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## SUPPLY CHAIN MANAGEMENT

### **BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT QUARTERLY REPORT FOR THE QUARTER ENDED 31 MARCH 2022**

#### **PURPOSE**

The purpose of the report is to give feedback on the implementation of the Supply Chain Management policy for the quarter ending **31 March 2022**.

#### **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 information in respect of compliance, challenges and constraints in the implementation of the Supply Chain Management Policy.

#### **DISCUSSION**

##### **1. Review of the Supply Chain Management Policy**

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

As such West Rand District Municipality's Supply Chain Management Policy was approved and adopted by council on **05 December 2011**. Regulation 3(1) a, requires that the Accounting Officer to review the SCM Policy at least once annually to ensure that it is aligned with the new legislative requirements. The policy was reviewed and adopted by council on date the budget was approved i.e. **10 June 2021**.

## **2. Supply Chain Management Unit:**

Regulation 7 states the following:

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

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

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

## **3 Supply Chain Processes**

### **3.1 Bid Committees**

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

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

Members of all bid committees have been appointed by the Accounting Officer. These appointments of committee members will be reviewed annually by the Accounting Officer. Appointments of committee members were reviewed on 1 July 2021. Members were required to familiarize themselves with the roles and responsibilities of the Bid Committee Members as well as sign the SCM Code of

Conduct. All tenders (procurement above R200 000) are dealt with by all the committees. The following members have appointed to serve in the bid committees for the **2021/22 financial year**.

### **Bid Specification Committee**

| <b>NAME OF OFFICIAL</b> | <b>COMMITTEE MEMBER</b> |
|-------------------------|-------------------------|
| Mr. Nico Kahts          | Chairperson             |
| Ms. Sindisiwe Ngobese   | Member                  |
| Mr. Danny Govender      | Member                  |
| Mr. Themba Makhoba      | Member                  |
| Ms. Susan Stoffberg     | Member                  |
| Mr. Herman Sebelebele   | Member – SCM            |

### **Bid Evaluation Committee**

| <b>NAME OF OFFICIAL</b> | <b>COMMITTEE MEMBER</b> |
|-------------------------|-------------------------|
| Mr. Zeblon Mphaphuli    | Chairperson             |
| Mr. Mashudu Nevhungoni  | Member                  |
| Mr. Daniel Monamoli     | Member                  |
| Ms. Nicola Benson       | Member - SCM            |

### **Bid Adjudication Committee**

| <b>NAME OF OFFICIAL</b> | <b>COMMITTEE MEMBER</b> |
|-------------------------|-------------------------|
| Mr. Samuel Ramaele      | Chairperson             |
| Dr. Mary Daka           | Member                  |
| Mr. Nico Kahts          | Member                  |
| Ms. Grace Magole        | Member                  |
| Mr. Herman Sebelebele   | Member - SCM            |

### **3.2 Demand Management**

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

#### **3.2.1 Implementation of the procurement plan**

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

MFMA Circular 62 requires municipalities to develop a procurement plan for all procurement needs in excess R200, 000. The Procurement plan for the financial year 2021/2022 was approved on the **27/07/2021**. The table below provides progress on the implementation of the 2021/22 approved procurement plan.

The municipality is likely not to implement all items in the procurement plan due to the judgement handed down by the Constitutional Court on the 16 February 2022 on the application of the Preferential Procurement Regulations (2017). In terms of the judgement no new tenders should be advertised until the approval of the new regulations.

| NO | DESCRIPTION OF GOODS, WORKS AND / OR SERVICES   | TENDER NO                       | ADVERT DATE     | PROCUREMENT STAGE(STATUS)   |
|----|---|---------------------------------|-----------------|---|
| 1. | Conditions assessment of assets   | WR/CORP/01/22                   | 28 January 2022 | At evaluation stage   |
| 2. | Supply and Delivering of Protective Clothing  | WR/PS/03/22                     | 20 August 2021  | Awarded.  |
| 3. | Supply and delivery of a Fire engine-medium pumper  | WR/PS/04/22                     | 20 August 2021  | Awarded.  |
| 4. | Commissioning and Maintenance of Automated EPMS System  |                                 |                 | Procurement process will commence after the approval of new Preferential Procurement Regulations. |
| 5. | Supply, delivery, installation and maintenance of office automation equipment for a period of 36 months | RT3 -2018: Transversal contract | Not Applicable  | Awarded   |
| 6. | Repairs and servicing of Air Conditioners   |                                 |                 | Procurement process will commence after the approval of new Preferential Procurement Regulations. |
| 7. | Serving of server room environmental control equipment  |                                 |                 | Procurement process will commence after the approval of new Preferential Procurement Regulations. |
| 8. | Supply, installation and maintenance of MSCOA Compliant Financial System for a period of 60 months      |                                 |                 | Awaiting approval of the exemption requested from the Finance Minister.                           |

|     |  |                     |                 |                                |
|-----|--|---------------------|-----------------|--------------------------------|
| 9.  | Panel of service providers for renewal of 365 enterprise E1 licenses | WR/CORP/01/22       | 20 August 2021  | Awarded through Regulation 36. |
| 10. | Leasing out of the top lake of the Donaldson Dam Recreational Resort | Not yet advertised. | 21 January 2022 | At evaluation stage            |

### 3.2.3 Supplier Database

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

### 3.3 Acquisition Management

#### 3.3.1 Range of procurement processes

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

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

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

3.3.1 To date, a total amount of **R 83 134.13** has been awarded for transactions over R2000 up to R30 000. Attached as **“Annexure 1”** is the outcome

3.3.2 To date, a total amount of **R 281 894.00** has been awarded for transactions over R30 000 up to R200 000. Attached as **“Annexure 2”** is the outcome

3.3.3 **One (01) tender** were awarded in the third quarter of the 2021/22 by means of the competitive bidding process. Attached as **“Annexure 3”** is the outcome

#### 3.3.2 Publication of Tender Results

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

### **3.3.3 Deviations**

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

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

No goods or services were procured by means of Regulation 36 for the period ended **31 March 2022**.

| Period  | Amount  |
|---|---------|
| Third Quarter (01 January 2022 – 31 March 2022) | R 00.00 |

### **3.4 Logistics Management**

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

The following consumables are kept at stores:

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

The stock count was conducted as per the 2021/2022 SDBIP 3<sup>rd</sup> quarter requirements for this financial year, for the quarter ended 31 March 2022.



Attached as “**Annexure 4**” is the outcome.

### **3.5 Disposal Management**

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

### **3.6 Contract Management**

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

### 3.6.1 Suppliers Performance Evaluation

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

#### EVALUATION MATRIX

##### SUPPLIER PERFORMANCE ASSESSMENT

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

|                 |   |  |   |  |  |
|-----------------|---|--|---|--|--|
|                 | ➤ Consistently missing critical deadlines or milestones   | ➤ Some missing of critical deadlines or milestones                                     | ➤ Almost no missing of critical milestones or deadlines<br>➤              | ➤ No missing of critical milestones or deadlines   | ➤ No missing of any project milestones or deadlines<br>➤ Free of errors  |
| <b>Score</b>    | <b>1</b>  | <b>2</b>   | <b>3</b>  | <b>4</b>   | <b>5</b>   |
| <b>Delivery</b> | ➤ Frequently capacity constrained resulting in significant schedule problems<br>➤ Expediting regularly required | ➤ Some capacity constraints with some impact on schedule<br>➤ Some expediting required | ➤ Generally unconstrained and able to meet schedule<br>➤ Limited required | ➤ Regular deliveries on schedule<br>➤ Limited capacity to reschedule to meet project changes<br>➤ Little or no expediting required | ➤ Established track record of deliveries<br>➤ Capacity to reschedule to meet project changes<br>➤ No expediting required |
| <b>Score</b>    | <b>1</b>  | <b>2</b>   | <b>3</b>  | <b>4</b>   | <b>5</b>   |

