ANNEXURE A

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

ENQUIRIES: Mashiane Kwena
TELEPHONE: 012-336 7954
REFERENCE: WD 565

CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT

REQUEST APPROVAL TO DEVIATE FROM NORMAL PROCUREMENT PROCESSES TO APPOINT FRAMA (PTY) LTD AS SOLE SUPPLIER FOR THE PROVISION OF LOADING OF FUNDS, TONERS, SERVICE AND MAINTENANCE OF THE MACHINE FOR AN AMOUNT OF R 61 500.00 FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

1. PURPOSE

1.1 To request approval to deviate from normal procurement processes to appoint Frama (Pty) Ltd as sole supplier for the provision of the Loading of funds, Toners, service and maintenance of the machine for an amount of R 61 500.00 for a period of twenty-four (24) months.

2. BACKGROUND AND MOTIVATION

2.1. Frama (Pty) Ltd as sole supplier for the provision of Loading of funds, Toners, service and maintenance of the machine from the Chief Directorate: Auxiliary Services was submitted to SCM for processing **(Copy of approved submission attached as Annexure A).**

2.2. A request for quotation was sent to the sole supplier on 10 June 2026, and a quotation was received on 12 June 2026 in the amount of R61,500.00.
(Copy of request memo and quotation is attached as Annexure B).

2.3. A copy of sole supplier letter is attached and valid until 12 May 2027. **(Letter attached as Annexure C**).

3. IMPLICATIONS

3.1 Financial

Funds are available under the following SCOA Codes:

FUNDS	575523
OBJECTIVE	30061523
RESPONSIBILITY	30160523
ITEM	259523
INFRASTRUCTURE	76523
AVAILABLE BUDGET	R 25 000.00 Financial year 2026/2027

NB: The remaining cost will be covered in the next financial year.

3.2 Regulatory Compliance

3.2.1 For amounts below R1 million, approval is delegated to the CD: SCM in terms of item 216 of the Finance Delegations dated 01 September 2023.

3.3 Legal

None

3.4 Communication

None

3.5 Personnel

None

4. Other Components Consulted

None

5 RECOMMENDATIONS

5.1 It is recommended that approval be granted to deviate from normal procurement process to appoint Frama (Pty) Ltd as sole supplier for the provision of loading of funds, toners, service and maintenance of the machine from the Chief Directorate: Auxiliary Services and Land matters for an amount of R 61 500.00 for a period of twenty-four (24) months.

RECOMMENDATION IN PAR. 5.1 SUPPORTED/ ~~NOT SUPPORTED~~

N MOKONI
DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 28|07|2026

RECOMMENDATION IN PAR. 5.1 RECOMMENDED/ ~~NOT RECOMMENDED~~

N KHUBANA
DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 28|07|2026

5 RECOMMENDATIONS

5.1 It is recommended that approval be granted to deviate from normal procurement process to appoint Frama (Pty) Ltd as sole supplier for servicing provision of loading of funds, toners and maintenance of the machine from the Chief Directorate: Auxiliary Services and Land matters for an amount of R 61 500.00 for a period of twenty-four (24) months.

RECOMMENDATION IN PAR. 5.1 APPROVED/~~NOT APPROVED~~

N SEROKA
CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 28/01/2026

CENTRAL SUPPLIER DATABASE
FOR GOVERNMENT

Report Date:
28 Jul 2026 09:46:27.784 AM
Report Ran By:
mashianep2@dws.gov.za

CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0022059	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	R10 million or less; or
Supplier type	CIPC Company	Financial year start date	01 Apr 2017 00:00:00:000
Supplier sub-type	Private Company (Pty)(Ltd)	Registration date	19 Jan 1993 00:00:00:000
Legal name	FRAMA	Created by	devip@frama.co.za
Trading name	FRAMA (Pty) Ltd	Created date	22 Jan 2016 08:21:35:000
Identification type	South African Company/Close Corporation Registration Number	Edit by	csd.datafix@treasury.gov.za
Government breakdown	Private Companies (Pty) (Ltd)	Edit date	04 Jun 2026 12:00:07:893
Business status	In Business	Restricted Supplier	No
Country of origin	South Africa	Restricted Director	No
South African company/CC registration number	1993/000234/07	Government Employee	TBC(To be confirmed by an organ of state)

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Other service activities		
		Core industry	Other personal service activities
Division	Other personal service activities	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Administration	Cellphone number	0114639042
Is this your preferred Contact?	No	Fax number	0114631006
Name(s)	THAVANAYAGIE	Website address	http://www.frama.co.za
Surname	PERUMAL	Do you want this contact to also be a CSD user ?	Yes
Identification type	South African Identification Number	Created by	csd.dataconversion@treasury.gov.za
Prefer communication via email	Yes	Created date	24 Oct 2015 15:43:29:000
Email address	devip@frama.co.za	Edit by	devip@frama.co.za
Telephone number	0873578197	Edit date	11 Oct 2017 16:10:30:360

CSD REGISTRATION REPORT

CONTACT 2

Contact type	Sales	Telephone number	011 463 9042
Is this your preferred Contact?	Yes	Cellphone number	079 054 7405
Name(s)	MARK	Website address	WWW.frama.co.za
Surname	DURRANT	Do you want this contact to also be a CSD user ?	Yes
Identification type	South African Identification Number	Created by	devip@frama.co.za
Prefer communication via email	Yes	Created date	12 Sep 2023 08:51:14:693
Prefer communication via telephone	Yes	Edit by	csd.datafix@treasury.gov.za
Email address	markd@frama.co.za	Edit date	12 Sep 2023 08:51:14:693

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	No	Postal code	1684
Address line 1	78 Kyalami Boulevard	Ward Number	94 - [Removed]
Address line 2	Kyalami Office Park	Country	South Africa
Suburb	Kyalami Park - [Removed]	This address S/A delivery	Yes
Province	Gauteng	This address S/A payment	Yes
Municipality	City of Johannesburg	Created by	devip@frama.co.za
City	Midrands - [Removed]	Created date	08 Feb 2017 11:26:26:000
		Edit by	csd.datafix@treasury.gov.za
		Edit date	04 Jun 2026 12:00:07:673

ADDRESS 2

Is this a preferred address?	No	Postal code	2146
Address line 1	PO BOX 78456	Ward Number	1 - [Removed]
Address line 2	SANDTON	Country	South Africa
Suburb	City of Johannesburg NU - [Removed]	This address S/A payment	Yes
Province	Gauteng	Created by	devip@frama.co.za
Municipality	City of Johannesburg	Created date	22 Jan 2016 08:21:36:147
City	City of Johannesburg NU	Edit by	devip@frama.co.za
		Edit date	22 Jan 2016 08:21:36:147

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Report Date:
28 Jul 2026 09:46:27.807 AM
Report Ran By:
mashianep2@dws.gov.za

CSD REGISTRATION REPORT

ADDRESS 3

Is this a preferred address?	No	Created by	csd.reverifybatch@treasury.gov.za
Address line 1	P O BOX 31025	Created date	04 Jun 2026 11:35:47:103
Address line 2	KYALAMI	Edit by	csd.reverifybatch@treasury.gov.za
Province	Gauteng	Edit date	04 Jun 2026 11:35:47:103
Postal code	1684		
Country	South Africa		

ADDRESS 4

Is this a preferred address?	Yes	Created by	csd.reverifybatch@treasury.gov.za
Address line 1	78 KYALAMI BOULEVARD	Created date	04 Jun 2026 11:35:53:067
Address line 2	KYALAMI BUSINESS PARK	Edit by	csd.reverifybatch@treasury.gov.za
Province	Gauteng	Edit date	04 Jun 2026 11:35:53:067
Postal code	1684		
Country	South Africa		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Created by	devip@frama.co.za
Bank	ABSA BANK LIMITED	Created date	14 Dec 2016 09:53:25:000
Branch number	535105	Edit by	csd.safetynetbatch@treasury.gov.za
Branch name	PROTEA PARK	Edit date	19 Dec 2016 08:01:47:283
Account number	01031713516	Bank Verification Status	Verification Succeeded
Account holder	FRAMA PTY LTD	Foreign Bank Account	No
Is this a preferred account?	Yes	Is the identifier linked at the bank	Yes
Active start date	14 Dec 2016 09:53:25:000	Is this a Shared Funding Account	No

BANK ACCOUNT 2

Account type	Current Accounts	Created by	devip@frama.co.za
Bank	ABSA BANK LIMITED	Created date	15 Nov 2018 08:32:16:067
Branch number	632005	Edit by	csd.safetynetbatchdownload@treasury.gov.za

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Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Report Date:
28 Jul 2026 09:46:27.814 AM
Report Ran By:
mashianep2@dws.gov.za

CSD REGISTRATION REPORT

Branch name	ABSA ELECTRONIC SETTLEMENT CNT	Edit date	16 Nov 2018 12:00:09:020
Account number	01024953510	Bank Verification Status	Verification Succeeded
Account holder	FRAMA PTY LTD	Foreign Bank Account	No
Is this a preferred account?	No	Is the identifier linked at the bank	Yes
Active start date	15 Nov 2018 08:31:28:000	Is this a Shared Funding Account	No

TAX INFORMATION

Income tax number	9098096200	Would you like to receive notifications?	Yes
VAT number	4690136173	Overall Tax Status	Tax Compliant ✓
Is this supplier a VAT vendor?	Yes	Created by	devip@frama.co.za
PAYE number	7700719166	Created date	22 Jan 2016 08:21:35:000
Are you Registered with SARS?	Yes	Edit by	csd.reverifybatch@treasury.gov.za
Last validation date	28 Jul 2026 09:47:00:000	Edit date	17 Feb 2026 00:15:34:000

B-BBEE INFORMATION

Are you an empowering supplier	Yes	Accept and understand the content of the affidavit	Yes
% Owned by black people	0.00	Commisioner of Oath	J Du Toit
% Owned by black people who are women	0.00	Date affidavit signed by commisioner of oath	07 Sep 2023 00:00:00:000
% Owned by black people who are youth	0.00	Affidavit expiry date	06 Sep 2024 00:00:00:000
% Owned by black people with disabilities	0.00	Created by	devip@frama.co.za
% Owned by black who are unemployed	0.00	Created date	08 Feb 2017 11:39:32:933
% Owned by black people who are military veteran	0.00	Edit by	csd.reverifybatch@treasury.go v.za
% Owned by black people living in rural or underdeveloped areas	0.00	Edit date	06 Sep 2024 00:00:09:367
Status	Expired	Verification Status	Manual Verification Required

DIRECTORS /MEMBERS / OWNERS INFORMATION

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CSD REGISTRATION REPORT

DIRECTOR/MEMBER 1

Director type	Owner	Living areas of owner	Mopani, Sandton SP
Director status	Resigned	Owner's ethnic group	White
Name(s)	THOMAS PETER	Owner's gender	Male
Surname	HAUG	Owner youth	No
Country	South Africa	Owner person with disabilities	No
Identification type	Foreign Identification Number	Owner military veteran	No
Foreign identification number	X1300491	Created by	devip@frama.co.za
Work permit	0000000	Created date	10 Oct 2017 15:23:01:000
Appointment date	09 May 2023 00:00:00:000	Edit by	devip@frama.co.za
Email address	thomas.haug@frama.co.za	Edit date	09 May 2023 12:50:53:000
Cellphone number	+004-179-415-2915	Restricted Director	No
Owner	Yes	Restriction Last Verification Date	28 Jul 2026 09:46:43:787
Ownership %	100.00%	Government Employee	TBC (To be confirmed by an organ of state)
		Ownership verification status	Verified by CIPC
		Ownership last verification date	01 Jan 1900 00:00:00:000

DIRECTOR/MEMBER 2

Director type	Director	Edit by	csd.reverifybatch@treasury.gov.za
Director status	Active	Edit date	03 Mar 2026 11:29:34:000
Name(s)	ETTIENNE	Restricted Director	No
Surname	MEYBURGH	Restriction Last Verification Date	28 Jul 2026 09:46:43:770
Country	South Africa	Government Employee	No
Identification type	South African Identification Number	Government Employee Last Verification Date	28 Jul 2026 09:46:43:457
South African identification number	7810035172084	SA identification number Verified	Yes
Work permit	0000000	SA identification number verification date	28 Jul 2026 09:46:43:583
Appointment date	01 Oct 2025 00:00:00:000	Ownership verification status	Verified by CIPC
Email address	ETTIENNE@DELBERG.CO.ZA	Ownership last verification date	01 Jan 1900 00:00:00:000
Cellphone number	0760452342	Companies involved in	MAAA0028481;
Owner	No		
Created by	csd.reverifybatch@treasury.gov.za		

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Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CSD REGISTRATION REPORT

Created date	01 Oct 2025 11:25:49:000

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.
The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: What should a supplier do if the tax status on CSD difference from the tax clearance certificate?

Tax Compliance Expiry Date
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here. How does CSD determine the tax compliance expiry date?

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?

State Employee

For more information pertaining to government employment status click here: Will there be verification done to identify if a supplier is a government employee?

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

RESTRICTION

***Restricted Supplier** – A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.*

***Restricted Director** – A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.*

Restricted Suppliers & Directors are listed on CSD under Help – Am I restricted?

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Report Date:
28 Jul 2026 09:46:27.830 AM
Report Ran By:
mashianep2@dws.gov.za

CSD REGISTRATION REPORT

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

Print Date: 7/28/2026 9:46:27 AM

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

SPECIFICATION FOR INK/TONERS, SERVICE, MAINTENANCE AND LOADING R50 000.00 OF FUNDS INTO THE DEPARTMENTAL FRANKING MACHINE FOR A PERIOD OF 24 MONTHS.

ITEM	DESCRIPTION	QUANTITY
1	Servicing and Maintenance of the franking machine (As and When required)	24
2	Inks and Toners for the franking machine (As and When required)	24
3	Loading of funds into the franking machine (As and When required)	24

End User Initials: MC....................

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder...	Bid number......WD...565................................
Closing Time 11:00 Closing date......12...June.........2026.........	

OFFER TO BE VALID FOR...180...........DAYS FROM THE CLOSING DATE OF BID.

SERVICE, MAINTENANCE AND LOADING OF FUNDS INTO THE DEPARMENTAL FRANKING MACHINE FOR A PERIOD OF 24 MONTHS			
Number	Quantity	DESCRIPTION:	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1	1	Loading of funds into the Departmental franking machine	Unit price: R................................... Total price: R...................................
2	1	Service and Maintenance of the franking machine	Unit price: R................................... Total price: R...................................
3	1	Inks and Toners for the franking machine	Unit price: R................................... Total price: R...................................
		VAT	R
		TOTAL	R

- Required by:
- At: ....
  ....
- Brand and model ....
- Country of origin ....
- Does the offer comply with the specification(s)? *YES/NO

ANNEXURE B

Mashiane Precious

From:	Mashiane Precious
Sent:	Friday, 12 June 2026 09:24
To:	devip@frama.co.za; 'markd@frama.co.za'; 'thomas.haug@frama.co.za'; 'ettienne@delberg.co.za'
Subject:	Follow-Up on Quotation
Attachments:	qoutation Plus SBD Forms.pdf

Good morning, Supplier

I am following up regarding the quotation request previously sent. Kindly provide an update on the status of the quotation and advise when we can expect to receive it.

Your prompt response will be greatly appreciated.

Thank you.

Kind regards,

Closing date : 12 June 2026 Time 11:00

From: Mashiane Precious
Sent: Wednesday, 10 June 2026 16:10
To: Mashiane Precious <MashianeP2@dws.gov.za>
Cc: 'devip@frama.co.za' <devip@frama.co.za>
Subject: Bid No. WD565 – Quotation SERVICE, MAINTENANCE AND LOADING OF FUNDS INTO THE DEPARMENTAL FRANKING MACHINE FOR A PERIOD OF 24 MONTHS

Good day Supplier,

Please find attached the documents relating to Bid No. WD565:

- Quotation
- Sole Supplier Letter (not older than 12 months)
- B-BBEE Certificate

Closing date : 12 June 2026 Time 11:00

Should you require any additional information, please do not hesitate to contact us.

Thank you.

Mashiane Precious

From:	Mark Durrant <MarkD@frama.co.za>
Sent:	Friday, 12 June 2026 10:55
To:	Mashiane Precious
Cc:	Tracy Hoosman; Glory Baloyi
Subject:	FW: Message from KM_287
Attachments:	SKM_28726061211410.pdf

You don't often get email from markd@frama.co.za. Learn why this is important

Good Morning

Please find attached request for bid and all supporting documents as requested .

Kind Regards

Frama.

BUILT ON EXPERIENCE. DRIVEN BY AUTOMATION.

