

ITEM

SECTION 80 COMMITTEE: BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT ANNUAL REPORT FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021.

1. PURPOSE

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

2. INTRODUCTION

At the end of each financial year the Accounting Officer of the municipality is mandated to submit a report on the implementation of the supply chain management Policy to council.

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

Oversight role of council of municipality:

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

“The Accounting Officer must within thirty (30) days of the end of each year, submit a report on the implementation of the supply chain management policy to the Mayor of the municipality”

This report intends to comply 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.

3. DISCUSSION

3.1 Background

The municipality is required to procure goods and services in a manner that is fair, equitable, transparent, cost effective and competitive. These principles form the foundation of any procuring of goods and services within the local government sphere, which then is supported by the guidelines within the Municipal Finance Management Act, the Municipal Supply Chain Management Regulations and the Supply Chain Management Regulations guide for Accounting Officers. National Treasury has promulgated legislation which forms the guidelines and the basis for the municipal Supply Chain Management system.

3.2 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 by council on the annual date the budget was adopted.

3.3 Supply Chain Management Unit

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).*

West Rand District Municipality has an established Supply Chain Management Unit that operates under direct supervision of the CFO.

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.

On a continuous basis, the SCM unit of the municipality aims to improve on the operational processes and procedures pertaining to Supply Chain Management. As part hereof, Standard Operating Procedures will be reviewed and implemented in order to streamline internal process by removing obstacles that delays service delivery unnecessarily. This will ensure continuous development of best practices in order to achieve a clean audit opinion from the Auditor General of South Africa.

Staff Complement

- Herman Sebelebele – Manager Supply Chain Management
- Nicola Benson – Coordinator Contract Management and Compliance
- Goitsemodimo Mandona – Finance Clerk
- Niklass Mofokeng–Finance Clerk

Competency Levels

No.	Officials	Qualification
1.	Herman Sebelebele	Matric, BCom(Accounting) degree, NQF Level 7 and Municipal Financial Management NQF Level 6
2.	Nicola Benson	Matric and Municipal Financial Management NQF Level 6.
3.	Goitsemodimo Mandona	Matric, Diploma in Public management and Municipal Financial Management NQF Level 6
4.	Niklaas Mofokeng	Matric, Diploma in Public Relations, Municipal Financial Management NQF Level 6, and Supply Chain Management NQF Level 5.

3.4 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. All tenders (procurement above R200, 000) are dealt with by all the committees.

The following are the members of bid Committees:

Bid Specification Committee

- Ms. Rethabiseng Mokebe - Chairperson
- Mr. Nico Kahts
- Mr. Themba Makhoba
- Ms. Susan Stoffberg
- Mr. Dan Monamoli
- Mr. Danny Govender
- Mr. Herman Sebelebele

Bid Evaluation Committee

- Mr. Zeblon Mphaphuli – Chairperson
- Mr. Mashudu Nevhungoni
- Ms. Nicola Benson
- Mr. Musa Zwane

Bid Adjudication Committee

- Mr. Samuel Ramaele- Chairperson
- Ms. Rethabiseng Mokebe
- Ms. Morongwe Mazibuko
- Mr. Nico Kahts
- Mr. Leonard Seabi
- Mr. Herman Sebelebele

Demand Management

The objective is to ensure that the resources required to fulfill the needs identified in the Integrated Development Plan (IDP) of the institution are delivered at the right time, price and place and that the quantity and quality will satisfy those needs of the user (ultimately the provision of services to the community). The system of demand management allows for the analysis of proper needs, establishment of a supplier database and implementation of IDP projects.

Procurement planning

Circular 62 issued by National Treasury require that Municipalities develop a procurement plan for all procurement needs with an estimated value above R200, 000. The procurement plan for goods and services for the transaction above R200 000.00 was approved as per the approved budget and Integrated Development Plan.

Supplier Database

The Invitation was placed on the website and newspaper circulating locally and nationally on the 30th June 2020 for both current and prospective service

providers to update their information or to register on the WRDM Supplier Database and National Treasury Central 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.

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]
Verbal / Written Quotation	Over R2000 [VAT included] up to R30 000 [VAT included]
Formal Written Price Quotation	Over R30 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 office.

The table below outlines the awards per threshold:

<p>Petty Cash Purchases (Up to R2000 VAT included) The total amount of R29 604.92 was paid on petty cash purchases for the year under review.</p>
<p>Verbal / Written Quotation (Over R2000 Vat included up to R30 000 Vat Included) The total amount of R527,760.62 was awarded for transactions between R2 000.00 and R30 000.00 for the year under review. Attached as “Annexure 1” is the outcome</p>
<p>Formal Written Price Quotation (Over R30 000 [VAT included] up to R200 000 [VAT included]) The total amount of R 581,593.00 was awarded for transactions over R30 0000(VAT included) to R200 000.00. Attached as “Annexure 2” is the RFQ awards report.</p>
<p>Competitive Bidding (Over R200 000[VAT included] or Contracted services) The total amount of R1, 852,748.00 was awarded for transactions over R200 000.00.This amount excludes the appointment for VAT review engagement; and advertising agencies. Attached as “Annexure 3” is the tender awards report.</p>

Deviations

Regulation 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 total amount of **R 500 650.20** was paid on approved deviations for the year under review. Attached as “**Annexure 4**” is the outcome

Period	Amount
First Quarter (01 July 2020 – 30 September 2020)	R 500 650.20
Second Quarter (01 October 2020 – 31 December 2020)	R 0.00
Third Quarter (01 January 2021 – 31 March 2021)	R 0.00
Fourth Quarter(01 April 2021 – 30 June 2021)	R 0.00
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*”.

The Municipal Supply Chain Regulation 23(c) (iii) has since prescribed the value as above R200, 000.00.

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 were kept at stores during the year under review:

- a) Stationery;
- b) Cleaning materials

Four stock takings were done during this financial year, this is as per the legal requirements of the 2020/2021 SDBIP (one stock take per quarter). Invitation was extended to the Office of the Internal Audit and the Office of the Auditor General SA to be part of year end stock taking. However, both offices tendered indicated that they would not be available during the stock taking. Attached as “**Annexure 5**” is the Stock Valuation Report that indicates the current stock on-hand per available item in store

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 this financial year.

Contract Management

Contract Management is the function within Supply Chain Management Unit that deals 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 awarded through SCM processes are registered in the Contract Management Register to monitor expenditure and contract ends dates in order to commence with procurement strategy on time. Attached as “**Annexure 6**” is the Contract Register for 2020/2021

4. LEGAL IMPLICATIONS

Section 112 of the MFMA determines that the SCM policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) of the Municipal Finance Management Act. Reporting Back in terms of paragraph 6 (3) of the SCM policy to the executive Mayor and Council on the implementation of the Supply chain Management system and processes enables the executive Mayor and council to maintain oversight over the implementation of the SCM policy that complies with the provisions of section 112 of the Act

5. RECOMMENDATIONS

1. Cognisance be taken of the report that was submitted as regulated by Municipal Supply Chain Regulations, Section 6
2. The report be made public in accordance with 21A of the Municipal Systems Act

Awards over R2 000 to R30 000

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function
3307	30/06/2021	VUKANI TECHNOLOGIES	R19 197,70	Procurement of a Laptop	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3301	18/06/2021	THE ASSESSMENT TOOLBOX	R26 910,00	Competency Assessment for Executive Managers	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3298	02/06/2021	MEDIA TORQUE & EVENTS	R44 326,20	Advertisement of Vacant Executive Managers Positions	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3297	18/05/2021	NDABANA MEDIA PRODUCTION	R27 872,80	Advertisement of Tenders	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3296	12/04/2021	KGOSI BOKAMOSO TRADING AND PRO	R24 115,70	Supply and installation of Geysers	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3295	12/04/2021	AA OLUGAHO MEDIA	R4 500,00	Procurement of Surgical Musks	Function: Health: Non-core Function: Health Services: Health Services
3294	12/04/2021	SIMULO PTY LTD	R27 000,00	Supply and Delivery of Triplicate Spot Notice Books	Function: Finance and Administration: Core Function: Finance: Finance
3294	12/04/2021	SIMULO PTY LTD	R500,00	Delivery cost	Function: Finance and Administration: Core Function: Finance: Finance
3290	02/02/2021	BEN MORGENROOD AUTO CC	R2 645,00	Maintenance of Vehicle(pool car) Mahindra	Function: Public Safety: Core Function: Fire Fighting and Protection: Fire Fighting and Protection
3288	02/02/2021	NDABANA MEDIA PRODUCTION	R19 060,00	Advertisement of Vacant Positions to serve on Disciplinary Board	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3286	19/01/2021	VUKANI TECHNOLOGIES	R22 845,20	Procurement of IT accessories(ethernet switch)	Function: Public Safety: Core Function: Fire Fighting and Protection: Fire Fighting and Protection
3284	19/01/2021	NDABANA MEDIA PRODUCTION	R22 119,00	Advertisement of Tenders	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3283	11/01/2021	ST SOLUTIONS (PTY)(LTD)	R3 076,25	Provision of IT Security update to clear license	Function: Finance and Administration: Core Function: Property Services: Property Services

ANNEXURE 1

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function
3281	11/12/2020	NDABANA MEDIA PRODUCTION	R20 343,00	Advertisement of Public Notice	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3280	10/12/2020	LET LINDO LEAD	R25 200,00	Supply and Delivery of Stationery(A4 White Paper)	Function: Finance and Administration: Core Function: Finance: Default
3280	10/12/2020	LET LINDO LEAD	R4 000,00	Supply and Delivery of Stationery(Lever Arch Files)	Function: Finance and Administration: Core Function: Finance: Default
3278	10/12/2020	TELESIDE TECHNOLOGIES CC	R3 598,80	Procurement of IT Accessories(LTE Router 4G)	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3272	28/10/2020	KWANZA COMMUNICATIONS CC	R7 664,52	Advertisement of Vacant Municipal Management Internship Programme	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3271	26/10/2020	KWANZA COMMUNICATIONS CC	R12 562,80	Advertisement of Public Notice-Disestablishment of the WRDA	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3270	26/10/2020	TVNB MANZI FUNERAL PARLOUR	R25 500,00	Provision of Paupers Burial service	Function: Health: Non-core Function: Health Services: Health Services
3269	26/10/2020	RAND WEST BRAKE AND CLUTCH	R1 473,15	Procurement of Vehicle accessories(Bracket Bolts,Nuts and Washer)	Function:Public Safety: Core Function: Fire Fighting and Protection: Fire Fighting and Protection
3268	26/10/2020	RAND WEST BRAKE AND CLUTCH	R1 308,70	Replacement of Brake Fluid Pipe for pool Vehicle	Function: Public Safety: Core Function: Fire Fighting and Protection: Fire Fighting and Protection
3267	26/10/2020	REGMA SA (PTY) LTD	R14 659,10	Procurement of IT Accessories (cartridges)	Function: Finance and Administration: Core Function: Finance: Finance
3265	26/10/2020	Separama Investments	R16 275,00	Procurement of COVID-19 Surgical Masks	Function: Health: Non-core Function: Health Services: Health Services
3264	26/10/2020	Isipho Trading and Supply	R9 000,00	Procurement of Laptop	Function: Finance and Administration: Core Function: Finance: Finance
3263	26/10/2020	GATE61 TRADING (PTY) LTD	R22 998,70	Procurement of Laptop for Acting Municipal Manager	Function: Finance and Administration: Core Function: Finance: Finance
3255	31/08/2020	AVE AND UZU SERVICE AND SUPPLI	R3 000,00	Procurement of cloth masks for employees	Function: Health: Non-core Function: Health Services: Health Services

ANNEXURE 1

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function
3255	31/08/2020	AVE AND UZU SERVICE AND SUPPLI	R1 250,00	Procurement of Empty Bottles 500ml	Function: Health: Non-core Function: Health Services: Health Services
3254	31/08/2020	SUPA QUICK RANDFONTEIN	R1 580,00	Procurement of Vehicle accessories(Car Battery)	Function: Public Safety: Core Function: Fire Fighting and Protection: Fire Fighting and Protection
3253	31/08/2020	KONE STAFFING SOLUTIONS	R18 589,70	Advertisement of Public Notice to invite external memebers to serve on WRDM Tribunal	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3252	31/08/2020	MATHABZEE HOLDINGS PTY LTD	R17 500,00	Procurement of Hands-free sanitizer stands	Function: Health: Non-core Function: Health Services: Health Services
3251	31/08/2020	Thakasa Projects and Consultan	R10 600,00	Procurement of Thin Bleach 25ls	Function: Health: Non-core Function: Health Services: Health Services
3250	31/08/2020	KONE STAFFING SOLUTIONS	R18 589,70	Tender Advertisements	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3249	01/09/2020	ONE PANGAEA FINANCIAL	R18 000,00	Provision of Acturial Valuations services	Function: Finance and Administration: Core Function: Finance: Finance
3245	31/08/2020	LET LINDO LEAD	R8 400,00	Procurement of Laptop MR M.GOREAONG	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support
3241	06/08/2020	ANDREW JOY TRADING	R11 499,60	Provision of Surgical Masks(Disposable)	Function: Health: Non-core Function: Health Services: Health Services
3241	06/08/2020	ANDREW JOY TRADING	R2 500,00	Provision of rubber Gloves	Function: Health: Non-core Function: Health Services: Health Services
3241	06/08/2020	ANDREW JOY TRADING	R5 000,00	Provision of Face Shields/Visor	Function: Health: Non-core Function: Health Services: Health Services
3241	06/08/2020	ANDREW JOY TRADING	R2 500,00	Provision of Plastic Aprons	Function: Health: Non-core Function: Health Services: Health Services
			R527 760,62		

RFQ'S AWARDS REPORT FOR THE FINANCIAL YEAR 2020/2021

NO.	RFQ NO:	DESCRIPTION	NAME OF SERVICE PROVIDER	DATE OF ADVERT	CLOSING DATE	BBB-EE LEVEL ON POINTS	TOTAL POINTS SCORED	DATE OF AWARD	TURN AROUND TIME	BID AMOUNT (VAT INCL)
1	WR/FIN/06/2020	Re-advert: Rendering of Cash Management Services to the West Rand District Municipality (WRDM) and West Rand Development Agency (WRDA).	Fidelity Cash Solutions	18/05/2020	29/05/2020	20	100	22/07/2020	37 days	R 83 186,40
2	WR/CORP/07/2020	Renewal of Anti-Virus for the West Rand District Municipality	Intelligence Everywhere Enterprises (Pty) Ltd	18/05/2020	29/05/2020	20	100	22/07/2020	37 days	R 55 200,00
3	WR/FIN/09/2020	Supply, Installation and Monitoring of Vehicle Tracking System for a Period of Three (3) Years for the West Rand District Municipality	Ctrack Mzansi (Pty) Ltd	25/06/2020	08/07/2020	18	98	22/07/2020	10 days	R 163 505,80
4	WR/CORP/02/2021	Supply and delivery of electrical material	Moseal Trading Enterprise(Pty)Ltd	11/05/2020	16/11/2020	20	100	12/08/2020	17 days	R 64 090,00
5	WR/CORP/01/2021	Annual Servicing of ICT Sever Room Environmental Control Equipment.	Business Connexion (Pty) Ltd	11/05/2020	16/11/2020	20	100	12/08/2020	17 days	R 34 103,15
6	WR/RPR/06/2021	Supply and delivery of Information Technology Equipment	AI EQ Systems (Pty) Ltd	26/02/2021	10/03/2021	20	100	23/04/2021	28 days	R 42 053,20
7	WR/CORP/06/2021	Repair of faulty network points at Westonaria fire station	Cnetworks Consulting (Pty) Ltd	29/03/2021	14/04/2021	20	100	27/05/2021	30 days	R 35 118,91
8	WR/CORP/07/2021	Supply, Delivery and Installation of Mounted Aircon in the ICT Server Room	DCI Facilities Services (Pty) Ltd	29/03/2021	14/04/2021	20	100	27/05/2021	30 days	R 52 167,27
	WR/CORP/03/2021	Re-advert: advert: Programming and Reconfiguration of the Mitel Phone System.	Software and Telecom Solutions (Pty) Ltd	26/04/2021	26/05/2021	18	98	17/06/2021	15	R 52 168,27
TOTAL (VAT inclusive)										R 581 593,00

TENDER AWARDS REPORT FOR THE FINANCIAL YEAR 2020/2021.

NO	TENDER NO:	DESCRIPTION	DATE OF ADVERT	CLOSING DATE	APPOINTMENT DATE	TURN AROUND TIME	SERVICE PROVIDER	CONTRACT TERM	BID AMOUNT (VAT INCL)
1	WR/FIN/05/20	VAT Review Engagement	10/06/2020	10/07/2020	03/09/2020	38 days	Maximum Profit Recovery (Pty) Ltd	36 Months	9.5% of the amount collected on behalf of the municipality
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.	28/05/2020	26/06/2020	29/10/2020	88 days	(1) Media Torgue and Events (2) Ndabana Media Production (3) Gauteng News J/V akotek	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.
3	RT15-2021	Supply and Delivery of Mobile Communication Services for West Rand District Municipality under National Treasury RT15-2021	N/A	N/A	27/05/2021	N/A	MTN (Pty) Ltd	24 Montshs	R 1 852 748,00
								TOTAL (VAT inclusive)	R 1 852 748,00

DEVIATION REPORT FOR THE THIRD QUARTER ENDING 31 MARCH 2021

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

4rd QUARTER APRIL- JUNE 2021

ITEM NO	DESCRTIPTION	QUANTITY PER MUNSOFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
300001	PAPER A4 WHITE	18	18	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	225	225	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
300112	PAPER A4 80GSM PINK	1	1	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	6	6	0	N/A
310010	DISHWASHING LIQUID	17	17	0	N/A

ANNEXURE 5

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	18	18	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
310029	TOILETPAPER 48'S	9	9	0	N/A
310039	POT SCOURERS	40	40	0	N/A
310040	MULTI PURPOSE CLOTH	9	9	0	N/A
310041	BUCKET 10L	4	4	0	N/A
310043	SUNLIGHT SOAP	61	61	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 00035		5746	5746	0	

Team 1: Tshepo Baholo
Mamikle Mabule

Team 2: Niklaas Mofokeng
Katlego Rakuba

Sign Off: Goitsemodimo Mandona
Herman Sebelebele





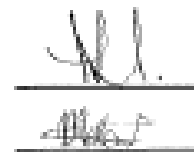




West Rand District Municipality
4rd Quarter 30-Jun-21

Team 1: Tshepo Baholo

Mamkie Mshule



BATCH 00034
STOCK TAKING

ITEM NO	DESCRIPTION	Team 1 Count
300001	PAPER A4 WHITE	18
300003	BOOKS-SHORTHAND	11
300005	CD'S RECORDABLE	64
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	47
300042	ERASERS	01
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	21
300046	LEVER ARCH FILE	10
300047	LEAD PENCIL .05	27
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	129
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	225
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	63
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	26
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
300080	FILE FASTENER	05
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12

300094	TIDY FILES-ARCHIVE	645
300098	FILE DIVIDERS 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	23
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	01
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	02
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	06
310010	DISHWASHING LIQUID	17
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	12
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	09
310039	POT SCOURERS	10
310040	MULTI PURPOSE CLOTH	09
310041	BUCKET 10L	06
310043	SUNLIGHT SOAP	61
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 00034		

West Rand District Municipality
4rd Quarter 30-Jun-21

Team 1: Tshupo Baholo

Mamkie Mabule





BATCH 00034
STOCK TAKING

ITEM NO	DESCRIPTION	Team 1 Count
300001	PAPER A4 WHITE	18
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	46
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	47
300042	ERASERS	01
300044	FILES-FOLDER	2009
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	225
300060	POST-IT NOTES 854	81
300063	PRESTIK	01
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	30
300072	TELEROLLS	00
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	14
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	30
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	10
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	05
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12

300094	TIDY FILES-ARCHIVE	64.5
300098	FILE DIVIDERS 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
300112	PAPER A4 80GSM PINK	01
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	06
310010	DISHWASHING LIQUID	17
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	18
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	09
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	09
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	61
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 00034		

West Rand District Municipality
4rd Quarter 30-Jun-21

Team 2: Niklaas Mofokeng
Katlego Rakuba



BATCH 00034
STOCK TAKING

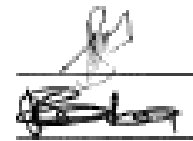
ITEM NO	DESCRIPTION	Team 2 Count
300001	PAPER A4 WHITE	18
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	47
300042	ERASERS	7
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	21
300046	LEVER ARCH FILE	10
300047	LEAD PENCIL .05	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	225
300060	POST-IT NOTES 854	81
300063	PRESTIK	7
300064	PUNCH	4
300065	RULERS	66
300068	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	3
300079	ENVELOPES 110 X 220	16
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

300084	TIDY FILES-ARCHIVE	645
300088	FILE DIVEDERS COLOURED	9
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	83
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	1
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
300118	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701482) WHITE	29
300149	8 GB MEMORY STICK	3
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	5
310005	BUCKET 25L	8
310007	DISHCLOTH	6
310009	DEO BLOCK	6
310010	DISHWASHING LIQUID	17
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	18
310022	MUTTON CLOTH	10
310023	MOP LARGE	1
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	9
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	9
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	11
310045	TOILET DUCK	12
310048	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	29
310055	RAGS 15KG	6
310067	TOILET BRUSH	23
	BATCH 00034	

West Rand District Municipality
4rd Quarter 30-Jun-21

Team 2: Niklas Mofokeng

Katlego Rakuba



BATCH 00034
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 2 Count
300001	PAPER A4 WHITE	18
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	42
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	58
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	235
300060	POST-IT NOTES 654	81
300083	PRESTIK	07
300084	PUNCH	04
300085	RULERS	66
300086	RUBBER BANDS (BOX)	34
300087	SCHMIDT REFILL P 900 F BLACK	43
300088	STAPLERS	12
300089	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	26
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 DIVIDERS 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
300112	PAPER A4 80GSM PINK	01
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	17
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	06
310010	DISHWASHING LIQUID	17
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	10
310019	HANDY ANDY	18
310022	MUTTON CLOTH	10
310023	MOP LARGE	01
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	09
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	09
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	11
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	29
310055	RAGS 15KG	06
310087	TOILET BRUSH	23
	BATCH 00034	



WestRand District Municipality

Stock Valuation Report

User : LEARNERS Period : 202106
 Store Code : MCI - WestRand District Municipality Major Cat : 5 - STATIONERY & CLEANING MATERIAL
 Product Type : 10 - STATIONERY & CLEANING MATERIAL

Part No & Desc	Vol	Min QOH	Max Re-order	QOH	QOO	Reorder	Avg Cost	Value
10000 PAPER A4 80GM WHITE	.000	2000000		18.00	128.00	.00	365.33	6,773.91
10003 BOOKS - SPORTRHAND	5.000	1000000		14.00	.00	.00	3.66	51.24
10006 CDS RECORDABLE	.000	500000		46.00	106.00	.00	16.00	744.00
10007 CORRECTION TAPE	.000	500000		76.00	.00	.00	22.64	1,713.87
10008 CARTONS A4 - COLOURED	.000	3000000		3.00	.00	.00	.36	1.08
10009 STAMP PAD A4	.000	2000000		47.00	.00	.00	10.46	491.63
10002 ERASERS	.000	500000		7.00	.00	.00	1.86	13.04
10004 FILES - ROLLER	.000	3000000		2025.00	.00	.00	1.85	3,746.25
10005 HIGHLIGHTERS	.000	500000		21.00	.00	.00	3.91	82.11
10006 LEVER ARCH FILES	.000	1000		10.00	210.00	.00	34.78	347.83
10007 LEAD PENCIL .05	.000	500000		87.00	16.00	.00	17.29	1,463.89
10008 MAGIC CLIPS (BOX)	.000	300000		50.00	.00	.00	13.61	680.73
10009 MAGIC CLIP DISPENSERS	.000	300000		56.00	.00	.00	15.70	879.16
10010 MARKER ARTLINE	.000	1220000		180.00	.00	.00	14.23	2,561.40
10011 POCKET A4 (PACKET)	.000	300000		17.00	.00	.00	26.17	444.87
10014 PENS UNI BALL EYE FINE	.000	1440000		241.00	.00	.00	18.00	4,338.00
10015 PENS UNI BALL EYE MEDIUM	.000	1440000		225.00	.00	.00	17.61	3,962.25
10016 POST-IT NOTES	.000	400000		81.00	.00	.00	9.93	806.12
10017 PRISTIK	.000	150000		7.00	.00	.00	13.13	91.92
10018 PUNCH	.000	30000		4.00	.00	.00	24.75	99.00
10019 RULERS	.000	360000		66.00	.00	.00	1.39	104.94
10020 RUBBER BANDS (BOX)	.000	200000		24.00	.00	.00	9.74	331.27
10021 SCHMIDT REFILL P 90 F BLACK	.000	6000		43.00	.00	.00	23.93	1,028.59
10022 STAPLERS	.000	6000		13.00	.00	.00	71.45	857.40
10023 STAPLES	.000	200000		35.00	.00	.00	30.00	1,050.00
10024 STAPLE REMOVER	.000	150000		29.00	.00	.00	4.44	118.00
10025 SCISSORS	.000	300000		20.00	.00	.00	8.40	168.00
10026 TELEROLLS	.000	100000		20.00	.00	.00	63.00	1,260.00
10027 WHITE BOARD MARKERS	.000	240000		103.00	.00	.00	5.77	594.48
10028 WHITE BOARD ERASER	.000	100000		19.00	.00	.00	8.02	152.37
10029 PENS B/P PILOT BPS FINE RED	.000	240000		96.00	.00	.00	13.14	1,250.04
10030 PENS B/P PILOT BPS FINE BLUE	.000	1440000		310.00	.00	.00	11.83	3,668.66
10031 ENVELOPES 114 X 162	.000	50000		13.00	.00	.00	84.93	1,099.14
10032 ENVELOPES BOX 324 X 227	.000	50000		3.00	.00	.00	140.30	420.90
10033 ENVELOPES 110 X 220	.000	50000		16.00	.00	.00	78.31	1,252.96
10034 PAPER CLIPS GIANT	.000	1000000		3.00	.00	.00	14.63	43.89
10035 INDEX TABS	.000	200000		93.00	.00	.00	9.65	791.30
10036 STAMP PAD INK 30ML	.000	50000		12.00	.00	.00	6.42	77.04
10037 KUNG REINFORCEMENTS PVC 2503	.000	100000		23.00	.00	.00	4.37	100.25
10038 FILE FASTENER	.000	30000		5.00	.00	.00	10.89	54.45
10039 CALCULATOR RIBBON	.000	50000		11.00	.00	.00	48.76	536.36
10040 PICTURE MOUSE PADS	.000	50000		12.00	.00	.00	39.90	478.80

