



**DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA**

Enquiries : Mrs G Orsmond
Extension : 1828
Reference : T6/17/P

TO: ALL HEADS OF DEPARTMENT
ALL MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE
ALL DEPARTMENTAL TRANSPORT OFFICERS

11 DEC 2007

PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 13 OF 2007 : TIME FRAMES FOR SUBSIDISED VEHICLE APPLICATIONS AND QUOTES

1. A concern has been raised by the Finance Service Provider for subsidized vehicles at the Departmental Transport Officers (DTO's) forum held on 11 October 2007, that their office is in possession of subsidized vehicle applications, some of which date back to 2005. These applications are either awaiting quotations and/or other supporting documentation. It is of grave concern that applications can remain outstanding for such lengthy periods without any follow up by User Departments/Service Providers/subsidized vehicle owners, as this can affect the vehicle pricing and availability of vehicles on the RT57 contract. In addition hereto, service delivery will also ultimately be affected.
2. In light of the above, the time period that an application may be held by the Service Provider, whilst awaiting acceptance and signature of the quote by the applicant, was questioned at the DTO Forum held on 11 October 2007. In an attempt to obviate the abovementioned problems, it was suggested and unanimously agreed at the meeting in question, that the Service Provider will forward the quote for signature by the applicant to the Department **within 7 working days** of receipt of the subsidised vehicle application. The signed quotation must be returned to the Service Provider **within 30 days** of receipt of the quotation. Departmental Transport Officers are urged to ensure that the time frames as agreed at the aforementioned meeting, and as stipulated in this circular are complied with, with immediate effect.
3. Kindly ensure that the contents of this circular are brought to the attention of all officials dealing with subsidised motor transport and subsidised vehicle owners within your Department.
4. Submitted for your information and necessary attention, please.

For Head: Transport

h: policies/circ/circ 2007/PTM Circular 13 of 2007. Time frames for subsidised vehicle applications and quotes

CC: Mr M Mbanda: Wesbank Corporate/Kgwerano Financial Services

MOTOR TRANSPORT SERVICES DIRECTORATE

Street Address: 230 Prince Alfred Street, Pietermaritzburg, 3201, Republic of South Africa
Postal Address: Private Bag X9013, Pietermaritzburg, 3200, Republic of South Africa
Tel: (27) (33) 3951 800 – Fax: (27) (33) 345 5325
Internet: <http://www.kzntransport.gov.za/home.htm>