Bitou

BITOU MUNICIPALITY

EXPENDITURE VOUCHER NO: 120865

CHEQUE

DATE 17/10/2017

PAYEE:

ECO VAN & CAR HIRE

CREDITOR NO. 119191

R 27,537.86

INV NO:

TOTAL INVOICE AMOUNT R 27,537.86

ALLOCATION

DESCRIPTION	VOTE NUMBER	AMOUNT
SEE ATTACHED DOCUMENTS	TRADE	R 27,537.86
TOTAL		R 27,537.86

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 A	Countersigned by: Signatory B

Bitou Municipality

Creditors' Statement Reconciliation

Creditor
ECO CAR & VAN HIRE

Supplier nr *119191*

VOTE *(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
		Total		R	29,070.00

Invoices on DB4

Invoice Date	Order Number	Invoice Number			
14/09/2017	*381010*	40006789		R	27,537.86
		Total		R	27,537.86

Outstanding Invoices as per Statement

Invoice Date	Order Number	Invoice Number			
16/08/2017	*380717*	40006683	ORDER AT SCM	R	28,728.00
28/09/2017	381219	40006899	NOT DUE	R	27,537.86
				R	56,265.86

Credits on Statement

Credit Note Number				
	Total		R	-

Diff R -

rounding

Comment

Compiled by:

STATEMENT

Eco Car Hire CC
REG:2006/204304/23
VAT 4580233106
P.O Box 13523
Humewood
6013

TEL:0861 999 967
FAX041 581-0295
52 Albert Road
Walmer
Port Elizabeth
Eastern Cape

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 060		28728.00
2017/08/31	0040006716	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

TAX INVOICE

Eco Car Hire CC
REG 2006/204304/23
VAT : 4500233108
P.O. Box 13523
Humewood
6013

TEL: 0861 999 967
FAX: 041 581-0205
52 Albert Road
Walmer
Port Elizabeth
Eastern Cape

DOC NUMBER	0040006789	DOC DATE	14 September 2017
DATE OUT	31 August 2017	TIME OUT	17:00
DATE BACK	14 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	0445013000			CONTACT	ASHLEY WINDVOG
ORDER NO	PO 381010			PHONE NO	044 501 3000
INITIAL	0040006612				

DESCRIPTION	QUANTITY	UNIT	UNIT QTY	RATE	TOTAL	TAX
FY54HPGP						
Volvo Volvo XC90						
Kms Out: 3036 Kms Free: 400		Days	14.00	1725.43	24156.02	Yes
Kms In: 5691 Kms Add: 0		Km	0.00	7.99	0.00	Yes
Kms Drv: 2655 Kms Tot: 0		Sub Total			24156.02	
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 .....

IT IS CERTIFIED THAT GOODS/SERVICES WERE SATISFACTORILY RECEIVED/ RENDERED & IN ORDER FOR PAYMENT.
VOTE .....
16/10/2017
DATE MANAGER

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

SUB-TOTAL	24156.02
DISCOUNT	0.00
TAX	2381.84
TOTAL	27537.86
DEPOSIT	0.00
DUE	27537.86

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

DATE: 04 /09/2017 ORDER NUMBER: 35010 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

05.09.2017

DATE:

SNR CLERK: CREDITORS**

PRINCIPLE CLERK: CREDITORS***

ACCOUNTANT: EXPENDITURE

PURCHASE ORDER

Municipal Manager
Private Bag X1002
Plettenberg Bay, 6600
supplychain@plett.gov.za
Tel: 044 501 3274

Order No.: 381010 Duplicate Date: 31/08/2017
Creditor No.: 119191
Requisition No.: 223545
Acc.:

ECO CAR & VAN HIRE

52 ALBERT ROAD
WALMER
6[illegible]
0415810295

Contact Person: ASHLEY WINDVOGEL

Stock/Cost Code	Description	Quantity	Ex Vat	Vat Amt.	Amount
1 10824223080000	RENTAL OF MAYORAL VEHICLE FOR 14 DAYS	14	24156.15	3381.85	27538.00

BITOU MUNICIPALITY
EXPENDITURE RECEIVED
2017 -09- 01
SIGN

BITOU MUNICIPALITY
SUPPLY CHAIN MANAGEMENT
2017 -08- 31
Private Bag X1002
Plettenberg Bay 6600
044 501 3000

Total/Totaal	24156.15	3381.85	27538.00

BITOU MUNISIPALITEIT
BITOU MUNICIPALITY

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

Amounts include VAT	RANGE OF PROCUREMENT PROCESSES	Delegated authority *
R 0 - R 2,000	Direct purchases - no quotations needed (order to be obtained & invoice to be submitted)	Storeman/Buyer
R 2,001 up to R 10,000	Three written quotations	Chief Financial Officer / Director: Finance
R 10,001 up to R 30,000	Three formal written price quotations and: (i) complying with the PPPA; (specifically reg.18 - TAX Clearance form Amounts above R 30,000 - Treasury circular No: 29 of 31 January 2006) and; (ii) suppliers to be used on a rotational basis and (iii) advertised for 7 (seven) days on notice boards and website of council	Deputy Director: Expenditure/SCM
R 30,0001 up to R200,000		Any three (3) from different Department: Dep. MM / CFO / Executive Directors / Directors

Request No.: 223545 Authorization No.: 0 Requisition No.: 12788

Rand value of procurement (Inclusive of VAT): R 27,538.00

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 to Low - Attach copy of Quotation Register where applicable)	Price	Points
(I) AVIS RENT A CAR	66270.00	
(II) ECO CAR & VAN HIRE	27538.00	
(III) DRIVE SOUTH AFRICA CAR RENTAL	31290.00	

10. Were there any Deviations from the SCM process: (IF YES, GIVE FULL REASON & MOTIVATION) Yes No

11. Data Base Updated by: (All prospective Suppliers for this transaction)

Procurement Documents Verified and Approved by:	Signature	Date
		31/08/17
Procurement Authorised by:	**Signature**	**Date**
Issuing of ORDER Authorised by:	**Signature**	**Date**

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

ECO
CAR & VAN 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 : Bitou Municipality
Attention : Ashley Windvogel
Contact Number : 044 501 3260
Date : 30.08.2017
Quote for Rental of : Luxury SUV for 14 days from 01 - 14 Aug
Quote Reference : Eco053

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 kms per day	Rate per additional km (R)	Insurance Excess (R)
Volvo XC90	R1967	150	R9.11	R65 000

The above rates exclude:
- 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:
VAT
- Standard Insurance Cover
- Mileage

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

Yours Sincerely,

DRIVE SOUTH AFRICA
Africa's leading car rental service

10 Range Rover Evoque or similar — R2235 per day for 14 days

- Air Conditioning
- Radio-CD-MP3
- Power Steering
- 4x adults
- Luggage:
- Terms & Conditions

Rental Total

R31290

ENQUIRE NOW

Get a Quick Quote

AVIS Luxury Cars

Quotation 367680

Dear ASHLEY WINDVOGEL,

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

Please take note of the following quotation number 367680 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.

Wednesday, 30 August 2017

Contact Information			
Name	ASHLEY WINDVOGEL	Order Number	
Company	BITOU MUNICIPALITY	Telephone number	0445013260
e-Mail	TWINDVOGEL@PLETT.GOV.ZA	Fax number	
Customer Profile	BITOU MUNICIPALITY (BITOU)	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	Mon 04 Sep 2017 10:00 AM
Drop-off Location	4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE
Date and Time	Mon 18 Sep 2017 10:00 AM
Vehicle Type	BMW X5 XDRIVE 30D (H) - Maximum number of passengers 3
Rate Breakdown	RENTAL CHARGE (ER : AVIS ALC - R 1180.00 per day x 14 DAYS)
	DELIVERY FEE
	COLLECTION FEE
	Fuel Deposit R 1,300
	Daily Free Kilometers: 150
	Additional Kilometre: R 8.70 — Responsibility Amount: R 30,000
	Minimum Valid Days: 1 — Maximum Valid Days: 30
	Waivers
	CDW: SUPER INCLUDED
	TLW: SUPER INCLUDED
	PAI: INCLUDED
Rate Inclusions	BOTTLED WATER,CONTRACT FEE & AIRPORT SURCHARGE,VAT,AIRPORT SURCHARGE,TOURISM LEVY,COMMISSION,VOYAGER MILE
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE
	Total charge for this service

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	Mon 04 Sep 2017 10:00 AM
Drop-off Location	4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE
Date and Time	Mon 18 Sep 2017 10:00 AM
Vehicle Type	MERCEDES GLC COUPE (N) - Maximum number of passengers 3
Rate Breakdown	RENTAL CHARGE (ER : AVIS ALC - R 2860.00 per day x 14 DAYS)
	DELIVERY FEE
	COLLECTION FEE
	Fuel Deposit R 1,300
	Daily Free Kilometers: 150
	Additional Kilometre: R 7.20 — Responsibility Amount: R 30,000
	Minimum Valid Days: 1 — Maximum Valid Days: 30
	Waivers
	CDW: SUPER INCLUDED
	TLW: SUPER INCLUDED
	PAI: INCLUDED
Rate Inclusions	BOTTLED WATER,CONTRACT FEE & AIRPORT SURCHARGE,VAT,AIRPORT SURCHARGE,TOURISM LEVY,COMMISSION,VOYAGER MILE
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE
	Total charge for this service R 41,790

Stage 3 - AVIS LUXURY CARS

Passenger Details	X, X MR
Passengers	1
Collection Location	4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE
Date and Time	Mon 04 Sep 2017 10:00 AM
Drop-off Location	4 SEWELL STREET, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE
Date and Time	Mon 18 Sep 2017 10:00 AM
Vehicle Type	BMW X6 XDRIVE 40D (G) - Maximum number of passengers 3
Rate Breakdown	RENTAL CHARGE (ER : AVIS ALC - R 5210.00 per day x 14 DAYS)
	DELIVERY FEE
	COLLECTION FEE
	Fuel Deposit R 1,300
	Daily Free Kilometers: 150
	Additional Kilometre: R 9.05 — Responsibility Amount: R 30,000
	Minimum Valid Days: 1 — Maximum Valid Days: 30
	Waivers
	CDW: SUPER INCLUDED
	TLW: SUPER INCLUDED
	PAI: INCLUDED
Rate Inclusions	BOTTLED WATER,CONTRACT FEE & AIRPORT SURCHARGE,VAT,AIRPORT SURCHARGE,TOURISM LEVY,COMMISSION,VOYAGER MILE
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE

Total charge for this service R 80,690

Total price R 194,750

Important Information - Avis 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 Avis 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 Avis Luxury Cars Depot and back to Avis 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.
* Avis 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.avis.co.za.

Avis 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
• Careline 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.avis.co.za

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

Avis Luxury Cars

ONLINE BOOKINGS:
Luxury Cars - Chauffeur Drive and Point-2-Point www.avis.co.za

Bitou

BITOU MUNICIPALITY

EXPENDITURE VOUCHER NO: 121269

CHEQUE

DATE 31/10/2017

PAYEE:

ECO CAR & VAN HIRE

CREDITOR NO. 119191

R 27,537.86

INV NO: 0000040006899

TOTAL INVOICE AMOUNT R 27,537.86

ALLOCATION

DESCRIPTION	VOTE NUMBER	AMOUNT
SEE ATTACHED DOCUMENTS	TRADE	R 27,537.86
TOTAL		R 27,537.86

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 A	*Countersigned by:* Signatory B

Bitou Municipality

Creditors' Statement Reconciliation

Bitou

ECO CAR & VAN HIRE

Supplier nr 119191

VOTE *(only for sundry pmts)*

Outstanding balance as per supplier's statement 112,873.72

Invoices Already Paid Not Yet Credited

Remittance Number	Invoice Number	Date Paid	Amount
120791	0040006716	31/08/2017	29,070.00
120881	0040006683	16/08/2017	28,728.00
120865	0040006789	14/09/2017	27,537.86
	Total		85,335.86

Invoices Already Processed on the System

Order Number	Invoice Number	Date	Amount	VAT
381219	0040006899	28/09/2017	27,537.86	
	Total		27,537.86	

Outstanding Invoices as per Statement

Invoice Number	Date	Order Status	Resp. Official	Amount
	Total			0.00

Credits/Debits on Statement

Credit Note Number	Date	Order No.	Amount
	Total		0.00

Diff

Comment

Compiled by:

SENIOR CLERK:

Reviewed by:

STATEMENT

Eco Car Hire CC

REG:2006/204304/23
VAT 4580233106
P.O. Box 13523
Humewood
6013

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

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 060		28728.00
2017/08/31	0040006716 Rev 12017	INVOICE	29070.00	0.00	DAYS 060		29070.00
							57798.00
7/09/14	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
[illegible]
VAT : 4560223106
P.O. Box 13525
Humewood
6013

TEL: 0861 999 457
FAX: 041 581-0295
62 Allen Road
Walmer
Port Elizabeth
Eastern Cape

DOC NUMBER	0040006899	BOOK 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	A/C EXT
VAT NO	4270102405		CONTACT ASHLEY WINDVOG
ORDER NO	PO 381219		PHONE NO 044 501 3000
INITIAL	0040006872		

DESCRIPTIONS	QUANTITY	UNIT	UNIT PRICE	RATE	OTHER	TAX
FY84HPGP						
Volvo Volvo XC90						
Kms Out: 5891 Kms Free: 400		Days	14.00	1725.43	24156.02	Yes
Kms In: 8346 Kms Add: 0		Km	0.00	7.99	0.00	Yes
Kms Drv: 2655 Kms Tot: 0		Sub Total			24156.02	
Insurance:						
Driver		Flat Rate	1.00	0.00	0.00	Yes
		No Charge	0.00	0.00	0.00	Yes
						No

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

VOTE .....

31/10/17

MANAGER

DATE

BITOU MUNICIPALITY
CREDITORS SECTION

2017 -10- 31

RECEIVED PROCESSED

SIGN .....

