



**Implementation of the supply chain management policy of the  
Emadlangeni Local Municipality**

*(As per Section 6(1) (3) of the Municipal SCM Regulations)*

**SCM MONTHLY REPORT**

**August 2024**

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## **1. Introduction**

In terms of paragraph 6(3) of the Municipal Supply Chain Management Regulations, the council must maintain an oversight role over the implementation of the Municipal Supply Chain Management policy. The accounting officer must within 10 days of the end of each quarter, submit a report on the implementation of this policy to the mayor.

## **2. SCM Policy and procedures**

### 2.1 Items for consideration in the policy review

All the items in the policy review should be considered.

### 2.2 Delegations

The delegations are in the SCM policy but there are no financial delegations.

### 2.3 Implementation of the procedure manual

SCM procedure manuals are in place.

## **3. Functioning of the SCM Unit**

### 3.1 Declaration of interest by SCM personnel

- All SCM personnel have declared interest.

### 3.2 Adequacy of personnel within SCM

- The personnel is not adequate within the SCM Unit.

## **4. Functioning of bid committees**

### 4.1 Bid committees constituted

- Bid committee are established as per SCM regulations.

### 4.2 Adequacy of Bid committees

- SCM bid committees are functioning.

### 4.3 Bid committees declarations

- Bid committees declare their interest before any bid committee meeting commences.

## 5. SECTION 114 DEVIATIONS

Section 114 of the MFMA permits the Accounting Officer to approve a tender “other than the one recommended through a normal procurement process”. The Accounting Officer is required to report such a deviation to the Auditor –General, the Provincial Treasury, and the National Treasury within 10 working days (in terms of Regulation 29(7) of the Municipal SCM Regulations, 2005), stating the reasons that necessitated such a decision.

DATE OF AWARD	CONTRACT DESCRIPTION (TO INCLUDE BID/QUOTATION NUMBER)	AWARD VALUE	BEC RECOMMENDATION	BAC RECOMMENDATION	REASON FOR DEVIATION	NOTIFICATIONS		
						A	G	PT
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## 6. REGULATION 36 DEVIATION

Regulation 36 of the Municipal SCM Regulations of 2005 permits the Accounting Officer to “dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process”. This would typically include urgent and emergency cases, single –source goods, and any other cases where it is impractical to follow normal SCM process. In the event of such a decision, the accounting officer is required to report this to the next Council meeting.

No.	DESCRIPTION (INCLUDING QUOTATION / BID NUMBER)	DATE OF AWARD	AWARDED TO	AWARD VALUE	REASON FOR DEVIATION	DATE REPORTED TO COUNCIL
1.	Refuse truck repairs – NUT 3585.	26/08/2024	Utrecht Auto & General CC (UAG)	R 8 461.00	It was impractical to follow SCM processes by obtaining a minimum of three quotations as per SCM policy because this had to be attended as a matter of emergency. The refuse truck experienced gear failure on the 30th of	



### 8. REGULATION 17(1)(c)(d) APPOINTMENT

- 8.1 The Municipal SCM Regulation 17(1)(c)(d); provide that a Supply Chain Management Policy must stipulate the conditions for the procurement of goods or services through formal written price quotations, which must include conditions stating:
- that if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer;
  - that the Accounting Officer must record the names of the potential providers and their written quotations.
- 8.2 In compliance with the above-mentioned prescripts, request for quotations / invitation to quote for the required goods was advertised and received as per the table below:

No.	Description	Total number of days the RFQ was advertised	Number of price quotations or offers received	Awarded service provider	Amount
1.	N/A	N/A	N/A	N/A	N/A

### 9. Reports on unauthorized, irregular, fruitless and wasteful expenditure

Section 32(4) of the MFMA requires that the Accounting Officer "promptly" inform the Mayor, MEC for Local Government, and the Auditor-General of any unauthorized, irregular, and fruitless and wasteful expenditure that the municipality has incurred. Only Council can deal with these matters in the manner prescribed.