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

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

|     |   |   |   |   |   |  |                  |            |
|-----|---|---|---|---|---|--|------------------|------------|
| 4.  | RT25/2016- NT<br>Transversal<br>Contract  | MUNSOFT   | MSCOA Financial System<br>(FMS/PAYROLL/HR)  | Corporate Services  | ✓ |  | 23(Excellent)    | Acceptable |
| 5.  | RT15/2021 - NT<br>Transversal<br>Contract | MTN (Pty) Ltd                                   | Mobile Communication<br>Services  | Corporate Services  | ✓ |  | 23(Excellent)    | Acceptable |
| 6.  | WR/PS/11/17                               | Mabotwane<br>Security                           | Provision of Physical<br>Security Services for<br>WRDM  | Public Safety   | ✓ |  | 23(Excellent)    | Acceptable |
| 7.  | WR/CORP/08/18                             | Thejane<br>Attorneys                            | Panel of Attorneys  | Corporate Services  | ✓ |  | 20(Satisfactory) | Acceptable |
| 8.  | WR/CORP/08/18                             | Lizel Venter<br>Attorneys                       | Panel of Attorneys  | Corporate Services  | ✓ |  | 25(Excellent)    | Acceptable |
| 9.  | WR/CORP/08/18                             | Madlopa &<br>Thenga<br>Incorporated             | Panel of Attorneys  | Corporate Services  | ✓ |  | Not yet utilised | N/A        |
| 10. | WR/CORP/08/18                             | Phambane<br>Mokone<br>Incorporated<br>Attorneys | Panel of Attorneys  | Corporate Services  | ✓ |  | Not yet utilised | N/A        |
| 11. | WR/RPR/02/19                              | Re-Solve/EAS<br>JV                              | Operationalisation of<br>RRAMS Programme onto<br>WRDM System  | Regional Planning,<br>Re-industrialisation<br>and Technical<br>Services | ✓ |  | 23(Satisfactory) | Acceptable |
| 12. | WR/FIN/09/2020                            | Ctrack Mzansi<br>(Pty) Ltd                      | Supply, Installation and<br>Monitoring of Vehicle<br>Tracking System for a<br>Period of Three (3) Years<br>for the West Rand District<br>Municipality | Budget and<br>Treasury  | ✓ |  | 24(Excellent)    | Acceptable |

|     |                                 |                                    |   |                    |   |  |                           |                       |
|-----|---------------------------------|------------------------------------|---|--------------------|---|--|---------------------------|-----------------------|
|     |                                 |                                    |   |                    |   |  |                           |                       |
| 13. | WR/FIN/06/20                    | Twananani Trading Enterprise       | Panel of service provider for Maintenance, Repairs and Servicing              | Finance            | ✓ |  | <b>25(Excellent)</b>      | <b>Acceptable</b>     |
| 14. | WR/FIN/06/20                    | Rand West Break and Clutch         | Panel of service provider for Maintenance, Repairs and Servicing              | Finance            | ✓ |  | <b>24(Excellent)</b>      | <b>Acceptable</b>     |
| 15. | WR/FIN/06/20                    | Marce Projects (Pty) Ltd           | Panel of service provider for Maintenance, Repairs and Servicing              | Finance            | ✓ |  | <b>5(Not Recommended)</b> | <b>Not acceptable</b> |
| 16. | WR/MHSD/03/21                   | TVBN Manzi Funera Palour (Pty Ltd) | Provision of Pauper Burials Services  | Health             | ✓ |  | <b>21 (Excellent)</b>     | <b>Acceptable</b>     |
| 17. | RT3 2018NT Transversal Contract | Apex                               | Supply, deliver, commissioning and maintenance of office automation equipment | Corporate Services | ✓ |  | <b>25 (Excellent)</b>     | <b>Acceptable</b>     |

### 3.6.2 Contract Register

All approved contracts are registered in the Contract Management Register to monitor contract ending dates in order to commence with procurement strategy on time. Attached as **“Annexure 5”** is the **Contract Register for 2021/2022**.

### LEGAL IMPLICATIONS

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

### RECOMMENDATION THAT:

1. In terms of Regulation 6(3) of the Municipal Supply Chain Regulations, as promulgated in Government Gazette Number 27636 of 30 May 2005, cognizance be taken of the Supply Chain Management Report for the quarter ending 31 March 2022, regarding the following:
  - Awards made for procurement needs over R2000 up to R30 000;
  - Awards made for procurement needs over R30 000 up to R200 000;
  - Awards made through the competitive bidding system;
  - Stock taking report for the period ending 31 March 2022;
  - Contract management i.e. suppliers performance evaluation and the updated contract register
2. As required by Regulation 6(4) of the Municipal Supply Chain Regulations, promulgated in Government Gazette Number 27636 of 30 May 2005, the report be made public in terms of 21A of the Municipal Systems Act.



# WEST RAND

## DISTRICT MUNICIPALITY



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**ANNEXURE 1**

DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

### AWARDS OVER 2 000 – 30 000 FOR QUARTER ENDED 31 MARCH 2021

| Order Number | Creditor Name                | Total Amount      | Description  | User Department    |
|--------------|------------------------------|-------------------|--|--------------------|
| 3348         | Media Torque & Events        | R 15 918.57       | Advert: 2022/23 To 2024/25 Draft Budget And 2022/23 Draft IDP  | Corporate Services |
| 3347         | Vikelela Support Cc          | R 5 146.25        | Servicing Of Fire Extinguishers 65 Quantity  | Corporate Services |
| 3346         | Lesela Consulting            | R 6 090.00        | Screening And Vetting Of Municipal Manager Position  | Finance            |
| 3344         | Thelidza Personnel Solutions | R 2 425.11        | Screen And Vetting Of Three (3) Candidates   | Finance            |
| 3338         | Media Torque & Events        | R 23 408.48       | Tender Advert: Conditions Assessment Of Assests  |                    |
| 3337         | Radiant Lady (Pty) Ltd       | R 2 100.00        | Supply And Delivery Of Bottled Still Water For WRDM 500ml  | Corporate Services |
|              | Ndabana Media Production     | R 28 045.72       | Advertisement Of Tenders; Appointment Of A Panel Of Service Providers The Supply And Delivery Of Servers, Laptops And Desktop Computers. | Corporate Services |
|              | <b>Total:</b>                | <b>R83 134.13</b> |  |                    |



WEST RAND

DISTRICT MUNICIPALITY



DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

ANNEXURE 2

RFQ AWARDS REPORT FOR THE QUARTER ENDED 31 MARCH 2022

| 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/CORP/07/2022 | Appointment of a Strategic Planning Facilitator for the West Rand District Municipality. | Vision Activ Holdings (Pty) Ltd | 27/01/2022     | 04/02/2022   | 20                     | 100                 | 07/02/2022    | 20 days          | R 198 714.00          |
| 2  | WR/FIN/06/2022  | Supply and Delivery of Stationery for West Rand District Municipality.                   | Siego Service and Trade         | 27/01/2022     | 04/02/2022   | 20                     | 100                 | 14/02/2022    | 27 days          | R 83 180.00           |
|    |                 |  |                                 |                |              |                        |                     |               | <b>TOTAL</b>     | <b>R 282 894.00</b>   |





