

**ANNEXURE A : TRAVEL ARRANGEMENT FORM**

Sub-Account Number for your directorate 108598 (choose from the list)

TO: Let's Travel (Travel Agent)

You are hereby authorized to arrange for :

1. An Air Ticket in the name of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
on \_\_\_\_\_ on flight no \_\_\_\_\_ and return from \_\_\_\_\_ on flight no \_\_\_\_\_

Vote No: \_\_\_\_\_

2. Accommodation for: Technical IGR Meeting at Blue Lagoon Hotel from (Date) 20 September 2019 to 20 September 2019 (Date)

Vote No: 05112260601GFMRCZEE3


3. Group: \_\_\_\_\_ Car Hire for \_\_\_\_\_ from \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date) to \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date)

Vote No: \_\_\_\_\_

NB: All BCMM employees and Councillors travelling on official Municipal business are covered by the Municipality's own insurance policy, administered by the approved Municipal Insurance Brokers. As such, car rental insurance should not be purchased for the above Employee/Councillor when arranging car hire from the rental agency.

Your account for all costs plus your service fee is to be sent to The Office of the Chief Financial Officer, P.O. Box 522, East London, 5200 for Attention : Accounts Manager : Trade Creditors - e-mail: [thulanin@buffalocity.gov.za](mailto:thulanin@buffalocity.gov.za)  
Contact details: 043-705 9271 (office number 412) Old Mutual Building

COMPLETED BY: NONCEBA YAZE  3 September 2019  
PRINT NAME SIGNATURE DATE

AUTHORISED BY: NNUMISA SIDUKWANA  070  
(RESPONSIBLE OFFICIAL) PRINT NAME SIGNATURE AUTHORITY NO

HEAD OF DIRECTORATE ESS 13/09/2019  
DESIGNATION DIRECTORATE DATE

IN CASES OF EMERGENCY PRINT NAME SIGNATURE DATE

- BCMM – Executive Support Services account number 108598
- BCMM – City Manager account number 108599
- BCMM – Finance account number 108600
- BCMM – Corporate Services account number 108601
- BCMM – Engineering account number 108602
- BCMM – Development Planning account number 108603
- BCMM – Community Services account number 108604

- BCMM – Health & Public Safety
- BCMM – Chief Operating Office

account number 108605  
account number 108606



## AGENDA

### BUFFALO CITY METROPOLITAN TECHNICAL INTERGOVERNMENTAL RELATIONS (IGR) FORUM MEETING

**DATE:** Friday, 20 SEPTEMBER 2019

**TIME:** 10H00

**VENUE:** BLUE LAGOON HOTEL

**CHAIRD BY:** CITY MANAGER – MR A SIHLAHLA

TIME	ITEM	RESPONSIBILITY
<b>PHASE 1: WELCOME &amp; INTRODUCTIONS</b>		
09H30 – 10H00	Registration and Tea	Secretariat
10H00	Welcome, Introductory Remarks, and Objective of Session	Chairperson
10H10	Apologies	Chairperson
10h15	Outstanding Matters	All
<b>PHASE 2: PRESENTATIONS</b>		
10H20	Institutionalisation of responsible gambling in the work place	EC Gambling Board
11H00	Presentation on Social Labs	SPU Unit
11H25	Presentation on state of Education in BCMM	Dep of Education
11H50	Questions and Comments on all Presentations	All
<b>PHASE 3: PRESENTATIONS</b>		
12H00	Presentation on EPWP	DPW

<b>12h30</b>	<b>Presentation on BCMM Communicators Frum</b>	<b>Communications</b>
<b>12h50</b>	<b>Presentation on Coordination of joint inter-governmental planning during the IDP Review</b>	<b>IDP Unit</b>
<b>13H20</b>	<b>Questions on all presentations</b>	<b>All</b>
<b>13H25</b>	<b>Vote of Thanks and Closure</b>	<b>Chairperson</b>
<b>13H30</b>	<b>Lunch</b>	<b>All</b>

## Nonceba Yaze

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**From:** Anazo Makinana  
**Sent:** 03 September 2019 01:49 PM  
**To:** Nonceba Yaze  
**Subject:** FW: qoute

**From:** Mandisa Mgoqi  
**Sent:** 03 September 2019 09:18 AM  
**To:** Anazo Makinana <AnazoM@buffalocity.gov.za>  
**Subject:** FW: qoute

**From:** Thabisa Kewuti <thabisa@letstravelisa.co.za>  
**Sent:** 03 September 2019 09:17 AM  
**To:** Mandisa Mgoqi <MandisaMg@buffalocity.gov.za>  
**Subject:** RE: qoute

Dear Mandisa

Please see below the conference quotation for the 20 September 2019.  
Please send the travel form asap so we can confirm this venue as no reservations have been made.

Please note that any cancellations once confirmed and travel form received are subject to 100 % cancellation penalty.