No.	TYPE OF EXPENDITURE INCURRED	RECIPIENT OF THE PAYMENT	EXPENDITURE AMOUNT	REPORTING		DETAILED EXPLANATION OF THE EXPENDITURE	DEPARTMENT RESPONSIBLE
				MEC:COGTA	A-G		
1.	Unauthorised expenditure	Loma Business Enterprise (Pty) Ltd	R 14 950.00	Yes		Pound Keeper Services - May 2024. Budget has been exceeded / overspent on the allocated vote.	Corporate
2.	Unauthorised expenditure	Loma Business Enterprise (Pty) Ltd	R 14 950.00	Yes		Pound Keeper Services - June 2024. Budget has been exceeded / overspent on the allocated vote.	Corporate

3.	Unauthorised expenditure	iFix Business Solutions (Pty) Ltd	R 197 600.00	Yes	Running A1 Schedule Report; DGS-FY2022 Opening balances alignment & audited Yrs Alignment to mSCOA 6.8 & AFS; DGS - ORGB, IBY1, IBY2 Rolling over Opening balances Alignment & Audited Yrs; MUNBI002- MunBI Templates; EHS- Data String Review; DSR- Running Generation & Review; DSG-FY2021 Opening Balances Alignment & Audited Ys Alignment to mSCOA 6.8 & AFS and DGS-FY2022 Opening balances alignment & audited Yrs Alignment to mSCOA 6.8 & AFS). Budget has been exceeded / overspent on the allocated vote.	Corporate
4.	Irregular expenditure	Matthew Francis Inc.	R 8 625.00	Yes	Ocean Dawn Trading (Interdict Against Emadlangeni Municipality). SCM processes were not followed to appoint the service provider to attend this matter by obtaining at least three quotations or following competitive bidding as per SCM regulations and SCM policy.	Corporate
5.	Irregular expenditure	Matthew Francis Inc.	R 6 900.00	Yes	Ocean Dawn Trading (Interdict Against Emadlangeni Municipality). SCM processes were not followed to appoint the service provider to attend this matter by obtaining at least three quotations or following competitive bidding as per SCM regulations and SCM policy.	Corporate
6.	Irregular expenditure	Afrilectrical Consulting Engineers (Pty) Ltd	R 2 084 986.26	Yes	Dorothea Electrification Project. Service provider was appointed as a turnkey project. The requirement for a turnkey is to follow a two stage bidding process. The two stage bidding process was not	Infrastructure & Planning

						followed to appoint Africtrical Consulting Engineers (Pty) Ltd as per SCM policy.	
7.	Irregular expenditure	Igoda Projects (Pty) Ltd	R 480 898.13	Yes	Blue Mountain Phase 3 Electrification Project. Service provider was appointed as a turnkey project. The requirement for a turnkey is to follow a two stage bidding process. The two stage bidding process was not followed to appoint Igoda Projects (Pty) Ltd as per SCM policy.	Infrastructure & Planning	
8.	Irregular expenditure	Igoda Projects (Pty) Ltd	R 2 649 426.81	Yes	Blue Mountain Phase 3 Electrification Project. Service provider was appointed as a turnkey project. The requirement for a turnkey is to follow a two stage bidding process. The two stage bidding process was not followed to appoint Igoda Projects (Pty) Ltd as per SCM policy.	Infrastructure & Planning	
9.	Irregular expenditure	CCG Systems	R 5 692.50	Yes	SMSes Bundles. 15000 SMS's Bundles. Invoice Date 06/02/2024. The contract has expired and the expansion has exceeded the 15% threshold stipulated in MIFMA Circular 62.	BTO	
10.	Irregular expenditure	Igoda Projects (Pty) Ltd	R 230 000.00	Yes	Blue Mountain Phase 2 Electrification Project. Service provider was appointed as a turnkey project. The requirement for a turnkey is to follow a two stage bidding process. The two stage bidding process was not followed to appoint Igoda Projects (Pty) Ltd as per SCM policy.	Infrastructure & Planning	
11.	Irregular expenditure	CCG Systems	R 12 325.00	Yes	Additional Support - Remote Assistance (Assist with ERF Numbers that were not billing and incorrectly linked; Analysis of grants the way its being recorded on the	BTO	





