



GAUTENG PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

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INTERNAL MEMO

TO : **Matilda Gasela (Ms)**
Head of Department

FROM : **Bongani Ngomane (Mr)**
Acting DDG: *Social Welfare Branch*

DATE : **17 April 2024**

SUBJECT : **REQUEST FUNDING APPROVAL FOR APRIL 2024
TO MAY 2024 FOR FIVE FOOD DISTRIBUTION
CENTRES**

1. Purpose

To obtain HOD's approval of funding of Food Distribution Centres (FDC) formerly known as Food Banks on the month-to-month basis (April 2024 – May 2024) to complete the food parcel supply contract underway.

2. Background

The Gauteng Department of Social Development (GDSD) through Sustainable Livelihoods directorate is the anti - poverty strategy contributor. Through the strategy, Gauteng government bring about change and deepening democracy founded on social justice, equality, and inclusion towards improved wellbeing for poor and vulnerable members whom from day to day do not know where their next meal will come from.

The Gauteng Department of Social Development recently procured food parcels and cleaning materials through Request for Quotation (RFQ) deviation process for the period of 3 months that is February 2024 to May 2024. This follows a period which saw FDCs without food for the most part of 2023/2024 financial year due to expiration of the tender subsequently

leading to the department delaying to supply food parcels. The adverse impact filtering to the communities that do not have access to food increasing their vulnerability and powerlessness.

3. Discussion

Food distribution centers (FDC) are NPOs contracted to receive, warehouse, hamper pack, and distribute food parcels to eligible households. The food parcels are procured through the department's supply chain processes and delivered to FDCs by the appointed service providers. Contracted suppliers started food supply as per the appointment letters in February which has unfortunately fallen outside the financial year's SLA however will continue until the end of the deviation stipulated conditions in May.

The Food Distribution Centre since the beginning of the three months supply contract are steadily progressing in distributing food parcels to the poor and vulnerable households. Performance is dependent on supply as recorded to date per region tabled below currently using the surplus funds which cannot be quantified due to its fluidity as the project is in progress.

Table 2: Shows that 38 143 food parcel packs are yet to be distributed by the FDCs.

REGION	Status as of 16 April 2024			
	Allocation	Distributed to Date	Outstanding	Percentage
Johannesburg	15000	4 462	10538	30%
Sedibeng	15000	9095	5905	61%
Tshwane	15000	6227	8773	42%
West Rand	15000	5170	9830	34%
Ekurhuleni	15000	11903	3097	79%
Provincial Total	75000	36 857	38143	49%

Johannesburg and West Rand have a lowest performance thus far as suppliers are delivering same food items which do not compose a complete pack and general low quantities are supplied at these centres. Having a month-to-month contract with the centres will assist in evaluating progress and revise budget accordingly and give suppliers enough time to deliver all items required to make a food parcel pack.

The five (5) FDCs across the province are delivering food parcels from March 2024 to date in line with the resolution of the meetings of the 29th – 31st March 2024 that food parcels must be distributed until the end of March 2024 with savings from the allocation and for the new financial year a month-to-month contract may be considered if the tender process is not yet finalised. The proposal is to offer the FDCs a month-to-month contract for the period aligned to the contracts of suppliers of food parcels as appointed by the GDSD. The FDCs continues to incur expenditure for April 2024 distribution of food parcels and this is projected to continue until May 2024 when the contract for suppliers of food parcels for 2023/24 expires. The NPO funding process for 2024/25 is not yet concluded resulting in food items being stored and distributed by the FDCs that were approved in 2023/24.

4. Financial implications

Proposed 2 Months Budget required to complete the Project [3 months deviation] **PLEASE SEE ANEXTURE B FOR BUDGET BREAKDOWN**

NAME OF NPO	Type of Programme	Approved Budget 2023/24
Carrol Shaw Food Bank	Food Banks	R 595 804,00
Kitso Lesedi Youth Development	Food Banks	R 634 260,00
Bokamoso Skills Development Center	Food Banks	R 579 860,00
Entokozweni Resource Centre	Food Banks	R 615 232,00
Believers Care Society (Foodbank)	Food Banks	R 641 500,00
TOTAL		R 3 066 656,00

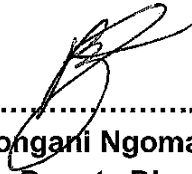
5. Recommendations

It is recommended that HOD approves funding of Food Distribution Centres (FDC) formerly known as Food Banks on the month-to-month basis (April 2024 – May 2024) to complete the food parcel supply contract that is underway to conclude the food security mandate that the Gauteng department of Social Development commenced in the previous budget year [2023/24].



