



Isalathiso: 20200220-4761  
Inombolo yefayili: 5/3/1/4/P  
Imibuzo: A Betz

INGcaciso eMfutshane yeCandelo loLawulo loKuthengwa kweeMpahla neeNkonzo:  
0001/2020

Iya: KwiNtsumpa-Jikelele, kumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko,  
kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), nakwiiNtloko zawo onke amacandelo  
namacandelwana kwaNdlunkulu nakwii-ofisi zezithili

**Isihloko: Ukuchithwa kwee-asethi ezinokushenxiswa eziphathekayo**

1. Ngokwecandelo 38(1)(a) loMthetho woLawulo lweMali kaRhulumente (PFMA), 1999 (uMthetho 1 ka-1999), igosa eliphendula ngokusetyenziswa kwemali linoxanduva lolawulo lwezemali nolawulo lwelahleko, kwanokusetyenziswa ngempumelelo nangobuchule kwazo zonke ii-asethi. ISahluko 10.1.1. seWestern Cape Provincial Treasury Instructions (WCPTI), esikhutshwe ngokwecandelo 18(2)(a) le-PFMA yange-23 Septemba 2019, sifuna ukuba igosa eliphendula ngokusetyenziswa kwemali okanye igosa elinegunya lokuphendula ngokusetyenziswa kwemali liqinisekise ukuba isistim yolawulo lonxibelelwano lwabathengi nabathengisi yeziko ibonelela ngesistim esebenza ngempumelelo nangobuchule yolawulo lokuchithwa kwee-asethi ekufuneka inciphise ukugcinwa kwee-asethi ezingaphezu kwemfuneko okanye ezingasetyenziswa kangako.
2. Ngaphezulu, iSahluko 10.1.2 seWCPTI simisela ukuba inkqubo yolawulo lokuchithwa kwee-asethi zeziko mayinike iindidi ezininzi zokuchithwa kwee-asethi ngokwamacandelo ee-asethi zeziko yaye ingaquka:
  - a) Ifandesi (*auction*) karhulumente;
  - b) Inkqubo yeziniki-maxabiso (*tender*) karhulumente;
  - c) Ukutshintshelwa kwamanye amaziko kwee-asethi;
  - d) Ukuthengiselwa amanye amaziko kwee-asethi;
  - e) Ukuqeshisa ngazo;
  - f) Ukuzithengisela abaqeshwa;
  - g) Ukuzisebenzisa njengexabiso lokuthenga ezinye kunye
  - h) Nolawulo lokulahlwa kwee-asethi.

3. ISebe leMfundo leNtshona Koloni (iSebe iWCED), nakuba kunjalo, lagqiba ukuba lingalandeli indlela yokuthengisa ii-asethi ezingasetyenziswayo, ezingaphezu kwemfuneko okanye ezingasetyenziswa kangako kuye nawuphi na umqeshwa kaRhulumente.
4. I-WCPTI 5.2.2 imisela ukuba igosa eliphendula ngokusetyenziswa kwemali okanye igosa elinegunya lokuphendula ngokusetyenziswa kwemali (*accounting officer or accounting authority*) leziko maliqiniseke ukuba umthengisi ubhalise kwi-Central Supplier Database (CSD). Ukongeza koku, umhlathi 5.3.2 uchaza ukuba bonke abasenokuba ngabathengisi abanenjongo yokushishina noRhulumente weNtshona Koloni mabazalise amaxwebhu enkqubo yobhaliso kwisistim yekhompuyutha eyi-e-procurement solution njengoko kumiselweyo ngunguNondyebo wePhondo kumathuba ngamathuba.
5. Koonyaka-mali abadlulileyo, kwaqatshelwa imibandela ethile ngokunxulumene nokucinywa kunye nokuchithwa kwee-asethi ezinokushenxiswa eziphathekayo kwaNdlunkulu nakwii-ofisi zezithili. Le mibandela iquka, phakathi kwezinye izinto, ukunikela ngefانيتشالا nezixhobo zokusebenza kumaziko eSebe i-WCED ngaphandle kwemfuneko yemvume, ukutenxa kule migaqo yokunikela ngee-asethi ezingasetyenziswayo, ezingaphezu kwemfuneko okanye ezingeyonzuzo kumaziko eSebe iWCED nokusiwa kwezinye iindawo kwefانيتشالا nezixhobo zokusebenza esele zicinyiwe.
6. Ukwenzela ukuba kuchithwe ii-asethi ezinokushenxiswa eziphathekayo (ifانيتشالا nezixhobo zokusebenza ze-ofisi, kuqakwa izixhobo zokusebenza ze-IT, makuzaliswe ngokufanelekileyo yaye kungeniswe i-Log 1 requisition form ezaliswe ngokupheleleyo ize isayinwe ngumphathi ochaphazelekayo ojongene neendleko. Makungeniswe ifom ezalisiweyo kwiyunithi eyi-Policy and Planning kwiGumbi 612, kuMgangatho we-6, e-Grand Central Towers Building, eKapa. Le ngcaciso ilandelayo kwii-asethi eziza kucinywa neziza kuchithwa mayichazwe kwi-Log 1 form okanye zikhatshwe sisihlomelo:
  - Yinombolo yebhakhawudi
  - Yinkcazo epheleleyo
  - Imeko ye-asethi
  - Indawo ekuyo kanye ngqo (isakhiwo, umgangatho nenombolo yegumbi)
  - Inombolo i-serial number, apho kufanelekileyo
7. Ifom yesabelo-mali ezalisiweyo ye-Basic Accounting System (BAS) (PGWC 002) mayihambe ne-Log 1 form. Nayiphi na inkcitho ekunokungenwa kuyo ngethuba lokuchithwa kwee-asethi iya kwabiwa kwisabelo-mali (vote funds) somphathi ophendula ngokusetyenziswa kwemali ochaphazelekayo.
8. Abaphathi abajongene nestokhwe baya kwaziswa ngesigqibo seKomiti yokuChithwa kwee-Asethi yeSebe iWCED (WCED Disposal Committee)