REMARKS

BANKING DETAILS	
BANK NAME	Nedbank
BRANCH	198705
ACCOUNT NAME	Eco Car Hire
ACCOUNT NUMBER	1203124127

TOTAL	24156.02
DISCOUNT	0.00
VAT	3381.84
TOTAL	27537.86
PAID	0.00
BALANCE	27537.86

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

DATE : 15/09/2017 ORDER NUMBER: 381219 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	15.09.2017 DATE:
SNR CLERK: CREDITORS**	PRINCIPLE CLERK: CREDITORS***	ACCOUNTANT: EXPENDITURE

PURCHASE ORDER

Municipal Manager
Private Bag X1002
Plettenberg Bay, 6600
supplychain@plett.gov.za
Tel: 044 501 3274

Order No.: 381219 Duplicate Date: 14/09/2017
Creditor No.: 119191
Requisition No.: 224064
Acc.:

ECO CAR & VAN HIRE

52 ALBERT ROAD
WINNER
[illegible]
0415810295

Contact Person: ASHLEY WINDVOGEL

	Stock/Cost Code	Description	Quantity	Ex Vat	Vat Amt.	Amount
1	10824223080000	RENTAL OF TEMPORARY VEHICLE FOR THE MAYOR	14	24156.15	3381.85	27538.00

[illegible] RECEIVED
2017 -09- 13
SIGN [illegible]

BITOU MUNICIPALITY
SUPPLY CHAIN MANAGEMENT
2017 -09- 14
Private Bag X1002
Plettenberg Bay 6600
044 501 3000

Total/Totaal	24156.15	3381.85	27538.00

BITOU MUNISIPALITEIT
BITOU MUNICIPALITY

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

Amounts include VAT	RANGE OF PROCUREMENT PROCESSES	Delegated authority *
R 0 - R 7,000	Direct purchases - no quotations needed (order to be obtained & invoice to be submitted)	Storeman/Buyer
R 2,001 up to R 10,000	Three written quotations	
R 30,001 up to R 80,000	Three formal written price quotations and; (i) complying with the PPPFA; (Specifically reg.16 - TAX Clearance form amounts above R 30,000 - Treasury circular No: 20 of 31 January 2006) and;	Chief Financial Officer / Director: Finance Deputy Director: Expenditure/SCM
R 80,0001 up to R200,000	(ii) suppliers to be used on a rotational basis: and (iii) advertised for 7 (seven) days on notice boards and website of council	Any three (3) from different Department: Dep. MM / CFO / Executive Directors / Directors

Request No.: 224064 Authorization No.: 0 Requisition No.: 13025

Rand value of procurement (Inclusive of VAT): R 27,538.00

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) 2018-09-13

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 to Low - Attach copy of Quotation Register where applicable)	Price	Points
(i) AVIS RENT A CAR	54340.00	
(ii) ECO CAR & VAN HIRE	27538.00	
(iii) BIDVEST RENTAL- NOT ACCORDING TO SPECS: QUOTED ON KOUGA	14531.00	

10. Were there any Deviations from the SCM process: (IF YES, GIVE FULL REASON & MOTIVATION) Yes [ ] No [ ]

SCM Reg 36

11. Data Base Updated by: (All prospective Suppliers for this transaction)

Procurement Documents Verified and Approved by:	Signature:	Date:
		14/09/17
Procurement Authorised by:	**Signature:**	**Date:**
Issuing of ORDER Authorised by:	**Signature:**	**Date:**

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

Request Number : 224064 [Initial request]
Authorization Ref. : 0
Archiving document :
Contract ID : 0
Request Type : Normal SCM process

Application Date : 14/09/2017
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 : 14/09/2017

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

Preferred supplier 2: Not yet determined
Reason :
Preferred supplier 3: Not yet determined
Reason :

Delivery Instructions: NOT ANY

Total reserved value : 27538.00
Provisional SCM process : Q2 R10,001 up to R30,000 Three formal written price q

PLETT RENTAL OF TEMPORARY VEHICLE FOR THE MAYOR

Costcode : 2017 10824223080000 UKey: 20170701904556 Qty.: 14.000 Value : 27538.00
FLEET MAINTENANCE : Operational Cost : Hire Charges

14/09/17

ECO
CAR & VAN 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 : Bitou Municipality
Attention : Ashley Windvogel
Contact Number : 044 501 3260
Date : 13.09.2017
Quote for Rental of : Luxury SUV for 14 days from 14 Sept 2017 - 28 Sept 2017
Quote Reference : Eco057

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	R1967	150	R9.11	R65 000

The above rates exclude:
- 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:
VAT
- 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

Ashley Windvogel

From: Ernest Plaatjies <ernestp@bidvestcarrental.co.za>
Sent: 13 September 2017 04:36 PM
To: Ashley Windvogel
Subject: RE: QUOTATION

Hi Ashley

Only have a Ford Kuga available, nothing as big as the Volvo/ Forturner
I will forward you a quote any way.

Thanks

Ernest Plaatjies
Senior Customer Service Representative
Bidvest Car Rental

T: 044 533 1858
M: 083 522 9716
E: ernestp@bidvestcarrental.co.za
A: 9 Hill House, Main street Plettenberg Bay, Western Cape

Bidvest Car Rental
Because every minute counts.

reservations@bidvestcarrental.co.za | www.bidvestcarrental.co.za | Follow us on:

From: Ashley Windvogel [mailto:twindvogel@plett.gov.za]
Sent: 13 September 2017 04:29 PM
To: Ernest Plaatjies
Subject: FW: QUOTATION

Good Day Ernest

Please see emails below

Kind Regards

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

From: Ashley Windvogel
Sent: 13 September 2017 01:56 PM
To: 'Marius Koopman' <mariusk@bidvestcarrental.co.za>
Subject: FW: QUOTATION

Good Afternoon

Please do not forget to submit, see email below.

Kind Regards

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

From: Ashley Windvogel
Sent: 13 September 2017 10:53 AM
To: 'Marius Koopman' <mariusk@bidvestcarrental.co.za>
Subject: QUOTATION

Good Mornings Marius

Please forward quotation for rental of luxury vehicle for period of 14 days, 14 September 2017 till 27 September 2017.

Volvo XC90
2000cc petrol/diesel Automatic transmission
Dark Grey, Charcoal or Black in Colour
Under 24 months old
Minimum 400km a day
Insurance included

Please email quotation as soon as possible before 14h00 today, 13 September 2017.

Kind Regards

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

Claim Administration Fee per claim	R	650.00
Traffic Fine Administration Handling Fee	R	275.00
Cross-border fee (Swaziland & Lesotho = No charge)	R	1673.00

Fuel
A Drop Safe is available for the keys to be deposited.

Notes:

Rates are subject to change without notice. All additional charges will be charged at the rate applicable on commencement of rental.

Delivery/Collection/Lost Key Call Out Fee:
A standard fee applies for Delivery/collection/lost key call out within the first 25km from the rental location. If delivery or collection is in excess of 25kms from the rental location an additional charge of R10 per km applies.

Towing Charges: The Renter will be liable for the full cost of the service rendered

Traffic Fine Administration Fee:
A traffic fine administration fee will be charged in the event that the renter receives a traffic fine whilst renting the Bidvest vehicle. This fee will be levied to cover the cost of redirecting the fine to the renter.

Petrol: Rates quoted include maintenance and oil but exclude petrol.

One-Way Fee: A one-way fee will be levied if the vehicle is returned more than 50km from the renting location *exceptions to the 50km radius do apply - refer to terms and conditions of rental*

- The above quotation was calculated using the information that you provided to us. Changes in pickup or dropoff location, car type, dates or times may change this quotation.
- This rate is for renters 21 years of age or older, who are in possession of a valid drivers licence and a major credit card. Both are required to be produced at time of rental.
- **On commencement of your rental the following will be requested;**
  - **Valid Driving licence**
  - **South African Identity document**
  - **Renters Credit card**
- All rates and charges quoted are inclusive of VAT.
- Loyalty program awards will be given subject to qualifying rates.
- **Foreign Driving licences are acceptable provided the language used (printed thereon) is English and there is a photograph present. Should a licence be in any other language, other than English, we require an International Driving Licence to be produced at commencement of the rental.**

Contact Telephone Numbers and Email		Opening	Closing
Plettenberg Bay PY	+27-44-5331858	08:00	17:00
~~Plettenberg Bay PY~~	~~+27-44-5331858~~	~~08:00~~	~~17:00~~
Email Reservations	reservations@bidvestcarrental.co.za		

Thank you for making this enquiry. We look forward to being of service to you.