Mr. Lesley Maphupha
Acting Director: Sustainable Livelihoods
Date:

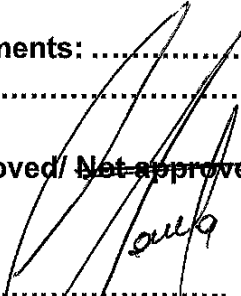
Recommended/Not Recommended/Recommended with Amendments



Mr. Bongani Ngomane
Acting Deputy Director General:
Date: 23/04/2024
Comments:

Funds available / Fnot Available

.....
Mr: Johann Strauss
Chief Financial Officer
Date:
Comments:



Approved/ ~~Not approved~~ / ~~Approved with Amendments~~

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Ms. Matilda Gasela
Head of Department: Department of Social Development
Date: 23 APRIL 2024
Comments:



GAUTENG PROVINCE
SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Annexure B: Food Distribution Centre Budgets 2023-24 1st Extension Addendum

NAME OF ORGANIZATION NPO: CARROL SHAW MEMORIAL CENTRE - FOOD DISTRIBUTION CENTRE						
2023/2024 BUDGET TWO MONTHS EXTENSION						
ITEM DESCRIPTION	UNIT COST	MONTHS	TOTAL	APRIL	MAY	TOTAL
FULL TIME STAFF / PERSONNEL	R 142,710.00		R 285,420.00	R 142,710.00	R 142,710.00	R 285,420.00
CENTRE MANAGER	R 19,261.00	2	R 38,522.00	R 19,261.00	R 19,261.00	R 38,522.00
ADMINISTRATOR	R 8,240.00	2	R 16,480.00	R 8,240.00	R 8,240.00	R 16,480.00
DATA CAPTURER	R 6,901.00	2	R 13,802.00	R 6,901.00	R 6,901.00	R 13,802.00
PROJECT COORDINATOR	R 16,068.00	2	R 32,136.00	R 16,068.00	R 16,068.00	R 32,136.00
DRIVERS (R 6 695X 3)	R 20,085.00	2	R 40,170.00	R 20,085.00	R 20,085.00	R 40,170.00
DEVELOPMENT WORKER / REFERRALS	R 11,639.00	2	R 23,278.00	R 11,639.00	R 11,639.00	R 23,278.00
FOODBANK OPERATORS (5459 x 9)	R 49,131.00	2	R 98,262.00	R 49,131.00	R 49,131.00	R 98,262.00
CLEANER (R6253)	R 5,253.00	2	R 10,506.00	R 5,253.00	R 5,253.00	R 10,506.00
SECURITY GUARD	R 4,532.00	2	R 9,064.00	R 4,532.00	R 4,532.00	R 9,064.00
VOLUNTEERS 2 X R200P/D X 4 DAYS (ONCE A WEEK)	R 1,600.00	2	R 3,200.00	R 1,600.00	R 1,600.00	R 3,200.00
ADMINISTRATION / RUNNING COST			R 310,384.00	R 155,192.00	R 155,192.00	R 310,384.00
INTERNET TELEPHONE / FAX	R 5,304.00	2	R 10,608.00	R 5,304.00	R 5,304.00	R 10,608.00
AIRTIME (MANAGER, COORDINATOR AND DRIVERS)	R 5,700.00	2	R 11,400.00	R 5,700.00	R 5,700.00	R 11,400.00
BANK CHARGES	R 1,957.00	2	R 3,914.00	R 1,957.00	R 1,957.00	R 3,914.00
STATIONARY AND PHOTO COPY MACHINE	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
MAINTENANCE AND SERVICING OF VEHICLES	R 6,180.00	2	R 12,360.00	R 6,180.00	R 6,180.00	R 12,360.00
TRACKER AND INSURANCE OF VEHICLE	R 4,504.00	2	R 9,008.00	R 4,504.00	R 4,504.00	R 9,008.00
INSURANCE OF OFFICE EQUIPMENT INCLUDING ARMED RESPONSE AND FOOD SHOULD BE INCLUDED	R 3,667.00	2	R 7,334.00	R 3,667.00	R 3,667.00	R 7,334.00
FUEL	R 22,660.00	2	R 45,320.00	R 22,660.00	R 22,660.00	R 45,320.00
CLEANING MATERIAL	R 1,545.00	2	R 3,090.00	R 1,545.00	R 1,545.00	R 3,090.00
WATER AND ELECTRICITY	R 5,459.00	2	R 10,918.00	R 5,459.00	R 5,459.00	R 10,918.00
RENT	R 65,560.00	2	R 131,120.00	R 65,560.00	R 65,560.00	R 131,120.00
PACKAGING MATERIAL & PALETS	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
UIF	R 1,427.00	2	R 2,854.00	R 1,427.00	R 1,427.00	R 2,854.00
COIDA	R 371.00	2	R 742.00	R 371.00	R 371.00	R 742.00
PEST CONTROL	R 858.00	2	R 1,716.00	R 858.00	R 858.00	R 1,716.00
TOTAL			R 595,804.00	R 297,902.00	R 297,902.00	R 595,804.00

