

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE

BID NUMBER:	RFQ029R-2024	CLOSING DATE: 30 May 2024	CLOSING TIME:	12h00
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DESCRIPTION	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF ANDSCRAP WRITTEN OFF ASSETS FOR CSOS
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BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW (EMAIL ADDRESS)

quotations1@csos.org.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Xoliswa Khoza	CONTACT PERSON	Mashudu Nemakwelengwe
TELEPHONE NUMBER	(010) 593 0533	TELEPHONE NUMBER	(010) 593 0533/ 079 085 6685
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	quotations1@csos.org.za	E-MAIL ADDRESS	mashudu.nemakwelengwe@csos.org

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A DETIALED CSD REPORT REFLECTING EME OR QSE 51% OR MORE BLACK OWNERSHIP FOR AT LEAST ONE OF THE DESIGNATED GROUPS MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES
 NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES
 NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES
 NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS



REQUEST FOR PROPOSAL (RFP)

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

May 2024

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

1. TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which Bidders are deemed to acknowledge and accept:

- 1.1. A Quotation submitted in response to this RFP will constitute a binding offer that will remain binding and irrevocable for a period of hundred and twenty (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the quotation will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw or terminate this RFP or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFP be amended, the CSOS undertakes to publicize or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a quotation to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its quotation and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its response to this quotation.
- 1.8. This RFP is not intended to form the basis of a decision to enter into any transaction with the CSOS and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

incurred by any party in or associated with preparing or submitting a quotation in response to this RFP.

- 1.10. No entity or associated entities may be involved, whether directly or indirectly, in more than one quotation in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of both entities.
- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a quotation must be brought to the attention of the CSOS Supply Chain Management (“SCM”) Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFP which stipulates the form and/or content of any aspect of a quotation is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a quotation as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.14. All quotations submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals confidentially.
- 1.15. A quotations submitted by the Bidder shall be considered non-responsive if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any aspect of non-responsiveness and to make an award in the best interest of the organization, provided that any such waiver shall be applied consistently across all Bidders.
- 1.16. The CSOS reserves the right to accept or reject in part or whole any submitted quotation submitted.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFP at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

- 1.18. In this RFP, the words “service provider”, “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the quotation remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All quotations must be formulated and submitted in accordance with the requirements of this RFP.
- 1.21. Quotations received after the closing date and time as specified in this RFP shall be rejected.
- 1.22. The CSOS is not obliged to appoint a bidder with the lowest price, if, based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken.
- 1.23. In this regard, CSOS may appoint the second-ranked bidder provided that the reasons for such deviation are properly justified and accurately recorded.

2. INTRODUCTION

- 2.1. The Community Schemes Ombud Services (CSOS) is established in terms of Community Schemes Ombud Services Act 2011 (Act 9 of 2011), to regulate the conduct of parties within community schemes and to ensure good governance within community schemes. To deliver on its mandate, key amongst the priorities of the organisation is:
 - 2.1.1. Regulations of all community schemes.
 - 2.1.2. Provision of Dispute Resolution Services.
 - 2.1.3. Quality assurance and keeping custody of schemes governance documentation.
 - 2.1.4. Providing access to schemes governance documentation to the members.
 - 2.1.5. Ensuring good governance within community schemes.

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

3. PROJECT BACKGROUND AND PURPOSE

- 3.1. The purpose of this request is to appoint a reputable service provider to dispose of and scrap written off assets.
- 3.2. These assets are written off because they have reached their useful lives, they are beyond repair and no longer complying with the occupational health and safety standards they are broken.
- 3.3. Service provider will be responsible for removal of all disposed assets to ensure that : Assets which are disposed of but still on the floor are removed from CSOS offices.
- 3.4. The service provider must apply the disposal methods that are not harmful to the economy, society and environment.
- 3.5. The Service provider must ensure the protection and safeguarding of CSOS confidential information.

4 CSOS OVERVIEW

4.3 CURRENT OFFICES

- 4.3.1 **Head Office and Gauteng (GP) regional Office** located at 8 Bauhinia Street, Berkeley Office Park, Highveld Technopark, Centurion
- 4.3.2 **Western Cape (WC) regional Office** located at 8th Floor Constitution House, 124 Adderley Street, Cape Town.
- 4.3.3 **Kwa-Zulu natal (KZN) regional office** located at 7th Floor Aquasky Towers, 275 Anton Lembede Street, Durban.
- 4.3.4 **Limpopo (LP) Satellite office** located at Standard Bank Square Building, 5 Schoeman Street, Polokwane.
- 4.3.5 **George (WC) Satellite office** located at Smokey Mountain Building, 14 CJ Langenhoven Road, George
- 4.3.6 **Mbombela Satellite office** located ERF No. 914, Riverside Park, Ext 24, 1 Aqua Street, Nelspruit
- 4.3.7 Gqeberha satellite office located on the 3rd Floor, Fairview Office Park, Regus Building, 66 Ring Road, Greenacres, Gqeberha.

4.4 OTHER ACCESS LOCATIONS

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

- 4.4.1 CSOS is operating on an employee rotational basis where some employees are working from remote locations but still with the full expectation of being operationally efficient.
- 4.4.2 All employees are given operational tools of trade to enable remote working while still being able to access any internal hosted applications.

5 SCOPE OF WORK

- 5.1 Bidders are required to provide a quotation for the service as per attached listing of written of assets/ items. Located at the below addresses:

Head Office and Gauteng (GP) regional Office: 8 Bauhinia Street, Berkeley Office Park, Highveld Technopark, Centurion

Western Cape (WC) regional Office: 8th Floor Constitution House, 124 Adderley Street, Cape Town.

Kwa-Zulu natal (KZN) regional office: 7th Floor Aquasky Towers, 275 Anton Lembede Street, Durban.