Bidvest Car Rental - South Africa
For any Amendments call 086 101 7722 within South Africa or Africa (27) (11) 398-0123

IMPORTANT NOTICE:
This message contains privileged and confidential information intended only for the person or entity to which it is addressed.
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Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the view of the entity transmitting the message.

AVIS Luxury Cars

Quotation 371104

Dear ASHLEY,

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

Please take note of the following quotation number 371104 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.

Wednesday, 13 September 2017

Contact Information			
Name	ASHLEY	Order Number	
Company	BITOU MUNICIPALITY	Telephone number	0445013260
e-Mail		Fax number	
Customer Profile	BITOU MUNICIPALITY (BITOU)	Cell number	

Stage 1 - AVIS LUXURY CARS

Passenger Details	WINDVOGEL, A MS NA	
Passengers	1	
Collection Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Thu 14 Sep 2017 17:00 PM	
Drop-off Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Wed 27 Sep 2017 17:00 PM	
Vehicle Type	BMW X5 XDRIVE 30D (H) - Maximum number of passengers 3	
Rate Breakdown	RENTAL CHARGE (ER : AVIS ALC - R 4180.00 per day x 13 DAYS)	R 54,340
	Fuel Deposit R 1,300	
	Daily Free Kilometers: 150	
	Additional Kilometre: R 8.70 — Responsibility Amount: R 30,000	
	Minimum Valid Days: 1 — Maximum Valid Days: 30	
	Waivers	
	CDW: SUPER INCLUDED	
	TLW: SUPER INCLUDED	
	PAI: INCLUDED	
Rate Inclusions	BOTTLED WATER,CONTRACT FEE & AIRPORT SURCHARGE,VAT,AIRPORT SURCHARGE,TOURISM LEVY,COMMISSION,VOYAGER MILE	
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE	
	Total charge for this service	R 54,340

Stage 2 - AVIS LUXURY CARS

Passenger Details	WINDVOGEL, A MS NA	
Passengers	1	
Collection Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Thu 14 Sep 2017 17:00 PM	
Drop-off Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Wed 27 Sep 2017 17:00 PM	
Vehicle Type	RANGE ROVER SPRT SE (L) - Maximum number of passengers 3	
Rate Breakdown	RENTAL CHARGE (ER : AVIS ALC - R 5210.00 per day x 13 DAYS)	R 67,730
	Fuel Deposit R 1,300	
	Daily Free Kilometers: 150	
	Additional Kilometre: R 9.05 — Responsibility Amount: R 58,000	
	Minimum Valid Days: 1 — Maximum Valid Days: 30	
	Waivers	
	CDW: SUPER INCLUDED	
	TLW: SUPER INCLUDED	
	PAI: INCLUDED	
Rate Inclusions	BOTTLED WATER,CONTRACT FEE & AIRPORT SURCHARGE,VAT,AIRPORT SURCHARGE,TOURISM LEVY,COMMISSION,VOYAGER MILE	
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE	
	Total charge for this service	R 67,730

Total price R 22,070

Important Information - Avis 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 Avis 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 Avis Luxury Cars Depot and back to Avis 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.
* Avis 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.avis.co.za.

Avis 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
· Careline 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.avis.co.za

Kind Regards,
MS KEMISETSO AYANDA MTYALI
Email: KEMISETSO.MTYALI@AVIS.CO.ZA

Avis Luxury Cars
ONLINE BOOKINGS:
Luxury Cars, Chauffeur Drive and Point 2 Point www.avis.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)

Vehicle preparation with personal preferences

iPod connector required — Yes / No
GPS unit required — 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)

Bitou

BITOU MUNICIPALITY

121983

EXPENDITURE VOUCHER NO: 121939

CHEQUE

DATE: 05/12/2017

PAYEE:

ECO VAN & CAR HIRE

CREDITOR NO. 119191

R 78,679.60

INV NO:

TOTAL INVOICE AMOUNT R 78,679.60

ALLOCATION

DESCRIPTION	VOTE NUMBER		AMOUNT
SEE ATTACHED DOCUMENTS	TRADE	R	78,679.60
TOTAL		R	78,679.60

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 A	Countersigned by: Signatory B

Bitou Municipality

Creditors' Statement Reconciliation

Bitou

Creditor	Supplier nr	119191
ECO CAR & VAN HIRE		VOTE (only for sundry pmts)

Outstanding balance as per supplier's statement — R 78,679.60

Invoices Already Paid

Invoice Date	Remittance adv:	Invoice Number :		
		Total	R	-

Invoices on DB4

Invoice Date	Order Number	Invoice Number :			
12/10/2017	381424	40006966		R	27,537.86
26/10/2017	381612	40007009		R	27,537.86
07/11/2017	382106	40007164		R	23,603.88
		Total		R	78,679.60

Outstanding Invoices as per Statement

Invoice Date	Order Number	Invoice Number		
			R	-

Credits on Statement

Credit Note Number			
	Total	R	-

Diff — R - rounding

Comment

Compiled by:

STATEMENT

Eco Car Hire CC
REG:2006/204304/23
VAT 4580233106
P.O. Box 13523
Humewood
6013

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

BITOU MUNICIPALITY
PRIVATE BAG X1002
PLETTENBERG BAY
6600

ACCOUNT NUMBER	BIT002
PAGE NUMBER	1
STATEMENT DATE	2017/11/30
VAT REG NO	4270102405

DATE	REFERENCE	TRANS	DEBIT	CREDIT	AGE	ALLOC	AMOUNT
2017/10/12	0040006966	INVOICE	27537.86	0.00	DAYS 060		27537.86
2017/10/26	0040007009	INVOICE	27537.86	0.00	DAYS 060		27537.86
							55075.72
2017/11/07	0040007164	INVOICE	23603.88	0.00	DAYS 030		23603.88
							23603.88

+180 DAYS	150 DAYS	120 DAYS	90 DAYS	60 DAYS	30 DAYS	CURRENT	UNALLOCATED	TOTAL
0.00	0.00	0.00	0.00	55075.72	23603.88	0.00	0.00	78679.60

BANK NAME	BRANCH	ACCOUNT NAME	ACCOUNT NUMBER

Req 224412
Order no. 381424

TAX INVOICE

Eco Car Hire CC
REG: 2006/224304/23
VAT: 4580233106
P O. Box 13673
Humewood
6013

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

DOC NUMBER	0040006966	DOC DATE	12 October 2017
DATE OUT	28 September 2017	TIME OUT	17:00
DATE BACK	12 October 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
VAT NO	4270102405		
ORDER NO	PO 381424		
INITIAL	0040006789		

A-CLEVEC
CONTACT: ASHLEY WE DVOC
TELEPHONE NO: 044 501 3660

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	VAT	TOTAL	TAX
FY54HPGP						
Volvo Volvo XC90						
Kms Out: 8346 Kms Free: 150						
Kms In: 9396 Kms Add: 0						
Kms Drv: 1050 Kms Tot: 0						
Insurance:						
Driver						
	Days	14.00	1725.43		24156.02	Yes
	Km	0.00	7.99		0.00	Yes
	Sub Total				24156.02	
	Flat Rate	1.00	0.00		0.00	Yes
	No Charge	0.00	0.00		0.00	Yes
						No

2017 -12- 05
RECEIVED & PROCESSED
SIGN .....