Mark Durrant

Sales Executive

Telephone: +27-11-463-9042

Cellphone: +27-79-054-7405

Address: 78 Kyalami Boulevard, Kyalami, 1684

www.frama.co.za

From: scan@mail.frama.co.za <scan@mail.frama.co.za>
Sent: 12 June 2026 11:42
To: Mark Durrant <MarkD@frama.co.za>
Subject: Message from KM_287

Frama.
BUILT ON EXPERIENCE. DRIVEN BY AUTOMATION.

QUOTATION

78 KYALAMI BOULEVARD
KYALAMI BUSINESS PARK
KYALAMI
1684

P.O. Box 31025 KYALAMI 1684
Tel: (011) 463-9042
EMAIL: info@frama.co.za

DEPT OF WATER & SANITATION
PRIVATE BAG X313
PRETORIA
0001

ATT: MR KWENA MASHIANE

TEL: 012 336 7954

Reg. No. 1993 / 000234 / 07

VAT Registration No. 4690136173

DATE: 12 JUNE 2026

DESCRIPTION	REFERENCE	AMOUNT	
Model Type:	ECOMAIL		
Serial Number:	373354		
License Number:	AS 5406		
Loading of funds		R 50 000	00
Service and Maintenance		R 7 500	00
Inks and Toners		R 2 500	00
NB: LOADING OF FUNDS INCLUDES VAT			
PLEASE MAKE SURE ALL PAYMENTS ARE MADE INTO EITHER ONE OF THESE TWO ACCOUNTS: FRAMA (PTY) LTD - ABSA BANK ACCOUNT NO: 01024953510 OR 01031713516 BRANCH CODE: 631005			
VAT:		R 1 500	00
TOTAL:		R 61 500	00

COMMENTS: Please fill in your invoice number on the reference part of the deposit slip for us to identify your payment. Please email your deposit slip to Info@frama.co.za

NB: THIS QUOTATION IS VALID FOR 90 DAYS

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MARKET ANALYSIS REPORT

PURPOSE

The aim of this exercise is to determine the number of suppliers available on the market to provide the listed services below.

The analysis is not taking into consideration the broadness of designated groups as per the Preferential Procurement Regulations 2022, but rather the broadness of the market for these requested services and to determine whether there are other suppliers available in the market who can provide the services.

BACKGROUND

REQUEST FOR APPROVAL TO DEVIATE AND APPOINT FRAMA SOUTH AFRICA (PTY) LTD AS A SOLE SUPPLIER FOR LOADING FUNDS IN THE DEPARTMENTAL FRANKING POSTAL MACHINE FOR A PERIOD OF 24 MONTHS.

The Department has a franking machine that is installed at main registry at Emanzini. The franking machine is used to create imprints on all the envelopes of official outgoing mail to show that postage has been paid.

The franking machine was bought by the Department and remain the department property. Frama Smart mailing is the only company responsible for servicing, maintenance of the franking machine and they are the only company that can load funds into the franking machine in line with South African Post Office postage tariffs.

COMMODITY AND SUPPLIER ANALYSIS/ENGAGEMENT

The Directorate: Facilities Management is requesting the renewal for uploading of funds from Frama South Africa (PTY) LTD for the following services: **Loading of funds, Inks and Toners, Services and Maintenance of the machine**.

SUPPLIER ANALYSIS/ENGAGEMENT

SCM Demand Management undertook a determination test to determine how many suppliers may have been accredited as possible suppliers and have the rights to provide the service for loading funds in the departmental franking postal machine.

Demand Management upon scrutiny of the letter provided by Frama South Africa (PTY) LTD verify the sole supplier accreditation status. It can confirm that Frama South Africa (PTY) LTD is the sole supplier accredited.

The department SCM policy paragraph 16.1.1 states that: **Sole Source** "The required goods or service are available from a sole source only due to the unique nature of the requirements or where there is a requirement for compatibility or **continuity and alignment or where goods, service or works are already in the DWS'** value chain or employ were supplied by an OEM or by a licensed agent."

The above policy provision thus provides for consideration of deviation through appointment of a Sole supplier.

PRICE REASONABILITY AND FINANCIAL IMPLICATION

The Knowledge Management Directorate office has since put aside an estimated budget of R50 000.00 for the 24 months period.

RECOMMENDATION

It is recommended that Frama South Africa (PTY) LTD be considered as the sole supplier for Loading of funds, Inks and Toners, Services and Maintenance of the machine.

Compiler: Siphiwe Nxumalo

Assistant Director: Demand Management

Date: 28/5/2026

Recommendation: Recommend/not ~~recommend~~

Deputy Director: Demand Management

Date: 29/05/2026

Received
12/03/26

water & sanitation
Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Annexure 1
DEMAND PLANNING TEMPLATE (SCM 1)

(DMP 1.1 - CAPITAL ASSETS)

PART A: (CLIENT DETAILS)

Programme/Branch:	Corporate Service	Programme Manager:	ONV Fundakubi	Signature:	[signature]
Chief Directorate:	Auxiliary Services	Responsibility Manager:	T Malindzisa	Signature:	[signature]
Programme Number:	1	Demand Coordinator	E. Ekata	Signature:	[signature]
Directorate:	Auxiliary Services				
Province:	Head Office	Office #:		Telephone:	012 336 8263
Period:	2026/27	Fax:		Email Address:	[illegible]

PART B (1): (RESOURCE & COSTS DETAILS)

CAPITAL ASSETS

Resource Required													Motivation			Cost Estimate			
Item Description	Lead Time/ Delivery Date												Replacement Yes/No	Barcode/ Asset Number for replacement	Reason for Acquisition/ Motivation	Quantity	Unit Cost	Total Cost	METHOD OF PROCUREMENT
	1st Q			2nd Q			3rd Q			4th Q									
	A	M	J	J	A	S	O	N	D	J	F	M							
Computer Hardware & Systems:																			
Laptop													Y		[illegible]	19	50,000.00	950,000.00	Quotation
Monitor													Y		New	10	20,000.00	200,000.00	Quotation
CPU													Y		Replacement	17	30,000.00	510,000.00	Quotation
UPS																		0.00	
Laptop																		0.00	
External Hardrive																		0.00	
Docking Station															New	4	20,000.00	80,000.00	Quotation
Switch													Y			5	2,000.00	10,000.00	Quotation
Server																		0.00	
Tablet PC																		0.00	
Microphone stands													Y		New	2	10,000.00	20,000.00	Quotation
Body Microphone													Y		New	2	20,000.00	40,000.00	Quotation
Digital Mixer													Y		New	1	20,000.00	20,000.00	Quotation
Desktop Printer Equipment													Y		New	6	45,000.00	270,000.00	Quotation
Computer Peripherals keyboards, mice, tablet pens, joysticks, scanners, speakers, external hard drives, and media card readers																		0.00	
Total																		2,100,000.00	
Machinery & Other Equipment:																			
Direction Boards													Y			10	5,000.00	50,000.00	Quotation
Notice Board													Y			1	8,000.00	8,000.00	Quotation
Bill Board													N			1	25,000.00	25,000.00	Quotation
Digital Voice Recorder																1	20,000.00	20,000.00	Quotation

Resource Required	Lead Time/ Delivery Date												Motivation			Cost Estimate			
Item Description	1st Q			2nd Q			3rd Q			4th Q			Replace-ment Yes/No	Barcode/ Asset Number for replacement	Reason for Acquisition/ Motivation	Quantity	Unit Cost	Total Cost	METHOD OF PROCUREMENT
	A	M	J	J	A	S	O	N	D	J	F	M							
Binding Machine													Y			2	7,000.00	14,000.00	Quotation
Book labling Machine													Y			1	2,000.00	2,000.00	Quotation
Shelves																30	100,000.00	3,000,000.00	Quotation
Speaker with Microphone													N		To be utilised during events	2	60,000.00	120,000.00	Quotation
Audiovisual Projector																6	28,000.00	168,000.00	Quotation
Total																		4,057,500.00	
Furniture & Fittings & Office Equipment:																			
Fax Machine																		0.00	
Binding Machine																		0.00	
Shredder																0	0.00	0.00	
Heavy Duty Puncher - For Bid documents																		0.00	
Electric Stapler																		0.00	
Printer																7	35,000.00	245,000.00	Quotation
Office Furniture															Chairs are old and needs to be replaced.	2	260,000.00	520,000.00	Quotation
Domestic Furniture																1	250,000.00	250,000.00	Quotation
Laminating Machine																		0.00	
Heavy Duty Puncher																		0.00	
Electric Stapler																		0.00	
Steel Garden Chairs & Tables																4	25,000.00	100,000.00	Quotation
Heater																		0.00	
Kitchen Appliances																1	25,000.00	25,000.00	Quotation
																		1,140,000.00	
Transport Assets:																			
Boat/Ships																		0.00	
Vehicle																		0.00	
Trailer																		0.00	
Quadcopters/Drones																		0.00	
Transport Accessories																		0.00	
Total																		0.00	
Computer Software & Other Intangibles:																			
License (with lifespan of more than a year)/not re																		0.00	
Software (with lifespan of more than a year)/not r																		0.00	
Total																		0.00	
Buildings & other Fixed Structures																			
Installation of CCTv Cameras																1	700,000.00	700,000.00	Quotations
Car Ports																55	15,000.00	825,000.00	Quotations
Double Aluminium Doors																0	0.00	0.00	
Refurbishment/Rehabilitation of Fixed Structure																1	600,000.00	600,000.00	Quotations
Total																		2,125,000.00	

Summary:

Item Description	Total Cost
Computer Hardware & Systems	2,100,000.00
Other Machinery & Equipment	4,057,500.00
Furniture & Fittings	1,140,000.00
Transport Assets	0.00
Computer Software and Other Intangibles	0.00
Buildings and other Fixed Structures	2,125,000.00

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Annexure 1
DEMAND PLANNING TEMPLATE (SCM 1)

(DMP 1.2 - MINOR ASSETS)

PART A: (CLIENT DETAILS)

Programme/Branch:	Corporate Service	Programme Manager:	ONV Fundakubi	Signature:	[signature]
Chief Directorate:	Auxiliary Services	Responsibility Manager:	T Malindzisa	Signature:	[signature]
Programme Number:	1	Demand Cordinator	Eunice Ekata	Signature:	[signature]
Directorate:	Auxiliary Services				
Province:	Head Office	Office #: 642	Telephone:	012 336 8263	
Period:	2026/27	Fax:	Email Address:	[illegible]	

PART B (1): (RESOURCE & COSTS DETAILS) MINOR ASSETS

Resource Required													Motivation			Cost Estimate			
Item Description	Lead Time/ Delivery Date 1st Q			2nd Q			3rd Q			4th Q			Replacement Yes/No	Barcode/ Asset Number for replacement	Reason for Acquisition/ Motivation	Quantity	Unit Cost	Total Cost	METHOD OF PROCUREMENT
	A	M	J	J	A	S	O	N	D	J	F	M							
Computer Hardware & Systems:																			
Laptop													Yes		Replacement / New appointment	5	30,000.00	150,000.00	Quotations
Monitor													Yes		New	10	20,000.00	200,000.00	Quotation
CPU													Yes					0.00	
UPS																		0.00	
Laptop																		0.00	
External Hardrive																		0.00	
Docking Station													Yes			1	20,000.00	20,000.00	Quotation
Switch													Yes			6	2,000.00	12,000.00	Quotation
Server																		0.00	
Tablet PC													Yes			1	30,000.00	30,000.00	Quotation
Desktop Printer Equipment																		0.00	
Computer Peripherals keyboards, mice, tablet pens, joysticks, scanners, speakers, external hard drives, and media card readers																1	3,000.00	3,000.00	Quotation
Total																		415,000.00	
Machinery & Other Equipment:																			
Electric Kettle																4	800.00	3,200.00	Quotations

Resource Required													Motivation			Cost Estimate			
Item Description	Lead Time/ Delivery Date												Replace-ment Yes/No	Barcode/ Asset Number for replacement	Reason for Acquisition/ Motivation	Quantity	Unit Cost	Total Cost	METHOD OF PROCUREMENT
	1st Q			2nd Q			3rd Q			4th Q									
	A	M	J	J	A	S	O	N	D	J	F	M							
Toolbox																0	0.00	0.00	
Photo frames																50	150.00	7,500.00	Quotation
Safe																1	20,000.00	20,000.00	Quotation
Pull up banners																2	5,000.00	10,000.00	Quotation
Security equipment (Hand scanner)																3	500.00	1,500.00	Quotation
Audiovisual Projector													Yes		Additional scanner	5	28,000.00	140,000.00	Quotation
Total																		318,200.00	
Furniture & Fittings & Office Equipment:																			
Lockable Steel Storage Cabinet																0	0.00	0.00	
Binding Machine																4	1,500.00	6,000.00	Quotation
Microphone stands															Podcast	2	750.00	1,500.00	Quotation
Heavy Duty Puncher - For Bid documents																4	5,000.00	20,000.00	Quotation
Linen																1	80,000.00	80,000.00	Quotation
Fan pedestal/desk																21	2,000.00	42,000.00	Quotation
Office Furniture																4	250,000.00	1,000,000.00	Quotation
Scanner																5	1,000.00	5,000.00	Quotation
Body Microphone																2	750.00	1,500.00	Quotation
Laminating Machine																		0.00	
Electrical equipment															plugs/cables	1	5,000.00	5,000.00	Quotation
Electric Stapler																4	2,000.00	8,000.00	Quotation
Gymnesium Equipment																2	1,300.00	2,600.00	Quotation
Heater																32	2,500.00	80,000.00	Quotation
Patio Gas Heaters																4	1,500.00	6,000.00	Quotation
Total																		1,257,600.00	
Transport Assets:																			
Boat/Ships																		0.00	
Vehicle																		0.00	
Trailer																3	500.00	1,500.00	Quotation
Quadcopters/Drones																		0.00	
Trucks																		0.00	
Transport Accessories																		0.00	
Total																		1,500.00	
Computer Sofware & Other Intangibles:																			
License (with lifespan of more than a year)/not re																		0.00	
Software (with lifespan of more than a year)/not r																		0.00	
Total																		0.00	
Buildings & other Fixed Structures																			
Aluminium Folding Doors/ Folding Canvas													No	New		28	2,000.00	56,000.00	Quotation
Refurbishment/Rehabilitation of Fixed Structure																		0.00	
Total																		56,000.00	

Summary:

Item Description	Total Cost
Computer Hardware & Systems	415,000.00
Other Machinery & Equipment	318,200.00

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                                                      BAS                                              DATE:
25/05/2026
RAMAGOVHODOL                                 NAT: WATER AND SANITATION                                 TIME: 07:48:22
RP0203BS                                  EXPENDITURE CONTROL (COMMITMENTS)                            PAGE:        1
                                        FOR FINANCIAL YEAR UP TO  25/05/2026
                                           REPORT INTRODUCTORY PAGE
                                           ------------------------
          INSTALLATION ID       : NAT: WATER AND SANITATION
          LOCATION ID           : NAT: WATER AND SANITATION
          USERID                : RAMAGOVHODOL
          REPORT REQUEST ID     : 00065206
          SORT CRITERIA         : F O S A P R M I
          SELECTION CRITERIA    :
               1. LAST CLOSED MONTH             : 04/2026
               2. ITEM                          : I
               3. INFRASTRUCTURE                : S
               4. OBJECTIVE                     : O
               5. RESPONSIBILITY                : R
               6. FUND                          : F
               7. PROJECT                       : P
               8. ASSETS                        : A
               9. REGIONAL IDENTIFIER           : M
```

```
                                                      BAS                                              DATE:
25/05/2026
RAMAGOVHODOL                                 NAT: WATER AND SANITATION                                 TIME: 07:48:22
RP0203BS                                  EXPENDITURE CONTROL (COMMITMENTS)                            PAGE:        2
                                        FOR FINANCIAL YEAR UP TO  25/05/2026

 SELECTION CRITERIA : TYPE                               DETAIL
                      --------------------------------   --------------------------------
                      FUND                               DEPARTMENTAL APPROPRIATION
                      OBJECTIVE                          AUXILIARY SERVICES
                      INFRASTRUCTURE                     ALL
                      ASSETS                             ALL
                      PROJECT                            ALL
                      RESPONSIBILITY                     ALL
                      REGIONAL IDENTIFIER                NAT FUNCTION:WHOLE COUNTRY DOM
                      ITEM                               ALL

