit	1: Thandi Xaba Itumeleng Malaka	Team 1:
	0	6005	6005	BATCH 00032	
N/A	0	23	23	1067 TOILET BRUSH	310067
N/A	0	6	0	310055 RAGS 15KG	3100
N/A	0	42	42	310050 SWINGBIN BAGS KITCHEN	3100
N/A	0	29	29	310046 WINDOW SQUEEGEE	3100
N/A	0	12	12	310045 TOILET DUCK	3100
N/A	0	16	16	310044 HANDSOAP LUX	3100
N/A	0	61	61	310043 SUNLIGHT SOAP	3100
N/A	0	4	4	310041 BUCKET 10L	3100
N/A	0	10	10	310040 MULTI PURPOSE CLOTH	3100
N/A	0	40	40	310039 POT SCOURERS	3100
N/A	0	30	30	310029 TOILETPAPER 48'S	3100
N/A	0	17	17	310028 STEEL WOOL	3100
N/A	0	2	2	310027 REFUSE BAGS BLACK	3100
N/A	0	ω	3	310023 MOP LARGE	3100
N/A	0	11	11	310022 MUTTON CLOTH	3100
N/A	0	18	18	310019 HANDY ANDY	3100
N/A	0	31	31	310016 FURNITURE POLISH	3100
N/A	0	13	13	310015 FLOOR POLISH	3100

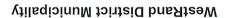
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Herman Sebelebele



07 OCTOBER 2020





: MC1 WestRand District Municipality Store Code вM Period : LEARNERS User

: 202009

Product Type : 10 STATIONERY & CLEANING MATERIAL

	:	
TZ	S:	ajor Cat

STATIONERY & CLEANING MATERIAL	S:	

12.11 300038 EILE DIVIDERS COLORED 281.63 00 00' 25.00 15.0000 0000 300094 TIDY FILES - ARCHIVE 3,444.70 81.2 00 00 00.299 100.0001 0000 300093 PICTURE MOUSE PADS 08.874 06.65 00 00 15.00 0000°S 0000 91.84 00.11 0000.2 0000 300091 CALCULATOR RIBBON 536.36 00 00 54.45 68.01 00 00. 00.2 3.0000 0000 300090 FILE FASTENER 22.601 75.4 00. 00. 25.00 10.0000 0000 1 **L8000E** 300085 STAMP PAD INK 30ML \$0.TT 24.9 00 00 15.00 0000.2 0000 0£.167 \$9'6 00 00 85.00 20.0000 0000 300084 INDEX TABS 14.63 10.0000 0000 PAPER CLIPS GIANT 300082 43.88 00 00 3.00 18.87 00.71 5.0000 0000 ENVELOPES 110 X 220 640008 1,331.27 00 00 300078 ENVELOPES BOX 324 X 227 420.90 140.30 00 3.00 5.0000 0000 00 1,019.14 84'63 00 12.00 5.0000 0000 300077 ENVELOPES 114 X 162 00' BLUE 300076 PENS B/P PILOT BPS FINE 3,727,84 11.83 00 00' 312.00 144.0000 0000' 00.98 300075 PENS B/P PLOT BPS FINE RED 1,130.04 13.14 00 00 54.0000 0000 8.02 10.0000 0000 300074 WHITE BOARD ERASER 152.37 00 00 00.61 5.73 105.00 24.0000 0000 300073 WHITE BOARD MARKERS 284.48 00 00 1,300.00 00.23 00 00' 20.00 0000.01 0000 300072 TELEROLLS 300071 SCISSORS 210.00 04.8 00 00 25.00 20.0000 0000 300070 STAPLE REMOVER 08.811 4'40 00 00' 27.00 15.0000 0000 30.00 ¢5.00 20.0000 0000 300069 STAPLES 1,260.00 00 00 1,429.00 54.17 00' 00' 20.00 0000 0000 300068 STAPLERS BLACK 1'058'66 23.93 00' 00' 43.00 0000 0000' 300067 SCHMIDT REFILL P 900 F 731.27 \$L.6 00' 34.00 20.0000 0000 300066 RUBBER BANDS (BOX) 00 84.411 6S.I 00. 00' 72.00 36.0000 0000. 300065 RULERS 123.75 24.75 00 00' 5.00 5.0000 0000 300064 PUNCH 15.0000 300063 PRESTIK 328.29 13.13 00 00 25.00 0000 300060 POST-IT NOTES 84.00 40.0000 0000 89.258 \$6.6 00 00 300055 PENS UNI BALL EYE MEDIUM 19.71 00 225.00 144.0000 0000 3,962.25 00 300054 PENS UNI BALL EYE FINE 18.09 00<sup>.</sup>S<sub>L</sub>Z 144.0000 0000 51.476,4 00 00 20.0000 POCKET A4 (PACKET) 15000£ LI'97 00' 00 18.00 0000 40.174 14.23 00'161 122.0000 0000 300050 MARKER ARTLINE 98'111'2 00 00 91.678 12.70 00' 00' 00.92 30.0000 0000 300049 MYCIC CLIP DISPENSERS £7.0£ð 15.61 00' 00 00.02 30.0000 0000 300048 MAGIC CLIPS (BOX) 57.222,15 67'LI 00 00.01 00.06 0000.02 0000 300047 LEAD PENCIL.05 12.121 16.5 00' 00 31.00 0000.02 0000 300045 HIGHLIGHTERS 3,748.88 28.I 00' 00' 2025.00 500.0000 0000 300044 FILES - FOLDER 300043 FILES - ACCESSIBLE \$5.976 29.96 00' 10.00 00°L 100.0001 0000 300042 ERASERS 37.27 98'I 00 00 20.00 0000.02 0000 300041 EXAM PAD A4 200.0000 0000 14.422 10.46 00 00 00.52 300008 CARTONS A4 - COLOURED 0000.002 0000 80.1 98. 00 00' 3.00 300007 CORRECTION TAPE \$9.22 0000.02 0000 00. 00. 00'8L 75.25 TFS TRANSPORT 300002 CD/2 KECOKDYBLE 00.01 00 100.001 00.44 20,0000 0000 00°\*0L 14.00 100.0001 0000.2 300003 BOOKS - SHORTHAND \$7°5¢ 99.5 00 00 **Sula** Avg. Cost Min QOH Max Re-order Part No & Dese Pend Iss 000 нод цэл

z	10	7	Page

05.702,1	05'75	00'	00'	23.00	0000.01	0000'01	TOILET BRUSH	L9001E
64'285	\$7.88	00.	00'	00'9	0000.01	0000.	RAGS 15KG	\$\$0018
1,624.00	L9:8E	00'	00'	45.00	0000.02	0000.	<b>2MINGBIN BYGS KILCHEN</b>	05001£
20.350,1	£ <i>L</i> .\$£	00.	00.	00'67	5,0000 S	0000.	MINDOM 200EEGEE	310046
248.17	89.02	00'	00'	00.21	0000.02	0000	TOILET DUCK	310045
175.04	<b>4</b> 6.01	00.	00.	00.81	0000'01	0000.	KUD 900AP LUX	310044
15,225,1	60.02	00'	00'	00'19	20.0000	0000.	SUNLIGHT SOAP	840018
99.66	24.92	00'	00'	00'†	0000'01	0000	BUCKETS 10L	310041
55.715	52.15	00.	00.	00'01	20,0000	0000'	MULTI PURPOSE CLOTH	310040
789.34	£Z.T	00'	00'	40.00	0000'02	0000	POT SCOURERS	310036
31.040,5	46.101	00'	00.	30'00	0000.02	0000.	TOILETPAPER 485	62001E
16.60£	52.81	00'	00.	00.71	0000.01	0000.	STEEL WOOL	820016
06.81	54.0	00.	00.	5.00	0000.02	0000	KEFUSE BAGS BLACK	10027
52'£92	<i>SL'L</i> 8	00.	00.	00°£	0000.	0000.	MOP LARGE	820018
81'597	11.4.11	00.	00.	00.11	0000'S	0000.	WUTTON CLOTH	310022
88.202	11.44	00.	00'	00'81	0000'0\$	0000*	ΥΔΝΑΥ ΑΝDΥ	610018
1,240.00	40.00	00'	00'	00.15	0000.04	0000.	FURNITURE POLISH	910018
18.482,1	£8'86	00.	00.	13.00	0000.01	0000	FLOOR POLISH	310015
57.54	57.64	00'	00'	00.1	0000.02	0000'	DISINFECTANT CLEANER	110015
56.862,1	11.75	00'	00.	00.2£	0000.02	0000'	<b>DISHWASHING LIQUID</b>	310010
00.007,2	00.072	00	00'	00'01	0000.2	0000'	DEO BTOCK2	60001£
t0't/	15.34	00.	00.	00'9	0000.2	0000.	DISHCLOTH	70001E
29' <i>511</i>	\$6 <b>.</b> 96	00'	00.	00,8	0000.2	0000	BUCKETS 25L	\$00018
7 <sup>2</sup> 866'7	62.664	00.	00'	00'9	0000.8	0000	ENVELOPES A3	300154
51.512	56.01	00.	00'	22.00	0000'	0000.	CASSETTE 90 MINUTES	200123
te.ted	84.07	00'	00'01	00.6	0000'S	0000	8 GB MEMOKA 2LICK	300146
							29701492)WHITE	
0E'99L'EI	474.70	00.	00	00.62	5,0000	0000.	BINDER STRIPS	
89.646	62.01	00.	00.	00,88	50'0000	0000.	DVD +R VERBATIM	
								81.0) 4A
02.192,1	25.99	00.	00.	00.61	5,0000	0000	PVC TRANSPARENT COVERS	
204.27	72,4,27	00.	00'	00.1	0000.2	0000.	PAPER A4 80GSM MINT	
			0.01	0010	0000.2	0000'	FILE - QUOTATION (SOLID LEAR FRONT	
34.08	4'39	00.	00'	00'8	0000.2	0000	PAPER A4 8005M PINK	
12.788	\$8,681	00'	00.	2,00	0000 \$	0000		MINDO
09'678	96.28	00.	00.	00'01	0000.2	0000	ENAELOPES 110 X 220	-
	90 C8 91°LZ	00	00.	00.86	0000.01	0000	POST-IT FLAGS BANDERITAS	
2°,720,85		00.	00.2	00'9	2.0000	0000	<b>FLIPCHART PADS</b>	
80'08L	10'0E1 0S'L	00 <sup>°</sup>	00'	00'111	0000.05	0000,	TIPPEX CORRECTION FLUID	
66'188 57'571'7	057	00 <sup>.</sup>	00'01	00'881	20.0000	0000	BOOK - MANUSCRIPT A5	
565616	0211	υU	00.01	00 001	0000 05			BOX
8 <i>L</i> .947,1	LS'S71	00'	00.	00.21	\$`0000	0000'	ENAELOPES AS SELF SEAL	001005
00000	Mar -1 1 1	**						

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West Rand District Municipality 1st Quarter 30-Sep-20

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Itumeleng Malaka

# PATCH 00031

STOCK TAKING
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599		1-0000
	PICTURE MOUSE PADS	-
15 		L
<u>''</u> S		
	EILE EVETENED BING BEINFORCEMENTS PVC 250'S	
57		
<u>۲۱</u>	STAMP PAD INK 300ML	
83		L
<u> </u>		
LI	ENVELOPES 110 X 220	
S	ENVELOPES BOX 324 X 227	
71	ENVELOPES BOX 114 X 162	
312	PENS B/P PILOT BPS FINE BLUE	
98	PENS B/P PILOT BPS FINE RED	
61	WHITE BOARD ERASER	
105	WHITE BOARD MARKERS	
50		
57	SCISSORS	
51	STAPLE REMOVER	<u> </u>
でカ	STAPLES (BOX)	690008
50	STAPLERS	
E-17	SCHWIDT REFILL P 900 F BLACK	290008
カミ	RUBBER BANDS (BOX)	30006
でム	RULERS	300065
5	PUNCH	300064
57	PRESTIK	300063
18	POST-IT NOTES 654	300060
57.6	PENS UNI BALL EYE MEDIUM	300055
SLT	PENS UNI BALL EYE FINE	300054
81	POCKET A4 (PACKET)	300051
161	ARKER ARTLINE	300050
ศร	MAGIC CLIP DISPENSER	300049
<b>Q</b> 5	MAGIC CLIP (BOX)	300048
0Ь	LEAD PENCIL .05	300047
18	НІСНГІСНТЕКЗ	300042
5007	FILES-FOLDER	300044
L	FILES-ACCESSIBLE	
50	ERASERS	300042
53	44 DA9 MAX3	
£	CARTONS A4-COLOURED	300008
8L.	CORRECTION TAPE	
カカ	CD'S RECORDABLE	
-11	BOOKS-SHORTHAND	
nuoʻð í meaT	DESCRTIPTION	TEM NO

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	1000 BATCH 00031	
58	TOILET BRUSH	290018
9	RAGS 15KG	310055
C.h	SWINGBIN BAGS KITCHEN	310050
52	MINDOM SONEEGEE	310046
71	LOIFET DUCK	310045
91	XUJ 9AOSONAH	310044
19	SUNLIGHT SOAP	310043
ħ	BUCKET 10L	310041
01	MULTI PURPOSE CLOTH	310040
041	POT SCOURERS	310039
30	TOILETPAPER 48'S	310029
4	STEEL WOOL	
7	REFUSE BAGS BLACK	310027
Ę	MOP LARGE	
<u> </u>	WUTTON CLOTH	
81	үдия үдиян	
15,	FURNITURE POLISH(PLEDGE)	310016
13	FLOOR POLISH	
1	DISINFECTANT CLEANER(DOMESTOS)	310012
<u>\$£</u>	DISHWASHING LIQUID	
<u> </u>	DEO BROCK	
9	DISHCLOTH	
8	BUCKET 25L	
୍	ENVELOPES A3	
52	CASETTE 90 MINUTES	
Ь	8 GB WEWOKA STICK	
54	TIHW (264/0762/462) AA SAIATE	
88	DVD +R VERBATIM	
٤١	PVC TRANSPARENT COVERS A4(0.18MM)	
/	PAPER A4 80GSM MINT	
8	FILE-QUOTATION(SOLID BACK, CLEAR FRON)	
7	PAPER A4 80GSM PINK	
01	ENVELOPES 110 X 220 WINDOW BOX	
86	POST-IT FLAGS BANDERITAS	
9	FLIPCHART PADS	
111	TIPPEX CORRECTION FLUID	
881	BOOKS-MANUSCRIPT A5	
15	ENVELOPES A5 SEAL BOX	
58	LIFE DIVEDERS COLOURED	300098

