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Inombolo yefayili: 5/1/7/4  
Imibuzo: JT Solomons

ISetyhula: 0039/2020

Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli aBaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela-Balawuli, kwii-SCM Practitioners, kwii-SCM Champions nakwii-Asset Controllers kwaNdlunkulu nakwii-ofisi zezithili

Isishwankathelo esifutshane: Imigaqo yokungeniswa kwezicelo zokuthengwa kwefanitshala nezinye izixhobo (kubandakanywa neze-ICT) ukulungiselela uNdlunkulu nee-ofisi zezithili.

**ISihloko: Imigaqo yokungeniswa kwezicelo zokuthengwa kwefanitshala nezinye izixhobo (kubandakanywa neze-ICT) ukulungiselela uNdlunkulu nee-ofisi zezithili**

1. Le setyhula ihlaziyiwe yaye iyitshintsha ngokupheleleyo iSetyhula 0068/2015, yomhla we-02 Disemba 2015.
2. Konke ukuthengwa kwefanitshala nezinye izixhobo makwenziwe ngokuqala kugqithwe kwiCandelo loLawulo loKuthengwa kweMpahla neeNkonzo kwaNdlunkulu, zingathathelwanga ngqalelo iindleko ezichaphazelekayo. Oku kuya kuqinisekisa ukuba:
  - a) kusetyenziswe i-Item Control Number (ICN) kwi-LOGIS;
  - b) kufakwe ibhakhawudi kwi-ayithem yakuba izisiwe;
  - c) inkcazo echanekileyo, ixabiso nendawo ziyabhalwa kwiRejista yee-Asethi (Asset Register); yaye
  - d) iRejista yee-Asethi ichanekile yaye ihlaziyiwe.
3. Makulandelwe la manyathelo alandelayo uku-odola ifanitshala nezinye izixhobo:
  - 3.1 Makuzaliswe i-LOG 1 requisition form
    - 3.1.1 Xa ngaba kusarhoxisiwe ukuthengwa kwefanitshala (moratorium on the acquisition of office furniture) yakwaNdlunkulu, makufunyanwe imvume kuqala kwiNtloko yezeMfundo. Ngokumalunga nezixhobo zazo zonke ikhombenti ezikwiProgram 1, makufunyanwe imvume yenkxaso-mali yoku kuthengwa kwezi zixhobo kulolu hlobo

kuSekela Mlawuli-Jikelele weeNkonzo zeZiko yaye imvume elolu hlobo mayiqhotyoshelwe kwirikhwizishini.

- 3.1.2 Kwikhohlam yenkcazo (*description column*), makuchazwe ngokupheleleyo i-ayithem efunekayo yaye makufundwe iinkcukacha eziyichazayo (*specification*) (ukuba ziqhotyoshelwe).
- 3.1.3 Makufakwe ubungakanani bezo zithengiweyo nobungakanani bezo zivunyiweyo.
- 3.1.4 Makuboniswe apho ifanitshala/izixhobo ziya kufunyanwa khona kwi-*"Inventory/Personnel No."* column. Umzekelo, u-500E uchaza umphathi ojongene nestokhwe (i-*Cost Centre*) kulandele u-06-30 omele inombolo yegumbi engu-30 kumgangatho we-6. Inombolo i-*door barcode number* efakwa nguNdlunkulu kwii-*cost centres* mayirekhodwe ukuba iyindawo ekhoyo.
- 3.1.5 Apho ku-odolwe ngaphezu kwe-ayithem enye efanayo, umphathi ojongene nestokhwe (*responsibility manager*) makaxele indawo apho i-ayithem nganye iya kufumaneka khona. Umzekelo, ukuba ku-odolwe izitulo ezibini yaye esinye sisetyenziswa kwiGumbi 1, esinye isitulo sisetyenziswa kwiGumbi 2, la magumbi ke ngoko iya kuba ngamagumbi amabini ahlukeneyo. Apho kukho isithuba esinganelanga kwi-*LOG 1 form*, makwenziwe ilisti eyahlukeneyo ize iqhotyoshelwe.
- 3.1.6 Makuqinisekise ukuba ilisti eqhotyoshelwe kwifom yerikhwizishini, ayigqithi kwii-ayithem zemigca elishumi. Ukuba kufuneka ii-ayithem ezingaphezu kwezemigca elishumi, makungeniswe ifom yerikhwizishini eyahlukeneyo.
- 3.1.7 Makuzaliswe iikhohlam i-*"Replacement Quantity"* okanye i-*"Increase in Capacity "*. U-*"Replacement"* ubhekisa kwii-ayithem ezilahlekileyo/ezibiweyo/eziza kukhutshwa ezincwadini ezingasasetyenziswayo (*lost/stolen/to be written off*) yaye ukuthi *"Increase in Capacity "* kuthetha ii-ayithem ezongezelelweyo zenkcazo efanayo esele zikuloo ndawo.
- 3.1.8 Ukuthengwa kwefanitshala nezinye izixhobo ngokumalunga namacandelo aqhagamshelene nebhajethi yeProgram 1 kuxhomekeke ekufumanekeni kwebhajethi ngumphathi weprogram yaye ngoko ke irikhwizishini mayisayinwe nangumphathi weprogram.
- 3.2 Makuzaliswe i-*LOG 1 requisition form* ngokumalunga nefanitshala nezinye izixhobo yaye mayisayinelwe ngumphathi ojongene nestokhwe nayii-*SCM champion* yaye mayithunyelwe kuMlawuli oNcedisayo: we*Supply Chain Management Policy, Planning and Performance Management* kumgangatho we-6 kwiGumbi 6-12 e-*Grand Central Towers* ukwenzela iinjongo zokurekhodwa kwayo.
- 3.3 Makuqhotyoshelwe i-*PGWC 002 BAS allocation form* kwifom yerikhwizishini yaye makuboniswe ibhajethi efumanekayo yezo zinto zithengwayo. Le fom mayitshekishwe