IT IS CERTIFIED THAT GOODS/SERVICES WERE SATISFACTORILY RECEIVED/ RENDERED & IN ORDER FOR PAYMENT.
VOTE .....
..... 30/11/17
DATE MANAGER

REMARKS

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

SUBTOTAL	24156.02
DISCOUNT	0.00
VAT	3381.84
TOTAL	27537.86
DEPOSIT	0.00
DUE	27537.86

Bitou

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

DATE: 04 /10/2017 **ORDER NUMBER:** 381424 **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***

N. Goeiers

CLERICAL CLERK*

MANAGER: EXPENDITURE

05.10.2017

DATE:

SNR CLERK: CREDITORS**

PRINCIPLE CLERK: CREDITORS***

ACCOUNTANT: EXPENDITURE

PURCHASE ORDER

Order No.: 381424 Duplicate Date: 28/09/2017
Creditor No.: 119191
Requisition No.: 224412
Acc.:

ECO CAR & VAN HIRE

52 ALBERT ROAD
WYNBERG
6001
0415810295

Contact Person: ASHLEY WINDVOGEL

Stock/Cost Code	Description	Quantity	Ex Vat	Vat Amt.	Amount
10824223080000	RENTAL OF TEMPORARY VEHICLE FOR THE MAYOR	14	24156.02	3381.98	27538.00

BITOU MUNICIPALITY
SUPPLY CHAIN MANAGEMENT
2017 -09- 27
Private Bag X1002
Plettenberg Bay 6600
044 501 3000

BITOU MUNICIPALITY
EXPENDITURE RECEIVED
2017 -10- 04
SIGN

Total/Totaal	24156.02	3381.98	27538.00

BITOU MUNISIPALITEIT
BITOU MUNICIPALITY

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

Amounts include VAT	RANGE OF PROCUREMENT PROCESSES	Delegated Authority *
R 0 - R 2,000	Direct purchases - no quotations needed (order to be obtained & invoice to be submitted)	Storeman/Buyer
R 2,001 up to R 10,000	Three written quotations	Chief Financial Officer / Director: Finance
R 30,001 up to R 60,000	Three formal written price quotations and: (i) complying with the PPPA; (Specifically reg.10 - TAX Clearance form amounts above R 30,000 - Treasury circular No: 29 of 31 January 2008) and;	Deputy Director: Expenditure/SCM
R 60,0001 up to R200,000	(ii) suppliers to be used on a rotational basis, and (iii) advertised for 7 (seven) days on notice boards and website of council	Any three (3) from different Department: Dep. MM / CFO / Executive Directors / Directors

Request No.: 224412 Authorization No.: 0 Requisition No.: 13240

Rand value of procurement (inclusive of VAT): R 27,538.00

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:	13-09-2018				
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 to Low - Attach copy of Quotation Register where applicable)	Price	Points
(i) AVIS RENT A CAR	67730.00	
(ii) ECO CAR & VAN HIRE	27538.00	
(iii) DRIVE SOUTH AFRICA	31290.00	

10. Were there any Deviations from the SCM process: (IF YES, GIVE FULL REASON & MOTIVATION) Yes [ ] No [ ]

11. Data Base Updated by: (All prospective Suppliers for this transaction)

Procurement Documents Verified and Approved by:	Signature:	Date:
		28/09/17
* Procurement Authorised by:	Signature:	Date:
Issuing of ORDER Authorised by:	Signature:	Date:

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

ECO
CAR & VAN 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 : Bitou Municipality
Attention : Ashley Windvogel
Contact Number : 044 501 3260
Date : 26.09.2017
Quote for Rental of : Luxury SUV for 14 days from 28 Sept 2017 - 12th October 2017
Quote Reference : ECO064

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	R1967	150	R9.11	R65 000

The above rates exclude:
- 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:
VAT
- Standard Insurance Cover
- Mileage

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

Yours Sincerely,

AVIS Luxury Cars

Quotation 371104

Dear ASHLEY,

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

Please take note of the following quotation number **371104** 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.

Wednesday, 13 September 2017

Contact Information

Name	ASHLEY	**Order Number**	
Company	BITOU MUNICIPALITY	**Telephone number**	0445013260
e-Mail		**Fax number**	
Customer Profile	BITOU MUNICIPALITY (BITOU)	**Cell number**	

Stage 1 - AVIS LUXURY CARS

Passenger Details	WINDVOGEL, A MS NA	
Passengers	1	
Collection Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Thu 14 Sep 2017 17:00 PM	
Drop-off Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Wed 27 Sep 2017 17:00 PM	
Vehicle Type	BMW X5 XDRIVE 30D (H) - Maximum number of passengers 3	
Rate Breakdown	RENTAL CHARGE (ER : AVIS ALC - R 4160.00 per day x 13 DAYS)	R 54,340
	Fuel Deposit R 1,300	
	Daily Free Kilometers: 150	
	Additional Kilometre: R 8.70 — Responsibility Amount: R 30,000	
	Minimum Valid Days: 1 — Maximum Valid Days: 30	
	Waivers	
	CDW: SUPER INCLUDED	
	TLW: SUPER INCLUDED	
	PAI: INCLUDED	
Rate Inclusions	BOTTLED WATER,CONTRACT FEE & AIRPORT SURCHARGE,VAT,AIRPORT SURCHARGE,TOURISM LEVY,COMMISSION,VOYAGER MILE	
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE	
	Total charge for this service	R 54,340

Stage 2 - AVIS LUXURY CARS

Passenger Details	WINDVOGEL, A MS NA	
Passengers	1	
Collection Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Thu 14 Sep 2017 17:00 PM	
Drop-off Location	CAPE TOWN INTERNATIONAL AIRPORT, FLIGHT NUMBER: NA, International , Departure	
Date and Time	Wed 27 Sep 2017 17:00 PM	
Vehicle Type	RANGE ROVER SPRT SE (L) - Maximum number of passengers 3	
Rate Breakdown	RENTAL CHARGE (ER : AVIS ALC - R 5210.00 per day x 13 DAYS)	R 67,730
	Fuel Deposit R 1,300	
	Daily Free Kilometers: 150	
	Additional Kilometre: R 9.05 — Responsibility Amount: R 58,000	
	Minimum Valid Days: 1 — Maximum Valid Days: 30	
	Waivers	
	CDW: SUPER INCLUDED	
	TLW: SUPER INCLUDED	
	PAI: INCLUDED	
Rate Inclusions	BOTTLED WATER,CONTRACT FEE & AIRPORT SURCHARGE,VAT,AIRPORT SURCHARGE,TOURISM LEVY,COMMISSION,VOYAGER MILE	
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE	
	Total charge for this service	R 67,730

Total price R 12 070

Important Information - Avis 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 Avis 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 Avis Luxury Cars Depot and back to Avis 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.
* Avis 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.avis.co.za.

Avis 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
· Caraline Assistance on the day of service, or during your service		0861 112 018	+27 (0)11 387 8485
			+27 (0)11 387 8487
· Customer Services	Invoice requests and queries after the service		www.avis.co.za
· Website	For more information and Terms and Conditions		

Kind Regards,
MS KEMISETSO AYANDA MTYALI
Email: KEMISETSO.MTYALI@AVIS.CO.ZA

Avis Luxury Cars
ONLINE BOOKINGS:
Luxury Cars, Chauffeur Drive and Point 2 Point www.avis.co.za

Luxury Car hire South Afric...