Signature: 

Date: 18/04/2024


ANNEXTURE B: Food Distribution Centres Budgets 2023-2024 1st Extension Addendum.

NAME OF ORGANIZATION NPO: KITSO LESEDI DEVELOPMENT CENTRE - FOOD DISTRIBUTION CENTRE						
2023/2024 BUDGET TWO MONTHS EXTENSION						
ITEM DESCRIPTION	UNIT COST	MONTHS	TOTAL	APRIL	MAY	TOTAL
FULL TIME STAFF / PERSONNEL	R 165,885.00		R 331,770.00	R 165,885.00	R 165,885.00	R 331,770.00
CENTRE MANAGER	R 19,261.00	2	R 38,522.00	R 19,261.00	R 19,261.00	R 38,522.00
ADMINISTRATOR	R 8,240.00	2	R 16,480.00	R 8,240.00	R 8,240.00	R 16,480.00
DATA CAPTURER	R 6,901.00	2	R 13,802.00	R 6,901.00	R 6,901.00	R 13,802.00
PROJECT COORDINATOR	R 16,068.00	2	R 32,136.00	R 16,068.00	R 16,068.00	R 32,136.00
DRIVERS (R 6 895X 6)	R 33,475.00	2	R 66,950.00	R 33,475.00	R 33,475.00	R 66,950.00
DEVELOPMENT WORKER / REFERRALS	R 11,639.00	2	R 23,278.00	R 11,639.00	R 11,639.00	R 23,278.00
FOODBANK OPERATORS (S459 x 9)	R 49,131.00	2	R 98,262.00	R 49,131.00	R 49,131.00	R 98,262.00
CLEANER (R6263 X 2)	R 10,506.00	2	R 21,012.00	R 10,506.00	R 10,506.00	R 21,012.00
SECURITY GUARD (4532 X 2)	R 9,064.00	2	R 18,128.00	R 9,064.00	R 9,064.00	R 18,128.00
VOLUNTEERS 2 X R200/PD X 4 DAYS (ONCE A WEEK)	R 1,600.00	2	R 3,200.00	R 1,600.00	R 1,600.00	R 3,200.00
ADMINISTRATION / RUNNING COST			R 302,490.00	R 151,245.00	R 151,245.00	R 302,490.00
INTERNET TELEPHONE / FAX	R 5,304.00	2	R 10,608.00	R 5,304.00	R 5,304.00	R 10,608.00
AIRTIME (MANAGER, COORDINATOR AND DRIVERS)	R 5,700.00	2	R 11,400.00	R 5,700.00	R 5,700.00	R 11,400.00
BANK CHARGES	R 1,957.00	2	R 3,914.00	R 1,957.00	R 1,957.00	R 3,914.00
STATIONARY AND PHOTO COPY MACHINE	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
MAINTENANCE AND SERVICING OF VEHICLES	R 6,385.00	2	R 12,770.00	R 6,385.00	R 6,385.00	R 12,770.00
TRACKER AND INSURANCE OF VEHICLE	R 5,459.00	2	R 10,918.00	R 5,459.00	R 5,459.00	R 10,918.00
INSURANCE OF OFFICE EQUIPMENT INCLUDING ARMED RESPONSE AND FOOD SHOULD BE INCLUDED	R 2,884.00	2	R 5,768.00	R 2,884.00	R 2,884.00	R 5,768.00
FUEL	R 22,660.00	2	R 45,320.00	R 22,660.00	R 22,660.00	R 45,320.00
CLEANING MATERIAL	R 1,545.00	2	R 3,090.00	R 1,545.00	R 1,545.00	R 3,090.00
WATER AND ELECTRICITY	R 5,459.00	2	R 10,918.00	R 5,459.00	R 5,459.00	R 10,918.00
RENT	R 60,944.00	2	R 121,888.00	R 60,944.00	R 60,944.00	R 121,888.00
PACKAGING MATERIAL & PALETS -	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
UIF	R 1,659.00	2	R 3,318.00	R 1,659.00	R 1,659.00	R 3,318.00
COIDA	R 431.00	2	R 862.00	R 431.00	R 431.00	R 862.00
PEST CONTROL	R 858.00	2	R 1,716.00	R 858.00	R 858.00	R 1,716.00
TOTAL			R 634,260.00	R 317,130.00	R 317,130.00	R 634,260.00