yaye isayinwe ligosa eliyi-SCM champion. ICandelo loLawulo loLwabiwo noSetyenziso-mali (*Management Accounting*) makuthethwane nalo ngokumalunga nesitraktsha senkcitho esichanekileyo emasisetyenziswe.

4. Iinkcukacha zee-ayithem (*specifications*) neerikhwizishini ezingazaliswanga ngokupheleleyo zizizathu ezixhaphakileyo ezibangela ukulibaziseka ekusingathweni kwenkqubo yokuthengwa kwee-ayithem (*processing of requisitioned items*). Ezinye ii-ayithem kufuneka zenziwe ngabathengisi ngokwexesha elimisiweyo eliphakathi kokuqaliswa ukwenziwa nokugqitywa kwazo (*set lead time*) yaye ke ngoko ezi ayithem azinako ukufumaneka kwangoko xa ziceliwe. Ngaphezu koko, izixhobo ze-*Information and Communication Technology (ICT)* zixhomekeke ekungenisweni kwazo kweli lizwe (*importation*) yaye umntu kufuneka athathele ingqalelo ixesha elithathwa yi-*Original Equipment Manufacturer (OEM)* kwiRiphabliki yoMzantsi Afrika (*RSA*) ukufaka i-odolo phesheya kolwandle, elokuba yenziwe (*assembled*), isiwe kwinkqubo yezerhafu (*customs process*) ejongene neemveliso ezingeniswa kweli lizwe ukuze emva koko ifike apha eMzantsi Afrika (*RSA*) emva kokuba kufezekiswe iimfuno ezimiselweyo zokungeniswa kweemveliso kweli lizwe (*importation requirements*). Kuya kuba kusemva koku ukuba ongumthengisi kwakhona (*reseller*) abenako ukuyisa kulo ndawo isetyenziswa kuyo. Kukwabalulekile nokukhumbula ukuba ukuthengwa kanye kanye kwezixhobo ze-*ICT* kugunyaziswa ngokoMthetho we-*State Information Technology Agency (SITA)*, 1998 (uMthetho 88 ka-1998), ngoko ke, ukuba i-SITA ayikenzi malungiselelo emvumelwano yosetyenziso ngawo onke amasebe kaRhulumente ngokumalunga nokuthengwa kwee-ayithem eziqhelekileyo (*supply of standard items*), ukuthengwa kwazo makwenziwe ngokuqala kugqithwe kwi-SITA yaye oku kunexesha lako elimisiweyo.
5. Ngenxa yeso sizathu makurekhodwe oku kulandelayo:
  - 5.1 Ii-ayithem zemvumelwano zii-ayithem ezifumanekayo kwiimvumelwano ezibandakanya amanye amasebe (*transversal contracts*) zeSITA kaZwelonke okanye eyePhondo (*National or Provincial or SITA transversal contracts*), nezibandakanya:
    - a) ukuthengwa kweebrendi ezikhethekileyo (*specific brands*) neendidi zomatshini abazii-shredders neebrendi ezikhethekileyo zee-data video projectors (kucelwa uthetha-thethane noMlawuli oNcedisayo (*Assistant Director*) weSpecifications and Quotations ngokumalunga nezi brendi ukumisela ukufaneleka kwazo;
    - b) ukurentwa koomatshini bokufotokopa nokuvelisa amaxwebhu (*reprographic machines*), izixhobo ezizii-standard ICT equipment (*ii-desktop PCs, ii-laptops nee-printers, njl.njl.*); kunye
    - c) ne-ICT software eqhelekileyo.
  - 5.2 Abaphathi abajongene nestokhwe mabaqinisekise ukuba, ngokumalunga nezixhobo ze-ICT ne-software, imvume ye-ITOPSCOM ihamba kunye nerikhwizishini evunyiweyo. I-ITOPSCOM yeSebe leMfundo leNtshona Koloni (WCED) ikhuphe le listi iqhotyoshelweyo ibonisa ukuba zeziphi na ii-ayithem ezifuna imvume ye-ITOPSCOM.

