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MANUAL

IN ACCORDANCE WITH

ACCESS TO INFORMATION ACT (2/2000)

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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF PUBLIC WORKS

NOTICE 1 OF 2015



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

Department
of
**Public Works, Roads and
Infrastructure**
LIMPOPO

SECTION 14 MANUAL FOR THE DEPARTMENT OF PUBLIC
WORKS, ROADS AND INFRASTRUCTURE AS PRESCRIBED IN
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (
ACT NO.2 OF 2000)

VERSION 7: 2015

SECTION 14 MANUAL FOR THE DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE AS PRESCRIBED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO.2 OF 2000)

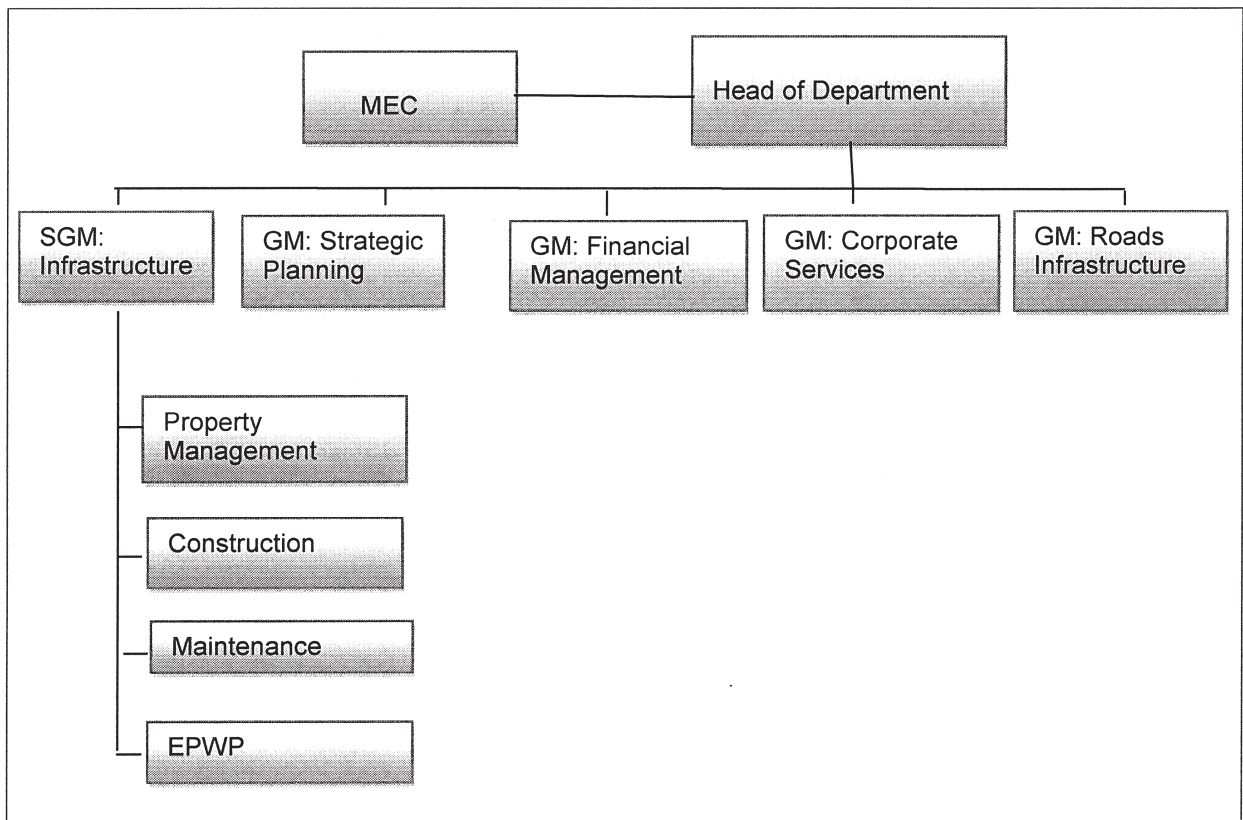
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PARTICULARS IN TERMS OF SECTION 14**A. FUNCTIONS AND STRUCTURE OF THE DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE****i. ROLES AND FUNCTIONS**

The roles and functions of the Department of Public Works, Roads and Infrastructure are: -

- Manage government infrastructure operations
- Provide project management services to other provincial departments
- Manage the maintenance of government buildings
- Render real estate management
- Manage the implementation of the Expanded Public Works Programme in the Province (EPWP)
- Roads Infrastructure Management

ii. A SCHEMATIC DIAGRAM OF THE STRUCTURE OF THE DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE IS AS FOLLOWS: -**iii. The structure of the Department of Public Works, Roads and Infrastructure**

The political head for the Department of Public Works Roads and Infrastructure is the MEC (Limpopo Province) while the administrative head (Accounting Officer) is the HOD.

The Department of Public Works Roads and Infrastructure consists of a Provincial Office situated in Polokwane, Works Towers and various district offices that are situated at Sekhukhune District (Lebowakgomo); Capricorn District (Polokwane); Vhembe District (Sibasa); Waterberg District (Mokopane and Modimolle) and Mopani District (Giyani).

B. CONTACT DETAILS [Section 14(1)(b)]

DEPUTY INFORMATION OFFICER	ADDRESS
Head of Department	Private BagX9490 POLOKWANE 0700 TEL. NO.: +27 15-284 7120 FAX. NO.: +27 15-284 7039 Email: moloton@dpw.limpopo.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms. Makhafola TJ	Private Bag X9490 POLOKWANE 0700 TEL.: NO.: +27 15-284 7272 FAX. : NO.: +27 15 284 7031 E-Mail: makhafolat@dpw.limpopo.gov.za
General information:	Street Address: - 43 Church Street POLOKWANE 0700 Website: http// www.dpw.limpopo.gov.za Postal Address: - Private Bag x9490 POLOKWANE 0700 Telephone: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fax: +27 15 284 7031 +27 15 284 7039

C. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 51(1)(B)]

The Section 10 guide is available from all Departmental Offices and also available from the South African Human Rights Commission. Please direct your queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Postal address:
Braampark Forum 3
33 Hoofd Street
Braamfontein
Tel: +27 11 877 3600
Website: www.sahrc.org.za
Email: PAIA@ sahrc.org.za

D. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

i. Records that may be requested [Sections 14(1)(d)]

Description of the subjects and categories of records held by the Department of Public Works, Roads and Infrastructure:

SUBJECT	CATEGORY	SUB-CATEGORY
Strategy and Policy Management	Monitoring and co-ordination of strategic development planning	<ul style="list-style-type: none"> • Strategic policies • Development programmes • Development programme reports • Economic research reports
Transformation and transversal services	<ul style="list-style-type: none"> • Monitor the implementation of transformation policies • Monitor the implementation of records management system • Administer employee assistance programme • Manage service delivery co-ordination • MEC support • Communication and information management • IT Services • Monitor performance management systems 	<ul style="list-style-type: none"> • Reports • Agendas and minutes of interview meetings • Workshops and seminars • Speeches • IT Systems • Press releases
Provide Corporate Governance and Risk Management Services.	<ul style="list-style-type: none"> • Monitor the implementation of the internal controls 	Risk / compliance reports
Provide labour relations services	<ul style="list-style-type: none"> • Mediation and Conciliation 	<ul style="list-style-type: none"> • Resolutions • Agreements • Reports
Human resource services	Policies on: - <ul style="list-style-type: none"> • Establishment • Recruitment • Placement • Remuneration • Performance and development of 	<ul style="list-style-type: none"> • Staff matters • Staffs records • Annual reports • PMDS

	personnel	
Financial administration	<ul style="list-style-type: none"> • Procurement • Salaries 	<ul style="list-style-type: none"> • Tender policies and documents • Asset register • Procurement policies • Budgets • Commitment register • Creditors records
Building, ground and accommodation	<ul style="list-style-type: none"> • Technical Services • Ground • Buildings • Properties 	<ul style="list-style-type: none"> • Engineering Services • Surveying, • Architectural Services • Land and Building acquisition • Alienation • Planning and erection • Rental and Security Services • Cleaning and landscaping
Expanded Public Works Program	<ul style="list-style-type: none"> • Planning and Development. • Project Implementation 	<ul style="list-style-type: none"> • Coordination reports • Training and Mentoring • Poverty alleviation
Roads Infrastructure Management	<ul style="list-style-type: none"> • Plant and Equipments • Engineering Services • Roads construction and maintenance • Bridges and structures • Developments and Advertising • Special projects • Road Agency • Tender Matters 	<ul style="list-style-type: none"> • Acquisition, maintenance and utilization • Appointments and services • Environmental issues • Districts, camps and traffic stations • National, provincial, freeways, toll roads, districts and intersections • Access, roads on complexes, private roads and flood damage • Land, compensations and graves • Reserves, Traffic signs and warnings • Bridges structures and fencing. • Mining and advertising • Board members, appointments and contracts.

ii. THE REQUEST PROCEDURE

A requester will be given access to such records in the Department of Public Works Roads and Infrastructure if the requester complies with the following requirements: -

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is in terms of the requirements of the Act.

Nature of the request:

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R 187- 15 February 2002] (Form A).

- The requester must also indicate if a copy of the record is required or ask for permission to come in and look at the record. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [s 29(2)].
- If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it [s 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [s 18(2)(e)].
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2)(f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the record to be made orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18(3)].

There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee s22:

A requester who seeks access to a record containing own personal information, the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee is R35. The rest of the fees are reflected under fees item below. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted then a further access fee must be paid for the search, preparation, and reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AUTOMATIC DISCLOSURE: (Section 15 of the Promotion of Access to Information Act, 2000, Act 2 of 2000)

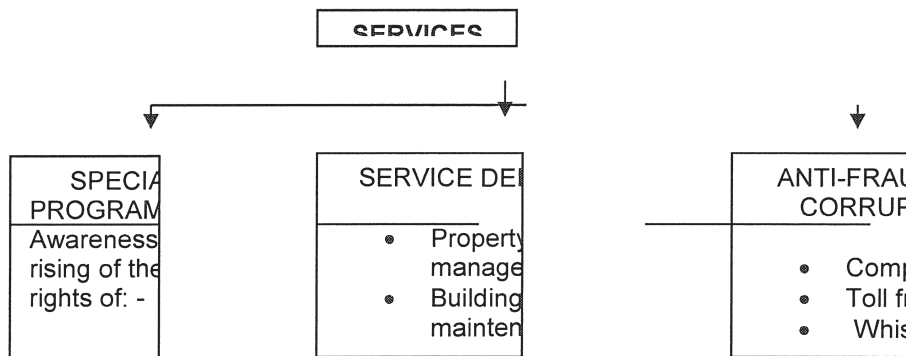
[Regulations 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> ▪ Annual Reports ▪ Approved organizational structure ▪ Budgets ▪ Circulars of advertised posts and services ▪ Citizens' reports ▪ Copies of speeches by the MEC ▪ Departmental acts, regulations, policies and procedure manuals ▪ Departmental Annual Performance Plan ▪ Departmental File Plans ▪ Departmental forms ▪ Departmental Strategic Plans ▪ Employment Equity reports ▪ Journals and magazines ▪ News Letters ▪ Promotion of Access to Information Manual ▪ Promotional material ▪ Service Delivery Charter ▪ Service Delivery Improvement Plan ▪ Service Standards ▪ Staff contact details (directory) ▪ Statement of commitment 	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works, Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
Tender Documents	<p>Records can be purchased at the Supply Chain Unit, Works Towers Building, First floor Department of Public Works, Roads and Infrastructure 43 Church Street, Polokwane 0700</p>
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> ▪ Annual Reports ▪ Approved organizational structures ▪ Budgets ▪ Circulars of advertised posts and services ▪ Citizens' reports ▪ Copies of speeches by the MEC ▪ Departmental acts, regulations, policies and procedure manuals ▪ Departmental Annual Performance Plan ▪ Departmental File Plans 	<p>The records may be accessed at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>

<ul style="list-style-type: none"> ▪ Departmental forms ▪ Departmental Strategic Plans ▪ Employment Equity reports ▪ Journals and magazines ▪ News Letters ▪ Promotion of Access to Information Manual ▪ Promotional material ▪ Service Delivery Charter ▪ Service Delivery Improvement Plan ▪ Service Standards ▪ Staff contact details (directory) ▪ Statement of commitment 	
<p>FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</p>	
<ul style="list-style-type: none"> ▪ Circulars for advertised posts ▪ News Letters ▪ PAIA Manuals ▪ Pamphlets ▪ Promotional material 	<p>The records may be accessed on request, addressed to the: Deputy Information Officer Department of Public Works Roads and Infrastructure Private Bag x9490 Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>

F. SERVICES AVAILABLE AND HOW TO GAIN ACCESS [Section 14(1)(f)]

i. Nature of services



ii. HOW TO GAIN ACCESS TO THESE SERVICES

To gain access to the services at the Department of Public Works, Roads and Infrastructure requests must be made to the Head of the Department.

The Head of Department: Department of Public Works Roads and Infrastructure

Address: 43 Church Street
Polokwane

Postal address: Private Bag x9490
Polokwane
0700

Telephone: +27 15 284 7000
Fax: +27 15 284 7031
Website: www.dpw.limpopo.gov.za
E-mail: moloton@dpw.limpopo.gov.za

G. Arrangement allowing for public involvement in the formulation of policy and the exercise of power [Section 14(1)(g)]

This includes procedures for consultations with the public; provision for the making of representations (for example by the public to relevant committees) and any other means in which the public can participate or influence the formulation of policy and the exercise of power. In the Department arrangements for public involvement would include:

Workshops - the public may attend and make representations at these workshops.

Submissions and Reports - the Annual Report and Citizen's Report of the Department are available to the public for commentary.

Public participation – public participation through imbizo's, requests for inputs

Internship and learnership programmes - there is a recruitment policy in place for the recruitment of the public for such posts.

Consultants and contract researchers – Selection of consultants is as in part of the supply chain management policy.

H. The remedies available if the provisions of this Act are not complied with [Section 14(1)(h)]

Where a requester is not satisfied with any decision taken by the Information Officer/Deputy Information Officer, a requester may appeal to the Member of the Executive Council in the Department of Public Works Roads and Infrastructure.

I. PRESCRIBED FEES AS PRESCRIBED UNDER PART 11 OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002.

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0, 60 for every Photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

DESCRIPTION	AMOUNT R
(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(C) For a copy in a computer-readable form on –	
(i) stiffy disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
(ii) For a copy of an audio record	17.00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35, 00.
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:
 - 4.1

DESCRIPTION	AMOUNT R
(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22.00

(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
(ii) For a copy of an audio record	17.00
(f) To search for and prepare the record for disclosure, R15, 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

4.2. For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

4.3. The actual postage is payable when a copy of a record must be posted to a requester.

5. FORMS PRESCRIBED FOR ACCESS TO RECORDS

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY
2002**

FORM A

REQUEST FOR ACCESS TO RECORD

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

REQUEST FOR ACCESS TO RECORDS	
FOR DEPARTMENTAL USE	Reference number:.....
Request received by: -	
Name:.....	
Rank:.....	
Date:.....	
Place:.....	
Request fee (if any):	R
Deposit (if any):	R
Access fee:	R
.....	
SIGNATURE: INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

INFORMATION OFFICER	ADDRESS
Head of Department	Private BagX9490 POLOKWANE 0700 TEL. NO.: +27 15-284 7120 FAX. NO.: +27 15-284 7039 Email: moloton@dpw.limpopo.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms. Makhafola Tshidi.	Private Bag X9490 POLOKWANE 0700 TEL.: NO.: +27 15-284 7272 FAX. : NO.: +27 15 284 7031

<p>General information:</p>	<p>E-Mail: makhafolat@dpw.limpopo.gov.za</p> <p>Street Address: - 43 Church Street POLOKWANE 0700 Website: www.dpw.limpopo.gov.za</p> <p>Postal Address: - Private Bag x9490 POLOKWANE 0700</p> <p>Telephone: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272</p> <p>Fax: +27 15 284 7031 +27 15 284 7039</p>
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B. Particulars of person requesting access to the record

REQUEST FOR ACCESS TO RECORDS FORM	
SURNAME:	<input style="width: 100%; height: 15px;" type="text"/>
FULL NAMES:	<input style="width: 100%; height: 15px;" type="text"/>
IDENTITY NUMBER:	<input style="width: 100%; height: 15px;" type="text"/>
POSTAL ADDRESS:

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

FULL NAMES:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

IDENTITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

*(b) If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

DESCRIPTION OF RECORDS:.....

.....

.....

REFERENCE NUMBER:.....(If available)

ANY FURTHER PARTICULARS OF RECORD.....

.....

E. Fees

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*

(b) You will be notified of the amount required to be paid as the request fee.

*(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form -			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -			

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form -				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.			YES	NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>				
In which language would you prefer the record? :.....				

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day..... Of.....20.....(YEAR)

.....

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE.



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

**Departement
van**

**Openbare Werke, Paaie
en Infrastruktuur
LIMPOPO**

HANDELING TOT DIE BEVORDERING VAN TOEGANG TOT INLIGTING VIR
DEPARTMENT VAN OPENBARE WERKE, PAAIE EN INFRASTRUKTUUR
LIMPOPO INGEVOLGE ARTIKEL 14 VAN DIE WET OP DIE BEVORDERING
VAN TOEGANG TOT INLIGTINGSWET, 2000 (Wet nr. 2 van 2000)

WEERGAWE 7: 2015

.....
ALGEMENE BESTUURDER KORPORATIEWE DIENSTE

**HANDLEIDING TOT DIE BEVORDERING VAN TOEGANG TOT
INLIGTING VIR DEPARTEMENT VAN OPENBARE WERKE, PAAIE
EN INFRASTRUKTUUR LIMPOPO INGEVOLGE ARTIKEL 14 VAN
DIE WET OP DIE BEVORDERING VAN TOEGANG TOT
INLIGTINGSWET, 2000 (Wet nr. 2 van 2000)**

1. INHOUD

ITEM	BESKRYWING	BLADSY
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2. **BESONDERHEDE INGEVOLGE ARTIKEL 14**

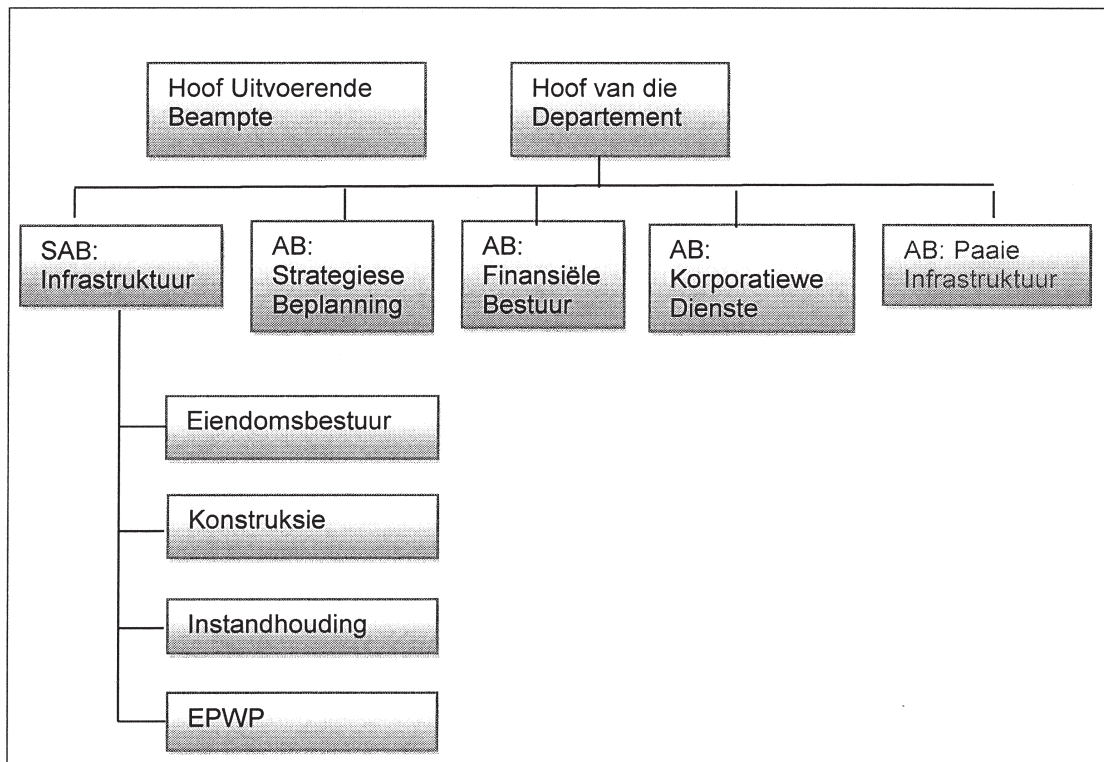
A. **FUNKSIES EN STRUKTURE VAN DIE DEPARTEMENT VAN OPENBARE WERKE, PAAIE EN INFRASTRUKTUUR**

i. **TAKE EN FUNKSIES**

Die take en funksies van die Departement van Openbare Werke, Paaie en Infrastruktuur is:

- Bestuur die funksionering van regerings-infrastrukture
- Voorsiening van projek bestuurdienste aan die provinsiale departemente
- Bestuur die instandhouding van regeringsgeboue
- Dienslewering van eiendomsbestuur
- Bestuur die implementering van die "Expanded Public Works Programme" (EPWP) in die Provinsie
- Paaie Infrastruktuurbestuur

ii. 'n SKEMATIESE DIAGRAM VAN DIE STRUKTUUR VAN DIE DEPARTEMENT OPENBARE WERKE, PAAIE EN INFRASTRUKTUUR IS AS VOLG: -



iii. **DIE STRUKTUUR VAN DIE DEPARTEMENT VAN OPENBARE WERKE, PAAIE EN INFRASTRUKTUUR:**

Die politieke hoof van die Departement van Openbare Werke, Paaie en Infrastruktuur is die LUR

(Limpopo) terwyl die administratiewe hoof (rekeningpligtige beampte) die Hoof van die Departement is.