Venue: **BLUE LAGOON HOTEL**  
Date: 20 September 2019

Number of Delegates: 30 delegates

### **INCLUDES**

- Data projector
- PA and one microphone
- Projector screen
- Note pads and pens
- Flipchart and markers
- 2x 500ml still bottled water per person
- Tea/coffee/juice on arrival
- Mid-morning tea/coffee/juice and snacks
- Three course lunch
- Tea/coffee/juice and biscuits

**ANYTHING NOT MENTIONED ABOVE IS EXCLUDED**

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## TOTAL COST: R 17 737.50

The costing is based on the above quotation – please check the quotation carefully as to what is and isn't included in the package.

### Cancellation / Postponement Policy:

The following cancellation fees are applicable:

7 working days prior to arrival 100 % of the total confirmed rate will be levied

### PLEASE NOTE:

NO estimation has been made for any other items not specified in this Quotation.

### Terms & Conditions

- A 50% deposit is required to confirm your booking
- Full payment must be received before the arrival/start of the function.
- Any Government P/O or Order Number should be sent
- **Please note that this Quotation is subject to availability at the time of confirmation**
- **No bookings have been made to secure the venue, provisional or otherwise**
- Final numbers are required in writing 5-7 working days prior to the function or on the day, thereafter the venue will charge according to numbers stipulated in this quotation
- The above quotation is based on the number of people inquired for, should the number of people change/increase the price will alter accordingly.
- Any conference charges cancelled 5-7 working days prior to the function or on the day, will be charged according to the last quotation received by the client
- No-shows without notifications will be charged 100% of the accommodation revenue

Acceptance of quotation

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Please let me know if you would like to go ahead and confirm the above so I can secure the venue with Blue Lagoon Hotel.

**PLEASE NOTE:** Please note that this Quotation is subject to availability at time of confirmation.

No bookings have been made to secure the venue, provisional or otherwise.

Final Numbers are required in writing 5 – 7 working days prior to the function, thereafter the hotel will charge according to numbers stipulated in this quotation.

The above quotation is based on the number of people inquired for, should the number of people change / increase the price will alter accordingly.

Any Conference Charges cancelled 5 – 7 working days prior to the function or on the day, will be charged according to the last quotation received by the client.

Many Thanks and Kind Regards

Thabisa Kewuti

Travel Consultant

Lets Travel Seekers

Tel: 043 748 1630  
Fax: 086 583 3616  
E-mail: [thabisa@letstravel.co.za](mailto:thabisa@letstravel.co.za)  
[www.letstravel.co.za](http://www.letstravel.co.za)

## Let's Travel

 **Seekers**  
How to travel

1994-2018 24 Years of Service Excellence & still Travelling!

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 Find us on  
**Facebook**

We have been notified that with immediate effect, fare structures for unused tickets on SAA will change. We can no longer 'hold' unused tickets that are still valid. If a ticket is not used for the original journey, a new journey must be booked immediately and the ticket reissued. If we are not ready with a new booking date, the ticket must be put in for refund. Failure to do so will render the "coupon" invalid and the ticket will not carry any value if this procedure is not followed. Also please note that should you "NOSHOW" or be late for a flight, the ticket will be suspended and you will need to purchase a new ticket.

PLEASE BE AWARE OF THESE NEW PROCEDURES AS THERE WILL BE NO WAY TO REVERSE THE PROCESS ONCE THE TICKET IS SUSPENDED.

**From:** Mandisa Mgoqi <[MandisaMg@buffalocity.gov.za](mailto:MandisaMg@buffalocity.gov.za)>  
**Sent:** 30 August 2019 12:11 PM  
**To:** Thabisa Kewuti <[thabisa@letstravel.co.za](mailto:thabisa@letstravel.co.za)>  
**Subject:** FW: qoute

**From:** Anazo Makinana  
**Sent:** 30 August 2019 12:08 PM  
**To:** Mandisa Mgoqi <[MandisaMg@buffalocity.gov.za](mailto:MandisaMg@buffalocity.gov.za)>  
**Cc:** Ziyanda Nombokothwana <[ZiyandaNo@buffalocity.gov.za](mailto:ZiyandaNo@buffalocity.gov.za)>  
**Subject:** RE: qoute

Hi Mandy  
Can you please amend the quote to talk to the 20<sup>th</sup> September 2019

**From:** Anazo Makinana  
**Sent:** 30 August 2019 08:33 AM  
**To:** Mandisa Mgoqi <[MandisaMg@buffalocity.gov.za](mailto:MandisaMg@buffalocity.gov.za)>  
**Cc:** Ziyanda Nombokothwana <[ZiyandaNo@buffalocity.gov.za](mailto:ZiyandaNo@buffalocity.gov.za)>  
**Subject:** qoute

Good Day Mandy

Kindly please source quotation for Blue Lagoon Hotel for IGR FORUM, for 30 people on the 22 September 2019 at 10am

Regards





NOTE: The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.  
<http://www.buffalocity.gov.za>



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Buffalo City Metropolitan ality

East London | Bisho | King Williams  
Province of the Eastern Cape  
South Africa

Website: [www.buffalocity.gov.za](http://www.buffalocity.gov.za)



Office of the City Manager

PO Box 134, East London, 5200  
8th Floor, Trust Centre, East London, 5201  
Tel: 043 705 1128 | Fax: 086 590 3736  
Email: [anazom@buffalocity.gov.za](mailto:anazom@buffalocity.gov.za)

