

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 **24th 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 Quotation	Over R10 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.

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

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.

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 1st 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 Moloji	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

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

NAME OF MUNICIPALITY / MUNICIPAL ENTITY	West Rand District Municipality				
NAME OF ACCOUNTING OFFICER OR DELEGATED OFFICIAL	KB Kobal				
SIGNATURE OF ACCOUNTING OFFICER / DELEGATED OFFICIAL					
DATE	21/08/2020				
TELEPHONE NUMBER	(011) 411 4021				
EMAIL ADDRESS	treasury@wrandm.gov.za				

NO.	NAME OF PROJECT	DESCRIPTION OF GOODS, WORKS AND / OR SERVICES	ESTIMATED BUDGET VALUE	SOURCE OF FUNDING	ESTIMATED CONTRACT DURATION	ENVSAGED DATE OF ADVERT	ENVSAGED CLOSING DATE OF BID	ENVSAGED DATE OF AWARD	RESPONSIBLE OFFICE / END USER	IMPLEMENTATION
1	Pouster Bait Services	Provision of Pouster Bait Services	633 616.00	Equitable Share	3 years	2020/01/10	2020/02/11	23/11/2020	Health and Social Development	Annual Budget
2	Protective Clothing	Supply and Delivering of Protective Clothing	316 862.50	Equitable Share	3 years	2020/01/10	2020/02/11	23/11/2020	Public Safety	Annual Budget
3	Automated EPMS System	Commissioning and Maintenance of Automated	1 500 000.00	Equitable Share	3 years	2020/01/10	2020/02/11	25/11/2020	Corporate Services	Annual Budget
4	Supply of Photocopy Services	Supply and Delivering of Photocopy	3 600 000.00	Equitable Share	3 years	17/07/2020	20/08/20	31/08/2020	Corporate Services	Annual Budget
5	Airconditioners	Repairs and servicing of Air Conditioners	500 000.00	Equitable Share	Once off	2020/01/10	2020/02/11	23/11/2020	Corporate Services	Annual Budget
6	Asset Verification	Conditions Assessment of Assets	2 715 348.00	Equitable Share	3 years	2020/01/10	2020/02/11	23/11/2020	Budget and Treasury	Annual Budget



WEST RAND DISTRICT MUNICIPALITY



Annexure 3

SUPPLY CHAIN MANAGEMENT RFQs

RFQ START US QUO REPORT FOR 1st QUARTER OF 2020/2021 FINANCIAL YEAR

QUARTER ENDING 30 SEPTEMBER 2020												
NO.	RFQ NO.	DESCRIPTION	DATE OF AWARD	DATE OF SERVICE PROVIDED	DATE OF ADVERT	CLOSING DATE	REQUIS LEVEL QTP POINTS	TOTAL POINTS SCORED	DATE OF AWARD	TURN AROUND TIME	RFQ AMOUNT (VAL INCL)	Comments
1	WR/IT/06/2020	Removal of Rendering of Cash Management Services to the West Rand District Municipality (WRDM) and West Rand Development Agency (WRDA).	14/05/2020	14/05/2020	14/05/2020	29/05/2020	20	100	22/07/2020	27 days	R 20 100,00	Awarded
2	WR/COOP/07/2020	Removal of Audit fee for the West Rand District Municipality.	14/05/2020	14/05/2020	14/05/2020	29/05/2020	20	100	22/07/2020	27 days	R 25 200,00	Awarded
3	WR/IT/08/2020	Supply, Installation and Maintaining of Vehicle Tracking System for a Period of Three (3) Years for the West Rand District Municipality.	25/06/2020	25/06/2020	25/06/2020	09/07/2020	10	90	22/07/2020	10 days	R 100 200,00	Awarded
4	WR/COOP/09/2020	Re-Award Annual Servicing of ICT Server Room Environmental Control Equipments.	01/08/2020	-	01/08/2020	14/08/2020	-	-	-	-	-	Re-Awarded was found non compliant



