

From: Sujeeth Sunkar
Sent: Tuesday, August 8, 2017 9:54 AM
To: Thabo C. Ndlovu <tndlovu@plett.gov.za>
Subject: FW: URGENT VEHICLE RENTAL.

Good ay Mr MM

Please find attached some quotes on a vehicle Mr Mayors is looking for.
I will send you more, you will note that the 30 days rental figures on the luxury suv's are expensive and this would mean a deviation should he decide to choose one of these.

A decision needs to be made today, as the current car we rented over the past weekend should be returned to Avis today.

Regards

Sujeeth Sunkar
Fleet Manager
Tel: 044 – 501 3269
Mobile: [REDACTED]
E-Mail: SSunkar@plett.gov.za

From: Lizane Nkoko
Sent: 07 August 2017 03:45 PM
To: Sujeeth Sunkar <SSunkar@plett.gov.za>
Subject: FW: URGENT VEHICLE RENTAL.

Hi

Ecocarhire

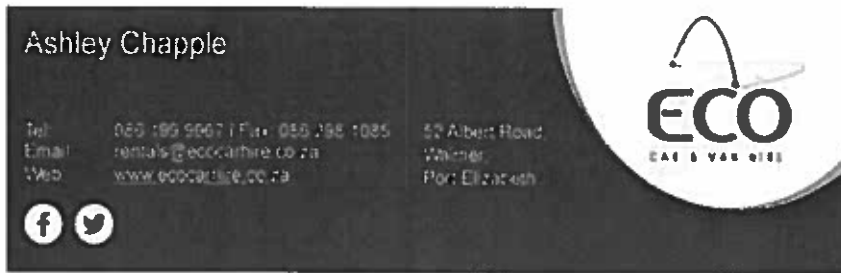
From: rentals@ecocarhire.co.za [<mailto:rentals@ecocarhire.co.za>]
Sent: 07 August 2017 03:37 PM
To: Lizane Nkoko <lnkoko@plett.gov.za>
Cc: momar@ecocarhire.co.za
Subject: RE: URGENT VEHICLE RENTAL.

Good Day

My apologies for the delay, please find attached quotation.

Thank you

Regards



From: Lizane Nkoko [<mailto:lnkoko@plett.gov.za>]
Sent: 07 August 2017 03:20 PM
To: rentals@ecocarhire.co.za
Subject: RE: URGENT VEHICLE RENTAL.

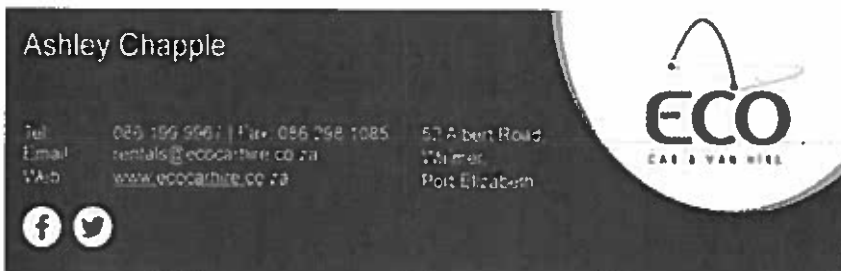
No response yet?

From: rentals@ecocarhire.co.za [<mailto:rentals@ecocarhire.co.za>]
Sent: 07 August 2017 02:45 PM
To: Lizane Nkoko <lnkoko@plett.gov.za>
Subject: RE: URGENT VEHICLE RENTAL.

Good Day

Noted, with thanks.

Regards



From: Lizane Nkoko [<mailto:lnkoko@plett.gov.za>]
Sent: 07 August 2017 02:41 PM
To: Wilbur Weber; rentals@ecocarhire.co.za
Cc: Sujeeth Sunkar
Subject: RE: URGENT VEHICLE RENTAL.

Good day

If you don't mind, please do add a Volvo XC 60 / 90 to your search.

Thanks

From: Lizane Nkoko
Sent: 07 August 2017 12:05 PM
To: Wilbur Weber <Wilbur.Weber@avisbudget.co.za>; 'rentals@ecocarhire.co.za'
<rentals@ecocarhire.co.za>

Cc: Sujeeth Sunkar <SSunkar@plett.gov.za>

Subject: URGENT VEHICLE RENTAL.

Good day

Can you please quote me on the following:

A SUV, preferably a Audi Q5, BMW X5, Mercedes ML 300 or equivalent (automatic), and preferably black in colour; hired for a period of 30 days with 4000km free mileage. . The vehicle must not be older than 12 months.

NB! Delivery to take place 08/08/2017, at 07:30am.

Thanks



T: 086 199 9967
F: 041 581 0295
E: rentals@ecocarhire.co.za
W: www.ecocarhire.co.za

Branches in:

- Port Elizabeth
- East London
- Mthatha
- Cape Town
- George
- Durban

Quotation

Company : Plett / Bitou Municipality
Attention : Lizane Nkoko
Contact Number :
Date : 07.08.2017
Quote for Rental of : Luxury SUV on a monthly basis
Quote Reference : Eco038

Dear Customer

We thank you for your enquiry and have much pleasure in submitting the following quotation for your perusal.

Monthly Vehicle Rate:

Vehicle - Description	Monthly Rental Rate (R)	Free km's per month	Rate per additional km (R)	Insurance Excess (R)
Mercedes GLE 350D	R99 500	4000	R9.99	R100 000
Volvo XC90	R59 500	4000	R7.99	R65 000

The above rates exclude:

- VAT
- Vehicle excess (as stated above)
- Fuel
- Additional km's traveled
- Contract Fee R45,00
- Punctures
- Tyre waiver R26.00 per day
- Windscreen waiver R36.00 per day
- R295.00 traffic fine fee (if applicable)
- R450.00 claim handling fee (if applicable)
- Towing and storing charges (if applicable)
- Additional driver fee R100.00
- Toll fees

The above rates includes:

- Standard Insurance Cover
- Mileage

This quote is valid for **14 days**.

Yours Sincerely,

Acceptance:

Should the above quotation meet with your approval, kindly sign and complete the rest of this document and fax to Eco Car Hire 041 581 0295.

.....
Signature

.....
Date

NB - STANDARD ECO CAR HIRE T&C APPLY

Annexure 21.2





DEPARTMENT: FINANCIAL SERVICES

OFFICE OF THE MANAGER: SUPPLY CHAIN MANAGEMENT

MEMORANDUM

TO :	THE MUNICIPAL MANAGER		
COPIES:			
MEMO #:	SCM D 2018/008	Enquiries:	A. Mqikwa
DATE:	2017/08/23		
SUBJECT:	SCM DEVIATIONS: RECOMMENDATION: HIRE OF TEMPORARY VEHICLE FOR THE MAYOR VOLVO XC90		

1. BACKGROUND:

The SCM Unit received an application to consider a deviation from the requirements of the SCM Policy in terms of Section 38(1) (a) (v) of the Policy for the abovementioned project.

2. RECOMMENDATION:

It is hereby recommended that the Chief Financial Officer consider recommending the approval of the application for a deviation for:

CX 51988 Mayoral Vehicle was involved in an accident over the weekend of the 05th August 2017. The Mayor then requested that we rent a SUV for safety reasons. At this stage, we need to get the Mr Mayor a short-term rented vehicle of this nature until such time the insurance claim of the BMW is resolved. This is the reason for the Deviation, as we do not have sufficient time to go out on tender to procure a suitable vehicle.

In favour of:	Eco Car & Van Hire
Price: (Excl. VAT)	R 25,000.00
VAT@14%	R 3,528.00
Price: (Incl. VAT)	R 28,728.00

3. Your favourable consideration will be highly appreciated.

Thank you

Recommended:

PH Peters
Manager: SCM

Recommended:

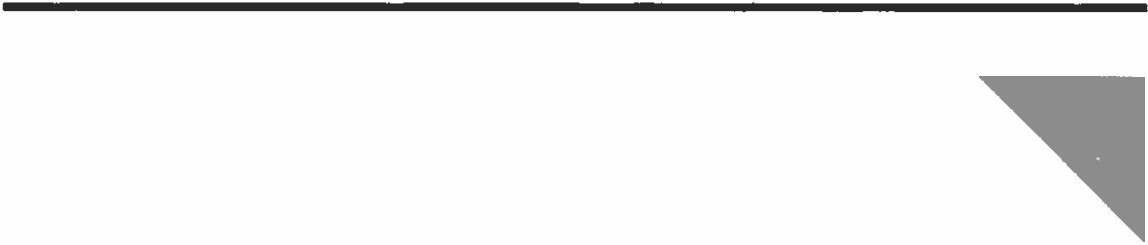

BV Mkhafa
Chief Financial Officer

SUBJECT: SCM DEVIATIONS: RECOMMENDATION: HIRE OF TEMPORARY VEHICLE FOR THE
MAYOR VOLVO XC90

APPROVED / NOT APPROVED

TC Ndlovu
MUNICIPAL MANAGER

Annexure 21.3



Matthew Scholtz

From: Sujeeth Sunkar <SSunkar@plett.gov.za>
Sent: Tuesday, 30 January 2018 12:13
To: Peter Allwright | Horizon Forensics
Cc: Alan Croutz
Subject: FW: Receive order for Eco-Car Hire

Sujeeth Sunkar
Fleet Manager
Tel: 044 – 501 3269
Mobile: [REDACTED]
E.Mail: SSunkar@plett.gov.za

From: Sujeeth Sunkar
Sent: Friday, September 1, 2017 12:11 PM
To: Vincent Bongani Mkhefa <vmkhefa@plett.gov.za>; Daluxolo Ncame <DNcame@plett.gov.za>
Cc: Thabo C. Ndlovu <tndlovu@plett.gov.za>; Phumla Ngqumshe <pngqumshe@plett.gov.za>; Pedro Peters <ppeters@plett.gov.za>
Subject: RE: Receive order for Eco-Car Hire

Afternoon colleagues

Please note that Daluxolo and the Mayors driver Stera met with myself on Monday morning at that brief meeting I requested the driver to complete the insurance claim forms with our colleagues at budget office.