Die Departement van Openbare Werke, Paaie en Infrastruktuur bestaan uit 'n Provinsiale kantoor in Works Towers, Polokwane en verskeie distrikskantore geleë in Sekhukhune (Lebowakgomo), Capricorn (Polokwane), Vhembe (Sibasa), Waterberg (Mokopane en Modimolle) en Mopani (Giyani).

B. KONTAK BESONDERHEDE: [Artikel 14(1)(b)]

ADJUNK INLIGTINGSBEAMPTE	ADRES
Hoof van die Departement	Privaatsak X9490 POLOKWANE 0700 TEL NO.: +27 15-284 7120 FAKS NO.: +27 15-284 7039 E-pos: moloton@dpw.limpopo.gov.za
ADJUNK INLIGTINGSBEAMPTE	ADRES
Me. Makhafola TJ	Privaatsak X9490 POLOKWANE 0700 TEL NO.: +27 15 284 7272 FAKS : NO.: +27 15 284 7031 E-pos: makhafolat@dpw.limpopo.gov.za
ALGEMENE INLIGTING:	Straatadres: - Kerkstraat 43 POLOKWANE 0699 Webwerf: www.dpw.limpopo.gov.za Posadres: - Privaatsak X9490 POLOKWANE 0700 Telefoon: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Faks: +27 15 284 7031 +27 15 284 7039

C. ARTIKEL 10 RIGLYNE OOR HOE DIE WET TOEGEPAS MOET WORD [Artikel 51(1)(B)]

Artikel 10 riglyne is beskikbaar by enige Departementele kantoor en kan ook verkry word van die Suid-Afrikaanse Menseregte Kommissie. Alle navrae kan gerig word aan:
Die Suid-Afrikaanse Menseregte Kommissie
Die Wet op die Bevordering van Toegang tot Inligtingswet (PAIA) afdeling
Navorsing en Dokumenterings Departement

Posadres:
Braampark Forum 3
33 Hoofd Straat
Braamfontein

Tel: +27 11 877 3600

Webwerf: www.sahrc.org.za
E-pos: PAIA@sahrc.org.za

D. TOEGANG TOT VERSLAE IN BESIT VAN DIE DEPARTEMENT VAN OPENBARE WERKE, PAAIE EN INFRASTRUKTUUR:

i. REKORDS WAT AANGEVRA MAG WORD [Artikel 14(1)(d)]

Beskrywing van onderwerpe en kategorieë van rekords wat deur die Departement van Openbare Werke, Paaie en Infrastruktuur aangehou word:

ONDERWERP	KATEGORIE	SUB-KATEGORIE
Strategiese- en beleidsbestuur	Monitering en koördinerings van strategiese ontwikkelingsbeplanning	<ul style="list-style-type: none"> • Strategiese Beleid • Ontwikkelingsprogramme • Ontwikkelingsprogram verslae • Ekonomiese navorsingsverslae
Transvormasie en transversale dienste	<ul style="list-style-type: none"> • Monitor die implementering van transformasie beleide • Monitor die uitvoer van rekordsbestuurstelsels • Bestuur van die werkersbystandsprogram • Bestuur dienslewering koördinerings • LUR ondersteuning • Kommunikasie- en inligtingsbestuur • IT dienste • Monitor vorderingsmeting stelsels 	<ul style="list-style-type: none"> • Verslae • Agendas en notules van onderhoudsvergadering • Werkswinkels en seminare • Toesprake • IT Stelsels • Persverklarings
Verskaf Korporatiewe bestuur en risikobestuur dienste	<ul style="list-style-type: none"> • Monitor die implementering van interne kontroles 	Risiko / Oudit verslae
Verskaf arbeidsverhoudingsdienste	<ul style="list-style-type: none"> • Bemiddeling en versoening 	<ul style="list-style-type: none"> • Resolusies • Ooreenkomste • Verslae
Menslike hulpbrondienste	Beleide in: - <ul style="list-style-type: none"> • Ontstaan van • Aanstellings 	<ul style="list-style-type: none"> • Persoonlike lêers • Personeel rekords • Jaarverslae

	<ul style="list-style-type: none"> • Plasing • Vergoeding • Bevordering van personeel 	
Finansiële administrasie	<ul style="list-style-type: none"> • Aanskaffing • Salarisse 	<ul style="list-style-type: none"> • Tenderstelsels en dokumente • Bate register • Aanskaffingstelsels • Begrotings • Verbintenisregister • Krediteursverslae
Geboue, grond en akkommodasie	<ul style="list-style-type: none"> • Tegniese Dienste • Grond • Geboue • Eiendomme 	<ul style="list-style-type: none"> • Ingenieursdienste • Opmeting • Argitek dienste • Aankope van land en geboue • Onteiening • Beplanning en oprigting • Huur en sekuriteitsdienste • Skoonmaak van grond en ontwerp van landskappe
“Expanded Public Works Program”	<ul style="list-style-type: none"> • Beplanning en ontwikkeling • Projek implementering 	<ul style="list-style-type: none"> • Ko-ordinering van verslae • Opleiding en mentorskap • Armoedeverligting
Paaie infrastruktuurbestuur	<ul style="list-style-type: none"> • Aanleg en toerusting • Ingenieursdienste • Padkonstruksie en instandhouding • Brûe en strukture • Ontwikkeling en advertering • Spesiale projekte • Padagentskap • Tender sake 	<ul style="list-style-type: none"> • Aanskaffing, instandhouding en gebruik • Aanstellings en dienste • Omgewingskwessies • Distrikte, kampe en verkeersdepartemente • Nasionale, provinsiale, deurpaaie, tolpaaie, distrikte en kruisings • Toegang, paaie op komplekse, privaatpaaie en vloedskade • Land, vergoeding en grafte • Reserwes, verkeerstekens en waarskuwings • Brûe strukture en heinings • Mynbou en advertensies • Raadslede, aanstellings en kontrakte

ii. DIE AANSOEKPROSEDURE:

Sulke rekords sal aan 'n aansoeker toegestaan word as die rekords in die Departement Openbare Werke, Paaie en Infrastruktuur bestaan en die aansoeker aan die volgende vereister voldoen:

- Voldoen aan alle prosedures vereistes in die wet met betrekking tot die versoek om toegang tot daardie rekord, en
- Toegang tot die rekord in terme van die vereistes van die wet is.

Aard van die aansoeker:

- 'n Aansoeker moet die gedrukte vorm gebruik wat in die Staatskoerant verskyn het [Regeringskennisgewing R 187- 15 Februarie 2002] (Vorm A).
- Die aansoeker moet ook aandui of 'n afskrif van die rekord nodig is en of toestemming verkry moet word om die rekord te besigtig. Andersins, as die dokument nie 'n rekord is nie, kan dit in die aansoekvorm besigtig word waar moontlik [s 29(2)].
- Wanneer 'n persoon toegang aanvra op 'n spesifieke vorm behoort die aansoek toegestaan te word op voorwaarde dat daar nie onredelik ingemeng word met die verloop van sake in die departement nie, die rekord beskadig word nie of inbreuk gemaak word op die kopiereg wat nie aan die staat behoort nie. As toegang tot inligting om welke rede nie in die aangevraagde vorm beskikbaar is nie maar wel in 'n ander vorm dan sal die gelde vereken word volgens die aansoeker se eerste versoek [s 29(3) en (4)].
- As 'n aansoeker bo en behalwe 'n skriftelike antwoord tot die aangevraagde dokument ook op 'n ander wyse ingelig wil word byvoorbeeld per telefoon dan moet die aansoeker dit aandui [s 18(2)(e)].
- As 'n aansoeker inligting aanvra namens iemand ander moet die hoedanigheid waarin die aanvraag gemaak word, aangedui word [s 18(2)(f)].
- As die aansoeker ongeletterd is of 'n gebrek het, kan die aansoek vir die rekord mondelings gemaak word. Die inligtingsbeampte moet dan die vorm namens die versoeker invul en sorg dat die aansoeker 'n afskrif daarvan kry [s 18(3)].

Daar is twee soorte fooie wat betaal moet word in terme van die Wet naamlik die aansoek fooi en die toegangsfooie s22:

'n Aansoeker wat toegang tot 'n rekord aanvra wat sy/haar persoonlike inligting bevat hoef nie die voorgeskrewe fooi te betaal nie. Enige iemand anders wat inligting aanvra wat nie persoonlik van aard is nie moet die voorgeskrewe fooi betaal:

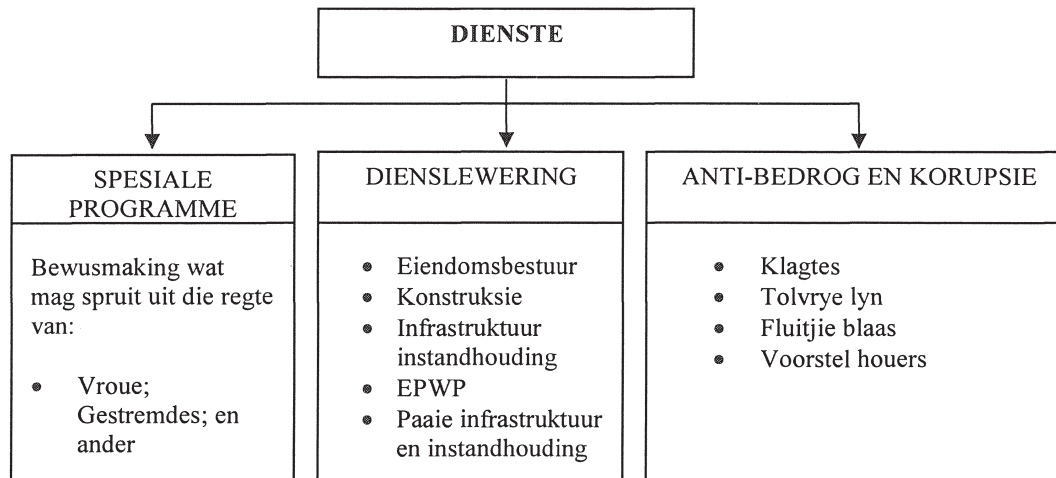
- Die inligtingsbeampte moet die aansoeker (anders as 'n persoonlike aansoeker) in kennis stel by wys van 'n kennisgewing in verband met die betaling van die voorgeskrewe fooie voordat die aansoek geprosesseer word.
- Die aansoekfooie is R35. Die res van die fooie word aangedui onder die opskrif voorgeskrewe fooie (punt F hieronder). Waar toepaslik mag 'n aansoeker 'n interne versoek of 'n aansoek tot die hof rig teen die tender of betaling van die aansoekfooie.
- Nadat die inligtingsbeampte 'n besluit geneem het oor die aansoek, moet die aansoeker in kennis gestel word daarvan op die wyse waarin die aansoeker aangevra het.
- As die aansoek toegestaan word, moet 'n verdere toegangsfooie betaal word vir die soektog, voorbereiding en herprodusering asook vir enige tyd wat die voorgeskrewe ure oorskry om die rekord te soek en voor te berei vir mededeling.

E. AUTOMATIESE MEDEDELINGS [Artikel 15 van die Wet op die Bevordering van Toegang tot Inligtingswet, 2000, Wet 2 van 2000]

[Regulasies 5A]

BESKRYWING VAN DIE KATEGORIE REKORDS WAT AUTOMATIESE BESKIKBAAR IS IN TERME VAN ARTIKEL 15(1)(a) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTINGSWET, 2000	MANIER WAAROP TOEGANG TOT REKORDS VERKRY KAN WORD ((ARTIKEL 15(1)(b))
VIR INSPEKSIE IN TERME VAN ARTIKEL 15(1)(a)(i):	
<ul style="list-style-type: none"> • Jaarverslae • Goedgekeurde organogram • Begrotings • Omsendskrywe van geadverteerde betrekkings en dienste • Openbare verslae • Afskrifte van toesprake deur die HUB • Departementele wette, regulasies, riglyne en prosedure handleiding • Departementele Jaarlikse Uitvoerende Plan • Departementele Lêerstelsels • Departementele Vorms • Departementele Strategiese Plan • Regstellende werksgeleentheidsverslag • Vervolgpublikasies en tydskrifte • Nuusbriewe • Die Wet op die Bevordering van Toegang tot die Inligtingswet Handleiding • Promosiemateriaal • Diensleweringsskedule • Verbeterde Diensleweringssplan • Diensleweringstandaarde • Telefoonlys van personeel • Verbindingstaat 	<p>Dié rekords mag geïnspekteur word by die Departement, adres alle versoeke aan:</p> <p>Die Kantoor van die Adjunk Inligtingsbeampte, Departement Openbare Werke, Paaie en Infrastruktuur Privaatsak X9490 POLOKWANE 0700 Tel No.: +27 15 284 7000 Faks No.: +27 15 284 7031 E-pos: makhafolat@dpw.limpopo.gov.za of besoek ons webwerf by www.dpw.limpopo.gov.za</p>
VIR AANKOPE IN TERME VAN ARTIKEL 15(1)(a)(ii):	
<ul style="list-style-type: none"> • Tenderdokumente 	<p>Rekords kan gekoop word by: Departement Openbare Werke, Paaie en Infrastruktuur Verskaffingsafdeling Works Towers 1ste Vloer Kerkstraat 43 POLOKWANE 0699</p>
VIR AFSKRIFTE IN TERME VAN ARTIKEL 15(1)(a)(iii):	
<ul style="list-style-type: none"> • Jaarverslae • Goedgekeurde organogram 	<p>Dié rekords kan verkry word op versoek van</p>

<ul style="list-style-type: none"> • Begrotings • Omsendskrywe van geadverteerde betrekkings en dienste • Openbare verslae • Afskrifte van toesprake deur die HUB • Departementele wette, regulasies, riglyne en prosedure handleiding • Departementele Jaarlikse Uitvoerende Plan • Departementele Lêerstelsels • Departementele Vorms • Departementele Strategiese Plan • Regstellende werksgeleentheidsverslag • Vervolgpublikasies en tydskrifte • Nuusbriewe • Die Wet op die Bevordering van Toegang tot die Inligtingswet Handleiding • Promosiemateriaal • Diensleweringsskedule • Verbeterde Diensleweringssplan • Diensleweringstandaarde • Telefoonlys van personeel • Verbindingstaat 	<p>die Departement. Alle versoeke moet gerig word aan:</p> <p>Die Kantoor van die Adjunk Inligtingsbeampte, Departement Openbare Werke, Paaie en Infrastruktuur Privaatsak X9490 POLOKWANE 0700 Tel No.: +27 15 284 7000 Faks No.: +27 15 284 7031 E-pos: makhafolat@dpw.limpopo.gov.za of besoek ons webwerf by www.dpw.limpopo.gov.za</p>
GRATIS REKORDS IN TERME VAN ARTIKEL 15(1)(a)(iii):	
<ul style="list-style-type: none"> • Omsendskrywe van geadverteerde betrekkings • Nuusbriewe • Die Wet op die Bevordering van Toegang tot die Inligtingswet Handleiding • Pamflette • Promosiemateriaal 	<p>Die rekords kan aangevra word by:</p> <p>Die Kantoor van die Adjunk Inligtingsbeampte, Departement Openbare Werke, Paaie en Infrastruktuur Privaatsak X9490 POLOKWANE 0700</p> <p>Departement Openbare Werke, Paaie en Infrastruktuur Works Towers 1ste Vloer Kerkstraat 43 POLOKWANE 0699</p> <p>Tel No.: +27 15 284 7000 Faks No.: +27 15 284 7031 E-pos: makhafolat@dpw.limpopo.gov.za of besoek ons webwerf by www.dpw.limpopo.gov.za</p>

F. BESKIKBARE DIENSTE EN HOE OM TOEGANG TE VERKRY [Artikel 14(1)(f)]**i. AARD VAN DIENSTE****ii. HOE OM TOEGANG TOT HIERDIE DIENSTE TE VERKRY**

Om toegang te verkry tot die dienste van die Departement van Openbare Weke, Paaie en Infrastruktuur, moet aansoeke aan die Hoof van die Departement gerig word.

Die Hoof van die Departement: Departement van Openbare Werke, Paaie en Infrastruktuur

Adres: Kerkstraat 43
Polokwane

Posadres: Privaatsak X9490
Polokwane
0700

Telefoon: +27 15 284 7000
Faks: +27 15 284 7031
Webwerf: www.dpw.limpopo.gov.za
E-pos: moloton@dpw.limpopo.gov.za

G. REËLINGS VIR OPENBARE BETROKKENHEID BY DIE FORMULERING VAN RIGLYNE EN DIE UITVOERING DAARVAN [Artikel 14(1)(g)]

Ingesluit is die prosedures vir konsultasies met die publiek, daar word ook voorsiening gemaak vir insette (byvoorbeeld die publiek kan voorstelle maak aan kommittees) of op enige ander manier waarop die publiek deel kan hê of insette kan lewer by die formulering van riglyne en die uitvoering daarvan. Die departementele reëlins vir openbare betrokkenheid sluit die volgende in:

Werkswinkels – die publiek mag dit bywoon en insette lewer.

Voorleggings en Verslae – die Jaar- en Openbare verslae van die Departement is beskikbaar vir die publiek om insette te lewer.

Openbare deelname – openbare deelname deur Imbizo's, versoeke.

Vakleerlingprogramme – daar is werwingsriglyne in plek vir die werwing van die publiek in dié poste

Konsultante en kontrakteurs – die seleksie van konsultant is deel van die verskaffingsbestuurriglyne.

H. DIE HERSTELLENDENDE MAATREËLS BESKIKBAAR AS DIE BEPALINGS VAN DIE WET NIE NAGEKOM WORD NIE [Artikel 14(1)(h)]

As 'n aansoeker nie tevrede is met enige besluit wat deur die Inligtingsbeampte/Adjunk inligtingsbeampte geneem is nie, mag die aansoeker 'n beroep op die Lid van die Uitvoerende Raad in die Departement van Openbare Werke, Paaie en Infrastruktuur doen.