 SORT CRITERIA      : F O S A P R M I

 TOTALS             : F0002 F0007 O0007 R0005 I0003 I0004 I0009

 PAGE BREAK         : NONE

 PROFILE            : SECURITY

 ECONOMIC CLASS     : ALL

 TOT ON ECON CLASS  : NO
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	I 005	CONS SP&OS:STATIONERY	0.00	0.00	10,000.00	10,000.00
TOTAL	I 004	CONS:STA,PRINT&OFF SUP--------------------	0.00	0.00	50,000.00	50,000.00
	I 004	TRAVEL AND SUBSISTENCE				
	I 006	T&S DOM:ACCOMMODATION	1,730.00	0.00	50,000.00	48,270.00
	I 007	T&S DOM:SPECIAL DAILY ALLOWNC	462.04	0.00	5,000.00	4,537.96
	I 006	T&S DOM:FOOD & BEVER	304.38	0.00	2,000.00	1,695.62
	I 006	T&S DOM:INCIDENTAL COST	909.50	0.00	10,000.00	9,090.50
	I 007	T&S DOM:CAR RENTAL	0.00	0.00	27,000.00	27,000.00
	I 007	T&S DOM:KM ALL(OWN TRANSPORT)	10,314.79	0.00	20,000.00	9,685.21
	I 007	T&S DOM:AIR TRANSPORT	0.00	0.00	30,000.00	30,000.00
	I 007	T&S DOM:ROAD TRANSPORT	0.00	0.00	6,000.00	6,000.00
TOTAL	I 004	TRAVEL AND SUBSISTENCE--------------------	13,720.71	0.00	150,000.00	136,279.29
	I 004	VENUES AND FACILITIES				
	I 005	VENUES AND FACILITIES	0.00	0.00	100,000.00	100,000.00
TOTAL	I 004	VENUES AND FACILITIES---------------------	0.00	0.00	100,000.00	100,000.00
TOTAL	I 003	GOODS AND SERVICES------------------------	15,584.57	0.00	440,000.00	424,415.43
	I 003	MACHINERY AND EQUIPMENT				
	I 004	OTHER MACHINERY & EQUIPMENT				
	I 005	FINANCE LEASES OTH MACH&EQUIP	25,109.90	0.00	120,000.00	94,890.10
	I 006	CROCKERY & CUTLERY	0.00	0.00	7,000.00	7,000.00
	I 006	OFFICE FURNITURE	0.00	0.00	10,000.00	10,000.00
TOTAL	I 004	OTHER MACHINERY & EQUIPMENT---------------	25,109.90	0.00	137,000.00	111,890.10
TOTAL	I 003	MACHINERY AND EQUIPMENT-------------------	25,109.90	0.00	137,000.00	111,890.10
TOTAL	R 005	CD:AUXILIARY SERVICES---------------------	515,220.45	0.00	3,763,000.00	3,247,779.55
	R 005	DIR:FACILITIES MANAGEMENT				
	I 003	COMPENSATION OF EMPLOYEES				
	I 004	SALARIES AND WAGES				
	I 007	S&W:BASIC SALARY (RES)	4,318,226.57	0.00	30,662,000.00	26,343,773.43
	I 008	S&W:PERF AWARD OTHER (RES)	0.00	0.00	20,000.00	20,000.00
	I 008	S&W:SERV BASED OTHER (RES)	0.00	0.00	172,000.00	172,000.00
	I 008	S&W:CMPNS/CIRCM (RES)	1,857.25	0.00	2,000.00	142.75

	TYPE LEVEL	DESCRIPTION	EXPENSES	COMMITMENTS	BUDGET	AVAILABLE BUDGET
	I 008	S&W:OVERTIME (RES)	215,884.86	0.00	1,498,000.00	1,282,115.14
	I 008	S&W:HOUSING ALLOWANCE (RES)	316,931.00	0.00	2,200,000.00	1,883,069.00
	I 008	S&W:NON PENSIONABLE ALL OTH(RES	32,692.54	0.00	200,000.00	167,307.46
	I 008	S&W:SERVICE BONUS (RES)	194,649.50	0.00	100,000.00	94,649.50-
TOTAL	I 004	SALARIES AND WAGES------------------------	5,080,241.72	0.00	34,854,000.00	29,773,758.28
	I 004	SOCIAL CONTRIBUTIONS				
	I 008	EMPL CONTR:BARGAIN COUNCIL(RES)	1,339.84	0.00	20,000.00	18,660.16
	I 008	EMPL CONTR:MEDICAL (RES)	346,832.00	0.00	2,795,000.00	2,448,168.00
	I 008	EMPL CONTR:PENSION (RES)	268,506.29	0.00	2,795,000.00	2,526,493.71
TOTAL	I 004	SOCIAL CONTRIBUTIONS----------------------	616,678.13	0.00	5,610,000.00	4,993,321.87
TOTAL	I 003	COMPENSATION OF EMPLOYEES-----------------	5,696,919.85	0.00	40,464,000.00	34,767,080.15
	I 003	GOODS AND SERVICES				
	I 004	ADMINISTRATIVE FEES:PAYMENTS				

	I 007	T&S DOM:FIXED DAILY ALLOWANCE	0.00	0.00	30,000.00	30,000.00
	I 007	T&S DOM:SPECIAL DAILY ALLOWNC	2,012.13	0.00	25,000.00	22,987.87
	I 006	T&S DOM:FOOD & BEVER	1,533.88	0.00	30,000.00	28,466.12
	I 006	T&S DOM:INCIDENTAL COST	452.50	0.00	25,000.00	24,547.50
	I 007	T&S DOM:CAR RENTAL	18,646.92	0.00	120,000.00	101,353.08
	I 007	T&S DOM:KM ALL(OWN TRANSPORT)	0.00	0.00	20,000.00	20,000.00
	I 007	T&S DOM:AIR TRANSPORT	0.00	0.00	230,000.00	230,000.00
	I 007	T&S DOM:RAILWAY TRANSPORT	0.00	0.00	20,000.00	20,000.00
	I 007	T&S DOM:ROAD TRANSPORT	13,850.00	0.00	30,000.00	16,150.00
TOTAL	I 004	TRAVEL AND SUBSISTENCE--------------------	41,415.43	0.00	730,000.00	688,584.57
	I 004	TRAINING & DEVELOPMENT				
	I 005	TRAIN & DEV:EMPLOYEES	0.00	0.00	64,000.00	64,000.00
TOTAL	I 004	TRAINING & DEVELOPMENT--------------------	0.00	0.00	64,000.00	64,000.00
	I 004	OPERATING PAYMENTS				
	I 005	O/P:COURIER & DELIVERY SERVS	0.00	0.00	42,000.00	42,000.00
	I 005	O/P:RESETTLEMENT COST	0.00	0.00	100,000.00	100,000.00
	I 005	O/P:SUBSCRIPT,PRINT&PUBLIC SERV	10,019.47	50,550.78	458,000.00	397,429.75
TOTAL	I 004	OPERATING PAYMENTS------------------------	10,019.47	50,550.78	600,000.00	539,429.75
TOTAL	I 003	GOODS AND SERVICES------------------------	4,122,990.53	32,329,732.23	43,834,000.00	7,381,277.24
	I 003	HOUSEHOLDS (HH)				
	I 004	H/H:EMPLOYEE SOCIAL BENEFITS				
	I 006	H/H EMPL S/BEN:VEP INCENTIVE	695,447.70	0.00	0.00	695,447.70-
	I 007	H/H EMPL S/BEN:ERP INCENTIVE	238,402.95	0.00	0.00	238,402.95-
TOTAL	I 004	H/H:EMPLOYEE SOCIAL BENEFITS--------------	933,850.65	0.00	0.00	933,850.65-
TOTAL	I 003	HOUSEHOLDS (HH)---------------------------	933,850.65	0.00	0.00	933,850.65-
	I 003	MACHINERY AND EQUIPMENT				
	I 004	OTHER MACHINERY & EQUIPMENT				
	I 005	AUDIO VISUAL EQUIPMENT	0.00	0.00	136,000.00	136,000.00
	I 006	COMPUTER EQUIP:DESKTOP	0.00	0.00	100,000.00	100,000.00
	I 006	COMPUTER EQUIP:LAPTOP	0.00	0.00	250,000.00	250,000.00
	I 006	COMPUTER EQUIP:PERIPHERALS	0.00	0.00	60,000.00	60,000.00
	I 006	DESKTOP PRINTING EQUIPMENT	0.00	0.00	180,000.00	180,000.00
	I 005	FINANCE LEASES OTH MACH&EQUIP	34,308.79	162,086.09	324,000.00	127,605.12

AVAILABLE BUDGET	TYPE LEVEL	DESCRIPTION	EXPENSES	COMMITMENTS	BUDGET	
	I 006	OFFICE EQUIPMENT	0.00	0.00	250,000.00	250,000.00
	I 005	KITCHEN APPLIANCES	0.00	0.00	50,000.00	50,000.00
TOTAL	I 004	OTHER MACHINERY & EQUIPMENT---------------	34,308.79	162,086.09	1,350,000.00	1,153,605.12
TOTAL	I 003	MACHINERY AND EQUIPMENT-------------------	34,308.79	162,086.09	1,350,000.00	1,153,605.12
TOTAL	R 005	DIR:FACILITIES MANAGEMENT-----------------	10,788,069.82	32,491,818.32	85,648,000.00	42,368,111.86
	R 005	SD:ROODEPLAAT TRAINING CENTRE				
	I 003	GOODS AND SERVICES				
	I 004	ADMINISTRATIVE FEES:PAYMENTS				
	I 005	TRAVEL AGENCY FEES	588.00	0.00	1,000.00	412.00
TOTAL	I 004	ADMINISTRATIVE FEES:PAYMENTS--------------	588.00	0.00	1,000.00	412.00
	I 004	MINOR ASSETS				

TOTAL	I 004	OPERATING PAYMENTS------------------------	19,465.60	0.00	600,000.00	580,534.40
TOTAL	I 003	GOODS AND SERVICES------------------------	920,139.14	754,837.24	6,912,000.00	5,237,023.62
	I 003	MACHINERY AND EQUIPMENT				
	I 004	OTHER MACHINERY & EQUIPMENT				
	I 006	COMPUTER EQUIP:DESKTOP	0.00	0.00	200,000.00	200,000.00
	I 006	COMPUTER EQUIP:LAPTOP	0.00	0.00	150,000.00	150,000.00
	I 006	DESKTOP PRINTING EQUIPMENT	0.00	0.00	20,000.00	20,000.00
	I 005	DOMESTIC EQUIPMENT	0.00	0.00	120,000.00	120,000.00
	I 005	FINANCE LEASES OTH MACH&EQUIP	4,250.62	0.00	80,000.00	75,749.38
	I 006	DOMESTIC FURNITURE	0.00	0.00	300,000.00	300,000.00
	I 006	OFFICE FURNITURE	0.00	0.00	120,000.00	120,000.00
	I 005	KITCHEN APPLIANCES	0.00	0.00	65,000.00	65,000.00
	I 005	LAUNDRY EQUIPMENT	0.00	0.00	30,000.00	30,000.00
	I 005	LIFTING & HANDLING EQUIPMENT	0.00	0.00	15,000.00	15,000.00
TOTAL	I 004	OTHER MACHINERY & EQUIPMENT---------------	4,250.62	0.00	1,100,000.00	1,095,749.38
TOTAL	I 003	MACHINERY AND EQUIPMENT-------------------	4,250.62	0.00	1,100,000.00	1,095,749.38
TOTAL	R 005	SD:ROODEPLAAT TRAINING CENTRE-------------	924,389.76	754,837.24	8,012,000.00	6,332,773.00
	R 005	DIR:KNOWLEDGE MAN				
	I 003	COMPENSATION OF EMPLOYEES				
	I 004	SALARIES AND WAGES				
	I 007	S&W:BASIC SALARY (RES)	582,034.02	0.00	2,875,000.00	2,292,965.98
	I 008	S&W:HOUSING ALLOWANCE (RES)	21,977.00	0.00	110,000.00	88,023.00
	I 008	S&W:NON PENSIONABLE ALL OTH(RES	52,077.94	0.00	300,000.00	247,922.06
	I 008	S&W:SERVICE BONUS (RES)	74,810.42	0.00	200,000.00	125,189.58
TOTAL	I 004	SALARIES AND WAGES------------------------	730,899.38	0.00	3,485,000.00	2,754,100.62
	I 004	SOCIAL CONTRIBUTIONS				
	I 008	EMPL CONTR:BARGAIN COUNCIL(RES)	99.76	0.00	1,000.00	900.24
	I 008	EMPL CONTR:MEDICAL (RES)	29,720.00	0.00	370,000.00	340,280.00
	I 008	EMPL CONTR:PENSION (RES)	36,486.43	0.00	189,000.00	152,513.57
TOTAL	I 004	SOCIAL CONTRIBUTIONS----------------------	66,306.19	0.00	560,000.00	493,693.81
TOTAL	I 003	COMPENSATION OF EMPLOYEES-----------------	797,205.57	0.00	4,045,000.00	3,247,794.43
	I 003	GOODS AND SERVICES				
	I 004	ADMINISTRATIVE FEES:PAYMENTS				
	I 005	REGISTRATION FEES	3,811.40	0.00	8,000.00	4,188.60
	I 005	TRAVEL AGENCY FEES	98.00	0.00	7,000.00	6,902.00

AVAILABLE BUDGET	TYPE LEVEL	DESCRIPTION	EXPENSES	COMMITMENTS	BUDGET	
TOTAL	I 004	ADMINISTRATIVE FEES:PAYMENTS--------------	3,909.40	0.00	15,000.00	11,090.60
	I 004	ADVERTISING				
	I 005	ADVERT:PROMOTIONAL ITEMS	6,600.00	0.00	0.00	6,600.00-
TOTAL	I 004	ADVERTISING-------------------------------	6,600.00	0.00	0.00	6,600.00-
	I 004	MINOR ASSETS				
	I 007	F&O/EQP<R5000:OFFICE EQUIPMENT	0.00	0.00	40,000.00	40,000.00
TOTAL	I 004	MINOR ASSETS------------------------------	0.00	0.00	40,000.00	40,000.00
	I 004	COMMUNICATION				
	I 005	COM:AIRTIME & DATA	5,700.68	0.00	29,000.00	23,299.32

	Type Level	Description	Expenses	Commitments	Budget	Available Budget
	I 005	FINANCE LEASES OTH MACH&EQUIP	11,322.20	16,898.30	50,000.00	21,779.50
	I 006	OFFICE FURNITURE	0.00	101,398.00	0.00	101,398.00-
	I 006	SECURITY EQUIP,SYS,MATER:MOVABLE	0.00	28,266.30	0.00	28,266.30-
TOTAL	I 004	OTHER MACHINERY & EQUIPMENT---------------	11,322.20	146,562.60	100,000.00	57,884.80-
TOTAL	I 003	MACHINERY AND EQUIPMENT-------------------	11,322.20	146,562.60	100,000.00	57,884.80-
TOTAL	R 005	DIR:KNOWLEDGE MAN-------------------------	920,729.74	1,704,391.68	8,257,000.00	5,631,878.58
	R 005	DIR:SECURITY MANAGEMENT				
	I 003	COMPENSATION OF EMPLOYEES				
	I 004	SALARIES AND WAGES				
	I 007	S&W:BASIC SALARY (RES)	2,332,553.85	0.00	12,664,000.00	10,331,446.15
	I 008	S&W:SERV BASED OTHER (RES)	0.00	0.00	25,000.00	25,000.00
	I 008	S&W:CMPNS/CIRCM (RES)	27,510.85	0.00	480,000.00	452,489.15
	I 008	S&W:OVERTIME (RES)	111,172.15	0.00	1,093,000.00	981,827.85
	I 008	S&W:HOUSING ALLOWANCE (RES)	194,705.00	0.00	938,000.00	743,295.00
	I 008	S&W:NON PENSIONABLE ALL OTH(RES	47,768.88	0.00	440,000.00	392,231.12
	I 008	S&W:SERVICE BONUS (RES)	170,055.25	0.00	1,070,000.00	899,944.75
TOTAL	I 004	SALARIES AND WAGES------------------------	2,883,765.98	0.00	16,710,000.00	13,826,234.02
	I 004	SOCIAL CONTRIBUTIONS				
	I 008	EMPL CONTR:BARGAIN COUNCIL(RES)	775.16	0.00	8,000.00	7,224.84
	I 008	EMPL CONTR:MEDICAL (RES)	221,576.50	0.00	1,337,000.00	1,115,423.50
	I 008	EMPL CONTR:PENSION (RES)	145,371.02	0.00	1,345,000.00	1,199,628.98
TOTAL	I 004	SOCIAL CONTRIBUTIONS----------------------	367,722.68	0.00	2,690,000.00	2,322,277.32
TOTAL	I 003	COMPENSATION OF EMPLOYEES-----------------	3,251,488.66	0.00	19,400,000.00	16,148,511.34
	I 003	GOODS AND SERVICES				
	I 004	ADMINISTRATIVE FEES:PAYMENTS				
	I 005	REGISTRATION FEES	0.00	0.00	10,000.00	10,000.00
	I 005	TRAVEL AGENCY FEES	1,470.00	0.00	10,000.00	8,530.00
TOTAL	I 004	ADMINISTRATIVE FEES:PAYMENTS--------------	1,470.00	0.00	20,000.00	18,530.00
	I 004	MINOR ASSETS				
	I 007	C/EQP<R5000:COMPUTER PERIPHERALS	0.00	0.00	10,000.00	10,000.00
	I 006	EQP<R5000:DOMESTIC EQUIPMENT	0.00	0.00	10,000.00	10,000.00
	I 007	F&O/EQP<R5000:OFFICE EQUIPMENT	0.00	0.00	20,000.00	20,000.00
	I 007	F&O/EQP<R5000:OFFICE FURNITURE	0.00	0.00	50,000.00	50,000.00
TOTAL	I 004	MINOR ASSETS------------------------------	0.00	0.00	90,000.00	90,000.00
	I 004	COMMUNICATION				
	I 005	COM:AIRTIME & DATA	11,000.00	0.00	90,000.00	79,000.00
TOTAL	I 004	COMMUNICATION-----------------------------	11,000.00	0.00	90,000.00	79,000.00

	TYPE LEVEL	DESCRIPTION	EXPENSES	COMMITMENTS	BUDGET	AVAILABLE BUDGET
	I 004	COMPUTER SERVICES				
	I 008	EXT C/S:OPER SYS LIC:WINDOWS	13,887.40	341,015.10	800,000.00	445,097.50
TOTAL	I 004	COMPUTER SERVICES-------------------------	13,887.40	341,015.10	800,000.00	445,097.50
	I 004	CONTRACTORS				
	I 005	CONTRCTRS:MNT&REP OTH MACH&EQUIP	347,600.23	11,499.28	650,000.00	290,900.49
TOTAL	I 004	CONTRACTORS-------------------------------	347,600.23	11,499.28	650,000.00	290,900.49
	I 004	ENTERTAINMENT				

	I 006	DESKTOP PRINTING EQUIPMENT	36,000.00	0.00	300,000.00	264,000.00
	I 005	DOMESTIC EQUIPMENT	0.00	0.00	100,000.00	100,000.00
	I 005	FINANCE LEASES OTH MACH&EQUIP	17,833.22	17,425.38	100,000.00	64,741.40
	I 006	DOMESTIC FURNITURE	0.00	0.00	50,000.00	50,000.00
	I 006	OFFICE EQUIPMENT	0.00	0.00	50,000.00	50,000.00
	I 006	OFFICE FURNITURE	0.00	0.00	900,000.00	900,000.00
	I 006	SECURITY EQUIP,SYS,MAT:FIXED	300,119.83	0.00	400,000.00	99,880.17
	I 006	SECURITY EQUIP,SYS,MATER:MOVABLE	0.00	0.00	400,000.00	400,000.00
TOTAL	I 004	OTHER MACHINERY & EQUIPMENT---------------	457,613.00	17,425.38	3,000,000.00	2,524,961.62
TOTAL	I 003	MACHINERY AND EQUIPMENT-------------------	457,613.00	17,425.38	3,000,000.00	2,524,961.62
TOTAL	R 005	DIR:SECURITY MANAGEMENT-------------------	6,220,671.08	460,104.63	48,252,000.00	41,571,224.29
TOTAL	O 007	AUXILIARY SERVICES------------------------	19,369,080.85	35,411,151.87	153,932,000.00	99,151,767.28
TOTAL	F 005	VOTED FUNDS-------------------------------	19,369,080.85	35,411,151.87	153,932,000.00	99,151,767.28
TOTAL	F 002	DEPARTMENTAL APPROPRIATION----------------	19,369,080.85	35,411,151.87	153,932,000.00	99,151,767.28

**** END OF REPORT RP0203BS ****

water & sanitation
Department: Water and Sanitation
REPUBLIC OF SOUTH AFRICA

REQUEST / REQUISITIONING FORM

NORMAL REQUEST: ☐
PETTY CASH REQUEST: ☐
PETTY CASH VOUCHER NO: P C -
PETTY CASH VOUCHER DATE (YYYYMMDD): 2 0 2 6 0 5 1 2
REQUESTING INSTITUTION:
COST CENTRE NO:
OR
STORE NO
FUNCTIONARY/ COST CENTRE / STORE NAME:

FUNCTIONARY NO: 0 0 7 B 2 6 0 2 (UNIQUE)
REQUESTOR REFERENCE NO: 0 0 7 B 2 6 0 0 2 E.g. 100A00001
REQUISITION NO: R Q - -
REQUISITION DATE (CCYY MM DD): 2 0 2 6 0 5 1 2
JOB/ PROJECT / ANIMAL NO:

REQUESTING COST CENTRE/ FUNCTIONARY
STREET: FRANCIS BAARD
SUBURB: TSHWANE
CITY: PRETORIA
COUNTRY: SOUTH AFRICA
CODE: 0 0 0 2

	ICN	ITEM DESCRIPTION	UI	REQUEST QUANTITY	APPROVED QUANTITY	AUTHORISED QUANTITY	INCREASE IN CAPACITY	REPLACEMENT QUANTITY	LOCATION / PERSONNEL NO
1		Servicing and Maintenance of the Franking machine(as and when required)		24					
2		Inks and Toners for the Franking Machine (As and When required)		24					
3		Loading of Funds into the Franking Machine (As and When required)		24					
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

REMARKS / MOTIVATION

SIGNATURES:
DEasiane
FUNCTIONARY DATE 14/05/2026
2 COST CENTRE OFFICER DATE 14/05/2026
3 COST CENTRE MANAGER DATE 14/05/2026
MC MOKHELE
4 RQCP - ENTERED DATE
5 RQAT - VERIFIED DATE

water & sanitation
Department: Water and Sanitation
REPUBLIC OF SOUTH AFRICA

ALLOCATIONS SHEET

	ALLOCATION DESCRIPTION	ALLOCATION CODES
ITEM	COM:POST/STAMP/FRANK MATCH	2 5 9 5 2 3
OBJECTIVE	AUXILIARY SERVICES	3 0 0 6 1 5 2 3
RESPOSIBILITY	DIR: KNOWLEDGE MANAGEMENT	3 0 1 6 0 5 2 3
FUND	VOTED FUNDS	5 7 5 5 2 3
PROJECT	NO PROJS / ALONE CURRENT	3 0 5 5 2 3
ASSET CATEGORY	NO ASSETS RELATED	8 4 8 5 2 3
REGIONAL INDICATOR	NAT FUNCTIONS: WHOLE COUNTRY DOM	3 0 0 0 2 5 2 3
INFRASTRUCTURE	NON - INFRASTRUCTURE CURRENT	7 6 5 2 3
TOTAL AMOUNT		**5 0 0 0 0 . 0 0**

Ramagovhodu Lufuno 14/05/2026
Hamaa

* TO BE USED WITH ALL LOG FORMS

X SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder...	Bid number..
Closing Time 11:00 Closing date..	

OFFER TO BE VALID FOR..............DAYS FROM THE CLOSING DATE OF BID.

SERVICE, MAINTENANCE AND LOADING OF FUNDS INTO THE DEPARMENTAL FRANKING MACHINE FOR A PERIOD OF 24 MONTHS			
Number	Quantity	DESCRIPTION:	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1	1	Loading of funds into the Departmental franking machine	Unit price: R................................... Total price: R...................................
2	1	Service and Maintenance of the franking machine	Unit price: R................................... Total price: R...................................
3	1	Inks and Toners for the franking machine	Unit price: R................................... Total price: R...................................
		VAT	**R**
		TOTAL	**R**

- Required by:
- At: ....
  ....
- Brand and model ....
- Country of origin ....
- Does the offer comply with the specification(s)? *YES/NO

DEPARTMENT

OF

WATER AND SANITATION

FUNDS CERTIFICATE

BUDGET AVAILABILITY

Requisition Number												
ITEM DESCRIPTIONS									BUDGET	ACTUAL EXPENDITURE	COMMITMENTS	AVAILABLE BUDGET
COM: POST/STAMP/FRANK MACH	2	5	9	5	2	3			25 000	R50 000.00		

BUDGET ALLOCATION

ALLOCATION 1									ALLOCATION SEGMENTS	SEGMENT DESCRIPTIONS
	7	6	5	2	3				INFRASTRUCTURE	NON INFRA/ST ALONE:CURRENT
	5	7	5	5	2	3			FUND	VOTED FUNDS
	3	0	0	6	1	5	2	3	OBJECTIVE	AUXILIARY SERVICES
	3	0	1	6	0	5	2	3	RESPONSIBILITY	DIR: KNOWLEDGE MANAGEMENT
	8	4	8	5	2	3			ASSET	NON ASSETS RELATED
	3	0	0	0	2	5	2	3	REGIONAL ID	NAT FUNCTIONS:WHOLE COUNTRY DOM
	3	0	5	5	2	3			PROJECT	NO PROJS/ALONE CURRENT
	2	5	9	5	2	3			ITEM	COM:POST/STAMP/FRANK MACH

ALLOCATION 2	SEGMENT NUMBERS	ALLOCATION SEGMENTS	SEGMENT DESCRIPTIONS
		INFRASTRUCTURE	
		FUND	
		OBJECTIVE	
		RESPONSIBILITY	
		ASSET	
		REGIONAL IDENTIFIER	
		PROJECT	
		ITEM	

ALLOCATION 3	SEGMENT NUMBERS	ALLOCATION SEGMENTS	SEGMENT DESCRIPTIONS
		INFRASTRUCTURE	
		FUND	
		OBJECTIVE	
		RESPONSIBILITY	
		ASSET	
		REGIONAL IDENTIFIER	
		PROJECT	
		ITEM	

I hereby certify funds availability up to the value of R20 000 as per the BAS report attached dated 09/02/2026. In the case where the sourced quotation exceed the value of available, the requisition must be returned to the line function/End user to address the budget shortfall before further processing.

COMPILED BY	M	A	R	E	M	A		M	CERTIFIED BY:
END USER:									BUDGET CONTROLLER:
DATE:	1	3	0	5	2	0	2	6	DATE:
									Ramagoshodo Lufuno
SIGNATURE:									SIGNATURE
									14/05/2026

Comments:

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DATE REQUESTED:12-05 -2026

DIRECTORATE: SUPPLY CHAIN MANAGEMENT
SUB DIRECTORATE: PROCUREMENT AND PSP ADMINISTRATION

FOR ATTENTION: Supply Chain Management

Request for: Price/Quotation ☑

Bid Number ☐

Project Number ☐

(Please select √ the appropriate request)

1 Project/ Study description

Request for Deviation from Normal procurement procedures for appointment of Frama smart Mailing as a sole service provider for loading funds in the Department Postal machine for a period of Twenty- Four (24) Months.

2 Responsible Chief Directorate

Auxiliary Services

3 Responsible Directorate

Knowledge Management

4 Name and Contact Details: Telephone and Fax of Project Manager

Marema Mookgo
012 336 8960
Fax:

5 Estimated Contract Period: 24 Months

6 Estimated Contract Value: R50 000.00

7 Account Type: MAIN ACCOUNT √

WATER TRADING ACCOUNT(WTE) ☐

MANAGER: ____________ **DATE:** 14/05/2026

water & sanitation
Department: Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Annexure 3

ACQUISITION MANAGEMENT DEMAND PLANNING TEMPLATE (SCM 8)

(DMP 1.3 - GOODS & SERVICES)

PART A: (CLIENT DETAILS)

Programme/Branch:	Corporate Service	Programme Manager:	ONV Fundakubi	Signature:	[signature]
Chief Directorate:	Auxiliary Services	Responsibility Manager:	T Malindzisa	Signature:	[signature]
Programme Number:	1	Demand Cordinator	E.Ekato	Signature:	[signature]
Directorate:	Auxiliary Services				
Province:	Head Office	Office #: 442	Telephone:	012 336 8263	
Period:	2026/27	Fax:	Email Address:	[illegible]	

PART B: (RESOURCE & COSTS DETAILS)

Goods & Services

Item Description (Resource Required)	Lead Time/ Delivery Date (1st Q: A M J; 2nd Q: J A S; 3rd Q: O N D; 4th Q: J F M)	Reason for Acquisition/ Motivation	Quantity	Unit Cost	Total Cost	METHOD OF PROCUREMENT
Goods & Services						
Administrative fees			22	1000	22,000.00	Quotation
Advertising					0.00	
Audit Costs					0.00	
Bursaries (employees)			12	30000	360,000.00	Quotation
Aluminium Door & Window Frame			4	8000	32,000.00	Quotation
Catering: Departmental activities					0.00	
Communication			14	35000	490 000.00	Quotation
Decoder subscription (DSTV)			12	25000	300,000.00	Quotation
Stamp and Franking service			2	25000	50,000.00	Quotation
Airtime/ Data			20	15000	180,000.00	term Contract
Relocation			12	45000	540,000.00	quotations (FM)
Computer services (XRY and Encase licenses)		Vetting and Screening	26	56000	1,456,000.00	SITA PROCUREMENT
Computer Services: KM Portal			12	56000	672,000.00	SITA PROCUREMENT KM PORTAL
Computer Services: Records & Electronic System			1	10000	10,000.00	Quotation
Contractors			5	1000000	5,000 000.00	Tender (RTC and FM)
Replacement of Floor Carpet Tiles			2	35000	70,000.00	Quotation
Fleet Services		Delivery parcels	25	20000	500,000.00	Term Contract
Food and food supplies					0.00	
Fuel, oil and gas			1	40000	40 000.00	Quotation
Steel Double Door			1	2000	2,000.00	Quotation
Materials and supplies (Hardwares)		Access cards consumables/locks	4	80000	320 000.00	Quotation
Dustbins			15	200	3 000.00	Quotation
Computer consumables			2	15000	30,000.00	Quotation
Stationery			15	50000	750,000.00	Quotation
Computer Services: library system			2	10000	20,000.00	SITA PROCUREMENT KM Records & library system
Printing papers			15	40000	600 000.00	Quotation
Printing and publication			15	119,236	1,788,540.00	Quotation
Training and Staff Development			24	15000	360,000.00	Quotation
Courier & Delivery Service			12	33,333	399,996.00	Quotation
Property Payments			0		0.00	
Burglar bars			1	5000	5,000.00	

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Annexure 4

DEMAND PLANNING TEMPLATE(SCM 4)

(DMP 1.4 SUMMARY)

Summary

PART A: (CLIENT DETAILS)

Programme/Branch:	Corporate Service	Programme Manager:	ONV Fundakubi	Signature:	
Chief Directorate:	Auxiliary Services	Responsibility Manager:	T Malindzisa	Signature:	
Programme Number:	1	Demand Cordinator	E Ekata	Signature:	
Directorate:	Facilities Management				
Province:	Head Office	Office #:	012 336 8263		
Period:	2026/27	Fax:		Email Address:	[illegible]

Estimated Budget Summary:

Assets	Total Cost(Major)	Total Cost(Minor)
Computer Hardware & Systems	2,100,000.00	415,000.00
Other Machinery & Equipment	4,057,500.00	318,200.00
Furniture & Fittings	1,140,000.00	1,257,600.00
Transport Assets	0.00	1,500.00
Computer Software & Other Intangibles	0.00	0.00
Buildings and other Fixed Structures	2,125,000.00	56,000.00
Total Assets	9,422,500.00	2,048,300.00

Goods & Services	Total Cost
Normal Services	26,818,353.00
Projects: Business & Advisory Services	8,000,000.00
Other	20,244,000.00
Total Services	55,062,353.00
Estimated Total Budget	66,533,153.00

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Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Detail description of goods, works or services	Alignment to DMP (Yes / No)	Nature Of Project (Once Off / Recurring)	Contract Number WP or W	Name of awarded Service Provider	Bid Closed Date	Original Bid value (including all applicable taxes)	Estimated Value Allocated for 2026/27	Project Duration	Responsible Office / ProvincialOffice
Supply and Delivery of Bread and Bread Rolls	Yes	Recurring	WQ-31226	Nkapane Holdings			R 140,000.00	36 Months	SD:RTC
Cleaning and Maintenance of Kitchen Extraction Unit	Yes	Recurring	WQ-31684	Abyss Elgner Instrumetix			R 34,300.00	36 Months	SD:RTC
Collection, Washing, Ironing and Returning of Laundry (Linen)	Yes	Recurring	WQ-31434	Lorani Project (Pty) Ltd			R 264,000.00	36 Months	SD:RTC
Supply and Deliver Grocery and Cleaning Consumables	Yes	Recurring	W11453	Motambe Cleaning Services			R 4,500,000.00	36 Months	SD:RTC
Flight and accommodation	YES	RECURRING	W11301	TWF			R30 000 000	36 months	Facilities Management
Telephone Fixed Lines	YES	RECURRING	W10943	08X Connect			R48,000,000.00	60 months	Facilities Management
Gardening Services	Yes	Recurring	W11488	Damaris Holdings CC			R 6,706,800.00	36 Months	Facilities Management
Transaction Advisory (TA) services	Yes	PPP: TA service		MJ Maynard			R 8,000,000.00	As per achieve	Facilities Management
Development of Knowledge Management Portal and Library System	**Yes**	**Once Off**	WP	Tipp Focus	1-Mar-25	R 7,300,100.00	R 691,000.00	36 months	Knowledge Management
Security Guarding Services	Yes	Reccuring	W11471	FullServe		R 61,606,233.57	R22 557 076.00	36 Months	Head Office
Vetting and Screening Services	Yes	Reccuring	012-2024/2	LexisNexis			R 988,800.00	36 Months	Head Office
TOTAL									

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Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Enquiries: Ms MC Marema
Telephone: 012 336 7698
Reference: 4/10/5

CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT

DEVIATION FROM NORMAL PROCUREMENT PROCEDURES FOR APPOINTMENT OF FRAMA SMART MAILING AS A SOLE SERVICE PROVIDER FOR LOADING FUNDS IN THE DEPARTMENTAL FRANKING POSTAL MACHINE FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

1. PURPOSE

1.1. To attain Chief Director Supply Chain Management's approval for deviation from normal procurement procedures for appointment of Frama Smart Mailing as a sole service provider for loading funds in the departmental franking postal machine that is expiring on the 15th of August 2026

2. BACKGROUND

2.1. The Department has a franking machine that is installed at main registry at Emanzini M10. The franking machine is used to create imprints on all the envelopes of official outgoing mail to show that postage has been paid.

2.2. The Frama Smart Mailing company was awarded a contract during August 2024 for loading funds, toners, servicing, and maintenance of a franking machine. Copy of the approved contract by the Departmental Bid Adjudication committee is attached for your perusal **(See Annexure A)**. The machine was bought for the Department of Water and Sanitation and will remain the property of the Department although the machine is to be serviced and maintained by Frama smart mailing company. The inks and toners for the machine are to be obtained from Frama smart mailing company. The amount of R25 000.00 is to be loaded to the machine at least once a year (12 months) 2026/27 and R25 000.00 in 2027/28 to enable the department to dispatch mails. The funds are loaded electronically in the machine and if the machine runs out of funds it will not be able to function and the department will not be able to dispatch mail.

2.3 Frama smart mailing is the only company responsible for servicing and maintenance of the franking machine, and load funds into the franking machine in line with the South African Post Office postage tariffs. **(See attached Annexure B)**

2.4 It is upon this basis that the Directorate: Knowledge management requests renewal for uploading of funds, servicing, maintenance and replacement of Toners/inks for the machine from Frama smart mailing as a sole service provider in the departmental franking postal machine for a period of twenty-four (24) months (2 years).

3. IMPLICATIONS

3.1 Financial

3.1.1 The estimated budget for the franking machine over a period of 24 months is as follows.

RESPONSIBILITY	OBJECTIVE	ITEM	2026/27	2027/28
Dir: Knowledge Management	Auxiliary Services	Com: Post/Stamp/Frank Match	R25 000.00	R25 000.00

3.2 Legal

3.2.1 None

3.3 Personnel

3.3.1 None

3.4 Regulatory Compliance

3.4.1 Financial delegation approved 19 August 2021 in terms of PFMA act, 1999 (ACT No1 of 1999) delegation 216 and Treasury Regulation 16A6.

3.5 Communication

3.5.1 None

4. OTHER COMPONENTS CONSULTED

4.1 None.

5. RECOMMENDATION

It is recommended that:

5.1 The Chief Director Supply Chain Management approves for deviation from normal procurement procedures for appointment of Frama Smart Mailing as a sole service provider for loading funds in the departmental franking postal machine that is expiring on the 15th of August 2026.

MOKHELE MC
DIRECTOR: KNOWLEDGE MANAGEMENT
DATE: 14/05/2026

5. RECOMMENDATION

It is recommended that:

5.1 The Chief Director Supply Chain Management approves for deviation from normal procurement procedures for appointment of Frama Smart Mailing as a sole service provider for loading funds in the departmental franking postal machine that is expiring on the 15th of August 2026.

RECOMMENDATION IN PARAGRAPH 6.1 SUPPORTED/NOT SUPPORTED

MALINDZISA T
CHIEF DIRECTOR: AUXILIARY SERVICES
DATE: 18/05/2026

RECOMMENDATION IN PARAGRAPH 5.1 SUPPORTED/~~NOT SUPPORTED~~

Ms ONV FUNDAKUBI
DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES
DATE: 2026/05/18

RECOMMENDATION IN PARAGRAPH 5.1 APPROVED/~~NOT APPROVED~~

Mr. SEROKA N
CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 28/07/2026

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

SUPPLIERS SELECTION FORM

(This form must be completed and signed by the Demand Management Official Selecting Suppliers)

WD NUMBER: WD 565				
DESCRIPTION: LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE				
CSD Supplier number	**Supplier Name**	**E-MAIL ADDRESS**	**FAX**	**TELEPHONE**
MAAA0022059	FRAMA (PTY) LTD	devip@frama.co.za	0114631006	0114639042 0873578197

CONTACT DETAILS OF OFFICIAL SELECTING SUPPLIERS	
Name and Surname	Siphiwe Nxumalo
Contact Number	012 336 6808
Signature	
Date	28 May 2026

- If not to specification, indicate deviation(s) ....

- Period required for delivery ....

*Delivery: Firm/not firm

- Delivery basis ....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

NB

Special Condition of Bid

The department reserves to write to engage with the successful service provider to negotiate the prices as submitted.

If it is envisaged that negotiations will be conducted only with the successful supplier, the negotiations will be based on a best estimate of the cost of the works.

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEMAND MANAGEMENT CHECKLIST FOR DEVIATIONS

REQUESTING OFFICE/REGION	**DIRECTORATE: KNOWLEDGE MANAGEMENT**
PROJECT DESCRIPTION	**MARKET ANALYSIS REPORT- REQUEST FOR APPROVAL TO APPOINT FRAMA (PTY) LTD AS A SOLE SUPPLIER FOR LOADING FUNDS IN THE DEPARTMENTAL FRANKING POSTAL MACHINE FOR A PERIOD OF 24 MONTHS**
WD NUMBER (to be provided by Head Office)	WD 565

	DOCUMENTS TO VERIFY	IS THE DOCUMENT ATTACHED (YES/NO)	COMMENTS IF DOCUMENT IS NOT ATTACHED
	DEMAND MANAGEMENT		
Is the Submission/ Request signed by delegated authority	Copy of a Submission request	YES	
Is a copy of signed market analysis attached to the submission	Copy of Attached market analysis and signed	YES	
Is specification/ ToR attached?	Copy of specification/ ToR	YES	
	CSD VERIFICATION		
Is the company still in business?	CSD VERIFICATION	YES	
Is the tax status of the company complaint?	CSD VERIFICATION	YES	
Is any of the Directors of the company employed by the State as per CSD Report?	CSD VERIFICATION	NO	

NB: NO SUBMISSION MUST BE TABLED AT DBAC FOR APPROVAL IF ALL THE ABOVE ARE NOT MET

Above information is included in the file and has been verified.

Compiled by:

Name and Surname: Siphiwe Nxumalo

Signature:

Date: 28 May 2026

Reviewed by:

Name and Surname: Gustavis Makoloi

Signature:

Date: 28 May 2026

DEPARTMENT OF WATER AND SANITATION

CONFIDENTIALITY AND NON – DISCLOSURE AGREEMENT

BID NUMBER: WD 565

DESCRIPTION: APPOINTMENT OF A PREFERRED SERVICE PROVIDER FOR THE PROVISION OF LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE

I, **Mashiane Kwena** (full names), the undersigned, hereby undertake that any information disclosed to myself in relation to the bidding process will be treated as strictly confidential. No information disclosed will be divulged, shared, release or made available in any form or discussed at any given time with persons not serving directly under the DWS Technical Advisory Committee (hereinafter referred to as "unauthorised persons") unless authorised by the Director: Supply Chain Management).

I accept that any unauthorised disclosure of information by me to unauthorised persons will lead to disciplinary action which might include dismissal in terms of DWS disciplinary procedures.

I hereby certify that I am not personally related to any of the bidders and will not be influenced by outside or external factors other than the criteria set for the evaluation of these bids.

Signed: ____________________

Division: Supply Chain Management

Job Title: Provisional Administration Clerk

Date: 24 June 2026

Witnesses

1. ____________________

2. ____________________

GUIDELINE

For the purpose of this Non-Disclosure Agreement, the following information, but not limited thereto, is considered to be confidential information.

- The rankings and points of the different bidders during the bidding process
- The contents of the bid documents of different bidders
- The recommendations of the Bid Evaluation Committee

DEPARTMENT OF WATER AND SANITATION
REBPUBLIC OF SOUTH AFRICA

TECHNICAL ACCEPTANCE FORM

(The purpose of this form is for the end user to verify and confirm if the received quotations are in line with their specifications, price reasonability and not to identify the appointable service provider as this will be done through calculations of price and specific goals by SCM as per the new Preferential Procurement Regulation of 2022. The form must be completed by an official who clearly understands the specification of goods to be procured and must be signed by officials at ASD Level and above)

The following information must be completed by the SCM practitioner prior to submitting the information to the end user

RFQ NUMBER: WD 565

DESCRIPTION: APPOINTMENT OF A PREFERRED SERVICE PROVIDER FOR THE PROVISION OF LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE

---

1. Names of service providers who responded to the RFQ:

Name of service provider	Amount Quoted
Loading of funds, toners and service and maintenance of the machine	R 61 500.00

(The following information must be completed by the End User upon verification of Quotations)

2. I hereby confirm that the following service providers have quoted in line with the specifications and the amounts quoted are reasonable. They can therefore be considered for price and specific goals.

Name of service provider	Amount Quoted
Loading of funds, toners and service and maintenance of the machine	R 61 500.00

3. The following service providers did not quote according to the specifications

Name of service provider	Reasons why they are not in line with specifications

(Information above should only be provided if there are any service providers whose quotations are not up to specifications)

Technical Officials details:

Name and Surname: Motshidisi Mokhele

Designation: Director

Section/Directorate: Knowledge Management **Ext: 8284**

Signature:________________

Date: 24.06.2026

DEPARTMENT OF WATER AND SANITATION

CONFIDENTIALITY AND NON – DISCLOSURE AGREEMENT

BID NUMBER: WD 565

DESCRIPTION: APPOINTMENT OF A PREFERRED SERVICE PROVIDER FOR THE PROVISION OF LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE

I, Mohlakwane Ella Mashiane (full names), the undersigned, hereby undertake that any information disclosed to myself in relation to the bidding process will be treated as strictly confidential. No information disclosed will be divulged, shared, release or made available in any form or discussed at any given time with persons not serving directly under the DWS Technical Advisory Committee (hereinafter referred to as "unauthorised persons") unless authorised by the Director: Supply Chain Management).

I accept that any unauthorised disclosure of information by me to unauthorised persons will lead to disciplinary action which might include dismissal in terms of DWS disciplinary procedures.

I hereby certify that I am not personally related to any of the bidders and will not be influenced by outside or external factors other than the criteria set for the evaluation of these bids.

Signed: M Eashiane

Division: Directorate: Knowledge Management

Job Title: Admin Officer

Date: 24 June 2026

Witnesses

1. ____________________

2. ____________________

GUIDELINE
For the purpose of this Non-Disclosure Agreement, the following information, but not limited thereto, is considered to be confidential information.

- The rankings and points of the different bidders during the bidding process
- The contents of the bid documents of different bidders
- The recommendations of the Bid Evaluation Committee

DEPARTMENT OF WATER AND SANITATION

CONFIDENTIALITY AND NON – DISCLOSURE AGREEMENT

BID NUMBER: WD 565

DESCRIPTION: APPOINTMENT OF A PREFERRED SERVICE PROVIDER FOR THE PROVISION OF LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE

I, Nwabisa Gantsho (full names), the undersigned, hereby undertake that any information disclosed to myself in relation to the bidding process will be treated as strictly confidential. No information disclosed will be divulged, shared, release or made available in any form or discussed at any given time with persons not serving directly under the DWS Technical Advisory Committee (hereinafter referred to as "unauthorised persons") unless authorised by the Director: Supply Chain Management).

I accept that any unauthorised disclosure of information by me to unauthorised persons will lead to disciplinary action which might include dismissal in terms of DWS disciplinary procedures.

I hereby certify that I am not personally related to any of the bidders and will not be influenced by outside or external factors other than the criteria set for the evaluation of these bids.

Signed: ____________________

Division: Knowledge Management

Job Title: Deputy Director

Date: 24 June 2026

Witnesses

1. ____________________

2. ____________________

GUIDELINE

For the purpose of this Non-Disclosure Agreement, the following information, but not limited thereto, is considered to be confidential information.

- The rankings and points of the different bidders during the bidding process
- The contents of the bid documents of different bidders
- The recommendations of the Bid Evaluation Committee

DEPARTMENT OF WATER AND SANITATION

CONFIDENTIALITY AND NON – DISCLOSURE AGREEMENT

BID NUMBER: WD 565

DESCRIPTION: APPOINTMENT OF A PREFERRED SERVICE PROVIDER FOR THE PROVISION OF LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE

I, Motshidisi Cathrine Mokhele (full names), the undersigned, hereby undertake that any information disclosed to myself in relation to the bidding process will be treated as strictly confidential. No information disclosed will be divulged, shared, release or made available in any form or discussed at any given time with persons not serving directly under the DWS Technical Advisory Committee (hereinafter referred to as "unauthorised persons") unless authorised by the Director: Supply Chain Management).

I accept that any unauthorised disclosure of information by me to unauthorised persons will lead to disciplinary action which might include dismissal in terms of DWS disciplinary procedures.

I hereby certify that I am not personally related to any of the bidders and will not be influenced by outside or external factors other than the criteria set for the evaluation of these bids.

Signed: ______________

Division: Directorate: Knowledge Management

Job Title: Director: Knowledge Management

Date: 24.06.2026

Witnesses

1. ______________

2. ______________

GUIDELINE

For the purpose of this Non-Disclosure Agreement, the following information, but not limited thereto, is considered to be confidential information.

- The rankings and points of the different bidders during the bidding process
- The contents of the bid documents of different bidders
- The recommendations of the Bid Evaluation Committee

DEPARTMENT OF WATER AND SANITATION
REBPUBLIC OF SOUTH AFRICA

REQUEST FOR BID
REQUEST FOR BID NUMBER: WD 565

DESCRIPTION

LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE

ISSUE DATE:

10 JUNE 2026

CLOSING DATE:

12 JUNE 2026
TIME: 11:00

SUBMIT TENDER DOCUMENT
TO

MashianeP2@dws.gov.za

TENDERER: (Company address and stamp)

FRAMA (Pty) Ltd
(Reg. No. 93/00234/07)
P.O. BOX 31025,
KYALAMI, 1684

Please be aware that the Department representatives at SCM will never call you and demand bribes in exchange for tender. If this happens, please notify the Department.

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DIRECTIVE TO BIDDERS ON COMPLETION OF SBD FORMS AND PACKAGING OF BID PROPOSAL

The purpose of this document is to guide bidders on the completion of SBD forms and packaging of a Bid Proposals with each document being placed under the correct Annexure. The last column of the table below (this column must be ticked as an indication that each document and its requirements have been complied with by the bidder). The dates on this all-SBD forms must be a date which is within the bid advert period

TABLE OF CONTENTS FOR BID PROPSALS

DOCUMENT	ANNEXURE	DIRECTIVE	COMPLIED/NOT COMPLIED
SBD 1	**A**	Bidders are required to complete this document in full and be signed off. The date on this form must be a date which is within the bid advert period	COMPLIED.
SBD .3.3	**B**	Bidders are required to complete the applicable form in full and ensure that the amounts in the document are properly calculated. The total amount (inclusive of VAT) as reflected herein will be regarded as the Total Bid Price. **Bidders who are not VAT Vendors are not allowed to charge VAT** Bidders are required to constantly verify their TAX Status on CSD to ensure that their task matters are in order	COMPLIED
SBD 4	**C**	This document must be completed in full. **Bidders' attention** is drawn particularly to paragraph 2.3 which requires the bidder to disclose if the company or any of its directors have interest in other companies whether they have bidded or not. Bidders are required to provide all information. Should a bidder have more companies to declare, such information can be provided on a separate sheet in the format prescribed in the form and be attached to the SBD 4. Information captured must be in line with what is captured in the CSD report	COMPLIED.
SBD 6.1	**D**	This document must be completed in full. Bidders are advised to ensure that information captured in this this form is aligned to information contained in the CSD Reports.	COMPLIED.
BBBEE Certificate/Sworn affidavit	**E**	Bidders are required to submit a valid BBBEE Certificate or sworn affidavit.	COMPLIED.
CSD Report	**F**	Bidders are requested to provide copies of reg CSD Report.	COMPLIED.
Certificate of authority for signatory	**G**	3 Different forms are attached. Bidders are required to only complete one form which is relevant to their situation	COMPLIED
Copy of an Identity document of the authorised individual	**H**	The ID copy to be attached should be that of a person authorised to represent the Service provider as per the completed certificate of authority for signatory form	COMPLIED.
Copy of Company's CIPC Certificate	**I**	Bidders are required to attach copies of the CIPC Certificates	COMPLIED.
Bid Proposal	**J**	A detailed bid proposal inline with the Specifications must be attached	COMPLIED.