Can Mr Daluxolo please confirm if this request was completed?

Regards

Sujeeth Sunkar
Fleet Manager
Tel: 044 – 501 3269
Mobile: [REDACTED]
E.Mail: SSunkar@plett.gov.za

From: Vincent Bongani Mkhefa
Sent: 01 September 2017 12:03 PM
To: Sujeeth Sunkar <SSunkar@plett.gov.za>; Daluxolo Ncame <DNcame@plett.gov.za>
Cc: Thabo C. Ndlovu <tndlovu@plett.gov.za>; Phumla Ngqumshe <pngqumshe@plett.gov.za>; Pedro Peters <ppeters@plett.gov.za>
Subject: RE: Receive order for Eco-Car Hire

Afternoon Sujeeth and Daluxolo

Please note that this arrangement was suppose to be temporary but we continue with this exercise monthly. We are now paying for two cars for the Mayor and one of the expenses will have to be declared fruitless. We have requested that Insurance claim be completed and a month late this haven't been done.

May you please complete this claim as a matter of urgency so that we can lodge it with our insurer. Your urgent action will be appreciated.

Regards

From: Sujeeth Sunkar
Sent: Friday, September 1, 2017 10:25 AM
To: Vincent Bongani Mkhafa <vmkhafa@plett.gov.za>
Cc: Thabo C. Ndlovu <tndlovu@plett.gov.za>; Phumla Ngqumshe <pngqumshe@plett.gov.za>; Lizane Nkoko <lnkoko@plett.gov.za>; Pedro Peters <ppeters@plett.gov.za>
Subject: FW: Receive order for Eco-Car Hire

Hi Colleagues

During my absence from the office as I attended a Fleet Management Conference, I requested my department to follow the scm process in getting the mayor a vehicle.

Quotes were received, however the cheapest quote recommended still has an outstanding order.

We still await an order to reach the supplier timeously for the Mayors vehicle.

Your assistance in this regard is requested.

Regards

Sujeeth Sunkar
Fleet Manager
Tel: 044 – 501 3269
Mobile: 079 444 4444
E.Mail: SSunkar@plett.gov.za

From: Estelle De Bruin
Sent: 01 September 2017 09:56 AM
To: Sujeeth Sunkar <SSunkar@plett.gov.za>
Subject: FW: Receive order for Eco-Car Hire

Sujeeth,

Please find request that was done for the extension on rental vehicle of the Mayor, all procedures was done as per SCM requirements.

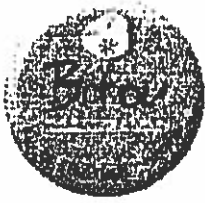
Please do follow up with Manager SCM as to why we still don't have an order to forward to supplier.

Thank you.

Estelle De Bruin
PA:HOD ENGINEERING SERVICES

17 Marine Drive,
Private Bag X1002, Plettenberg Bay, 6600
Tel no: 044 501 3261
Cell no: 082 788 6848
Fax no: 086 788 6848
E-mail: EDeBruin@plett.gov.za

Website: www.bitou.gov.za



From: Ashley Windvogel
Sent: Friday, September 1, 2017 9:46 AM
To: Estelle De Bruin <EDeBruin@plett.gov.za>
Subject: FW: Receive order for Eco-Car Hire

Kind Regards

Ashley Windvogel
Receptionist/Office Assistant
Engineering Services
Bitou Municipality
044 501 3260

From: Herbert Kitsi
Sent: 31 August 2017 04:07 PM
To: Ashley Windvogel <twindvogel@plett.gov.za>
Cc: Lizane Nkoko <lnkoko@plett.gov.za>
Subject: Receive order for Eco-Car Hire

Good afternoon, Ashley

Kindly note that; your Request 223394 for the Mayors hired car has an order No: 381011 and we are just waiting for the signature of Mr. P.Peters.

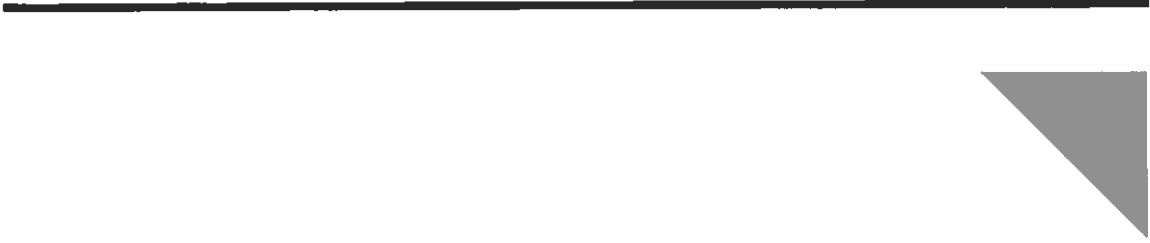
Regards, 

Herbert Zalisile Kitsi
SCM-Procurement Officer
Supply Chain Management Unit – Department of Finance
17 Marine Drive, Plettenberg Bay, 6600
Private Bag X1002, Plettenberg Bay, 6600
Tel no: 044 501 3204/5 Fax no: 044 533 1226
Cell no: 082 788 6848 E-mail: hkitsi@plett.gov.za



plett
it's a feeling!

Annexure 21.4



Matthew Scholtz

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Sent: Tuesday, 30 January 2018 12:13
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Sujeeth Sunkar
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Mobile: 082 982 2222
E-Mail: SSunkar@plett.gov.za

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PA:HOD ENGINEERING SERVICES

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Cell no: [REDACTED]
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E-mail: EDeBruin@plett.gov.za

Website: www.bitou.gov.za



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Receptionist/Office Assistant
Engineering Services
Bitou Municipality
044 501 3260

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Herbert Zalisile Kitsi
SCM-Procurement Officer
Supply Chain Management Unit – Department of Finance
17 Marine Drive, Plettenberg Bay, 6600
Private Bag X1002, Plettenberg Bay, 6600
Tel no: 044 501 3204/5 Fax no: 044 533 1226
Cell no: [REDACTED] E-mail: hkitsi@plett.gov.za



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it's a feeling!



120881

DATE:

17/142017

PAYEE:			
ECO VAN & CAR HIRE		CREDITOR NO.	
	119191	R	28,728.00
INV NO:			
		TOTAL INVOICE AMOUNT	R 28,728.00

ALLOCATION		
DESCRIPTION	VOTE NUMBER	AMOUNT
SEE ATTACHED DOCUMENTS	TRADE	R 28,728.00
TOTAL		R 28,728.00

Herewith certification that this payment is for goods received / services rendered in terms of contract / prescribed procurement processes, that prices are reasonable and correct, and that the account has not previously been paid.

Compiled by:
Principal Clerk

Checked by: _____
Accountant: Expenditure

Signed by:
Signatory A

CounterSigned by:
Signatory B

Bitou Municipality

Creditors' Statement Reconciliation



Creditor
ECO CAR & VAN HIRE

Supplier nr	119191
	NOTE (only for sundry pmts)

Outstanding balance as per supplier's statement

R 112,873.72

Invoices Already Paid

Invoice Date	Remittance adv:	Invoice Number		
06/10/2017	120791	40006716	R	29,070.00
17/10/2017	120865	40006789	R	27,537.86
Total			R	56,607.86

Invoices on DB4

Invoice Date	Order Number	Invoice Number		
16/08/2017	380717	40006683	R	28,728.00
Total			R	28,728.00

Outstanding Invoices as per Statement

Invoice Date	Order Number	Invoice Number		
28/09/2017	381219	40006899	NOT DUE	R 27,537.86
			R	27,537.86

Credits on Statement

Credit Note Number		
Total		R -

Diff R -

Comment

rounding

Compiled by:



Eco Car Hire CC

REG 2006/204304/23

VAT 4580233106

P.O. Box 13523

Humewood

6013

TEL:0861 999 987

FAX:041 581-0295

52 Albert Road

Walmer

Port Elizabeth

Eastern Cape

STATEMENT

BITOU MUNICIPALITY
PRIVATE BAG X1002
PLETTENBERG BAY
6600

ACCOUNT NUMBER	BIT002
PAGE NUMBER	1
STATEMENT DATE	2017/09/30
VAT REG NO	4270102405

DATE	REFERENCE	TRANS	DEBIT	CREDIT	AGE	ALLOC	AMOUNT
2017/08/16	0040006683	INVOICE	28728.00	0.00	DAYS 080		28728.00
2017/08/31	0040006718	INVOICE	29070.00	0.00	DAYS 080		29070.00
							57798.00
2017/09/14	0040006789	INVOICE	27537.86	0.00	DAYS 030		27537.86
2017/09/28	0040006899	INVOICE	27537.86	0.00	DAYS 030		27537.86
							55075.72

