

OFFICE OF THE MUNICIPAL MANAGER

COMMUNICATIONS AND CUSTOMER RELATIONS

TO : Strategic Executive Director: BTO
: Director Supply Chain Management
ENQUIRIES : M.N Myende
REF : 4/1/3/1
EXTENSION : 7943
DATE : 09 October 2023

MEMORANDUM

REQUEST FOR DEVIATION FROM SCM PROCESS

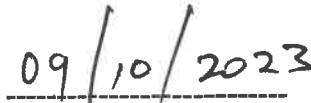
Due to water interruptions which will affect Newcastle East especially the rural areas as from the 12th of October 2023, there is an urgency to do public announcement through Newcastle Community Radio to sensitize the community about water interruption.

We therefore request to deviate from SCM processes by requesting Amacengeonke to secure a radio slot for the radio interview due to their availability as it is an emergency.


M.N MYENDE
ACTING DIRECTOR:
COMMUNICATIONS AND CUSTOMER RELATIONS


Date


Z.W. MCINEKA
MUNICIPAL MANAGER


Date

NEWCASTLE LOCAL MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
DEVIATION MEMORANDUM

TO: : Strategic Executive Director: Budget & Treasury Office
: Municipal Manager

From : Acting Director Communications and Customer Relations.

Enquiries: : M.N. Myende

**DEVIATION FROM NORMAL SCM PROCESS OF NEWCASTLE LOCAL MUNICIPALITY SUPPLY CHAIN
MANAGEMENT POLICY**

1. PURPOSE

To seek approval from Municipal Manager to deviate from the normal SCM processes of the Newcastle local municipality supply chain management policy for the appointment of Amacengeonke Trading enterprise for the purchase of airtime on Newcastle Community Radio.

2. BACKGROUND AND MOTIVATION

As part of the public consultation process, inline with chapter 4 of the Municipal systems act number 32 of 2000, The Communications and Customer Relations Business unit is tasked with amongst other duties, coordinating service delivery interviews for the Newcastle municipality's service delivery champions, in this regard, the Newcastle Mayor.

The service delivery interviews are aimed at sensitizing the citizens of the municipality of all service delivery plans, hiccups, and achievements that the municipality is experiencing so as to allow the residents to be part of their municipality.

In alignment with the institution's central priorities, the Communications and Customer Relations business unit undertook the responsibility of promptly convening radio interviews on Newcastle Community radio. The aim of the interview was to ensure the residents of Newcastle were informed and kept abreast of pertinent developments as outlined in the institution's strategic objectives.

DEVIATION FROM NORMAL SCM PROCESS OF NEWCASTLE LOCAL MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY

Due to the urgency of the radio interview which was about water interruptions in the Newcastle East, the Communications and Customer Relations Unit requested quotations from Amacengeonke Trading Enterprise who are the only PR and Communication service provider in a position to secure the slot on the date that the radio interview was to be hosted (09th October 2023). The service provider submitted the quotation of R 63 400.00 inclusive of vat for the radio interview. The quoted price deemed competitive, and market related. Refer to annexure A for quotation.

3. LEGISLATION IMPLICATION

The deviation request is in line with the Municipal Systems Act of informing Newcastle community of service delivery projects as well as programs.

4. FINANCIAL IMPLICATIONS

The transaction will be funded from vote number 010302010273 and Bid number AO54-2020-2021 for all necessary procurement required and is used for all payments.

5. RECCOMENDATION

That the Municipal Manager approves the deviation from normal procurement process.

Acting Director: Communications and Customer Relations

M.N Myende

Signature: _____

Date: 15/11/2023

Director: Supply Chain Management
B. Mdladla

Supported / Not Supported

Signature: _____

Date: 27.11.2023

**DEVIATION FROM NORMAL SCM PROCESS OF NEWCASTLE LOCAL MUNICIPALITY SUPPLY CHAIN
MANAGEMENT POLICY**

**Strategic Executive Director: Budget & Treasury Office
P.H.Z Kubheka**

Supported / ~~Not Supported~~

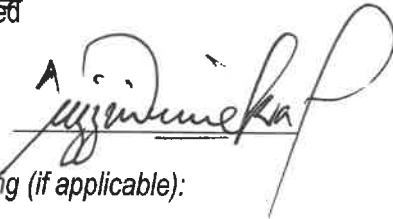
Signature: 

Date: 2023-11-28

**Municipal Manager
Z.W. Mcineka**

Approved / ~~Not Approved~~

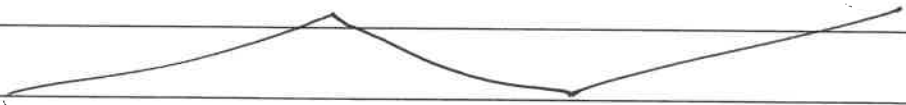
Signature



Date

30/11/2023

Reason for not approving (if applicable):



NEWCASTLE LOCAL MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
DEVIATION MEMORANDUM

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From : Acting Director Communications and Customer Relations.