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(NAME OF DEPARTMENT/ PUBLIC ENTITY)*					
BID NUMBER:	WD 565	CLOSING DATE:	12 JUNE 2026	CLOSING TIME:	11H00
DESCRIPTION	**LOADING OF FUNDS, TONERS AND SERVICE AND MAINTENANCE OF THE MACHINE**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
MashianeP2@dws.gov.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	Mr Kwena Mashiane	CONTACT PERSON	Ms Cristina Marema
TELEPHONE NUMBER	012 336 7954	TELEPHONE NUMBER	012 336 8960
CELLPHONE		CELLPHONE	
E-MAIL ADDRESS	MashianeP2@dws.gov.za	E-MAIL ADDRESS	MaremaM@dws.gov.za

SUPPLIER INFORMATION				
NAME OF BIDDER	FRAMA (PTY) LTD.			
POSTAL ADDRESS	P.O. BOX 31025 KYALAMI 1684			
STREET ADDRESS	78 KYALAMI BOULEVARD KYALAMI OFFICE PARK MIDRAND.			
TELEPHONE NUMBER	CODE	011	NUMBER	463-9042
CELLPHONE NUMBER	079-054-7405.			
FACSIMILE NUMBER	CODE	N/A	NUMBER	N/A
E-MAIL ADDRESS	MARKD@FRAMA.CO.ZA			
VAT REGISTRATION NUMBER	4690136173			

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA0022059.
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☑ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☑ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☑ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☑ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

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IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☑ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☑ YES ☐
NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☑ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☑ YES ☐
NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☑ YES ☐
NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

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PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ....

CAPACITY UNDER WHICH THIS BID IS SIGNED: SALES EXECUTIVE
(Proof of authority must be submitted e.g. company resolution)

DATE: 12/6/2026

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder......FRAMA (PTY) LTD.......... Bid number......WD...565..........

Closing Time 11:00 Closing date......12...June........2026.......

OFFER TO BE VALID FOR...180..........DAYS FROM THE CLOSING DATE OF BID.

SERVICE, MAINTENANCE AND LOADING OF FUNDS INTO THE DEPARMENTAL FRANKING MACHINE FOR A PERIOD OF 24 MONTHS

Number	Quantity	DESCRIPTION:	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1	1	Loading of funds into the Departmental franking machine	Unit price: R 50 000-00 * Total price: R 50 000-00
2	1	Service and Maintenance of the franking machine	Unit price: R 7500-00 (EACH) Total price: R 7500-00
3	1	Inks and Toners for the franking machine	Unit price: R 2500-00 (EACH) Total price: R 2500-00
		VAT	R 1 500-00
		TOTAL	R 61 500-00

* PLEASE NOTE POSTAGE EXCLUDES VAT *

- Required by: DEPT WATER + SANITATION
- At: PRETORIA
- Brand and model: FRAMA ECOMAIL
- Country of origin: SWITZERLAND.
- Does the offer comply with the specification(s)? *YES ~~NO~~

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3. Period required for commencement with project after Acceptance of bid

7 DAYS AFTER RECEIPT OF ORDER.

4. Estimated man-days for completion of project

AS AND WHEN REQUIRED.

5. Are the rates quoted firm for the full period of contract?

*[redacted]/NO

6. If not firm price period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

WILL BE BASED ON C.P.I.

Any enquiries regarding bidding procedures may be directed to the

Department: Department of Water and Sanitation

Contact Person: Mr Kwena Mashiane

Tel: 012 336 7905

E-mail address: MashianeP2@dws.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Ms Marema Cristina Tel: 012 336 8960
Email: MaremaM@dws.gov.za

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of his invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? [redacted]/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution
	NOT APPLICABLE.	

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? [redacted]/NO

2.2.1 If so, furnish particulars:

.................................NOT APPLICABLE.............................

....

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/~~NO~~**

2.3.1 If so, furnish particulars:

Name of company related to	CSD Registration number of the company related to
BMTECMI	MAAA0028481
PBSA.	MAAA0200543,

3 DECLARATION

I, the undersigned, (name)............MARK BURRATT.................... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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the awarding of the contract.

3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

M	12-6-2026
Signature	Date
SALES EXECUTIVE	FRAMA (PTY) LTD.
Position	Name of bidder

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in

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any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	5	0
People with disability	5	0
Youth (35 and below)	5	0
Location of enterprise (Province)	2	0
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3	0
Total points for SPECIFIC GOALS	20	0.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm....FIRMA (PTY) LTD.....

4.4. Company registration number: ....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

M/

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

	M ....
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	DURANT, MARK.
DATE:	12/6/2026
ADDRESS:	78 KYALAMI BOULEVARD.
	KYALAMI OFFICE PARK
	MIDRAND.

MD

Annexure A

STANDARD EVALUATION CRITERIA IN TERMS OF THE PREFERENTIAL PROCUTEMENT REGULATIONS 2022

THE 80/20 POINTS AWARDED FOR PRICE AND SPECIFIC GOALS

The 80/20 Preferential Procurement System will be used in evaluating these bids:

Evaluation element	Weighting (Points)
SPECIFIC GOALS	20
PRICE	80
Total	**100**

Price

A maximum of 80 points are allocated for price on the following basis:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where:
Ps = Points scored for comparative price of bid under consideration
Pt = Comparative price of bid under consideration
Pmin = Comparative price of lowest acceptable bid

Preference point system

SPECIFIC GOALS	**NUMBER OF POINTS TO BE ALLOCATED**
Women	**5**
People with disability	**5**
Youth (35 and below)	**5**
Location of enterprise (Province)	**2**
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	**3**
Total points for SPECIFIC GOALS	**20**

Documents Requirement for verification of Points allocation: -

Procurement Requirement	**Required Proof Documents**
Women	Full CSD Report
Disability	Full CSD Report
Youth	Full CSD Report
Location	Full CSD Report

B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid BBBEE certificate/sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report

The definition and measurement of the goals above is as follows:

Women, disability, and youth:

This will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e. they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Location of enterprise

Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to obtain the points.

B-BBEE status level contributors from level 1 to 2 which are QSE or EME

Measured in terms of normal BBBEE requirements.

Note: Formula for calculating points for specific goals

Preference points for entities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$PC = Mpa \times \frac{P\text{-}own}{100}$$

Where

PC= Points awarded for specific goal

Mpa= The maximum number of points awarded for ownership in that specific category

P-own = The percentage of equity ownership by the enterprise or business

MT

RENAISSANCE
SA Rating
Making BEE our Business

FRAMA (PTY) LTD

has been independently verified in accordance with the Codes of Good Practice, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act 53 of 2003 as Amended per Act 46 of 2013 (Gazette 37271 of 27 January 2014). This Broad-Based BEE Verification Certificate is based on information provided to Renaissance SA Ratings, a SANAS accredited BEE Verification agency.

LEVEL 2 CONTRIBUTOR

MEASURED ENTITY:			
Company Name:	Frama (Pty) Ltd		
Registration Number:	1993/000234/07		
VAT Number:	4690136173		
Address:	78 Kyalami Boulevard, Kyalami Business Park, Kyalami, 1684		
BEE STATUS			
Scorecard:	Qualifying Small Enterprise - Revised Codes Information and Communication Technology Sector Scorecard (Gazette no 40407)		
Financial Period used:	01 Jan 2025 - 31 Dec 2025		
B-BBEE Recognition:	125%		
Black Owned:	26.03%	Black Owned (MFT):	N/A
Black Women Owned:	8.85%	Black Designated Group:	2.60%
Black Youth:	2.60%	Black Disabled:	0.00%
Black Unemployed:	0.00%	Black People in Rural Areas:	0.00%
Black Military Veteran:	0.00%	Black New Entrants:	0.00%
Empowering Supplier:	YES	Discounting Principle:	NO
Designated Group Supplier:	NO	Exclusion Principle Applied:	NO
Participated in YES-Initiative:	NO	Achieved YES & 2.5% Absorption	NO
Achieved 1.5 x YES & 5% Absorption	NO	Achieved Double YES & 5% Absorption	NO

Scorecard Information	Score	Target Score
Ownership	22.16	25.00
Management Control	8.00	15.00
Skills Development	25.00	25.00
Enterprise and Supplier Development	32.00	30.00
Socio-Economic Development	12.00	12.00
Total Score	**99.16**	**107.00**

Date Issued: 13 March 2026

Date Expired: 12 March 2027

Technical Signatory: Talitha Muller

Certificate Number: RS-21340-0326-C25

Signature:

Renaissance SA Rating (Pty) Ltd Reg. (2004/018974/07)
Physical Address: 76 Gardenia Street, Lynnwood Ridge, Pretoria
Contact: 012 348 1838 / jeanette@renratings.co.za
Directors: J Lee, T Masenya

sanas
B-BBEE Rating Agency
BVA139

ANNEXURE C

DATE: 12 JUNE2026

TO: DEPARTMENT OF WATER AND SANITATION - PRETORIA

ATT: MR KWENA MASHIANE

Sole Importer

Dear Sir / Madam

This letter is to confirm that Frama South Africa (Pty) Ltd is the sole importer of Franking Machines.

We are also the sole service provider of remote meter setting, the loading of postage monies on your franking machines, we also offer consumables and repairs for all Frama franking machines.

We are fully approved by the South African Post Office.

If you have any questions or would like to discuss your maintenance requirements with us, please don't hesitate to call us on 011 462 9042 or e-mail info@frama.co.za.

Yours Sincerely

Mark Durant

Sales Executive

Frama.
BUILT ON EXPERIENCE. DRIVEN BY AUTOMATION.

FRAMA PTY) LTD

Registration No. 1993/000234/07
VAT Nr: 4690136173

78 Kyalami Boulevard, Kyalami Business Park, Kyalami, JHB South Africa, 1684

P.O. Box 31025, Kyalami, 1684

Telephone: +27 (0) 11 463 9042
www.frama.co.za
info@frama.co.za

DIRECTORS
Ettienne Meyburgh

Mashiane Precious

From: Glory Baloyi <GloryB@frama.co.za>
Sent: Wednesday, 15 July 2026 11:50
To: Mashiane Precious
Cc: Tracy Hoosman
Subject: QUOTATION AND SOLE SUPPLIER LETTER
Attachments: Frama Sole Supplier Letter.pdf; QUOTATION DEPT OF WATER & SANITATION.pdf

Good day and hope this email find you well.

Please find attached, the sole supplier letter is valid from 12 June 2026 till 12 May 2027.

Hope you find all in order.

Best Regards

Frama.
BUILT ON EXPERIENCE. DRIVEN BY AUTOMATION.

Glory Baloyi
Administrator

Telephone: +27-11-463-9042
Address: 78 Kyalami Boulevard, Kyalami, 1684

www.frama.co.za

From: Glory Baloyi
Sent: 09 July 2026 15:29
To: 'Mashiane Precious' <MashianeP2@dws.gov.za>; Mark Durrant <MarkD@frama.co.za>
Cc: Tracy Hoosman <tracyg@frama.co.za>
Subject: RE: Request to Indicate Validity Period on Sole Supplier Letter

Good day Sir

Kindly note that the attached sole supplier letter is valid from the 02 July 2026.

Best Regards

Glory Baloyi

Frama.
BUILT ON EXPERIENCE. DRIVEN BY AUTOMATION.

Administrator

Telephone: +27-11-463-9042
Address: 78 Kyalami Boulevard, Kyalami, 1684

www.frama.co.za

From: Mashiane Precious <MashianeP2@dws.gov.za>
Sent: 09 July 2026 12:32
To: Mark Durrant <MarkD@frama.co.za>
Cc: Tracy Hoosman <tracyg@frama.co.za>; Glory Baloyi <GloryB@frama.co.za>
Subject: Request for Sole Supplier Letter

External Email: Please be cautious!

Good day, Supplier

Kindly provide us with a sole supplier letter (indicating validity period)to support the procurement process at your earliest convenience.

Your assistance in this regard will be appreciated.

Kind regards,

From: Mark Durrant <MarkD@frama.co.za>
Sent: Friday, 12 June 2026 10:55
To: Mashiane Precious <MashianeP2@dws.gov.za>
Cc: Tracy Hoosman <tracyg@frama.co.za>; Glory Baloyi <GloryB@frama.co.za>
Subject: FW: Message from KM_287

You don't often get email from markd@frama.co.za. Learn why this is important

Good Morning

Please find attached request for bid and all supporting documents as requested .

Kind Regards

Frama.
BUILT ON EXPERIENCE. DRIVEN BY AUTOMATION.

Mark Durrant
Sales Executive
Telephone: +27-11-463-9042
Cellphone: +27-79-054-7405

Mokoni Nthabiseng

From:	Mashiane Precious
Sent:	Tuesday, July 28, 2026 9:01 AM
To:	Mokoni Nthabiseng
Subject:	FW: FOLLOW-UP REGARDING WD 565 RECOMMENDATION

From: Mashiane Precious
Sent: Monday, 27 July 2026 12:06
To: Motshidisi Mokhele <MokheleM@dws.gov.za>; Gantsho Nwabisa <GantshoN@dws.gov.za>; Mashiane Mohlakwane Ella <MashianeM@dws.gov.za>; Marema Mookgo Christina <MaremaM@dws.gov.za>
Cc: Van Der Merwe Hester (DHQ) <VanDerMerweHe@dws.gov.za>
Subject: FOLLOW-UP REGARDING WD 565 RECOMMENDATION

Dear Colleagues

I am writing to request written confirmation regarding the availability of funds and budget allocation for the procurement of the franking machine in the 2026/2027 financial year.

The current approved budget for the 2025/2026 financial year is **R25,000.00**, whereas the quotation received under **Bid WD 565** amounts to **R61,500.00** for a 24-month period. As the available budget is insufficient to cover the quoted amount, it is not feasible to proceed with the procurement during the current financial year.

Kind regards

Department of water and sanitation
Supply Chain Management : Bid Management
012 336 7954
Mr Kwena Mashiane

From: Mashiane Precious
Sent: Thursday, 23 July 2026 08:49
To: Motshidisi Mokhele <MokheleM@dws.gov.za>; Gantsho Nwabisa <GantshoN@dws.gov.za>; Mashiane Mohlakwane Ella <MashianeM@dws.gov.za>
Cc: Van Der Merwe Hester (DHQ) <VanDerMerweHe@dws.gov.za>
Subject: RE: WD 565 RECOMMENDATION

Good day, Ms Mokhele

After considering the matter, I believe the best approach would be to shift the funds and budget for this requirement in the 2026/2027 financial year. This would make the procurement process more manageable and help avoid unnecessary delays.
For the current financial year, the available budget is R25,000.00, while the quotation received for Bid WD 565 amounts to R61,500.00 for a 24-month period. As the available budget is insufficient to cover the quoted amount, allocating funds in the 2026/2027 financial year would provide a more practical solution.

Kind regards,

Department of water and sanitation
Supply Chain Management : Bid Management
012 336 7954
Mr Kwena Mashiane

From: Motshidisi Mokhele <MokheleM@dws.gov.za>
Sent: Wednesday, 22 July 2026 21:47
To: Mashiane Precious <MashianeP2@dws.gov.za>; Gantsho Nwabisa <GantshoN@dws.gov.za>; Mashiane Mohlakwane Ella <MashianeM@dws.gov.za>
Subject: RE: WD 565 RECOMMENDATION

Greetings

I think you need to amend the submission to use the latest amount R61500.00. Year 1 = R25000 and Year 2 = R36500

Kind regards,
Tshidi

From: Mashiane Precious <MashianeP2@dws.gov.za>
Sent: Wednesday, 22 July 2026 15:33
To: Motshidisi Mokhele <MokheleM@dws.gov.za>; Gantsho Nwabisa <GantshoN@dws.gov.za>; Mashiane Mohlakwane Ella <MashianeM@dws.gov.za>
Subject: FW: WD 565 RECOMMENDATION

From: Mashiane Precious
Sent: Wednesday, 22 July 2026 15:04
To: Motshidisi Mokhele <MokheleM@dws.gov.za>; Gantsho Nwabisa <GantshoN@dws.gov.za>; Mashiane Mohlakwane Ella <MashianeM@dws.gov.za>; Marema Mookgo Christina <MaremaM@dws.gov.za>
Cc: Mokoni Nthabiseng <MokoniN@dws.gov.za>; Van Der Merwe Hester (DHQ) <VanDerMerweHe@dws.gov.za>
Subject: RE: WD 565 RECOMMENDATION

Good day, Ms Mokhele

Please find attached my response regarding my supervisors' feedback on Bid WD 565. Kindly review the attached document, and please let me know if any further information or clarification is required.

