



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF  
**PUBLIC WORKS, ROADS  
AND INFRASTRUCTURE**

**Muhasho  
wa**

**Mishumo, Dzibada na  
Themamveledziso  
LIMPOPO**

**KHETHEKANYO 14 YA MUHASHO WA MISHUMO, DZIBADA NA  
THEMAMVELEDZISO SA ZWE ZWARANDELISWA ZWONE KHA  
MULAYO WA 2000 WA U TUTUWEDZA U SWIKELEA HA  
MAFHUNGO ( MULAYO NO.2 WA 2000)**

**TSHIVHUMBEO 9: 2018**

**KHETHEKANYO 14 YA MUHASHO WA MISHUMO,DZIBADA NA THEMAMVELEDZISO SA ZWE ZWA RANDELISWA ZWONE KHA MULAYO WA 2000 WA U TUTUWEDZA U SWIKELEA HA MAFHUNGO ( MULAYO NO.2 WA 2000)**

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**ZWIDODOMBEDZWA U YA NGA KHETHEKANYO 14**

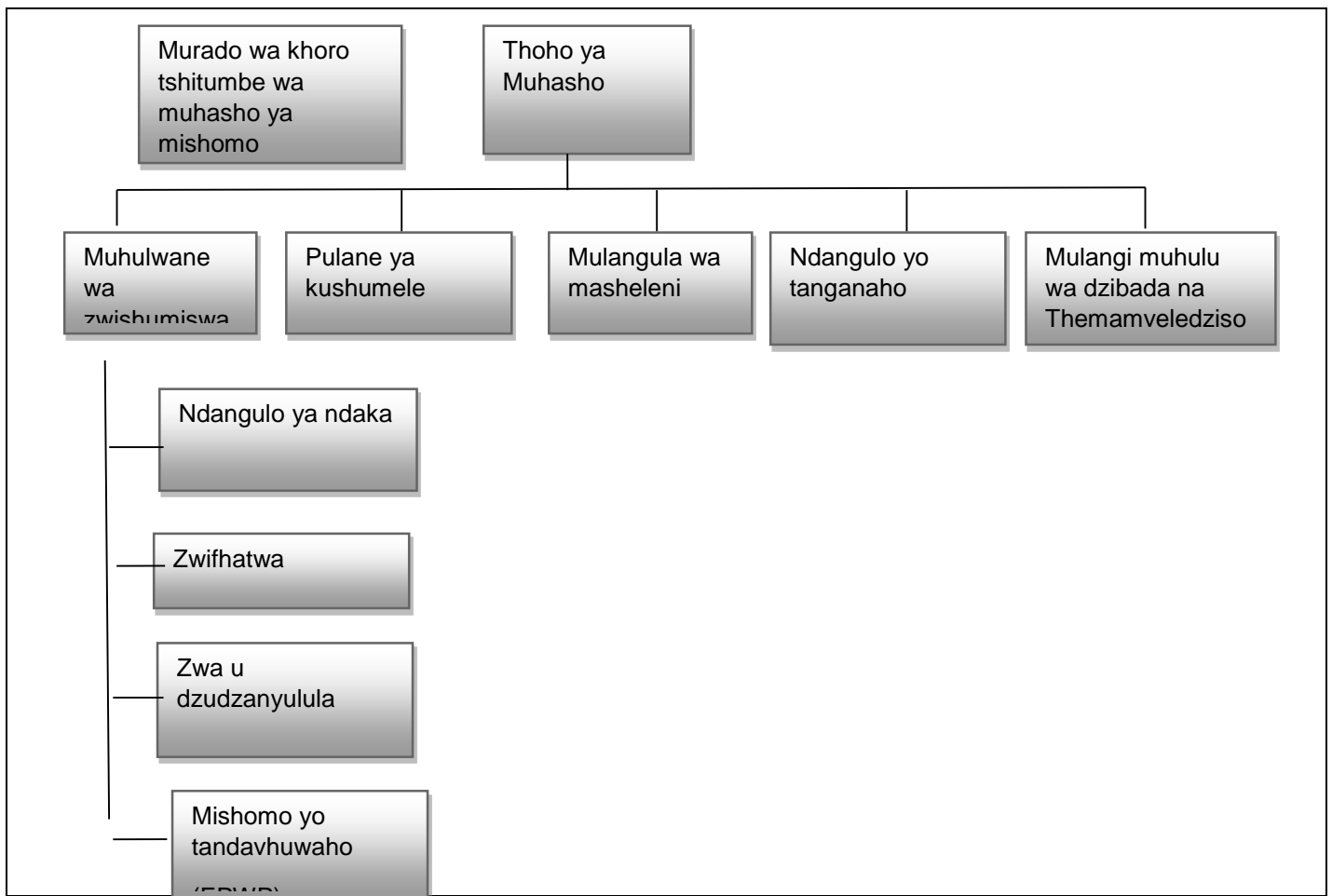
**A. MISHUMO NA TSHIVHUMBEO TSHA MUHASHO WA MISHUMO, DZIBADA NA THEMAMVELEDZISO**

**i. KUI TELE NA MISHUMO**

Kuitele na Mishumo ya muhasho wa Mishumo, Dzibada na Themamveledziso ndi i tevelaho: -

- U langa themamveledziso dza mishumo ya muvhuso
- U nea tshumelo dza ndangulu ya thandela kha minwe mihasho ya vundu
- U langa ndondolo ya zwifhato zwa muvhuso
- U nea ndangulo ya ndaka
- U langula zwa u itwa ha mbekanya mushumu yo tandavhuwaho ya mishumo ya vhathu kha vundu (EPWP)

**ii. NYOLO YA TSHIVHUMBEO TSHA MUHASHO WA MISHUMO, DZIBADA NA THEMAMVELEDZISO YO IMA NGA NDILA I TEVHELHO: -**



### iii. Tshivhumbeo tsha Muhasho wa Mishumo,Dzibada na Themamveledziso

Thoho ya zwa polotiki ya Muhasho wa Mishumo,Dzibada na Themamveledziso ndi MEC (Vundu la Limpopo) ngeno-ha hu uri Thoho ya ndaulo (Muofisiri a re na Vhudifhinduleli) ndi vho H.O.D.

Muhasho wa Mishumo,Dzibada na Themamveledziso wo vhumbwa nga Ofisi ya Vundu ine ya wanala Polokwane, Works Towers na ofisi dza zwithiriki dzo fhambanaho dzine dza wanala kha Tshitiriki tsha Sekhukhune(Lebowakgomo); Tshitiriki tsha Capricorn (Polokwane); Tshitiriki tsha Vhembe (Sibasa); Tshitiriki tsha Waterberg (Mokopane and Modimolle) na Tshitiriki tsha Mopani (Giyani).

### B. Zwidombedzwa zwa vhukwamani [Khethekanyo 14(1)(b)]

MUTHUSA MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Thoho ya muhasho	Phuraivethe Bege X9490 POLOKWANE 0700 NOMBORO YA LUTINGO: +27 15- 284 7120 NOMBORO YA FEKISI: +27 15-284 7039 <a href="mailto:moloton@dpw.limpopo.gov.za">Imeili: moloton@dpw.limpopo.gov.za</a>
MUTHUSA MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Thoho ya Auxiliary and Records	Phuraivethe Bege X9490 POLOKWANE 0700 LUTINGO: +27 15-284 7272 FEKISI: NO.: +27 15 284 7031 <a href="mailto:mailulap@dpw.limpopo.gov.za">IMEIL: mailulap@dpw.limpopo.gov.za</a>
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**C. KHETHEKANYO 10 ISUMBEDZA KUSHUMISELE KWA MULAYO (Act) [Khethekanyo 51(1)(B)]**  
**Khethekanyo 10 i wanala dzi ofisini dza muhasho na kha Khomishini ya Pfanelo dza Vhathu**  
**(South African Human Rights Commission). Kha vha livhise mbudziso dzavho kha:**  
**The South African Human Rights Commission**  
**PAIA Unit**  
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**D. TSWIKELELO YA REKHODO DZINE DZA VHA KHA MUHASHO WA MISHUMO, DZIBADA NA THEMAMVELEDZISO**

**i. Rekhodo dzine dza nga humbelwa [Khethekanyo 14(1)(d)]**

**U swikela rekhodo dzine dza vha kha Muhasho wa Mishumo, Dzibada na Themamveledziso**

**i. U buletshedza hu re khagala [Khethekanyo 14(1)(e)]**

**Thalutshedzo ya mafhungo na khethekanyo ya rekhodo dzine dzavha hone kha Muhasho wa Mishumo, Dzibada na Themamveledziso:**

MAFHUNGO	KHETHEKANYO	KHETHEKHANYOPFUFHI
Ndangulo ya tshigathalusi na mbekanyamaitele	U laula na ndzudzanyo dza u ita zwithu nga tshifhinga kha mveledziso ya magathalusi	<ul style="list-style-type: none"> <li>• Mbekanyamaitele dza zwidayo dayo</li> <li>• Mbekanyamushumo dza mveledziso</li> <li>• Mivhigo ya mbekanyamushumo ya mveledziso</li> <li>• Mivhigo ya thodisiso dza ikonomi</li> </ul>
Tshandukiso na tshumelo dza transversal	<ul style="list-style-type: none"> <li>• U laula zwa u itwa ha mbekanyamaitele dza tshandukiso</li> <li>• U laula zwa u itwa ha sisiteme ya ndangulo ya rekhodo</li> <li>• U laula mbekanyamushumo ya thikhedzo ya vhashumi</li> <li>• U laula mushumo wa thoho ya Muhasho</li> <li>• U langa vhukonanyi ha ndisedzo ya tshumelo</li> <li>• Thikhedzo ya MEC</li> <li>• Ndaulo ya vhudavhidzani na mafhungo</li> <li>• Tshumelo dza thekholodzhi</li> <li>• U laula sisiteme ya ndangulo ya mashumele</li> </ul>	<ul style="list-style-type: none"> <li>• Mivhigo</li> <li>• Tsumba mushumo na maambiwa a mitangano ya inthaviwu</li> <li>• U pfumbudziwa na seminara</li> <li>• Zwipitshi</li> <li>• Sisiteme ya thekholodzhi</li> <li>• U isa mafhungo kha Vhoramafhungo</li> </ul>

U nekedza ndango ya zwavhashumi na zwa tshireledzo ya vha shumi	<ul style="list-style-type: none"> <li>• U tola nyito ya ndango dza nga ngomu</li> </ul>	Tsireledzo na u vhona u tevhedzwa ha mivhigo
U nekedza tshumelo ya mulayo wa zwa vhashumi	<ul style="list-style-type: none"> <li>• Vhupfumedzani na u hangwelana</li> </ul>	<ul style="list-style-type: none"> <li>• Tsheo</li> <li>• Thendelano</li> <li>• Muvhigo</li> </ul>
Tshumelo ya zwa vha shumi	<p>Mbekanya maitete dza:</p> <ul style="list-style-type: none"> <li>• Tshivhumbeo tsha muhasho</li> <li>• U thola</li> <li>• U vhekanya</li> <li>• Magavhelo</li> <li>• U khwinisa tshumelo ya vha shumi</li> </ul>	<ul style="list-style-type: none"> <li>• Mafhungo a elanaho na vhashumi</li> <li>• Dzirekhodo dza vha shumi</li> <li>• Mivhigo ya nwaha nga nwaha</li> <li>• PMDS</li> </ul>
Ndaulo ya Masheleni	<ul style="list-style-type: none"> <li>• Maitete a u renga na u rengisa (procurement)</li> <li>• Miholo</li> </ul>	<ul style="list-style-type: none"> <li>• Mbekanyamaitete na manwalwa a thendara</li> <li>• Redzhisitara ya ndaka</li> <li>• Mbekanyamaitete dza maitete a u renga na u rengisa</li> <li>• Mugaganyagwama</li> <li>• Redzhisitara ya vhudikumedzeli</li> <li>• Rekhodo dza vhakolodwa</li> </ul>
Zwifhato, mavu na vhudzulo	<ul style="list-style-type: none"> <li>• Tshumelo dza Thekheniki</li> <li>• Mavu</li> <li>• Zwifhato</li> <li>• Thundu</li> </ul>	<ul style="list-style-type: none"> <li>• Tshumelo dza Vhuinzhiniari</li> <li>• Vhutanduli (surveying),</li> <li>• Tshumelo dza vhufhati</li> <li>• U diwanela mavu na tshifhato</li> <li>• Zwa u pfukhisela vhune ha thakha kha munwe</li> <li>• U dzudzanya zwithu nga tshifhinga na u fhata</li> <li>• Tshumelo dza u rennda na vhutsireledzi</li> <li>• U kunakisa na mbono ya shango</li> </ul>
EPWP(Thandela dza mishumo ya tshifhinganyana	<ul style="list-style-type: none"> <li>• Vhupulani na mveledziso</li> <li>• U itwa ha dzithandela</li> </ul>	<ul style="list-style-type: none"> <li>• Mivhigo wa thanganyelo</li> <li>• U gudisa na u tola</li> <li>• U fhelisa vhushai</li> </ul>
Dzibada na themamveledziso	<ul style="list-style-type: none"> <li>• Mitshini mihulwane na mituku ya u shuma bada</li> <li>• Tshumelo ya vhuinzhiniari</li> <li>• U fhata na u vusuludza dzibada.</li> <li>• Dzibada na zwiimiswa</li> <li>• Mveledziso na khunguwedzo</li> <li>• Thandela dzo khetheaho</li> <li>• Dzhendedzi la dzibada</li> <li>• Mafhungo a zwa dzithendara</li> </ul>	<ul style="list-style-type: none"> <li>• U renga, u vusuludza na u shumisa</li> <li>• U hira na tshumelo</li> <li>• Zwamupo</li> <li>• Dzigamma dzire kha zwithiriki na zwithitshi zwavhuendi</li> <li>• Bada dzi laulwaho nga mushuso wa vhukati, wa vundu, dzibada khulwane, dzibada dzi badeliswaho na mafhande buda</li> <li>• Bada dziswikeleaho kha mavhengele tserekano.bada dzavhathu zwavho, na tshinyalelo yo diswaho nga midalo</li> </ul>

		<ul style="list-style-type: none"> <li>• Ndiliso dza mavu na mavhida</li> <li>• Matungo a bada na tswayo dza vhuendi</li> <li>• Zwiimiswa zwa dziburoho na u gammela</li> <li>• Zwamigodi na dzikhunguwedzo</li> <li>• Mirado ya bodo, zwa u hira na zwa dzithendelano</li> </ul>
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## ii. NDILA DZA U ITA KHUMBELO

### Muhumbeli u do wana thendelo ya u swikela rekhodo dzine dza vha kha Muhasho wa Mishumo na Dzibada na Themamveledziso arali o tevhedza thodea dzi tevhelaho: -

- Muhumbeli o tevhedza ndila dzothe dza thodea ya mulayo u yelanaho na zwa khumbelo ya u swikela rekhodo yeneyo; na
- U swikela rekhodo yeneyo u ya nga ha thodea dza mulayo.

### Nzulele ya khumbelo:

- Muhumbeli u fanela u shumisa fomo ya gandiswaho kha Gurannya ya Muvhuso [ndivhadzo ya muvhuso R 187- 15 Luhuh 2002] (Fomo A).
- Muhumbeli u tea u sumbedza arali a tshi khou toda khophi ya rekhodo kana arali muhumbeli a tshi toda u tou lavhelesa rekhodo. Inwe ndila ndi ya uri arali rekhodo i si nga ndila ya tshinwalwa, arali zwi tshi konadzea i nga kha di vhoneiwa i kha tshiimo tshe ya humbelwa khatsho. [s29 (2)].
- Arali muthu a tshi humbela u swikela rekhodo kha inwe ya fomo, muhumbeli u fanela u swikela rekhodo nga ndila ye ya humbelwa ngayo. Nga nda ha musi arali u ita ngauralo zwi tshi do thithisa ndila ya kushumele kwa Muhasho, kana u tshinya rekhodo, kana u tshinya rekhodo kana u khakhisa khophi i siho fhasi ha ndangulo ya muvhuso. Arali hu na zwiitisi zwi vhonealaho, rekhodo dza vha dzi sa koni u wanala dzi nga ndila ye dza humbelwa ngayo hone zwa vha zwi tshi konadzea nga inwe-vho ndila, hone mbadelo i do tea u vhalwa nga ndila ye muhumbeli a ita mathomoni [s29 (3) na (4)].
- Arali, nga nda ha phindulo yo tou nwalwaho ya khumbelo dza vhahumbeli vha rekhodo, muhumbeli a vha a tshi kona u divha nga tsheo nga ndila inwe-vho, sa tsumbo lutingo, hezwi zwi tea u sumbedzwa [s18 (2) (e)].
- Arali muhumbeli a tshi khou humbela mafhungo e vhuimoni ha munwe muthu, tshiimo tshine khumbelo ya khou itwa e khatsho tshi tea u sumbedzwa [s18 (2)(f)].
- Arali muhumbeli a vha a sa koni u nwala na u vhalwa kana e na vuholefhalu, vha nga ita uri khumbelo i itwe nga mulomo. Muofisiri wa mafhungo u tea-ha u laedza fomo vhuimoni ha muhumbeli uyo, nahone u fanela u nekedza khophi [s18 (3)]

**Hu na tshaka mbili dza mbadelo dzine dza tea u badelwa u ya nga milayo, ine ya vha mbadelo ya khumbelo na mbadelo ya thendelo, s22:**

- Muhumbeli a konaho u swikela rekhodo dzo faraho mafhungo o livhanaho na muthu ene mune muhumbeli ho ngo tea u badeliswa. Muhumbeli munwe na munwe ane a sa khou humbetshela ene mune u tea u badela tshelede yo tewaho:
- - Muofisiri wa zwa mafhungo u tea u divhadza muhumbeli(nga nnda ha musu e muhumbeli ene mune) nga u tou mu divhadza, u mu vhudza uri a badele mbadelo ye ya tewa (arali i hone) musu hu sa athu u vha na ndugiselo dza khumbelo.
  - Mutengo wa u humbela ndi R35. Zwithu zwothe zwa malugana na mbadelo zwo sumbedzwa kha ndima i re afho fhasi. Hune zwa konadzea, muhumbeli a nga swikisa khathululo ya nga ngomu, kana khumbelo kha khothe a tshi hanedzana na mutengo kana mbadelo ya khumbelo.
  - Nga murahu ha musu muofisiri wa zwa mafhungo o no dzhia tsheo nga ha khumbelo, muhumbeli u do divhadzwa nga ha tsheo iyo nahone u do divhadzwa nga ndila ine a tama uri a divhadzwe ngayo.
- - Arali khumbelo yo tendelwa, hu do vha na tshelede ine ya badelwa, ine ya vha ya thodisiso, ndugiselo na u bvededza hafhu, kathihi na ya tshifhinga arali tshifhinga tsha u todisisa na u lugisela rekhodo uri dzi vhe khagala tsho fhira.