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M.N Myende

Signature: _____

Date: _____

15/11/2023

Director: Supply Chain Management
B. Mdladla

Supported / Not Supported

Signature: _____

Date: _____

**DEVIATION FROM NORMAL SCM PROCESS OF NEWCASTLE LOCAL MUNICIPALITY SUPPLY CHAIN
MANAGEMENT POLICY**

**Strategic Executive Director: Budget & Treasury Office
P.H.Z Kubheka**

Supported / ~~Not Supported~~

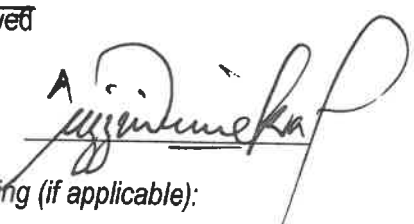
Signature: 

Date: 2023 -11- 2 8

**Municipal Manager
Z.W. Mcineka**

Approved / ~~Not Approved~~

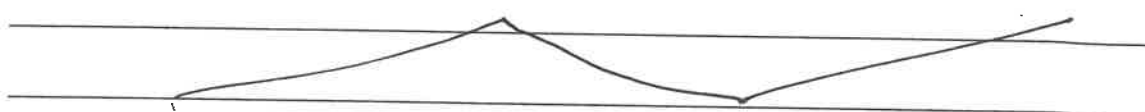
Signature



Date

30 / 11 / 2023

Reason for not approving (if applicable):





NEWCASTLE MUNICIPALITY

DIRECT PURCHASE REQUISITION

NB: ONLY FIVE (5) ITEMS PER REQUISITION

REQUISITION NO
248630
FOR OFFICE USE ONLY
ORDER NO:

REQUESTED BY: TP MAPHANGA

SALARY NO: 5148683

SIGNATURE: [Signature]

DATE

COST CENTRE (IF USING ONLY 1)

PROJECT / VEHICLE (IF USING ONLY 1)

REQUESTING DEPARTMENT:

2023 11 01

010103010229

COST CENTRE/
PROJECT (IF USING
MORE THAN 1)

DESCRIPTION

AMOUNT (INCL
VAT)

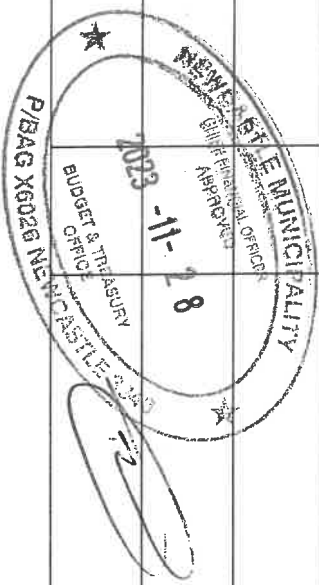
01

COORDINATING MEDIA BEHINDING RADIO / TV INTERVIEW

R55 130,44

WITH MM MR MCINERKA WATER DELIVERY

R8 269,56



COUNCIL'S RESOLUTION

TOTAL

R63 400,00

DATE

ITEM NO.

FOLIO NO.

CONTRACT / BID NO

SUPPLIER NAME

AMALUENGE ONKES

PO BOX

CITY

CODE

SPECIAL
INSTRUCTIONS

TREASURY APPROVAL

AUTHORISED BY

OFFICE OF THE MUNICIPAL MANAGER

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M.N MYENDE
ACTING DIRECTOR:
COMMUNICATIONS AND CUSTOMER RELATIONS

09/10/2023
Date



Z.W. MCINEKA
MUNICIPAL MANAGER

09/10/2023
Date



TRADING ENTERPRISE

Income Tax No: 9219481166 | CIBD No: 194612 | CK Reg: 2007/019115/23

No. Stamford hill Road
Morningside
Durban 4000
Tel: 083 618 4252/0318222602
Email: makhosi@sivubelaintuthuko.co.za
4820278507

Tax Invoice

DATE: November 2, 2023
Tax Invoice N2023#00010
A054 Radio Slot Municipal
FOR: Service Delivery news stories
Att: Communication
BILL TO: Newcastle municipality
Private Bag X6621
Newcastle
2940
Phone: 034 3287821

VAT No 4000791824

DESCRIPTION	QTY	AMOUNT
SERVICE DELIVERY NEWS STORIES		
Facilitate and secure radio slot with local radio station	1	
the Newcastle Community Radio station) for municipal service		R55 130.44
devery news reports. The news report is estimated to be		
between 15 to 30 minutes ; with the possibillity to exceed estimate		
NNCR :Service Delivery (Water Delivery) MM Mncineka		
Announcement		
Date : 09 October 2023		
Submitted by:		
MP Mngoma		
For :Amacengeonke Trading Enterprice cc Enterprise cc		
BANKING DETAILS		
FNB Account -62391094374		
BRANCH No.223526		
BRANCH Name		
Makhosi P Mngoma (Executive Director)		
SUBTOTAL		R55 130.44
VAT		R8, 269.56
SALES TAX		
OTHER		
TOTAL		R63 400.00