3.	Jumbo Holdings (Pty) Ltd	Regravelling of Lenz Access Road In Ward 05	R 2 064 848.91
4.	Mbogz Civils (Pty) Ltd	Construction of Emathangeni Access Road In Ward 03	R 3 994 506.19
5.	Sipho Glad Construction and General Trading CC	Rehabilitation of Naude Street In Ward 02	R 5 172 103.31
6.	Iskhonyane Civils (Pty) Ltd	Construction of Barouw Access Road In Ward 05	R 4 227 117.68

### 10.2 Top 10 suppliers by value of payment (bids and quotations)

NO.	SERVICE PROVIDER	AMOUNT	DATE OF PAYMENT
1.	Igoda Projects (Pty) Ltd	R 3 360 324.94	16/08/2024 27/08/2024 29/08/2024
2.	Afrilectrical Consulting Engineers (Pty) Ltd	R 2 084 986.26	22/08/2024
3.	FBL Trading Enterprise	R 665 677.50	02/08/2024
4.	Jabelu Plant and Logistics (Pty) Ltd	R 603 415.72	29/08/2024
5.	Double Action Security and Training Academy CC	R 434 355.00	02/08/2024
6.	iFix Business Solutions	R 263 150.00	02/08/2024 15/08/2024
7.	Afi Consult (Pty) Ltd	R 254 988.93	15/08/2024
8.	Nompumelelo, Hadebe Inc.	R 148 913.75	29/08/2024 29/08/2024
9.	Auditor-General SA	R 100 616.03	29/08/2024
10.	CCG Systems (Pty) Ltd	R 39 917.50	15/08/2024 15/08/2024 15/08/2024 15/08/2024 15/08/2024

**10.3 Top 10 suppliers by number of orders made**

NO.	SERVICE PROVIDER	AMOUNT	NUMBER OF ORDERS
1.	Burning Spear Advertising	R 17 488.05	3
2.	Nompumelelo, Hadebe Inc.	R 288 405.00	3
3.	Bidvest Waltons	R 71 554.59	3
4.	Igoda Project (Pty) Ltd	R 3 130 324.94	2
5.	Lizbo	R 50 500.00	2
6.	Lungisitha Trading	R 45 500.00	2
7.	Redbell (Pty) Ltd t/a Uncle Deli Spar	R 4 155.45	2
8.	TS Media Infinite Creativity	R 72 500.00	2
9.	Toyota South Africa	R 942 611.50	2

### 11. Performance management

The Section 116 (2) (d) report is submitted by the relevant user departments on the management and performance on the appointed contractors whose contracts are still in progress.

NO.	BID REFERENCE NUMBER	NAME OF CONTRACTOR	DESCRIPTION OF CONTRACT	VALUE OF CONTRACT	PAYMENT S TO DATE	DATE OF PAYMENT	APPOINTMENT DATE	SUPPLIER PERFORMANCE ASSESSMENT REPORT COMPILED		SUPPLIER PERFORMANCE ASSESSMENT / PERFORMANCE RATING		
								Yes	No	Good	Fair	Poor
1.	MN03/2021-22	Konica Minolta South Africa	Leasing of printers for a period of 3 years.	575 692.92 (fixed amount) for 3 years	31 983.02 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.51 15 991.54 15 991.54 15 991.54 15 991.54 15 991.54 15 991.54 15 991.54 15 991.54	31/10/2022 30/11/2022 30/12/2022 31/01/2023 28/02/2023 31/03/2023 28/04/2023 31/05/2023 30/06/2023 31/07/2023 31/08/2023 29/09/2023 31/10/2023 30/11/2023 29/12/2023 31/01/2024 29/02/2024 28/03/2024 30/04/2024 31/05/2024 28/06/2024 31/07/2024 30/08/2024	31/05/2022		No	Not submitted		