I. VOORGESKREWE TARIEWE SOOS AANGEDUI ONDER ARTIKEL 11 VAN DIE REGERINGSKENNISGEWING 187 IN DIE STAATSKOERANT OP 15 FEBRUARIE 2002

1. Die fooi vir 'n afskrif van die handleiding soos oorweeg uit regulasie 5(c) is R0, 60 vir elke A4-grootte fotostaat of gedeelte daarvan.
2. Die fooie vir her-produksie waarna verwys word in regulasie 7(1) is soos volg:

BESKRYWING	BEDRAG R
(a) Vir elke A4-grootte fotostaat of 'n gedeelte daarvan	0.60
(b) Vir elke gedrukte afskrif van 'n A4-grootte bladsy of 'n deel daarvan gehou op 'n rekenaar of in elektroniese of masjien-leesbare vorm	0.40
(c) Vir 'n afskrif in 'n rekenaar-leesbare vorm op –	
(i) stiftie-skyf	5.00
(ii) laserskyf	40.00
(d) (i) Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of 'n gedeelte daarvan	22.00
(ii) Vir 'n afskrif van visuele beelde	60.00
(e) (i) Vir 'n transkripsie van 'n oudio rekord, vir 'n A4-grootte bladsy of 'n gedeelte daarvan	12.00
(ii) Vir 'n afskrif van 'n oudio rekord	17.00

3. Die aansoekfooie betaalbaar deur elke aansoeker, anders as 'n persoonlike aansoeker, verwys is in regulasie 7(2) is R35, 00.
4. Die toegangsfooie betaalbaar deur 'n aansoeker wat na verwys is in regulasie 7(3) is soos volg:

4.1

BESKRYWING	BEDRAG R
(a) Vir elke A4-grootte fotostaat of 'n gedeelte daarvan	0.60
(b) Vir elke gedrukte afskrif van 'n A4-grootte bladsy of 'n deel daarvan gehou op 'n rekenaar of in elektroniese of masjien-leesbare vorm	0.40
(c) Vir 'n afskrif in 'n rekenaar-leesbare vorm op –	
(i) stiffie-skyf	5.00
(ii) laserskyf	40.00
(d) (i) Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of 'n gedeelte daarvan	22.00
(ii) Vir 'n afskrif van visuele beelde	60.00
(e) (i) Vir 'n transkripsie van 'n oudio rekord, vir 'n A4-grootte bladsy of 'n gedeelte daarvan	12.00
(ii) Vir 'n afskrif van 'n oudio rekord	17.00
(f) Om te soek na en die rekord voor te berei vir toegang, R15.00 vir elke uur of deel daarvan, uitsluitend die eerste uur, redelik benodig vir so 'n soektog en voorbereiding.	

- 4.2. Die volgende word toegepas vir die doeleindes van artikel 22 (2) van die Wet:
- (a) ses ure moet oorskry word voordat 'n deposito betaalbaar is; en
- (b) 'n derde van die toegangsfooie is betaalbaar as 'n deposito deur die aansoeker.
3. Die werklike posgeld is betaalbaar wanneer 'n afskrif van 'n rekord aan die aansoeker gepos moet word.

J. VOORGESKREWE VORMS VIR TOEGANG TOT 'N REKORD**AANHANGSEL B VAN REGERINGSKENNISGEWING 187 IN
DIE STAATSKOERANT OP 15 FEBRUARY 2002****VORM A****AANSOEK VIR TOEGANG TOT 'N REKORD**

(Artikel 18(1) van die Wet op die Bevordering van Toegang tot Inligting, 2000

(Wet No. 2 van 2000))

[Regulasie 2]

AANSOEK VIR TOEGANG TOT REKORDS	
VIR DEPARTEMENTELE GEBRUIK	Verwysingsnommer:.....
Aansoek ontvang deur: -	
Naam:.....	
Rang:.....	
Datum:.....	
Plek:.....	
Aansoekfooi (indien enige):	R
Deposito (indien enige):	R
Toegangsfooi:	R
.....	
HANDTEKENING: INLIGTINGSBEAMPTE / ADJUNK INLIGTINGSBEAMPTE	
VERWYSINGSNOMMER:	

A. BESONDERHEDE VAN OPENBARE LIGGAAM

INLIGTINGSBEAMPTE	ADRES
-------------------	-------

Hoof van die Departement	Privaatsak X9490 POLOKWANE 0700 TEL NO.: +27 15-284 7120 FAKS NO.: +27 15-284 7039 E-pos: moloton@dpw.limpopo.gov.za
ADJUNK INLIGTINGSBEAMPTE	ADRES
Me. Makhafola TJ	Privaatsak X9490 POLOKWANE 0700 TEL NO.: +27 15-284 7272 FAKS : NO.: +27 15 284 7031 E-pos: makhafolat@dpw.limpopo.gov.za
ALGEMENE INLIGTING:	<p>Straatadres: - 43 Kerk Straat POLOKWANE 0699 Webwerf: www.dpw.limpopo.gov.za</p> <p>Posadres: - Privaatsak X9490 POLOKWANE 0700</p> <p>Telefoon: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272</p> <p>Faks: +27 15 284 7031 +27 15 284 7039</p>

B. BESONDERHEDE VAN PERSOON WAT TOEGANG TOT REKORD VERSOEK

AANSOEK OM TOEGANG TOT REKORD																					
VAN:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																				
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IDENTITEITSNOMMER:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																				
POSADRES:	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																				
Besonderhede van rekord																					
<p>a) <i>Verskaf volle besonderhede van die rekord waarna toegang versoek word, insluitend die verwysingsnommer (as dit aan u bekend is) om opsporing van die rekord te vergemaklik.</i></p> <p>b) <i>As die bepaalde spasie onvoldoende is, gaan gerus voort op 'n aparte bladsy en heg dit aan hierdie vorm. Die aansoeker moet alle aangehegde bladsye onderteken.</i></p>																					
BESKRYWING VAN REKORD:																					
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																					
VERWYSINGSNOMMER (Indien beskikbaar)																					

C. BESONDERHEDE VAN PERSOON NAMENS WIE DIE VERSOEK GEMAAK WORD

Hierdie deel moet ingevul word alleenlik as die aansoek vir inligting namens iemand anders gedoen word.

VOLLE NAME:

[Grid for full name with 30 cells]

IDENTITEITSNOMMER

[Grid for identification number with 13 cells]

D. BESONDERHEDE VAN REKORD:

Besonderhede van rekord

- a) Verskaf volle besonderhede van die rekord waarna toegang versoek word, insluitend die verwysingsnommer (as dit aan u bekend is) om opsporing van die rekord te vergemaklik.*
- b) As die bepaalde spasie onvoldoende is, gaan gerus voort op 'n aparte bladsy en heg dit aan hierdie vorm. Die aansoeker moet alle aangehegde bladsye onderteken.*

BESKRYWING VAN REKORD:

.....

.....

.....

.....

.....

.....

.....

VERWYSINGSNOMMER (Indien beskikbaar)

ENIGE VERDERE BESONDERHEDE VAN REKORD

.....

E. FOOIE

- (a) 'n Versoek vir toegang tot 'n rekord, anders as een wat persoonlike inligting oor u self bevat, sal alleenlik geproseseer word nadat 'n **aansoekfooi** betaal is.
- (b) U sal in kennis gestel word van die bedrag betaalbaar as aansoekfooi.
- (c) Die fooie **betaalbaar vir toegang** tot 'n rekord is afhanklik van die vorm waarin die toegang verlang word en die redelike tydperk wat benodig word om die rekord op te spoor en voor te berei.
- (d) As u vir kwytstelling van betaling van enige fooie kwalifiseer, meld asseblief die rede daarvoor.

REDE VIR KWYTSKELING VAN BETALING VAN FOOIE:**F. VORM VAN TOEGANG TOT REKORD**

As u weens gestremdheid verhoed word om te lees, kyk of luister na die rekord in die wys van toegang soos verskaf word in 1-4 hieronder, dui die gebrek aan en ook die wyse waarin die rekord verlang word.

Gestremdheid:	Vorm waarin rekord versoek word:		
<p>Merk die toespaklike deel met 'n "X".</p> <p>NOTAS:</p> <p>(a) U aanduiding van die vorm van toegang tot 'n rekord is afhanklik van die vorm waarin die rekord beskikbaar is.</p> <p>(b) Toegang in die verlangde wyse mag onder sekere omstandighede geweier word. In so 'n geval sal u in kennis gestel word of toegang in 'n ander vorm toegestaan sal word.</p> <p>(c) Die fooi betaalbaar vir toegang tot die rekord (indien nodig) sal gedeeltelik bepaal word deur die wyse waarin toegang verlang word.</p>			
<p>1. Indien die rekord in geskrewe of gedrukte vorm is-</p>			
	Afskrif van rekord*		Inspeksie van rekord

2. Indien die rekord uit visuele beelde bestaan- (dit sluit in fotos, skyfies, video-opnames, rekenaar-gegenereerde beelde, sketse ens.)		
	Besigtiging van beelde	Afdrukke van beelde*
		Transkripsies van beelde*
3. Indien die rekord bestaan uit woorde of inligting wat in klank herproduseer kan word -		
	Luister na die klankbaan (oudiokassette)	Transkripsie van klankbaan* (geskrewe of gedrukte dokument)
4. Indien die rekord op rekenaar of in 'n elektroniese of masjien-leesbare vorm gehou word-		
	Gedrukte afskrif van rekord*	Gedrukte afskrifte van inligting verkry van die rekord*
		Afskrif in rekenaar leesbare vorm* (stiffie of laserskyf)
*As u 'n afskrif of transkripsie aangevra het sal u dit graag aan u gepos wil hê? Posgelde is betaalbaar.		JA
		NEE
<i>L.W. as die rekord nie beskikbaar is in die verkose taal nie mag toegang gegee word in die taal waarin die rekord beskikbaar is.</i>		
In watter taal verkies u die rekord?		

G. KENNISGEWING VAN BESLUIT IVM AANVRAAG TOT TOEGANG

U sal skriftelik in kennis gestel word of u versoek goedgekeur is of nie. As u op 'n ander wyse daarvan in kennis gestel word, spesifiseer asseblief die wyse en verskaf die nodige besonderhede.

Hoe verkies u om in kennis gestel te word i.v.m. u aansoek tot die rekord?

.....
.....
.....
.....

Geteken op hierdie dag van 20... (JAAR)

.....
HANDTEKENING VAN AANSOEKER / PERSOON NAMENS WIE VERSOEK GERIG WORD



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

**Muhasho
wa**

**Mishumo, Dzibada na
Themamveledziso
LIMPOPO**

**KHETHEKANYO 14 YA MUHASHO WA MISHUMO, DZIBADA NA
THEMAMVELEDZISO SA ZWE ZWARANDELISWA ZWONE KHA
MULAYO WA 2000 WA U TUTUWEDZA U SWIKELEA HA
MAFHUNGO (MULAYO NO.2 WA 2000)**

TSHIVHUMBEO 7: 2015

.....
NDANGULO YO TANGANAHO

KHETHEKANYO 14 YA MUHASHO WA MISHUMO, DZIBADA NA THEMAMVELEDZISO SA ZWE ZWA RANDELISWA ZWONE KHA MULAYO WA 2000 WA U TUTUWEDZA U SWIKELEA HA MAFHUNGO (MULAYO NO.2 WA 2000)

1. ZWI RE NGOMU

TSHITENWA	THALUTSHEDZO	MASIATARI
A	Kushumele na nzulele ya Muhasho wa Mishumo, Dzibada na Themamveledziso	3
B	Zwidombedzwa zwa vhukwamani	4
C	Khethekanyo 10 i sumbedza mashumele a mulayo(Act) [(tshitenwa 51(1)(B)]	5
D	U swikela rekhodo dza Muhasho wa Mishumo, Dzibada na Themamveledziso	5
i	Rekhodo dzine dza nga humbelwa	5
ii	Ndila ya u ita khumbelo	7
E	U buletshedza hu re khagala	8
F	Tshumelo dzine dza vha hone na u dzi swikelela	10
G	Ndugiselo kha u di dzhenisa ha vhatu kha u ita dzi pholisi na u shumisa maanda	10
H	Ndulamiso dzine dza itwa arali mbetshelo dza mulayo dzi songo tevhedzwa	11
I	Mbadelo dzo tiwaho	11
J	Dzifomo dze dza dzudzanyelwa u swikela dzirekhodo	13

ZWIDODOMBEDZWA U YA NGA KHETHEKANYO 14

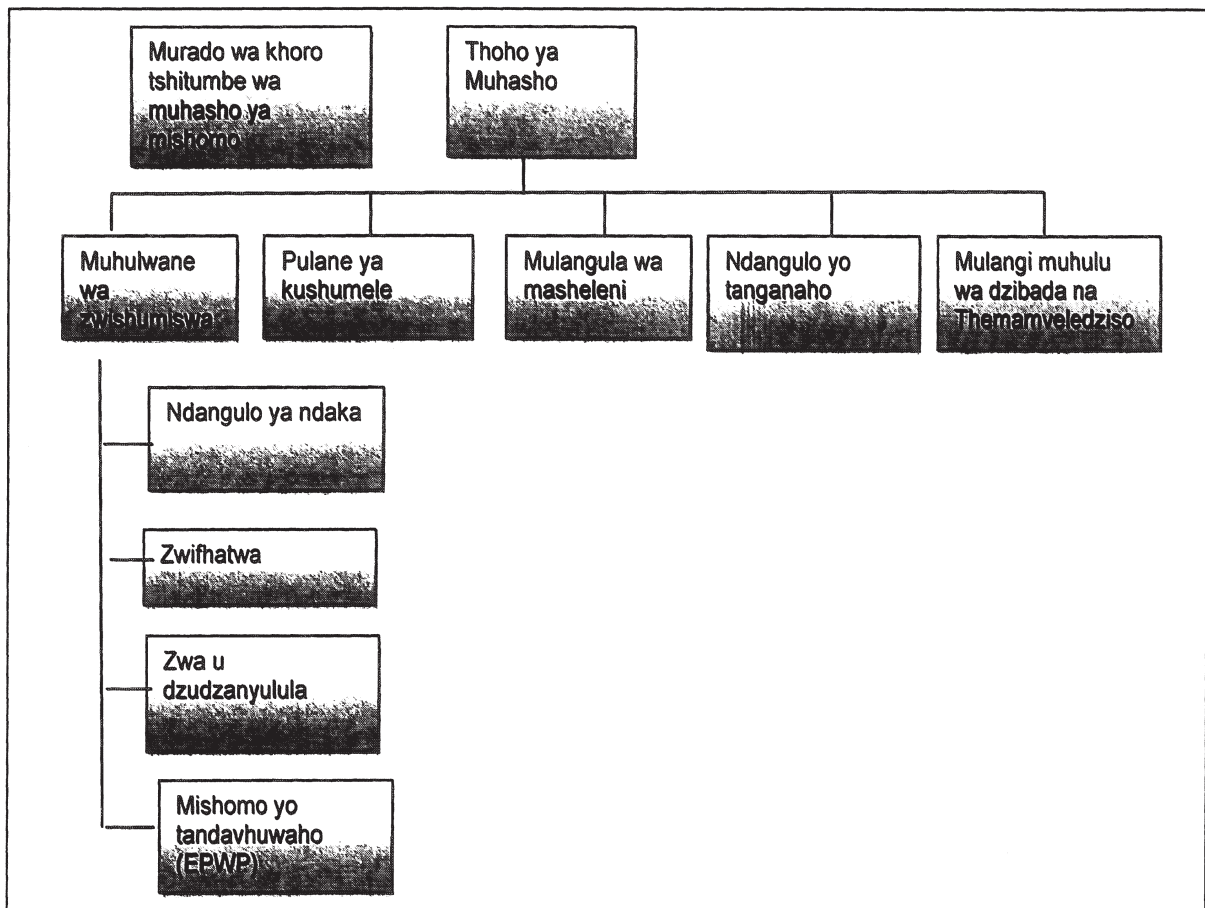
A. MISHUMO NA TSHIVHUMBEO TSHA MUHASHO WA MISHUMO, DZIBADA NA THEMAMVELEDZISO

i. KUI TELE NA MISHUMO

Kuitele na Mishumo ya muhasho wa Mishumo, Dzibada na Themamveledziso ndi i tevelaho: -

- U langa themamveledziso dza mishumo ya muvhuso
- U nea tshumelo dza ndangulu ya thandela kha minwe mihasho ya vundu
- U langa ndondolo ya zwifhato zwa muvhuso
- U nea ndangulo ya ndaka
- U langula zwa u itwa ha mbekanya mushumu yo tandavhuwaho ya mishumo ya vhatu kha vundu (EPWP)

ii. NYOLO YA TSHIVHUMBEO TSHA MUHASHO WA MISHUMO, DZIBADA NA THEMAMVELEDZISO YO IMA NGA NDILA I TEVELAHO: -



iii. Tshivhumbeo tsha Mhasho wa Mishumo,Dzibada na Themamveledziso

Thoho ya zwa polotiki ya Mhasho wa Mishumo,Dzibada na Themamveledziso ndi MEC (Vundu la Limpopo) ngeno-ha hu uri Thoho ya ndaulo (Muofisiri a re na Vhudifhinduleli) ndi vho H.O.D.

Mhasho wa Mishumo,Dzibada na Themamveledziso wo vhumbeo nga Ofisi ya Vundu ine ya wanala Polokwane, Works Towers na ofisi dza zwitiriki dzo fhambanaho dzine dza wanala kha Tshitiriki tsha Sekhukhune(Lebowakgomo); Tshitiriki tsha Capricorn (Polokwane); Tshitiriki tsha Vhembe (Sibasa); Tshitiriki tsha Waterberg (Mokopane and Modimolle) na Tshitiriki tsha Mopani (Giyani).

