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File no.: 5/1/4/15  
Enquiries: HG Barnes

Procurement Management Minute: 0001/2021

To: Superintendent-General, Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads of all sub directorates and divisions at Head Office and education district offices

**Subject: Contract RT5-2020: Rendering of a continuous parcel courier service to the State for the period 01 December 2020 to 30 November 2023**

1. This minute serves to advise that the National Treasury has concluded a new transversal contract to provide courier services to the State, which is effective from 01 December 2020, for a period of three years.
2. The contractors for courier services within the Western Cape and between provinces are Madibana SA (Pty) Ltd and Skynet South Africa (Pty) Ltd. The contact details of the relevant contractors are as follows:

<b>Contractor name</b>	<b>Address</b>	<b>Tel. number</b>	<b>Email address</b>
Madibana SA (Pty) Ltd	PO Box 1374 OR Tambo International Airport Kempton Park, 1627	011 892 0272	<a href="mailto:madiba@madibana.com">madiba@madibana.com</a> <a href="mailto:csd@madibana.com">csd@madibana.com</a>
Skynet SA (Pty) Ltd	PO Box 8807, Edenglen, Isando, 1613	011 586 1000	<a href="mailto:maziraj@skynet.co.za">maziraj@skynet.co.za</a>

3. Should a Head Office component or a district office make use of the service specified in the new National Treasury RT5-2020 contract, the following procedure must be followed:
  - (a) Contact the service provider and request a waybill, which must be completed in full and provide the following details:
    - (i) Name of the directorate/chief directorate/district office;
    - (ii) Name of the contact person;
    - (iii) Street address and room number of the contact person;
    - (iv) Telephone number of the contact person; and

- (v) Reference number of the file which records the details of the courier service required.
  - (b) Request the service provider to open an account and collect the item(s) to be couriered. The invoice must be directed to the contact person who requested the service. The relevant component has to pay for the services rendered as the Directorate: Procurement Management will not facilitate such payments.
4. Please bring the contents of the minute to the attention of all employees under your supervision.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2021-03-24