7.	MN09/2018-19 (Turnkey)	Afrilectrical Consulting Engineers (Pty) Ltd	Emadlangeni Phase 2 Electrification	10 057 000.00	212 896.86 1 383 098.89 2 134 906.70 2 118 670.57 3 169 436.71 433 262.29 866 946.00	18/09/2023 20/07/2023 25/07/2023 28/08/2023 30/04/2024 24/05/2024 09/07/2024	17/04/2023	No	Not submitted
8.	MN09/2018-19 (Turnkey)	Igoda Projects (Pty) Ltd	Blue Mountain Phase 2 Electrification	13 925 000.00	45 066.16 2 822 348.03 1 881 811.31 1 962 410.34 226 305.28 753 459.19 1 552 462.05 1 956 072.69 638 866.24 591 980.40 143 172.72 1 100 429.00 230 000.00	31/07/2023 31/07/2023 05/09/2023 19/12/2023 05/03/2024 05/03/2024 12/04/2024 07/05/2024 14/06/2024 10/07/2024 19/07/2024 26/07/2024 16/08/2024	17/04/2023	No	Not submitted
9.	MN09/2022-23	SDM Asset Management and Consulting (Pty) Ltd	Appointment of Service Provider for the Verification of Immovable & Biological Assets (including valuation of Biological Assets) and Updating of Fixed Assets Register for a Period of 3 Years	1 852 389.54	410 385.14 83 724.23 38 674.59 261 498.19	20/09/2023 30/11/2023 03/06/2024 24/07/2024	10/08/2023	No	Not submitted

10.	MN03/2023-24	Incuber Trading Enterprise (Pty) Ltd	The Upgrading of Scheepers Street in Ward 2	3 956 687.24	259 142.15 828 000.00 810 000.00 810 000.00 533 681.65 715 797.49	13/12/2023 13/12/2023 08/02/2024 26/02/2024 25/03/2024 10/05/2024	23/10/2023	No	Not submitted
11.	MN04/2023-24	Mbogz Civils (Pty) Ltd	The Upgrading of Plein Street	3 883 882.06	851 769.12 1 386 042.28 169 865.78 1 191 140.49	13/12/2023 30/01/2024 08/03/2024 12/04/2024	07/11/2023	No	Not submitted
12.	MN09/2018-19 (Turnkey)	Afrilectrical Consulting Engineers (Pty) Ltd	Dorothea Electrification Project	17 093 682.84	3 975 275.68 2 024 327.68 2 084 986.26	18/12/2023 05/03/2024 15/08/2024	17/04/2023	No	Not submitted
13.	MN11/2022-23	Loma Business Enterprises (Pty) Ltd	Appointment of Service Provider to Provide Pound Keeper Services for a Period of 36 Months	538 200.00	14 950.00 14 950.00 14 950.00 14 950.00 14 950.00 14 950.00 14 950.00	29/02/2024 29/02/2024 29/02/2024 29/02/2024 03/06/2024 03/06/2024 08/08/2024 08/08/2024	17/10/2023	No	Not submitted
14.	MN14/2022-23 (Panel)	FBL Protection Services	Security Services for Emadlangeni Local Municipality for a Period of 12 Months	8 550 971.28	712 580.94 712 580.94 756 349.02 756 349.02 378 174.53 378 174.53 372 703.50 372 703.50 378 174.51 378 174.51 378 174.51 665 677.50	01/12/2023 22/12/2023 01/02/2024 01/03/2024 02/04/2024 05/04/2024 03/05/2024 15/05/2024 11/06/2024 12/07/2024 16/07/2024 02/08/2024	01/11/2023	No	Not submitted
15.	MN14/2022-23 (Panel)	Double Action Security	Security Services for Emadlangeni Local	4 385 916.00	317 820.00 317 820.00 434 355.00	01/12/2023 22/12/2023 01/02/2024	01/11/2023	No	Not submitted