**E. U BULETSHEDZA: (Khethekanyo 15 ya mulayo wa PAIA .2000, mulayo wa 2 wa 2000**

**MULAYO 5A**

<p><b>THALUTSHEDZO YA DZIREKHODO DZIRE HONE U YA NGA KHETHEKANYO 15(1)(a) MULAYO WA TSWIKELELO YA MAFHUNGO (Promotion of Access Information Act, 2000</b></p>	<p><b>MAITELE A U SWIKELELA DZIREKHODO (Khethekanyo 15(1)(b)</b></p>
<p><b>U TOLIWA U YA NGA KHETHEKANYO 15(1)(b)</b></p>	
<ul style="list-style-type: none"> <li>• Muvhigo wa nwaha</li> <li>• Tshivhumbeo tsha muhasho</li> <li>• Mugaganya gwama</li> <li>• Phirisela dza u andadza mishumo na tshumelo</li> <li>• Muvhigo wa tshitshavha</li> <li>• Dzikhophi dza maambiwa a MEC</li> <li>• Milayo ya mihasho, Dzindaela, Dzipholisi na Zwibugwana zwa maitete a zwithu</li> <li>• Vhupulani ha nwaha nga nwaha</li> <li>• Dzifaela dza muhasho( Departmental File Plan)</li> <li>• Dzifomo dza muhasho</li> <li>• Mbekanyamaitete dza muhasho</li> <li>• Muvhigo wa ndinganyelo mishumoni</li> <li>• Dzidzhenala na dzimagasini</li> </ul>	<p>Dzirekhodzo dza muhasho dzi nga toliwa ho itwa khumbelo, khumbelo dzi livhiswa kha Office of the Deputy Information Officer, Department of Public Works Private Bag x9490, Polokwane 0700 Nomboro ya Lutingo:015 284 700 Nomboro ya Fekisi: 015 284 7030 Emeili adiresi; <a href="mailto:Mailulap@dpw.limpopo.gov.za">Mailulap@dpw.limpopo.gov.za</a> kana vha dalelele wibisaiti ya muhasho itevhelaho: <a href="http://www.dpw.limpopo.gov.za">www.dpw.limpopo.gov.za</a></p>