6 SUPPLY CHAIN MANAGEMENT COMPLIANCE REQUIREMENTS

- 6.1 Bidders to attach the below supply chain compliance documents with the quotation.

Documents required	Submitted Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC)	
Proof of registration on the National Treasury Central Supplier Database (provide full detailed CSD report or CSD number)	
Valid tax pin number/letter from SARS	
Fully completed SBD documents (SBD 3.3,1, 4 & 6.1)	

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

7 PRICING INSTRUCTION

7.1 In order to facilitate a transparent selection process that allows equal opportunity to all bidders. Proposals will be evaluated using the 80/20 formulae for Price and specific goals as per the 2022 PPPFA Regulations.

7.2 All pricing must be in SA Rands and inclusive of all applicable taxes.

Criteria	Sub Criteria	Weighting/Points
Price	Detailed budget breakdown	80
Specific Goals	CSD report reflects that company is at least 51% black owned by the designated Groups as per SBD 6.1	20 Points will be claimed. As per SBD 6.1
Total Points for Price and Specific Goals.		100

PRICING SCHEDULE

	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.	Disposal of assets	As per attached listing	R	R
2.	Other (Bidder to specify)		R	R
3.	Other (Bidder to specify)		R	R
4.	Subtotal			R
5.	VAT @ 15% (if applicable)			R
6.	Total inclusive of VAT			R

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

Signature (Bidder)

Date

8 TIMELINE OF THE BID PROCESS

- 8.1 The validity period of tenders and the withdrawal of offers, after the closing date and time is 90 days.
- 8.2 The validity period of tenders and the withdrawal of offers, after the closing date and time is 90 days.

9 PROJECT MANAGEMENT RESPONSIBILITY

- 9.1 The CSOS Project Manager's responsibilities will include:
 - 9.1.1 Providing the service provider with all appropriate advice and information pertinent to the success of this project as well as assisting in setting up meetings with key management staff.

10 SERVICE PROVIDER RESPONSIBILITIES

- 10.1 The specialist service provider will, after signing an agreement to conduct the full scope of work for the CSOS, provide a line-item budget detailing each cost.
- 10.2 The service provider will sign a Service Level Agreement which will assure confidentiality of CSOS information and intellectual property.
- 10.3 The service provider undertakes to abide by the CSOS's policies and procedures and Code of Conduct whilst conducting work on behalf of the CSOS.

11 SUPPLIER DUE DILIGENCE

- 11.1 CSOS reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, confirmation of financial stability and requests for additional information.

12 RESPONSE FORMAT (SUBMISSION OF PROPOSAL)

- 12.1 The proposals must be submitted in the prescribed format. Standard bidding documents attached with Terms of Reference must be completed in full.

13 LATE BIDS

- 13.1 Quotation received after the closing date and time, at the central mailbox indicated in the document, will not be considered.

14 FRONTING

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

- 14.1 Government supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemns any form of fronting.
- 14.2 The Government, in ensuring that bidders conduct themselves in an honest manner will, as part of the quotation evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in quotation documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the quotation / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies CSOS may have against the Bidder/contractor concerned.

15 CONTACT AND COMMUNICATION

- 15.1 A nominated official of the bidder(s) can make inquiries in writing, to the specified person, Mashudu Nema kwelengwe via email: mashudu.nemakwelengwe@csos.org. or Cell:079 085 6685. Further information regarding Supply Chain Management matters can be sent via email to Ms Xoliswa Khoza: xoliswa.khoza@csos.org.za or at Tel: 010 593 0533 / 060 524 5334
- 15.2 The delegated office of CSOS may communicate with Bidder(s) where clarity is sought in the proposal.
- 15.3 Any communication to an official or a person acting in an advisory capacity for CSOS in respect of the quotation between the closing date and the award of the quotation by the Bidder(s) is discouraged.
- 15.4 All communication between the Bidder(s) and CSOS must be done in writing.
- 15.5 Whilst all due care has been taken in connection with the preparation of this quotation, CSOS makes no representations or warranties that the content of the quotation or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. CSOS and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.

APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS

- 15.6 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this quotation or any other information provided by CSOS (other than minor clerical matters), the Bidder(s) must promptly notify CSOS in writing of such discrepancy, ambiguity, error or inconsistency in order to give CSOS an opportunity to consider what corrective action is necessary (if any).
- 15.7 Any actual discrepancy, ambiguity, error or inconsistency in the quotation or any other information provided by CSOS will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 15.8 All persons (including bidder(s) obtaining or receiving the quotation and any other information in connection with the quotation or the tendering process must keep the contents of the quotation and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this quotation.

16 SUBMISSION OF PROPOSALS

- 16.1 Proposal documents should be submitted to the following email address: quotations1@csos.org.za on or before the closing date and time, 30 May 2024 at 12h00

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER..... **BID NO: RFQ029R 2024: APPOINTMENT OF A SERVICE PROVIDER TODISPOSE OF AND SCRAP WRITTEN OFF ASSETS FOR CSOS**

CLOSING TIME 12h00 am ON 30 May 2024.

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE OF AND SCRAP WRITTEN-OFF ASSETS FOR CSOS

1. Services must be quoted in accordance with the attached terms of reference.
 Total cost of the assignment (R inclusive VAT)
 R.....