180 DAYS	150 DAYS	120 DAYS	90 DAYS	60 DAYS	30 DAYS	CURRENT	UNALLOCATED	TOTAL
0.00	0.00	0.00	0.00	57798.00	55075.72	0.00	0.00	112873.72
BANK NAME		BRANCH		ACCOUNT NAME		ACCOUNT NUMBER		



TAX INVOICE

Eco Car Hire CC

REG: 2008/204304/23
VAT: 4980233100
P.O. Box 13023
Hunewald
0015

TEL: 0851 999 957
FAX: 041 581-0295
52 Albert Road
Walmer
Port Elizabeth
Eastern Cape

DOC NUMBER	0040006899	DOC DATE	28 September 2017
DATE OUT	14 September 2017	TIME OUT	17:00
DATE BACK	28 September 2017	TIME BACK	17:00

BITOU MUNICIPALITY
PRIVATE BAG X1002
PLETTENBERG BAY
6600

BITOU MUNICIPALITY
PRIVATE BAG X10002
PLETTENBERG BAY
6600

ACC NO	BIT002	COLLECTION ADDRESS	DELIVERY ADDRESS	ACC EXEC		
VAT NO	4270102405			CONTACT	ASHLEY WINDVOG	
ORDER NO	PO 381219			PHONE NO	044 501 3000	
INITIAL	0040006672					

DESCRIPTION	QUANTITY	UNIT	UNIT QTY	RATE	TOTAL	TAX
FY54HPGP						
Volvo Volvo XC90		Days	14.00	1725.43	24156.02	Yes
Kms Out: 5691 Kms Free: 400		Km	0.00	7.99	0.00	Yes
Kms In: 8346 Kms Add: 0		Sub Total			24156.02	
Kms Drv: 2655 Kms Tot: 0						
Insurance:		Flat Rate	1.00	0.00	0.00	Yes
Driver		No Charge	0.00	0.00	0.00	Yes
						No

BITOU MUNICIPALITY
CREDITORS SECTION

2017 -10- 17

RECEIVED & PROCESSED
SIGN: *[Signature]*

IT IS CERTIFIED THAT GOODS/SERVICES
WERE SATISFACTORILY RECEIVED/
RENDERED IN ORDER FOR PAYMENT.

VOTE

DATE

MANAGER

10/2017

BANKING DETAILS	
BANK NAME	Nedbank
BRANCH	198765
ACCOUNT NAME	Eco Car Hire
ACCOUNT NUMBER	1263124127

SUB-TOTAL	24156.02
DISCOUNT	0.00
TAX	3381.84
TOTAL	27537.86
DEPOSIT	0.00
PGE	27537.86

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

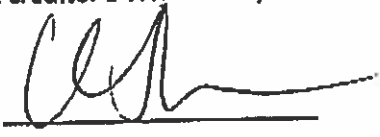
DATE: 17 /10/2017

ORDER NUMBER: 380717

C/A: E

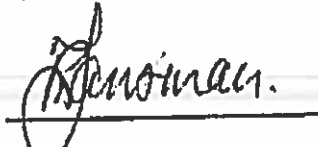
1. Has a single quotation been attached for procurement below R2 000? ☒ YES ☐ NO*
 2. Has three quotations been attached for procurements above R2 000 but below R30 000? ☒ YES ☐ NO*
 3. Is the procurement contract of tender related? ☒ YES ☐ NO*
 4. Has the copy of contract/award letter, signed by the Manager: SCM been attached for procurements above R200 000? ☒ YES ☐ NO*
 5. Has the SCM request been attached for procurement and signed by the originator? ☒ YES ☐ NO*
 6. Has the request been approved for procurement and signed by the HOD? ☒ YES ☐ NO*
 7. Has the request been attached for procurement and signed by the Manager: SCM? ☒ YES ☐ NO*
 8. Has the deviation form being attached for procurement and signed by the HOD? ☒ YES ☐ NO*
 9. Has the order been attached for procurement and signed by the Manager: SCM? ☒ YES ☐ NO*
-
10. Has the Creditors Clearance Certificate been attached and signed by Manager: Income? (Only applicable to local -based creditors) ☒ YES ☐ NO**
 11. Has the supplier's latest statement been received and reconciled? ☒ YES ☐ NO**
-
- ~~12. Has the original tax invoice been received and approved for payment by the user department?~~ ~~☒ YES ☐ NO***~~
-
13. Are the VAT registration numbers for both the municipality and creditor reflecting on invoices? (only when the creditor's VAT vendor) ☒ YES ☐ NO***

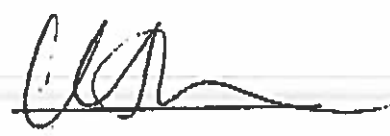

CLERICAL CLERK*


MANAGER: EXPENDITURE

17.10.17
DATE:


SNR CLERK: CREDITORS**


PRINCIPLE CLERK: CREDITORS***


ACCOUNTANT: EXPENDITURE

PURCHASE ORDER

Order No.: 380717 Duplicate Date: 08/08/2017
 Creditor No.: 119191
 Requisition No.: 222698
 Acc.:

ECO CAR & VAN HIRE

52 ALBERT ROAD

WALMER

01
 0415810295

Contact Person: ZALISILE KITSI

Stock/Code	Description	Quantity	Ex Vat	Vat Amt.	Amount
1 10824223080000	HIRE OF TEMPORARY VEHICLE FOR THE MAYOR VOLVO XC90	8	25200.00	3528.00	28728.00

BITOU MUNICIPALITY
 SUPPLY CHAIN MANAGEMENT

2017-08-08

Private Bag X1002
 Plettenberg Bay 6600
 044 501 3000

BITOU MUNICIPALITY
 EXPENDITURE RECEIVED

2017-10-17

SIGN

Total/Total 25200.00 3528.00 28728.00

Request Number : 222688 [Revised request]
Authorization Ref. : 0
Archiving document :
Contract ID : 0
Request Type : Normal SCM process

Application Date : 08/08/2017
Applicant : ZKITSI ZALISILE KITSI
Contact details:- Extension Number 3205
Cellphone Number 0445013204
Fax Number 044 533 1226

Captured by : ZKITSI ZALISILE KITSI
Authorized by : PPETERS PEDRO PETERS

AWAITING AUTHOF

Required by : 07/09/2017

Preferred supplier 1: 119191 ECO CAR & VAN HIRE
Reason : DEVIATION

Preferred supplier 2: Not yet determined
Reason :

Preferred supplier 3: Not yet determined
Reason :

Very Instructions: MAYORS OFFICE, PLETT, 6600

Total reserved value : 28728.00
Provisional SCM process : Q2 R10,001 up to R30,000 Three formal written price

PLETT HIRE OF TEMPORARY VEHICLE FOR THE MAYOR VOLVO XC90

Costcode : 2017 10824223080000 UKey: 20170701904556 Qty.: 8.000
FLEET MAINTENANCE : Operational Cost : Hire Charges

PURCHASE REQUISITION

NOTES:

QUOTATIONS ATTACHED:

ECO CAR & VAN-RENT

DATE:

08/08/2017

REQUESTED BY:

Ashley

COUNCIL MINUTE NO. 1

APPROVED BY:

DIRECTOR

DIRECTOR FINANCE

The Director Finance confirms that funds are available and the approval lender does not owe Council any tax and service fees.

MUNICIPAL MANAGER

SUPPLY CHAIN MANAGER

PROCESSED BY:

SUBJECT:

**SCM DEVIATIONS: RECOMMENDATION: HIRE OF TEMPORARY VEHICLE FOR THE
MAYOR VOLVO XC90**

APPROVED / NOT APPROVED

**TC Ndlovu
MUNICIPAL MANAGER**

APPLICATION FOR DEVIATION IN TERMS OF SECTION 36 OF THE SCM POLICY

In terms of Section 36(1)(a) of the Bitou Supply Chain Management Policy, The Accounting Officer may dispense with the official procurement processes established by the Policy to procure any required goods or services through any convenient process, which may include direct negotiations, but only in the following circumstances: (Mark with X where applicable)

(i) **Emergency**

A situation, which is considered an unforeseeable and sudden event with materially harmful or potentially materially harmful consequences for the municipality which requires urgent action to address.

(ii) **Sole supplier**

Where it can be demonstrated that goods or services are produced or available from a single provider only, substantiated by a letter not older than 12 months from the supplier and signed by the supplier.

(iii) **Acquisition of special works of art or historical objects where specifications are difficult to compile.**

(iv) **Acquisition of animals for zoos and/or nature and game reserves.**

(v) **Exceptional case and it is impractical or impossible to follow the official procurement processes.**

x

1. Background (Explain the current situation):

CX-51966 Mayoral vehicle was involved in an accident over the weekend of the 5th August 2017.