B. Zwidodombedzwa zwa vhukwamani [Khethekanyo 14(1)(b)]

MUTHUSA MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Thoho ya muhasho	Phuraivethe Bege X9490 POLOKWANE 0700 NOMBORO YA LUTINGO: +27 15- 284 7120 NOMBORO YA FEKISI: +27 15-284 7039 Imeili: moloton@dpw.limpopo.gov.za
MUTHUSA MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Vho-Makhafola TJ	Phuraivethe Bege X9490 POLOKWANE 0700 LUTINGO: +27 15-284 7272 FEKISI: NO.: +27 15 284 7031 IMEILI: makhafolat@dpw.limpopo.gov.za
Mafhungo Nyangaredzi:	Diresi ya Tshitarata: - 43 Church Street POLOKWANE 0700 Webusaiti http// www.dpw.limpopo.gov.za Diresi ya Poswo: - Phuraivethe Bege x9490 POLOKWANE 0700 Lutingo: +27 15 284 7000 +27 15 2847120 +27 15 284 7272 Fekisi: +27 15 284 7031 +27 15 284 7039

C. KHETHEKANYO 10 ISUMBEDZA KUSHUMISELE KWA MULAYO (Act) [Khethekanyo 51(1)(B)]

Khethekanyo 10 i wanala dzi ofisini dza muhasho na kha Khomishini ya Pfanelo dza Vhathu (South African Human Rights Commission). Kha vha livhise mbudziso dzavho kha:
The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Diresi ya Poswo:
Braampark Forum 3
33 Hoofd Street
Braamfontein

Lutingo: +27 11 877 3600

Webisaiti: www.sahrc.org.za
Emeili: PAIA@sahrc.org.za

D. TSWIKELELO YA REKHODO DZINE DZA VHA KHA MUHASHO WA MISHUMO, DZIBADA NA THEMAMVELEDZISO

i. Rekhodo dzine dza nga humbelwa [Khethekanyo 14(1)(d)]
U swikela rekhodo dzine dza vha kha Muhasho wa Mishumo, Dzibada na Themamveledziso

i. U buletshedza hu re khagala [Khethekanyo 14(1)(e)]

Thalutshedzo ya mafhungo na khethekanyo ya rekhodo dzine dzavha hone kha Muhasho wa Mishumo, Dzibada na Themamveledziso:

MAFHUNGO	KHETHEKANYO	KHETHEKHANYOPFUFHI
Ndangulo ya tshigathalusi na mbekanyamaitele	U laula na ndzudzanyo dza u ita zwithu nga tshifhinga kha mveledziso ya magathalusi	<ul style="list-style-type: none"> • Mbekanyamaitele dza zwidayo dayo • Mbekanyamushumo dza mveledziso • Mivhigo ya mbekanyamushumo ya mveledziso • Mivhigo ya thodisiso dza ikonomi
Tshandukiso na tshumelo dza transversal	<ul style="list-style-type: none"> • U laula zwa u itwa ha mbekanyamaitele dza tshandukiso • U laula zwa u itwa ha sisiteme ya ndangulo ya rekhodo • U laula mbekanyamushumo ya thikhedzo ya vhashumi • U laula mushumo wa thoho ya Muhasho • U langa vhukonanyi ha ndisedzo ya tshumelo • Thikhedzo ya MEC • Ndaulo ya vhudavhidzani na mafhungo 	<ul style="list-style-type: none"> • Mivhigo • Tsumba mushumo na maambiwa a mitangano ya inthaviwu • U pfumbudziwa na seminara • Zwipitshi • Sisiteme ya thekholodzhi • U isa mafhungo kha Vhoramafhungo

	<ul style="list-style-type: none"> • Tshumelo dza thekholodzhi • U laula sisteme ya ndangulo ya mashumele 	
U nekedza ndango ya zwavhashumi na zwa tshireledzo ya vha shumi	<ul style="list-style-type: none"> • U tola nyito ya ndango dza nga ngomu 	Tsireledzo na u vhona u tevhedzwa ha mivhigo
U nekedza tshumelo ya mulayo wa zwa vhashumi	<ul style="list-style-type: none"> • Vhupfumedzani na u hangwelana 	<ul style="list-style-type: none"> • Tsheo • Thendelano • Muvhigo
Tshumelo ya zwa vha shumi	<p>Mbekanya maitele dza:</p> <ul style="list-style-type: none"> • Tshivhumbeo tsha muhasho • U thola • U vhekanya • Magavhelo • U khwinisa tshumelo ya vha shumi 	<ul style="list-style-type: none"> • Mafungo a elanaho na vhashumi • Dzirekhodo dza vha shumi • Mivhigo ya nwaha nga nwaha • PMDS
Ndaulo ya Masheleni	<ul style="list-style-type: none"> • Maitele a u renga na u rengisa (procurement) • Miholo 	<ul style="list-style-type: none"> • Mbekanyamaitele na manwalwa a thendara • Redzhisitara ya ndaka • Mbekanyamaitele dza maitele a u renga na u rengisa • Mugaganyagwama • Redzhisitara ya vhudikumedzeli • Rekhodo dza vha kolodwa
Zwifhato, mavu na vhudzulo	<ul style="list-style-type: none"> • Tshumelo dza Thekheniki • Mavu • Zwifhato • Thundu 	<ul style="list-style-type: none"> • Tshumelo dza Vhuinzhiniari • Vhutanduli (surveying), • Tshumelo dza vhuifhati • U diwanela mavu na tshifhato • Zwa u pfukhisela vhune ha thakha kha munwe • U dzudzanya zwithu nga tshifhinga na u fhata • Tshumelo dza u rennda na vhuksireledzi • U kunakisa na mbono ya shango
EPWP(Thandela dza mishumo ya tshifhinganyana	<ul style="list-style-type: none"> • Vhupulani na mveledziso • U itwa ha dzithandela 	<ul style="list-style-type: none"> • Mivhigo wa thanganyelo • U gudisa na u tola • U fhelisa vhusai
Dzibada na themamveledziso	<ul style="list-style-type: none"> • Mitshini mihulwane na mituku ya u shuma bada • Tshumelo ya vhuinzhiniari • U fhata na u vusuludza dzibada. • Dzibada na zwiimiswa • Mveledziso na 	<ul style="list-style-type: none"> • U renga, u vusuludza na u shumisa • U hira na tshumelo • Zwamupo • Dzigamba dzire kha zwitiriki na zwititshi zwavhuendi

	<p>khunguwedzo</p> <ul style="list-style-type: none"> • Thandela dzo khetheaho • Dzhendedzi la dzibada • Mafungo a zwa dzithendara 	<ul style="list-style-type: none"> • Bada dzi lauwaho nga mushuso wa vhukati, wa vundu, dzibada khulwane, dzibada dzi badeliswaho na mafhande buda • Bada dziswikeleaho kha mavhengele tserekano. bada dzavhathu zwavho, na tshinyalelo yo diswaho nga midalo • Ndiliso dza mavu na mavhida • Matungo a bada na tswayo dza vhuendi • Zwiimiswa zwa dziburoho na u gammela • Zwamigodi na dzikhunguwedzo • Mirado ya bodo, zwa u hira na zwa dzithendelano
--	---	--

ii. NDILA DZA U ITA KHUMBELO

Muhumbeli u do wana thendelo ya u swikela rekhodo dzine dza vha kha Muhasho wa Mishumo na Dzibada na Themamveledziso arali o tevhedza thodea dzi tevhelaho: -

- Muhumbeli o tevhedza ndila dzothe dza thodea ya mulayo u yelanaho na zwa khumbelo ya u swikela rekhodo yeneyo; na
- U swikela rekhodo yeneyo u ya nga ha thodea dza mulayo.

Nzulele ya khumbelo:

- Muhumbeli u fanela u shumisa fomo ya gandiswaho kha Gurannya ya Muvhuso [ndivhadzo ya muvhuso R 187- 15 Luhui 2002] (Fomo A).
- Muhumbeli u tea u sumbedza arali a tshi khou toda khophi ya rekhodo kana arali muhumbeli a tshi toda u tou lavhelesa rekhodo. Inwe ndila ndi ya uri arali rekhodo i si nga ndila ya tshinwalwa, arali zwi tshi konadzea i nga kha di vhoniwa i kha tshiimo tshe ya humbelwa khatsho. [s29 (2)].
- Arali muthu a tshi humbela u swikela rekhodo kha inwe ya fomo, muhumbeli u fanela u swikela rekhodo nga ndila ye ya humbelwa ngayo. Nga nda ha musi arali u ita ngauralo zwi tshi do thithisa ndila ya kushumele kwa Muhasho, kana u tshinya rekhodo, kana u tshinya rekhodo kana u khakhisa khophi i siho fhasi ha ndangulo ya muvhuso. Arali hu na zwiitisi zwi vhonehlo, rekhodo dza vha dzi sa koni u wanala dzi nga ndila ye dza humbelwa ngayo hone zwa vha zwi tshi konadzea nga inwe-vho ndila, hone mbadelo i do tea u vhonehlo nga ndila ye muhumbeli a ita mathomoni [s29 (3) na (4)].

- Arali, nga nda ha phindulo yo tou nwalwaho ya khumbelo dza vhahumbeli vha rekhodo, muhumbeli a vha a tshi kona u divha nga tsheo nga ndila inwe-vho, sa tsumbo lutingo, hezwi zwi tea u sumbedzwa [s18 (2) (e)].
- Arali muhumbeli a tshi khou humbela mafhungo e vhuimoni ha munwe muthu, tshiimo tshine khumbelo ya khou itwa e khatsho tshi tea u sumbedzwa [s18 (2)(f)].
- Arali muhumbeli a vha a sa koni u nwala na u vhalala kana e na vuholefhalo, vha nga ita uri khumbelo i itwe nga mulomo. Muofisiri wa mafhungo u tea-ha u laedza fomo vhuimoni ha muhumbeli uyo, nahone u fanela u nekedza khophi [s18 (3)]

Hu na tshaka mbili dza mbadelo dzine dza tea u badelwa u ya nga milayo, ine ya vha mbadelo ya khumbelo na mbadelo ya thendelo, s22:

Muhumbeli a konaho u swikela rekhodo dzo faraho mafhungo o livhanaho na muthu ene mune muhumbeli ho ngo tea u badeliswa. Muhumbeli munwe na munwe ane a sa khou humbetshela ene mune u tea u badela tshelede yo tewaho:

- Muofisiri wa zwa mafhungo u tea u divhadza muhumbeli(nga nda ha musi e muhumbeli ene mune) nga u tou mu divhadza, u mu vhudza uri a badele mbadelo ye ya tewa (arali i hone) musi hu sa athu u vha na ndugiselo dza khumbelo.
- Mutengo wa u humbela ndi R35. Zwithu zwothe zwa malugana na mbadelo zwo sumbedzwa kha ndima i re afho fhasi. Hune zwa konadzea, muhumbeli a nga swikisa khathululo ya nga ngomu, kana khumbelo kha khothe a tshi hanedzana na mutengo kana mbadelo ya khumbelo.
- Nga murahu ha musi muofisiri wa zwa mafhungo o no dzhia tsheo nga ha khumbelo, muhumbeli u do divhadzwa nga ha tsheo iyo nahone u do divhadzwa nga ndila ine a tama uri a divhadzwe ngayo.
- Arali khumbelo yo tendelwa, hu do vha na tshelede ine ya badelwa, ine ya vha ya thodisiso, ndugiselo na u bvedza hafhu, kathihi na ya tshifhinga arali tshifhinga tsha u todisisa na u lugisela rekhodo uri dzi vhe khagala tsho fhira.

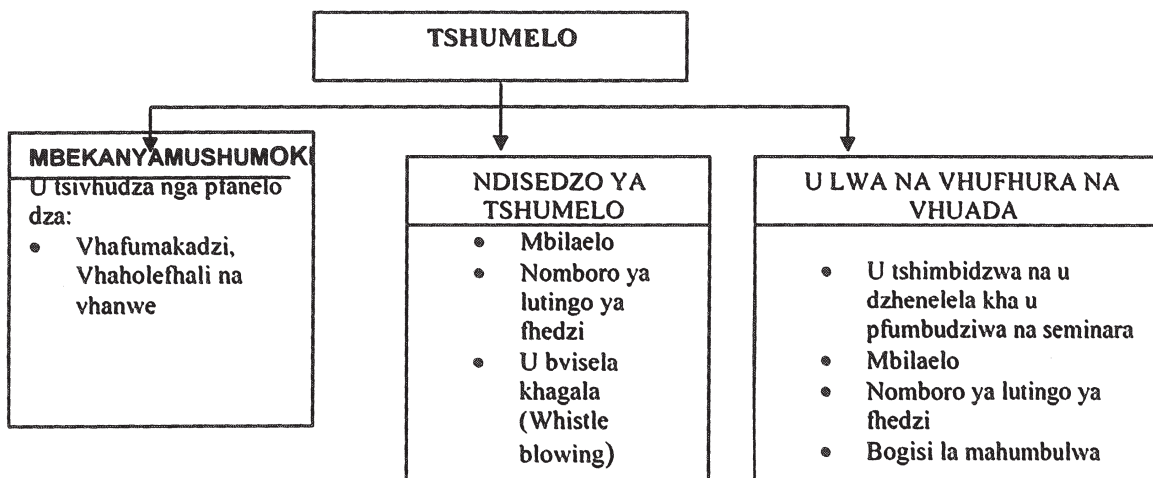
E. U BULETSHEDZA: (Khethekanyo 15 ya mulayo wa PAIA .2000, mulayo wa 2 wa 2000

MULAYO 5A

THALUTSHEDZO YA DZIREKHODO DZIRE HONE U YA NGA KHETHEKANYO 15(1)(a)	MAITELE A U SWIKELELA DZIREKHODO (Khethekanyo 15(1)(b))
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MULAYO WA TSWIKELELO YA MAFHUNGO (Promotion of Access Information Act, 2000)	
U TOLIWA U YA NGA KHETHEKANYO 15(1)(b)	
<ul style="list-style-type: none"> • Muvhigo wa nwaha • Tshivhumbeo tsha muhasho • Mugaganya gwama • Phirisela dza u andadza mishumo na tshumelo • Muvhigo wa tshitshavha • Dzikhophi dza maambiwa a MEC • Milayo ya mihasho, Dzindaela, Dzipholisi na Zwibugwana zwa maitele a zwithu • Vhupulani ha nwaha nga nwaha • Dzifaela dza muhasho (Departmental File Plan) • Dzifomo dza muhasho • Mbekanyamaitele dza muhasho • Muvhigo wa ndinganyelo mishumoni • Dzidzhenala na dzimagasini • Bugwana dza muhasho • Bugwana dza tswikelelo ya mavhungo (Promotion of Access to Information Manuals) • Zwishumiswa zwa u a lusa (Promotional material) • Tshata ya tshumelo • Ndzudzaya phanda ya u khwinisi tshumelo • Ndinganyelo ya tshumelo • Zwidodombedzwa zwa vhukwamani ha vhashumi • Zwitatamende zwa u di vhofha 	<p>Dzirekhodzo dza muhasho dzi nga toliwa ho itwa khumbelo, khumbelo dzi livhiswa kha Office of the Deputy Information Officer, Department of Public Works Private Bag x9490, Polokwane 0700 Nomboro ya Lutingo: 015 284 700 Nomboro ya Fekisi: 015 284 7030 Emeili adiresi; Makhafolat@dpw.limpopo.gov.za kana vha dalele wibisaiti ya muhasho itevhelaho: www.dpw.limpopo.gov.za</p>
MARENGELE U YA NGA KHETHEKANYO YA 15(1)(a)(ii):	
Bugwana dza Thendara	Vhanga renga dzirekhodo Supply Chain, Tshifatoni tsha muhasho wa Mishumo, Dzibada na Themamveledziso (Works Towers Building Fisrt Floor Department of Public Works 41 Church Street, 0700
ARALI VHA TSHI TODA U KOPA U YA NGA KHETHEKANYO YA 15(1)(a)(ii):	
<ul style="list-style-type: none"> • Muvhigo wa nwaha • Tshivhumbeo tsha muhasho • Mugaganya gwama • Phirisela dza u a ndadza mishumo na tshumelo • Muvhigo wa tshitshavha • Dzikhophi dza maambiwa a MEC • Milayo ya mihasho, Dzindaela, Zwidayo dayo na zwibugwana zwa 	<p>Vhanga kona u swikelela dzirekhodo dza muhasho wa Mishumo, Dzibada na Themamveledziso vho livhisa khumbelo kha Office of the Deputy Information Officer, Department of Public Works Private Bag x9490 Polokwane 0700 Nomboro ya lutingo: 015 284 7000</p>

<ul style="list-style-type: none"> • maitele a zwithu • Ndzudzanya phanda ya nwaha nga nwaha • Dzifaela dza muhasho(Departmental File Plan) • Dzifomo dza muhasho • Mbekanyamaitele dza muhasho • Muvhigo wa ndinganyelo mishumoni • Dzidzhenala na dzimagasini • Bugwana dza muhasho • Bugwana dza tswikelelo ya mavhungo (Promotion of Access to Information Manuals) • Zwishumiswa zwa u a lusa (Promotional material) • Tshata ya tshumelo • Ndzudzanya phanda ya u khwinisi tshumelo • Ndinganyelo ya tshumelo • Zwidodombedzwa zwa vhukwamani ha vhashumi • Zwitatamende zwa u di vhofha 	<p>Nomboro ya fekisi: 015 284 7030</p> <p>Emeili adiresi; Makhafolat@dpw.limpopo.gov.za kana vha dalele wibisaiti ya muhasho itevhelaho: www.dpw.limpopo.gov.za</p>
ZWINO WANALA NGA MAHALA U YA NGA KHETHEKANYO 15(1)(a)(iii):	
<ul style="list-style-type: none"> • Phirisela ya nyandadzo dza mishumo • Bugwana dza muhasho • Bugwana dza PAIA • Zwibugwana • Zwishumiswa zwa u a lusa 	<p>Rikhodo dzi wanala nga khumbelo vho ilivhisa kha Deputy Information Officer Department of Public Works Private Bag x9490 Polokwane 0700</p> <p>Nomboro ya Lutingo: 015 284 7000 Nomboro ya Fekisi : 015 284 7030</p> <p>Emeili adiresi; Makhafolat@dpw.limpopo.gov.za kana vha dalele wibisaiti ya muhasho itevhelaho: www.dpw.limpopo.gov.za</p>

F.TSHUMELO DZI RE HONE 14(1)(f)]**i. Nyimele ya Tshumelo**

ii. NAA VHA NGA SWIKELA HANI TSHUMELO HEDZI

Vha nga swikela tshumelo dza Muhasho wa Mishumo nga u swikisa khumbelo kha thoho ya Muhasho.

Thoho ya Muhasho: Muhasho wa Mishumo, Dzibada na Themamveledziso

Diresi: 43 Church Street
Polokwane

Diresi ya Poswo: Phuraivethe Bege x9490
Polokwane
0700

Lutingo: +27 15 284 7000
Fekisi: +27 15 284 7031
Webusaiti: www.dpw.limpopo.gov.za
Imeli: moloton@dpw.limpopo.gov.za

G. Nzudzanyo ya u tendela u di dzhenisa ha vhadzulapo kha u ita milayo na u khwathisa maanda [khethekanyo 14(10)(g)]

Hezwi zwi katela maitele a vhukwamani ha tshitshavha: u nea vhuimeleli kana nga inwe ndila ine tshitshavha tsha nga dzhenelela kana u tutuwedza u itwa ha milayo na u khwathisedza maanda. Kha muhasho na nzudzanyo dza u di dzhenisa ha tshitshavha dzi katela:

Upfumbudziwa – u di dzhenisa ha tshitshavha na u vhudiimeleli kha u pfumbudziwa.

Netshedzo na mivhigo – muvhigo wa nwaha na muvhigo wa vhadzulapo wa muhasho zwi hone u itela u pfa maambiwa a tshitshavha.

U didzhenisa ha tshitshavha – u didzhenisa ha tshitshavha kha zwivhidzo na u nea mihumbulo

Dzimbekanya mushumo dza vhagudiswa vha todaho tshenzhemo na vha u gudela mishumo – Huna maitele a u thola

Vhukwamani na thodisiso ya dzithandela – u nanguludzwa ha vho makone zwi kha mulayo wa supply chain management.

H. Ndulamiso dzine dza vha hone arali mbetshelo dza hoyu Mulayo dza vha dzi songo swikelwa [Khethekanyo 14(1)(h)]

Arali muhumbeli a vha a sa fushei nga tsheo inwe na inwe ye ya dzhiwa nga Muofisiri wa zwa Mafhungo/Muthusa Muofisiri wa zwa Mafhungo, muhumbeli a nga humbela khathululo kha Murado wa Khoro Tshitumbe o hweswaho vhudifhinduleli ha Muhasho wa Mishumo, Dzibada na Themamveledziso.

I. MBADELO DZO RANDELWAHO SA ZWE DZA RANDELISWA ZWONE KHA TSHIPIDA TSHA 11 TSHA NDIVHADZO 187 KHA GURANNA YA MUVHUSO YA DZI 15 LUHUI 2002.