**WEST RAND**  
**DISTRICT MUNICIPALITY**



DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

**ANNEXURE 3**

**TENDER AWARDS REPORT FOR THE QUARTER ENDED 31 MARCH 2022**

| NO. | TENDER NO:    | DESCRIPTION  | SERVICE PROVIDER                | APPOINTMENT DATE | CONTRACT TERM | BBBEE POINTS SCORED | BID AMOUNT (VAT INCL) |
|-----|---------------|--|---------------------------------|------------------|---------------|---------------------|-----------------------|
| 1.  | WR/CORP/01/22 | Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers, Laptops, Keyboards, Mice, Desktop Monitors, VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors, 15'6 and 14" inch Laptop Carry Bags for a period of 3 years. | Runnymede Advisory & Consulting | 11/03/2022       | 36 Months     | 20                  | As per rate           |
|     |               |  | Lehakwe Business Solution       | 11/03/2022       | 36 Months     | 20                  | As per rate           |
|     |               |  | Makteck Enterprise              | 11/03/2022       | 36 Months     | 20                  | As per rate           |



WEST RAND

DISTRICT MUNICIPALITY



DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT  
STOCK TAKING REPORT FOR 3<sup>rd</sup> QUARTER ENDED MARCH 2022

ANNEXURE 4

STOCK TAKING REPORT

3rd QUARTER JANUARY- MARCH 2022

| ITEM NO | DESCRIPTION                  | QUANTITY<br>PER<br>MUNSOFT | QUANTITY<br>COUNTED | VARIANCE | REASON FOR VARIANCE |
|---------|------------------------------|----------------------------|---------------------|----------|---------------------|
| 300001  | PAPER A4 WHITE               | 78                         | 78                  | 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                 |
| 300041  | EXAM PAD A4                  | 46                         | 46                  | 0        | N/A                 |
| 300042  | ERASERS                      | 7                          | 7                   | 0        | N/A                 |
| 300044  | FILES-FOLDER                 | 2025                       | 2025                | 0        | N/A                 |
| 300045  | HIGHLIGHTERS                 | 11                         | 11                  | 0        | N/A                 |
| 300045  | LEVER ARCH FILES             | 180                        | 180                 | 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                 |
| 300052  | BALLPOINT PENS MEDIUM        | 180                        | 180                 | 0        | N/A                 |
| 300054  | PENS UNI BALL EYE FINE       | 241                        | 241                 | 0        | N/A                 |
| 300055  | PENS UNI BALL EYE MEDIUM     | 208                        | 208                 | 0        | N/A                 |
| 300060  | POST-IT NOTES 654            | 81                         | 81                  | 0        | N/A                 |
| 300060  | PRITT                        | 30                         | 30                  | 0        | N/A                 |
| 300063  | PRESTIK                      | 7                          | 7                   | 0        | N/A                 |
| 300064  | PUNCH                        | 4                          | 4                   | 0        | N/A                 |
| 300065  | RULERS                       | 64                         | 64                  | 0        | N/A                 |
| 300067  | SCHMIDT REFILL P 900 F BLACK | 43                         | 43                  | 0        | N/A                 |
| 300068  | STAPLERS                     | 12                         | 12                  | 0        | N/A                 |
| 300069  | STAPLES                      | 35                         | 35                  | 0        | N/A                 |
| 300070  | STAPLE REMOVER               | 25                         | 25                  | 0        | N/A                 |
| 300071  | SCISSORS                     | 18                         | 18                  | 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               | 2   | 2   | 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 |
| 300092 | CUBE REFILLS COLOURED                 | 50  | 50  | 0 | N/A |
| 300093 | PICTURE MOUSE PADS                    | 12  | 12  | 0 | N/A |
| 300094 | TIDY FILES-ARCHIVE                    | 605 | 605 | 0 | N/A |
| 300098 | FILE DIVIDERS COLOURED                | 3   | 3   | 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              | 73  | 73  | 0 | N/A |
| 300110 | ENVELOPES 110 X 220 WINDOW BOX        | 10  | 10  | 0 | N/A |
| 300114 | FILE-QUOTATION(SOLID BACK,CLEAR FRON) | 8   | 8   | 0 | N/A |
| 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 | MEMORY STICKS                         | 50  | 50  | 0 | N/A |
| 300153 | CASSETTE 90 MINUTES                   | 25  | 25  | 0 | N/A |
| 300154 | ENVELOPES A3                          | 5   | 5   | 0 | N/A |
| 310003 | BROOM HARD                            | 4   | 4   | 0 | N/A |
| 310004 | BROOM SOFT                            | 4   | 4   | 0 | N/A |
| 310005 | BUCKET 25L                            | 8   | 8   | 0 | N/A |
| 310007 | DISHCLOTH                             | 6   | 6   | 0 | N/A |
| 310009 | DEO BLOCKS                            | 3   | 3   | 0 | N/A |

|        |                                    |      |      |   |     |
|--------|------------------------------------|------|------|---|-----|
| 310011 | DISINFECTANT CLEANER               | 1    | 1    | 0 | N/A |
| 310012 | DOMESTOS                           | 1    | 1    | 0 | N/A |
| 310016 | FURNITURE POLISH                   | 12   | 12   | 0 | N/A |
| 310019 | HANDY ANDY                         | 6    | 6    | 0 | N/A |
| 310022 | MUTTON CLOTH                       | 25   | 25   | 0 | N/A |
| 310023 | MOP LARGE                          | 10   | 10   | 0 | N/A |
| 310027 | REFUSE BAGS BLACK                  | 33   | 33   | 0 | N/A |
| 310028 | STEEL WOOL                         | 17   | 17   | 0 | N/A |
| 310029 | TOILETPAPER 48'S                   | 33   | 33   | 0 | N/A |
| 310032 | WASHING POWDER                     | 12   | 12   | 0 | N/A |
| 310033 | WINDOWLENE                         | 14   | 14   | 0 | N/A |
| 310035 | HIDRI REFLEX TOWELS                | 4    | 4    | 0 | N/A |
| 310039 | POT SCOURERS                       | 40   | 40   | 0 | N/A |
| 310040 | MULTI PURPOSE CLOTH                | 2    | 2    | 0 | N/A |
| 310043 | SUNLIGHT SOAP                      | 52   | 52   | 0 | N/A |
| 310044 | HANDSOAP LUX                       | 10   | 10   | 0 | N/A |
| 310045 | TOILET DUCK                        | 42   | 42   | 0 | N/A |
| 310046 | WINDOW SQUEEGEE                    | 9    | 9    | 0 | N/A |
| 310049 | CARBRO KETTLE & STEAM IRON CLEANER | 38   | 38   | 0 | N/A |
| 310050 | SWINGBIN BAGS KITCHEN              | 56   | 56   | 0 | N/A |
| 310055 | FEATHER DUSTERS                    | 15   | 15   | 0 | N/A |
| 310055 | RAGS 15KG                          | 6    | 6    | 0 | N/A |
| 310064 | CARPET SHAMPOO                     | 10   | 10   | 0 | N/A |
| 310067 | TOILET BRUSH                       | 23   | 23   | 0 | N/A |
|        | BATCH 00038                        | 6309 | 6309 | 0 |     |

Team 1: Katlego Rakuba  
Mamikie Mabule

  
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Team 2: Itumeleng Malaka  
Tshepo Baholo

  
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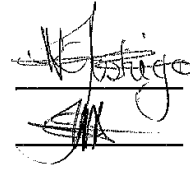
Sign Off: Goitsemodimo Mandona

  
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Herman Sebelebele

West Rand District Municipality  
3rd Quarter 31-Mar-22

Team 1: Tshupo Baholo  
Itumeleng Malaka



BATCH 00037  
STOCK TAKING

| ITEM NO | DESCRIPTION                   | Team 1 Count |
|---------|-------------------------------|--------------|
| 300001  | PAPER A4 WHITE                | 78           |
| 300003  | BOOKS-SHORTHAND               | 14           |
| 300005  | CD'S RECORDABLE               | 144          |
| 300007  | CORRECTION TAPE               | 78           |
| 300041  | EXAM PAD A4                   | 46           |
| 300042  | ERASERS                       | 07           |
| 300044  | FILES-FOLDER                  | 2095         |
| 300045  | HIGHLIGHTERS                  | 11           |
| 300046  | LEVER ARCH FILES              | 180          |
| 300047  | LEAD PENCIL .05               | 87           |
| 300048  | MAGIC CLIP (BOX)              | 50           |
| 300049  | MAGIC CLIP DISPENSER          | 56           |
| 300050  | MARKER ARTLINE                | 186          |
| 300051  | POCKET A4 (PACKET)            | 17           |
| 300052  | BALLPOINT PENS BIC MEDIUM     | 180          |
| 300054  | PENS UNI BALL EYE FINE        | 241          |
| 300055  | PENS UNI BALL EYE MEDIUM      | 208          |
| 300060  | POST-IT NOTES 654             | 81           |
| 300062  | GLUE STICK (PRITT)            | 30           |
| 300063  | PRESTIK                       | 7            |
| 300064  | PUNCH                         | 4            |
| 300065  | RULERS                        | 64           |
| 300067  | SCHMIDT REFILL P 900 F BLACK  | 43           |
| 300068  | STAPLERS                      | 12           |
| 300069  | STAPLES (BOX)                 | 35           |
| 300070  | STAPLE REMOVER                | 25           |
| 300071  | SCISSORS                      | 18           |
| 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       | 2            |
| 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           |
| 300092  | CUBE REFILLS COLOURED         | 50           |

|             |                                       |     |
|-------------|---------------------------------------|-----|
| 300093      | PICTURE MOUSE PADS                    | 12  |
| 300094      | TIDY FILES-ARCHIVE                    | 605 |
| 300098      | FILE DIVEDERS COLOURED                | 3   |
| 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              | 73  |
| 300110      | ENVELOPES 110 X 220 WINDOW BOX        | 10  |
| 300114      | FILE-QUOTATION(SOLID BACK,CLEAR FRON) | 8   |
| 300116      | PVC TRANSPARENT COVERS A4(0.18MM)     | 13  |
| 300124      | DVD +R VERBATIM                       | 88  |
| 300139      | STRIPS A4 (L54/29701492) WHITE        | 29  |
| 300149      | MEMORY STICK                          | 50  |
| 300153      | CASETTE 90 MINUTES                    | 25  |
| 300154      | ENVELOPES A3                          | 5   |
| 310003      | BROOM HARD                            | 4   |
| 310004      | BROOM SOFT                            | 4   |
| 310005      | BUCKET 25L                            | 8   |
| 310012      | DOMESTOS                              | 1   |
| 310016      | FURNITURE POLISH(PLEDGE)              | 12  |
| 310022      | MUTTON CLOTH                          | 25  |
| 310023      | MOP LARGE                             | 10  |
| 310028      | STEEL WOOL                            | 17  |
| 310029      | TOILETPAPER 48'S                      | 33  |
| 310032      | WASHING POWDER                        | 12  |
| 310033      | WINDOWLENE                            | 14  |
| 310035      | HIDRI REFLEX TOWELS                   | 4   |
| 310039      | POT SCOURERS                          | 40  |
| 310040      | MULTI PURPOSE CLOTH                   | 2   |
| 310043      | SUNLIGHT SOAP                         | 52  |
| 310044      | HANDSOAP LUX                          | 10  |
| 310046      | WINDOW SQUEEGEE                       | 9   |
| 310049      | CARBRO KETTLE & STEAM IRON CLEANER    | 38  |
| 310050      | SWINGBIN BAGS KITCHEN                 | 56  |
| 310054      | FEATHER DUSTERS                       | 15  |
| 310064      | CARPET SHAMPOO                        | 10  |
| 310067      | TOILET BRUSH                          | 23  |
| BATCH 00037 |                                       |     |

## 3rd Quarter 31-Mar-22

Itumeleng Malaka

~~W. L. Price~~

## STOCK TAKING

| ITEM NO | DESCRTIPTION                  | Team 1 Count |
|---------|-------------------------------|--------------|
| 300001  | PAPER A4 WHITE                | 78           |
| 300003  | BOOKS-SHORTHAND               | 14           |
| 300005  | CD'S RECORDABLE               | 44           |
| 300007  | CORRECTION TAPE               | 78           |
| 300041  | EXAM PAD A4                   | 46           |
| 300042  | ERASERS                       | 07           |
| 300044  | FILES-FOLDER                  | 2 025        |
| 300045  | HIGHLIGHTERS                  | 11           |
| 300046  | LEVER ARCH FILES              | 180          |
| 300047  | LEAD PENCIL .05               | 87           |
| 300048  | MAGIC CLIP (BOX)              | 50           |
| 300049  | MAGIC CLIP DISPENSER          | 56           |
| 300050  | MARKER ARTLINE                | 189          |
| 300051  | POCKET A4 (PACKET)            | 17           |
| 300052  | BALLPOINT PENS BIC MEDIUM     | 180          |
| 300054  | PENS UNI BALL EYE FINE        | 241          |
| 300055  | PENS UNI BALL EYE MEDIUM      | 208          |
| 300060  | POST-IT NOTES 654             | 81           |
| 300062  | GLUE STICK (PRITT)            | 30           |
| 300063  | PRESTIK                       | 07           |
| 300064  | PUNCH                         | 04           |
| 300065  | RULERS                        | 64           |
| 300067  | SCHMIDT REFILL P 900 F BLACK  | 43           |
| 300068  | STAPLERS                      | 12           |
| 300069  | STAPLES (BOX)                 | 35           |
| 300070  | STAPLE REMOVER                | 25           |
| 300071  | SCISSORS                      | 18           |
| 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       | 02           |
| 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           |
| 300092  | CUBE REFILLS COLOURED         | 50           |

|             |                                       |     |
|-------------|---------------------------------------|-----|
| 300093      | PICTURE MOUSE PADS                    | 12  |
| 300094      | TIDY FILES-ARCHIVE                    | 605 |
| 300098      | FILE DIVEDERS COLOURED                | 03  |
| 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              | 73  |
| 300110      | ENVELOPES 110 X 220 WINDOW BOX        | 10  |
| 300114      | FILE-QUOTATION(SOLID BACK,CLEAR FRON) | 08  |
| 300116      | PVC TRANSPARENT COVERS A4(0.18MM)     | 13  |
| 300124      | DVD +R VERBATIM                       | 88  |
| 300139      | STRIPS A4 (L54/29701492) WHITE        | 29  |
| 300149      | MEMORY STICK                          | 50  |
| 300153      | CASSETTE 90 MINUTES                   | 25  |
| 300154      | ENVELOPES A3                          | 05  |
| 310003      | BROOM HARD                            | 04  |
| 310004      | BROOM SOFT                            | 04  |
| 310005      | BUCKET 25L                            | 08  |
| 310012      | DOMESTOS                              | 01  |
| 310016      | FURNITURE POLISH(PLEDGE)              | 12  |
| 310022      | MUTTON CLOTH                          | 25  |
| 310023      | MOP LARGE                             | 10  |
| 310028      | STEEL WOOL                            | 17  |
| 310029      | TOILETPAPER 48'S                      | 36  |
| 310032      | WASHING POWDER                        | 12  |
| 310033      | WINDOWLENE                            | 14  |
| 310035      | HIDRI REFLEX TOWELS                   | 04  |
| 310039      | POT SCOURERS                          | 40  |
| 310040      | MULTI PURPOSE CLOTH                   | 02  |
| 310043      | SUNLIGHT SOAP                         | 52  |
| 310044      | HANDSOAP LUX                          | 10  |
| 310046      | WINDOW SQUEEGEE                       | 09  |
| 310049      | CARBRO KETTLE & STEAM IRON CLEANER    | 38  |
| 310050      | SWINGBIN BAGS KITCHEN                 | 56  |
| 310054      | FEATHER DUSTERS                       | 15  |
| 310064      | CARPET SHAMPOO                        | 10  |
| 310067      | TOILET BRUSH                          | 23  |
| BATCH 00037 |                                       |     |



