



Samora Machel Building, Ext 2, No. 7 Government Boulevard, Riverside Park, Mbombela, 1200, Mpumalanga Province
Private Bag X11304, Mbombela, 1200. Tel: 013 766 0000, Int Tel: +27 (13) 766 6087, Tel: 013 766 6087
Tel: 013 766 8252, Int: Fax: +27 (13) 766 8252

Litiko
Lekubusa
ngekubambisana
netebuholi bendzabuko

Departement van
Koöperatiewe Regering
en Tradisionele Sake

umNyango
wezekuBusa
ngokuHlanganyela
neeNdaba zamaKhosi

Ref: 5/1/2/2
Enquiries: Ms. ENS Phathwa
Tel: (013) 766 6441

The Manager
Aupas Trading
P O Box 1809
Mbombela
1200

Tel: 082 5994 451
Email: piwina1@yahoo.com

Attention : Mr /Ms N Mashile

LETTER OF APPOINTMENT FOR BID NUMBER: CGT/031/23/MP – APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF DISASTER RELIEF MATERIAL FOR THE PERIOD OF THREE YEARS WITHIN MPUMALANGA PROVINCE.

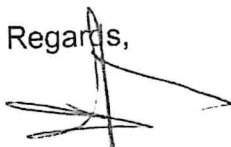
1. It is our pleasure to inform you that the Department of Co-operative Governance and Traditional Affairs has awarded your company, a contract for the above services. The appointment is subject to the conditions of contract to be entered into, between yourself and the Department prior to the provision of any services.
2. You are requested to submit the following to the Department within (07) days from the date of appointment:
 - a. A letter of acceptance or decline of this department.
 - b. Bank information for payment voucher.
 - c. Confirmation of the accuracy of your company details on Central Supplier Database (CSD).
 - d. Any supplier records that may be required by the Department.
3. The duration of this contract will not exceed a period of three years (36 months) from the signing of the Service Level Agreement, and any extension will be subject to mutual agreement and prior approval must be obtained from the Department.
4. During the duration of this contract, the Director: Supply Chain Management or her delegate will handle all queries, correspondences and purchase orders on behalf of the Department and **Mr. Mefika Matsebula - Acting Director: Disaster Management Centre**) will handle all technical queries.

LETTER OF APPOINTMENT FOR BID NUMBER: CGT/031/23/MP – APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF DISASTER RELIEF MATERIAL FOR THE PERIOD OF THREE YEARS WITHIN MPUMALANGA PROVINCE.

5. Please note that all commercially sensitive information obtained by yourselves or nay officials working within your office should be kept confidential and shall not be divulged without prior written consent of the Head Co-operative Governance and Traditional Affairs. The company shall keep in confidence all information unless specifically notified or instructed by the Department for the purpose of performing its obligations. Contravention of the aforementioned conditions will be viewed seriously and could lead to the termination of the contract.
6. Please arrange with the Director: Legal Services for the signing of the prescribed contract documents within 14 days. It is important to note that your authorised signatory/signatories and two witness must sign the contract.
7. Please note that no service should be rendered to the Department without an official approved purchase or written consent from authorised signatories. This Department will not be liable for any services rendered without such approval.
8. Please quote reference **CGT/031/23/MP** on formal correspondences.
9. You are further required to ensure that your Tax clearance certificate remains valid for the duration of the contract.
10. The Department of Co-operative Governance and Traditional Affairs reserve the right to terminate this contract on discovery of any misrepresentation of facts by your company and or any member/shareholder of your company as well as poor performance.
11. **The contract is awarded as per negotiated and accepted rates.**

I trust that you will find the above in order and that a cordial working relationship will be maintained for the duration of the contract.

Regards,



MR. S NGUBANE
HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DATE: 10/11/2023