			Municipality for a Period of 12 Months		434 355.00 217 177.50 217 177.50 217 177.50 217 177.50 217 177.50 217 177.50 217 177.50 217 177.50 434 355.00	01/03/2024 02/04/2024 05/04/2024 03/05/2024 15/05/2024 11/06/2024 12/07/2024 16/07/2024 02/08/2024						
16.	MN02/2023-24	Lemalwa Trading	The Upgrading of Ward 2 Sportsfield	7 106 846.72	202 901.40 817 143.06 1 504 806.14 801 044.46 1 039 278.38 1 012 652.85 1 214 018.52	28/02/2024 25/03/2024 19/04/2024 07/05/2024 07/06/2024 14/06/2024 27/06/2024	02/02/2024	No	Not submitted			
17.	MN14/2023-24	Jabelu Plant and Logistics (Pty) Ltd	Regravelling of Vaalbank Access Road in Ward 3	2 289 194.60	603 415.72	29/08/2024	23/07/2024	No	Not submitted			
18.	MN09/2018-19 (Turnkey)	Igoda Projects (Pty) Ltd	Blue Mountain Phase 3 Electrification	8 025 000.00	480 898.13 2 649 426.81	16/08/2024 22/08/2024	15/04/2024	No	Not submitted			

## 12. Risk Management

From the audits done by the Auditor-General and Internal Audit and the Provincial assessment the following issues were noted which requires monitoring before the municipality is exposed.

NO.	ISSUE RAISED	ISSUE RAISED BY	PROPOSED ACTION TO ADDRESS ISSUE	DUE DATE	CURRENT STATUS ON REPORT DATE
1.	<b>Auditor General</b> Some goods and services of a transaction value above R200 000	Auditor General	Management will ensure strict adherence to the SCM Policy and Regulations by ensuring that:	Ongoing	The municipality has not entered into any Regulation 32 contract.






	<p>were procured without inviting competitive bids, as required by the Regulation 19(a) of the Municipal Supply Chain Regulations (SCM regulations). Deviations were approved by the accounting officer even though it was not impractical to invite competitive bids, in contravention of SCM regulation 36(1). Similar non-compliance was reported in the prior year. This non-compliance was identified in the procurement processes for various electrification projects.</p> <p>Some good and services procured under contracts secured by other organs of state were not procured in accordance with SCM regulation 32, as there were no demonstrable benefits and discounts for participating in these contracts. Some goods or services procured under contracts secured by other organs of state and the provider did not consent to such procurement in writing. This non-compliance was identified in the procurement processes for various electrification projects.</p> <p>Some goods and services procured under the contracts secured by other organs of state were not procured in accordance with SCM regulations 32, as the prices paid were not the same as the original contract. This non-compliance was identified in the procurement</p>	<ul style="list-style-type: none"> <li>- For all bids above R200 000, competitive bidding is implemented.</li> <li>- Cost / benefit analyses will be conducted prior to the appointment of Regulations 32 contracts.</li> <li>- All Regulation 32 appointments will be supported by written consent obtained from the other organ of state, however management has no intention to enter into any regulation 32 contract.</li> </ul>		
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	process for various electrification projects.				
	<b><u>INTERNAL AUDIT</u></b>		<b><u>Management responses:</u></b>		
1.	Some goods and services of a transaction value above R200 000 were procured without inviting competitive bids, as required by the Regulation 19(a) of the Municipal Supply Chain Regulations (SCM regulations). Deviations were approved by the accounting officer even though it was not impractical to invite competitive bids, in contravention of SCM regulation 36(1). Similar non-compliance was reported in the prior year. This non-compliance was identified in the procurement processes for various electrification projects.	Internal Audit	All procurement must go through Supply Chain Management office. No procurement should be authorized where procurement processes were not followed. Seek advice from the SCM office on the necessary steps to be followed on procurement processes.	Ongoing	Currently the municipality has not procured any goods and services of a transaction value above R200 000 without inviting competitive bids, as required by the Regulation 19(a) of the Municipal Supply Chain Regulations (SCM regulations).
2.	1. Some good and services procured under contracts secured by other organs of state were not procured in accordance with SCM regulation 32, as there were no demonstrable benefits and discounts for participating in these contracts. 2. Some goods or services procured under contracts secured by other organs of state and the provider did not consent to such procurement in writing. This non-compliance was identified in the procurement	Internal Audit	SCM regulation 32 should be avoided at all times because of its strict conditions. Proper planning must be done for all procurement and requisitions must be submitted on time to allow all necessary steps for competitive bidding processes to be followed. Seek advice from the SCM office on the necessary steps to be followed on procurement processes.	Ongoing	The municipality has not entered into any Regulation 32 contract.