ANNEXURE 5

Page 2 of 2

300094	TIDY FILES - ARCHIVE	.0000	100.0000	985.00	.00	.00	9.18	3,241.10
300098	FILE DIVIDERS COLORED	.0000	15.0000	9.00	.00	.00	11.31	103.35
300100	ENVELOPES A5 SELF SEAL BOX	.0000	5.0000	12.00	.00	.00	143.37	1,746.70
300101	BOOK - MANUSCRIPT A5	.0000	50.0000	105.00	10.00	.00	11.30	2,125.20
300102	TIPEX CORRECTION FLUID	.0000	30.0000	101.00	.00	.00	7.50	157.04
300103	FLUORESCENT PAPER	.0000	6.0000	6.00	3.00	.00	100.01	100.00
300107	POST-IT FLAGS BANDERITAS	.0000	10.0000	85.00	.00	.00	27.70	2,394.40
300110	ENVELOPES 110 X 220 WINDOW BOX	.0000	5.0000	10.00	.00	.00	82.96	129.60
300112	PAPER A4 80GSM PINK	.0000	5.0000	1.00	.00	.00	183.83	183.83
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	144.27
300116	PVC TRANSPARENT COVERS A4 (0.18MM)	.0000	5.0000	13.00	.00	.00	99.32	1,251.20
300124	DVD+R VERBATIM	.0000	20.0000	88.00	.00	.00	10.79	949.68
300126	BINDER STRIPS A4(L3402901492)WHITE	.0000	3.0000	29.00	.00	.00	474.70	13,768.30
3140	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	273.35
300154	ENVELOPES A3	.0000	5.0000	5.00	.00	.00	499.39	2,408.95
310005	BUCKETS 25L	.0000	5.0000	8.00	.00	.00	96.95	773.62
310007	DISHCLOTH	.0000	5.0000	6.00	.00	.00	12.34	74.04
310009	DDO BLOCKS	.0000	5.0000	6.00	.00	.00	270.00	1,620.00
310010	DESHWASHING LIQUID	.0000	50.0000	17.00	.00	.00	37.11	610.92
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	1,204.81
310016	FURNITURE POLISH	.0000	40.0000	10.00	.00	.00	40.00	400.00
310019	HANDY ANDY	.0000	50.0000	18.00	.00	.00	11.44	203.88
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	3.00	.00	.00	9.46	18.90
310028	STEEL WOOL	.0000	10.0000	17.00	.00	.00	18.23	300.91
310029	TOILETPAPER 4RS	.0000	50.0000	9.00	.00	.00	101.34	913.04
310039	POT SCOURERS	.0000	20.0000	40.00	.00	.00	7.23	289.34
310040	MULTI PURPOSE CLOTH	.0000	20.0000	9.00	.00	.00	31.75	285.79
310041	BUCKETS 10L	.0000	10.0000	4.00	.00	.00	24.92	99.66
310043	SUNLIGHT SOAP	.0000	20.0000	61.00	.00	.00	20.09	1,225.31
310044	HANDSOAP LUX	.0000	10.0000	11.00	.00	.00	10.94	120.34
3003	TOILET BRUSH	.0000	50.0000	12.00	.00	.00	20.68	348.17
310046	WINDOW SQUEEGIE	.0000	5.0000	20.00	.00	.00	33.75	1,086.05
310050	SWINGIN BAGS KITCHEN	.0000	50.0000	29.00	.00	.00	38.67	1,121.33
310053	RAGS 13KG	.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
								0.00
							TOTAL VALUATION	88,716.37

ANNEXURE 6

CONTRACT REGISTER 2020-2021

No.	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
1	RT25/2016- NT Transversal Contract	MUNSOFT (Pty) Ltd	Mscoa Financial System	15-Aug-17	15-Aug-17	31-May-22	22 Months	As per Agreed Rates	Corporate Services
2	WR/FIN/06/18	FNB	Banking Services	09-Jul-18	01-Aug-18	31-Jul-23	60 Months	As per agreed Rates	Budget and Treasury
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 Months	R 2 291 865,71	Health and Social Development and Environmental Management
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 Months	R 3 766 569,12	Corporate Services
5	RT15/2016 - NT Transversal Contract	Vodacom (Pty) Ltd	Cellphone Services	01-Jan-18	01-Jan-18	30-Mar-21	38 Months	As Per Agreed Rates	Corporate Services
6	WR/CORP/08/18	1.Kunene Ramaphala Incorporated	Panel of Attorneys	31-Jul-18	01-Sep-18	31-Aug-21	36 Months	As per Agreed Rates	Corporate Services
		2.Ramushu Mashile Twala INC		31-Jul-18	02-Sep-18	31-Aug-21			

ANNEXURE 6

No.	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
		3.Lizel Venter Attorneys		31-Jul-18	03-Sep-18	31-Aug-21			
		4.Phungo Incorporated		14-Aug-18	04-Sep-18	31-Aug-21			
		5.Lawrance Melato INC Attorneys		31-Jul-18	05-Sep-18	31-Aug-21			
		6. Thejane Attorneys		14-Aug-18	06-Sep-18	31-Aug-21			
		7.Kunene Maila Attorneys		14-Aug-18	07-Sep-18	31-Aug-21			
		8.Ismail and Dahya INC		14-Aug-18	08-Sep-18	31-Aug-21			
		9.Makhubela Attorneys2		14-Aug-18	09-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 Months	As per Agreed Rates	Public Safety
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 Months	R2 961 480.00	Regional Planning, Re-industrialisation

ANNEXURE 6

No.	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
									and Technical Services
9	WR/PS/02/2020	Mabotwane Security	Physical Security Services	28-Feb-20	01-Mar-20	28-Feb-23	36 Months	R 8 316 770.73	Public Safety
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
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
12	WR/CORP/03/20	Hlapa International Communications Media Torgue and Events Ndabana Media Production Gauteng News J/V akotek	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