	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.	Disposal of assets	As per the attached listing	R	R
2.	Other (Bidder to specify)		R	R
3.	Other (Bidder to specify)		R	R
4.	Subtotal			R
5.	VAT @ 15% (if applicable)			R

Signature (Bidder)

Date

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid_____
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Mashudu Nema kwelengwe

E-mail address: : mashudu.nemakwelengwe@csos.org

Supply Chain queries may be directed to:

Xoliswa Khoza

Tel: (010) 593 0533

Xoliswa.Khoza@csos.org.za

Email: quotations1@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name).....in
submitting the accompanying bid, do hereby make the following
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. EME or QSE owned by 51 % or more black person woman	5	
2. EME or QSE owned by 51 % or more black person youth	4	
3. EME or QSE owned by 51 % or more black person living with disability.	2	
4. EME or QSE owned by 51 % or more black person who is military veteran	2	
5. EME or QSE owned by 51 % black people living in rural or underdeveloped areas or township	3	
6. EME or QSE Co-operative owned by 51% or more black people	3	
7. EME or QSE owned by 51% or more black people in general, with focus in order of priority on africans, Indians and coloureds.	1	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

List of Disposed Assets

COMMUNITY SCHEMES OMBUD SERVICE

Building Name			Floor	Room No			Cost Centre			
HEAD OFFICE										
Component Type	Asset Code	Barcode	Asset Description	Location	Model	Serial Number	Verified Date	Condition	Qty	Disposal Date
Computer Equipment	CSOS CE 0003	Not Attached	Laptop	R0060	Probook 450 G1	Not attached	2023/06/26	Poor	1	2019/07/31
Computer Equipment	CSOS CE 0010	Not Attached	CPU	R0060	Not Attached	BDFDN02	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0010	Not Attached	Monitor	R0060	Flat Panel	CN-0DJMFD-64180-35F-1HFL	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0011	Not Attached	CPU	R0060	Not Attached	F8NDQ02	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0011	Not Attached	Monitor	R0060	Flat Panel	CN-0DJMFD-64180-35L-08XL	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0012	Not Attached	CPU	R0060	Not Attached	C5HLQ02	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0012	Not Attached	Monitor	R0060	Flat Panel	CN-0DJMFD-64180-35L-047L	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0013	Not Attached	CPU	R0060	Not Attached	8CKGQ02	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0013	Not Attached	Monitor	R0060	Flat Panel	CN-0DJMFD-64180-35F-1GUL	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0014	Not Attached	CPU	R0060	Not Attached	F9JGQ02	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0014	Not Attached	Monitor	R0060	Flat Panel	CN-0DJMFD-64180-35L-095L	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0015	Not Attached	CPU	R0060	Not Attached	G3HLQ02	2023/06/26	Poor	1	#N/A
Computer Equipment	CSOS CE 0015	Not Attached	Monitor	R0060	Flat Panel	CN-0DJMFD-64180-35L-09GL	2023/06/26	Poor	1	#N/A
Computer Equipment	CSOS CE 0016	Not Attached	CPU	R0060	Not Attached	GBJGQ02	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0016	Not Attached	Monitor	R0060	Flat Panel	CN-0DJMFD-64180-35L-09FL	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0017	Not Attached	Laptop	R0060	Latitude E7240	Not attached	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0019	Not Attached	Laptop	R0060	Latitude E7240	No longer Visible	2023/06/26	Fair	1	2019/10/31
Computer Equipment	CSOS CE 0021	Not Attached	Laptop	R0060	Latitude E7240	No longer Visible	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0023	00599	Projector	R0060	X1373WH	42300513784	2023/06/26	Poor	1	2019/11/30
Computer Equipment	CSOS CE 0027	Not Attached	Monitor	R0060	LCD	CN-0YTFXY-64180-3C3-OETT	2023/06/26	Poor	1	2019/12/31
Computer Equipment	CSOS CE 0028	Not Attached	Monitor	R0060	LCD	CN-0YTFXY-64180-3C3-OM4T	2023/06/26	Poor	1	2019/12/31
Computer Equipment	CSOS CE 0030	Not Attached	Monitor	R0060	LCD	CN-0YTFXY-64180-3C3-OMZT	2023/06/26	Poor	1	2019/12/31
Computer Equipment	CSOS CE 0031	Not Attached	Laptop	R0060	Inspiron 5537	HV99702	2023/06/26	Poor	1	2019/12/31
Computer Equipment	CSOS CE 0032	Not Attached	Laptop	R0060	Inspiron 5537	B417702	2023/06/26	Poor	1	2019/12/31
Computer Equipment	CSOS CE 0033	Not Attached	Laptop	R0060	Inspiron 15R-S537	1ZWB702	2023/06/26	Poor	1	2019/12/31
Computer Equipment	CSOS CE 0035	Not Attached	Laptop	R0060	Inspiron 5537	GYN6702	2023/06/26	Poor	1	2019/12/31
Computer Equipment	CSOS CE 0046	Not Attached	Laptop	R0060	Latitude 3540	6CNX502	2023/06/26	Poor	1	2020/02/29
Computer Equipment	CSOS CE 0047	Not Attached	Laptop	R0060	Latitude 5450	7997S32	2023/06/26	Fair	1	2020/02/29
Computer Equipment	CSOS CE 0048	Not Attached	Laptop	R0060	Latitude 3540	F2DY502	2023/06/26	Fair	1	2020/02/29
Computer Equipment	CSOS CE 0049	Not Attached	Laptop	R0060	Latitude 3540	JWOGW32	2023/06/26	Poor	1	2020/02/29
Computer Equipment	CSOS CE 0050	Not Attached	Laptop	R0060	Latitude 3540	J2DY502	2023/06/26	Poor	1	2020/02/29
Computer Equipment	CSOS CE 0051	Not Attached	Laptop	R0060	Latitude 3540	84DY502	2023/06/26	Fair	1	2020/02/29
Computer Equipment	CSOS CE 0052	Not Attached	Laptop	R0060	Latitude 3540	No longer Visible	2023/06/26	Poor	1	2020/02/29
Computer Equipment	CSOS CE 0053	Not Attached	Laptop	R0060	Latitude 3540	GBNX502	2023/06/26	Poor	1	2020/02/29
Computer Equipment	CSOS CE 0054	Not Attached	Laptop	R0060	Latitude 3540	53DY502	2023/06/26	Fair	1	2020/02/29
Computer Equipment	CSOS CE 0055	Not Attached	Laptop	R0060	Latitude 3540	H11Y502	2023/06/26	Fair	1	2020/02/29
Computer Equipment	CSOS CE 0056	Not Attached	Laptop	R0060	Latitude 3440	78XMC12	2023/06/26	Poor	1	2020/03/31
Computer Equipment	CSOS CE 0057	Not Attached	Laptop	R0060	Latitude 3540	961GW32	2023/06/26	Poor	1	2021/03/31
Computer Equipment	CSOS CE 0058	Not Attached	Laptop	R0060	Latitude 3450	4D0TX32	2023/06/26	Fair	1	2020/03/31
Computer Equipment	CSOS CE 0061	Not Attached	Laptop	R0060	Latitude 3540	4ZLJW32	2023/06/26	Poor	1	2020/03/31
Computer Equipment	CSOS CE 0063	Not Attached	Laptop	R0060	Latitude 3450	8B0TX32	2023/06/26	Fair	1	2020/03/31
Computer Equipment	CSOS CE 0064	Not Attached	Laptop	R0060	Latitude 3540	9Y1JW32	2023/06/26	Fair	1	2020/03/31
Computer Equipment	CSOS CE 0065	Not Attached	Laptop	R0060	Latitude 3540	J61GW32	2023/06/26	Poor	1	2021/03/31
Computer Equipment	CSOS CE 0066	Not Attached	Laptop	R0060	Latitude 3540	4ZOGW32	2023/06/26	Poor	1	2021/03/31
Computer Equipment	CSOS CE 0081	Not Attached	White Round Unifi Projector	R0060	P1510 projector	Not attached	2023/06/26	Poor	2	2021/03/31
Computer Equipment	CSOS CE 0089	Not Attached	Laptop	R0060	Latitude 5450	FJVD532	2023/06/26	Fair	1	2020/03/31
Computer Equipment	CSOS CE 0089	Not Attached	White Round Unifi	R0060	Not Attached	Not attached	2023/06/26	Poor	1	2020/03/31
Computer Equipment	CSOS CE 0094	Not Attached	White Round Unifi	R0060	Not Attached	Not attached	2023/06/26	Poor	1	2020/03/31
Computer Equipment	CSOS CE 0095	Not Attached	White Round Unifi	R0060	Not Attached	Not attached	2023/06/26	Poor	1	2021/03/31
Computer Equipment	CSOS CE 0096	Not Attached	Monitor	R0060	With CD Rom	CN-05W59F-70163-52Q-00P5-A01	2023/06/26	Poor	1	2021/03/31
Computer Equipment	CSOS CE 0109	Not Attached	White Round Unifi	R0060	Not Attached	Not attached	2023/06/26	Poor	1	2021/03/31
Computer Equipment	CSOS CE 0119	Not Attached	Monitor	R0060	All in one Desktop With CD Rom (white)	4BJRXH2	2023/06/26	Poor	1	2023/03/31
Computer Equipment	CSOS CE 015	Not Attached	Monitor	R0060	LCD	CN-02RK1Y-74261-53N-3DYM	2023/06/26	Poor	1	2019/10/31
Computer Equipment	CSOS CE 0177	Not Attached	Monitor	R0060	OptiPlex 5250	BP58XP2	2023/06/26	Poor	1	2022/03/31
Computer Equipment	CSOS CE 0274	Not Attached	Monitor	R0060	Flat Panel	CN-043DPV-FCC00-969-C65B-A01	2023/06/26	Poor	1	2022/03/31
Computer Equipment	Not attached	Not Attached	Monitor	R0060	Not Attached	JRX8LR2	2023/06/26	Poor	1	#N/A
Computer Equipment	Not attached	Not Attached	Monitor	R0060	Not Attached	G57P9R2	2023/06/26	Poor	1	#N/A
Computer Equipment	Not attached	Not Attached	Monitor	R0060	Flat Panel/Plano Panel/LCD Ecran	CN-0XXCGP-TV200-295-16LV-A03	2023/06/26	Poor	1	#N/A
Computer Equipment	Not attached	Not Attached	Monitor	R0060	All in one Desktop With CD Rom (white)	9BJRXH2	2023/06/26	Poor	1	#N/A