Signature: 


Date: 18/04/2024

NAME OF ORGANIZATION NPO: BOKAMOSO SKILLS DEVELOPMENT CENTER - FOOD DISTRIBUTION CENTRE						
2023/2024 BUDGET TWO MONTHS EXTENSION						
ITEM DESCRIPTION	UNIT COST	MONTHS	TOTAL	APRIL	MAY	TOTAL
FULL TIME STAFF / PERSONNEL	R 142,710.00		R 285,420.00	R 142,710.00	R 142,710.00	R 285,420.00
CENTRE MANAGER	R 19,261.00	2	R 38,522.00	R 19,261.00	R 19,261.00	R 38,522.00
ADMINISTRATOR	R 8,240.00	2	R 16,480.00	R 8,240.00	R 8,240.00	R 16,480.00
DATA CAPTURER	R 6,901.00	2	R 13,802.00	R 6,901.00	R 6,901.00	R 13,802.00
PROJECT COORDINATOR	R 16,068.00	2	R 32,136.00	R 16,068.00	R 16,068.00	R 32,136.00
DRIVERS (R 6 695X 3)	R 20,085.00	2	R 40,170.00	R 20,085.00	R 20,085.00	R 40,170.00
DEVELOPMENT WORKER / REFERRALS	R 11,639.00	2	R 23,278.00	R 11,639.00	R 11,639.00	R 23,278.00
FOODBANK OPERATORS (6459 x 9)	R 49,131.00	2	R 98,262.00	R 49,131.00	R 49,131.00	R 98,262.00
CLEANER (R5253)	R 5,253.00	2	R 10,506.00	R 5,253.00	R 5,253.00	R 10,506.00
SECURITY GUARD	R 4,532.00	2	R 9,064.00	R 4,532.00	R 4,532.00	R 9,064.00
VOLUNTEERS 2 X R200P/D X 4 DAYS (ONCE A WEEK)	R 1,600.00	2	R 3,200.00	R 1,600.00	R 1,600.00	R 3,200.00
ADMINISTRATION / RUNNING COST			R 294,440.00	R 147,220.00	R 147,220.00	R 294,440.00
INTERNET TELEPHONE / FAX	R 5,304.00	2	R 10,608.00	R 5,304.00	R 5,304.00	R 10,608.00
AIRTIME (MANAGER, COORDINATOR AND DRIVERS)	R 5,700.00	2	R 11,400.00	R 5,700.00	R 5,700.00	R 11,400.00
BANK CHARGES	R 1,957.00	2	R 3,914.00	R 1,957.00	R 1,957.00	R 3,914.00
STATIONARY AND PHOTO COPY MACHINE	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
MAINTENANCE AND SERVICING OF VEHICLES	R 6,240.00	2	R 12,480.00	R 6,240.00	R 6,240.00	R 12,480.00
INSURANCE OF OFFICE EQUIPMENT INCLUDING ARMED RESPONSE AND FOOD SHOULD BE INCLUDED	R 10,699.00	2	R 21,398.00	R 10,699.00	R 10,699.00	R 21,398.00
FUEL	R 22,660.00	2	R 45,320.00	R 22,660.00	R 22,660.00	R 45,320.00
CLEANING MATERIAL	R 1,545.00	2	R 3,090.00	R 1,545.00	R 1,545.00	R 3,090.00
WATER AND ELECTRICITY	R 5,459.00	2	R 10,918.00	R 5,459.00	R 5,459.00	R 10,918.00
RENT	R 55,000.00	2	R 110,000.00	R 55,000.00	R 55,000.00	R 110,000.00
PACKAGING MATERIAL & PALETS -	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
UIF	R 1,427.00	2	R 2,854.00	R 1,427.00	R 1,427.00	R 2,854.00
COVIDA	R 371.00	2	R 742.00	R 371.00	R 371.00	R 742.00
PEST CONTROL	R 858.00	2	R 1,716.00	R 858.00	R 858.00	R 1,716.00
TOTAL			R 579,860.00	R 289,930.00	R 289,930.00	R 579,860.00

Signature: 
Date: 18/04/2024

ANNEXTURE B: Food Distribution Centres Budgets 2023-2024 1st Extension Addendum.