2. Furnish and motivate reasons for required deviation:

The Mayors then requested that we rent a SUV for safety reasons. At this stage, we need to get Mr Mayor a short-term rented vehicle of this nature until such time the insurance claim of the BMW is resolved. This is the reason for the deviation as we do not have sufficient time to go out on tender to procure a suitable vehicle.

3. Corrective Action to Prevent Re-Occurrence (If Possible):

N/A

4. Recommended price (Please calculate the total value for the services rendered or the goods to be procured):

R50 000 incl.vat

5. Delivery / Date of completion:

Job has already been done.

Order is required urgently.

SCM Form- SCM Deviation

DEPARTMENT:	ENGINEERING SERVICES: FLEET MANAGEMENT
NAME: REQUESTING OFFICIAL	SUJEETH SUNKAR
SIGNATURE: REQUESTING OFFICIAL	
SIGNATURE: MANAGER of REQUESTING OFFICIAL	SUJEETH SUNKAR
DATE: ^{08 August} 28 MARCH 2017	
RECOMMENDATION	DATE: 08 AUGUST 2017
SIGNATURE: HEAD OF DEPARTMENT	

Sujeeth Sunkar

From: Lizane Nkoko
Sent: 08 August 2017 12:45 PM
To: Sujeeth Sunkar; Daluxolo Ncame; Vincent Bongani Mkhefa; Thabo C. Ndlovu
Cc: Pedro Peters
Subject: FW: Quote - Volvo XC90
Attachments: Quote - Eco041.pdf; 20170808_112938.jpg

Good day all

I have liaised with Ecocarhire, whereby they have confirmed delivery of the Volvo car at 16:00pm today still. I would like to process with the order, but is in need of the deviation as per discussed with Mr. Sunkar. Can I please be supplied with the deviation?

NBI Mr Sunkar, Mr Ncame is of the opinion of that, you should do the deviation as the Fleet Manager.

Regards.

From: rentals@ecocarhire.co.za [mailto:rentals@ecocarhire.co.za]
Sent: 08 August 2017 11:37 AM
To: Lizane Nkoko <lnkoko@plett.gov.za>
Subject: Quote - Volvo XC90

Good Day

Please find attached amended quote for the Volvo XC90.

Picture attached - Volvo XC90's colour

Thank you

Regards

Ashley Chapple

Tel:
Email:
Web:

085 199 0137 | Fax: 085 260 1085
rentals@ecocarhire.co.za
www.ecocarhire.co.za

52 Albert Road
Walmer,
Port Elizabeth

ECO
CAR HIRE





T: 086 199 9967
F: 041 581 0295
E: rentals@ecocarhire.co.za
W: www.ecocarhire.co.za

Branches in:
• Port Elizabeth
• East London
• Mthatha
• Cape Town
• George
• Durban

Quotation

Company : Plett / Bitou Municipality
Attention : Lizane Nkoko
Contact Number :
Date : 08.08.2017
Quote for Rental of : Luxury SUV from 08 Aug - 18 Aug
Quote Reference : Eco042

Dear Customer

We thank you for your enquiry and have much pleasure in submitting the following quotation for your perusal.

Monthly Vehicle Rate:

Vehicle Description	Daily Rental Rate (R)	Free km's per day	Rate per additional km (R)	Insurance Excess (R)
Volvo XC90	R3150	150	R7.99	R65 000

The above rates exclude:

- VAT
- Vehicle excess (as stated above)
- Fuel
- Additional km's traveled
- Contract Fee R45.00
- Punctures
- Tyre waiver R26.00 per day
- Windscreen waiver R36.00 per day
- R295.00 traffic fine fee (if applicable)
- R450.00 claim handling fee (if applicable)
- Towing and storing charges (if applicable)
- Additional driver fee R100.00
- Toll fees

The above rates includes:

- Standard Insurance Cover
- Mileage

This quote is valid for 14 days.

Yours Sincerely,

Acceptance:

Should the above quotation meet with your approval, kindly sign and complete the rest of this document and fax to Eco Car Hire 041 581 0295.

.....
Signature

.....
Date

NB - STANDARD ECO CAR HIRE T&C APPLY



T: 086 199 9967
F: 041 581 0295
E: rentals@ecocarhire.co.za
W: www.ecocarhire.co.za

Branches in:

- Port Elizabeth
- East London
- Mthatha
- Cape Town
- George
- Durban

Quotation

Company : Plett / Bitou Municipality
Attention : Lizane Nkoko
Contact Number :
Date : 08.08.2017
Quote for Rental of : Luxury SUV on a monthly basis
Quote Reference : Eco041

Dear Customer

We thank you for your enquiry and have much pleasure in submitting the following quotation for your perusal.

Monthly Vehicle Rate:

Vehicle Description	Monthly Rental Rate (R)	Free km's per month	Rate per additional km (R)	Insurance Excess (R)
Volvo XC90	R50 000	4000	R7.99	R65 000

The above rates exclude:

- VAT
- Vehicle excess (as stated above)
- Fuel
- Additional km's traveled
- Contract Fee R45.00
- Punctures
- Tyre walver R26.00 per day
- Windscreen waiver R36.00 per day
- R295.00 traffic fine fee (if applicable)
- R450.00 claim handling fee (if applicable)
- Towing and storing charges (if applicable)
- Additional driver fee R100.00
- Toll fees

The above rates includes:

- Standard Insurance Cover
- Mileage

This quote is valid for 14 days.

Yours Sincerely,

Acceptance:

Should the above quotation meet with your approval, kindly sign and complete the rest of this document and fax to Eco Car Hire 041 581 0295.

.....
Signature

.....
Date

NB - STANDARD ECO CAR HIRE T&C APPLY

AVIS Luxury Cars

Quotation 362431

Dear LIZANE NKOKO,

Thank you for choosing Avis. Herewith your quotation as requested:

Please take note of the following quotation number 362431 for any further reference.

This is only a quotation and not a confirmation. The rates and vehicles below are subject to change without prior notice and will be confirmed in writing, by Avis Luxury Collection on receipt of the signed quote. Confirmation depends on availability of vehicles (and chauffeur/guide in case Chauffeur Drive and Point to Point).

Please double check that the details below are correct. If there are any amendments, mark them clearly before signing the quote and sending back to Avis.

Monday, 07 August 2017

Contact Information

Name LIZANE NKOKO
Company BITOU MUNICIPALITY
e-Mail LNKOKO@PLETT.GOV.ZA
Customer Profile BITOU MUNICIPALITY (BITOU)

Order Number
Telephone number
Fax number
Cell number

Stage 1 - AVIS LUXURY CARS

Passenger Details X X MR

Passengers 1

Collection Location 4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE

Date and Time Tue 08 Aug 2017 07:30 AM

Drop-off Location 4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE

Date and Time Thu 07 Sep 2017 07:30 AM

Vehicle Type BMW X5 XDRIVE 30D (H) - Maximum number of passengers 3

Rate Breakdown RENTAL CHARGE (MS : MONTHLY INC ALC - R 3060.00 per day x 30 DAYS)

DELIVERY FEE

COLLECTION FEE

Fuel Deposit R 1,300

Daily Free Kilometers: 100

Additional Kilometre: R 10.33

Minimum Valid Days: 24

Waivers

CDW: SUPER INCLUDED

TLW: SUPER INCLUDED

PAI: INCLUDED

Responsibility Amount: R 30,000

Maximum Valid Days: 330

Rate Inclusions BOTTLED WATER, TRAVEL AGENT ROSE POINTS, VAT, AIRPORT SURCHARGE, TOURISM LEVY, CONTRACT FEE, COMMISSION

Rate Exclusions FUEL, ONE WAY FEE, DELIVERY / COLLECTION FEES, ADDITIONAL DRIVER FEE, ACCIDENT MANAGEMENT FEE, TRAFFIC FINE ADMINISTRATION FEE, BABY SEAT, EXCESS BAGGAGE LEVY, CANCELLATION FEE, VOYAGER MILE

Total charge for this service

R 30 950

Stage 2 - AVIS LUXURY CARS

Passenger Details X X MR

Passengers 1

Collection Location 4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE

Date and Time Tue 08 Aug 2017 07:30 AM

Drop-off Location 4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE

Date and Time Thu 07 Sep 2017 07:30 AM

Vehicle Type MERCEDES GLE350D SUV (J) - Maximum number of passengers 3

Rate Breakdown RENTAL CHARGE (MS : MONTHLY INC ALC - R 2780.00 per day x 30 DAYS)

DELIVERY FEE

COLLECTION FEE

Fuel Deposit R 1,300

Daily Free Kilometers: 100

Additional Kilometre: R 9.63

Minimum Valid Days: 24

Waivers

CDW: SUPER INCLUDED

TLW: SUPER INCLUDED

PAI: INCLUDED

Responsibility Amount: R 30,000

Maximum Valid Days: 330

Rate Inclusions BOTTLED WATER, TRAVEL AGENT ROSE POINTS, VAT, AIRPORT SURCHARGE, TOURISM LEVY, CONTRACT FEE, COMMISSION

Rate Exclusions FUEL, ONE WAY FEE, DELIVERY / COLLECTION FEES, ADDITIONAL DRIVER FEE, ACCIDENT MANAGEMENT FEE, TRAFFIC FINE ADMINISTRATION FEE, BABY SEAT, EXCESS BAGGAGE LEVY, CANCELLATION FEE, VOYAGER MILE