Computer Equipment	Not attached	Not Attached	Monitor	R0060	All in one Desktop With CD Rom (white)	FFVQXH2	2023/06/26	Poor	1	#N/A
Computer Equipment	Not attached	Not Attached	IS Router Fiber Link	R0060	Not Attached	FCZ183990Z1	2023/06/26	Poor	1	#N/A
Office Machinery & Equipment	CSOS CE 0002	Not Attached	Printer	R0060	MFC-9970CDW	E69540A4J489059	2023/06/26	Broken	1	2019/04/30
Office Machinery & Equipment	CSOS CE 0008	Not Attached	Security System Intercon	R0060	Not Attached	Not attached	2023/06/26	Poor	19	#N/A
Office Machinery & Equipment	CSOS CE 0022	Not Attached	Printer	R0060	Printer/Scanner/Fax/Copy	E73186F4F119865	2023/06/26	Broken	1	2019/10/31
Office Machinery & Equipment	CSOS CE 0039	Not Attached	Printer	R0060	Multi Function printer	7527479466NG8	2023/06/26	Broken	1	2020/01/31
Office Machinery & Equipment	CSOS CE 0041	Not Attached	Printer	R0060	Multi Function printer	7527479466NPK	2023/06/26	Broken	1	2020/01/31
Office Machinery & Equipment	CSOS CE 0042	Not Attached	Printer	R0060	Multi Function printer	7527479466NRH	2023/06/26	Broken	1	2020/01/31
Office Machinery & Equipment	CSOS CE 0043	Not Attached	Printer	R0060	Multi Function printer	7527479466NRT	2023/06/26	Broken	1	2020/01/31
Office Machinery & Equipment	CSOS CE 0104	Not Attached	Printer	R0060	Laserjet Pro MFP M177FW	Not attached	2023/06/26	Broken	1	2021/03/31
Office Machinery & Equipment	CSOS OME 0069	Not Attached	Biometric Power Supply	R0060	Not Attached	Not attached	2023/06/26	Poor	1	2021/03/31
Furniture	CSOS FF 0126	00523	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0127	00366	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0128	00535	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0129	00397	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0148	00125	Boardroom Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0180	00561	Table	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0006	Not Attached	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0013	00345	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0014	00097	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0016	00403	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0022	Not Attached	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0025	00384	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0026	Not Attached	High Back Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0045	00622	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0047	00481	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0050	00461	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0051	00352	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0052	00635	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0053	00457	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0055	00474	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0058	00471	Visitors Chair	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0038	00382	Table	R0070	Not Attached	Not attached	2023/11/30	Poor	1	2024/01/16
Furniture	CSOS FF 0009	00370	HIGHBACK LEATHER OFFICE SWIVEL CHAIR	R0070	Not Attached	Not attached	27 Nov 2023	POOR	1	2022/03/31
Furniture	CSOS FF 0027	00534	HIGHBACK CHAIR SWIVEL	R0070	Not Attached	Not attached	27 Nov 2023	POOR	1	2022/03/31
Furniture	CSOS FF 0233	00424	VISITORS CHAIR	R0070	Not Attached	Not attached	27 Nov 2023	POOR	1	2022/03/31
Office Machinery & Equipment	CSOS OME 0021	00025	HISENSE FRIDGE	R0001	Not attached	Not attached	19 Sep 2023	GOOD	1	2021/03/31
Furniture	CSOS FF 0139	00107	TABLE WOOD	R0001	Not attached	Not attached	19 Sep 2023	GOOD	1	2022/03/31
Office Machinery & Equipment	CSOS OME 0028	00037	SHREDDER REXEL	R0010	Not attached	Not attached	21 Sep 2023	GOOD	1	2022/03/31
Furniture	CSOS FF 0255	00215	BLACK LEATHER VISITORS CHAIR	R0011	Not attached	Not attached	19 Sep 2023	FAIR	1	2022/03/31
Office Machinery & Equipment	CSOS CE 0036	00220	PRINTER LEXMARK CX417DE 4-IN-1	R0012	Not attached	7527479466NCG	19 Sep 2023	FAIR	1	2020/01/31
Office Machinery & Equipment	CSOS OME 0019	00335	HISENSE FRIDGE	R0054	Not attached	Not attached	22 Sep 2023	GOOD	1	2021/03/31
Office Machinery & Equipment	CSOS OME 0022	00444	HISENSE FRIDGE	R0057	Not attached	Not attached	18 Sep 2023	GOOD	1	2021/03/31
Office Machinery & Equipment	CSOS OME 0019	00343	HISENSE FRIDGE	R0059	Not attached	Not attached	18 Sep 2023	GOOD	1	2021/03/31
Cellphone	CSOS CP 0060	M0067	SAMSUNG GALAXY S8	R0061	Not attached	357821082169432	20 Sep 2023	FAIR	1	2021/03/31
Furniture	CSOS FF 0131	00464	VISITORS CHAIR	R0061	Not attached	Not attached	18 Sep 2023	FAIR	1	2022/03/31
