

# 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

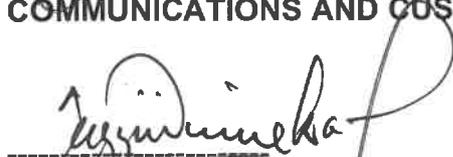
Due to water interruptions which will affect Newcastle East especially the rural areas as from the 12<sup>th</sup> of October 2023, there is an urgency to do public announcement through Newcastle Community Radio to sensitize the community about water interruption.

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**

09/10/2023  
Date



Z.W. MCINEKA  
**MUNICIPAL MANAGER**

09/10/2023  
Date

M1883

**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

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**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 ( 09<sup>th</sup> 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: \_\_\_\_\_



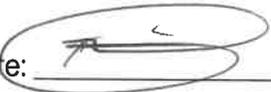
Date: \_\_\_\_\_

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**

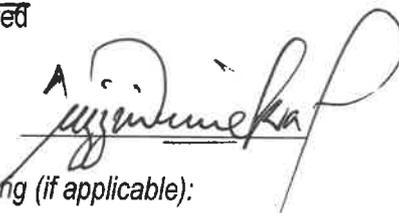
Supported / ~~Not Supported~~

Signature:  \_\_\_\_\_

Date: 2023-11-28

**Municipal Manager  
Z.W. Mcineka**

Approved / ~~Not Approved~~

Signature  \_\_\_\_\_

Date 30/11/2023

Reason for not approving (if applicable):

\_\_\_\_\_

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**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

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**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: \_\_\_\_\_

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

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

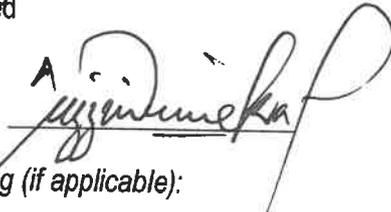
Supported / ~~Not Supported~~

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Date: 2023-11-28

**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:

DATE

2023 11 01

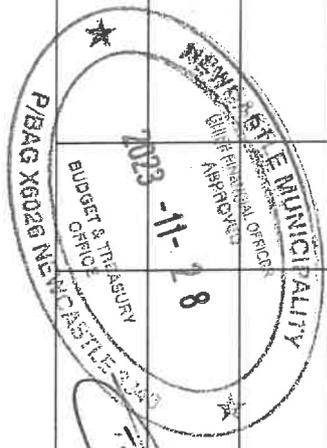
COST CENTRE (IF USING ONLY 1)

010103010229

PROJECT / VEHICLE (IF USING ONLY 1)

REQUESTING DEPARTMENT:

COST CENTRE/ PROJECT (IF USING MORE THAN 1)	QTY	DESCRIPTION	AMOUNT (INCL VAT)
	01	COORDINATING MEDIA BEHIND RADIO / TV INTERVIEW	R55 130,44
		WITH MM MR MCINCKA WATER DELIVERY	R8 269,56
		TOTAL	R63 400,00



COUNCIL'S RESOLUTION

DATE	ITEM NO.	FOLIO NO.	CONTRACT / BID NO
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SUPPLIER NAME	PO BOX	CITY	CODE
AMAZON SERVICES			

SPECIAL INSTRUCTIONS	TREASURY APPROVAL	AUTHORISED BY

# OFFICE OF THE MUNICIPAL MANAGER

## COMMUNICATIONS AND CUSTOMER RELATIONS

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: Director Supply Chain Management

**ENQUIRIES** : M.N Myende

**REF** : 4/1/3/1

**EXTENSION** : 7943

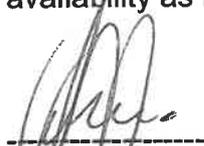
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M.N MYENDE  
**ACTING DIRECTOR:  
COMMUNICATIONS AND CUSTOMER RELATIONS**

09/10/2023  
Date



Z.W. MCINEKA  
**MUNICIPAL MANAGER**

09/10/2023  
Date



**TRADING ENTERPRISE**

Income Tax No: 9219481166 | CIDB 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**  
**Service Delivery news stories**  
**Att: Communication**  
**BILL TO: Newcastle municipality**  
 Private Bag X6621  
 Newcastle  
 2940  
 Phone: 034 3287821  
**VAT No 4000791824**

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

*Mncineka*  
 09/11/2023