Total charge for this service

R 29 150

Total price

R 150 700

Important Information: Axis Luxury Cars

- Requirements at time of check out:
 - Credit card payment: Authorization for the estimated rental amount, the applicable excess and refueling will be obtained from the bank at least 24 hours prior to the check out date. The actual debit to the credit card will be done after the termination of the rental. The credit card information must be supplied on the customer information form in order to reserve the vehicle. The Credit Card holder and credit card must be present at time of collection of the vehicle. An additional authorisation will be obtained to verify validity of the Credit Card.
 - or the Voucher and the person who's name the voucher was issued in
 - With his/ her valid passport or valid national identification
 - And a valid unendorsed driver's license to enable Axis to comply with traffic legislation laws effective 1 November 2001.
- Responsibility Amount
 - The responsibility amount, as mentioned in the rate breakdown above is the amount the renter is responsible for in case of accident damage or theft.
 - Renters and additional drivers must be a minimum of 25 years old. When the renter or additional drivers are under the age of 30 years the responsibility amount, as mentioned in the Rate Breakdown above, falls away, and the new responsibility amount is R 58,000.00.
 - For certain vehicle types the responsibility amount in the Rate Breakdown is R 58,000.00. In these cases the renter has to be a minimum of 30 years old to rent the vehicle.
- The above rates and vehicle type is current at time of quotation and are subject to change without prior notice.
- The minimum rate charged is 24 hours. Rates are calculated from time of pick-up to time of drop-off and kilometres are charged from Axis Luxury Cars Depot and back to Axis Luxury Cars depot.
- Windscreen breakage and tyre damage is not covered and the renter will be liable for the replacement.
- Cancellation fees:
 - Amendments to the check-out date and time and check-in date and time less than 7 days (18 days where 3 or more vehicles are confirmed) before the check-out date will attract a cancellation fee of up to 50% of the confirmed rental.
 - If your reservation is being confirmed within the cancellation period, the full charges will be applied if cancelled/amended.
 - Once a rental is in progress, the full number of days booked will be charged if the vehicle is returned earlier.
- Axis Luxury Cars vehicles may not leave the borders of South Africa and are monitored by a vehicle management system.
- A GPS is available on request at no additional cost, subject to availability. In the event of GPS being damaged or lost the full excess of R 1,700.00 will be charged to the rental agreement.
- The full terms and conditions are available on www.axis.co.za.

Axis Contact Details:

• Reservations	Point to Point	0861 021 111	+27 (0)11 387 8483
	Chauffeur Drive / Luxury Cars	0861 021 111	+27 (0)11 387 8482
• Caroline Assistance	on the day of service, or during your service	0861 112 018	+27 (0)11 387 8485
• Customer Services	Invoice requests and queries after the service		+27 (0)11 387 8487
• Website	For more information and Terms and Conditions		www.axis.co.za

Kind Regards,
MS R DEBEILA
Email: REFETOTSWE.DEBEILA@AVIS.CO.ZA

Axis Luxury Cars

ONLINE BOOKINGS:

Luxury Cars, Chauffeur Drive and Point 2 Point

www.axis.co.za

Customer Information

Details required to assist with preparing paperwork

Customer title, initial and surname
Contact telephone number (preferably cell phone)
Date required
Flight number
Arrival Time
Postal Address

Identity number
Date of birth
Driver's license number
Name of additional driver(s)
Additional driver's - license(s)

iPod connector required
GPS unit required

Vehicle preparation with personal preferences

Yes / No

Yes / No

Method of payment

Account number / Credit Card Number
Voucher number / Expiry date
Order number

Second Method of Payment

Account / Wizard / Credit Card Number
Voucher Number / Expiry Date
Order Number

Signed and accepted on behalf of the Customer

Accepted by

Date

Additional Information

Please supply more information regarding the service, e.g. more details of the itinerary, names of the additional passengers and other information we need to be aware of:

(Feel free to attach another sheet or to phone our agent with special requests)

Carol Van Staden

From: Estelle De Bruin
Sent: Tuesday, October 17, 2017 11:27 AM
To: Carol Van Staden
Subject: FW: Emailing: eco car hire
Attachments: eco car hire.pdf

Attached find two Invoices signed by Andre Swanepoel as per your request.

Thank you

Estelle De Bruin

A:HOD ENGINEERING SERVICES

7 Marine Drive,

Private Bag X1002, Plettenberg Bay, 6600 Tel no: 044 501 3261 Cell no: 082 222 2222 Fax no: 086 768 6848 E-

Mail: EDeBruin@plett.gov.za

Website: www.bitou.gov.za

-----Original Message-----

From: Estelle Roberts

Sent: Tuesday, October 17, 2017 11:23 AM

To: Estelle De Bruin <EDeBruin@plett.gov.za>

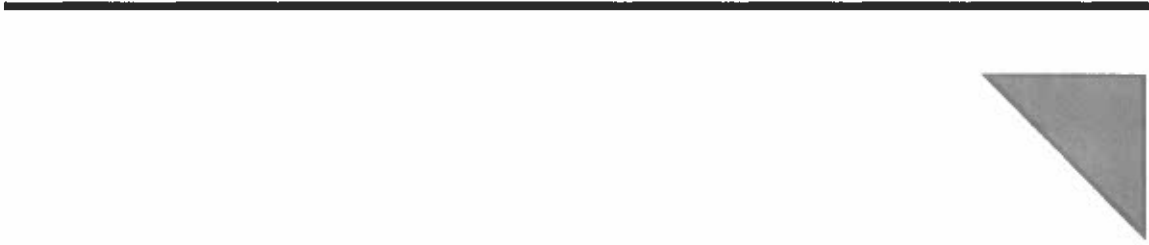
Subject: Emailing: eco car hire

Our message is ready to be sent with the following file or link attachments:

eco car hire

 To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Annexure 21.6



Bitou
the best of friends

1207 ९१।

DATE _____

06/10/2017

ECO CAR & VAN HIRE

CREDITOR NO.

119191

R

29,070.00

INV NO:

TOTAL INVOICE AMOUNT

R

29,070.00

ALLOCATION		
DESCRIPTION	VOTE NUMBER	AMOUNT
SEE ATTACHED DOCUMENTS	TRADE	R 29,070.00
TOTAL		R 29,070.00

Herewith certification that this payment is for goods received / services rendered in terms of contract / prescribed procurement processes, that prices are reasonable and correct, and that the account has not previously been paid.

Compiled by:
Principle Clerk

Checked by: _____
Accountant: Expenditure

Signed by:
Signatory #1

Countersigned by:
Signatory B

Handwritten:



uSh

Bitou Municipality

Creditors' Statement Reconciliation



Creditor
ECO CAR & VAN HIRE

Supplier nr

119191

(NOTE only for sundry pmts)

Outstanding balance as per supplier's statement

R 112,873.72

Invoices Already Paid

Invoice Date

Remittance adv:

Invoice Number :

Total

Invoices on DB4

Invoice Date

Order Number

Invoice Number :

31/08/2017

380803

40006716

R

29,070.00

Total

R

29,070.00

Outstanding Invoices as per Statement

Invoice Date

Order Number

Invoice Number

ORDER AT SCM

R

28,728.00

16/08/2017

380717

40006683

14/09/2017

381010

40006789

R

27,537.86

28/09/2017

381219

40006899

R

27,537.86

R

83,803.72

Credits on Statement

Credit Note Number

Total

R

Diff

R

rounding

Comment

Compiled by:

[Handwritten signature]



Eco Car Hire CC

REG:2008/204304/23
VAT 4580233106
P.O. Box 13523
Humewood
6013

TEL:0861 999 967
FAX:041 581-0295
52 Albert Road
Walmer
Port Elizabeth
Eastern Cape

STATEMENT

BITOU MUNICIPALITY
PRIVATE BAG X1002
PLETTENBERG BAY
6600

ACCOUNT NUMBER	BIT002
PAGE NUMBER	1
STATEMENT DATE	2017/09/30
VAT REG NO	4270102405

DATE	REFERENCE	TRANS	DEBIT	CREDIT	AGE	ALLOC	AMOUNT
2017/08/16	0040008683	INVOICE	28728.00	0.00	DAYS 060		28728.00
2017/08/31	0040008716	INVOICE	29070.00	0.00	DAYS 060		29070.00
							57798.00
2017/09/14	0040006789	INVOICE	27537.86	0.00	DAYS 030		27537.86
2017/09/28	0040006899	INVOICE	27537.86	0.00	DAYS 030		27537.86
							55075.72

+180 DAYS	150 DAYS	120 DAYS	90 DAYS	60 DAYS	30 DAYS	CURRENT	UNALLOCATED	TOTAL
0.00	0.00	0.00	0.00	57798.00	55075.72	0.00	0.00	112873.72
BANK NAME	BRANCH			ACCOUNT NAME		ACCOUNT NUMBER		



Eco Car Hire CC
REG: 2008/204304/23
VAT: 4580233106
P.O. Box 13523
Lunenburg
3013

TEL: 0851 899 987
FAX: 041 881-0295
52 Albert Road
Walmer
Port Elizabeth
Eastern Cape

TAX INVOICE

0040006716	31 August 2017
16 August 2017	17:00
31 August 2017	17:00

BITOU MUNICIPALITY
PRIVATE BAG X1002
PLETTENBERG BAY
6600

BITOU MUNICIPALITY
PRIVATE BAG X10002
PLETTENBERG BAY
6600

BIT002				ASHLEY WINDV
0415013000				
PO 380803				044 501 3000
0040006578				

FY54HPGP

Volvo Volvo XC90

Kms Out: 1536 Kms Free: 150

Kms In: 3036 Kms Add: 0

Kms Drv: 1600 Kms Tot: 0

Insurance:

Driver

Days	15.00	1700.00	25500.00	Yes
Km	0.00	7.99	0.00	Yes
Sub Total			25500.00	

Flat Rate	1.00	0.00	0.00	Yes
-----------	------	------	------	-----

No Charge	0.00	0.00	0.00	Yes
-----------	------	------	------	-----

No

BITOU MUNICIPALITY
CREDITORS SECTION

2017 -09- 19

RECEIVED PROCESSED

SIGN

IT IS CERTIFIED THAT GOODS/SERVICES
WERE SATISFACTORILY RECEIVED/
RENDERED & IN ORDER FOR PAYMENT.

