



Sedibeng District Municipality  
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## Supply Chain Management Unit

Sedibeng District Municipality

### Internal Memo

#### COVERING MEMO – REQUEST FOR MM'S APPROVAL

|          |                                |                |
|----------|--------------------------------|----------------|
| To:      | Municipal Manager              | Mr. M.F. Mathe |
| Date:    | 1 July 2022                    |                |
| From:    | Acting Chief Financial Officer | Mr C. Steyn    |
| Subject: | Cancellation of tenders        |                |

Dear Municipal Manager;

This memo serves to request approval from the municipal manger to cancel the following tenders:

- *Appointment of a Suitable Service Provider for the Installation of Network Cabling Peripherals and Cabling Repairs to SDM Bid no: 8/2/2/6-2021 Re-Advert thus the scope and the terms of references has changed (need to be re-evaluated) due to our rental offices that are no longer in use*
- *Supply of identification clothing for HIV/ AIDS ward based educators Bid no: 8/2/5/2-2021: the scope and terms of reference is changing to suite the needs of the "WBES"*
- *Installation and maintenance of a hosted internet protocol telephone system (IPT) and IP phones for SDM Bid no: 8/2/2/2-2021 thus the scope and the terms of references has changed (need to be re-evaluated) due to our rental offices that are no longer in use*
- *Proposal to render maintenance, repairs and equipment services on CCTV Surveillance system for Sedibeng District Municipality. Bid no: 8/2/5/1-2021 thus the scope and the terms of references has changed (need to be re-evaluated) due to our rental offices that are no longer in use*

We trust that you find all in order.

Yours Faithfully

Mr. C. Steyn  
Acting Chief Financial Officer  
Date: ... July 2022

APPROVED/NOT APPROVED

Mr. M. F. Mathe  
Municipal Manager  
Date: ... July 2022