WEST RAND DISTRICT MUNICIPALITY



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

Annexure 4

QUARTER ENDING 30 SEPTEMBER 2020

NO.	TENDER NO:	DESCRIPTION	BSC	DATE OF ADVERT	CLOSING DATE	BEC	BAC	APPOINTMENT 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	38 days	Maximum Profit 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**DEVIATION REPORT FOR 1st QUARTER 2020**

No:	Date	Service Provider	Amount	Department	Commodity	Category	Reason for Deviation
D1/20-21	30/09/2020	Software One	R 500 650,20	Corporate Services	300 licenses for Microsoft Office 365	i	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**

STOCK TAKING REPORT

1st QUARTER JULY - SEPTEMBER 2020

ITEM NO	DESCRIPTION	QUANTITY PER MUNSFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
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	53	53	0	N/A
300042	ERASERS	20	20	0	N/A
300043	FILES-ACCESSIBLE	7	7	0	N/A
300044	FILES-FOLDER	2025	2025	0	N/A
300045	HIGHLIGHTERS	31	31	0	N/A
300047	LEAD PENCIL .05	90	90	0	N/A
300048	MAGIC CLIP (BOX)	50	50	0	N/A
300049	MAGIC CLIP DISPENSER	56	56	0	N/A
300050	MARKER ARTLINE	191	191	0	N/A
300051	POCKET A4 (PACKET)	18	18	0	N/A
300054	PENS UNI BALL EYE FINE	275	275	0	N/A
300055	PENS UNI BALL EYE MEDIUM	225	225	0	N/A
300060	POST-IT NOTES 654	84	84	0	N/A
300063	PRESTIK	25	25	0	N/A
300064	PUNCH	5	5	0	N/A
300065	RULERS	72	72	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	20	20	0	N/A
300069	STAPLES (BOX)	42	42	0	N/A
300070	STAPLE REMOVER	27	27	0	N/A
300071	SCISSORS	25	25	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	315	315	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	17	17	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	665	665	0	N/A
300098	FILE DIVIDERS COLOURED	25	25	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	111	111	0	N/A
300103	FLIPCHART PADS	6	6	0	N/A
300107	POST-IT FLAGS BANDERITAS	98	98	0	N/A
300110	ENVELOPES 110 X 220 WINDOW BOX	10	10	0	N/A
300112	PAPER A4 80GSM PINK	2	2	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 (L54/297/01492) WHITE	29	29	0	N/A
300149	8 GB MEMORY STICK	9	9	0	N/A
300153	CASETTE 90 MINUTES	25	25	0	N/A
300154	ENVELOPES A3	6	6	0	N/A
310005	BUCKET 25L	8	8	0	N/A
310007	DISHCLOTH	6	6	0	N/A
310009	DEO BLOCKS	10	10	0	N/A
310010	DISHWASHING LIQUID	35	35	0	N/A
310011	DISINFECTANT CLEANER	1	1	0	N/A

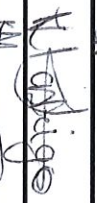
310015	FLOOR POLISH	13	13	0	N/A
310016	FURNITURE POLISH	31	31	0	N/A
310019	HANDY ANDY	18	18	0	N/A
310022	MUTTON CLOTH	11	11	0	N/A
310023	MOP LARGE	3	3	0	N/A
310027	REFUSE BAGS BLACK	2	2	0	N/A
310028	STEEL WOOL	17	17	0	N/A
310029	TOILETPAPER 48'S	30	30	0	N/A
310039	POT SCOURERS	40	40	0	N/A
310040	MULTI PURPOSE CLOTH	10	10	0	N/A
310041	BUCKET 10L	4	4	0	N/A
310043	SUNLIGHT SOAP	61	61	0	N/A
310044	HANDSOAP LUX	16	16	0	N/A
310045	TOILET DUCK	12	12	0	N/A
310046	WINDOW SQUEEGEE	29	29	0	N/A
310050	SWINGBIN BAGS KITCHEN	42	42	0	N/A
310055	RAGS 15KG	6	6	0	N/A
310067	TOILET BRUSH	23	23	0	N/A
BATCH 00032		6005	6005	0	


Team 1: Thandi Xaba
Itumeleng Malaka


Team 2: Tshepo Baholo
Keabetswe Molefe

Sign Off: Goitsemodimo Mandona
Herman Sebelebele









Westrand District Municipality



Stock Valuation Report

User : LEARNERS
 Store Code : MCI Westrand District Municipality
 Product Type : 10 STATIONERY & CLEANING MATERIAL
 Period : 202009
 Major Cat : S STATIONERY & CLEANING MATERIAL

Part No & Desc	Veh	Min QOH	Max Re-order	QOH	QOO	Pend Iss	Avg. Cost	Value
300003 BOOKS - SHORTHAND		5.0000	100.0000	14.00	.00	.00	5.66	79.24
300005 CDS RECORDABLE		.0000	50.0000	44.00	100.00	.00	16.00	704.00
300007 CORRECTION TAPE		.0000	50.0000	78.00	.00	.00	22.64	1,765.87
300008 CARTONS A4 - COLOURED		.0000	500.0000	3.00	.00	.00	.36	1.08
300041 EXAM PAD A4		.0000	200.0000	53.00	.00	.00	10.46	554.41
300042 ERASERS		.0000	50.0000	20.00	.00	.00	1.86	37.27
300043 FILES - ACCESSIBLE		.0000	100.0000	7.00	10.00	.00	96.62	676.34
300044 FILES - FOLDER		.0000	500.0000	2025.00	.00	.00	1.85	3,748.88
300045 HIGHLIGHTERS		.0000	50.0000	31.00	.00	.00	3.91	121.21
300047 LEAD PENCIL .05		.0000	50.0000	90.00	10.00	.00	17.29	1,555.75
300048 MAGIC CLIPS (BOX)		.0000	30.0000	50.00	.00	.00	12.61	630.73
300049 MAGIC CLIP DISPENSERS		.0000	30.0000	56.00	.00	.00	15.70	879.16
300050 MARKER ARTLINE		.0000	122.0000	191.00	.00	.00	14.23	2,717.36
300051 POCKET A4 (PACKET)		.0000	20.0000	18.00	.00	.00	26.17	471.04
300054 PENS UNI BALL EYE FINE		.0000	144.0000	275.00	.00	.00	18.09	4,974.75
300055 PENS UNI BALL EYE MEDIUM		.0000	144.0000	225.00	.00	.00	17.61	3,962.25
300060 POST-IT NOTES		.0000	40.0000	84.00	.00	.00	9.95	835.98
300063 PRESTIK		.0000	15.0000	25.00	.00	.00	13.13	328.29
300064 PUNCH		.0000	5.0000	5.00	.00	.00	24.75	123.75
300065 RULERS		.0000	36.0000	72.00	.00	.00	1.59	114.48
300066 RUBBER BANDS (BOX)		.0000	20.0000	34.00	.00	.00	9.74	331.27
300067 SCHMIDT REFILL P 900 F		.0000	.0000	43.00	.00	.00	23.93	1,028.99
BLACK								
300068 STAPLERS		.0000	.0000	20.00	.00	.00	71.45	1,429.00
300069 STAPLES		.0000	20.0000	42.00	.00	.00	30.00	1,260.00
300070 STAPLE REMOVER		.0000	15.0000	27.00	.00	.00	4.40	118.80
300071 SCISSORS		.0000	20.0000	25.00	.00	.00	8.40	210.00
300072 TELEROLLS		.0000	10.0000	20.00	.00	.00	65.00	1,300.00
300074 WHITE BOARD MARKERS		.0000	24.0000	102.00	.00	.00	5.73	584.48
300074 WHITE BOARD ERASER		.0000	10.0000	19.00	.00	.00	8.02	152.37
300075 PENS B/P PILOT BPS FINE RBD		.0000	24.0000	86.00	.00	.00	13.14	1,130.04
300076 PENS B/P PILOT BPS FINE		.0000	144.0000	315.00	.00	.00	11.83	3,727.84
BLUE								
300077 ENVELOPES 114 X 162		.0000	5.0000	12.00	.00	.00	84.93	1,019.14
300078 ENVELOPES BOX 324 X 227		.0000	5.0000	3.00	.00	.00	140.30	420.90
300079 ENVELOPES 110 X 220		.0000	5.0000	17.00	.00	.00	78.31	1,331.27
300082 PAPER CLIPS GIANT		.0000	10.0000	3.00	.00	.00	14.63	43.88
300084 INDEX TABS		.0000	20.0000	82.00	.00	.00	9.65	791.30
300087 \		.0000	10.0000	25.00	.00	.00	6.42	77.04
300090 FILE FASTENER		.0000	3.0000	5.00	.00	.00	10.89	54.45
300091 CALCULATOR RIBBON		.0000	5.0000	11.00	.00	.00	48.76	536.36
300093 PICTURE MOUSE PADS		.0000	5.0000	12.00	.00	.00	39.90	478.80
300094 TIDY FILES - ARCHIVE		.0000	100.0000	665.00	.00	.00	5.18	3,444.70
300098 FILE DIVIDERS COLORED		.0000	15.0000	25.00	.00	.00	11.51	287.63