1. Mbadelo ya khophi ya bugupfarwa sa zwe zwa sumbedziswa zwone kha ndaulo 5(c) ndi R0, 60 khophi inwe na inwe ya muelo wa bambiri ya A4 kana tshipida tshayo.
2. Mbadelo dza u bveledza hafu ho bulwaho kha ndaulo 7(1) dzo ima nga ndila i tevhelaho:

THALUTSHEDZO	MBADELO R
(a) Khophi inwe na inwe ya bambiri ya A4 kana tshipida tshayo	0.60
(b) Khophi inwe na inwe yo gandiswaho ya bambiri ya A4 kana tshipida tshayo tsho farwaho nga khomphuyutha kana mutshini wa elekithironiki kana tshiimo tshi vhaleaho nga mutshini	0.40
(c) Khophi ine ya vhalea nga khomphuyutha –	
(i) disiki ya tshitifi	5.00
(ii) disiki-tsitsikana	40.00
(d) (i) Kha u nwalulula zwifanyiso zwi vhonehalo zwa muelo wa siatari la A-4 kana tshipida tshalo	22.00
(ii) Khophi ya zwifanyiso zwi vhonehalo	60.00
(e) (i) Kha u nwalulula rekhodo ya u tou thetshesesa, zwa siatari la A4-kana tshipida tshalo	12.00
(ii) Kha khophi ya rekhodo ya u tou thetshesesa	17.00

3. Mbadelo ya khumbelo ine ya badelwa nga muhumbeli munwe na munwe, nga nnda ha muhumbeli ene mune, sa zwe zwa sumbedziswa zwone kha ndaulo 7(2) ndi R35, 00.
4. Mbadelo dza u swikela dzine dza badelwa nga muhumbeli dzo bulwaho kha ndaulo 7 (3) ndi dzi tevhelaho:

4.1

THALUTSHEDZO	MBADELO R
(a) Khophi inwe na inwe ya bambiri la A4 kana tshipida tshalo	0.60
(b) Khophi inwe na inwe yo gandiswaho ya bambiri la A4 kana tshipida tshayo tsho farwaho nga khomphuyutha kana mutshini wa elekithironiki kana tshiimo tshi vhaleaho nga mutshini	0.40
(c) Khophi ine ya vhalea nga khomphuyutha –	
(i) disiki ya tshitifi	5.00

(ii) disiki-tsitsikana	40.00
(d) (i) Kha u nwalulula zwifanyiso zwi vhonehalo zwa muelo wa siatari la A-4 kana tshipida tshalo	22.00
(ii) Khophi ya zwifanyiso zwi vhonehalo	60.00
(e) (i) Kha u nwalulula rekhodo ya u tou thetshelisa. zwa siatari la A4-kana tshipida tshalo	12.00
(ii) Kha khophi ya rekhodo ya u tou thetshelisa	17.00
(f) U toda na u lugisela muvhigo uri u kone u wanala, R15,00 nga awara kana tshipida tsha awara, hu tshi katelwa awara ya u thoma, ine ya todea kha u toda na u ita ndugiselo.	

4.2. U itela ndivho dza khethekanyo 22(2) ya mulayo, hu shuma zwi tevhelaho:

- (a) awara dza rathi sa dzine dza tea u pfukwa musi hu sa athu u badelwa diphosithi; na
- (b) thihi tshararu tsha tshedele yo salaho ine ya badelwa sa diphosithi nga muhumbeli.

4.3. Mbadelo ya poswo i badelwa musi khophi ya muvhigo i tshi rumelwa muhumbeli.

5. FOMO DZE DZA RANDELWA U SWIKELA REKHODO

**MUENGEDZO B WA NDIVHADZO 187 KHA GURANNDI YA MUVHUSO YA LA 15 LUHUHI
2002**

FOMO A**KHUMBELO YA U SWIKELA REKHODO**

(Khethekanyo 18(1) ya Mulayo wa u Tutuwedza u Swikelea ha Mafhungo, 2000 (Mulayo No. 2 wa 2000))

[Ndaulo 2]

KHUMBELO YA U SWIKELA DZIREKHODO	
HU SHUMISWA NGA MUHASHO	Nomboro ya Ndaula :
Khumbelo yo tangedzwa nga: -	
Dzina:	
Vhuimo:	
Duvha:	
Fhethu:	
Mbadelo ya khumbelo (arali i hone):	R
Diphosithi (arali i hone):	R
Mbadelo ya u swikela:	R
.....	
TSAINO: MUOFISIRI WA ZWA MAFHUNGO/MUTHUSA MUOFISIRI WA ZWA MAFHUNGO	

A. Zwidombedzwa zwa tshimiswa tsha vhatu

MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Thoho ya muhasho	Phuraivethe Bege X9490 POLOKWANE 0700 Nomboro ya Lutingo: +27 15-284 7120 Nomboro ya Fekisi: +27 15 – 284 7039 Imeili: moloton@dpw.limpopo.gov.za

MUTHUSA MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Ms. Makhafola Tshidi.	Phuraivethe Bege X9490 POLOKWANE 0700 Lutingo: NO.: +27 15-284 7272 Fekisi: NO.: +27 15 284 7031 Imeilil: makhafolaj@dpw.limpopo.gov.za
Mafhungo nga u angaredza:	Diresi ya Tshitarata: - 43 Church Street POLOKWANE 0700 Website: www.dpw.limpopo.gov.za Diresi ya Poswo: - Phuraivethe Bege x9490 POLOKWANE 0700 Lutingo: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fekisi: +27 15 284 7031 +27 15 284 7039

B. Zwidodombedzwa zwa ane a khou ita khumbelo

KHUMBELO YA U SWIKELA MUVHIGO
TSHIFANI:
<input type="text"/>
MADZINA NGA VHUDALO:
<input type="text"/>
NOMBORO YA VHUNE:
<input type="text"/>
DIRESI YA POSWO :.....
.....
.....
.....

F. Fomo ya u swikela muvhigo

Arali vha sa koni u vhala nga nihani ha vuholefhalo, kha vha sedze kana vha thetshelese rekhodo ine ya vha kha tshivhumbeo tsha u swikela rekhodo ye ya nekedzwa kha 1 u swika kha 4 afho fhasi, vha bule vuholefhalo havho kathihi na uri muvhigo vha khou toda u tshi vha nga tshivhumbeo-de.

Vuholefhalo:		Tshivhumbeo tshine rekhodo ya khou toda i khatsho:	
<p><i>Kha vha swae tshibogisi tsho teaho nga "X".</i></p> <p>NOTSI:</p> <p>NOTSI:</p> <p><i>(a) Tsumbedzo yanu kha fomo i todeaho ya u swikelela i bva tshivhumbeo tshine muvhigo wa vha hone khatsho.</i></p> <p><i>(b) U swikelela fomo yo humbelwaho hu nga haniwa kha dzinwe nyimele. Kha nyimele dzenedzo ni do divhadzwa arali u swikelela hu tshi do tendelwa kha inwe fomo.</i></p> <p>© Mbadelo dza u swikelela muvhigo, arali dzi hone, dzi do laulwa nyana nga tshivhumbeo tshine u swikelelwa ha khou humbelisa zwone.</p>			
1. Arali muvhigo wo tou nwaliwa kana u gandiswa -			
	khophi ya rekhodo*		U tolwa ha rekhodo
2. Arali muvhigo u na zwifanyiso zwi vhonealaho -			
(hezwi zwi katela zwinepe, zwilaidi, rekhodo ya video, zwifanyiso zwa khomphuyutha, zwiketshe, na zwinwe.)			
	zwifanyiso zwi vhonealaho		zwifanyiso zwa khophi*
			zwifanyiso zwo kopiwaho
3. arali rekhodo yo itwa nga maipfi o tou rekhodiwaho kana mafungo ane a nga tou thetsheleswa -			

	U thetshesela thireke ya u amba (audio cassette)		U kopiwa ha rekhodo (zwonwalwaho kana zwo gandiswaho)
4. Arali rekhodo i kha khomphuyutha kana kha elekithironiki kana i kha tshivhumbeo tshine ya nga kona u vhalea nga mutshini -			
	Khopi ya rekhodo yo gandiswaho*		Khopi yo gandiswaho mafhungo a bvaho kha rekhodo*
			Khopi ine ya vhalea nga khomphuyutha* (tshitifi kana disiki yo tsitsikanaho)
*Arali vho humbela khophi kana munwalululo wa rekhodo (afho ntha), vha tama khophi kana munwalululo u tshi tou rumelwa naa? Tshelede ya u rumela i a badelwa.			EE HAI
<i>Kha vha dzhiele nzhele uri arali rekhodo i sa wanali nga luambo lune vha lu takalela, vha nga i wana nga luambo lune rekhodo dza vha hone ngalwo.</i>			
Naa vha tama rekhodo dzavho dzi tshi vha kha luambo lufhio?.....			

G. Ndivhadzo ya tsheo i elanaho na khumbelo ya u swikela muvhigo

<i>Vha do divhadzwa nga lunwalo uri khumbelo yavho yo tendelwa/haniwa. Arali vha tshi funa u divhadzwa nga inwe ndila, kha vha bule iyo ndila, vha bule zwidombedzwa zwo teaho uri khumbelo yavho i kone u tevhedzwa.</i>

Vha toda u divhadzwa hani nga ha tsheo ya malugana na khumbelo yavho ya u swikela muvhigo?

Yosainiwa nga la.....nga nwedzi wa.....20...(NWAHA)

TSAINO YA MUHUMBELI KANA MUTHU ANE A KHOU HUMBULELWA



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

**Ndzawulo
ya**

**Mintirho ya Tiko, Mapatu
na Swimakiwa
LIMPOPO**

**BUKU HI KU LANDZA XIYENGE XA 14 XA NAWU WA
MAKUMELE YA MAHUNGU (NAWU WA 2 WA 2000) YA
NDZAWULO YA MINTIRHO YA TIKO, Mapatu na Swimakiwa**

NKANDZIYISO WA 7: 2015

.....
MULAWURI WA MINONGONOKO YA MPFUNETO

BUKU HI KU LANDZA XIYENGE XA 14 XA NAWU WA MAKUMELE YA MAHUNGU (NAWU WA 2 WA 2000) YA NDZAWULO YA MINTIRHO YA TIKO, MAPATU NA SWIMAKIWA

1. LESWI NGA ENDZENI

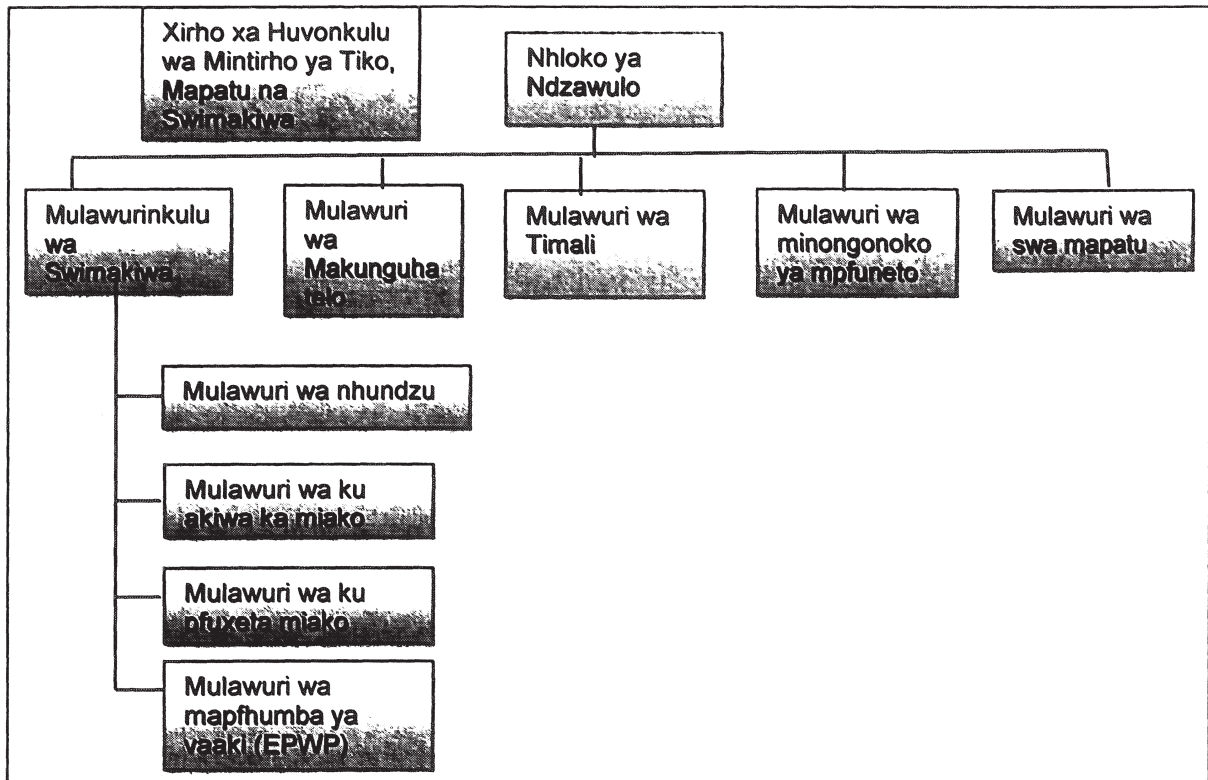
MHAKA	NHLAMUSELO	TIPHEJI
	Vuxokoxoko ku ya hi xiyenge xa 14	3
A	Mintirho na Xivumbeko xa Ndzawulo	3
B	Vuxokoxoko bya Vutihlanganisi	5
C	Xiletelo xa matirhisele ya nawu lowu (xiyenge xa10)	5
D	Makumele ya tirhikhodo ata ndzawulo	6
E	Tirhikhodo leti nga Kumekaka handle ka nawu lowu	8
F	Vokorhokeri byin'wana lebyi nga kona	10
G	Tindlela to katsa vaaki eka ku endla milawu na matirhelo	10
H	Switshunxo loko nawu wu nga landzeleriwanga	10
I	Tihakelo leti vekiweke	11
J	Tifomo leti ti vekiweke ku kuma tirhekhodo	13

VUXOKOXOKO KU YA HI XIYENGE XA 14**A. MINTIRHO NA XIVUMBeko SWA NDZAWULO YA MINTIRHO YA TIKO, MAPATU NA SWIMAKIWA****i. SWIYIMO NA MINTIRHO**

Swiyimo na Mintirho ya Ndzawulo ya Mintirho ya Tiko, Mapatu na Swimakiwa: -

- **Ku fambisa matirhelo ya swo yisa nhluvukiso emahlweni swa mfumo**
- **Ku nyika vukorhokeri bya ku fambisa tiphurojeke eka tindzawulo ta Xifundzankulu.**
- **Ku lawula nhlaysi wa miako ya mfumo**
- **Vufambisi bya swa nhundzu ya tiko.**
- **Ku fambisa ku simekiwa ka Minongonoko yo hluvukisa ya Mintirho ya tiko (EPWP)**
- **Mapatu na swihluvukisi**

ii. **XIKECE XA DAYAGIRAMU YA XIVUMBEKO XA NDZAWULO YA MINTIRHO YA TIKO HI LEXI XI LANDZELAKA: -**



iii. **Xivumbeko xa Ndzawulo ya Minirho ya Tiko. Mapatu na Swimakiwa**

Nhloko ya Ndzawulo eka swa tipolitiki I xirho xa huvonkulu ya Limpopo wa mintirho ya Tiko, Mapatu na swihlulukisi kasi nhloko ya vulawuri (mutirhela tiko wa tinkota) i nhloko ya ndzawulo.

Ndzawulo yina hofisi ya Xifundhankulu leyi nga ePolokwane, Works Towers na swifundha ntsongo kunga Sekhukhune (eLebowagomo); Capricorn (ePolokwane); Vhembe (eSibasa); Waterberg (eMokopane na le Modimolle) na Mopani (eGiyani).

B. Vuxokoxoko bya vuhlanganisi [Ku ya hi xiyenge xa 14(1)(b)]

XANDLA XA NHLOKO YA VUHUMESI BYA MAHUNGU	KHEREFU
Nhloko ya ndzawulo	Xixakana xa Poso X9490 POLOKWANE 0700 Foni: +27 15-284 7120 Fekisi: +27 15-284 7039 Email: moloton@dpw.limpopo.gov.za
XANDLA XA NHLOKO YA VUHUMESI BYA MAHUNGU	KHEREFU

Manana Makhafola Tshidi	Xisakana xa Poso X9490 POLOKWANE 0700 Foni: +27 15-284 7272 Fekisi: +27 15 284 7031 E-Mail: makhafolat@dpw.limpopo.gov.za
Vuxokoxoko hi ku katsakanya:	<p>Khrefu ya Xitarata: - 43 Church Street, POLOKWANE 0700 Website: www.dpw.limpopo.gov.za</p> <p>Khrefu ya Poso: - Xisakana xa Poso x9490 POLOKWANE 0700</p> <p>Foni: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272</p> <p>Fekisi: +27 15 284 7031 +27 15 284 7039</p>

C. XILETELO XA MATIRHELO YA NAWU LOWU KU YA HI XIYENGE XA 10 (Xiyenge ntsongo xa 51 (1) (B))

Xiletelo lexi xa kumeka ehosisi nkulu an swifundha swa ndzawulo ya mintirho ya tiko, mapatu na swimakiwa naswona xa kumeka eka hosisi ya Tinfanelo ta vanhu. Kona mi nga tihlanganisa na Xiyenge xa PAIA, Vulavisisi na matsalwa eka khrefu ya:-

Braampark Forum 3
33 Hoofd Street
Braamfontein

Foni: 011 877 3600

Webisayiti: www.sahrc.org.za
Email; PAIA@sahrc.org.za

D. MAKUMELE YA TIRHIKHODO LETI NGA KA NDZAWULO YA MINTIRHO YA TIKO, MAPATU NA SWIMAKIWA

i. TIRHEKHODO LETI NGA KOMBERIWAKA [KU YA HI XIYENGE XA 14(1)(d)]

Nhlamuselo ya tinhloko-mhaka na swiyenge swa tirhikhodo ta Ndzawulo ya Mintirho ya tiko, Mapatu na swimakiwa:

NHLOKOMHAKA	XIYENGE	XIYENGE NTSONSO
Mafambiselo ya xitirateji na maendlelo	Ku xiyisisa na nkatsakanyo wa ku antswisa	<ul style="list-style-type: none"> Maendlelo ya xiyimo xa le henhla

		<ul style="list-style-type: none"> • Minongonoko yo hlulukisa • Swiviko swa minongonoko yo hlulukisa • Swiviko swa vulavisi bya swa Ikhonomi
Ku cinca na swipfuno swa swiyenge hinkwaswo	<ul style="list-style-type: none"> • Ku xiyisisa mafambiselo ya maendlelo yo cinca swilo • Ku xiyisisa mafambiselo ya mahlayiselo ya tirhikhodo • Ku fambisa mi nongonoko yo pfuna vatirhi • Ku fambisa timhaka ta ku yisiwa ka vukorhokeri • Ku seketel Xirho xa huvo nkulu (MEC) • Ku fambisa nfambelano na mahungu • Swipfuno swa xithekinoloji • Ku xiyisisa matirhelo ya vatirhi 	<ul style="list-style-type: none"> • Swiviko • Tinhlokombhaka na makanelwa ya ti nhlengetetano to hlawula vatirhi • Tidyondzo na ti seminara • Mbulavulo • Maendlelo ya swa thekinoloji • Mahungu ya maphepha hungu
Ku endla mintirho yo tiyisisa mafumelo lamanene no sivela manyala.	<ul style="list-style-type: none"> • Ku xiyaxiya minkambisiso ya kwala ka ndzawulo 	Swiviko swa minkambisiso
Ku tisa mintirho ya swa nawu na timhaka ta vatirhi	<ul style="list-style-type: none"> • Mitirho ya xinawu • Mitirho yo lamula 	<ul style="list-style-type: none"> • Swiboho • Mintwanano • Swiviko
Timhaka ta vatirhi	<p>Maendlelo eka: -</p> <ul style="list-style-type: none"> • Ku tiyisias swiyenge swa matirhelo • Ku thola • Ku avela mintirho • Muholo • Ku tlakusiwa ka vatirhi 	<ul style="list-style-type: none"> • Tifayele ta vatirhi • Vuxokoxoko bya vatirhi • Swiviko swalembe na lembe
Swa timali	<ul style="list-style-type: none"> • Ku xava • Miholo 	<ul style="list-style-type: none"> • Maendlelo yo thendara na matsalwa yakona • Rejisitara ra nhundzu • Maendlelo yo xava • Mlompimanyeto • Rhijisitara ra mahakelelo • Tirhikhodo ta swikweleti
Ndlandlamusi wa mintirho ya vaaki	<ul style="list-style-type: none"> • Minkunguhato no hlulukisa vaaki 	<ul style="list-style-type: none"> • Swiviko swa vuhlanganisi • Ku letela no rhangela

(EPWP)	<ul style="list-style-type: none"> • Ku simeka na ku fambisa tiprojeke 	<ul style="list-style-type: none"> • Swiviko swo hunguta vusweti
Miako, misava na vutshamo	<ul style="list-style-type: none"> • Swipfuno swa xithekiniki • Misava • Miako • Nhundzu 	<ul style="list-style-type: none"> • Mintirho ya vunjinnyara • Minkambisiso • Swa achitheke • Ku kuma misava na miako • Ku niketa miako na misava • Mipfapfarhuto na ku aka • Ku rhentisa na vuhlayiseki • Mbasiso na ku byala swimila
Swa mapatu na swimakiwa swin'wani	<ul style="list-style-type: none"> • Michini na swipfuno • Vukorhekeri bya xinjinnyara • Ku aka na ku hlulukisa mapatu • Mabiloho na leswi fambelanaka na wona • Ku hlulukisa na vunavetisi • Hofosi ya swa mapatu (Road Agency) • Tithendara 	<ul style="list-style-type: none"> • Makumele, mahlayiselo na matirhisele ya michini. • Matholele ka swa tinjinnyara • Timhaka ta mbango • Swifundha ntsongo, tinkamba na tihofisi ta swa malawulele ya mapatuna vutleketi • Timhaka leti khumbhaka tiko, swifundha, mapatu lama chuchekeke, tihofisi ta tihakelo ta le mapatwini na mapatu lama ntsongo, • Ku fikelela, mapatu lama ngenaka eka miako, mapatu lama nga lawuleku hi mfumo na ku onhaka ka mapatu. • Misava, ndziriso na timhaka ta masirha. • Tindawu leti vekiweke tlhelo, swikoweto na switsundzuxo swa le mapatwini. • Swimakiwa swa mabiloho na tidarata. • Tindawu ta migodi na swinavetisi. • Swirrho swa bodo, matholele na tikondiraka.

ii. MAENDLELO YO KOMBELA TIRHEKHODO

Mukomberi uta nicketiwa tirhekhodo ta Ndzawulo ya Mintirho ya tiko, mapatu na swimakiwa loko enerisa swilaveko leswi : -

- Ku enerisa maendlelo hinkwawo lawa ya boxiweke eka nawu lowu.
- Naswona makombelelo ya fambelana ni ku lerisa ka nawu lowu

Muxaka wa xikombelo

- Mukomberi u fanele ku tata fomo yo kombela hi yona leyi humesiweke eka Gazete ya mfumo [Ku ya hi xitiviso xa R 187- 15 Nyenyanyani 2002] (Fomo A).