NAME OF ORGANIZATION NPO: ENTOKOZWENI RESOURCE CENTRE - FOOD DISTRIBUTION CENTRE						
2023/2024 BUDGET TWO MONTHS EXTENSION						
ITEM DESCRIPTION	UNIT COST	MONTHS	TOTAL	APRIL	MAY	TOTAL
FULL TIME STAFF / PERSONNEL	R 152,701.00		R 305,402.00	R 152,701.00	R 152,701.00	R 305,402.00
CENTRE MANAGER	R 19,261.00	2	R 38,522.00	R 19,261.00	R 19,261.00	R 38,522.00
ADMINISTRATOR	R 8,240.00	2	R 16,480.00	R 8,240.00	R 8,240.00	R 16,480.00
DATA CAPTURER	R 6,901.00	2	R 13,802.00	R 6,901.00	R 6,901.00	R 13,802.00
PROJECT COORDINATOR	R 16,068.00	2	R 32,136.00	R 16,068.00	R 16,068.00	R 32,136.00
DRIVERS (R 6 695X 3)	R 20,085.00	2	R 40,170.00	R 20,085.00	R 20,085.00	R 40,170.00
DEVELOPMENT WORKER / REFERRALS	R 11,639.00	2	R 23,278.00	R 11,639.00	R 11,639.00	R 23,278.00
FOODBANK OPERATORS (5459 x 10)	R 54,590.00	2	R 109,180.00	R 54,590.00	R 54,590.00	R 109,180.00
CLEANER (R5253)	R 5,253.00	2	R 10,506.00	R 5,253.00	R 5,253.00	R 10,506.00
SECURITY GUARD (4632 X 2)	R 9,064.00	2	R 18,128.00	R 9,064.00	R 9,064.00	R 18,128.00
VOLUNTEERS 2 X R200P/D X 4 DAYS (ONCE A WEEK)	R 1,600.00	2	R 3,200.00	R 1,600.00	R 1,600.00	R 3,200.00
ADMINISTRATION / RUNNING COST			R 309,830.00	R 154,915.00	R 154,915.00	R 309,830.00
INTERNET TELEPHONE / FAX	R 5,304.00	2	R 10,608.00	R 5,304.00	R 5,304.00	R 10,608.00
AIRTIME (MANAGER, COORDINATOR AND DRIVERS)	R 5,700.00	2	R 11,400.00	R 5,700.00	R 5,700.00	R 11,400.00
BANK CHARGES	R 1,957.00	2	R 3,914.00	R 1,957.00	R 1,957.00	R 3,914.00
STATIONARY AND PHOTO COPY MACHINE	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
MAINTENANCE AND SERVICING OF VEHICLES	R 6,240.00	2	R 12,480.00	R 6,240.00	R 6,240.00	R 12,480.00
TRACKER AND INSURANCE OF VEHICLE	R 5,300.00	2	R 10,600.00	R 5,300.00	R 5,300.00	R 10,600.00
INSURANCE OF OFFICE EQUIPMENT INCLUDING ARMED RESPONSE AND FOOD SHOULD BE INCLUDED	R 2,800.00	2	R 5,600.00	R 2,800.00	R 2,800.00	R 5,600.00
FUEL	R 22,660.00	2	R 45,320.00	R 22,660.00	R 22,660.00	R 45,320.00
CLEANING MATERIAL	R 1,545.00	2	R 3,090.00	R 1,545.00	R 1,545.00	R 3,090.00
WATER AND ELECTRICITY	R 5,459.00	2	R 10,918.00	R 5,459.00	R 5,459.00	R 10,918.00
RENT	R 65,168.00	2	R 130,336.00	R 65,168.00	R 65,168.00	R 130,336.00
PACKAGING MATERIAL & PALETS -	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
UIF	R 1,527.00	2	R 3,054.00	R 1,527.00	R 1,527.00	R 3,054.00
COIDA	R 397.00	2	R 794.00	R 397.00	R 397.00	R 794.00
PEST CONTROL	R 858.00	2	R 1,716.00	R 858.00	R 858.00	R 1,716.00
TOTAL			R 615,232.00	R 307,616.00	R 307,616.00	R 615,232.00

Signature: 

Date: 18/04/2024

ANNEXTURE B: Food Distribution Centres Budgets 2023-2024 1st Extension Addendum.