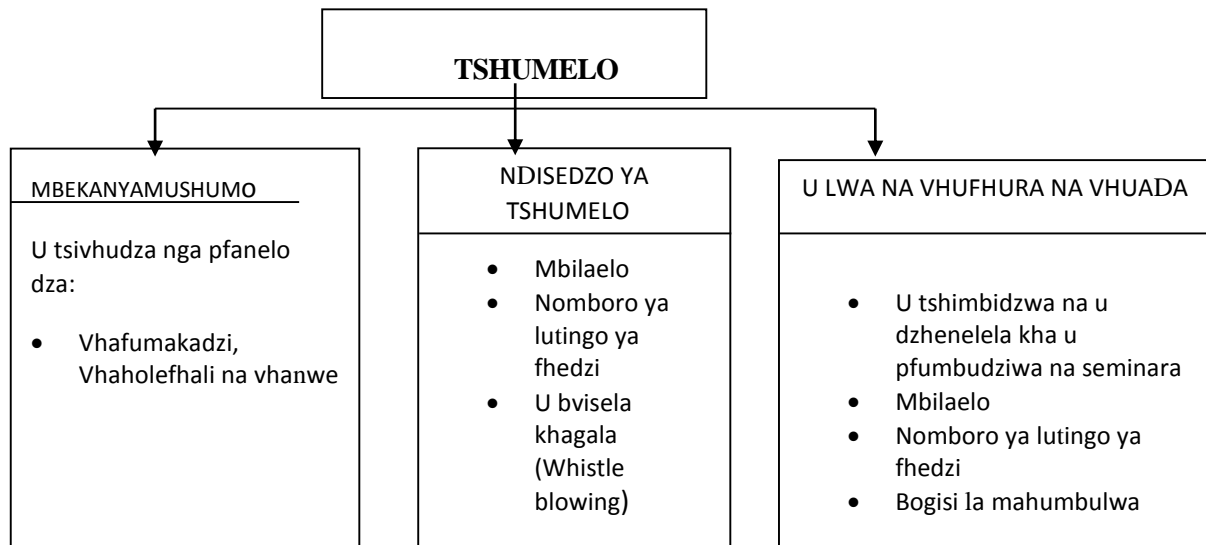


<ul style="list-style-type: none"> <li>• Bugwana dza muhasho</li> <li>• Bugwana dza tswikelelo ya mavhungo ( Promotion of Access to Information Manuals)</li> <li>• Zwishumiswa zwa u a lusa (Promotional material)</li> <li>• Tshata ya tshumelo</li> <li>• Ndzudzaya phanda ya u khwinisi tshumelo</li> <li>• Ndinganyelo ya tshumelo</li> <li>• Zwidodombedzwa zwa vhukwamani ha vhashumi</li> <li>• Zwitatamende zwa u di vhofha</li> </ul>	
<b>MARENGELE U YA NGA KHETHEKANYO YA 15(1)(a)(ii):</b>	
Bugwana dza Thendara	Vhanga renga dzirekhodo Supply Chain, Tshifatoni tsha muhasho wa Mishumo,Dzibada na Themamveledziso ( Works Towers Building Fisrt Floor Department of Public Works 41 Church Street, 0700
<b>ARALI VHA TSHI TODA U KOPA U YA NGA KHETHEKANYO YA 15(1)(a)(ii):</b>	
<ul style="list-style-type: none"> <li>• Muvhigo wa nwaha</li> <li>• Tshivhumbeo tsha muhasho</li> <li>• Mugaganya gwama</li> <li>• Phirisela dza u a ndadza mishumo na tshumelo</li> <li>• Muvhigo wa tshitshavha</li> <li>• Dzikhophi dza maambiwa a MEC</li> <li>• Milayo ya mihasho, Dzindaela, Zwidayo dayo na zwibugwana zwa maitete a zwithu</li> <li>• Ndzudzanya phanda ya nwaha nga nwaha</li> <li>• Dzifaela dza muhasho( Departmental File Plan)</li> <li>• Dzifomo dza muhasho</li> <li>• Mbekanyamaitete dza muhasho</li> <li>• Muvhigo wa ndinganyelo mishumoni</li> <li>• Dzidzhenala na dzimagasini</li> <li>• Bugwana dza muhasho</li> <li>• Bugwana dza tswikelelo ya mavhungo ( Promotion of Access to Information Manuals)</li> <li>• Zwishumiswa zwa u a lusa (Promotional material)</li> <li>• Tshata ya tshumelo</li> <li>• Ndzudzanya phanda ya u khwinisi tshumelo</li> <li>• Ndinganyelo ya tshumelo</li> <li>• Zwidodombedzwa zwa vhukwamani ha vhashumi</li> <li>• Zwitatamende zwa u di vhofha</li> </ul>	Vhanga kona u swikelela dzirekhodo dza muhasho wa Mishumo,Dzibada na Themamveledziso vho livhisa khumbelo kha Office of the Deputy Information Officer,Department of Public Works Private Bag x9490 Polokwane 0700 Nomboro ya lutingo: 015 284 7000 Nomboro ya fekisi: 015 284 7030 Emeili adiresi; Mailulap@dpw.limpopo.gov.za kana vha dalele wibisaiti ya muhasho itevhelaho: www.dpw.limpopo.gov.za
<b>ZWINO WANALA NGA MAHALA U YA NGA KHETHEKANYO 15(1)(a)(iii):</b>	
<ul style="list-style-type: none"> <li>• Phirisela ya nyandadzo dza mishumo</li> </ul>	Rikhodo dzi wanala nga khumbelo vho ilivhisa kha Deputy Information Officer

<ul style="list-style-type: none"> <li>• Bugwana dza muhasho</li> <li>• Bugwana dza PAIA</li> <li>• Zwibugwana</li> <li>• Zwishumiswa zwa u a lusa</li> </ul>	<b>Department of Public Works</b> <b>Private Bag x9490</b> <b>Polokwane</b> <b>0700</b> <b>Nomboro ya Lutingo: 015 284 7000</b> <b>Nomboro ya Fekisi : 015 284 7030</b> <b>Emeili adiresi;</b> <b>Mailulap@dpw.limpopo.gov.za kana vha</b> <b>dalele wibisaiti ya muhasho itevhelaho:</b> <b>www.dpw.limpopo.gov.za</b>
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**F.TSHUMELO DZI RE HONE 14(1)(f)]**

**i. Nyimele ya Tshumelo**



**ii. NAA VHA NGA SWIKELA HANI TSHUMELO HEDZI**

Vha nga swikela tshumelo dza Muhasho wa Mishumo nga u swikisa khumbelo kha thoho ya Muhasho.