Team 2: Katlego Rakuba  
Mamikie Mabule




BATCH 00037  
STOCK TAKING

| ITEM NO | DESCRIPTION                   | Team 2 Count |
|---------|-------------------------------|--------------|
| 300001  | PAPER A4 WHITE                | 78           |
| 300003  | BOOKS-SHORTHAND               | 14           |
| 300005  | CD'S RECORDABLE               | 44           |
| 300007  | CORRECTION TAPE               | 78           |
| 300041  | EXAM PAD A4                   | 46           |
| 300042  | ERASERS                       | 07           |
| 300044  | FILES-FOLDER                  | 2025         |
| 300045  | HIGHLIGHTERS                  | 11           |
| 300046  | LEVER ARCH FILES              | 180          |
| 300047  | LEAD PENCIL .05               | 87           |
| 300048  | MAGIC CLIP (BOX)              | 50           |
| 300049  | MAGIC CLIP DISPENSER          | 56           |
| 300050  | MARKER ARTLINE                | 189          |
| 300051  | POCKET A4 (PACKET)            | 17           |
| 300052  | BALLPOINT PENS BIC MEDIUM     | 180          |
| 300054  | PENS UNI BALL EYE FINE        | 241          |
| 300055  | PENS UNI BALL EYE MEDIUM      | 208          |
| 300060  | POST-IT NOTES 654             | 81           |
| 300062  | GLUE STICK (PRITT)            | 30           |
| 300063  | PRESTIK                       | 07           |
| 300064  | PUNCH                         | 04           |
| 300065  | RULERS                        | 64           |
| 300067  | SCHMIDT REFILL P 900 F BLACK  | 43           |
| 300068  | STAPLERS                      | 12           |
| 300069  | STAPLES (BOX)                 | 35           |
| 300070  | STAPLE REMOVER                | 25           |
| 300071  | SCISSORS                      | 18           |
| 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       | 02           |
| 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           |
| 300092  | CUBE REFILLS COLOURED         | 50           |

|             |                                       |     |
|-------------|---------------------------------------|-----|
| 300093      | PICTURE MOUSE PADS                    | 12  |
| 300094      | TIDY FILES-ARCHIVE                    | 605 |
| 300098      | FILE DIVEDERS COLOURED                | 03  |
| 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              | 73  |
| 300110      | ENVELOPES 110 X 220 WINDOW BOX        | 10  |
| 300114      | FILE-QUOTATION(SOLID BACK,CLEAR FRON) | 08  |
| 300116      | PVC TRANSPARENT COVERS A4(0.18MM)     | 13  |
| 300124      | DVD +R VERBATIM                       | 88  |
| 300139      | STRIPS A4 (L54/29701492) WHITE        | 29  |
| 300149      | MEMORY STICK                          | 50  |
| 300153      | CASSETTE 90 MINUTES                   | 25  |
| 300154      | ENVELOPES A3                          | 05  |
| 310003      | BROOM HARD                            | 04  |
| 310004      | BROOM SOFT                            | 04  |
| 310005      | BUCKET 25L                            | 08  |
| 310012      | DOMESTOS                              | 01  |
| 310016      | FURNITURE POLISH(PLEDGE)              | 12  |
| 310022      | MUTTON CLOTH                          | 25  |
| 310023      | MOP LARGE                             | 10  |
| 310028      | STEEL WOOL                            | 17  |
| 310029      | TOILETPAPER 48'S                      | 33  |
| 310032      | WASHING POWDER                        | 12  |
| 310033      | WINDOWLENE                            | 14  |
| 310035      | HIDRI REFLEX TOWELS                   | 04  |
| 310039      | POT SCOURERS                          | 40  |
| 310040      | MULTI PURPOSE CLOTH                   | 02  |
| 310043      | SUNLIGHT SOAP                         | 52  |
| 310044      | HANDSOAP LUX                          | 10  |
| 310046      | WINDOW SQUEEGEE                       | 09  |
| 310049      | CARBRO KETTLE & STEAM IRON CLEANER    | 38  |
| 310050      | SWINGBIN BAGS KITCHEN                 | 56  |
| 310054      | FEATHER DUSTERS                       | 15  |
| 310064      | CARPET SHAMPOO                        | 10  |
| 310067      | TOILET BRUSH                          | 23  |
| BATCH 00037 |                                       |     |

Team 2: Katlego Rakuba

Mamikie Mabule

BATCH 00037  
STOCK TAKING

| ITEM NO | DESCRTIPTION                  | Team 2 Count |
|---------|-------------------------------|--------------|
| 300001  | PAPER A4 WHITE                | 78           |
| 300003  | BOOKS-SHORTHAND               | 14           |
| 300005  | CD'S RECORDABLE               | 44           |
| 300007  | CORRECTION TAPE               | 78           |
| 300041  | EXAM PAD A4                   | 46           |
| 300042  | ERASERS                       | 07           |
| 300044  | FILES-FOLDER                  | 2025         |
| 300045  | HIGHLIGHTERS                  | 11           |
| 300046  | LEVER ARCH FILES              | 180          |
| 300047  | LEAD PENCIL .05               | 87           |
| 300048  | MAGIC CLIP (BOX)              | 60           |
| 300049  | MAGIC CLIP DISPENSER          | 66           |
| 300050  | MARKER ARTLINE                | 189          |
| 300051  | POCKET A4 (PACKET)            | 17           |
| 300052  | BALLPOINT PENS BIC MEDIUM     | 180          |
| 300054  | PENS UNI BALL EYE FINE        | 241          |
| 300055  | PENS UNI BALL EYE MEDIUM      | 208          |
| 300060  | POST-IT NOTES 654             | 81           |
| 300062  | GLUE STICK (PRITT)            | 30           |
| 300063  | PRESTIK                       | 07           |
| 300064  | PUNCH                         | 04           |
| 300065  | RULERS                        | 64           |
| 300067  | SCHMIDT REFILL P 900 F BLACK  | 43           |
| 300068  | STAPLERS                      | 12           |
| 300069  | STAPLES (BOX)                 | 35           |
| 300070  | STAPLE REMOVER                | 25           |
| 300071  | SCISSORS                      | 18           |
| 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       | 02           |
| 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           |
| 300092  | CUBE REFILLS COLOURED         | 50           |

|             |                                       |     |
|-------------|---------------------------------------|-----|
| 300093      | PICTURE MOUSE PADS                    | 12  |
| 300094      | TIDY FILES-ARCHIVE                    | 605 |
| 300098      | FILE DIVEDERS COLOURED                | 03  |
| 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              | 73  |
| 300110      | ENVELOPES 110 X 220 WINDOW BOX        | 10  |
| 300114      | FILE-QUOTATION(SOLID BACK,CLEAR FRON) | 08  |
| 300116      | PVC TRANSPARENT COVERS A4(0.18MM)     | 13  |
| 300124      | DVD +R VERBATIM                       | 88  |
| 300139      | STRIPS A4 (L54/29701492) WHITE        | 29  |
| 300149      | MEMORY STICK                          | 50  |
| 300153      | CASSETTE 90 MINUTES                   | 25  |
| 300154      | ENVELOPES A3                          | 05  |
| 310003      | BROOM HARD                            | 04  |
| 310004      | BROOM SOFT                            | 04  |
| 310005      | BUCKET 25L                            | 08  |
| 310012      | DOMESTOS                              | 01  |
| 310016      | FURNITURE POLISH(PLEDGE)              | 12  |
| 310022      | MUTTON CLOTH                          | 25  |
| 310023      | MOP LARGE                             | 10  |
| 310028      | STEEL WOOL                            | 17  |
| 310029      | TOILETPAPER 48'S                      | 33  |
| 310032      | WASHING POWDER                        | 12  |
| 310033      | WINDOWLENE                            | 14  |
| 310035      | HIDRI REFLEX TOWELS                   | 04  |
| 310039      | POT SCOURERS                          | 40  |
| 310040      | MULTI PURPOSE CLOTH                   | 02  |
| 310043      | SUNLIGHT SOAP                         | 52  |
| 310044      | HANDSOAP LUX                          | 10  |
| 310046      | WINDOW SQUEEGEE                       | 09  |
| 310049      | CARBRO KETTLE & STEAM IRON CLEANER    | 38  |
| 310050      | SWINGBIN BAGS KITCHEN                 | 56  |
| 310054      | FEATHER DUSTERS                       | 15  |
| 310064      | CARPET SHAMPOO                        | 10  |
| 310067      | TOILET BRUSH                          | 23  |
| BATCH 00037 |                                       |     |