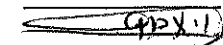
Item Description	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
300100 ENVELOPES A5 SELF SEAL BOX	12.00	5.0000	60.00	0.00	0.00	0.00
300101 BOOK - MANUSCRIPT A5	188.00	50.0000	9,400.00	10.00	0.00	0.00
300102 TIPPEX CORRECTION FLUID	30.0000	30.0000	900.00	111.00	0.00	0.00
300103 FLIPCHART PADS	5.0000	5.0000	25.00	6.00	2.00	12.00
300107 POST-IT FLAGS BANDERITAS	10.0000	10.0000	100.00	98.00	0.00	98.00
300110 ENVELOPES 110 X 220	5.0000	5.0000	25.00	10.00	0.00	0.00
300112 PAPER A4 80GSM PINK	5.0000	5.0000	25.00	2.00	0.00	0.00
300114 FILE - QUOTATION (SOLID BACK,CLEAR FRONT	5.0000	5.0000	25.00	8.00	0.00	0.00
300115 PAPER A4 80GSM MINT	5.0000	5.0000	25.00	1.00	0.00	0.00
300116 PVC TRANSPARENT COVERS A4 (0.18MM)	20.0000	20.0000	400.00	13.00	0.00	0.00
300124 DVD+R VERBATIM	5.0000	5.0000	25.00	29.00	0.00	0.00
300139 BINDER STRIPS A4(L54/29701492)WHITE	5.0000	5.0000	25.00	29.00	0.00	0.00
300149 8 GB MEMORY STICK	5.0000	5.0000	25.00	9.00	10.00	90.00
300153 CASSETTE 90 MINUTES	0.0000	0.0000	0.00	25.00	0.00	0.00
300154 ENVELOPES A3	5.0000	5.0000	25.00	6.00	0.00	0.00
310005 BUCKETS 25L	5.0000	5.0000	25.00	8.00	0.00	0.00
310007 DISHCLOTH	5.0000	5.0000	25.00	6.00	0.00	0.00
310009 DEO BLOCKS	5.0000	5.0000	25.00	10.00	0.00	0.00
310010 DISHWASHING LIQUID	50.0000	0.0000	0.00	35.00	0.00	0.00
310011 DISINFECTANT CLEANER	50.0000	0.0000	0.00	1.00	0.00	0.00
310015 FLOOR POLISH	10.0000	0.0000	0.00	13.00	0.00	0.00
310016 FURNITURE POLISH	40.0000	0.0000	0.00	31.00	0.00	0.00
310019 HANDY ANDY	50.0000	0.0000	0.00	18.00	0.00	0.00
310022 MUTTON CLOTH	5.0000	0.0000	0.00	11.00	0.00	0.00
310023 MOP LARGE	0.0000	0.0000	0.00	3.00	0.00	0.00
310027 REFUSE BAGS BLACK	50.0000	0.0000	0.00	2.00	0.00	0.00
310028 STEEL WOOL	10.0000	0.0000	0.00	17.00	0.00	0.00
310029 TOILETPAPER 48S	50.0000	0.0000	0.00	30.00	0.00	0.00
310039 POT SCOURERS	20.0000	0.0000	0.00	40.00	0.00	0.00
310040 MULTI PURPOSE CLOTH	20.0000	0.0000	0.00	10.00	0.00	0.00
310041 BUCKETS 10L	10.0000	0.0000	0.00	4.00	0.00	0.00
310043 SUNLIGHT SOAP	20.0000	0.0000	0.00	61.00	0.00	0.00
310044 HANDSOAP LUX	10.0000	0.0000	0.00	16.00	0.00	0.00
310045 TOILET DUCK	50.0000	0.0000	0.00	12.00	0.00	0.00
310046 WINDOW SQUARES	5.0000	0.0000	0.00	29.00	0.00	0.00
310050 SWINGBIN BAGS KITCHEN	50.0000	0.0000	0.00	42.00	0.00	0.00
310055 RAGS 15KG	10.0000	0.0000	0.00	6.00	0.00	0.00
310067 TOILET BRUSH	10.0000	10.0000	1,000.00	23.00	0.00	0.00
TOTAL VALUATION			91,979.49			0.00

Team 1: Thandi Xaba

Itumeleng Malaka

BATCH 00031
STOCK TAKING

ITEM NO	DESCRIPTION	Team 1 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	53
300042	ERASERS	20
300043	FILES-ACCESSIBLE	7
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	5
300065	RULERS	72
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	20
300069	STAPLES (BOX)	42
300070	STAPLE REMOVER	27
300071	SCISSORS	25
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	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	83
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	695


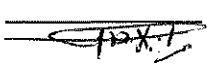
300098	FILE DIVIDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	98
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	2
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
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	9
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	3
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	30
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	42
310055	RAGS 15KG	6
310067	TOILET BRUSH	23
BATCH 00031		

Team 1: Thandi Xaba

Itumeleng Malaka

BATCH 00031
STOCK TAKING

ITEM NO	DESCRIPTION	Team 1 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	53
300042	ERASERS	20
300043	FILES-ACCESSIBLE	7
300044	FILES-FOLDER	2 025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	5
300065	RULERS	72
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	20
300069	STAPLES (BOX)	42
300070	STAPLE REMOVER	27
300071	SCISSORS	25
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	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	65

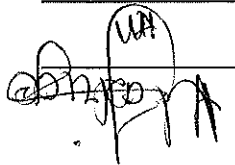



300098	FILE DIVIDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	98
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	2
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
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	9
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	3
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	30
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	42
310055	RAGS 15KG	6
310067	TOILET BRUSH	2

BATCH 00031

Team 2: Tshupo Baholo

Keabetswe Molefe



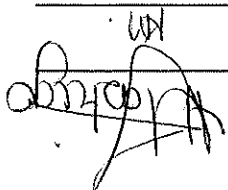
BATCH 00031
STOCK TAKING

ITEM NO	DESCRIPTION	Team 2 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	18
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	53
300042	ERASERS	20
300043	FILES-ACCESSIBLE	7
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	43
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	5
300065	RULERS	12
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	20
300069	STAPLES (BOX)	112
300070	STAPLE REMOVER	27
300071	SCISSORS	25
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	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	665

300098	FILE DIVERS COLORED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	98
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	2
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
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	9
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	3
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	30
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	112
310055	RAGS 15KG	6
310067	TOILET BRUSH	23
BATCH 00031		

BATCH 00031
STOCK TAKING

ITEM NO	DESCRIPTION	Team 2 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	53
300042	ERASERS	20
300043	FILES-ACCESSIBLE	7
300044	FILES-FOLDER	2005
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	205
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	5
300065	RULERS	70
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	00
300069	STAPLES (BOX)	42
300070	STAPLE REMOVER	07
300071	SCISSORS	05
300072	TELEROLLS	00
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	315
300077	ENVELOPES BOX 114 X 162	10
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	80
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	10
300094	TIDY FILES-ARCHIVE	465


KM.

30098	FILE DIVIDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	98
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	2
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
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	9
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	3
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	30
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	18
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	40
310055	RAGS 15KG	6
310067	TOILET BRUSH	23
BATCH 00031		