Computer Equipment	CSOS CE 0029	00361	DELL 23 INCH HD MONITOR	R0062	Not attached	CN-QYTFXY-64180-4AS-0GHTREV A00	18 Sep 2023	GOOD	1	2019/12/31
Computer Equipment	CSOS CE 0071	00576	DELL 23 INCH HD MONITOR	R0063	Not attached	CN-09KFDW-QDC00-786-0LNI-A03	18 Sep 2023	GOOD	1	2021/03/31
Computer Equipment	CSOS CE 0076	00568	DELL 23 INCH HD MONITOR	R0063	Not attached	CN-09KFDW-QDC00-7B6-0N81-A03	18 Sep 2023	GOOD	1	2021/03/31
Computer Equipment	CSOS CE 0152	00309	OPTIPLEX 5250 AIO	R0063	Not attached	CN-0HRRNN-PE200-7CN-0074-A00	18 Sep 2023	GOOD	1	2022/03/31
Computer Equipment	CSOS CE 0274	00598	DELL 23 INCH HD MONITOR	R0066	Not attached	CN-043DPV-FCC00-969-C4DB-A01	21 Sep 2023	GOOD	1	2022/03/31
Computer Equipment	CSOS CE 0156	00585	DELL LATITUDE LAPTOP	R0066	Not attached	HNS4LP2	21 Sep 2023	GOOD	1	2022/03/31
Office Machinery & Equipment	CSOS OME 0065	00627	WATER DISPENSER	R0070	Not attached	2017-02-05Z-013	18 Sep 2023	FAIR	1	2022/03/31
Computer Equipment	CSOS CE 0028	00637	DELL 23 INCH HD MONITOR	R0072	Not attached	CN-QYTFXY-64180-42C-3FST REV A00	22 Sep 2023	GOOD	1	2019/12/31
Computer Equipment	CSOS CE 0072	00399	DELL 17 INCH HD MONITOR	R0073	Not attached	CN-02RK1Y-74261-53N-3E1M	18 Sep 2023	GOOD	1	2021/03/31
Computer Equipment	CSOS CE 0068	00364	DELL 23 INCH HD MONITOR	R0078	Not attached	CN-043DPV-FCC00-969-C5JB-A01	18 Sep 2023	GOOD	1	2021/03/31
Computer Equipment	CSOS CE 0069	00245	DELL 17 INCH HD MONITOR	R0078	Not attached	CN-02RK1Y-74261-53N-37MMREV-A01	12 Oct 2023	GOOD	1	2021/03/31
Office Machinery & Equipment	CSOS OME 0012	M0033	CAMERA CANON	R0079	Not attached	243032002260	17 Oct 2023	GOOD	1	2016/04/01
Office Machinery & Equipment	CSOS OME 0010	M0020	CAMERA CANON	R0079	Not attached	243032002046	17 Oct 2023	GOOD	1	2021/03/31
Computer Equipment	CSOS CE 0025	00847	SCREEN PROJECTOR	R0080	Not attached	Not attached	20 Sep 2023	GOOD	1	2019/12/31
Office Machinery & Equipment	CSOS OME 0002	00347	KIC FRIDGE	R0081	Not attached	Not attached	18 Sep 2023	GOOD	1	2021/03/31
Computer Equipment	CSOS CE 0080	00176	DELL LATITUDE LAPTOP	R0060	Not attached	JF5WGH2	28 Sep 2023	GOOD	1	2020/03/31
Computer Equipment	CSOS CE 0087	00810	HP PROLIANT SERVER	R0060	Not attached	Not attached	26 Sep 2023	GOOD	1	2021/03/31
Computer Equipment	CSOS CE 0147	00841	DELL LATITUDE LAPTOP	R0060	Not attached	P76F001	28 Sep 2023	FAIR	1	2022/03/31
Computer Equipment	CSOS CE 0115	00661	DELL LATITUDE LAPTOP	R0060	Not attached	ZWGGJC2	28 Sep 2023	GOOD	1	2022/03/31
Computer Equipment	CSOS CE 0339	00573	COMPUTER LAPTOP HP 250	R0060	Not attached	CND03224X7	28 Sep 2023	FAIR	1	2022/03/31
Computer Equipment	CSOS CE 0144	00629	DELL LATITUDE LAPTOP	R0060	Not attached	CHNH5M2	28 Sep 2023	GOOD	1	2023/03/31
Office Machinery & Equipment	CSOS OME 0023	00059	HISENSE FRIDGE	R0016	Not attached	Not attached	21 Sep 2023	GOOD	1	2021/03/31
Office Machinery & Equipment	CSOS OME 0095	M0078	UNIFI UAP-AC-LR ACCESS POINT	R0016	Not attached	Not attached	21 Sep 2023	GOOD	1	2021/03/31
Office Machinery & Equipment	CSOS OME 0029	00073	HISENSE FRIDGE	R0019	Not attached	Not attached	21 Sep 2023	GOOD	1	2022/03/31
Office Machinery & Equipment	CSOS OME 0017	00277	TELEVISION PLASMA LG	R0020	Not attached	Not attached	20 Sep 2023	GOOD	1	2021/03/31
Furniture	CSOS FF 0170	00266	CREDENZA	R0021	Not attached	Not attached	26 Sep 2023	GOOD	1	2022/03/31
Office Machinery & Equipment	CSOS OME 0020	00612	HISENSE FRIDGE	R0024	Not attached	Not attached	21 Sep 2023	GOOD	1	2021/03/31
Furniture	CSOS FF 0242	00256	BLACK LEATHER VISITORS CHAIR	R0026	Not attached	Not attached	20 Sep 2023	POOR	1	2022/03/31
Office Machinery & Equipment	CSOS OME 0007	00265	TELEVISION PLASMA SAMSUNG	R0027	Not attached	Not attached	21 Sep 2023	GOOD	1	2021/03/31
Furniture	CSOS FF 0244	00252	BLACK LEATHER VISITORS CHAIR	R0027	Not attached	Not attached	21 Sep 2023	GOOD	1	2022/03/31
Office Machinery & Equipment	CSOS OME 0041	00858	TELEVISION PLASMA SAMSUNG	R0043	Not attached	Not attached	19 Sep 2023	GOOD	1	2022/03/31
Computer Equipment	CSOS CE 0070	00033	DELL 17 INCH HD MONITOR	R0046	Not attached	CN-02RK1Y-74261-53N-37JM	19 Sep 2023	GOOD	1	2021/03/31
Furniture	CSOS FF 0245	00857	BLACK LEATHER VISITORS CHAIR	R0204	Not attached	Not attached	19 Sep 2023	FAIR	1	2022/03/31
Cellphone	Not attached	Not attached	Apple iPhone 8	R0060	Not attached	FFMY546GJC67	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Apple iPhone 8	R0060	Not attached	F71VJ58BJC67	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Apple iPhone 8	R0060	Not attached	Phone Disabled	Not attached	Poor	1	Not attached