## WestRand District Municipality

### Stock Valuation Report

User : LEARNERS  
 Store Code : MC1 WestRand District Municipality  
 Product Type : 10 STATIONERY & CLEANING MATERIAL  
 Period : 202203  
 Major Cat : S STATIONERY & CLEANING MATERIAL

| Part No & Desc                       | Veh | Min QOH | Max Re-order | QOH     | QOO    | Pend Iss | Avg. Cost | Value     |
|--------------------------------------|-----|---------|--------------|---------|--------|----------|-----------|-----------|
| 300001 PAPER A4 80GSM WHITE          |     | .0000   | 200.0000     | 78.00   | 60.00  | .00      | 326.66    | 25,479.78 |
| 300003 BOOKS - SHORTHAND             |     | 5.0000  | 100.0000     | 14.00   | .00    | .00      | 5.66      | 79.24     |
| 300005 CD'S 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  |
| 300041 EXAM PAD A4                   |     | .0000   | 200.0000     | 46.00   | .00    | .00      | 10.46     | 481.19    |
| 300042 ERASERS                       |     | .0000   | 50.0000      | 7.00    | .00    | .00      | 1.86      | 13.04     |
| 300044 FILES - FOLDER                |     | .0000   | 500.0000     | 2025.00 | .00    | .00      | 1.85      | 3,748.88  |
| 300045 HIGHLIGHTERS                  |     | .0000   | 50.0000      | 11.00   | .00    | .00      | 3.91      | 43.01     |
| 300046 LEVER ARCH FILES              |     | .0000   | .0000        | 180.00  | 110.00 | .00      | 46.81     | 8,425.15  |
| 300047 LEAD PENCIL .05               |     | .0000   | 50.0000      | 87.00   | 10.00  | .00      | 17.29     | 1,503.89  |
| 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     | 189.00  | .00    | .00      | 14.23     | 2,688.90  |
| 300051 POCKET A4 (PACKET)            |     | .0000   | 20.0000      | 17.00   | .00    | .00      | 26.17     | 444.87    |
| 300052 BALLPOINT PENS MEDIUM         |     | .0000   | .0000        | 180.00  | 17.00  | .00      | 8.33      | 1,499.99  |
| 300054 PENS UNI BALL EYE FINE        |     | .0000   | 144.0000     | 241.00  | .00    | .00      | 18.09     | 4,359.69  |
| 300055 PENS UNI BALL EYE MEDIUM      |     | .0000   | 144.0000     | 208.00  | .00    | .00      | 17.61     | 3,662.88  |
| 300060 POST-IT NOTES                 |     | .0000   | 40.0000      | 81.00   | .00    | .00      | 9.95      | 806.12    |
| 300062 PRITT                         |     | .0000   | .0000        | 30.00   | .00    | .00      | 35.00     | 1,050.00  |
| 300063 PRESTIK                       |     | .0000   | 15.0000      | 7.00    | .00    | .00      | 13.13     | 91.92     |
| 300064 PUNCH                         |     | .0000   | 5.0000       | 4.00    | .00    | .00      | 24.75     | 99.00     |
| 300065 RULERS                        |     | .0000   | 36.0000      | 64.00   | .00    | .00      | 1.59      | 101.76    |
| 300067 SCHMIDT REFILL P 900 F BLACK  |     | .0000   | .0000        | 43.00   | .00    | .00      | 23.93     | 1,028.99  |
| 300068 STAPLERS                      |     | .0000   | .0000        | 12.00   | .00    | .00      | 71.45     | 857.40    |
| 300069 STAPLES                       |     | .0000   | 20.0000      | 35.00   | .00    | .00      | 30.00     | 1,050.00  |
| 300070 STAPLE REMOVER                |     | .0000   | 15.0000      | 25.00   | .00    | .00      | 4.40      | 110.00    |
| 300071 SCISSORS                      |     | .0000   | 20.0000      | 18.00   | .00    | .00      | 8.40      | 151.20    |
| 300072 TELEROLLS                     |     | .0000   | 10.0000      | 20.00   | .00    | .00      | 65.00     | 1,300.00  |
| 300073 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 RED   |     | .0000   | 24.0000      | 86.00   | .00    | .00      | 13.14     | 1,130.04  |
| 300076 PENS B/P PILOT BPS FINE BLUE  |     | .0000   | 144.0000     | 310.00  | .00    | .00      | 11.83     | 3,668.66  |
| 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       | 2.00    | .00    | .00      | 140.30    | 280.60    |
| 300079 ENVELOPES 110 X 220           |     | .0000   | 5.0000       | 16.00   | .00    | .00      | 78.31     | 1,252.96  |
| 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    |
| 300085 STAMP PAD INK 30ML            |     | .0000   | 5.0000       | 12.00   | .00    | .00      | 6.42      | 77.04     |
| 300087 RING REINFORCEMENTS PVC 250'S |     | .0000   | 10.0000      | 25.00   | .00    | .00      | 4.37      | 109.25    |
| 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    |
| 300092 CUBE REFILLS COLOURED         |     | .0000   | .0000        | 50.00   | .00    | .00      | 79.00     | 3,950.00  |