- 5.3 Kucetyiswa ukuba kwii-ayithem ezifumaneka ngemvumelwano nakwezo zixhomekeke ekwenziweni kwazo ngabavelisi, ixesha eliphakathi kokuqalwa nokugqitywa ukwenziwa kwazo (*lead time*) leenyanga ezintathu (3) ubuncinane, licwangciselwa ukuziswa kwe-ayithem okulindelekileyo.
- 5.4 Ii-ayithem ezingezizo ezemvumelwano (*non-contract items*): Ezi zii-ayithem ezingafumanekiyo nakweyiphi na imvumelwano nezo kufuneka kufunwe umthengisi wazo ngeenkqubo ezifanelekileyo (nokuba kungendlela yeziniki-maxabiso emiselweyo (*a formal tender*)) enokuqhutywa ithuba leenyanga ezintathu (3) okanye ngendlela yokufumana iikowuteshini nge-*Integrated Procurement Solution (IPS)*. Nangona le ndlela yamva (inesixa esiqingqiweyo esiyinkcitho efikelela ku-R500 000) inxesha elifutshane lokugqitywa kwayo yonke inkqubo yezentengo (*turn-around time*), intengiso isaxhomekeke ekwenziweni kwayo ngumvelisi okanye ekuthengweni kwayo kumazwe angaphandle (*manufacturing or importation*) yaye ke ngoko apha kusebenza iinyanga ezintathu ekucetyiswa ngazo apha.
6. ISebe iWCED linyanzelekile ukuba lihambe mbo ngokweMiyalelo ye-Ofisi kaNondyebo (*Treasury Instructions*) ngokumalunga nee-inventri yaye iRejista yee-Asethi iya kuhlaziywa ngokuqhubekayo. Mayigxininiswe into yokuba yonke ifanitshala nezixhobo ezizisiweyo kulowo uza kuzisebenzisa (*end user*), ziselugcinweni nakulondolozo lomphathi ojongene nestokhwe kwaye oko kuya kuhlala kuluxanduva lwalo mphathi ujongene nestokhwe uchaphazelekayo. Ifanitshala nezixhobo ezilolu hlobo, emva kokuziswa kwazo, mazigcinwe kwindawo enqatyisiweyo de kube lelo xesha lokukhutshwa kwazo zinikwe umsebenzisi ngamnye yaye apho kufanelekileyo mazifakwe yi-*Centre for e-Innovation (CEI)*. Oku kubaluleke gqitha ngokumalunga ne-*Annual ICT Refresh programme* apho, emva kokuba zi-odolwe ii-ayithem, umthwalo usiwa ngqo kulo mphathi ujongene nestokhwe sele esaziwa. Apho ii-ayithem ezininzi (*multiple items*) ze-ayithem enye zithengelwa ukusetyenziswa ngabantu ngabodwa nanini na naxa ziyimfuneko, umphathi ojongene nestokhwe makagcine irejista yerisithi yokukhutshwa/yokufunyanwa kwazo ukulungiselela iinjongo zokuphicothwa kweencwadi. Umzekelo wale meko kukusetyenziswa kwee-notebook computers okanye iikhompyutha.
7. Le setyhula mayifundwe kunye neSetyhula 0033/2018, yomhla we-10 Septemba 2018.
8. Bayacelwa abaphathi abajongene nestokhwe ukuba bazise bonke abasebenzi ngokuqulethwe yile setyhula.

**ISAYINWE:** NGU-BK SCHREUDER

**INTLOKO: YESEBE LEMFUNDO**

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