Cellphone	Not attached	M0046	Huawei Mate 20 Pro	R0060	Not attached	F3R7N19319000471	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Huawei Mate 20 pro	R0060	Not attached	F3R7N19301000007	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Huawei Mate 20 pro	R0060	Not attached	F3R7N19301000031	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0039	Huawei Mate 20 Pro	R0060	Not attached	F3R7N19301000010	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0041	Huawei Nova 5T Crush - Blue	R0060	Not attached	TYKDU19924000054	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0247	Huawei Nova 5T Crush - Blue	R0060	Not attached	TYKDU19B29000136	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0249	Samsung Galaxy A70 (SM-A705FN)	R0060	Not attached	R58M74P1Y3H	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy A70 (SM-A705FN)	R0060	Not attached	R58M72BPWZK	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0045	Samsung Galaxy A9 (SM-A920F)	R0060	Not attached	R58KB4R1P4R	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy Note 8 (SM-N950F)	R0060	Not attached	Not available	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S10 128GB-Black (SM-G973F)	R0060	Not attached	RF8N10WCMEA	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0038	Samsung Galaxy S10 128GB-Black (SM-G973F)	R0060	Not attached	RF8N10WCR4P	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S7 (SM-G930F)	R0060	Not attached	R58JA1JL9WA	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S7 (SM-G930F)	R0060	Not attached	R58JC05EYHJ	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S7 32GB Black (SM-G930F)	R0060	Not attached	R50JA1JLC8E	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S7 32GB Black (SM-G930F)	R0060	Not attached	R58JA1JLD3A	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S7 32GB Black (SM-G930F)	R0060	Not attached	R58JA1JLCKJK	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S7 32GB Black (SM-G930F)	R0060	Not attached	R58JC05F0YW	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S7(SM-G930F)	R0060	Not attached	Do not switch on	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S8+ (SM-G955F)	R0060	Not attached	RF8J830KQ9V	Not attached	Poor	1	Not attached
Cellphone	Not attached	Not attached	Samsung Galaxy S8+ (SM-G955F)	R0060	Not attached	RF8J803LXMZ	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0049	Apple Ipad Pro 10.5 Inch	R0060	Not attached	DMPVH79NHPDV	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0048	Apple Ipad Pro 10.5 Inch	R0060	Not attached	DMPYF3K0KD7V	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0050	Apple Ipad Pro 10.5 Inch	R0060	Not attached	DMPVH85THPDV	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0067	Samsung Galaxy S8+ (SM-G955F)	R0060	Not attached	RF8J830K7AA	Not attached	Poor	1	Not attached
Cellphone	Not attached	M0188	Huawei Mate 20 Pro	R0060	Not attached	F3R7N19301000035	Not attached	Poor	1	Not attached