- Mukomberi u fanele ku tivisa loko alava ku endleriwa khopi kumbe loko alava ku ta
- Mukomberi uta nikiwa rhikhodo hi xivumbeko xa leswi anga yi komberisa swona handle ka loko ku endla tano swi ta va na mafambiselo yo biha ya Ndzawulo kumbe ku onha rhikhodo ya kona kumbe ku nghenelela eka milawu ya kopirhayiti. Loko maendlelo ya nwana yo humesa rhikhodo yo tshuka ya endliwa mukomberi uta hakela tihakelo ku ya hi leswi xikombelo xa yena xi nga tisa swona.[xiyenge xa 29(3) na (4)].
- Loko swo endleka leswaku mukomberi a lava ku hlamuriwa hi maendlelo yo fana na foyini ehenhla ka nhlamulo yo tsariwa u fanele ku swi kombisa eka xikombelo xa yena [xiyenge xa 18(2)(e)].
- Loko mukomberi akombela rhikhodo leyi khumbhaka munhu wun'wana xiyimo lexi n'wi pfumelelaka ku endla tano xi fanele ku kombisiwa.[xiyenge xa 18(2)(f)].
- Loko mukomberi anga koti ku tsala no hlaya kumbe ari mutsoniwa u ta pfumeleriwa ku endla xikombelo hi ku vulavula. Mufambisi uta n'wi tatela fomo yo komela hi yona ivi an'wi nika khopi [Xiyenge xa 18(3)].

Ku na tinxaka timbirhi ta tihakelo leti faneleke ku hakeriwa, kunga hakelo yo kombela na hakelo yo nicketiwa (Xiyenge xa 22):

Mukomberi loyi akombelaka tirhikhodo ta yena n'wini anga hakeli tihakelo to kombela kasi loyi akombelaka tirhikhodo leti ti nga fambelaniki na yena wa hakela.

- Mufambisi uta tivisa mukomberi hi ta hakelo leyi lavekaka na ku n'wi kombela ku hakela loko xikombelo xinga si tiriwa.
- Hakelo yo kombela l R35. Vuxokoxoko bya letin'wana tihakelo byi kombisiwile laha hansi Mukomeri la nga enerisiweki hi tihakelo anga endla xikombelo xa aphili kumbe ku yisa mhaka leyi eka huvo ya nawu.
- Loko mufambisi a tekile xiboho mayelano na xikombelo u fanele ku tivisa mukomberi hi ndlela leyi a kombeleke ku tivisiwa hi yona..
- Loko xikombelo xi pfumeleriwile hakelo yo humesa tirhikhodo leti komberiwewe yi fanele ku hakeriwa mayelano no lava, ku lulamisa na ku kopa na nkarhi lowu hundziseke eka lowu vekiweke ku lulanisa rhikhodo ya kona.

E. MATSALWA LAMA KUMEKAKA HANDLE KOLANDZELELA SWIKHETSAKHETSA SWA NAWU LOWU (Xiyenge xa 1

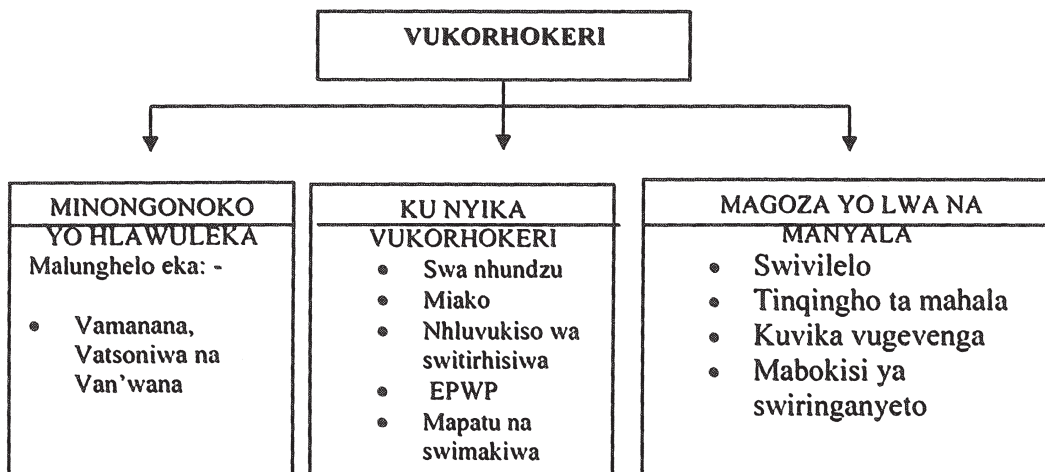
(XINAWANA XA 5A)

MUXAKA WA TIRHIKODO LETI KUMEKAKA HANDLE KO LANDZELELE PAIA (XIYENGE XA 15 (1) (a))	MAKUMELE YA KONA (XIYENGE XA 15 (1)(b))
LETI NGA LANGUTIWAKA (XIYENGE XA 15 (1)(A)(i))	
<p>Swiviko swa lembe na lembe Swivumbeko leswi pasisiweke Mimpimanyeko ya timali Swinavetiso swa mintirho Swiviko swa va akatiko Mimbulambulo ya MEC Swinawanawana Mpfapfarhuto wa matirhelo wa lembe na lembe. Mpfapfarhuto wa mafiyilele Tifomo Mpfapfarhuko wa mafambiselo ya xiyimo xa le henhla. Swiviko swa ndzinganiso emintirheni Tijenali Mapapila hungu Swibukwana swa PAIA Swibumabumelo swa ndzawulo Chata ya vukorhokeri Mpfapfarhuto wa vukorhokeri Mimpimo ya vukorhokeri Mimulambulo ya vutiyimiseri</p>	<p>Tirhikodo leti ti nga tata voniwa eka ndzawulo endhaku ku rhumele xikombelo eka:- Nhloko ya swa vuxokoxoko Ndzawulo ya mintirho, Mapatu na Swimakiwa Xisakana xa poso x9490, Polokwane 0700 Foni: 015 284 7000 Fekisi; 015 284 7030</p> <p>Email: Makhafolat@dpw.limpopo.gov.za Website: www.dpw.limpopo.gov.za</p>
LETI XAVISIWAKA (XIYENGE XA 15(1)(A)(ii))	
Tithendara	<p>Ti nga xaviwa eka Xiyenge xa Supply Chain Works Towers Building. Xithesu xo sungula Ndzawulo ya mintirho, Mapatu na Swimakiwa 41 Xitarata xa Church Polokwane 0700</p>
LETI NGA KOPIWAKA (XIYENGE XA 15(1)(A)(iii))	
<p>Swiviko swa lembe na lembe Swivumbeko leswi pasisiweke Mimpimanyeko ya timali Swinavetiso swa mintirho Swiviko swa va akatiko Mimbulambulo ya MEC Swinawanawana Mpfapfarhuto wa matirhelo wa lembe na lembe. Mpfapfarhuto wa mafiyilele Tifomo Mpfapfarhuko wa mafambiselo ya xiyimo xa le henhla.</p>	<p>Tirhikodo leti ti nga tata voniwa eka ndzawulo endhaku ku rhumele xikombelo eka:- Nhloko ya swa vuxokoxoko Ndzawulo ya mintirho, Mapatu na Swimakiwa Xisakana xa poso x9490, Polokwane 0700 Foni: 015 284 7000 Fekisi; 015 284 7030</p> <p>Email: Makhafolat@dpw.limpopo.gov.za Website: www.dpw.limpopo.gov.za</p>

Swiviko swa ndzinganiso emintirheni Tijenali Mapapila hungu Swibukwana swa PAIA Swibumabumelo swa ndzawulo Chata ya vukorhokeri Mpfapfarhuto wa vukorhokeri Mimpimo ya vukorhokeri Mimulambulo ya vutiyimiseri	
LETI KUMEKAKA MAHALA (XIYENGE XA15 (1) (A) (iv))	
Swinavetiso swa mintirho Mapapilahungu Swibukwana swa PAIA Swihungwahungwani Swibumabumelo	Tirhikodo leti ti nga tata voniwa eka ndzawulo endhaku ku rhumele xikombelo eka:- Nhloko ya swa vuxokoxoko Ndzawulo ya mintirho, Mapatu na Swimakiwa Xisakana xa poso x9490, Polokwane 0700 Foni: 015 284 7000 Fekisi; 015 284 7030 Email: Makhafolat@dpw.limpopo.gov.za Website: www.dpw.limpopo.gov.za

F. VUKORHOKERI BYIN'WANA LEBYI NGA KONA EKA NDZAWULO [XIYENGE XA 14(1)(f)]

i. Muxaka wa vukorhokeri



ii. NDLELA YO KUMA VUKORHOKERI

Ku kuma vukorhokeri bya Ndzawulo ya Mintirho ya tiko, mapatu na swimakiwa swikombelo swi nga yisiwa eka Nhloko ya Ndzawulo hi laha swikombisiweke laha hansi.

Kherefu ya xitarata: 43 Church Street
Polokwane

Kherefu ya poso: Xisakana xa poso x9490
Polokwane
0700

Thelefoni: +27 15 284 7000
Fekisi: +27 15 284 7031
Webisayiti: www.dpw.limpopo.gov.za
E-mail: moloton@dpw.limpopo.gov.za.

G. Maendlelo lawa ya nga kona ku pfumelela va aka tiko ku ngenisa mavonelo eke endliweni ka milawo no teka swiboho (Xiyenge xa 14 (1) (g))

Vaaki va nga va xiphemu xa minhlangao yo fana na lomu ku leteriwaka vatirhi.
Vaaki va nga tisa mavonele eka swiviko swo fana na Swiviko swa lembe na swiviko swa vaaki.
Laha ku nga na tinhlangeletano leti rhambiweke ta vaaki (Imbizo)
Ku na milawu ya mafambiselo yak u thola kumbe ku amukela lava nga ku dyondzeni na lava lavaku ku tokota matirhelo.
Ku hlawuriwa ka va lavisisi na va n'waticondiraka swi endliwa hi maendlelo ya xiyenge xo xava la ka ndzawulo.

H. Ku lulamisa hikokwalaho ka ku tsandzeka ku endla / tirha [Xiyenge xa 14(1)(h)]

Loko mukombera anga enetiwi hi xiboho lexi nga tekiwaka hi Muhumesi wa mahungu kumbe museketeri wa yena, mukombera anga ngenisa xikombelo xa aphili eka Xirho xa huvonkulu wa Ndzawulo ya Mintirho ya tiko, Mapatu na Swimakiwa

I. TIHAKELO LETI VEKIWEKE KU YA HI XIYENGE XA 11 XA XITIVISO XA 187 XA GAZETE YA MFUMO YA 15 NYENYANYANI 2002.

1. Hakelo ya khopi ya xibukwana lexi tani hilaha switivisiweke eka xiyenge xa 5(c) xa xinawana lexi fambisanaka na lawu lowu i R0, 60 khopi yin'wana na yin'wana ya A4 kumbe xiphemu xa khopi
2. Tihakelo to kandziyisa kumbe ku kopa leti vuriweke eka xiyenge xa 7(1) xa xinawana lexi fambisanaka na nawu lowu hi leti landzelaka:

NLAMUSELO	NTSENGO R
(a) Kopi yin'wana na yin'wana kumbe xiphemu xa A4	0.60
(b) Ku pirinta kopi kumbe xiphemu xa kopi ya A4	0.40
(C) Ku kopela eka swiyimo swa hlayela eka tikhomupyuta eka –	
(i) Xitifi	5.00
(ii) disiki ya khompakiti	40.00
(d) (i) Swifaniso eka mpimo wa papilla ra A4 kumbe xiphemu xa rona	22.00
(ii) Swifaniso leswi voniwaka	60.00
(e) (i) Mahungu lama kandziyisiweke ku twiwa kunene eka mpimo wa A4 kumbe xiphemu xa kona	12.00
(ii) Mahungu lama nga eka xiyimo xa rhayikhodo yo twiwa	17.00

3. Tihakelo to kombela leti hakeriwaka hi mukomberi loyi a kombelaka tirhikhodo leti nga fambelaniki na yena ku ya hi xiyenge xa 7(2) i R35, 00.
4. Tihakelo to nicketiwa tirhikhodo leti komberiweke ku ya hi xiyenge xa 7(3) xa xinawana hi leti landzelaka:

4.1

NHLAMUSELO	NTSENGO R
(a) Kopi yin'wana na yin'wana ya mpimo wa A4 kumbe xiphemu xa kona	0.60
(b) Ku pirinta eka khomupyuta hi mpimo wa A4 kumbe xiphemu xa kona	0.40
(c) Rhikhodo hi swipfuno swo hlaya eka khomupyuts ku fana na -	
(i) Switifi	5.00

(ii) Tidisiki ta khompakiti	40.00
(d) (i) Swifaniso leswi nga voniwaka eka mpimo wa A4 kumbe xiphemu xa kona	22.00
(ii) Swifaniso leswi nga kopiwaka	60.00
(e) (i) Tirhikhodo leti nga twiwaka kunene eka mpimo wa A4 kumbe xiphemu xa kona	12.00
(ii) Mahungu hi xiyimo xa rhayikhodo yo twiwa	17.00
(f) Ku hangunuxa na ku lulamisa rhikhodo leyi komberiweke leswaku yi ta humesiwa swi durha R15, 00 hi awara ku nga katsiwa awara leyo sungula ku nga yona leyi languteriweke ku tirha ntirho lowu.	

4.2. Ku ya hi xiyenge xa 22(2) xa nawu lowu leswi lanndzelaka swi fanele ku endliwa:

(a) Mukomberi u languteriwa ku humesa dipoziti ya tihakelo leti lavekaka ku nge se hundza ntsevu wa tiawara a nghenisile xikombelo xa yena.

(b) Dipoziti yi fanele kuva n'we xa nharhu xa ntsengo lowu lavekaka.

4.3. Mukomberi u fanele ku hakela tihakelo ta poso loko ku ri leswaku tirhikhodo leti komberiweke ti fanele ku posiwa.

TIFOMO LETI VEKIWEKE KU TA KUMA TIRHEKHODO

**XITANDHAKU XA B XA XITIVISO XA 187 XA GAZETE YA MFUMO YA 15 NYENYANYANI
2002**

FOMO YA A.

XIKOMBELO XO NIKIWA TIRHEKHODO

(Xiyenge xa 18(1) xa Nawu wa ku humesa mahungu wa 2000 (Nawu wa 2 wa 2000))

[Xinawana xa 2]

XIKOMBELO XO KUMA TIRHEKHODO	
KU TIRHISA NDZAWULO NTSENA	Nomboro ya tsalwa :.....
Xikombelo xi amukeriwile hi : -	
Mavito:.....	
Xiyimo:.....	
Siku:.....	
Ndhawu:.....	
Ntsengo wo kombela (loko swi fanerila):	R
Dipoziti (loko swi fanarile):	R
Ntsengo wo humesa tirhikhodo:	R
.....	
NSAYINO YA MUHUMESI WA MAHUNG / KUMBE XANDLA XA YENA	

A. Vuxokoxoko bya Ndzawulo

MUHUMESI WA MAHUNGU (NHLOKO YA NDZAWULO)	KHEREFU
Nhloko ya ndzawulo	Xisakana xa Poso X9490 POLOKWANE 0700 FONI.: +27 15-284 7120 FEKISI.: +27 15-284 7039 Email: moloton@dpw.limpopo.gov.za
XANDLA XA MUHUMESI WA MAHUNGU	KHEREFU

Manana Tshidi Makhafola.	Xisakana xa Poso X9490 POLOKWANE 0700 FONI.: +27 15-284 7272 FEKISI.: +27 15 284 7031 E-Mail: : makhafolaj@dpw.limpopo.gov.za
Vuxokoxoko hi ku katsakanya :	<p>Kherefu ya xitarata - 43 Church Street POLOKWANE 0700 Website: www.dpw.limpopo.gov.za</p> <p>Kherefu ya Poso: - Xisakana xa Poso x9490 POLOKWANE 0700 Foni: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fekisi: +27 15 284 7031 +27 15 284 7039</p>

B. Vuxokoxoko bya mukomberi wa tirhekhodo

FOMO YA XIKOMBELO XO KUMA TIRHEKHODO															
XIVONGO:															
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MAVITO YA HELERILE:															
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NOMBORO YA PASI:															
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
KHEREFU YA POSO :															
.....															
.....															
.....															

C. Vuxokoxoko bya loyi a endleriwaka xikombelo

Tata ntsena loko u kombelela munhu wun'wana .

MAVITO HI XITALO:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NOMBORO YA VUTITIVISI

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Vuxokoxoko bya tirhekhodo leti komberiwaka

(a) Tata vuxokoxoko bya tirhikhodo leti u lavaka ku ti kuma ku katsa na tinomboro ta matsalwa ya kona loko u ya tiva ku olovisela va lavi va tona. .

(b) Loko swi nga ringani eka fomo leyi tatisa hi kyu tsala ephopheni rinwana kambe u siyina phepha rin'wana na rin'wana leri u ri tirhiseke.

NHLAMUSELO YA TIRHEKHODO:

.....

.....

NOMBORO YA TSALWA:(loko yi ri kona)

VUXOKOXOK BYI N'WANA:

.....

E. Tihakelo

(a) Mukomberi loyi a kombelaka tirhikhodo leti nga fambelaniki na yena u ta fanela ku humesa tihakelo to kombela loko xikombelo xa yena xi nge se tirhiwa.

(b) Mukomberi uta tivisiwa ntsengo lowu lavekaka.

(c) Tihakelo to niketwa tirhikhodo tona ti ta ya hi xivumbeko xa rhikhodo ya kona na nkarhi lowu nga ta tirhisiwa ku lava tirhikhodo ta kona. .