VOTE

DATE

MANAGER

REMARKS

BANK NAME	Nedbank
BRANCH	198765
ACCOUNT NAME	Eco Car Hire
ACCOUNT NUMBER	1263124127

TOTAL	25500.00
DISCOUNT	0.00
TOTAL	3570.00
TOTAL	29070.00
TOTAL	0.00
TOTAL	29070.00

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

Free Cash Flow

DATE : 17 /08/2017

ORDER NUMBER: 2350802

C/A: E

1. Has a single quotation been attached for procurement below R2 000? ☐ YES ☐ NO*
 2. Has three quotations been attached for procurements above R2 000 but below R30 000? ☒ YES ☐ NO*
 3. Is the procurement contract of tender related? ☐ YES ☐ NO*
 4. Has the copy of contract/award letter, signed by the Manager: SCM been attached for procurements above R200 000? ☐ YES ☐ NO*
 5. Has the SCM request been attached for procurement and signed by the originator? ☐ YES ☐ NO*
 6. Has the request been approved for procurement and signed by the HOD? ☐ YES ☐ NO*
 7. Has the request been attached for procurement and signed by the Manager: SCM? ☒ YES ☐ NO*
 8. Has the deviation form being attached for procurement and signed by the HOD? ☐ YES ☐ NO*
 9. Has the order been attached for procurement and signed by the Manager: SCM? ☒ YES ☐ NO*
-
10. Has the Creditors Clearance Certificate been attached and signed by
Manager: income? (Only applicable to local -based creditors) ☐ YES ☒ NO**
 11. Has the supplier's latest statement been received and reconciled? ☒ YES ☐ NO**
-
12. Has the original tax invoice been received and approved for payment by the user
department? ☒ YES ☐ NO***
 13. Are the VAT registration numbers for both the municipality and creditor reflecting on
Invoices? (only when the creditor's VAT vendor) ☒ YES ☐ NO***

CLERICAL CLERK*

MANAGER: EXPENDITURE

DATE:

SNR CLERK: CREDITORS**

PRINCIPLE CLERK: CREDITORS***

ACCOUNTANT: EXPENDITURE

PURCHASE ORDER

Order No.: 380803 Duplicate Date: 17/08/2017
 Creditor No.: 119191
 Requisition No.: 222891
 Acc.:

ECO CAR & VAN HIRE

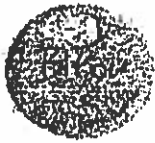
52 ALBERT ROAD
 WINTER
 6011
 0415810295

Contact Person: ASHLEY WINDVOGEL

Stock/Cost Code	Description	Quantity	Ex	Vat	Vat Amt.	Amount
1 10824223080000	RENTAL OF MAYORAL VE HICLE FOR 15 DAYS	15	25500.00	3570.00	29070.00	

BITOU MUNICIPALITY
 SUPPLY CHAIN MANAGEMENT
 2017-08-17
 Private Bag X1002
 Plettenberg Bay 6600
 044 501 3000

Total/Totaal 25500.00 3570.00 29070.00



**BITOU MUNISIPALITEIT
BITOU MUNICIPALITY**

**AUTHORISATION TO ISSUE AN ORDER TO PROCURE GOODS AND/OR SERVICES
THROUGH A QUOTATION/TENDER PROCESS:**

Amounts Inclusive VAT	RANGE OF PROCUREMENT PROCESSES	Delegated authority*
R 0 - R 2,000	Direct purchases - no quotations needed (order to be obtained & Invoices to be submitted)	Secrecman/Manager
R 2,001 up to R 10,000	Three written quotations	Chief Financial Officer / Director Finance
R 10,001 up to R 80,000	Three formal written price quotations and: (i) complying with the PFPA (Specifically reg.16 - TAX Clearance form amounts above R 10,000 - Treasury circular No. 29 of 31 January 2004) and; (ii) suppliers to be used on a rotational basis and	Deputy Director: Expenditure/SCM
R 80,000 up to R 200,000	(iii) advertised for 7 (seven) days on notice boards and website of council	Any three (3) from different Department: Dep. MM / CFO / Law/Active Directors / Directors

Request No.: 222891 Authorization No.: 0 Requisition No.: 12581

Rand value of procurement (Inclusive of VAT): R 29,070.00

Name of Supplier: ECO CAR & VAN HIRE
(Person/Company to whom the bid was awarded)

Department: ENGINEERING SERVICES
(Department requesting the procurement of goods and/or services)

Checklist/Compliance:

Applicable documentation to be attached		Yes	No	O/S	N/A
1. Original Tax Clearance Certificate:	Dated: 2/2/2017				
2. Service Level Agreement dated:					
3. Mayoral/Council Resolution:	MC and/or C. Dated:				
4. Purchase in terms of Tender No:	0				
5. Advertised on Notice Boards & Website:	Date advertised: 00-00-0000				
6. Quotation Register No.:	Date closed: 00-00-0000				
7. Points Scoring Sheet:					
8. Report to National Treasury (Circular 34) on amounts > R 100,000					
9. Quotations obtained from: (list top three / High in low - Attach copy of Quotation Register when applicable)	Price	Points			
(i) AVIS RENT A CAR	67000.90				
(ii) ECO CAR & VAN HIRE	29070.00				
(iii) <u>HERTZ</u>					
10. Were there any Deviations from the SCM process? (IF YES, GIVE FULL REASON & MOTIVATION)	Yes	No			
<u>Req 17 C13</u>					
11. Data Base Updated by: (All prospective Suppliers for this transaction)					
Procurement Documents Verified and Approved by:	Signature:	Date:			
	<u>[Signature]</u>	<u>1/12/17</u>			
Procurement Authorized by:	Signature:	Date:			
	<u>[Signature]</u>				
Issuing of ORDER Authorized by:	Signature:	Date:			
	<u>[Signature]</u>				

* If approved by the Bid Adjudication Committee - Three Standing Members must sign

Request Number : 222891 (Initial request)
Authorization Ref. : 0
Archiving document :
Contract ID : 0
Request Type : Normal SCM process

Application Date : 16/08/2017
Applicant : AWINDVOGEL ASHLEY WINDVOGEL
Contact details:- Extension Number 3260
Cellphone Number
Fax Number

Captured by : AWINDVOGEL ASHLEY WINDVOGEL
Authorized by : SUJEETH SUJEETH SUNKAR

AWAITING AUTHORIZATION

Required by : 16/08/2017

Preferred supplier 1: 119191 ECO CAR & VAN HIRE
Reason :

Preferred supplier 2: Not yet determined
Reason :

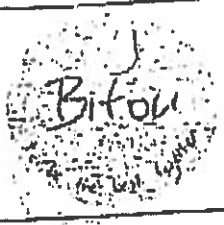
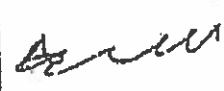
Preferred supplier 3: Not yet determined
Reason :

Delivery Instructions: NOT ANY

Total reserved value : 29070.00
Provisional SCM process : Q2 R10,001 up to R30,000 Three formal written price q

PLETT RENTAL OF MAYORAL VEHICLE FOR 15 DAYS

Costcode : 2017 10824223080000 UKey: 20170701904556 Qty.: 15.000 Value : 29070.00
FLEET MAINTENANCE : Operational Cost : Hire Charges