Total 167

Building Name			Floor		Room No			Cost Centre			
DURBAN											
Component Type	Asset Code	Barcode	Asset Description	Location	Model	Serial Number	Verified Date	Condition	Qty	Disposal Date	
Office Machinery & Equipment	CSOS OME 0038	00982	BOSCH FRIDGE-Disposed on 31/03/2022	R0102	Not attached	Not attached	04 Sep 2023	GOOD	1	2022/03/31	
Office Machinery & Equipment	CSOS CE 0083	00999	PROJECTOR DATA ACER	R0103	Not attached	Not attached	04 Sep 2023	GOOD	1	2021/03/31	
Office Machinery & Equipment	CSOS OME 0032	01000	SCREEN PROJECTOR	R0103	Not attached	Not attached	04 Sep 2023	GOOD	1	2022/03/31	
Office Machinery & Equipment	CSOS OME 0015	00722	TELEVISION PLASMA LG	R0110	Not attached	Not attached	04 Sep 2023	GOOD	1	2021/03/31	
Office Machinery & Equipment	CSOS OME 0039	00725	DEFY FRIDGE	R0110	Not attached	Not attached	04 Sep 2023	GOOD	1	2022/03/31	
Office Machinery & Equipment	CSOS OME 0036	00958	TELEVISION PLASMA SAMSUNG	R0112	Not attached	Not attached	04 Sep 2023	GOOD	1	2022/03/31	
Furniture	CSOS FF 0077	00994	HIGH BACK CHAIR	R0114	Not attached	Not attached	04 Sep 2023	VERY POOR	1	2022/03/31	
Computer Equipment	CSOS CE 0095	00924	DELL DESKTOP	R0116	Not attached	GYQ8G52	04 Sep 2023	POOR	1	2021/03/31	
Computer Equipment	CSOS CE 0121	00925	DELL DESKTOP INSPIRON	R0116	Not attached	GFVQXH2	04 Sep 2023	BROKEN	1	2021/03/31	
Computer Equipment	CSOS CE 0075	00917	DELL 17 INCH HD MONITOR	R0116	Not attached	CN-02RK1Y-74261-53N-3DVM	04 Sep 2023	GOOD	1	2021/03/31	
Computer Equipment	CSOS CE 0073	00681	DELL 17 INCH HD MONITOR	R0116	Not attached	CN-02RK1Y-74261-53N-37LM	04 Sep 2023	GOOD	1	2021/03/31	
Computer Equipment	CSOS CE 0153	00922	DELL LATITUDE LAPTOP	R0116	Not attached	4YD4LP2	04 Sep 2023	POOR	1	2022/03/31	
Computer Equipment	CSOS CE 0112	00586	DELL LATITUDE LAPTOP	R0116	Not attached	1WFSKZ2	04 Sep 2023	POOR	1	2022/03/31	
Computer Equipment	CSOS CE 0168	00605	DELL LATITUDE LAPTOP	R0116	Not attached	CKK9VQ2	04 Sep 2023	GOOD	1	2022/03/31	
Computer Equipment	CSOS CE 0131	00926	DELL DESKTOP INSPIRON	R0116	Not attached	CH9FZH2	04 Sep 2023	POOR	1	2022/03/31	
Computer Equipment	CSOS CE 0122	00691	DELL DESKTOP INSPIRON	R0116	Not attached	4GVQXH2	04 Sep 2023	POOR	1	2022/03/31	
Computer Equipment	CSOS CE 0124	00693	DELL DESKTOP INSPIRON	R0116	Not attached	Not attached	04 Sep 2023	POOR	1	2022/03/31	
Computer Equipment	CSOS CE 0514	01421	DELL LATITUDE 3420 : INTEL CORE I5 1135G7	R0119	Not attached	26H79S3	04 Sep 2023	New	1	2023/11/07	
Computer Equipment	CSOS CE 0062	00690	DELL LATITUDE LAPTOP	R0125	Not attached	G150PC2	06 Sep 2023	GOOD	1	2020/03/31	
Computer Equipment	CSOS CE 0151	00920	DELL LATITUDE LAPTOP	R0126	Not attached	8FL2LP2	05 Sep 2023	GOOD	1	2022/03/31	