(d) Mukomberi loyi a tivaka leswaku a nga languteriwi ku humesa tihakelo u fanale ku tivisa xivangelo xa kona. .

Swivangelo swo ka munhu anga humesi tihakelo

F. Fomo yo kombel tirhekhodo

Loko uri na vutsoniwa lebyi endlaka leswaku u nga swi koti ku hlaya, ku vona hambu ku ri ku yingisela leswi rhikhodo yi nga humesisiwa xiswona kombisa muxaka wa vutsoniwa bya wean na leswi rhikhodo u yi lavisaka swona.

Vutsoniwa:	Leswi rhekhodo uyi lavisaka swona:	
<p><i>Kombisa hi xihambano "X".</i></p> <p>SWITIVISO:</p> <p><i>(a) Leswi rhikhodo u yilavisaka swona swi ta ya hi ku rhikhodo ya kumeka hi xivumbeko xexo na.</i></p> <p><i>(b) Xivumbeko lexi rhikhodo yi komberuweke hi xona xi nga ariwa naswona mukombera a nga tivisiwa loko ku rianga nikiwa rhikhodo ya kona hi xivumbeko xin'wana.</i></p> <p><i>(c) Xivumbeko lexi rhikhodo yi komberiwaka ha xona xi ta va na nhlohletelo eka tihakelo leti nga ta koxiwa.</i></p>		
1. Loko rhekhodo yi ri hi xivumbeko xa tsalwa -		
Kopi ya rhikhodo	Ku ta xiyaxiya kunene	
<p>2. Loko yiri rhekhodo ya muxaka wa swifaniso swo kota ku voniwa -</p> <p><i>(leswi swi katsa swinepe, tivhidiyo, swifaniso swa tikhomupyuta, mimpfapfarhuto na swi n'wana)</i></p>		
Ku ta xiyaxiya kunene	Kopi ya swifaniso	Ku ta humeseriwa swona
3. Loko tirhekhodo tiri ta marito na mimpfumawulo -		

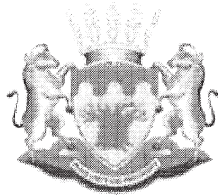
	Kuta yingisela tikhasete		Ku ta humeseriwa mimpfumawulo
4. Loko rhekhodo yiri hi xiyimo xo hlayeka eka khomupyuta kumbe michini yin'wana -			
	Ku pirinteriwa khopi		Ku pirinteriwa swiphemu swin'wan swa rhikhodo * Ku hoxeriwa eka switifi kumbe tidisiki
*Loko u kombele khopi kumbe muxaka wo humesa swifaniso xana uta navela leswaku swi rhumeriwa eka wena hi poso? Ku ta laveka hakelo ya poso .			INA EE
<i>Tiva leswaku loko rhikhodo yi nga tsariwanga hi ririmi leri u kombelaka ha rona rhikhodo yi ta humesiwa hi ririmi leri yi tsariweke hi rona.</i>			
U navela leswaku rhikhodo yi va hi ririmi rih?			
G. Xitiviso mayelano na xiboho xa xikombelo xo kuma tirhekhodo U ta tivisiwa hi ku tsala loko xikombelo xa wena xi pfumeriwile kumbe xi ariwile. Loko ulave ku tivisiwa hi muxaka wunwana handle ka papilla tivisa ku navela ka wena u tlhela u humesa vuxokoxioko bya mativiselo ya kona leswaku va fambisi va eneta xikombelo xa wena..			

U ta lava ku tivisiwa ku yini xiboho mayelano na xikombelo xa wena?

Nsayino hi siku leri ra.....20.....(Lembe)

.....

NSAYINO WA MUKOMBERI / KUMBE LOYI XIKOMBELO XI ENDLIWAKA EMATSHAN'WINI YA YENA



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

Kgoro

Ya

**Mešomo ya
setšhaba, ditsela, le
meago
LIMPOPO**

**KAROLO YA 14 PUKU-TŠHUPATSELA YA KGORO YA MEŠOMO
YA SETŠHABA ,DITSELA LE MEAGO BJALO KA GE E
LAEDITŠWE KA GO MOLAO WA TLHATLOŠO YA PHIHLELELO
YA TSHEDIMOŠO WA 2000
(MOLAO WA 2 WA 2000)**

KGATIŠO 7: 2015

.....
MOLAODI WA SEBOKA SA DITIRELO

KAROLO YA 14 PUKU-TŠHUPATSELA YA KGORO YA MEŠOMO YA SETŠHABA, DITSELA LE MEAGO BJALO KA GE E LAEDITŠWE KA GO MOLAO WA TLHATLOŠO YA PHIHLELELO YA TSHEDIMOŠO WA 2000 (MOLAO WA 2 WA 2000)

1. DITENG.

HLOGWANA	TLHALOŠO	MATLAKALA
A	Ditshwanelo go ya ka Karolo ya 14	3
B	Dintlha ka botlalo tša boikgokaganyo (Karolo ya 14)	4
C	Tshedimuso ya e feleletseng ya karolo ya lesome mabapi le go somisa molao karolo 51(1)(b)	4
D	Direkoto tšeo di ka kgopelwago	5
E	Phatlalatso tshedimuso go ya ka (karolo 15 ya molao wa tshedimuso wa 2000, molao 2 wa 2000)	7
F	Ditirelo tšeo di hwetšagalago	9
G	Diphošollo tšeo di le go gona ge molao o sa obamelwa	10
H	Ditefelo tšeo di laeditšwego	10
J	Diforomo	12

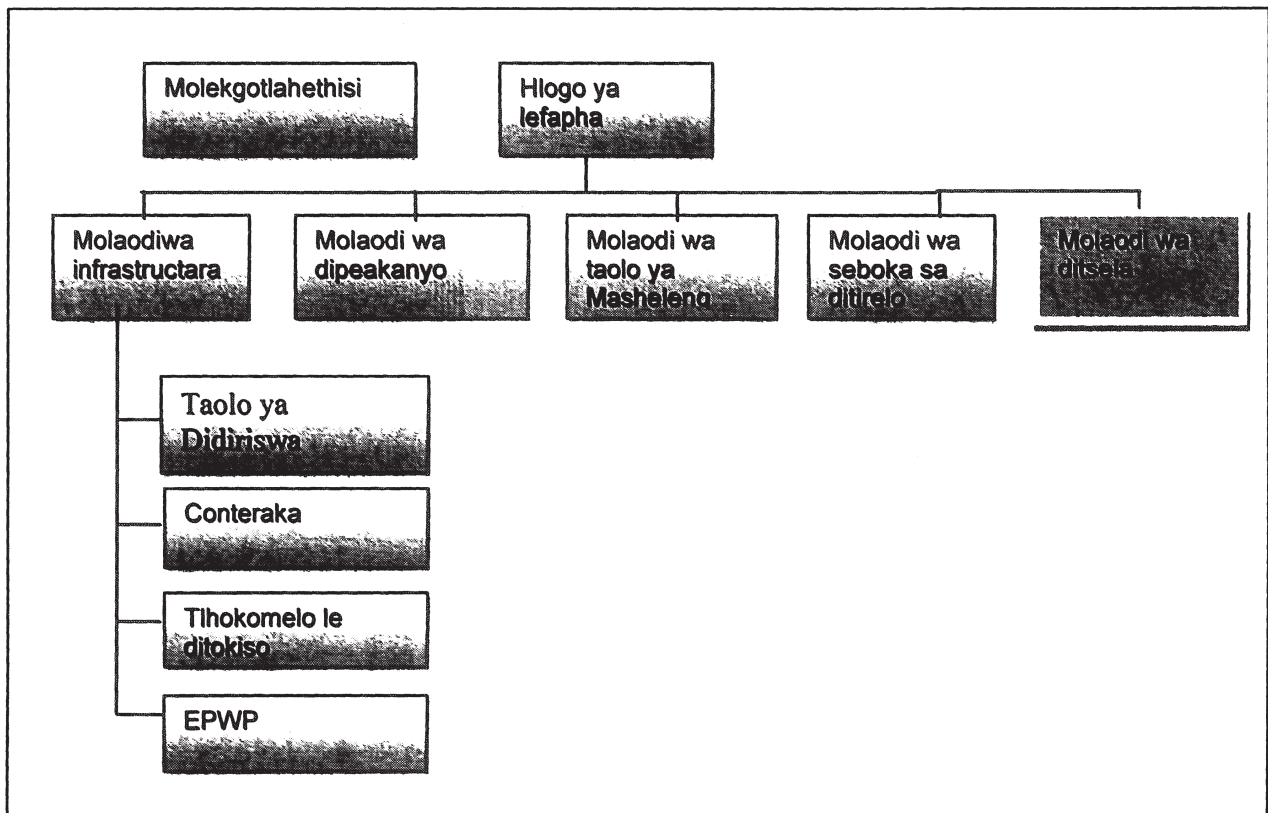
A. DITSHWANELO GO YA KA KAROLO YA 14

i. MEŠOMO LE DIKAROLO

Mešomo le dikarolo tša Kgoro ya Mešomo ya Setšhaba ke: -

- Go laola mešomo,ditsela le meago ya mmušo
- Go aba ditirelo tša taolo ya diprojeke dikgorong tše dingwe tša profense
- Go fana ka taolo ya bohwa bja naga
- Go laola tirišo ya Lenaneo leo le Katološitšwego la Mešomo ya Setšhaba mo profenseng (EPWP)
- Go laola le o agwa ga ditsela

ii. TSHWANTŠHO YA SEBOPEGO SA TLHAMEGO YA KGORO YA MEŠOMO YA SETŠHABA ,DITSELA LE MEAGO E KA MOKGWA WO: -



iii. Tlhamego ya Kgoro ya Mešomo ya Setšhaba

Hlogo ya sepolitiki ya Kgoro ya Mešomo ya Setšhaba, Ditsela le Meago ke MEC (Profense ya Limpopo) mola hlogo ya tša taolo (Mohlankedi yo a ikarabelago ka kgoro) e le HOD.

Kgoro ya Mešomo ya Setšhaba e na le kantoro ya Profense yeo e le go Polokwane, Works Towers le diofisi tše fapanego dileteng go swana le Selete sa Sekhukhune (Lebowakgomo); Selete sa Capricorn (Polokwane); Selete sa Vhembe (Sibasa); Selete sa Waterberg (Mokopane le Modimolle) le Selete sa Mopani (Giyani).

B. Dintlha ka botlalo tša boikgokagantšho [Karolo ya 14(1)(b)]

MOTLATŠA-MOHLANKEDI WA TŠA TSHEDIMOŠO	ATERESE
Hlogo ya lefapa	Mokotla wa Praebete wa X9490 POLOKWANE 0700 NOMORO YA MOGALA: +27 15-284 7120 NOMORO YA FEKESE: +27 15-284 7039 Emeile: moloton@dpw.limpopo.gov.za
MOTLATŠA-MOHLANKEDI WA TŠA TSHEDIMOŠO	ATERESE
Me. Makhafola TJ	Mokotla wa Praebete wa X9490 POLOKWANE 0700 NOMORO YA MOGALA: +27 15-284 7272 NOMORO YA FEKESE : +27 15 284 7031 Emeile: makhafolat@dpw.limpopo.gov.za
Tshedimošo ka kakaretšo:	Aterese ya Mmila: - 43 Church Street POLOKWANE 0700 Weposaete: www.dpw.limpopo.gov.za Aterese ya Poso: - Mokotla wa Praebete wa x9490 POLOKWANE 0700 Mogala: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fekese: +27 15 284 7031 +27 15 284 7039

C. Tshedimoso ye e feleletseng ya karolo ya lesome mabapi le go somisa molao(karolo 51(1)(B))

Karolo ya lesome e hwetsagala Dikantorong ka moka tsa Mmuso le mo Dikantorong tsa Commisione ya ditokelo tsa Batho. Tshedimoso e hwetsagala mo:

South African Human Rights Commission PAIA Unit

The Research and Documentation Commission
Braampark
33 Hoofd Street
Braamfontein

Mogala: 011 877 3600

Websites www.sahrc.org.za
Email PAIA@ sahrc.org.za

D DIREKOTO TŠEO DI KA GO KGOPELWAGO [Dikarolo 14(1)(d)]

Tlhalošo ya dihlogo le dihlopha tša direkoto tšeo di swerwego ke Kgoro ya Mešomo ya Setšhaba, Ditsela le Meago :

HLOGO	SEHLOPHA	SEHLOPHA SA TLASANA
Taolo le Mokgwatirišo le Molao	Tlhokomedišišo le tshapedišo ya peakanyo ya tšwetšopele ya mekgwatiragatšo	<ul style="list-style-type: none"> • Melao ya maikemišetšo yeo e ikgethilego • Mananeo a Tlhabollo • Dipego tša mananeo a tlhabollo • Dipego tša dinyakišišo tša ekonomi
Ditirelo tša phetogo le putlamo	<ul style="list-style-type: none"> • Go hlokomedišiša tiragatšo ya melao a phetogo • Go tlhokomedišišo ya tsentshotirišong ya tsela ya taolo ya direkoto • Go tlhokomelo ya lenaneo la thušo ya bašomedi • Go tlhokomedišišo thwalwo ya hlogo ya kgoro • Go laola kgokagantšho ya kabo ya ditirelo • Go thekgo ya MEC • Go taolo ya tshedimošo le kgokagano • Go ditirelo tša IT • Go tlhokomedišišo ya ditsela tša taolo ya phethagatšo ya mošomo 	<ul style="list-style-type: none"> • Dipego • Mananeoothero le metsotso ya dikopanopedišano • Dikopanotšhomo le diseminare • Dipolelo • Tshepetšo ya IT • Dipego tša bobegadikgang
Go aba ditirelo mabapi le taolo ya bashomi le temosho ya dikotsi	<ul style="list-style-type: none"> • Tlhokomedišišo ya tsentshotirišong ya mekgwa ya taolo ya ka gare 	Dipego tša tlhakišo
Go aba ditirelo mabapi le kwerano ya bashomi le mongmohomo	<ul style="list-style-type: none"> • Dingangišano tša semolao • Bonamodi le Poelano 	<ul style="list-style-type: none"> • Diphetho • Ditumelelano • Dipego •
Ditirelo tša mešomo ya bašomi	<ul style="list-style-type: none"> • Melao ka- • Tlhagišo ya direkoto • Go kgoketša 	<ul style="list-style-type: none"> • Difaele tša Motho ka boyena • Direkoto tša bašomedi • Dipego tša ngwaga ka

	<ul style="list-style-type: none"> • Go thwalwa • Meputso le ditefelo • Bokgoni le tswetsopele • Lenaneo la hlabollo ya bokgoni, meshomo, diputsel etso le tswelopele ya bashomi 	ngwaga
Taolo ya Ditšhelete	<ul style="list-style-type: none"> • Kgokaganyokgwebong • Megolo 	<ul style="list-style-type: none"> • Mangwalo le melao ya dithentara • Retšistara ya dithoto • Melao ya bokgokanyikgwebong • Ditekanyetšo • Retšisetara ya boitlamo • Direkoto tša bakolotwa
Moago, lefase le madulo	<ul style="list-style-type: none"> • Ditirelo tša Sethekniki • Lefase • Meago • Dithoto 	<ul style="list-style-type: none"> • Ditirelo tša bointšeneere • Tekodišišo, • Ditirelo tša boagi • Khwetšo ya Naga le Meago • Karologantšho • Kago le peakanyo • Ditirelo tša go renta le Polokego • Hlwekišo le kaloleswa ya naga
EPWP	<ul style="list-style-type: none"> • Peakanyo le tswelopele ya mananeo • Go aba le go diragatsa ga di projeke 	<ul style="list-style-type: none"> • Go beakanya dingwalwa le tshedimoshō. • Go ruta le go hlala • Go fedisha tlala.
Taolo ya ditsela	<ul style="list-style-type: none"> • Di dirishwa. • Ba beakanyi batsa mahlale a ditsela • Lefapha la go agwa le go hlokomela ditsela • Lefapha la maporogo le dipeakanyo • Lefapha la go kwalakwatsa le go bapatsa • Lefapha la di projeke • Lefapha le le ikemetseng la ditsela. • Lefapha la go aba di thendara 	<ul style="list-style-type: none"> • Go lokisha ,go aba, le go shomisha. • Go kgetha ba a bi ba diterelo. • Ditaba tsa mabapi le merero ya tsa hlago • Dilete, dikampa le mafelo a taolo ya dinamelwa. • Ditsela tsa maphefo tsa ka gare ga naga le makopanong a ditsela. • Ditsela tsa go senya ke mafula le ditsela tse esego tsa batho ka moka. • Mabitla, naga le ditfefelo mabapi le go tseelwa naga ka kang. • Maswayo a ditsela le ditemosho • Peakanyo ya maporogo le diterarta tsa go ageletsa. • Meyepo le dikwalakwatso. • Go kgetwa ga balaodi le dikonteraka

iii. TSELA YA GO DIRA KGOPELO

Mokgopedi o tla fiwa phihlelelo ya rekoto tša mohuta woo mo Kgorong ya Mešomo ya Setšhaba ge mokgopedi a obametše dinyakwa tšeo di latelago: -

- Mokgopedi o obamela dinyakwa ka moka tša tshepedišo yeo e lego kagare go Molao wo o lego mabapi le kgopelo ya phihlelelo ya rekoto yeo; le
- Phihlelelo ya rekoto yeo e lego mabapi le dinyakwa tša Molao.

Mokgwa wa kgopelo:

- Mokgopedi o swanetše go diriša foromo yeo e gatišitšwego ka gare go Kuranta ya Mmušo [Tsebišo ya Mmušo ya R 187- 15 Febereware 2002] (Foromo ya A).
- Mokgopedi o swanetše go laetša ge e le gore khopi ya rekoto e a nyakega goba a kgopele tumelelo ya gore a tle a inyakele rekoto ka boyena. Ka go le lengwe, ge rekoto e se ka mokgwa wa go ngwalwa e ka lebelelwa ka mokgwa wo e kgopetšwego ka gona, ge go kgonega [s 29(2)].
- Ge motho a kgopela phihlelelo ka mokgwa wo itšego, gona mokgopedi o swanetšwe ke go hwetša phihlelelo ka mokgwa wo e kgopetšwego ka gona. Se ka ntle le ge go dira bjalo go ka tsenatsenana ka mokgwa wo e se go wona le tshepetšo ya kgoro, goba ya senya rekoto, goba ya tshwenyana le tokelo ya ngwalollo yeo e se go ya mmušo. Ge ka mabaka a mangwe phihlelelo go ka se kgonege gore e fiwe ka mokgwa wo e nyakegago ka gona efela ka mokgwa wo mongwe, tefelo e tla balwa go ya ka mokgwa wo mokgopedi a ilego a e kgopela ka gona mathamong [s 29(3) and (4)].
- Go tlaletša, ge o ka re go fetolwa kgopelo ya rekoto, mokgopedi a nyaka gore a botšwe ka ga sephetho ka mokgwa wo mongwe go swana le ka mogala, se se swanetšwe ke go laetšwa [s 18(2)(e)].
- Ge mokgopedi a dira kgopelo ya tshedimošetšo legatong la yo mongwe, maemo ao kgopelo e dirwago ka gona a swanetšwe ke go laetšwa [s 18(2)(f)].
- Ge mokgopedi a sa kgone go bala goba go ngwala, goba a na le bogolofadi, ba ka dira gore kgopelo ya rekoto e dirwe ka molomo. Ka gona mohlankedi wa tshedimošo o swanetše ke go tlatša foromo legatong la mokgopedi yo bjalo a be a ba fe le khopi [s 18(3)].