**Thoho ya Muhasho: Muhasho wa Mishumo, Dzibada na Themamveledziso**

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Polokwane

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Webusaiti: [www.dpw.limpopo.gov.za](http://www.dpw.limpopo.gov.za)  
Imeili: moloton@dpw.limpopo.gov.za

**G. Nzudzanyo ya u tendela u di dzhenisa ha vhadzulapo kha u ita milayo na u khwathisa maanda [khethekanyo 14(10)(g)]**

Hezwi zwi katela maitele a vhukwamani ha tshitshavha: u nea vhuimeleli kana nga inwe ndila ine tshitshavha tsha nga dzhenelela kana u tutuwedza u itwa ha milayo na u khwathisedza maanda. Kha muhasho na nzudzanyo dza u di dzhenisa ha tshitshavha dzi katela:

**Upfumbudziwa** – u di dzhenisa ha tshitshavha na u vhuimeleli kha u pfumbudziwa.

**Netshedzo na mivhigo** – muvhigo wa nwaha na muvhigo wa vhadzulapo wa muhasho zwi hone u itela u pfa maambiwa a tshitshavha.

**U didzhenisa ha tshitshavha** – u didzhenisa ha tshitshavha kha zwivhidzo na u nea mihumbulo

**Dzimbekanya mushumo dza vhagudiswa vha todaho tshenzhemo na vha u gudela mishumo** – Huna maitele a u thola

**Vhukwamani na thodiso ya dzithandela** – u nanguludzwa ha vho makone zwi kha mulayo wa supply chain management.

**H. Ndulamiso dzine dza vha hone arali mbetshelo dza hoyu Mulayo dza vha dzi songo swikelwa [Khethekanyo 14(1)(h)]**

Arali muhumbeli a vha a sa fushei nga tsheo inwe na inwe ye ya dzhiwa nga Muofisiri wa zwa Mafhungo/Muthusa Muofisiri wa zwa Mafhungo, muhumbeli a nga humbela khathululo kha Murado wa Khoro Tshitumbe o hweswaho vhudifhinduleli ha Muhasho wa Mishumo, Dzibada na Themamveledziso.

**I. MBADELO DZO RANDELWAHO SA ZWE DZA RANDELISWA ZWONE KHA TSHIPIDA TSHA 11 TSHA NDIVHADZO 187 KHA GURANDA YA MUVHUSO YA DZI 15 LUHUHI 2002.**

1. Mbadelo ya khophi ya bugupfarwa sa zwe zwa sumbedziswa zwone kha ndaulo 5(c) ndi R0, 60 khophi inwe na inwe ya muelo wa bambiri ya A4 kana tshipida tshayo.
2. Mbadelo dza u bveledza hafhu ho bulwaho kha ndaulo 7(1) dzo ima nga ndila i tevhelaho:

THALUTSHEDZO	MBADELO R
(a) Khophi inwe na inwe ya bambiri ya A4 kana tshipida tshayo	0.60
(b) Khophi inwe na inwe yo gandiswaho ya bambiri ya A4 kana tshipida tshayo tsho farwaho nga khomphuyutha kana mutshini wa elekithroniki kana tshiimo tshi vhaleaho nga mutshini	0.40
(c) Khophi ine ya vhalea nga khomphuyutha – (i) disiki ya tshitifi (ii) disiki-tsitsikana	5.00 40.00
(d) (i) Kha u nwalulula zwifanyiso zwi vhonealaho zwa muelo wa siatari la A-4 kana tshipida tshalo (ii) Khophi ya zwifanyiso zwi vhonealaho	22.00 60.00

(e) (i) Kha u nwalulula rekhodo ya u tou thetshesesa, zwa siatari la A4- kana tshipida tshalo	12.00
(ii) Kha khophi ya rekhodo ya u tou thetshesesa	17.00

- 3. Mbadelo ya khumbelo ine ya badelwa nga muhumbeli munwe na munwe, nga nnda ha muhumbeli ene mune, sa zwe zwa sumbedziswa zwone kha ndaulo 7(2) ndi R35, 00.

4. Mbadelo dza u swikela dzine dza badelwa nga muhumbeli dzo bulwaho kha ndaulo 7 (3) ndi dzi tevhelaho:

4.1

THALUTSHEDZO	MBADELO R
(a) Khophi inwe na inwe ya bambiri la A4 kana tshipida tshalo	0.60
(b) Khophi inwe na inwe yo gandiswaho ya bambiri la A4 kana tshipida tshayo tsho farwaho nga khomphuyutha kana mutshini wa elekithroniki kana tshiimo tshi vhaleaho nga mutshini	0.40
(c) Khophi ine ya vhalea nga khomphuyutha – (i) disiki ya tshitifi (ii) disiki-tsitsikana	5.00 40.00
(d) (i) Kha u nwalulula zwifanyiso zwi vhonealaho zwa muelo wa siatari la A-4 kana tshipida tshalo (ii) Khophi ya zwifanyiso zwi vhonealaho	22.00 60.00
(e) (i) Kha u nwalulula rekhodo ya u tou thetshesesa, zwa siatari la A4- kana tshipida tshalo (ii) Kha khophi ya rekhodo ya u tou thetshesesa	12.00 17.00
(f) U toda na u lugisela muvhigo uri u kone u wanala, R15,00 nga awara kana tshipida tsha awara, hu tshi katelwa awara ya u thoma, ine ya todea kha u toda na u ita ndugiselo.	

