



**UMJINDI MUNICIPALITY  
NOTICE  
CATEGORISATION OF SERVICES PROVIDED**



<b>1. OFFICE SERVICES:</b>	2.6	Disaster Recovery / Programme	<b>4. GENERAL SERVICES:</b>
1.1 Printing and Stationary	2.7	Back-up Storage Facility	4.1 Transcribing & Digital Recording Services
1.2 Office Furniture/Equipment	2.8	Maintenance of the Computer Room Equipment	4.2 Advertising
1.3 Catering/Groceries/Meat/Fruit & Vegetables			4.3 Workshop Facilitation
1.4 Courier/Transport Services	<b>3. PROFESSIONAL SERVICES:</b>		4.4 Vehicle Repair & Services and Spare Parts
1.5 Travel Agency	3.1	Engineering Services	4.5 Telecommunications System / Equipment
1.6 Florist	*	Electricity	4.6 Promotional Material / Events Management
1.7 Furniture Removal	*	Environmental Scientist	4.7 Grass Cutting
1.8 Postal Services	*	Water	4.8 Cleansing
1.9 Corporate Gifts	*	Sewer	4.9 Electrical materials & equipment
1.10 Locksmiths	*	Roads	4.10 Security Services
1.11 Office Cleaning Material	*	Valuator	4.11 Bacteriological & Chemical Sample analysis
1.12 Office Maintenance	*	Mechanical	4.12 Accounting, Tax, Auditing & Finance Controls
1.13 Advertising	*	Construction	4.13 Labour Consultants
1.14 Safe & Safe Removals	*	Hire of Equipment	4.14 Fleet Management Services
1.15 Recording & Transcribing	3.2	Legal services	4.15 Water Materials & Equipment
1.16	3.3	Quantity Surveyors	4.16 Sewer Materials & Equipment
	3.4	Training Institutions	4.17 Construction Services
<b>2. INFORMATION TECHNOLOGY:</b>	3.5	Recruitment Services	* Electrical
2.1 Infrastructure Development & Support (Network & server)	3.6	Human Resources Consulting	* Water
2.2 Database Administration Support			* Sewer
2.3 System Development & Support			* Roads
2.4 Supplier of Hardware & Software			* Buildings
2.5 Internet Connection & Hosting			4.18 Mass supply Petrol / Diesel
			4.19
			4.20 Oil & Lubricants
			4.21 Fuel consumption control system
			4.22 Oil dissolving chemicals / cleaning solvents
			4.23 Air Conditioning repairs & installation
			4.24 Supplier Hardware & Building Materials
			4.25 Supplier (Protective clothing)
			4.26 Pest Control

R501 – R2000 : VERBAL QUOTATION (Inclusive VAT):  
 \*Written Quotation to be obtained from Successful supplier  
 \*Rotation basis must be on Supply Chain Data Base  
 \*Approval : Director

R2001-R10000 : WRITTEN QUOTATIONS (Inclusive VAT)  
 \*At least TWO written quotations  
 \*Rotation basis must be on Supply Chain Data Base  
 \*Approval : Director

R10001 – R200 000.00 : WRITTEN QUOTATIONS (Inclusive VAT)  
 \*At least THREE written quotations  
 \*Rotation Basis must be on Supply Chain Data base  
 \*Approval up to R30000 (Incl VAT) : Director  
 \* up to R50000 Stores stock (Incl VAT) : Chief Financial Officer  
 \* R30001 – R200000 (Incl VAT) : Director plus Municipal Manager

Above R200 000.00 (Incl VAT) : Competitive bidding process : Long term contracts irrespective of amount