Isalathiso: 20170927-5299
5/1/7/4
Imibuzo: JT Solomons

ISetyhula: 0040/2017
Umhla wokuphelelwa: 30 Septemba 2020

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli (kwiiNkonzo zeZiko kwii-ofisi zezithili) nakuwo onke amaGosa oQhagamshelwano naBathengi naBathengisi (*SCM Champions*)

Isishwankathelo esifutshane: *Ukubonelelwa ngeekhathalogu zoku-odolwa kwezinto zokubhala zethuba elisusela kwi-01 Oktobha 2017 ukuya kwi-30 Septemba 2020.*

Isihloko: Uku-odolwa kwezinto zokubhala nguNdlunkulu, zii-ofisi zezithili zemfundo nazizikolo ezingekho phantsi kwesiqendu 21

1. Kucelwa wazi ukuba iSebe leMfundo leNtshona Koloni (i*WCED*) ligqibile ukwenza ikhontraki entsha (*B/WCED 2381/16*) yokuthengwa nokusiwa kwezinto zokubhala zase-ofisini kwithuba elisusela kwi-01 Oktobha 2017 ukuya kwi-30 Septemba 2020. Ikhontraki emiyo (*B/WCED 2271/14*) iya kuphelelwa nge-30 Septemba 2017.

2. Ziya kwenziwa apha ii-odolo zezinto eziboniswe kule khathalogu iqhotyoshelweyo:

   Masiqhame Trading 1057 CC
   4 Postern Way
   EDGEMEAD
   7441
   Ifoni: 021 558 9947/ 079 782 5343
   Umntu ekuqhagamshelwana naye: Nks G Daniels

   Fumana apha kuqhotyoshelwe ikhathalogu ebonisa izinto ezikhoyo kwikhontraki ezikhankanywe ngentla kunye nexabiso lento nganye. La maxabiso adibanisa ukusiwa kwezinto kwii-ofisi nakwizikolo ezichaphazelekayo.

3. Le khontraki ayenzi sibonelelo sokuthengwa nokusiwa kwamaphepha okufotokopa neekhatriji zeprinta. Amaphepha nezinye izinto ezingekhoyo kwiikhathalogu yezinto zokubhala ziya kuthengwa ngeekoteyishini ezicelwe ngesistim yasekhompyutheni i-*Integrated Procurement Solution* (*IPS*). Nakuba kunjalo, ikhontraki ye*SITA* (RFB 2007/205) yenza isibonelelo sokuthengwa kwezi ndidi zilandelayo zeekhatriji zokuprinta:

(a) *HP*
(b) *Fujitsu*
(c) *Canon(P)*
(d) *Zebra*
(e) *Brother*
(f) *Lexmark*
(g) *Toshiba*

Abaphathi abajongene nesitokhwe (*responsibility managers*) mabaqinisekise ukuba inombolo yekhontraki efanelekileyo ibhaliwe kwirikhwizishini yeekhatriji ukwenzela ukuze ibe nokufakwa kwifom yoku-odola. Naziphi iikhatriji ezingabhalwanga mazithengwe kusetyenziswa isistim yasekhompyutheni i-*IPS*. Ii-ofisi ezisingethe ii-odolo ziya ufumana uluhlu olwahlukileyo lwabathengisi (*vendors*) beekhatriji ezidwelisiweyo.

4. Makuthathwe la manyathelo alandelayo uku-odola izinto zokubhala:

(a) Zalisa ifom i-*LOG 1 requisition form*
    (i) Kwikholam yenkcazelo, bhala uthi "*supply stationery as per attached lists*".
    (ii) Faka inombolo yekhontraki (*B/WCED 2381/16*) ngezantsi kwale nkcazelo ingentla (kude kuyokuba nge-30 Septemba 2017, makusetyenziswe inombolo yekhontraki *B/WCED 2271/14*);
    (iii) Qhoboshela uluhlu lokuziimfuno kwifom yerikhwizishini uqinisekise ukuba izinto ezibhalwayo azigqithi kwimigca elishumi. Ukuba kufuneka izinto ezingaphezulu kwemigca elishumi, makungeniswe ifom yerikhwizishini ezimeleyo;
    (iv) Yenza isicelo sezinto ezingekhoyo kwikhontraki ezimeleyo.
(b) Qhoboshela i-*PGWC 002 BAS Allocation Attachment form* kwifom yerikhwizishini uchaze ibhajethi efumanekayo yezinto emazithengwe.
(c) Sebenzisa i-*MS Office Excel version* kwikhathalogu efanelekileyo (eya kuthunyelwa ngekhompyutha kumaGosa oQhagamshelwano naBathengi naBathengisi ii-*SCM Champions*) ukumisela iindleko zerikhwizishini nganye.
(d) Ukukhetha izinto ezifunekayo kwiikhathalogu ezifanelekileyo, makuthathwe la manyathelo alandelayo:
    (i) Sebenzisa ii-"*filters*" esele zikhona kwi-*MS Office Excel spreadsheet*.
    (ii) Hlela (*filter*) nge-"*item name*" okanye nge-"*commodity*".
    (iii) Bhala phantsi inani elifunekayo. I-*MS Office Excel spreadsheet* iya kubala ngokuzenzekelayo ixabiso lokuthengwayo. Lo myinge mawuchazwe

mawubhalwe kwifom eyodwa i-*PGWC 002 BAS Allocation Attachment form*.

(iv) Printa okukhethiweyo, kuqukwa netotali yexabiso yaye uziqhoboshele kwifom yerikhwizishini ngokuka-(a) (iii) ngentla.

5. Ikomiti i-*LTSM Project Team* kwiCandelo lokuXhasa amaZiko ngeziBonelelo iya kwenza i-odolo yezikolo ezingekho phantsi kwesiqendu 21 yaye ngokufanayo yazise izikolo malunga nobukho bekhontraki entsha neenkqubo zoku-odola.

6. Kunokuqhagamshelwana noNks Amanda Higa ku-021 467 2812 ukufumana uncedo ngokuzaliswa kweerikhwizishini.

7. Kucelwa uqaphele ukuba kuphela ngamagosa agunyazisiweyo eeyunithi ezijongene noKuthengwa kweeMpahla neeNkonzo (*Supply Chain units*) ee-ofisi ezichaphazelekayo anokufaka ii-odolo kubathengisi kwanokuqinisekisa ukuthotyelwa kwemiqathango ekwi-*Institutional Instruction No. 10/2013* (makuqatshelwe ukuzaliswa ngokupheleleyo kwamaxwebhu okuthenga iimpahla/iinkonzo).

8. Kucelwa wazise okukule setyhula bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU- BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2017-09-30