	<p>processes for various electrification projects.</p> <p>3. Some goods and services procured under the contracts secured by other organs of state were not procured in accordance with SCM regulations 32, as the prices paid were not the same as the original contract. This non-compliance was identified in the procurement process for various electrification projects.</p>				
	<p><b><u>Risk Management</u></b></p>		<p><b><u>Action plan to improve the management of the risk:</u></b></p>		
<p>1.</p>	<p>Poor implementation of Supply Chain Management processes:</p> <ol style="list-style-type: none"> <li>1. Increase in Irregular, Unauthorised, Fruitless and Wasteful expenditure.</li> <li>2. Exceeding threshold for variation orders.</li> <li>3. Compromised service delivery.</li> </ol> <p>-Delays in implementation of projects.</p> <p>-Municipal performance targets might not be achieved</p> <p>-Underspending on allocated budget and subsequent withdrawal of grant funding.</p>	<p>Risk Management</p>	<ol style="list-style-type: none"> <li>1. To submit inputs for the SCM Clerks position during the review processes of the municipal organogram.</li> <li>2. To enforce the SCM policy and standard operating procedures, to review all transactions to ensure compliance.</li> <li>3. To prepare and monitor the Procurement Plan on a quarterly basis and communicate progress to User Departments, and submit to the Provincial treasury.</li> <li>5. To develop a schedule plan for the for bid committee sittings.</li> </ol>		<ol style="list-style-type: none"> <li>1. Inputs were submitted in regards of the SCM CLERKS position.</li> <li>2. There is an existing SOP which is reviewed annually.</li> <li>3. Procurement plan was consolidated and submitted to Provincial treasury.</li> <li>4. Procurements plans are monitored and submitted to PT next quarter will be sent to user departments.</li> <li>5. Schedule plan is part of the Procurement plan.</li> <li>6. Contact register is in place and updated. Variations are being authorised by the accounting officer and monitored not to exceed stipulated threshold.</li> </ol>

2.	<p>Financial Management: Unauthorised, Irregular, Fruitless and Wasteful Expenditure:</p> <ol style="list-style-type: none"> <li>1. Overspending on allocated budget.</li> <li>2. Financial Loss. <ul style="list-style-type: none"> <li>· Adverse Audit opinion.</li> </ul> </li> <li>3. Non Compliance with the provisions of the Municipal Finance Management Act.</li> </ol>	Risk Management	<ol style="list-style-type: none"> <li>1. To develop the unauthorised, irregular or fruitless and wasteful expenditure strategy and procedures.</li> <li>2. Implementation of the unauthorised, irregular or fruitless and wasteful expenditure strategy and procedures.</li> <li>3. Strict Budget monitoring controls <ul style="list-style-type: none"> <li>- UJWE will be supported by memorandum approved from the Accounting Officer</li> </ul> </li> <li>4. Strict implementation of the updated SCM policy <ul style="list-style-type: none"> <li>- Procurement Plans</li> <li>- Adherence to provincial and national treasury circulars</li> </ul> </li> <li>5. MDB and MPAC to investigate and implement consequence management which may include recovery or disciplinary action.</li> </ol>		<ol style="list-style-type: none"> <li>1. SCM unit is continuously monitoring budget for all requisitions.</li> <li>2. SCM unit ensures that all processes are followed for all requisitions.</li> <li>3. SCM unit ensures that SCM policy is followed and it is up to date and in line with the latest regulations and circulars.</li> <li>4. Invoices are submitted on time for payments.</li> </ol>
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PREPARED BY SCM Practitioner	S.I Mpanza	REVIEWED BY SCM Manager	T.N.S Madondo	APPROVED BY CFO	P.P Sithole
SIGNATURE		SIGNATURE		SIGNATURE	
DATE	09/08/2024	DATE	12/09/2024	DATE	12/09/2024