		DEPARTMENT OF FINANCIAL SERVICES: SUPPLY CHAIN MANAGEMENT UNIT	
		REQUEST FOR PROPOSALS	
SCM FWPQ /2018	009	Date:	18 August 2017
Attention:	Ms. Athi Mqikwa	E-Mail:	amqikwa@plet.gov.za
Enquiries & Clarification	Mr. Sujeeth Sunkar	E-Mail:	ssunkar@plet.gov.za
The Blitou Municipality requires the Supply, Delivery, of a Sport Utility Vehicle (SUV), Colour White and under 24 Months old for a period of 15 days Rental. Supplier must be a Registered Vehicle Rental Company			
Description		Days required	Daily Rate
1. SUV - Audi Q5 / Q7; Merc ML / GLC; BMW X5; Toyota Fortuner; Volvo XC60 / XC90; Land Rover Discovery Sport 1.1. 2000 cc petrol/Diesel Automatic transmission 1.2. Dark Grey, Charcoal or Black in Colour 1.3. Under 24 months old 1.4. Minimum 400km a day 1.5. Insurance included		Volvo X90 15	R1700 R1700 x 15 days = R 25 500
Note: Quotation issue and return		Quotations must be deposited in the Bid Box, at the office of the Blitou Municipality, Supply Chain Management Unit, 17 Marine Drive, Pietermaritzburg on Tuesday, 15 August 2017 before 15h00 or emailed to amqikwa@plet.gov.za	
Sub Total		R 25 500	
VAT @ 14%		3570	
Total		R 29 070	
ENTERPRISE DETAILS			
NAME OF ENTERPRISE:		Eco Car Hire	
CONTACT PERSON:		Ashley	
TEL NUMBER:		0861999967	
E-MAIL ADDRESS:		rentals@ecocarhire.co.za	
DELIVERY PERIOD (AFTER RECEIVING AN ORDER)		10 August 2017	
VALIDITY PERIOD OF PROPOSAL:		5 days	
BUSINESS STAMP:		SIGNATURE:	
			

Accepted
 17-08-17

AVIS

Avis Rent a Car South Africa
 100 West End Road, Johannesburg 2001 (P.O. Box 100)
 Tel: 011 431 1111 Fax: 011 431 1112

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191 - 78044 - 28 Nov 67
Wm. J. J. J. J.

Page 124 of 124
Total Pages: 124

Dear Valued Customer,
Thank you for affording us the opportunity to provide the undermentioned quote for your valued car rental business.
Please note that this quote is subject to vehicle availability at the time of confirmation.

Quotation number Q2224957/1
Order Number
Customer MQIKWA,ATHI

Confirmed : No

Customer Pick up Location/Contact Number/Date/Time PLETTENBERG BAY DOWNTOWN BEACON ISLE HOTEL PHAROS DRIVE PLETTENBERG BAY ☎ 27 44 533 1315 22 AUG 2017 15:00 <i>ONLY AVAILABLE - DANCE PLACE</i>	Drop off Location/Contact Number/Date/Time PLETTENBERG BAY DOWNTOWN BEACON ISLE HOTEL PHAROS DRIVE PLETTENBERG BAY ☎ 27 44 533 1315 08 SEP 2017 15:00
Car details Car group  Example vehicle: Toyota Land Cruiser Auto 4x2 • Transmission type: automatic • Air conditioning • Year: 2017 • Number of seats: 7 • Luggage capacity: 3 bags • Minimum Age: 18 • Maximum Age: 70 • Overriding Passenger 200% • Seat belts • All inclusions • Driver license <i>17-08-017</i>	Estimated Total ZAR 14,983.00 Rental Days 15 Please note the estimated rental amount does not include the one way cost for ancillaries/counter products, should this be applicable. NOTE: Final Invoice amount may differ from the estimated total due to: additional km driven, late return, vehicle not refueled, damage incurred, E-Toll charges or modifications to the original booking. For more information refer to FAQ below. Rate Includes Km included for total rental period 3000 Rate per add Km ZAR 7.28 (VAT inclusive) Contract Fee Tax Limited Theft Loss Waiver Limited Collision Damage Waiver

Liability Amount

On the event of loss or damage to the vehicle, an amount is payable, subject to terms and conditions of the rental.

P (Theft Protection) 7A# 53,000.00

Collision Damage Waiver (CDW)	ZAR 63,000.00
-------------------------------	---------------

Additional Charges

Rate Excludes

Personal Accident Insurance
Windscreen Tyre Damage Waiver

ZAR 48.01 per day
ZAR 35.00 per day

THESE RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE AND ANY AMENDMENTS TO THE BELOW
COULD RESULT IN A RATE CHANGE.

ZP/17177



Images from

[illegible]

The publications

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

AVIS

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AVIS Rent A Car

QUOTATION

Company: Bhou Municipality
Attention: Mr. Sujath Sunkar
Email Address: sunkar@bham.gov.za
Contact/Fax No:
Date: 15 August 2017

Quote for:

PB3-PB3

Group I

Period of Rental:

18 Aug 17 - 01 Sep 17

| | |
|--------------------------------------|-------------|
| NUMBER OF VEHICLES | 1 |
| NUMBER OF DAYS | 15 |
| TOTAL ESTIMATED MILEAGE OVER PERIOD | 6000 |
| TOTAL FREE MILEAGE OVER PERIOD | 1500 |
| TOTAL FOR PERIOD | R 18 645.00 |
| TOTAL FOR EXCESS KMS | R 32 805.00 |
| TOTAL FOR CONTRACT FEE'S | R 69.30 |
| ADDITIONAL CHARGES : Delivery Charge | R 760.00 |
| VAT @ 14% | R 7 319.10 |
| SUB-TOTAL INCL VAT | R 89 598.40 |
| APPROXIMATE FUEL TOTAL | R 7 402.50 |
| APPROXIMATE TOTAL INCLUDING VAT | R 67 000.90 |

The above quotation includes :

- > VAT @ 14%
- > Free Km's as stipulated above
- > Super Collision & Theft Walvers
- > Traffic Fine Admin Fee
- > Windscreen/Tyre Insurance

The above quotation excludes :

- > Oil & maintenance & Repairs
- > Delivery & Collecting Fee
- > Contract Fee @ R89.30 Excl. VAT per Vehicle
- > 1% Surcharge and Tourism Levy
- > One Way Fee & Fuel
- > Accident Admin Fee
- > Personal Accident Insurance
- > Additional Driver

Samantha Holt

Avis Rent A Car
Telephone Number - 0415017220

E-Mail address: samantha.holt@avisbudget.co.za

AVIS BUDGET
P O BOX 5398
WALMER 6065
TEL: (041) 501-7200

AVIS

Avis Rent a Car South Africa
A Division of Avis Rent a Car System (Pty) Ltd
Trading as Avis Rent a Car

PO Box 221, Hays, 1605 North Africa
A Specialised Company 1021

Tel: 021 931 9330
Fax: 021 931 9330

Reg No: 2002/021051/17 - Registered (Pretoria) Office, Pretoria
Toll Free: 0800 000 000 - 0800 000 000

Frequently asked questions

What happens if I don't cancel my booking before the reserved date and time?

If you do not cancel your booking before the reserved date and time shown in your booking and fail to pick up your vehicle within 24 hours from that time, a non-cancellation fee will apply. Depending on your country of rental, this will be R399, £40, €50, 70CHF or the equivalent amount in your local currency. This will be inclusive of VAT where applicable.

What happens if you exceed your free Kilometres?

At Avis for every rental there is a specified amount of free kilometres a customer can drive per day and a specified amount for the entire rental period. Please note: If a customer exceeds the amount of free kilometres given for the rental period, thereafter a charge is levied for every additional kilometre driven.

What happens if I return the vehicle late?

At Avis the rental days' work in 24 hour increments. Therefore all vehicles rented must be returned at the same time that they were initially taken. Please note: We do however allow a 29 minute leeway, thereafter a charge is levied for an additional day.

What happens if I do not refuel the vehicle?

The customer receives the vehicle with a full tank of fuel. If the vehicle is returned with a full tank of fuel, no charge is applicable. If the vehicle is not returned with a full tank of fuel, the customer will be charged the applicable amount to refill the tank.

What happens if the vehicle is damaged?

We understand that no-one rents from Avis with the intention of incurring damage to our vehicles. Unfortunately incidents do occur whether in or out of your control. In the event that damage is noted, this will be inspected to deem if it is fair wear and tear or actual damage incurred during the rental. If it is fair wear and tear, no charges will be incurred, however if it is deemed to have occurred during the rental by the customer, a quotation/s will be obtained and repairs carried out at the cost of the customer.

What E Toll tariff does Avis charge on a rental and why?

Avis' current policy is to bill our customers the e-toll "standard tariff" as published in the Government Gazette, per gantry they travel under. The maximum e-toll rental charge will be set at R450. The reason Avis has decided to charge the standard tariff is because Avis has spent considerable time and funds trying to prepare for e-tolling and the administration of E Tolling. It is a completely new experience for both Avis and its customers and the current law requires our vehicles to pay for use of the GFIP roads. We have chosen to e-tag our fleet in order that we both minimise the potential costs to our customers and ensure that they are not harassed by the authorities, when they attempt to enforce compliance in the future.

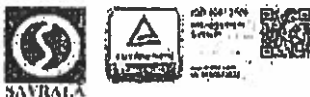
What happens if I modify my original booking?

Should you make any modification to your reservation, this may result in a change to your rental rate. No rate is guaranteed once a modification has been done.

Why do we take an authorisation on the credit card?

It is required by the banks upon every rental which is to be debited to a credit card, authorisation is to be taken to ensure that there are sufficient funds available to pay for the rental. The authorisation is merely a hold for an amount on the credit card which is then released when the vehicle has been returned in the same condition taken. Due to high risks of renting vehicles over the weekend, we take an additional authorisation to ensure that there are sufficient funds available should there be an accident with the vehicle. The driver must be in possession of a credit card. The credit card must be in the name of the driver of the vehicle. Debit cards are not accepted for car rental transactions.