Total 20

Building Name			Floor		Room No			Cost Centre			
CAPE TOWN											
Component Type	Asset Code	Barcode	Asset Description	Location	Model	Serial Number	Verified Date	Condition	Qty	Disposal Date	
Furniture	CSOS FF 0204	01149	Filling Cabinet 4 drawer 3 Cross unit	R0093	Not attached	Not attached	21 Aug 2023	GOOD	1	2021/03/31	
Computer Equipment	CSOS CE 0137	01110	Dell 23 Monitor P2317	R0094	Not attached	CN-09KFDW-QDC00-7AQ-3L-1L-A03	22 Aug 2023	GOOD	1	2021/03/31	
Office Machinery & Equipment	CSOS OME 0044	01184	DEFY Bar Fridge	R0094	Not attached	Not attached	22 Aug 2023	GOOD	1	2022/03/31	
Cellphone	CSOS CP 0159	M0108	SAMSUNG GALAXY S22 PLUS	R0094	Not attached	RFCT313TYVZ	05 Oct 2023	GOOD	1	2023/11/29	
Office Machinery & Equipment	CSOS CE 0084	01185	PROJECTOR DATA ACER	R0097	Not attached	Not attached	21 Aug 2023	GOOD	1	2021/03/31	
Office Machinery & Equipment	CSOS CE 0108	M0142	BIOMETRICS WC (CAPE-TOWN)	R0132	Not attached	Not attached	29 Nov 2023	GOOD	1	2019/08/27	
Office Machinery & Equipment	CSOS CE 0107	M0146	BIOMETRICS WC (CAPE-TOWN)	R0132	Not attached	Not attached	29 Nov 2023	GOOD	1	2019/08/28	
Computer Equipment	CSOS CE 0074	01136	Dell LED Monitor	R0133	Not attached	CN-02RK1Y-74261-53N-3EEM	21 Aug 2023	GOOD	1	2021/03/31	
Office Machinery & Equipment	CSOS OME 0043	01073	LG MICROWAVE	R0136	Not attached	Not attached	21 Aug 2023	GOOD	1	2022/03/31	
Office Machinery & Equipment	CSOS OME 0042	01072	DEFY FRIDGE	R0136	Not attached	Not attached	21 Aug 2023	GOOD	1	2022/03/31	
Office Machinery & Equipment	CSOS OME 0013	M0143	Canon D700 Camera	R0139	Not attached	Not attached	21 Aug 2023	GOOD	1	2021/03/31	
Office Machinery & Equipment	CSOS OME 0045	01174	Genesis Hoover	R0139	Not attached	Not attached	21 Aug 2023	GOOD	1	2022/03/31	
Furniture	CSOS FF 0206	01099	Filling Cabinet 4 drawer 3 Cross unit	R0140	Not attached	Not attached	21 Aug 2023	GOOD	1	2021/03/31	
Furniture	CSOS FF 0205	01102	Filling Cabinet 4 drawer 3 Cross unit	R0142	Not attached	Not attached	21 Aug 2023	GOOD	1	2021/03/31	
Cellphone	CSOS OME 0046	01143	SAMSUNG LED TV	R0143	Not attached	00123FAG702017B	21 Aug 2023	GOOD	1	2022/03/31	
Computer Equipment	CSOS CE 0090	01177	DELL LATITUDE LAPTOP	R0145	Not attached	BX67532	21 Aug 2023	GOOD	1	2020/03/31	
Computer Equipment	CSOS CE 0113	00117	DELL LATITUDE LAPTOP	R0145	Not attached	89B5PC2	21 Aug 2023	GOOD	1	2020/03/31	
Computer Equipment	CSOS CE 0161	01111	DELL LATITUDE LAPTOP	R0145	Not attached	33466985966	21 Aug 2023	FAIR	1	2021/03/31	
Office Machinery & Equipment	CSOS OME 0031	01113	PROJECTOR DATA ACER	R0145	Not attached	MRJH911001527002BE5900	21 Aug 2023	GOOD	1	2022/03/31	
Computer Equipment	CSOS CE 0150	01178	DELL LATITUDE LAPTOP	R0145	Not attached	FBDJ5M2	21 Aug 2023	VERY POOR	1	2022/07/11	
Computer Equipment	CSOS CE 0182	01133	DELL DESKTOP OPTIPLEX 5260	R0145	Not attached	CN-07HW8C-PE200-88A-0807-A00	21 Aug 2023	GOOD	1	2022/07/11	
Computer Equipment	CSOS CE 0128	01103	DELL DESKTOP INSPIRON	R0145	Not attached	1BJRXH2	21 Aug 2023	GOOD	1	2023/03/31	
Computer Equipment	CSOS CE 0132	01107	DELL DESKTOP INSPIRON	R0145	Not attached	2BJRXH2	21 Aug 2023	GOOD	1	2023/03/31	
Computer Equipment	CSOS CE 0127	01115	DELL DESKTOP INSPIRON	R0145	Not attached	DH9FZH2	21 Aug 2023	GOOD	1	2023/03/31	
Computer Equipment	CSOS CE 0125	01121	DELL DESKTOP INSPIRON	R0145	Not attached	CJ9FZH2	21 Aug 2023	GOOD	1	2023/03/31	
Computer Equipment	CSOS CE 0133	01124	DELL DESKTOP INSPIRON	R0145	Not attached	3BJRXH2	21 Aug 2023	GOOD	1	2023/03/31	
Computer Equipment	CSOS CE 0126	01108	DELL DESKTOP INSPIRON	R0145	Not attached	GH9FZH2	21 Aug 2023	GOOD	1	2023/03/31	
Furniture	CSOS FF 0208	01049	Filling Cabinet 4 drawer 3 Cross unit	R0149	Not attached	Not attached	21 Aug 2023	GOOD	1	2021/03/31	
Office Machinery & Equipment	CSOS OME 0057	M0107	PHILIPS RECORDER	R0150	Not attached	Not attached	22 Aug 2023	GOOD	1	2022/03/31	

Total 29