DRIVE SOUTH AFRICA

Home Car Hire 4x4 Hire Camper Hire Luxury Cars Roadtrip Tools

feefo

Search & Compare

Select Your Car

Select pick up location

Different drop off location?

Tell us your dates and times

09:00

09:00

Select currency of residence

South Africa

Select Currency

Currency - South African Rand

Select Vehicle Type

RANGE ROVER EVOQUE or similar

Air Conditioning & Radio/CD/MP3

Power Steering

4 doors

Luggage

From R2235 per day

MORE DETAILS

feefo Service Rating Product Rating

EN 04:42 PM 2017/09/27

Juan Windvogel

From: Ashley Windvogel
Sent: Friday, September 29, 2017 10:56 AM
To: Juan Windvogel
Subject: FW: Bidvest Car Rental : Renter - MR B Municipality : Quote Ref No. 5003623105

Kind Regards

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

From: Marius Koopman [mailto:mariusk@bidvestcarrental.co.za]
Sent: 28 September 2017 04:58 PM
To: Ashley Windvogel <twindvogel@plett.gov.za>
Subject: Re: Bidvest Car Rental : Renter - MR B Municipality : Quote Ref No. 5003623105

Hi Mrs Windvogel

Please note this quote is for quotation purposes only and that we are fully booked on these vehicles.

Kind Regards

Marius Koopman
Junior Customer Service Representative
Bidvest Car Rental

T: 044 533 1858
F: 044 533 5239
E: mariusk@bidvestcarrental.co.za
A: 9 Hill House, Main street Plettenberg Bay.

Bidvest Car Rental
Because every minute counts.

When paying by credit card, an authorisation deposit will be held (not debited) on your credit card for the duration of your rental. The authorisation deposit for this rental is R 30100.00 . Should you wish to extend your rental or an incident takes place, further authorisation will be held on your credit card to ensure the entire rental amount is covered. Once the rental has been finalised, the actual rental amount will be debited to your credit card and the authorisation amount will be released.
Debit cards are not accepted for car rental transactions.

Charges not included in the estimated quote value - Subject to change without notice		
Collision Damage Liability per incident in the event of a claim	R	10000.00
Theft Liability per incident in the event of a claim	R	10000.00
Assessors Fee	R	750.00
Overdue Rental Admin Fee	R	600.00
Claim Administration Fee per claim	R	650.00
Traffic Fine Administration Handling Fee	R	275.00
Cross-border fee (Swaziland & Lesotho = No charge)	R	1673.00

Fuel
A Drop Safe is available for the keys to be deposited.

Notes:

Rates are subject to change without notice. All additional charges will be charged at the rate applicable on commencement of rental.

Delivery/Collection/Lost Key Call Out Fee:
A standard fee applies for Delivery/collection/lost key call out within the first 25km from the rental location. If delivery or collection is in excess of 25kms from the rental location an additional charge of R10 per km applies.

Towing Charges: The Renter will be liable for the full cost of the service rendered

Traffic Fine Administration Fee:
A traffic fine administration fee will be charged in the event that the renter receives a traffic fine whilst renting the Bidvest vehicle. This fee will be levied to cover the cost of redirecting the fine to the renter.

Petrol: Rates quoted include maintenance and oil but exclude petrol.

One-Way Fee: A one-way fee will be levied if the vehicle is returned more than 50km from the renting location *exceptions to the 50km radius do apply - refer to terms and conditions of rental*

- The above quotation was calculated using the information that you provided to us. Changes in pickup or dropoff location, car type, dates or times may change this quotation.
- This rate is for renters 21 years of age or older, who are in possession of a valid drivers licence and a major credit card. Both are required to be produced at time of rental.
- On commencement of your rental the following will be requested;
  - Valid Driving licence
  - South African Identity document
  - Renters Credit card
- All rates and charges quoted are inclusive of VAT.
- Loyalty program awards will be given subject to qualifying rates.
- Foreign Driving licences are acceptable provided the language used (printed thereon) is English and there is a photograph present. Should a licence be in any other language, other than English, we require an International Driving Licence to be produced at commencement of the rental.

Contact Telephone Numbers and Email		Opening	Closing
Plettenberg Bay PY	+27-44-5331858	08:00	17:00
Plettenberg Bay PY	+27-44-5331858	08:00	17:00
Email Reservations	reservations@bidvestcarrental.co.za		

Thank you for making this enquiry. We look forward to being of service to you.
Bidvest Car Rental - South Africa
For any Amendments call 086 101 7722 within South Africa or Africa (27) (11) 398-0123

Req 224-778
Order no. 381612

ECO
CAR & VAN HIRE

TAX INVOICE

Eco Car Hire CC
REG: 2000/204304/23
VAT : 4680233108
P.O. Box 10523
Humewood
6013

TEL: 0861 999 907
FAX: 041 581-0265
52 Albert Road
Walmer
Port Elizabeth
Eastern Cape

DOC NUMBER	0040007009	DOC DATE	26 October 2017
DATE OUT	12 October 2017	TIME OUT	17:00
DATE BACK	26 October 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 WINSVOO
ORDER NO	PO 381612			PHONE NO	044 501 3000
INITIAL	0040006860				

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	RATE	TOTAL	TAX
FY54HPGP						
Volvo Volvo XC90						
Kms Out: 9396 Kms Free: 150		Days	14.00	1725.13	24156.02	Yes
Kms In: 10896 Kms Add: 0		Km	0.00	7.99	0.00	Yes
Kms Drv: 1500 Kms Tot: 0		Sub Total			24156.02	
Insurance:		No Charge	0.00	0.00	0.00	Yes
Driver		No Charge	0.00	0.00	0.00	Yes
						No

2017 -12- 05
☑RECEIVED ☐PROCESSED
SIGN .....

IT IS CERTIFIED THAT GOODS/SERVICES WERE SATISFACTORILY RECEIVED/ RENDERED & IN ORDER FOR PAYMENT.
VOTE .....
30/11/17
DATE ..... MANAGER

REMARKS: PO 381612

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

SUBTOTAL	24156.02
DISCOUNT	0.00
TAX	3381.84
TOTAL	27537.86
DEPOSIT	0.00
DUE	27537.86

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

DATE : 19 /10/2017 **ORDER NUMBER:** 381612 **C/A:** 6

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	23.10.2017 DATE:
SNR CLERK: CREDITORS**	PRINCIPLE CLERK: CREDITORS***	ACCOUNTANT: EXPENDITURE

[PURCHASE ORDER]

Municipal Manager
Private Bag X1002
Plettenberg Bay, 6600
supplychain@plett.gov.za
Tel: 044 501 3274

Bitou

Order No.: 381612 Duplicate Date: 12/10/2017
Creditor No.: 119191
Requisition No.: 224778
Acc.:

ECO CAR & VAN HIRE

52 ALBERT ROAD
WALMER
6[illegible]1
0415810295

Contact Person: ESTELLE DE BRUIN

Stock/Cost Code	Description	Quantity	Ex Vat	Vat Amt.	Amount
1 10824223080000	14 DAY LUXURY CAR HIRE FOR EXECUTIVE MAYOR	1	24156.15	3381.85	27538.00

BITOU MUNICIPALITY
EXPENDITURE RECEIVED
2017 -10- 19
SIGN

Total 24156.15 3381.85 27538.00

(Chief Financial Officer) (Date)

Request Number : 224778 [Initial request]
Authorization Ref. : 0
Archiving document :
Contract ID : 0
Request Type : Normal SCM process

Application Date : 12/10/2017
Applicant : EDEBRUIN ESTELLE DE BRUIN
Contact details:- Extension Number 3261
Cellphone Number
Fax Number 0867686848
Captured by : EDEBRUIN ESTELLE DE BRUIN
Authorized by : SUJEETH SUJEETH SUNKAR AWAITING AUTH

Required by : 11/11/2017

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: N/A

Total reserved value : 27538.00
Provisional SCM process : Q2 R10,001 up to R30,000 Three formal written pri

PLETT 14 DAY LUXURY CAR HIRE FOR EXECUTIVE MAYOR

Costcode : 2017 10824223080000 UKey: 20170701904556 Qty.: 1.00
FLEET MAINTENANCE : Operational Cost : Hire Charges

12/10/17

ECO
CAR & VAN 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 : Bitou Municipality
Attention : Ashley Windvogel
Contact Number : 044 501 3260
Date : 11.10.2017
Quote for Rental of : Luxury SUV for 14 days from 12th October 2017 - 26th October 2017
Quote Reference : ECO074

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	R1967	150	R9.11	R65 000

The above rates exclude:
- 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:.
VAT
- Standard Insurance Cover
- Mileage

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

Yours Sincerely,

Req 225311

Order no. 382106

TAX INVOICE

Eco Car Hire CC
REG: 2000/204304/23
VAT: 4680233100
P.O. Box 13023
Humewood
6013

TEL: 0861 900 067
FAX: 041 581-0295
52 Albert Road
Walmer
Port Elizabeth
Eastern Cape

DOC NUMBER	0040007164	DOC DATE	07 November 2017
DATE OUT	26 October 2017	TIME OUT	17:00
DATE BACK	07 November 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	TBA
ORDER NO	TBA			PHONE NO	044 501 3000
INITIAL	0040006933				

DESCRIPTION	QUANTITY	UNIT	UNIT QTY	RATE	TOTAL	TAX
FY54HPGP Volvo Volvo XC90 Kms Out: 10896 Kms Free: 0 Kms In: 16239 Kms Add: 0 Kms Drv: 5343 Kms Tot: 5343 Insurance: Driver		Days Km Sub Total	12.00 5343.00	1725.43 0.00	20705.16 0.00 20705.16	Yes Yes
		No Charge No Charge	0.00 0.00	0.00 0.00	0.00 0.00	Yes Yes
						No

2017 -12- 05
RECEIVED PROCESSED
SIGN .....

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

REMARKS: PO - TBA

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

SUBTOTAL	20705.16
DISCOUNT	0.00
TAX	2898.72
TOTAL	23603.88
DEPOSIT	0.00
DUE	23603.88

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

DATE: 21 /11/2017 ORDER NUMBER: 382106 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

21.11.2017
DATE:

SNR CLERK: CREDITORS**

PRINCIPLE CLERK: CREDITORS***

ACCOUNTANT: EXPENDITURE

CSP

BITOU MUNISIPALITEIT
BITOU MUNICIPALITY

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

Amounts include VAT	RANGE OF PROCUREMENT PROCESSES	Delegated authority ?
R 0 - R 2,000	Direct purchases - no quotations needed (order to be obtained & invoice to be submitted)	Storeman/Buyer
R 2,001 up to R 10,000	Three written quotations	
R 30,001 up to R 80,000	Three formal written price quotations and: (i) complying with the PPFA; (Specifically reg.16 - TAX Clearance form amounts above R 30,000 - Treasury circular No: 09 of 31 January 2000) and; (ii) suppliers to be used on a rotational basis; and (iii) advertised for 7 (seven) days on notice boards and website of council	Chief Financial Officer / Director: Finance Deputy Director: Expenditure/SCM Any three (3) from different Department: Dep. MM / CFO / Executive Directors / Directors
R 80,0001 up to R700,000		

Request No.: 225311 Authorization No.: 0 Requisition No.: 13832

Rand value of procurement (Inclusive of VAT): R 27,538.00

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:	13-09-2018				
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 to Low - Attach copy of Quotation Register where applicable)	Price	Points
(i) AVIS RENT A CAR	55240.00	
(ii) ECO CAR & VAN HIRE	27538.00	
(iii) BIDVEST CARRENTAL - COULD QUOTE ACCORDING TO SPECS	N.Q	

10. Were there any Deviations from the SCM process: (IF YES, GIVE FULL REASON & MOTIVATION) Yes [ ] No [ ]

Reg 17(1)

11. Data Base Updated by: (All prospective Suppliers for this transaction)

Procurement Documents Verified and Approved by:	Signature	Date:
		02/11/17
Procurement Authorised by:	**Signature**	**Date:**
Issuing of ORDER Authorised by:	**Signature:**	**Date:**

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

ECO
CAR & VAN 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 : Bitou Municipality
Attention : Ashley Windvogel
Contact Number : 044 501 3260
Date : 02.11.2017
Quote for Rental of : Luxury SUV for 14 days from 27th October 2017 - 10th November 2017
Quote Reference : ECO087

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	R1967	150	R9.11	R65 000

The above rates exclude:
- 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:
VAT
- Standard Insurance Cover
- Mileage

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

Yours Sincerely,

ECO
CAR & VAN 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 : Bitou Municipality
Attention : Ashley Windvogel
Contact Number : 044 501 3260
Date : 24.10.2017
Quote for Rental of : Luxury SUV for 14 days from 26th October 2017 - 09 November 2017
Quote Reference : ECO082

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	R1967	150	R9.11	R65 000

The above rates exclude:
- 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:
VAT
- Standard Insurance Cover
- Mileage

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

Yours Sincerely,

AVIS Luxury Cars

Quotation 384113

Dear ASHLEY,

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

Please take note of the following quotation number 384113 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.

Thursday, 02 November 2017

Contact Information			
Name	ASHLEY	Order Number	
Company	MR Q CUSTOMER	Telephone number	0445013260
e-Mail	TWINDVOGEL@PLETT.GOV.ZA	Fax number	
Customer Profile	MR Q CUSTOMER (QUOTE)	Cell number	

Stage 1 - AVIS LUXURY CARS

Passenger Details	X, X MS TBA	
Passengers	1	
Collection Location	PLETTENBERG BAY AIRPORT, FLIGHT NUMBER: TBA, International , Departure	
Date and Time	Sat 04 Nov 2017 10:00 AM	
Drop-off Location	PLETTENBERG BAY AIRPORT, FLIGHT NUMBER: TBA, International , Departure	
Date and Time	Sat 18 Nov 2017 10:00 AM	
Vehicle Type	BMW X3 XDRIVE 20D (I) - Maximum number of passengers 3	
Rate Breakdown	RENTAL CHARGE (RA : RACK ALC - R 3360.00 per day x 14 DAYS)	R47,040.00
	DELIVERY FEE	R[illegible].00
	COLLECTION FEE	R[illegible].00
	Fuel Deposit R 1,300	
	Daily Free Kilometers: 150	
	Additional Kilometre: R 8.15 — Responsibility Amount: R 30,000	
	Minimum Valid Days: 1 — Maximum Valid Days: 30	
	Waivers	
	CDW: SUPER INCLUDED	
	TLW: SUPER INCLUDED	
	PAI: INCLUDED	
Rate Inclusions	BOTTLED WATER,VAT,AIRPORT SURCHARGE,TOURISM LEVY,CONTRACT FEE,COMMISSION,VOYAGER MILE	
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE	
	Total charge for this service	R 45240

Important information - Avis 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 Avis 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 60,000.00.
  - For certain vehicle types the responsibility amount in the Rate Breakdown is R 60,000.00. 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 Avis Luxury Cars Depot and back to Avis Luxury Cars depot.
- Windscreen breakage and tyre damage is not covered and the renter will be liable for the replacement.
- **Cancellation fees:**
  - Cancellation or amendments less than 3 days before the check-out date will attract a cancellation fee of up to 100% of the charge of the confirmed booking, depending on the rate.
  - Group bookings, 5 and more rentals commencing on the same day, attracts 100% cancellation fee if cancelled or amended 10 days

or less before the first collection date.
- 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.
- Avis 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.avis.co.za.

Avis 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
• Careline 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.avis.co.za

Kind Regards,
MISS THUTHUZWA SONDLO
Email: THUTHUZWA.SONDLO@AVIS.CO.ZA

Avis Luxury Cars
ONLINE BOOKINGS:
Luxury Cars; Chauffeur Drive and Point 2 Point www.avis.co.za

Ashley Windvogel

From: Ernest Plaatjies <ernestp@bidvestcarrental.co.za>
Sent: 02 November 2017 10:52 AM
To: Ashley Windvogel
Subject: RE: REQUEST FOR QUOTATION

Hi Ashley

Sorry we do not have the Volvo on our fleet.
Can I quote something else

Thanks

Ernest Plaatjies
Senior Customer Service Representative
Bidvest Car Rental

T: 044 533 1858
M: 083 522 9716
E: ernestp@bidvestcarrental.co.za
A: 9 Hill House, Main street Plettenberg Bay, Western Cape

Bidvest Car Rental
Because every minute counts.

reservations@bidvestcarrental.co.za | www.bidvestcarrental.co.za | Follow us on.

From: Ashley Windvogel [mailto:twindvogel@plett.gov.za]
Sent: 02 November 2017 09:25 AM
To: Marius Koopman; Ernest Plaatjies
Subject: FW: REQUEST FOR QUOTATION

Good Morning

Still awaiting a response on email below.

Kind Regards

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

From: Ashley Windvogel
Sent: 31 October 2017 03:50 PM
To: 'Marius Koopman' <mariusk@bidvestcarrental.co.za>; 'ernestp@bidvestcarrental.co.za' <ernestp@bidvestcarrental.co.za>
Subject: REQUEST FOR QUOTATION

Good Afternoon

Please forward quotation for rental of luxury vehicle for period of 14 days. Starting date 01 November 2017

Volvo XC90
2000cc petrol/diesel Automatic transmission
Dark Grey, Charcoal or Black in Colour
Under 24 months old
Minimum 400km a day
Insurance Included

Please email quotation as soon as possible tomorrow 01 November 2017, before 10h00.

Kind Regards

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

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 378406

Dear ESTELLE DE BRUIN,

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

Please take note of the following quotation number 378406 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 of 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.

Thursday, 12 October 2017

Contact Information

Name	ESTELLE DE BRUIN	**Order Number**	
Company	MR Q CUSTOMER	**Telephone number**	0445013261
e-Mail	EDEBRUIN@PLETT.GOV.ZA	**Fax number**	
Customer Profile	MR Q CUSTOMER (QUOTE)	**Cell number**	

Stage 1 - AVIS LUXURY CARS

Passenger Details	DE BRUIN, ESTELLE MRS	
Passengers	1	
Collection Location	, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE	
Date and Time	Thu 12 Oct 2017 10:00 AM	
Drop-off Location	, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE	
Date and Time	Thu 26 Oct 2017 10:00 AM	
Vehicle Type	BMW X5 XDRIVE 30D (H) - Maximum number of passengers 3	
Rate Breakdown	RENTAL CHARGE (RA ; RACK ALC - R 4400.00 per day x 14 DAYS)	R 6 [illegible]600
	DELIVERY FEE	R [illegible]875
	COLLECTION FEE	R [illegible]875
	Fuel Deposit R 1,300	
	Daily Free Kilometers: 150	
	Additional Kilometre: R 8.70 — Responsibility Amount: R 30,000	
	Minimum Valid Days: 1 — Maximum Valid Days: 30	
	Waivers	
	CDW: SUPER INCLUDED	
	TLW: SUPER INCLUDED	
	PAI: INCLUDED	
Rate Inclusions	BOTTLED WATER,VAT,AIRPORT SURCHARGE,TOURISM LEVY,CONTRACT FEE,COMMISSION,VOYAGER MILE	
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE	
	Total charge for this service	R [illegible]350

Stage 2 - AVIS LUXURY CARS

Passenger Details	DE BRUIN, ESTELLE MRS	
Passengers	1	
Collection Location	, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE	
Date and Time	Thu 12 Oct 2017 10:00 AM	
Drop-off Location	, PLETTENBERG BAY, PLETTENBERG BAY, WESTERN CAPE	
Date and Time	Thu 26 Oct 2017 10:00 AM	
Vehicle Type	BMW X3 XDRIVE 20D (I) - Maximum number of passengers 3	
Rate Breakdown	RENTAL CHARGE (RA ; RACK ALC - R 3170.00 per day x 14 DAYS)	R [illegible]380
	DELIVERY FEE	R [illegible]875
	COLLECTION FEE	R [illegible]875
	Fuel Deposit R 1,300	
	Daily Free Kilometers: 150	
	Additional Kilometre: R 7.70 — Responsibility Amount: R 30,000	
	Minimum Valid Days: 1 — Maximum Valid Days: 30	
	Waivers	
	CDW: SUPER INCLUDED	
	TLW: SUPER INCLUDED	
	PAI: INCLUDED	
Rate Inclusions	BOTTLED WATER,VAT,AIRPORT SURCHARGE,TOURISM LEVY,CONTRACT FEE,COMMISSION,VOYAGER MILE	
Rate Exclusions	FUEL,ONE WAY FEE,TRAVEL AGENT ROSE POINTS,DELIVERY / COLLECTION FEES,ADDITIONAL DRIVER FEE,ACCIDENT MANAGEMENT FEE,TRAFFIC FINE ADMINISTRATION FEE,BABY SEAT,EXCESS BAGGAGE LEVY,CANCELLATION FE	
	Total charge for this service	R [illegible]130

Total price R 121 [illegible]80

Important Information - Avis Luxury Cars

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  - 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 Avis 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 Avis Luxury Cars Depot and back to Avis Luxury Cars depot.
* Windscreen breakage and tyre damage is not covered and the renter will be liable for the replacement.
* Cancellation fees:
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  - Group bookings, 5 and more rentals commencing on the same day, attracts 100% cancellation fee if cancelled or amended 10 days or less before the first collection date.
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* 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.avis.co.za.

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	Chauffeur Drive / Luxury Cars	0861 021 111	+27 (0)11 387 8482
• Careline 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.avis.co.za

Kind Regards,
MS KEMISETSO AYANDA MTYALI
Email: KEMISETSO.MTYALI@AVIS.CO.ZA

Avis Luxury Cars
ONLINE BOOKINGS:
Luxury Cars, Chauffeur Drive and Point 2 Point www.avis.co.za

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R2235 per day for 14 day/s

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- Power Steering
- 4x adults
- Luggage:
- Terms & Conditions

Rental Total

R31290

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