NAME OF ORGANIZATION NPO: BELIEVERS CARE SOCIETY - FOOD DISTRIBUTION CENTRE						
2023/2024 BUDGET TWO MONTHS EXTENSION						
ITEM DESCRIPTION	UNIT COST	MONTHS	TOTAL	APRIL	MAY	TOTAL
FULL TIME STAFF / PERSONNEL	R 156,100.00		R 312,200.00	R 156,100.00	R 156,100.00	R 312,200.00
CENTRE MANAGER	R 19,261.00	2	R 38,522.00	R 19,261.00	R 19,261.00	R 38,522.00
ADMINISTRATOR	R 8,240.00	2	R 16,480.00	R 8,240.00	R 8,240.00	R 16,480.00
DATA CAPTURER	R 6,901.00	2	R 13,802.00	R 6,901.00	R 6,901.00	R 13,802.00
PROJECT COORDINATOR	R 16,068.00	2	R 32,136.00	R 16,068.00	R 16,068.00	R 32,136.00
DRIVERS (R 6 695X 6)	R 33,475.00	2	R 66,950.00	R 33,475.00	R 33,475.00	R 66,950.00
DEVELOPMENT WORKER / REFERRALS	R 11,639.00	2	R 23,278.00	R 11,639.00	R 11,639.00	R 23,278.00
FOODBANK OPERATORS (5459 x 9)	R 49,131.00	2	R 98,262.00	R 49,131.00	R 49,131.00	R 98,262.00
CLEANER (R5253)	R 5,253.00	2	R 10,506.00	R 5,253.00	R 5,253.00	R 10,506.00
SECURITY GUARD (4532 X 2)	R 4,532.00	2	R 9,064.00	R 4,532.00	R 4,532.00	R 9,064.00
VOLUNTEERS 2 X R200P/D X 4 DAYS (ONCE A WEEK)	R 1,800.00	2	R 3,200.00	R 1,600.00	R 1,600.00	R 3,200.00
ADMINISTRATION / RUNNING COST			R 329,300.00	R 164,650.00	R 164,650.00	R 329,300.00
INTERNET TELEPHONE / FAX	R 5,304.00	2	R 10,608.00	R 5,304.00	R 5,304.00	R 10,608.00
AIRTIME (MANAGER, COORDINATOR AND DRIVERS)	R 5,700.00	2	R 11,400.00	R 5,700.00	R 5,700.00	R 11,400.00
BANK CHARGES	R 1,957.00	2	R 3,914.00	R 1,957.00	R 1,957.00	R 3,914.00
STATIONARY AND PHOTO COPY MACHINE	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
MAINTENANCE AND SERVICING OF VEHICLES	R 6,240.00	2	R 12,480.00	R 6,240.00	R 6,240.00	R 12,480.00
TRACKER AND INSURANCE OF VEHICLE	R 0.00	0	R 0.00	R 0.00	R 0.00	R 0.00
INSURANCE OF OFFICE EQUIPMENT INCLUDING ARMED RESPONSE AND FOOD SHOULD BE INCLUDED	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
FUEL	R 22,660.00	2	R 45,320.00	R 22,660.00	R 22,660.00	R 45,320.00
CLEANING MATERIAL	R 1,545.00	2	R 3,090.00	R 1,545.00	R 1,545.00	R 3,090.00
WATER AND ELECTRICITY	R 5,459.00	2	R 10,918.00	R 5,459.00	R 5,459.00	R 10,918.00
RENT	R 67,980.00	2	R 135,960.00	R 67,980.00	R 67,980.00	R 135,960.00
PACKAGING MATERIAL & PALETS -	R 15,000.00	2	R 30,000.00	R 15,000.00	R 15,000.00	R 30,000.00
UIF	R 1,545.00	2	R 3,090.00	R 1,545.00	R 1,545.00	R 3,090.00
COIDA	R 402.00	2	R 804.00	R 402.00	R 402.00	R 804.00
PEST CONTROL	R 858.00	2	R 1,716.00	R 858.00	R 858.00	R 1,716.00
TOTAL			R 641,500.00	R 320,750.00	R 320,750.00	R 641,500.00

Signature: 

Date: 18/04/2024