kwaNdlunkulu baze banikwe amaxwebhu afanelekileyo njengobungqina bokuba i-ayithem (ii-ayithem) zicinyiwe. I-VA 27 form, esayinelwe ligosa ekudluliselwe amagunya kulo namalungu eKomiti ejongene noKuchithwa kwee-Asethi, mayizaliswe ngamagosa achaphazelekayo emva kokuba ii-asethi zichithiwe ngendlela evunye ligosa ekudluliselwe kulo amagunya. Onke la maxwebhu makafayilishwe ngokufanelekileyo ukulungiselela iinjongo zophicotho-zincwadi.

9. Ngumgaqo-nkqubo weSebe iWCED ukuchithwa kwezixhobo zokusebenza e-ofisini, ikhompuyutha nezixhobo ezinxulumene ne-IT ngokuzithengisela koyena mntu okhuphisana ngexabiso eliphezulu kusetyenzwa inkqubo yeziniki-maxabiso evunyiweyo. Ifanitshala ye-ofisi nezixhobo zokusebenza eziluncedo ziyachithwa ngokuzinikela (*donating*) kumaziko eSebe iWCED yaye ziyahlwa ii-asethi ezonakeleyo okanye ezingenakulungiseka.
10. Kufumaniseke ukuba ifanitshala ye-ofisi nezixhobo zokusebenza ezingasetyenziswayo zinikelwa ezikolweni ngaphandle kwemvume eyimfuneko. Oku kunokukhokelela kwimibuzo engophicotho-zincwadi engeyomfuneko. Ii-asethi eziphawulwe njengomnikelo kwisikolo (kwizikolo), kunokunikelwa ngazo kwizikolo ezilolu hlobo emva kokuba zicinyiwe yaye sele ifumanekile imvume esuka kwigosa ekudluliselwe kulo amagunya nakwiKomiti yokuChithwa kwee-Asethi yeSebe iWCED kwaNdlunkulu.
11. Ii-asethi ekunikelwe ngazo ezikolweni mazikhutshelwe ezo zikolo ngokuzalisa i-VA 7 form noluhlu lwee-asethi ngesihlomelo ngasinye, ukuba kuyimfuneko. Iibhakhawudi ezikwii-asethi mazisuswe luze uphawu luka-RSA luhlathye ngokubhala u-X. Ezi bhakhawudi nefom yentsusa i-VA 7 form mazithunyelwe kwiyunithi yoLawulo lwee-Asethi kwaNdlunkulu.
12. Emva kokunikwa kwemvume yokuchithwa kwee-asethi, inombolo yokuvuma ukulahlwa kwezixhobo zokusebenza kunye nombhalo "DISPOSED OF" mazibhalwe ngekhokipeni engacimekiyo (*permanent marker*) kwezo asethi zinganxulumenanga ne-IT. Makubekwe izitikha ezibonisa ingcaciso enye kwizixhobo ze-IT. Ukuthengiswa kwazo zonke iikhompuyutha nezixhobo zokusebenza zase-ofisini kuya kulungiselelwa nguNdlunkulu.
13. Ezinye ii-asethi ekuvunyiweyo ukuba zilahlwe mazilahlwe kwindawo yokulahlwa ebhalisiweyo yaye uxwebhu lwengqinisekiso (*certification*) neebhakhawudi ezisisiweyo ngokumalunga noku mazinikwe uNdlunkulu. Ubuncinane ngamagosa amabini ekufuneka abekho xa kulahlwa ii-asethi. Ngokunxulumene noku, abalawuli bee-asethi mabaqinisekise ukuba iibhakhawudi ezikwii-asethi ezichithwayo ziyasuswa nophawu lwe-RSA luhlathye ngo-X. Iibhakhawudi ne-VA 27 form ezizalisiweyo mazithunyelwe kwaNdlunkulu ukwenzela iinjongo zokugcina iirekhodi.
14. Ngamanye amaxesha kufumaniseka ukuba zisasetyenziswa ii-ayithem eziphawulelwe ukuchithwa nezo ayithem ziza kuchithwa. Makugxininiswe ukuba

