BETAALD/PAID

the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

BRANCH: STATE ATTORNEY CAPE TOWN

Tel: 021 441 9220 **Fax:** 021 421 9364

MEMORANDUM

DATE:	**22 April 2024**	**FILE NR:**	
TO:	**Head of Office/ Office Manager**	**FROM:**	**B. Benjamin**
SUBJECT:	**REQUEST FOR APPROVAL TO PURCHASE A4 PRINTING PAPER AND REGISTER OF NEW CASES BOOKS FOR THE OFFICE OF THE STATE ATTORNEY: CAPE TOWN**		

1. PURPOSE

The purpose of this memorandum is to request approval from the Head of Office to procure A4 printing paper and Register of new cases books for official use.

2. BACKGROUND

2.1. Due to the high demand of Copy Paper we have decided to order in advance to prevent shortage of stock with copy paper. The JYP system opened on 10 April 2024 and we have requested a quotation from government printing works.

3. PAJA COMPLIANCE

3.1. All the requirements for taking a lawful, reasonable and procedurally fair administrative action have been complied with and no grounds exist for the review of the action.

4. RECOMMENDATION

It is recommended that approval be granted for the purchase of A4 printing paper and Register of new cases – J679 from Government Printing Works for the amount of R 135 196.88.

[illegible] and [illegible] register books 22 April 2024

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Compiler:

B.Benjamin

Intern

Signature:

Date: 22/04/2024

N. Linders

Office Manager

Signature:

Date: 23 Apr ~~2023~~ 2024 **Recommended/ ~~Not recommended~~**

FM Mbeki
Head of office
Signature:

Date: 23/4/2024 **Approved/ ~~Not Approved~~**

Two purchase orders had to be created as JYP could only display one line under Purchase order, even when both Items (case register book & A4 printing paper) was captured under lines requisition.

We then consulted with Deone O'Kelly (Assistant Directer) and was advised to create two seporate purchase orders for government printing works.

Purchase of paper and New case register books 22 April 2024

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Office: STATE ATTORNEY: CAPE TOWN

BETAALD/PAID P17500000kB

PURCHASE ORDER

Original

Billing Address: PRIVATE BAG X9001, CAPE TOWN, 8000
Delivery Address: STATE ATTORNEY: CAPE TOWN - ROOM 9 - 4TH FLOOR, LIBERTY LIFE CENTRE, 22 LONG STREET, CAPE TOWN, 8002
Tel: 021 441 9200 Fax: 021 421 9364 Email:

PO Number: POS0000111
Amendment: 0 **Date:** 2024/04/29

Government Printing Works

Private Bag X85
Pretoria
Pretoria Central
Pretoria
Gauteng
0001
ZAF

Attention: Victor Manganye
Cell: 083 657 1529
Office: 012 748 6131
Fax:
Email: victor.manganye@gpw.gov.za

Our contact
BILQEES BENJAMIN
Cell: 072 461 4664
Tel: 021 441 9200
Fax:
Email: BiBenjamin@justice.gov.za

	Contract Number	Your Item Number	Our Item Number	Description	Delivery Date	Quantity	Total (Excl)
1	SQUO00244501-1		1042684 3638	PAPER PRINTING XENOGRAPHIC A4	2024/04/29	300.00 BX	103,800.00

Sub Total:	ZAR	103,800.00
Discount:	ZAR	0.00
Total (Excl):	ZAR	103,800.00
VAT:	ZAR	15,570.00
Total (Inc):	ZAR	119,370.00

Terms 30 DAYS

Comments

PLEASE NOTE:It is compulsory that all invoices be sent to both, firstly creditors.wc@justice.gov.za as the main port of receipts and secondly to the contact person to whom the goods and services were delivered to as an additional port.The invoice must contain the purchase order number. Invoices not addressed to creditors.wc@justice.gov.za will result in non-payment.

Full Names: Funeka Dladloti **Signature:** **Date:** 29/04/2024

Print date: Monday, 29 April 2024, 10:32

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GOODS & SERVICES REQUISITION
DOJ & CD

JYP

Reference 06/2024	Responsibility: 3 1 8 6 9 6 8 4	Contact No: Bilqees Benjamin	R Q S 0 0 0 0 1 Z H
	Objective: 3 0 0 1 7 6 8 4	Contact No: 021 441 9200	Q R S 0 0 0 0 0 Q 5
Date requested 2 2 0 4 2 0 2 4	Project: 1 8 6 8 4	Fax No: 021 421 9364	P O S 0 0 0 0 1 1 1
Date Required 2 2 0 4 2 0 2 4	Fund: 3 8 6 8 4	Room No: 4th floor Room 12	R N P 0 0 0 0

Search for the item(s) you need in JYP. When you have found the relevant item(s), fill in the Goods & Services Requisition and obtain authorisation. Goods & Services Requisitions that are not signed by the correct delegated authority will not be processed. Please show complete Item Descriptions and Item Numbers, to ensure your request is processed correctly.

Line	Item	Description	Qty	UOM	Unit Price (inc VAT)	Total Amount (inc VAT)
1	[redacted]	[redacted]	[redacted]	Each	[redacted]	[redacted]
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
3						
4						
5						
6						
7						
8						
9						
10						

Comments:

Total 135 196,88

	Persal Number	Name & Surname	Signature	Designation/Rank	Date
Requestor	3 1 4 3 9 3 2 2	Bilqees Benjamin	[signature]	Intern	2 2 0 4 2 0 2 4
Responsibility Manager	1 9 2 8 3 2 5 3	Natanael Linders	[signature]	Office Manager	2 3 0 4 2 0 2 4
Delegated Authority	2 3 3 3 5 9 7 1	Felix Mbeki	[signature]	Head of Office	2 3 0 4 2 0 2 4

OBTAIN DELEGATED AUTHORISATION AND FORWARD TO SCM OFFICE THIS GOODS & SERVICES REQUISITION WAS AWARDED GOVERNMENT PRINTING WORKS.

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government printing
Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

BETAALD/PAID

Government Printing Works
Zandfontein Office

Private Bag X85
Pretoria
0001

VAT Reg. No. 422 010 2869
TEL: (012) 372 0151/2/3 FAX: (012) 372 0464

Quotation

Invoice Address

2024/04/18

SQUO00244501-1

1 of 1

Quotation deadline 2024/05/18

Delivery Address

Department of Justice The State Attorney Western Cape

Private Bag X9001
Cape Town
8000
ZAF

Account No	Your Ref.	VAT Registration No	Sales Order
8H007057			

Item number	Description	Order Qty	Unit	Unit price	Net Price
81/170569	A4 XEROGRAPHIC BOND - PHOTOCOPY PAPER	300.00	Box	346.00	103,800.00
81/825156	REGISTER OF NEW CASES-J679	150.00	Each	91.75	13,762.50

Sales subtotal amount	**117,562.50**
VAT	**17,634.38**
Total	**135,196.88**

Please pay invoice within 30 days

Government Printing Works
Bank: ABSA
Branch: Vermeulen Street (632 005)
Account No: 1044610074