Go na le mehuta ye mebedi ya ditefelo yeo e swanelwago ke go lefehwa go ya ka Molao, e le go tefelo ya kgopelo le tefelo ya phihlelelo s22:

Mokgopedi yo a nyakago phihlelelo ya rekoto yeo e nago le tshedimošo ka ga yena, ga a swanelwa ke go lefela tefelo ya kgopelo. Mokgopedi yo mongwe le yo mongwe yo a sa dirego dikgopelo tše ka boyena o swanetšwe ke go lefa tefelo ya kgopelo:

- Mohlankedi wa tshedimošo o swanetše go tsebiša mokgopedi (e sego mokgopedi ka boyena) ka lengwalo, a kgopela gore mokgopedi a lefele tefelo yeo e beilwego (ge e le gona) pele ga ge go ka tšwelwa pele ka kgopelo.
- Tefelo ya kgopelo ke R35. Ditfefelo ka moka di laeditšwe mo temanaeng ka fase. Mokgopedi a ka iša boipeletšo bja ka gare, moo go swanetšego, goba a ka dira kgopelo kgorongtsheko kgahlanong le thentara goba tefo ya tefelo ya kgopelo.

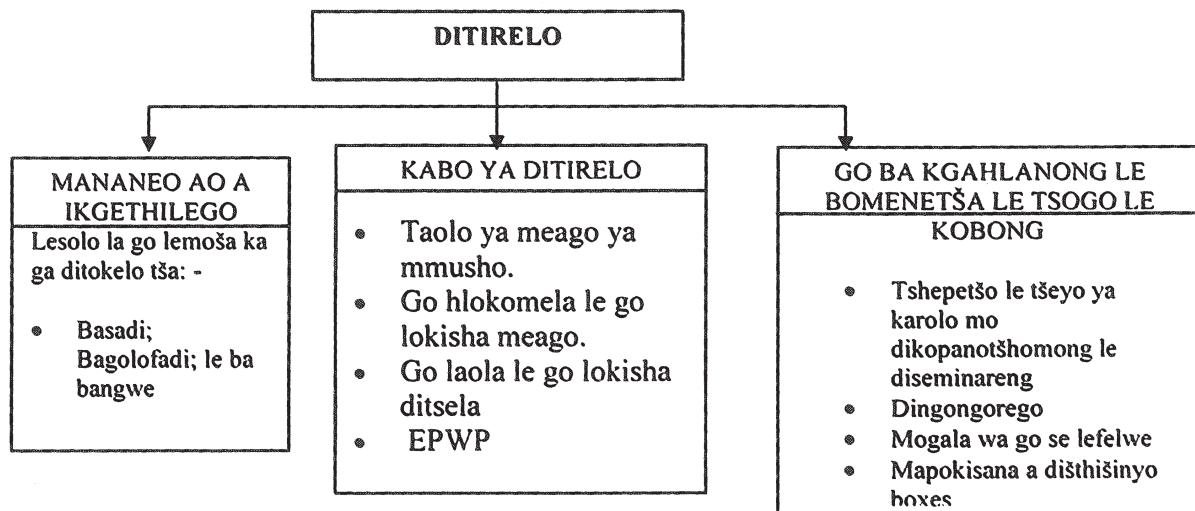
- Ka morago ga ge mohlankedi wa tshedimošo a neelane ka sephetho mabapi le kgopelo, mokgopedi o swanetšwe ke go tsebišwa ka ga sephetho ka tsela yeo mokgopedi a ilego a laetša gore o e nyaka ka gona.
- Ge kgopelo e amogetšwe, ka gona tefelo ye nngwe ya phihlelelo e swanetšwe ke go lefelelwa go nyaka, peakanyo le tlhagišogape le ge e ka ba nako efe goba efe yeo e fetilego diiri tšeo di beilwego tša go nyakišiša le go beakanya rekoto gore e lokollwe.

E PHATLALATSO TSHEDIMUSO GO YA KA (KAROLO 15 YA MOLAO WA TSHEDIMUSO WA 2000, MOLAO 2 WA 2000).

<p>TLHALOSO KA BOTLALO LE MEHUTA YA DIREKOTO TSEO DI HUMANEGAGO LE SEMETSENG NTLA LE GO DIRA DIKGOPELO GO YA KAROLO 15(1)(a) YA MOLAO WA TLHALOSO YA PHIHLELEO YA TSHEDIMUSO WA 2000</p>	<p>MEKGWA YA GO KA FIHLELE DIREKOTO (KAROLO 15(1)(B))</p>
<p>GO LEKOLE RIREKOTO GO YA KAROLO 15(1)(a)(i):</p>	
<ul style="list-style-type: none"> • Direphotho tša ngwaga • Tlhamego ya kgoro ya mesomo • Tekanyetso ya masheleng • Letlakal la kwalakwatšo ya mesomo le ditirelo. • Raporoto ya bodulo • Dikgatišo tša dipolelo tša Molekgotlaphethiši. • Melao ya kgoro le ditshipidiso tša yona. • Peakanyo kakaretšo ya mešemo ya ngwaga. • Tsela ya peakanyo ya direkoto. • Diforomo tša Kgoro • Dipeakanyo tša Kgoro. • Raporoto ya tekatekanyo • Dikgatišo tša lebakanyana le depukwana • Bukana ya molao wa phitlhelelo ya tshedimuso . • Dipukwana tsa kwalakwatso. • Tshedimuso ka tsela ya go aba diterelo. • Tshedimuso mabapi le dipeakanyo tsa go aba diterelo. • Dintlha tša go ikgokaganya le bašomi ba kgoro • Letlakala la boikanyo mabapi le go aba diterelo. 	<p>Derekoto tsa kgoro dika kgopelwa mo atereng ye e latelago : Deputy Information Officer Department of public works ,roads and infrastructure Private bag x 9490 Polokwane 0700</p> <p>Mogala:015 284 7000 Fekese:015 284 7030 Email: Makhafolat@dpw.limpopo.gov.za Website: www.dpw.limpopo.gov.za</p>
<p>MOKGWA WA GO REKA DIREKOTO GO YA KAROLO 15(1)(a)(ii)</p>	

Pukwana ya go kwalakwatša mešomo	Derekoto di ka rekwa mo atereng ye e latelago: Supply chain unit Works Towers Building, First Floor Department of Public Works 43 Church Street Polokwane 0700
GO HUNAMA KGATISHO YA LETLAKALA GO YA KAROLO 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Direphotho tša ngwaga • Tlhamego ya kgoro ya mesomo • Tekanyetso ya masheleng • Letlakal la kwalakwatšo ya mesomo le ditirelo. • Raporoto ya bodulo • Dikgatišo tša dipolelo tša Molekgotlaphethiši. • Melao ya kgoro le ditshipidiso tša yona. • Peakanyo kakaretšo ya mešemo ya ngwaga. • Tsela ya peakanyo ya direkoto. • Diforomo tša Kgoro • Dipeakanyo tša Kgoro. • Raporoto ya tekatekanyo • Dikgatišo tša lebakanyana le depukwana • Bukana ya molao wa phitlhelelo ya tshedimuso . • Dipukwana tsa kwalakwatso. • Tshedimuso ka tsela ya go aba diterelo. • Tshedimuso mabapi le dipeakanyo tsa go aba diterelo. • Dintlha tša go ikgokaganya le bašomi ba kgoro 	Derekoto tsa kgoro dika kgopelwa mo atereng ye e latelago : Deputy Information Officer Private bag x 9490 Polokwane 0700 Mogala:015 284 7000 Fekese:015 284 7030 Email: Makhafolat@dpw.limpopo.gov.za Webosaite: www.dpw.limpopo.gov.za
DIREKOTO TSEO DI KA HUMANEGAGO MAHALA GO YA KAROLO 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Letlakala la go kwalakwatsa mesomo. • Letlakala la ditaba ka mesomo ya kgoro. • Dipukwana tsa molao wa tshedimuso. • Dipukwana tsa kwalakwatso ya diterelo. 	Derekoto tsa kgoro dika kgopelwa mo atereng ye e latelago : Deputy Information Officer Private bag x 9490 Polokwane 0700 Mogala:015 284 7000 Fekese:015 284 7030 Email: Makhafolat@dpw.limpopo.gov.za Webosaite: www.dpw.limpopo.gov.za

F. DITIRELO TŠEO DI HWETŠAGALAGO [Karolo 14(1)(f)]**i. Mohuta wa ditirelo**



ii. O KA FIHLELELA DITIRELO TŠE BJANG

Gore o fihlelele ditirelo tša Kgoro ya Mešomo ya Setšhaba, dikgopelo di ka dirwa go Hlogo ya Kgoro.

Hlogo ya Kgoro: Kgoro ya Mešomo ya Setšhaba

Aterese: 43 Church Street
Polokwane

Aterese ya Poso: Mokotla wa Praebete wa x9490
Polokwane
0700

Mogala: +27 15 284 7000
Fekese: +27 15 2847031
Weposaete: www.dpw.limpopo.gov.za
Emeile: moloton@dpw.limpopo.gov.za

G. Diphošollo tšeo di lego gona ge Molao o se o latelwe [Karolo ya 14(1)(h)]

Moo mokgopedi a se go a kgotsofatšwa ke sephetho sefe goba sefe seo se tšerwego ke Mohlankedi wa Tshedimošo goba Motlatšamohlankedi, mokgopedi a ka dira boipiletšo go Molekgotlaphethiši go Kgoro ya Mešomo ya Setšhaba.

H. DITEFELO TŠEO DI LAEDITŠWEGO BJALO KA GE DI BEILWE KA FASE GA KAROLO YA 11 YA TSEBIŠO YA 187 KA GO KURANTA YA MMUŠO YA 15 FEBEREWARE 2002.

1. Tefelo ya khopi ya puku-tšhupatsela bjalo ka ge e laeditšwe ka gare go molawana wa 5(c) ke R0, 60 go tšweletša gape letlakala la bogolo bja A4 goba karolo ya lona.

2. Ditefelo tša kgatišontši yeo go bolelwago ka yona ka gare go molawana wa 7(1) ke tšeo di latelago:

TLHALOŠO	TEFELO R
(a) go khopi ye nngwe le ye nngwe ya bogolo bja letlakala la A4 goba karolo	0.60
3 (b) go khopi ye nngwe le ye nngwe yeo e gatišitšwego ya go ba bogolo bja letlakala la A4 goba karolo yeo e swerwego mo khomphutheng goba palego ka elektroniki, le ge e ka ba ka motšhene	0.40
(C) go khopi yeo e kago balega ka mokgwa wa khomphutha mo - (i) diking ya stifi	5.00
(ii) diking yeo e kgolokanego	40.00
(d) (i) Ke ya ngwalollo ya ditshwantšho tšeo di ka go bonwa, ya bogolo bja letlakala la A4 goba karolo ya lona	22.00
(ii) Ke ya khopi yeo e na go le diswantšho tšeo di bonagalago	60.00
(e) i) go ngwalollo rekoto yeo e ka go theeletšwa, ya bogolo bja A4 goba karolo ya lona	12.00
(ii) go khopi ya rekoto ya go ka kwewa	17.00

3. Tefelo ya phihlelelo e lefelwa ke bakgopedi ka moka ntle le ge e le mokgopedi yo a laeditšwego ka gare go molawana wa 7(2) ke R35, 00.

4. Ditefelo tša phihlelelo tšeo di lefelwago ke mokgopedi tšeo di laeditšwego ka gare go molawana wa 7(3) ke tšeo di latelago:

4.1

TLHALOŠO	TEFELO R
(a) go khopi ye nngwe le ye nngwe ya bogolo bja letlakala la A4 goba karolo	0.60
(b) go khopi ye nngwe le ye nngwe yeo e gatišitšwego ya go ba bogolo bja letlakala la A4 goba karolo yeo e swerwego mo khomphutheng goba palego ka elektroniki, le ge e ka ba ka motšhene	0.40
(c) go khopi yeo e kago balega ka mokgwa wa khomphutha mo -	

(i) disking ya stifi	5.00
(ii) disking yeo e kgolokanego	40.00
(d) (i) go ngwalollo ya ditshwantšho tšeo di ka go bonwa, ya bogolo bja letlakala la A4 goba karolo ya lona	22.00
(ii) go khopi yeo e nago le diswantšho tšeo di bonagalago	60.00
(e) (i) go mongwalollo wa rekoto yeo e ka go theeletšwa, ya bogolo bja A4 goba karolo ya lona	12.00
(ii) go khopi ya rekoto ya go ka kwewa	17.00
(f) Go nyaka le go beakanya rekoto gore e tšweletšwe nyanyeng ke R15, 00 ka iri ye nngwe le ye nngwe goba karolo ya iri, go sa akaretšwe iri ya mathomo yeo bonnyane e ka nyakegagago go nyakeng le go beakanyeng.	

4.2. Go nepo ya karolo ya 22(2) ya Molao, tšeo di latelago di swanetšwe ke go dirwa:

- (a) Diiri tše tshela bjalo ka tšeo di ka fetwago pele ga ge peeletšo e ka lefelwa; le
- (b) karolo ya tefelo ya phihlelelo e lefiwa bjalo ka peeletšo ke mokgopedi.

4.3. Tefelo ya thomelo e lefelwa ge kopi ya rekoto e swanetšwe ke go romelwa go mokgopedi.

5. DIFOROMO TŠEO DI LAEDITŠWEGO GO FIHLELELA DIREKOTO

**KOKETŠO YA TSEBIŠO YA 187 KA GO KURANTA YA MMUŠO KA LA 15 FEBEREWARE
2002**

FOROMO YA A

KGOPELO YA PHIHLELELO YA REKOTO

(Karolo ya 18(1) ya Molao wa Tlhatlošo ya Pihhlelelo ya Tshedimošetšo wa 2000 (Molao wa 2 wa 2000))

[Molawana wa 2]

KGOPELO YA PHIHLELELO YA DIREKOTO	
E DIRIŠWA KE KGORO	Nomoro-tšhupetši:.....
Kgopelo e amogetšwe ke: -	
Leina:.....	
Maemo:.....	
Letšatšikgweedi:.....	
Lefelo:.....	
Tefelo ya kgopelo (ge e le gona):	R.....
Dipositi (ge e le gona):	R.....
Tefelo ya phihhlelelo:	R.....
..... !	
MOSAENO: MOHLANKEDI WA TSHEDIMOŠO/MOTLATŠAMOHLANKEDI WA TSHEDIMOŠO	

A. Dintlha tša moemedi wa setšhaba

MOHLANKEDI WA TSHEDIMOŠO	ATERESE
Hlogo ya lefapa	Mokotla wa Praebete waX9490 POLOKWANE 0700 NOMORO YA MOGALA.: +27 15-284 7120 NOMORO YA FEKESE.: +27 15-284 7039 Emeile: moloton@dpw.limpopo.gov.za

MOTLATŠAMOHLANKEDI WA TSHEDIMOŠO	ATERESE
Me. Makhafola Tshidi.	Mokotla wa Praebete wa X9490 POLOKWANE 0700 MOGALA.: NO.: +27 15-284 7272 FEKESE. : NO.: +27 15 284 7031 Emeile: : makhafolaj@dpw.limpopo.gov.za
Tshedimošo ka kakaretšo:	Aterese go ya ka Mmila: - 43 Church Street POLOKWANE 0700 Weposaete: www.dpw.limpopo.gov.za Aterese ya Poso: - Mokotla wa Praebete wa x9490 POLOKWANE 0700 Mogala: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fekese: +27 15 284 7031 +27 15 284 7039

Dintlha tse di nyakegago ge o kgopelwa direkoto

FOROMO YA KGOPELO YA PHIHLELELO YA DIREKOTO
SEFANE:
<input type="text"/>
MAINA KA BOTLALO:
<input type="text"/>
NOMORO YA BOITŠHUPO:
<input type="text"/>
ATERESE YA POSO:.....
.....
.....
.....

C. Dintlha tša motho yo kgopelo e dirwago legatong la gagwe

(a) Kgopelo ya go fihlelela rekoto, ntle le rekoto yeo e nago le tshedimošo ya motho, e tla fetišwa fela ka morago ga ge tefelo ya kgopelo e tla ba e dirilwe.

(b) O tla tsebišwa ka tšhelete yeo e swanetšwego ke go lefiwa bjalo ka tefo ya kgopelo.

(c) Tefelo yeo e lefelwago phihlelelo ya rekoto e laolwa ke ka mokgwa woo phihlelelo e swanetšego ke go ba ka gona le nako yeo e nyakegago go nyaka le go beakanya rekoto.

(d) Ge o na le maswanedi a go ka se lefele tefelo ye itšego, ka kgopelo e fa mabaka

Lebaka la tokollo go lefeleng ga ditefelo:

F. Foromo ya phihlelelo ya rekoto

Ge o paledišwa ke bogolofadi go bala, go bona goba go theeletše rekoto ka mokgwa wo e tla ba go e tlišitšwe ka gona mo go 1 go ya go 4 ka fase, bontšha bogolofadi bja gago o be o laetše le ka moo rekoto e swanetšego ke go fiwa ka gona.

Bogolofadi	Mokgwa wo rekoto e nyakegago ka gona:		
<p>Swaya lepokisana la maleba ka "X".</p> <p>DINTLHA:</p> <p>(a) Taetšo ya gago mabapi le phihlelelo yeo e nyakegago e laolwa ke ka moo rekoto e lego ka gona.</p> <p>(b) Phihlelelo ka mokgwa wo e kgopetšwego ka gona e ka ganwa mabakeng a mangwe. Mo mabakeng a bjalo o tla tsebišwa ge phihlelelo e ka fiwa ka mokgwa wo mongwe.</p> <p>(c) Tefelo yeo e lefelelwago phihlelelo ya rekoto ge e ba e gona, ka boripana e tla laolwa ke mokgwa woo phihlelelo e nyakegago ka gona.</p>			
<p>1. Ge rekoto e le ka mokgwa wa go ngwalwa goba go gatišwa -</p>			
	khopi ya rekoto*		tlhahlobo ya rekoto

<p>2. Ge rekoto e na le ditshwantšho tšeo di kago bonwa -</p> <p>(se se akaretša dinepe, dislaete, dikgatišo tša bidio, ditshwantšho tša go dirwa ka khomphutha, tshwantšho, bj. bj.)</p>			
	Tebelelo ya diswantšho		Khopi ya diswantšho*
			Ngwalollo ya diswantšho*
<p>3. Ge rekoto e bopilwe ka mantšu ao a gatišitšwego goba tshedimošo yeo e kago tšweletšwa ka modumo -</p>			
	Theeletša molodi wa koša (khasete ya go ka theeletšwa)		Ngwalollo ya molotšana wa koša* (lengwalo leo le ngwadilwego goba le gatišitšwego)
<p>4. Ge rekoto e swerwe ka khomphutheng goba ka mokgwa wa elektroniki goba mokgwa wa palego ka motšhene-</p>			
	Khopi ya rekoto yeo e gatišitšwego*		Khopi yeo e gatišitšwego ya tshedimošo yeo e hweditšwego mo rekotong*
			Khopi yeo e le go ka mokgwa wa palego ka khomphutha* (diski ya stifi goba yeo e kgolokanego)
<p>*Ge o kgopetše khopi goba sengwalollwa sa rekoto (ka godimo), na o nyaka khopi goba sengwalollwa se romelwa go wena ka poso?</p> <p>Tefelo ya poso e a lefelwa.</p>			ENG
			AOWA
<p><i>Hlokomela gore ge e ba rekoto ga e gona ka polelo yeo o e nyakago, phihlelelo e ka fiwa ka leleme leo rekoto e hwetšagalago ka lona.</i></p>			
<p>O rata gore rekoto e be ka polelo efe?</p>			

G. Tsebišo ka ga sephetho mabapi le kgopelo ya phihlelelo

O tla tsebišwa ka lengwalo ge eba kgopelo ya gago e dumeletšwe/gannwe. Ge o nyaka go tsebišwa ka tsela ye nngwe, ka kgopelo laetša mokgwa le go aba dintlha tšeo di nyakegago go kgonthišišetša kobamelo le kgopelo ya gago.

O rata gore o tsebišwe ka mokgwa ofe ka ga sephetho seo se tšeerwego mabapi le kgopelo ya gago ya phihlelelo ya rekoto?

E saennwe ka latšatši la.....kgwedi.....20.....(NGWAGA)

.....

MOSAENO WA MOKGOPEDI /MOTHO YO KGOPELO E DIRILWEGO LEGATONG LA GAGWE

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

