



Sedibeng District Municipality  
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## Supply Chain Management Unit

Sedibeng District Municipality

### Internal Memo

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

To:	Acting Municipal Manager	Mr. M. Makhutle
Date:	19 October 2021	
From:	Acting Chief Financial Officer	Mrs. K. Wiese
Subject:	Request for Approval of Extension of tender Adverts	

Dear Acting Municipal Manager;

Reference is made to the attached.

The approval of the Acting Municipal Manager is respectfully requested to approve the extension of tender advert: a 12 months contract for sanitizing of all Sedibeng District Municipality buildings/facilities during covid 19 for Bid No.:8/2/2/11-2021. The tender is supposed to be advertised for 30 days since it a 12months contract as opposed to it being advertised for 14 days (closed on 27<sup>th</sup> September 2021), thus we request for the Accounting office to extend the tender with a further 30 days to recover from the systematic error.

Recommended/~~Not Recommended~~

**Mrs. Kajal Wiese**  
Acting Chief Financial Officer  
Date: 19 October 2021

Approved/~~Not Approved~~

**Mr. Motswaledi Makhutle**  
Acting Municipal Manager  
Date: 19 October 2021