|                 |  |         |          |        |       |     |        |            |
|-----------------|--|---------|----------|--------|-------|-----|--------|------------|
| 300093          | PICTURE MOUSE PADS                       | .0000   | 5.0000   | 12.00  | .00   | .00 | 39.90  | 478.80     |
| 300094          | TIDY FILES - ARCHIVE                     | .0000   | 100.0000 | 605.00 | .00   | .00 | 5.18   | 3,133.90   |
| 300098          | FILE DIVIDERS COLORED                    | .0000   | 15.0000  | 3.00   | .00   | .00 | 11.51  | 34.52      |
| 300100          | ENVELOPES A5 SELF SEAL BOX               | .0000   | 5.0000   | 12.00  | .00   | .00 | 145.57 | 1,746.78   |
| 300101          | BOOK - MANUSCRIPT A5                     | .0000   | 50.0000  | 188.00 | 10.00 | .00 | 11.30  | 2,125.25   |
| 300102          | TIPPEX CORRECTION FLUID                  | .0000   | 30.0000  | 101.00 | .00   | .00 | 7.50   | 757.04     |
| 300103          | FLIPCHART PADS                           | .0000   | 5.0000   | 6.00   | 2.00  | .00 | 130.01 | 780.08     |
| 300107          | POST-IT FLAGS BANDERITAS                 | .0000   | 10.0000  | 73.00  | .00   | .00 | 27.76  | 2,026.76   |
| 300110          | ENVELOPES 110 X 220 WINDOW BOX           | .0000   | 5.0000   | 10.00  | .00   | .00 | 82.96  | 829.60     |
| 300114          | FILE - QUOTATION (SOLID BACK,CLEAR FRONT | .0000   | 5.0000   | 8.00   | .00   | .00 | 4.26   | 34.08      |
| 300116          | PVC TRANSPARENT COVERS A4 (0.18MM)       | .0000   | 5.0000   | 13.00  | .00   | .00 | 99.32  | 1,291.20   |
| 300124          | DVD +R VERBATIM                          | .0000   | 20.0000  | 88.00  | .00   | .00 | 10.79  | 949.68     |
| 300139          | BINDER STRIPS A4(L54/29701492)WHITE      | .0000   | 5.0000   | 29.00  | .00   | .00 | 474.70 | 13,766.30  |
| 300149          | 8 GB MEMORY STICK                        | .0000   | 5.0000   | 50.00  | 10.00 | .00 | 90.00  | 4,500.00   |
| 300153          | CASSETTE 90 MINUTES                      | .0000   | .0000    | 25.00  | .00   | .00 | 10.95  | 273.75     |
| 300154          | ENVELOPES A3                             | .0000   | 5.0000   | 5.00   | .00   | .00 | 499.79 | 2,498.95   |
| 310003          | BROOM HARD                               | .0000   | .0000    | 4.00   | .00   | .00 | 78.00  | 312.00     |
| 310004          | BROOM SOFT                               | .0000   | .0000    | 4.00   | .00   | .00 | 78.00  | 312.00     |
| 310005          | BUCKETS 25L                              | .0000   | 5.0000   | 8.00   | .00   | .00 | 96.95  | 775.62     |
| 310007          | DISHCLOTH                                | .0000   | 5.0000   | 6.00   | .00   | .00 | 12.34  | 74.04      |
| 310009          | DEO BLOCKS                               | .0000   | 5.0000   | 3.00   | .00   | .00 | 504.38 | 1,513.13   |
| 310011          | DISINFECTANT CLEANER                     | .0000   | 50.0000  | 1.00   | .00   | .00 | 43.75  | 43.75      |
| 310012          | DOMESTOS                                 | .0000   | .0000    | 1.00   | .00   | .00 | 45.50  | 45.50      |
| 310016          | FURNITURE POLISH                         | .0000   | 40.0000  | 12.00  | .00   | .00 | 46.08  | 552.90     |
| 310019          | HANDY ANDY                               | .0000   | 50.0000  | 6.00   | .00   | .00 | 30.59  | 183.51     |
| 310022          | MUTTON CLOTH                             | .0000   | 5.0000   | 25.00  | .00   | .00 | 54.78  | 1,369.42   |
| 310023          | MOP LARGE                                | .0000   | .0000    | 10.00  | .00   | .00 | 196.38 | 1,963.79   |
| 310027          | REFUSE BAGS BLACK                        | .0000   | 50.0000  | 33.00  | .00   | .00 | 31.40  | 1,036.28   |
| 310028          | STEEL WOOL                               | .0000   | 10.0000  | 17.00  | .00   | .00 | 18.23  | 309.91     |
| 310029          | TOILETPAPER 48'S                         | .0000   | 50.0000  | 33.00  | .00   | .00 | 432.90 | 14,285.70  |
| 310032          | WASHING POWDER                           | .0000   | .0000    | 12.00  | .00   | .00 | 91.10  | 1,093.20   |
| 310033          | WINDOWLENE                               | .0000   | .0000    | 14.00  | .00   | .00 | 78.00  | 1,092.00   |
| 310035          | HIDRI REFLEX TOWELS                      | .0000   | .0000    | 4.00   | .00   | .00 | 169.00 | 676.00     |
| 310039          | POT SCOURERS                             | .0000   | 20.0000  | 40.00  | .00   | .00 | 7.23   | 289.34     |
| 310040          | MULTI PURPOSE CLOTH                      | .0000   | 20.0000  | 2.00   | .00   | .00 | 38.15  | 76.30      |
| 310043          | SUNLIGHT SOAP                            | .0000   | 20.0000  | 52.00  | .00   | .00 | 20.09  | 1,044.53   |
| 310044          | HANDSOAP LUX                             | .0000   | 10.0000  | 10.00  | .00   | .00 | 10.94  | 109.40     |
| 310045          | TOILET DUCK                              | .0000   | 50.0000  | 42.00  | .00   | .00 | 63.05  | 2,648.17   |
| 310046          | WINDOW SQUEEGEE                          | .0000   | 5.0000   | 9.00   | .00   | .00 | 35.73  | 321.53     |
| 310049          | CARBRO KETTLE & STEAM IRON CLEANER       | .0000   | .0000    | 38.00  | .00   | .00 | 26.00  | 988.00     |
| 310050          | SWINGBIN BAGS KITCHEN                    | .0000   | 50.0000  | 56.00  | .00   | .00 | 38.86  | 2,176.15   |
| 310054          | FEATHER DUSTERS                          | .0000   | .0000    | 15.00  | .00   | .00 | 91.00  | 1,365.00   |
| 310055          | RAGS 15KG                                | .0000   | 10.0000  | 6.00   | .00   | .00 | 88.75  | 532.49     |
| 310064          | CARPET SHAMPOO                           | .0000   | .0000    | 10.00  | .00   | .00 | 104.00 | 1,040.00   |
| 310067          | TOILET BRUSH                             | 10.0000 | 10.0000  | 23.00  | .00   | .00 | 52.50  | 1,207.50   |
|                 |  |         |          |        |       |     |        | 0.00       |
| TOTAL VALUATION |  |         |          |        |       |     |        | 149,371.01 |

### CONTRACT REGISTER 2021-2022

| N o. | Contract No.                       | Name of Contractor                         | Description of Supply/Service  | Date of award/ Contract | Contract Start Date | Contract End Date | Contract Duration | Total Contract Value | Business Unit/ End-user                                    | Project Manager | Telephone      | Email Address  |
|------|------------------------------------|--|--|-------------------------|---------------------|-------------------|-------------------|----------------------|--|-----------------|----------------|--|
| 1    | RT25/2016- NT Transversal Contract | MUNSOFT (Pty) Ltd                          | Mscosa Financial System  | 15-Aug-17               | 15-Aug-17           | 17-August-22      | 22 Mont hs        | As per Agreed Rates  | Corporate Services   | G Magole        | (011) 411 5016 | <a href="mailto:gmagole@wrdm.gov.za">gmagole@wrdm.gov.za</a>   |
| 2    | WR/FIN/06/18                       | FNB  | Banking Services   | 09-Jul-18               | 01-Aug-18           | 31-Jul-23         | 60 Mont hs        | As per agreed Rates  | Budget and Treasury  | S Ramaele       | (011) 411 5251 | <a href="mailto:sramaele@wrdm.gov.za">sramaele@wrdm.gov.za</a> |
| 3    | WR/HSD/10/18                       | Gondwana Environmental Solutions (Pty) Ltd | Maintenance and Monitoring of Air Quality Stations for The West Rand District Municipality | 21-Aug-18               | 01-Sep-18           | 31-Aug-21         | 36 Mont hs        | R 2 291 865,71       | Health and Social Development and Environmental Management | M Zwane         | (011) 411 5137 | <a href="mailto:sramaele@wrdm.gov.za">sramaele@wrdm.gov.za</a> |
| 4    | WR/CORP/08/18                      | 1.Kunene Ramaphala Incorporated            | Panel of Attorneys   | 31-Jul-18               | 01-Sep-18           | 31-Aug-21         | 36 Mont hs        | As per Agreed Rates  | Corporate Services   | G Magole        | (011) 411 5016 | <a href="mailto:gmagole@wrdm.gov.za">gmagole@wrdm.gov.za</a>   |
|      |                                    | 2.Ramushu Mashile Twala INC                |  | 31-Jul-18               | 01-Sep-18           | 31-Aug-21         |                   |                      |  |                 |                |  |
|      |                                    | 3.Lizel Venter Attorneys                   |  | 31-Jul-18               | 01-Sep-18           | 31-Aug-21         |                   |                      |  |                 |                |  |
|      |                                    | 4.Phungo Incorporated                      |  | 31-Jul-18               | 01-Sep-18           | 31-Aug-21         |                   |                      |  |                 |                |  |
|      |                                    | 5.Lawrance Melato INC Attorneys            |  | 31-Jul-18               | 01-Sep-18           | 31-Aug-21         |                   |                      |  |                 |                |  |
|      |                                    | 6. Thejane Attorneys                       |  | 31-Jul-18               | 01-Sep-18           | 31-Aug-21         |                   |                      |  |                 |                |  |