Kind regards

From: Mokoni Nthabiseng <MokoniN@dws.gov.za>
Sent: Wednesday, 22 July 2026 13:01
To: Mashiane Precious <MashianeP2@dws.gov.za>; Van Der Merwe Hester (DHQ) <VanDerMerweHe@dws.gov.za>
Subject: RE: WD 565 RECOMMENDATION

Good day, Kwena,

I have reviewed the documents and noted that the approved budget for the current financial year is **R25,000.00**, while the quotation obtained amounts to **R61,500.00** for a 24-month period.

Could you please clarify whether the quoted amount will be split across two financial years, with a portion allocated to the current financial year and the balance to the next financial year?, if that's the case indicate how much per year.

In addition, kindly provide supporting documentation confirming how budget shortfall will be covered, if applicable.

Kind Regards
Nthabi

From: Mashiane Precious <MashianeP2@dws.gov.za>
Sent: Wednesday, 22 July 2026 12:37
To: Mokoni Nthabiseng <MokoniN@dws.gov.za>; Van Der Merwe Hester (DHQ) <VanDerMerweHe@dws.gov.za>
Subject: WD 565 RECOMMENDATION

Good day, Colleagues,

Please find attached the recommendation regarding the loading of funds, toner supply, and the service and maintenance of machine WD 565.
Kindly review the attached document and provide your feedback or approval as appropriate.

Kind regards,

Department of water and sanitation
Supply Chain Management : Bid Management
012 336 7954
Mr Kwena Mashiane

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Request for approval of Purchase Goods & Services

TO	**SUPPLY CHAIN MANAGEMENT**	
Project title	Deviation from Normal Procurement procedures for appointment of Frama Smart Mailing as a sole service provider for loading funds in the Departmental Franking postal machine for a period of twenty -four(24) months.	
Project Manager/project leader	**Name: Marema Christina**	
	Position: Senior Admin Officer	
	Contact details.	**Tel: 012 336 8960**
		Cell-060 583 5119
Office	**Programme Number**	1
	Programme DDG	Corporate Services
	Chief Directorate	Auxiliary services
	Directorate	Knowledge Management

1. CATEGORY:

1.1 Estimated value.

R 50 000

1.2 Location of the project (town/city)

Head Office: Gauteng

2. PROCUREMENT METHOD (A separate motivation to be provided for any procurement method other than competitive bidding

RFQ bidding procedure	
Transversal Contract	
Established Panel	
Limited bidding	
(a) Sole source	x
(b) Single source (Preferred)	
(c) Multiple source (minimum of 5 suppliers)	

Description: ...

5. QUOTATION ADVERTISEMENT PERIOD

For urgent requests to be invited for fewer days than the minimum number specified below, a separate motivation must be provided and approved by the delegated authority prior to submitting to Demand Management

Threshold amount	Minimum Number of days
Thresholds up to R30 000	3 days
Thresholds above R30 000 up to R500 000	5 days
Thresholds above R500 000 up to R1 000 000	**7 days**
Specify if less than the minimum number of days stipulated above **N.B:(Obtain the delegated authority approval i.e.: DG)**	N/A

6. QUOTATION VALIDITY PERIOD

All procurement transactions below R1 Million	60 days
Specify and motivate if other than 60 days	Number of days: N/A Motivation: N/A

Extension of quotation validity period must be requested under exceptional circumstances and justifiable reasons. Approval must be granted prior expiry of the validity period.

7. DMP QUARTERLY PLANNING

7.1 **Is the project on the departments consolidated demand management plan? Please indicate**: Yes

7.2 If yes, please attach approved the DMP (See attached Annexure A).

7.3 If no, please provide approval from the relevant authority.

7.4 Is the Procurement for the goods/service planned for the current quarter: ~~YES~~/NO

if procurement **is not planned** for in the current quarter, kindly provide motivation below as to why initiate procurement in this quarter.

Description: ...

11. RECOMMENDED BY

MOTSHIDISI MOKHELE		14/05/2026
Budget Holder (Director or higher)	**Signature**	**Date**

12. APPROVED BY SUPPLY CHAIN MANAGEMENT DELEGATED AUTHORITY

(in line with the applicable Financial Delegations)

Names: Siphiwe Nxumalo		28/5/2026
Position: ASD	**Signature**	**Date**

Description: ...

Previous price

X

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder FRAMA (PTY) LTD.	Bid number............
Closing Time 11:00 Closing date 22-03-2024	

OFFER TO BE VALID FOR............DAYS FROM THE CLOSING DATE OF BID.

SERVICE, MAINTENANCE AND LOADING OF FUNDS INTO THE DEPARMENTAL FRANKING MACHINE FOR A PERIOD OF 24 MONTHS

Number	Quantity	DESCRIPTION:	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1	1	Loading of funds into the Departmental franking machine	Unit price: R 60 000-00 Total price: R 60 000-00. NO VAT
2	1	Service and Maintenance of the franking machine	Unit price: R 5995-00 Total price: R 5995-00
3	1	Ink and Toners for the Franking Machine	Unit price: R ~~2414-00~~ Total price: R 2414-00
		VAT	R 1261-35
		TOTAL	R 69670-35.

- Required by:
- At: DEPT WATER AFFAIRS PRETORIA
- Brand and model: MODEL ECOMAIL
- Country of origin: SWITZERLAND
- Does the offer comply with the specification(s)? *YES/[redacted]

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

ENQUIRIES: C MAYINGA
TELEPHONE: 012-336 8647
REFERENCE: WD 455

CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT

REQUEST APPROVAL TO DEVIATE FROM NORMAL PROCUREMENT PROCESSES AND APPOINT FRAMA SMART MAILING AS A SOLE SERVICE PROVIDER FOR THE LOADING OF FUNDS IN THE DEPARTMENTAL FRANKING POSTAL MACHINE FOR A PERIOD OF TWENTY-FOUR (24) MONTHS FOR AN AMOUNT OF R 69 670.35 (Incl. VAT).

1. PURPOSE

1.1 To request approval to deviate from normal procurement processes and appoint Frama Smart Mailing as a sole service provider for the loading of funds in the departmental franking postal machine for a period of twenty-four (24) months for an amount of R 69 670.35 (incl. VAT).

2. BACKGROUND AND MOTIVATION

2.1 A request for procurement from Frama Smart Mailing for the loading of funds in the departmental franking postal machine for a period of twenty-four (24) months for Directorate: Facilities Management **(Copy of request memo attached as Annexure A).**

2.2 A quotation was requested from the sole supplier and a response of R 69 670.35 was received by SCM **(Copy of quotation attached as Annexure B).**

2.3 A copy of the sole supplier letter is attached **(Copy of attached as Annexure C).**

3. IMPLICATIONS

3.1 Financial

Funds are available under the following SCOA Codes:

FUNDS	Voted Funds
OBJECTIVE	Auxiliary Service
RESPONSIBILITY	Dir: Facilities Management
ITEM	Com: Post/Stamp/Frank Match
AVAILABLE BUDGET	R 141 678.12

3.2 Regulatory compliance

3.2.1 When the amount is less than R1 million, item 216 of the Finance Delegations of 1 September 2023 is delegated to CD: SCM for approval.

3.3 Legal

None

3.4 Communication

None

3.5 Personnel

None

4. Other Components Consulted

None

5 RECOMMENDATIONS

5.1 It is recommended that approval be granted to deviate from normal procurement processes and appoint Frama Smart Mailing as a sole service provider for the loading of funds in the departmental franking postal machine for a period of twenty-four (24) months for an amount of R 69 670.35 (incl. VAT).

M. BATAYI Batayi
ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 25.03.2024

RECOMMENDATION IN PAR. 5.1 SUPPORTED/~~NOT SUPPORTED~~

EKgwadi
E KGWADI
DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 25\03\2024

RECOMMENDATION IN PAR. 5.1 RECOMMENDED/~~NOT RECOMMENDED~~

N KHUBANA
DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 25|03|24

5.1 It is recommended that approval be granted to deviate from normal procurement processes and appoint Frama Smart Mailing as a sole service provider for the loading of funds in the departmental franking postal machine for a period of twenty-four (24) months for an amount of R 69 670.35 (incl. VAT).

RECOMMENDATION IN PAR. 5.1 APPROVED/ ~~NOT APPROVED~~

N. SEROKA
CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT
DATE: 27/08/2024

A

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

CONTRACT NO. WD465

ENTERED INTO BETWEEN

DEPARTMENT OF WATER AND SANITATION
a Department within the Government of the Republic of South Africa
(hereinafter referred to as: "**DWS**")
herein represented by **MS MALULEKA NOMSA**
In her capacity as the **ACTING CHIEF DIRECTOR: AUXILLIARY SERVICES**
and duly authorised thereto

AND

FRAMA (PTY)LTD
A company duly registered in accordance with law of the Republic of South Africa,
with registration number: **1993/000234/07**
Hereinafter referred to as ("the **SERVICE PROVIDER**")
Duly represented by **MR PETRUS STEFANUS DUTOIT**
In his capacity as the **DIRECTOR**
and duly authorised thereto

FOR LOADING FUNDS, SERVICING INK AND MAINTENANCE IN THE DEPARTMENTAL OF WATER AND SANITATION FRANKING POSTAL MACHINE FOR A PERIOD OF 24 (TWENTY-FOUR) MONTHS

CONTRACT NUMBER. 1/2/4/148/2024/25/FACILITIES MANAGEMENT/LINDIWE AND HARISH

1. DEFINITIONS AND INTERPRETATION

1.1 The headings of the clauses in this Contract are for the purpose of convenience and reference only and shall not be used in the interpretation of nor modify nor amplify the terms of this Contract nor any clause hereof.

1.2 Unless the context clearly indicates a contrary intention, an expression which denotes any gender includes the other genders, a natural person includes an artificial person and vice versa, the singular includes the plural and vice versa and the following expressions bear the meanings assigned to them below and cognate expressions bear corresponding meanings, namely:-

"Accounting Officer"	means the head of the Department of Water and Sanitation (**"DWS"**) as contemplated in section 36(2)(a) of the Public Finance Management Act 1 of 1999 and referred to as the Director-General (D-G);
"Annexure A"	means the Terms of Reference/specification and accepted by the **SERVICE PROVIDER** for loading funds, servicing ink and maintenance in the Departmental of Water and Sanitation franking postal machine for a period of 24 (twenty-four) months;
"Annexure B"	means SBD 3.1 Form, Pricing Schedule issued by **SERVICE PROVIDER** and accepted by the **DWS**;
"Annexure C"	means the Tax Clearance Certificate submitted by the **SERVICE PROVIDER**;
"Annexure D"	means letter of authorisation from the **SERVICE PROVIDER**;

"Bank Account" means the bank account as registered in the name of the **SERVICE PROVIDER** as its Bank Account for purposes of this Contract and of which the details are as follows

Account holder name: **FRAMA (PTY) LTD**
Bank: **ABSA BANK LIMITED**
Account Number: **1031713516**
Branch Number: **632005**

"Confidential Information" means information that (a) relates to the Disclosing Party's past, present or future research, development, business activities, products, services and/or technical knowledge relating to the Project, and (b) either has been identified in writing as confidential or is of such a nature (or has been disclosed in such a way) that it should be obvious to the other Party that it is claimed as confidential. (As used herein, the Party disclosing Confidential Information is referred to as "the Disclosing Party" and the Party receiving confidential information is referred to as "the Recipient" or "the Receiving Party.") and includes, but is not limited in its interpretation to, all Project information and secret knowledge, technical information and specifications, manufacturing techniques, designs, circuit diagrams, instruction manuals, blueprints, electronic artwork, samples, devices, demonstrations, formulae, know-how, information concerning materials, scientific information generally, and other materials of whatever description in which the owner thereof has an interest in being kept confidential including scientific knowledge gathered during the course of research and includes information (whether oral, documentary, magnetic, electronic, graphic or digitised) containing or consisting of information or material of a technical, financial, operational, commercial, administrative or planning nature or in the nature of Intellectual Property of any kind and relating (wholly or in part) to the Disclosing party or any of its actual or projected projects, research activities or businesses, including its suppliers, funder's, personnel, students, facilities, assets, financial condition or results, rights, obligations and liabilities;

"Contract" means this Contract and includes all schedules and Annexures thereto;

"Contract Price" means the price as tendered by the **SERVICE PROVIDER** and accepted by the **DWS** when awarding the tender to the **SERVICE PROVIDER.**

"Days" shall be construed as calendar days unless qualified by the word "business", in which instance a **"business day"** shall, similarly be construed as any other day than a Saturday, Sunday or public holiday as gazetted by the Government of the Republic of South Africa from time to time;

"DWS" means the Department of Water and Sanitation, South Africa;

"Financial Year" means the financial year beginning on **1 April** and ending on **31 March** of the following year;

"Intellectual Property" includes any immaterial property or rights thereto recognised and protected as such by the laws of the Republic of South Africa, International law, custom and/ practice to be Intellectual Property

"Parties" means **DWS** and the **SERVICE PROVIDER** and "Party" refers to either one of them as so determined by the context.

"Purchase Order" means an official document issued to the **SERVICE PROVIDER** by **DWS** calling for the rendering of a Service pursuant to this Contract;

"Service"	means loading funds, servicing ink and maintenance in the Departmental of Water and Sanitation franking postal machine for a period of 24 (twenty-four) months; and
"SERVICE PROVIDER"	means **FRAMA (PTY)LTD**.

1.3 If any provision in a definition is a substantive provision conferring rights or imposing obligations on any Party, notwithstanding that it appears only in the definition Clause, effect shall be given to it as if it were a substantive provision in the body of this Contract.

1.4 When any number of days is prescribed in this Contract, same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a Business Day, in which case the last day shall be the next succeeding Business Day;

1.5 Where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail.

1.6 Expressions defined in this Contract shall bear the same meanings in schedules or Annexures to this Contract which do not themselves contain their own definitions.

1.7 Where any term is defined within the context of any particular clause in this Contract, the term so defined, unless it is clear from the clause in question that the term so defined has limited application to the relevant clause, shall bear the meaning ascribed to it for all purposes in terms of this Contract, notwithstanding that, that term has not been defined in this interpretation clause.

1.8 The use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific examples.

1.9 If there is any conflict between the terms of this Contract and the terms of any Annexure or schedule attached hereto, the terms of this Contract shall apply.

1 10 The termination of this Contract will not affect the provisions of this Contract which operate after any such termination or which of necessity must continue to have effect after such termination notwithstanding that the Clauses themselves do not expressly provide for this.

1.11 None of the provisions hereof shall be construed against or interpreted against the Party responsible for the drafting or preparation of such provision.

2. CONTRACT PRICE AND PAYMENT METHOD

2.1 The **DWS** undertakes to pay the **SERVICE PROVIDER** a total amount of not more than R78 154.00 **(SEVENTY-EIGHT THOUSAND, ONE HUNDRED AND FIFTY-FOUR RAND)** inclusive of VAT for this Service, W 465). In consideration for services rendered in terms of this Contract, the **DWS** undertakes to pay the **SERVICE PROVIDER** amount as per the invoice submitted by the **SERVICE PROVIDER** for services rendered.

2.2 The payment of an amount referred to in clause 2.1 above will be inclusive of VAT and shall be paid electronically into the Bank Account of the **SERVICE PROVIDER** by the **DWS** as and when the service has been rendered. Such payment shall be paid within30 (thirty) days of receipt of an invoice and approval by the **DWS** of the services rendered as contemplated in clause 4.3.

2.3 The **DWS** will pay the invoiced amount within thirty days (30) of receipt of the invoice, unless the **DWS** disputes any item on the invoice.

2.4 In the event that the **DWS** disputes an item on the invoice, the **DWS** will do so by giving written notice to the **SERVICE PROVIDER** within Fourteen (14) days of receipt of the invoice. The notice shall set out the disputed item(s) on the invoice and the reasons, therefore.