ZP17177



Address

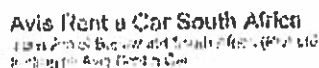
1000 Avenue of the Stars
1000 Avenue of the Stars
1000 Avenue of the Stars
1000 Avenue of the Stars

Department of Transport

1000 Avenue of the Stars
1000 Avenue of the Stars
1000 Avenue of the Stars
1000 Avenue of the Stars

AVIS

We try harder



FOIA(b)(7) - Exemption 10(a) 4.000: About
24.000: 24.000: 1991

76-17 (1) 33 34 35 36
76-17 (1) 33 34 35 36

any other person who has been convicted of a crime involving moral turpitude within ten years after the date of conviction.

What is a rental contract fee?
A rental contract fee is applicable to all rentals. There is a legal requirement to store documents for a period of years. The fee is for the cost of administering, storing and retrieving all rental contracts.

What is a Location surcharge and why is it charged?
This is an additional cost applicable to rentals at all airport locations. A surcharge was imposed by the Airports Company (ACSA) Ltd at certain airport locations and applies to all car rental companies. The current charge is 11% on the time and kilometre rate.

What is Tourism levy?
Members of the South African Vehicle Rental and Leasing Association (SAVRALA) agreed to impose a 1% tourism levy, to be used to promote tourism in South Africa under auspices of SATOUR and SATBC.

What is the additional driver fee?
All drivers must be listed on the applicable rental agreement. If an unlisted driver is involved in an accident or theft of the vehicle, the renter will be liable for the full damage / replacement costs. The additional driver fee is charged once off per rental.

What is the delivery / collection fee?
This fee is linked to the increasing price of fuel and labour. Two vehicles and two staff members are used in the event of deliveries and collections although the customer is only charged for one vehicle. Avis still incur the cost on the second vehicle for fuel and loss of a possible additional rental. After hours deliveries incur an additional cost to Avis due to overtime payments added.

Why do we pay accident administration fee?
As the liability amount on the waivers only contributes towards the repair costs of the vehicle, an administration fee per incident will be levied to cover the costs of processing the claim. This includes items such as assessor fees, quote gathering and legal services.

Why is there an administration fee for traffic fines received?
There is a traffic fine administration fee that will be charged in the event that the renter receives a traffic fine whilst renting the Avis vehicle. This fee will be levied to cover the cost of redirecting the fine to the renter. This is a post rental administration fee.

What do I do if I wish to extend my rental?
You need to contact the branch where you've picked up the rental before the return time given. Advise the branch your new return date and time, the branch will then extend your rental. Also be advised that any changes to agreement can result in a rate charge.

Please note that as from the 01st Jun 2017 there will be a young driver surcharge for renters aged 25 years and younger. The charge will be R 25.00 excl VAT, per rental day up to a maximum of 10 rental days. This applies to all weekend rates and local rates and does not apply to:

- Inbound rates
- Corporate rates
- Telesales rates (XS, etc.)
- Replacement rates

0861 021 111

0800 001 669

Unit 14

FBI Records (100-371147)
 1964-1965
 1964-1965
 1964-1965
 1964-1965

Discussion

[illegible]

AVIS

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1970-1971 Average Total Forest Area
in Every State (Excludes, 1971)

[illegible]

105-16-6342-121-21 105-16-6342-121-21 105-16-6342-121-21
105-16-6342-121-21 105-16-6342-121-21 105-16-6342-121-21

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- Inbound rates
- Corporate rates
- Telosales rates (XS, etc.)
- Replacement rates

0800 001 669

24hr Roadside & Emergency Line

Figure 6.23

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International Perspectives

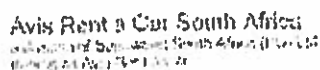
7. Conductors (CL)
 8. Chief Clerk
 9. Chief of Police
 10. Chief of State
 11. Chief of the Court
 12. Chief of the State



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Buy the book 621-111 - Reorganized Financial Services Division
 Call 1-800-848-6666 or 1-877-226-2666

We try harder.

[illegible]

2000-01-01 10:00:00

For more information, write: Department of General Services, Personnel
Training Division, P.O. Box 1000, Springfield, MA 01103

Quotation number Q2225159/1
Order Number
Customer MQIKWA,ATHI

Confirmed : No

Liability Amount

Liability Amount
In the event of loss or damage to the vehicle, an amount is payable, subject to terms and conditions of the rental.

TP (The(L Protection)

ZAR 7,000.00

Collision Damage Waiver (CDW)

ZAR 7,000.00

Additional Charges

Rate Excludes

Personal Accident Insurance

Windscreen Tyre Damage Waiver

ZAR 48.01 per day

ZAR 35.00 per day

THESE RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE AND ANY AMENDMENTS TO THE BELOW
COULD RESULT IN A RATE CHANGE.

X-ORV/17201



1544

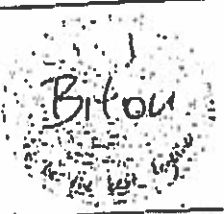
File: 100-441101 (1-10-77)
 Is this name: FIA Bureau? Has this name
 been assigned to any other case?
 Is this name: FIA Bureau? Has this name
 been assigned to any other case?

Discussion

[illegible]

AVIS

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|  | | DEPARTMENT OF FINANCIAL SERVICES:
SUPPLY CHAIN MANAGEMENT UNIT | |
|---|--|---|--|
| REQUEST FOR PROPOSALS | | | |
| SCM FWPQ /2018 | 099 | Date: | 15 August 2017 |
| Attention: | Ms. Athi Mqikwa | E-Mail: | amqikwa@plet.gov.za |
| Enquiries & Clarification | Mr. Sujath Sunkar | E-Mail: | ssunkar@plet.gov.za |
| The Bitou Municipality requires the Supply, Delivery, of a Sport Utility Vehicle (SUV), Colour White and under 24 Months old for a period of 15 days Rental. Supplier must be a Registered Vehicle Rental Company | | | |
| Description | Days required | Daily Rate | Total Amount |
| 1. SUV – Audi Q5 / Q7; Merc ML / GLC; BMW X5; Toyota Fortuner; Volvo XC60 / XC90; Land Rover Discovery Sport
1.1. 2000 cc petrol/Diesel Automatic transmission
1.2. Dark Grey, Charcoal or Black in Colour
1.3. Under 24 months old
1.4. Minimum 400km a day
1.5. Insurance Included | Fortuner

15 | R1950
400 km
per day | R1950x
15 days
= R 29 250 |
| Note: Quotation Issue and return | Quotations must be deposited in the Bid Box, at the office of the Bitou Municipality, Supply Chain Management Unit, 17 Marine Drive, Plettenberg Bay on Tuesday, 15 August 2017 before 16h00 or emailed to amqikwa@plet.gov.za | | |
| Sub Total | | R 29 250 | |
| VAT @ 14% | | | |
| Total | | R 33 315 | |
| ENTERPRISE DETAILS | | | |
| NAME OF ENTERPRISE: | ECO CAR HIRE | | |
| CONTACT PERSON: | ASHLEY | | |
| TEL NUMBER: | 0861999967 | FAX NUMBER: | 0415810705 |
| E-MAIL ADDRESS: | rentals@ecocarhire.co.za | | |
| DELIVERY PERIOD (AFTER RECEIVING AN ORDER) | 16 August 2017 | VALIDITY PERIOD OF PROPOSAL: | 6 days |
| BUSINESS STAMP: |  62 Albert Rd, Walmer,
Port Elizabeth, 6001
Tel: 0861999967
Fax: 0415810705
Email: rentals@ecocarhire.co.za | | SIGNATURE :
 |

Athi Mqikwa

From: Samantha Louw <saml@bidvestcarrental.co.za>
To: Athi Mqikwa
Sent: Tuesday, August 15, 2017 11:50 AM
Subject: Read: Request to Quote

Your message

To:
Subject: Request to Quote
Sent: Tuesday, August 15, 2017 11:51:06 AM (UTC+02:00) Harare, Pretoria

was read on Tuesday, August 15, 2017 11:50:23 AM (UTC+02:00) Harare, Pretoria.



athi Mqikwa

From: Microsoft Outlook
To: Samantha Louw; 'beverley@hertz.co.za'; gild@budget.co.za; rentals@ecocarhire.co.za;
Bulelani Mgxekwana; Wilbur Weber; Wesley Pillay
Sent: Tuesday, August 15, 2017 11:26 AM
Subject: Relayed: Request to Quote

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

amantha Louw (saml@bidvestcarrental.co.za)

beverley@hertz.co.za' (beverley@hertz.co.za)

gild@budget.co.za (gild@budget.co.za)

rentals@ecocarhire.co.za (rentals@ecocarhire.co.za)

Bulelani Mgxekwana (Bulelani.Mgxekwana@avisbudget.co.za)

Wilbur Weber (Wilbur.Weber@avisbudget.co.za)

Wesley Pillay (Wesley.Pillay@avis.co.za)

Subject: Request to Quote



Request to Quote