## West Rand District Municipality 1st Quarter 30-Sep-20

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Itumeleng Malaka

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# STOCK TAKING

599	TIDY FILES-ARCHIVE	300094
7.1	PICTURE MOUSE PADS	20003
11	CALCULATOR RIBBON	160002
Ş	FILE FASTENER	300090
ፍሮ	RING REINFORCEMENTS PVC 250'S	280002
ال	STAMP PAD INK 300ML	30008
7.8	SAAT XADNI	30008
Ę,	PAPER CLIPS GIANT	300082
LI	ENVELOPES 110 X 220	620008
٤	ENVELOPES BOX 324 X 227	30005
て]	ENVELOPES BOX 114 X 162	270005
512	DENS B/D DIFOT BPS FINE BLUE	920008
98	PENS B/P PILOT BPS FINE RED	300075
Ы	WHITE BOARD ERASER	300074
7.01	WHITE BOARD MARKERS	870008
30	TELEROLLS	300072
50	SCISSORS	
	STAPLE REMOVER	A REAL PROPERTY AND A REAL
ett	STAPLES (BOX)	690008
UC.	STAPLERS	300068
£#1	SCHMIDT REFILL P 900 F BLACK	290008
475	RUBBER BANDS (BOX)	30006
TL	RULERS	300065
<u> </u>	PUNCH	
se	PRESTIK	
t18	POST-IT NOTES 654	300060
see	PENS UNI BALL EYE MEDIUM	
GL C	PENS UNI BALL EYE FINE	
81	POCKET A4 (PACKET)	
161	MARKER ARTLINE	
૧૬	MAGIC CLIP DISPENSER	
09	WYGIC CLIP (BOX)	
06	LEAD PENCIL .05	
15	НІСНГІСНТЕКЗ	
5-60-8	EILES-FOLDER	
L	EILES-ACCESSIBLE	
<u>00</u>	ERASERS	
29	PAD A4 MAX3	
S.	CARTONS A4-COLOURED	
81	CORRECTION TAPE	
44	CD/S KECOKDYBRE	
+1	BOOKS-SHORD	
nuo⊃ t ms∋T	DESCRTIPTION	ITEM NO

	BATCH 00031	
~ <sup>T</sup> .	310067 TOILET BRUSH	
9	310055 RAGS 15KG	
27	310050 SWINGBIN BAGS KITCHEN	
<b>J</b> d	310046 MINDOM SQUEEGEE	
2,1	310048 TOILET DUCK	
<u> </u>	310044 HANDSOAP LUX	
19	310043 SUNLIGHT SOAP	
-4	310041 BUCKET 10L	
01	310040 MULTI PURPOSE CLOTH	
07	310039 POT SCOURERS	
30	310029 TOILETPAPER 48'S	
L.1	310028 STEEL WOOL	
C	310027 REFUSE BAGS BLACK	,
٤.	310023 MOP LARGE	
11	310022 MUTTON CLOTH	
81	YONA YONAH 610018	
12	310016 FURNITURE POLISH(PLEDGE)	•
5.1	310015 FLOOR POLISH	
1	310012 DISINFECTANT CLEANER(DOMESTOS)	
gΣ		
01	310009 DEO BLOCK	
9	310007 DISHCLOTH	
8	310002 BUCKET 25L	
9	300154 ENVELOPES A3	
26	300163 CASETTE 90 MINUTES	
b	300149 8 GB MEMORY STICK	
50	300139 STRIPS A4 (L54/29701492) WHITE	
88	300124 DVD +R VERBATIM	
٤I	300116 PVC TRANSPARENT COVERS A4(0.18MM)	
)	300115 PAPER A4 80GSM MINT	
8	300114 FILE-QUOTATION(SOLID BACK, CLEAR FRON)	
5	300112 PAPER A4 80GSM PINK	
01	300110 ENVELOPES 110 X 220 WINDOW BOX	
86	30107 POST-IT FLAGS BANDERITAS	
9	300103 FLIPCHART PADS	
	300102 TIPPEX CORRECTION FLUID	
88	300101 BOOKS-MANUSCRIPT A5	
2	300100 ENVELOPES A5 SEAL BOX	
ନ୍ଦ	300088 EILE DIVEDERS COLOURED	