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**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

30 AUGUST 2019

To All Heads

BCMM

Government Departments

Parastals

State Owned Enterprises

Dear Heads of Departments

**RE: INVITATION TO BUFFALO CITY METROPOLITAN MUNICIPALITY  
TECHNICAL INTERGOVERNMENTAL FORUM MEETING TO BE  
HELD ON FRIDAY, 20 SEPTEMBER 2019 AT BLUE LAGOON HOTEL**

In terms of the Intergovernmental Relations Framework Act, 2005 (Act No.13 of 2005) located in Chapter 3 of the South African Constitution, 1996, the basic principles and values of co-operative government and intergovernmental relations requires integrated planning across all spheres of governments. You are therefore invited to a meeting of the BCMM Technical Intergovernmental Relations Forum Meeting to discuss the attached AGENDA. The meeting will take place as follows:

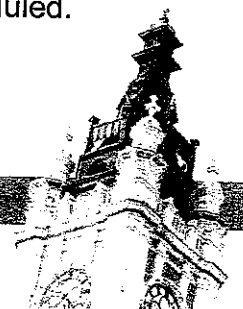
**DATE: FRIDAY, 20 SEPTEMBER 2019**  
**TIME: 10H00**  
**VENUE: BLUE LAGOON HOTEL**  
**RSVP: ANAZO MAKINANA – Tel: 043 705 1128 or**  
**Email: [anazom@buffalocity.gov.za](mailto:anazom@buffalocity.gov.za)**

The above meeting is also in preparation for the Political IGR meeting scheduled.




**BUFFALOCITYMETROPOLITANMUNICIPALITY**

*A city growing with you!*



For confirmation, kindly complete the attached reply slip and return for the attention of: **Anazo Makinana** on Fax: 043 7224791 or Email: [anazom@buffalocity.gov.za](mailto:anazom@buffalocity.gov.za)

Your attendance and participation will be sincerely appreciated.

  
\_\_\_\_\_

**A SIHLAHLA**

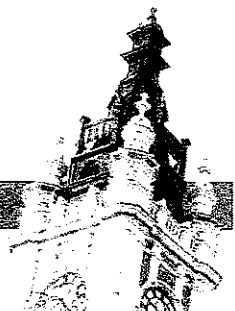
**CITY MANAGER**

**BUFFALO CITY METROPOLITAN MUNICIPALITY**



**BUFFALOCITYMETROPOLITANMUNICIPALITY**

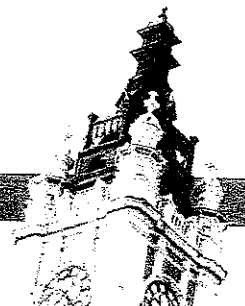
*A city growing with you!*



**REPLY SLIP**

<b><u>NAME &amp; SURNAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>CELL NUMBER</u></b>

Return to: Anazo Makinana on Fax: 043 7224791 or Email: [anazom@buffalocity.gov.za](mailto:anazom@buffalocity.gov.za)

**BUFFALOCITYMETROPOLTANMUNICIPALITY***A city growing with you!*



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11H50	Questions and Comments on all Presentations	All
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12H00	Presentation on BCMM Communicators Frum	Communications

# GO040-Financial Information - Summary and Detail



Opening Balance:0.00Year:1920Account:05112260601GFMRCZZE3  
 OS: CATERING SERVICESP-MUNICIPAL RUNNING COST

Budget	
<b>TOTAL:</b>	<b>26241</b>
Approved:	26241
Additional:	0

COMM/MARKETING/INTERNAT & INTERGOV RELAdj:

M	Month	Budget	Movement	Difference
<b>TOTAL:</b>		<b>26241.00</b>	<b>0.00</b>	<b>26241.00</b>
<input type="checkbox"/>	Jul	2187.00	0.00	2187.00
<input type="checkbox"/>	Aug	2187.00	0.00	2187.00
<input type="checkbox"/>	Sep	2187.00	0.00	2187.00
<input type="checkbox"/>	Oct	2187.00	0.00	2187.00
<input type="checkbox"/>	Nov	2187.00	0.00	2187.00
<input type="checkbox"/>	Dec	2187.00	0.00	2187.00
<input type="checkbox"/>	Jan	2187.00	0.00	2187.00
<input type="checkbox"/>	Feb	2187.00	0.00	2187.00
<input type="checkbox"/>	Mar	2187.00	0.00	2187.00
<input type="checkbox"/>	Apr	2187.00	0.00	2187.00
<input type="checkbox"/>	May	2187.00	0.00	2187.00
<input type="checkbox"/>	Jun	2184.00	0.00	2184.00

Commitments	
<b>TOTAL:</b>	<b>0.00</b>
Issue Requisitions:	0.00
Purchase Requisitions:	0.00
Purchase Orders:	0.00
Standing Payments:	0.00
Other:	0.00
Jobs:	0.00

Movement	
<b>BALANCE:</b>	<b>26241.00</b>
Actual:	0.00
Not Updated:	0.00
<b>TOTAL:</b>	<b>0.00</b>