



Nkomazi Municipality

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OFFICE OF THE MUNICIPAL MANAGER

**NOTICE TO THIRD PARTIES OF REQUEST FOR ACCESS TO RECORDS IN TERMS OF
THE PROMOTION OF ACCESS TO INFORMATION ACT**

The Municipality has received a request for access to record of a Public Body in terms of the provisions of Section 18(1) of the Promotion of Access to Information Act (Act 2 of 2000) a copy of which is attached hereto.

You will note on page three of the annexure that the request relates to NK045/2018 (Contract/ Tender for professional VAT recovery). Inter alia all bid submissions are requested as well as documentation covering the assessment and adjudication of the tender.

In terms of the provisions of Section 71 of the act the Municipality is obliged to give notice to third parties who have submitted documentation to the Municipality of the request as we hereby do.

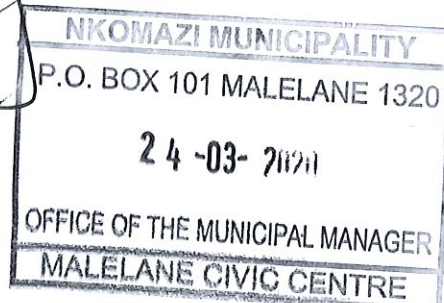
It is requested that you indicate, within a period of twenty one (21) days from receipt of this notice whether you object to the granting of access to the documentation that you have submitted or whether you consent to the granting of access to the documentation to Maximum Profit Recovery (Pty) Ltd.

Yours faithfully

M.D. NGWENYA

MUNICIPAL MANAGER

24/03/2020



ÄLL CORRESPONDENCE SHOULD BE DIRECTED TO THE OFFICE OF THE MUNICIPAL MANAGER"

"FA4" 21



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REPUBLIC OF SOUTH AFRICA

ORIGINAL

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

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

[Regulation 6]

FOR DEPARTMENTAL USE

Reference number:

Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer

Received in
3-21-02-2002
Private Sec. Serv. &
KwaZulu-Natal

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B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.
(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: INNES RUPERT STEENEKAMP

Identity number: 7 5 0 8 2 6 5 0 1 2 0 8 3

Postal address: 18 VAN RYNEVELD AVENUE, PIERRE VAN RYNEVELD, CENTURION

Telephone number: (012) 662 0054 Fax number: (086) 6004 332

E-mail address: INNES@IRSATTORNEYS.CO.ZA AND PA4.IRSATTORNEYS@GMAIL.COM

Capacity in which request is made, when made on behalf of another person:
LEGAL REPRESENTATIVE OF MAXIMUM PROFIT RECOVERY (PTY) LTD, A PRIVATE COMPANY WITH LIMITED LIABILITY WHOM SUBMITTED A BID FOR THE CONTRACT/TENDER MENTIONED HEREUNDER.
IT IS IN RELATION TO THIS BID AND THE ADJUDICATION THEREOF THAT THE INFORMATION IS REQUESTED.

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 and surname: MAXIMUM PROFIT RECOVERY (PTY) LTD (REG NO:2001/005576/07)

Identity number: N A

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.

1. Description of record or relevant part of the record:
ALL WRITTEN, RECORDED AND VISUAL INTERNAL DOCUMENTS USED IN THE BIDS ASSESSMENT
WHERE POSSIBLE ALL RECORDED AND VISUAL DOCUMENTS TO BE REDUCED TO WRITNG OR TRANSCRIBED

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

2. Reference number, if available: NKO45/2018 (CONTRACT/TENDER FOR PROFESSIONAL VAT RECOVERY)

3. Any further particulars of record: ALL INTERNAL ASSESSMENT FORMS, BID SUBMISSIONS, MINUTES OF THE BID ADJUDICATION MEETINGS AND PROCESSES, ALL CORRESPONDENCE RELEVANT TO THE ASSESSMENT WHICH ARE NOT CONFIDENTIAL, DECISION DOCUMENTS, COMMUNIQUES NOTIFYING ALL BIDDERS OF APPOINTMENT OR EXTENSION OR RE ADVERTISEMENT, ALL FORMAL NOTICES RELATING TO APPOINTMENT, CLOSURE OF TENDER PERIOD, UNSUCCESSFUL BID NOTIFICATIONS AND LEGISLATIVE ADVERTISEMENTS AND FORUMS

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 for exemption.

Reason for exemption from payment of fees: NONE, FULL PAYMENT WILL BE TENDERED UPON OUR BEING NOTIFIED OF THE DETAILS AND AMOUNTS

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 below, state your disability and indicate in which form the record is required.

Disability: NONE
Mark the appropriate box with an X.
Form in which record is required: WRITTEN/COPIES
NOTES:
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
(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.
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Table with 2 main sections: 1. If the record is in written or printed form: X copy of record*, X inspection of record; 2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.): X view the images, X copy of the images*, X transcription of the images*

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FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

3. If record consists of recorded words or information which can be reproduced in sound:					
<input checked="" type="checkbox"/>	listen to the soundtrack (audio cassette)	<input checked="" type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input checked="" type="checkbox"/>	printed copy of record*	<input checked="" type="checkbox"/>	printed copy of information derived from the record*	<input checked="" type="checkbox"/>	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? Postage is payable.	YES	NO	<input checked="" type="checkbox"/>
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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.

In which language would you prefer the record? ENGLISH


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 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?

PER EMAIL TO INNES@IRSATTORNEYS.COM AND PA4.IRSATTORNEYS.@GMAIL.COM

Signed at PRETORIA this day 14TH of FEBRUARY year 2019



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SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE