



DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

Imibuzo:
Enquiries: Mrs Z.E. Sangweni
Navrae:

Ucingo:
Telephone: 033-3453321 X 2303
Telefoon:

Inkomba:
Reference: T6/11/P
Verwysing:

TO MTAC MEMBERS

7 July 2004

DEPARTMENT OF TRANSPORT CIRCULAR NUMBER 36 OF 2004

HIGHLIGHTS ON THE PROCEDURES TO BE ADHERED TO WHEN PURCHASING OFFICIAL VEHICLES OFF THE RT57/04 CV CONTRACT

1. The launching of the RT57/04 CV Contract on the 2nd of June 2004 bears reference.
2. User Departments are hereby requested to ensure that, when completing order request forms, they comply with the rules of the State Tender Board Contract as well as the Provincial Policy for official vehicles. The item numbers and specifications of the vehicles required must be clearly stated in the order form, to avoid the purchase of incorrect vehicles. This is very important to note, as we cannot send back to the manufacturer any completed unit due to the unique colour of our official vehicles.
3. It is not the principle of this office to amend the customers' order request forms but we have been very lenient in accepting them with amendments provided that the responsible officer initialed against that. However, due to the problems we have encountered with this exercise, we will now accept only the original forms with strictly no amendments.
4. Order request forms to be used are those with a space provided for Bas codes and are accessible on the Departmental intranet.
5. The official vehicle requirements in your respective Departments are to be submitted to this office by the 31st July 2004 at the latest. This will help to minimize the delay in the delivery of vehicles, as well as ensuring the finalisation of payments within the current financial year.
6. On receipt of the order request form this office will approach the relevant manufacturers for confirmation of availability and delivery, which will be communicated to the respective department before placing the order.
7. User Departments will be given an update of all delivered vehicles on a monthly basis once the relevant documentation has been referred to the licensing section. The details of the official to be contacted at the licensing section will thereafter be communicated to the Departmental Transport Officers.
8. Once the DTO has collected the motor vehicle accessories from the licensing section, he/she will be required to fetch the vehicle from the Fleet Services office within seven days.

9. The contents of this circular are to be communicated to all Local Transport Officers and Regional offices concerned as a matter of urgency.


04-07-08
SUE GROBBELAAR
FOR HEAD: TRANSPORT