yonke ifanitshala nezixhobo zokusebenza zase-ofisini eziphawulelwe ukuchithwa nezo ayithem kuvunyiweyo ukuchithwa kwazo mazigcinwe kwindawo ekhuselekileyo nenqatyisiweyo ide igqitywe inkqubo yokuchithwa kwee-asethi. Ngaphezulu, kufumaniseke kwakhona ukuba izixhobo ze-IT okanye iinxenye zazo zisetyenziswa kwakhona kwezinye izixhobo zokusebenza (*being cannibalised*) ze-IT. Oku akungqinelani nemigqaliselo engokuchithwa kwezinto zokusebenza ze-IT.

15. Kufumaniseke kwakhona ukuba ii-asethi ezingeyomfuneko nezingasasetyenziswayo zibekwa ngaphandle ezi-ofisini kwiikhorido nasezipasejini. Kucelwa amagosa azikhwebule kwisenzo esilolo hlobo yaye aqhagamshelane nomlawuli wee-asethi weziko elijongene neendleko labo ukufumanisa ukuba akanawo nawuphi na umsebenzi we-asethi (wee-asethi) kwindawo yakhe yokusebenza.
16. Kubalulekile ukuba iifom zokushenxiswa kwee-asethi zizaliswe xa ii-asethi zishenxiswa phakathi kweendawo. Kucelwa abalawuli bee-asethi baqinisekise ukuba iifom zokushenxiswa kwee-asethi ziyazaliswa phambi kokuba kushenxiswe naziphi na ii-asethi. Iifom zokushenxiswa kwee-asethi ezizalisweyo mazithunyelwe kwiyunithi yoLawulo lwee-Asethi kwaNdlunkulu ukuhlaziya irejista yee-asethi yeSebe iWCED.
17. Abaphathi abajongene nestokhwe njengemagosa ekudluliselwe kuwo amagunya, bayakhunjuzwa ukuba zonke ii-asethi kwi-inventri ye-Cost Centre, kuqukwa nee-asethi eziphawulelwe ukulahlwa, zihlala ziluxanduva lwabo yaye kufuneka zisoloko zigadiwe zingabiwa okanye zilahleke ngokwesiqendu 38(1) (a) soMthetho wePFMA, 1999 (uMthetho 1 ka-1999).
18. Kuthenjwa ukuba imiyalelo ekule ngcaciso imfutshane kuya kuhanjelwana mbo nayo ngawo onke amaxesha.
19. Imibuzo ngokubhalwe kule ngcaciso imfutshane ingathunyelwa kuMnu A Betz kwinombolo yefoni 021 467 2804.
20. Kucelwa niqinisekise ukuba bonke abasebenzi bayaziswa ngokuqulethwe yile ngcaciso imfutshane ukuze bakuthathele ingqalelo.

**ISAYINWE:** NGU-LJ ELY

**USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO**

**UMHLA:** 2020-03-05