1st Quarter 30-Sep-20 West Rand District Municipality

Team 2: Tshepo Baholo

Keabetswe Molefe

# **BATCH 00031**

## STOCK TAKING

599	TIDY FILES-ARCHIVE	30004
21	PICTURE MOUSE PADS	30003
11	CALCULATOR RIBBON	160008
5	FILE FASTENER	300090
52	RING REINFORCEMENTS PVC 250'S	28000£
21	STAMP PAD INK 300ML	30008
Z.8	INDEX TABS	30008
ହ	PAPER CLIPS GIANT	300082
LI	ENVELOPES 110 X 220	620008
3	ENVELOPES BOX 324 X 227	30005
21	ENVELOPES BOX 114 X 162	1
518	<b>BENS B/P PLOT BPS FINE BLUE</b>	30005
98	DENS B/D DIFOT BPS FINE RED	30005
61	WHITE BOARD ERASER	300074
-201	WHITE BOARD MARKERS	87000£
50	TELEROLLS	300072
52	SCISSORS	170005
12	STAPLE REMOVER	300020
17	(XO8) SAPLES (BOX)	690008
50	STAPLERS	30006
र्हन	SCHMIDT REFILL P 900 F BLACK	290008
11E	RUBBER BANDS (BOX)	30006
-2L	RULERS	300065
5	РИСН	300064
52	ЬВЕЗТІК	300063
#8	POST-IT NOTES 654	
522	PENS UNI BALL EYE MEDIUM	
512	PENS UNI BALL EYE FINE	
81	POCKET A4 (PACKET)	
161	MARKER ARTLINE	
25	MAGIC CLIP DISPENSER	
69	MAGIC CLIP (BOX)	
06	LEAD PENCIL .05	
31	НІЄНГІЄНТЕКЗ	
5202	FILES-FOLDER	
L	FILES-ACCESSIBLE	
50	RASERS	
ୃଟ	44 QA9 MAX3	
ક	CARTONS A4-COLOURED	
<u>8L</u>	CORRECTION TAPE	
th	CD/S RECORDABLE	
11	BOOKS-SHORTHAND	
Team 2 Count	DESCRTIPTION	ITEM NO

(JUA) (a)

	BATCH 00031	
53	TOILET BRUSH	310067
9	RAGS 15KG	310055
zti	SWINGBIN BAGS KITCHEN	310050
62	MINDOM SOUEEGEE	310046
15	TOILET DUCK	310045
91	XUJ 9AOSONAH	310044
19	SUNLIGHT SOAP	310043
ţ <b>1</b>	BUCKET 10L	310041
01	MULTI PURPOSE CLOTH	310040
oti	POT SCOURERS	310039
Œ	2101LETPAPER 48'S	310029
L.I	STEEL WOOL	310028
5	REFUSE BAGS BLACK	310027
3	MOP LARGE	310023
)	ΜΠΤΤΟΝ CLOTH	310022
18	ΥΟΝΑ ΥΟΝΑΗ	310019
48	FURNITURE POLISH(PLEDGE)	310016
13	FLOOR POLISH	310015
1	DISINFECTANT CLEANER(DOMESTOS)	310012
36	DISHMASHING LIQUID	310010
01	DEO BROCK	310008
3	DISHCFOTH	310002
8	BUCKET 25L	310005
9	ENVELOPES A3	
57	CASETTE 90 MINUTES	300153
ь	8 GB WEWOKA STICK	1
5d	TIHW (264/29701492) MHITE	300139
88	DVD + VERBATIM	
۶۱	PVC TRANSPARENT COVERS A4(0.18MM)	311005
	PAPER A4 80GSM MINT	
8	FILE-QUOTATION(SOLID BACK, CLEAR FRON)	
5	PAPER A4 80GSM PINK	
01	ENVELOPES 110 X 220 WINDOW BOX	
86	POST-IT FLAGS BANDERITAS	
9	FLIPCHART PADS	
111	TIPPEX CORRECTION FLUID	
186	BOOKS-MANUSCRIPT A5	
21	ENVELOPES A5 SEAL BOX	
57	EILE DIVEDERS COLOURED	300098