|   |               |  |   |           |           |           |           |                                      |  |            |                |  |
|---|---------------|--|---|-----------|-----------|-----------|-----------|--------------------------------------|--|------------|----------------|--|
|   |               | 7.Kunene Maila Attorneys                       |   | 31-Jul-18 | 01-Sep-18 | 31-Aug-21 |           |                                      |  |            |                |  |
|   |               | 8.Ismail and Dahya INC                         |   | 31-Jul-18 | 01-Sep-18 | 31-Aug-21 |           |                                      |  |            |                |  |
|   |               | 9.Makhubela Attorneys2                         |   | 31-Jul-18 | 01-Sep-18 | 31-Aug-21 |           |                                      |  |            |                |  |
| 5 | 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  | N Kahts    | (011) 411 5099 | <a href="mailto:nkahts@wrdm.gov.za">nkahts@wrdm.gov.za</a>       |
| 6 | 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 and Technical Services | D Govendor | (011) 411 5019 | <a href="mailto:dgovender@wrdm.gov.za">dgovender@wrdm.gov.za</a> |
| 7 | 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  | N Kahts    | (011) 411 5099 | <a href="mailto:nkahts@wrdm.gov.za">nkahts@wrdm.gov.za</a>       |
| 8 | WR/FIN/04/20  | Fezi Auditors and Consultants and Opulentia JV | Insurance Services  | 30-Jun-20 | 01-Jul-20 | 30-Jul-23 | 36 Months | R 1 998 793.81 (Annual premium)      | Budget and Treasury  | S Ramaele  | (011) 411 5251 | <a href="mailto:sramaele@wrd.gov.za">sramaele@wrd.gov.za</a>     |
| 9 | WR/FIN/05/20  | Maximum Profit Recovery (Pty) Ltd              | VAT Review Engagement   | 03-Sep-20 | 01-Oct-20 | 30-Sep-23 | 36 Months | 9.5% Commission on revenue collected | Budget and Treasury  | S Ramaele  | (011) 411 5251 | <a href="mailto:sramaele@wrd.gov.za">sramaele@wrd.gov.za</a>     |



|    |               |  |  |           |           |           |           |  |                     |                    |                |  |
|----|---------------|--|--|-----------|-----------|-----------|-----------|--|---------------------|--------------------|----------------|--|
| 10 | WR/CORP/03/20 | Media Torgue and Events                | Advertising Agencies for the placement of Tender Advertisement in the print media on an as and when required basis for a period of not exceeding three (03) Years. | 29-Oct-20 | 01-Dec-20 | 30-Nov-23 | 36 Months | N/A: Orders are issued on the basis of the lowest quotation received from the panel as and when there is a need. | Corporate Services  | G Magole           | (011) 411 5016 | <a href="mailto:gmagole@wrdm.gov.za">gmagole@wrdm.gov.za</a>   |
|    |               | Ndabana Media Production               |  |           |           |           |           |  |                     |                    |                |  |
|    |               | Gauteng News J/V akotek                |  |           |           |           |           |  |                     |                    |                |  |
| 11 | WR/FIN/06/20  | Twananani Trading Enterprise           | Panel of Service Providers for Servicing, Maintenance and Repairs of Vehicles  | 17-Jun-21 | 01-Aug-21 | 31-Jul-24 | 36 Months | As per Agreed Rates  | Budget and Treasury | S Ramaele          | (011) 411 5251 | <a href="mailto:sramaele@wrdm.gov.za">sramaele@wrdm.gov.za</a> |
|    |               | Marce Projects (Pty) Ltd               |  |           |           |           |           |  |                     |                    |                |  |
|    |               | Rand West Brake and Clutch             |  |           |           |           |           |  |                     |                    |                |  |
| 12 | RT15 2021     | MTN(Pty)Ltd                            | Supply and delivery of mobile communication services.  | 27-May-21 | 01-Aug-21 | 31-Jul-21 | 24 Months | R 1 852 748,00   | Corporate Services  | G Magole           | (011) 411 5016 | <a href="mailto:gmagole@wrdm.gov.za">gmagole@wrdm.gov.za</a>   |
| 13 | WR/CORP/04/21 | Lizel Venter Attorneys                 | Panel of Attorneys   | 06-Sep-21 | 01-Oct-21 | 30-Sep-24 | 36 Months | As per Agreed Rates  | Corporate Services  | Corporate Services | (011) 411 5016 | <a href="mailto:gmagole@wrdm.gov.za">gmagole@wrdm.gov.za</a>   |
|    |               | Madlhopa & Thenga Incorporated         |  |           |           |           |           |  |                     |                    |                |  |
|    |               | Phambane Mokone Incorporated Attorneys |  |           |           |           |           |  |                     |                    |                |  |

|    |               |                                 |  |             |             |             |           |  |                    |          |                |  |
|----|---------------|---------------------------------|--|-------------|-------------|-------------|-----------|--|--------------------|----------|----------------|--|
|    |               | Verveen Attorneys               |  |             |             |             |           |  |                    |          |                |  |
| 14 | RT3 2018      | Apex                            | Supply, delivery, commissioning and maintenance of office automation equipment   | 15-Sep-21   | 01-Oct-21   | 30-Sep-24   | 36 Months | R 963 959,04   | Corporate Services | G Magole | (011) 411 5016 | <a href="mailto:gmagole@wrdm.gov.za">gmagole@wrdm.gov.za</a> |
| 15 | WR/PS/03/22   | Sunday Kit Uniform Supplies CC. | Supply and delivery of operational uniform (working dress) and PPE (bunker gear) for public safety (rescue and fire services) for the west rand district municipality. | 09-Nov-21   |             |             | 36 Months | As per Agreed Rates  | Public Safety      | N Kahts  | (011) 411 5099 | <a href="mailto:nkahts@wrdm.gov.za">nkahts@wrdm.gov.za</a>   |
| 16 | WR/CORP/01/22 | Lehakwe Business Solution       | Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers, Laptops, Keyboards, Mice, Desktop Monitors, VGA                 | 11-Mar-2022 | 14-Mar-2022 | 14 Mar-2025 | 36 Months | N/A: Orders are issued on the basis of the lowest quotation received from the panel as and when there is a need. | Corporate Services | G Magole | (011) 411 5016 | <a href="mailto:gmagole@wrdm.gov.za">gmagole@wrdm.gov.za</a> |
|    |               | Makteck Enterprise              |  |             |             |             |           |  |                    |          |                |  |

|  |  |                                       |  |  |  |  |  |  |  |  |  |  |
|--|--|---------------------------------------|--|--|--|--|--|--|--|--|--|--|
|  |  | Runnymede<br>Advisory &<br>Consulting | and HDMI<br>Cables and<br>Adapters,<br>Internal Hard<br>Drives,<br>Universal<br>Laptop<br>Chargers,<br>Projectors, 15'6<br>and 14" inch<br>Laptop Carry<br>Bags for a<br>period of 3<br>years. |  |  |  |  |  |  |  |  |  |
|--|--|---------------------------------------|--|--|--|--|--|--|--|--|--|--|