



human settlements

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

Rhino & Samora Machel Buildings, No 7 Government Boulevard, Riverside Park, Extension 2
Mbombela, Mpumalanga, Private Bag X11328, Mbombela, 1200
Tel: +27 (13) 766 6088, Fax: +27 (13) 766 8441

Litiko
Lekuhlaliswa Kwebantfu

Departement van
Menslike Nedersittings

UmNyango
Wokuhlaliswa Kwabantu

Enq: Mr T.C Mashile
Tel: 013 766 6497/6449
Ref: SCM/5/7/1

The Managing Director
Aupas Trading
32 Tranquil Flow Street No1
Nelspruit
MBOMBELA
1200

Attention: Nathaniel Sphiwe Mashile
076 716 2002

APPOINTMENT OF A SERVICE PROVIDER FOR THE DELIVERY OF STATIONERY FOR THE DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF THREE (03) YEARS, IN THE MPUMALANGA PROVINCE. (DHS/125/22/MP).

The above matter bears reference.

It is our pleasure to inform you that your company **Aupas Trading** has been awarded a **contract for the delivery of stationery for the Department of Human Settlements for a period of three (03) years, in the Mpumalanga Province.**

1. The appointment will be subjected to the conditions of the contract to be entered into, between yourselves and the department prior to the commencement of the work.
2. Please quote reference **DHS/125/22/MP**, on all your correspondence, documentation.



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3. The duration of this contract is **Three (3) years** starting from the day of appointment, the Logistics Unit and Departmental Officials will handle all queries, correspondence, claims for payment and negotiations on behalf of this Department.
4. Please note that all commercially sensitive information obtained by the contractor in the context of the programme should be kept confidential and shall not be divulged without written approval of the Department of Human Settlements. The company shall keep in confidence all the tender information and recommendations, and other information, technical or commercial unless specifically notified or instructed by the department for the purpose of performing its obligations. Contravention of the afore-mentioned conditions will be viewed seriously, and could lead to the termination of this contract.
5. Should you decide to accept or reject the offer you are therefore required to notify the Department in writing within five (05) calendar days of receipt of the IPW. The acceptance / rejection letter should be addressed to our **Director: SCM: Mr T.C Mashile**.
6. Please arrange with **the Manager: Logistics Management (Mr.V.K Sibanyoni)** for the signing of the prescribed programme agreement and contract documents within 14 days. It is important to note that your authorized signatory/ signatories and two witnesses must sign the programme agreement and contract documents.
7. **Please note that no service or goods should be rendered to the department without an approved official order. This department will not be liable for any service rendered or goods without an official order.**
8. All invoices or payment certificates submitted for payments must be on the company's letter head with banking details and signed by the authorized signatory/signatories.
9. The Department of Human Settlements reserves the right to terminate your contract on discovery of any misrepresentation of facts by your company or any member/shareholder of your company including poor performance.
10. The contract is awarded to yourselves at the standard rates (excluding VAT), subject for negotiations, for a period of three (3) years as indicated on the attached price schedule. The escalation percentage will increase by 7 % per annum.

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It is trusted that a service delivery-oriented working relationship will be maintained during the duration of the contract.

Yours faithfully,

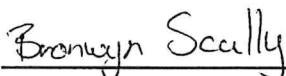


MS H.N ZITHA

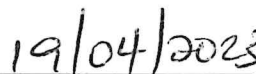
ACTING HEAD: HUMAN SETTLEMENTS

DATE: 14/04/2023

Acknowledgement of receipt:



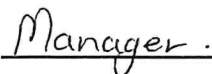
NAMES AND SURNAME IN FULL.



DATE



SIGNATURE.



DESIGNATION/ CAPACITY.