2.5 Where the dispute remains unresolved for a further fifteen (15) days after the dispute was first brought to the **SERVICE PROVIDER**'s attention, the dispute shall be dealt with in terms of the dispute resolution procedures set out in Clause 10 of this Contract.

3. DURATION

3.1 This Contract shall come into force upon commence on the signature date by the last Party signing and shall continue to remain in force for a period of 24 (twenty four) months.

3.2 The **DWS** serves the right to seek clarification and request further information and supporting documentation and or after completion of the Service notwithstanding the termination of the Contract.

4. SERVICE PROVIDERS'S UNDERTAKING AND OBLIGATIONS

4.1 The **SERVICE PROVIDER** shall at its earliest convenience inform the **DWS** of any changes within the **SERVICE PROVIDER** that might adversely affect the subsistence of this Contract.

4.2 The **SERVICE PROVIDER** shall provide the Service as set out in **Annexure(s) A** and **B** to this Contract. The **DWS** shall have the right to review and accept or reject all or any components of the Deliverables provided by the **SERVICE PROVIDER**.

4.3 The **SERVICE PROVIDER** shall render the Service to the **DWS** in the following manner:

SERVICES / DELIVERABLE	DUE DATE
4.3.1 Service and Maintenace of the Franking machine	As and when required during business hours.
4.3.2 Ink and Toners for the Franking Machine	As and when required during business hours.
4.3.3 Loading of funds into the franking machine	As and when required during business hours.

4.4 The **SERVICE PROVIDER** shall carry out all contractual obligations with reasonable care, diligence, skill, efficiency and economy, in accordance with generally accepted professional techniques required and employ appropriate technology and shall observe sound and acceptable management practices.

4.5 The **SERVICE PROVIDER** shall act in a fiduciary manner towards the **DWS** and as a conscientious advisor to the **DWS** and shall, at all times, support and safeguard the **DWS's** legitimate interests in dealing with third parties in respect of any matter relating to this Contract.

4.6 The **SERVICE PROVIDER** acknowledges the statutory functions and duties of the **DWS** and undertake to perform its obligations under this Contract in a manner that will not detract from the image and reputation of the **DWS**.

4 7 Where the Services include the exercise of powers to certify, decide or otherwise exercise discretion in regard to a Contract between the **DWS** and others, the **SERVICE PROVIDER** shall act in respect of that Contract as an independent professional.

4.8 The **SERVICE PROVIDER** shall employ and provide all qualified and experienced personnel to perform the **Services** under this Contract during business hours. If at any given time, a particular key person is not available to perform such services, the **SERVICE PROVIDER** may engage a replacement who is equally or better qualified, to perform those duties. The **SERVICE PROVIDER** shall, motivate in writing, for such replacement and submit the name of the replacement, relevant qualifications and experience to the **DWS** for approval.

4.9 The **SERVICE PROVIDER** shall take all measures necessary and provide all materials and equipment necessary to enable its personnel to perform their duties in an efficient manner.

N/A.

~~4.10) The **SERVICE PROVIDER** shall develop and submit for approval a Capacity Building Strategy to the DWS and ensure that capacity building and transfer of skills takes place to the DWS's designated officials.~~

4.11 The **SERVICE PROVIDER** shall at all times have, and comply with all legal requirements and with the terms and conditions of all necessary licenses, certificates, authorisations and consents required under the laws of the Republic of South Africa or under any other applicable jurisdiction for the delivery of the Service under this Contract

4.12 The **SERVICE PROVIDER** is an independent contractor and under no circumstances shall act as an agent of the **DWS** in the performance of its duties and responsibilities pursuant to this Contract.

5. THE DWS'S UNDERTAKINGS AND OBLIGATIONS

5.1 The **DWS** undertakes to nominate a Project Manager who will be responsible for implementation of the Contract on behalf of the **DWS**. The Project Manager shall be responsible for the signing-off of every service/deliverable as contemplated in 4.3.

5.2 The **DWS** shall at its earliest convenience inform the **SERVICE PROVIDER** of any changes within the **DWS** that might adversely affect the subsistence of this Contract.

5.3 The **DWS** shall provide **SERVICE PROVIDER** with such information, documentation and other details requested in writing by the **SERVICE PROVIDER** to enable the **SERVICE PROVIDER** to fulfil its obligations in terms of this Contract. If such documentation is not provided by the **DWS**, the **SERVICE PROVIDER** shall indicate in writing which documentation is outstanding. The **DWS** shall only be obliged to provide that information or documentation which is relevant to this Contract, and which is in the possession of the **DWS**.

6. CHANGE CONTROL

6.1 Should either Party wish to make any amendment or alteration to the Service specification that Party shall prepare a change order and present to the other Party, which shall specify the following:

6.1.1 the date of the change order.
6.1.2 the description of the proposed amendment or alteration.
6.1.3 if applicable, previous unspecified ad-hoc work to be undertaken.
6.1.4 the reason for making the proposed amendment or alteration;
6.1.5 when the Party requires the change to be implemented;
6.1.6 the resources available; and
6.1.7 the continued balance of the Parties obligations under this Contract.

6.2 The other Party shall be given an opportunity to consider such change order and make a decision on whether it is prepared to accept such change order or not.

6.3 No change order shall be of any force and effect until it is signed by duly authorised representatives of each of the Parties.

7. CONFIDENTIALITY

7.1 The Parties shall keep confidential and shall not disclose to any third party (other than for the purposes of performing services under this Contract) any of the Confidential Information disclosed to either Party during the discussions or negotiations or implementation of this Contract or at any time thereafter.

7.2 The provisions of 7.1 above shall not apply to any Confidential Information which –

7.2.1 is or hereafter becomes part of the public domain (otherwise than as a result of a breach of the provisions of 7.1 above);

7.2.2 can be shown to have been lawfully in the possession of the party receiving such Confidential Information, or its affiliates, prior to its disclosure and is not subject to any existing Contract between the Parties and/or their affiliates.

7.2.3 is acquired by a Party or its affiliates independently from a third party, who lawfully acquired such information without restriction, or information which is acquired or developed by a Party or its affiliates independently of the other Party in circumstances which do not amount to a provision of 7.2.1 and 7.2.2 above; and

7.2.4 is disclosed or released by the Receiving Party/Recipient to satisfy an order of Court or otherwise comply with the provisions of any law or regulation in force at the time.

7.3 This Clause survives any termination or cancellation of this Contract.

8. BREACH AND TERMINATION

8.1 Should any Party commit a breach of any of the provisions of this Contract, then the aggrieved Party shall give the defaulting Party 14 (fourteen) days written notice to remedy the breach.

8.2 In the event that the defaulting Party fails to remedy the breach within the stipulated timeframe, the aggrieved Party shall be entitled to claim specific performance by the defaulting Party or terminate this Contract against the defaulting Party, in either event without prejudice to the aggrieved Party's rights to claim damages. The foregoing is without prejudice to such other rights as the aggrieved Party may have in law.

8.3 Should the aggrieved Party decide to terminate the Contract as envisaged in Clause 8.2, this Contract shall be terminated forthwith by written notice to the defaulting Party.

8.4 The Parties may by mutual agreement terminate this Contract.

9. ACTS OF GOD (FORCE *MAJEURE*)

9.1 In the event of any act beyond the control of the Parties, strike, war, rebellion, riot, civil commotion, lockout, suspension of labour, fire, accident, or (without regard to the foregoing enumeration) of any circumstances arising or action taken beyond the reasonable control of the Parties hereto preventing them or any of them from the performance of any obligation hereunder (any such event hereinafter called "force majeure event") then the Party affected by such force majeure event shall be relieved of its obligations hereunder during the period that such force majeure continues (excluding payment obligations which fell due before the said force majeure).

9.2 The affected Party's relief is only to the extent so prevented and such Party shall not be liable for any delay or failure in the performance of any obligations hereunder or loss or damage which the other Party may suffer due to or resulting from the force majeure event, provided always that a written notice shall be promptly given of any such inability by the affected Party.

9.3 Any Party invoking force majeure shall upon termination of such force majeure give prompt written notice thereof to the other Party. Should a force majeure event continue for a period of more than thirty (30) days, then either Party has the right to terminate this Contract.

9.4 Any strike, lock-out, interference by trade unions, suspension of labour or other industrial action directly related to a Party as employer and which could have been avoided by steps which such Party might reasonably have been expected to take as an employer, does not constitute a force majeure event.

10. CANCELLATION OF THE PROJECT AND CONSEQUENCES THEREOF

10.1 Should the Supply and Delivery be cancelled, the **SERVICE PROVIDER** shall inform the **DWS** within (7) seven working days thereof and any balance of the Allocation received which has not been spent or committed as yet in terms of the Supply and Delivery shall be refunded to the **DWS** in accordance with the provisions of this Contract.

10.2 The **SERVICE PROVIDER** undertakes to compensate the **DWS** for any losses caused or incurred as a result of the cancellation of the Supply, Delivery and Installation, if such cancellation is due to the failure of the **SERVICE PROVIDER** to comply with any provisions of this Contract.

10.3 Should the **SERVICE PROVIDER** fail to meet any of its obligations arising from this Contract the **DWS** shall, without prejudice to any rights to which the **DWS** is entitled to in law or by virtue of this Contract, have the right to give notice to the **SERVICE PROVIDER**, discontinue any further payments and cancel the Contract immediately, and shall reclaim any amounts already allocated but not yet spent or committed towards the Supply, Delivery and Installation in which case interest shall be charged at the then prime interest rate charged by its Bankers.

10.4 Should the **DWS** choose to invoke the provisions of clause 10.3 above, a letter to that effect addressed to the **SERVICE PROVIDER** shall suffice.

11 DISPUTE RESOLUTION

11.1 In the event of any dispute arising from this Contract, including the implementation, execution, interpretation, rectification, termination or cancellation of this Contract, the Project Managers responsible for implementation of the Contract shall make every effort to settle such dispute amicably within the agreed timeframe.

11.2 If the dispute is not capable of being settled in accordance with the provisions of 10.1 above, the dispute shall be elevated to the Parties' Accounting Officer/Executive level, or their duly designated representatives who must attempt to resolve the dispute within a period of 30 (thirty) days.

11.3 Should the dispute still remain unresolved by the Accounting Officer/Executive level of the Parties; the dispute will be settled by a competent court of law with jurisdiction to hear the matter.

12. CESSION, SUB-CONTRACTING AND ASSIGNMENT

12.1 The **SERVICE PROVIDER** shall not be entitled to cede, assign or sub-contract all or any of its rights or obligations under this Contract without the prior written consent of the **DWS**.

12.2 The **DWS** shall be entitled to cede and assign all of its rights and obligations, or any portion thereof under this Contract to any other party, subject only to the rights and obligations of the **SERVICE PROVIDER** being honoured, either by the **DWS** providing a written undertaking to the **SERVICE PROVIDER** to honour its obligations, or the rights and obligations of the **SERVICE PROVIDER** being honoured by any successor in title or assignee of the **DWS**, without written consent of the **SERVICE PROVIDER**.

12.3 The **SERVICE PROVIDER** shall not sub-contract to, nor engage a sub-contractor to perform any part of the services that is more than 25% (twenty-five percent) of the total scope of work arising from this Contract, without the prior written authorization of the **DWS**. The services to be sub-contracted and the identity of the sub-contractor shall be notified to and approved by the **DWS**.

12.4 The **DWS** shall, within 30 (thirty) days of receipt of such notification, notify the **SERVICE PROVIDER** of its decision, stating reasons, should the **DWS** withhold such authorization. If the **SERVICE PROVIDER** enters into a sub-contract with any sub-contractor without prior written approval, the **DWS** shall forthwith instruct the **SERVICE PROVIDER** to terminate such contract, until such time that due processes have been followed and the requisite approval granted by the **DWS**.

12.5 The **DWS** shall have no contractual relationships with sub-contractors appointed by the Service Provider. If a sub-contractor is found to be incompetent in discharging its duties, the **SERVICE PROVIDER** shall be expected to perform in terms of this Contract.

12.6 The **SERVICE PROVIDER** shall advise the **DWS**, without delay of the variation or termination of any sub-contracting for performance of all or part of the services.

12.7 The **SERVICE PROVIDER** shall be responsible for the acts, defaults and negligence of its sub-contractors and its agents or employees, as if they were the acts, defaults of negligence of the **SERVICE PROVIDER**, its agents or employees.

13. INDEMNITY

Notwithstanding anything to the contrary set out in this Contract, the Parties hereby undertake to place reliance on the common law of contract insofar as it relates to any claims that may arise as a result of the conduct of any Party to this Contract.

14. *DOMICILIUM*

The Parties choose as their respective *domiciliumcitandi et executandi* the following addresses:

FOR THE DWS
10th Floor Sedibeng Building
185 Francis Baard Street
PRETORIA
0001

FOR THE SERVICE PROVIDER
78 Kyalami Boulevard, kyalami Office Park
MIDRAND
1684

14.1 Each of the Parties shall be entitled from time to time, by written notice to the other, to vary its *domicilium* to any other address within the Republic of South Africa which is not a post office box or poste restante.

14.2 Any notice given by one Party to the other ("the addressee") which is:-

14.2.1 delivered by hand during the normal business hours of the addressee at the addressee's *domicilium* for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;

14.2.2 posted by pre-paid registered post from an address within the Republic of South Africa to the addressee at the addressee's *domicilium* for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the 4th (fourth) day after the date of posting;

15. PARTIES NOT AFFECTED BY RELINQUISHMENT

15.1 The relinquishment (whether expressly or by implication) by any of the Parties of any rights arising out of breach of contract in respect of the Contract shall not prejudice any remedies of the relinquishing Party with regard to any continuing or other breach of contract in respect of the Contract.

15.2 No grace, delay, relaxation or leniency on the part of the Parties in exercising any rights by virtue of this Contract may be considered to be a relinquishment of such rights. Neither shall a single or partial exercising of such rights exclude any other or further exercising thereof in terms of the Contract.

15.3 The expiry or termination of this Contract shall not prejudice the right of any Party in respect of any of the preceding breaches of contract or of non-compliance with any of the provisions of the Contract by any of the Parties.

16 FULL CONTRACT

This Contract constitutes the entire Contract, and no other Contract, provision, document or determination shall form part of this Contract unless such other Contract, provision, document or determination is in writing and has been signed by both Parties.

17. VARIATION

No variation or modification of any provision of this Contract or consent to deviation therefrom shall be valid, unless such variation or modification is in writing and has been signed by both Parties, and such variation, modification or consent shall be valid only for a specific case and only for the purpose for which and extent to which it was made or given.

18. GOOD FAITH AND CO-OPERATION

18.1 The Parties shall co-operate and assist each other in all dealings with any other Party that is necessary to cause this Contract and all other Contracts contemplated herein to be achieved including but not limited to Contracts with the national, provincial and local government, government agencies and the private sector.

18.2 The Parties undertake to do all such things and to sign all documents reasonably necessary to give effect to the implementation of this Contract.

19. LEGAL COSTS

Each Party will pay its own costs and expenses incurred by it in connection with the negotiation and execution of this Contract.

Signed at Pretoria on this day of 15 August 2024 in the presence of the undersigned witnesses.

____

FOR THE DWS

MS NOMSA MALULEKA

WHO BY HER SIGNATURE HERETO WARRANTS THAT SHE IS AUTHORISED TO SIGN ON BEHALF OF **DWS**

AS WITNESSES:

1 ______________________________ 2. ______________________________

Signed at Kyalami on this day of 15 August 2024 in the presence of the undersigned witnesses.

____

FOR THE SERVICE PROVIDER

MR PETRUS S[illegible]AN DUTOIT

WHO BY HIS SIGNATURE HERETO WARRANTS THAT HE IS AUTHORISED TO SIGN ON BEHALF OF THE **SERVICE PROVIDER**

AS WITNESSES:

1. ______________________________ 2. ______________________________

SDC

____

FOR DWS LEGAL SERVICES

DATE: 15 MAY 2026

TO: DEPARTMENT OF WATER AND SANITATION - PRETORIA

ATT: MOOKGO MAREMA

Sole Importer

Dear Sir / Madam

This letter is to confirm that Frama South Africa (Pty) Ltd is the sole importer of Franking Machines.

We are also the sole service provider of remote meter setting, the loading of postage monies on your franking machines, we also offer consumables and repairs for all Frama franking machines.

We are fully approved by the South African Post Office.

If you have any questions or would like to discuss your maintenance requirements with us, please don't hesitate to call us on 011 462 9042 or e-mail info@frama.co.za.

Yours Sincerely

Mark Durant

Sales Executive

FRAMA

FRAMA PTY) LTD

Registration No. 1993/000234/07
VAT Nr: 4690136173

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Ettienne Meyburgh