# West Rand District Municipality 1st Quarter 30-Sep-20

Team 2: Tshepo Baholo

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Keabetswe Molefe

# **BATCH 00031**

TAKING	STOCK
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594	LIDA EIFES-ARCHIVE	
CI	PICTURE MOUSE PADS	
<u> </u>	CALCULATOR RIBBON	160005
S	FILE FASTENER	300090
ଟ୍ର	KING KEINFORCEMENTS PVC 250'S	30008
eı	STAMP PAD INK 300ML	30008
C 8	INDEX TABS	30008
8	PAPER CLIPS GIANT	300082
LI	ENVELOPES 110 X 220	620008
£	ENVELOPES BOX 324 X 227	820008
Cı	ENVELOPES BOX 114 X 162	220008
518	PENS B/P PILOT BPS FINE BLUE	920008
9.8	PENS B/P PILOT BPS FINE RED	30002
11	MHITE BOARD ERASER	300074
$\mathcal{C}\mathcal{D}$	WHITE BOARD MARKERS	E7000E
00	TELEROLLS	30002
SC	SCISSORS	120002
LC	STAPLE REMOVER	020008
°C+y	(XOB) SEJAATS	69000E
00	STAPLERS	30008
24	SCHMIDT REFILL P 900 F BLACK	290008
37	RUBBER BANDS (BOX)	30006
ĈĹ	RULERS	300065
S	РОИСН	790005
SC	PRESTIK	300063
48	POST-IT NOTES 654	300060
SCC	PENS UNI BALL EYE MEDIUM	300055
SLC	PENS UNI BALL EYE FINE	300054
81	POCKET A4 (PACKET)	300051
161	MARKER ARTLINE	300050
95	WYGIC CLIP DISPENSER	300046
<u>0</u> 6	MAGIC CLIP (BOX)	300048
dD	LEAD PENCIL .05	300047
18	HIGHLIGHTERS	300049
900C	FILES-FOLDER	300044
L	EILES-ACCESSIBLE	300043
30	ERASERS	300042
દુક	₽A DA9 MAX3	300041
Ŷ	CARTONS A4-COLOURED	
8 L	СОКRECTION ТАРЕ	
<del>۲</del> .4-	CD'S RECORDABLE	300002
41	BOOKS-SHORTHAND	
Team 2 Coui	DESCRTIPTION	ITEM NO
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BRICH 00031     300003       300003     31004     3000     300       31004     31004     31004     300     300       31004     31004     31004     31004     300     300       31004     31004     31004     31004     300		
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300100     ЕМОКЕLOPES A5 SERL BOX     10       300100     ЕИРЕЦОРЕЗ A5 SERL BOX     12       300101     BOXEVERNAUKSERIPT A5     18       300102     EUPCHART PADS     0       310046     WINDOW SQUEEGEE     0       310045     TOILET DUCK     12       310046     WINDOW SQUEEGEE     3       310046     WINDOW SQUEEGEE     3       310047     DOLLET DUCK     12       310048     TOLLET DUCK     12       3100417     EPPER A4 80GSM MINT     1       3100418     BUCKET 70L     1       310045     TOILET PAPER A4 80GSM MINT     8       310045     TOILET DUCK     3       310045     TOILET PAPER A4 80GSM MINT     1       310045     TOILET PAPER A4 80GSM MINT     1       310045     TOILET DUCK     3       310046     MUNT FECLANT     5       310047     TOLLET DUCK     1       310048     TORET COT COT TH     1       310047     TOLET PAPER A4 80GSM MINT     1		310067 TOILET BRUSH
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○00101     BOOKS-MANUSCRIPT AS     Image: Section of the		310044 ANDSOAP LUX
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300100   ENVELOPES A5 SEAL BOX   1     300101   BOOKS-MANUSCRIPT A5   188     300101   BOOKS-MANUSCRIPT A5   111     300102   TIPPEX CORRECTION FLUID   111     300103   FLIPCHART PADS   6     3001101   FUNELOPES 110 X 220 WINDOW BOX   10     300110   ENVELOPES 110 X 220 WINDOW BOX   10     300111   FULPCHART PADS   6     300111   FULPCHART PADS   6     300111   FULPCHART PADS   6     300111   FULPCHART PADS   6     3001115   PAPER A4 80GSM PINK   2     3001115   PAPER A4 80GSM PINK   3     3001115   PAPER A4 80GSM PINK   3     3001115   PAPER A4 80GSM PINK   3		300124 DVD +R VERBATIM
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