- 4.2. U itela ndivho dza khethekanyo 22(2) ya mulayo, hu shuma zwi tevhelaho:

- (a) awara dza rathi sa dzine dza tea u pfukwa musu hu sa athu u badelwa diphosithi; na
- (b) thihi tshararu tsha tshedele yo salaho ine ya badelwa sa diphosithi nga muhumbeli.

- 4.3. Mbadelo ya poswo i badelwa musu khophi ya muvhigo i tshi rumelwa muhumbeli.

## 5. FOMO DZE DZA RANDELWA U SWIKELA REKHODO

### MUENGEDZO B WA NDIVHADZO 187 KHA GURANNDI YA MUVHUSO YA LA 15 LUHUHI 2002

#### FOMO A

#### KHUMBELO YA U SWIKELA REKHODO

(Khethekanyo 18(1) ya Mulayo wa u Tutuwedza u Swikelea ha Mafhungo, 2000 (Mulayo No. 2 wa 2000))

[Ndaulo 2]

KHUMBELO YA U SWIKELA DZIREKHODO	
<b>HU SHUMISWA NGA MUHASHO</b>	Nomboro ya Ndaula :.....
Khumbelo yo tangedzwa nga: -	
Dzina:.....	
Vhuimo:.....	
Duvha:.....	
Fhethu:.....	
Mbadelo ya khumbelo (arali i hone):	R .....
Diphosithi (arali i hone):	R .....
Mbadelo ya u swikela:	R .....
.....	
<b>TSAINO: MUOFISIRI WA ZWA MAFHUNGO/MUTHUSA MUOFISIRI WA ZWA MAFHUNGO</b>	

#### A. Zwidombedzwa zwa tshiimiswa tsha vhathu

MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Thoho ya muhasho	Phuraivethe Bege X9490 POLOKWANE 0700 Nomboro ya Lutingo: +27 15-284 7120 Nomboro ya Fekisi: +27 15 – 284 7039 <a href="mailto:moloton@dpw.limpopo.gov.za">Imeili: moloton@dpw.limpopo.gov.za</a>
MUTHUSA MUOFISIRI WA ZWA MAFHUNGO	DIRESI
Ms. Makhafola Tshidi.	Phuraivethe Bege X9490 POLOKWANE 0700 Lutingo: NO.: +27 15-284 7272

	Fekisi: NO.: +27 15 284 7031 Imeilil: <a href="mailto:mailulap@dpw.limpopo.gov.za">mailulap@dpw.limpopo.gov.za</a>
Mafhungo nga u angaredza:	Diresi ya Tshitarata: - 43 Church Street POLOKWANE 0700 <a href="http://www.dpw.limpopo.gov.za">Website: www.dpw.limpopo.gov.za</a>  Diresi ya Poswo: - Phuraivethe Bege x9490 POLOKWANE 0700  Lutingo: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272  Fekisi: +27 15 284 7031 +27 15 284 7039

**B. Zwidombedzwa zwa ane a khou ita khumbelo**

<b>KHUMBELO YA U SWIKELA MUVHIGO</b>
TSHIFANI:
<input type="text"/>
MADZINA NGA VHUDALO:
<input type="text"/>
NOMBORO YA VHUNE:
<input type="text"/>
DIRESI YA POSWO : .....
.....
.....
.....

**C. Zwidombedzwa zwa muthu ane a khou humbetselwa**

<i>Khethekanyo heyi i tea u dadzwa fhedzi, arali khumbelo ya mafhungo i tshi khou itwa vhuimoni ha munwe muthu.</i>
<b>MADZINA NGA VHUDALO:</b>
<input type="text"/>

**NOMBORO YA VHUNE:**

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**D. Zwidombedzwa zwa rekhodo**

(a) Kha vha nee zwidombedzwa nga vhudalo zwa rekhodo ine vha khou i humbela, hu tshi katelwa na nomboro ya ndaula arali vha tshi i divha, u itela uri muvhigo u kone u wanala.

(b) Arali tshikhala tsho nekedzwa tshi tshituku, kha vha ise phanda kha bambiri la thungo vha talutshedze, bambiri yeneyo vha li nambatedze kha fomo heyi. **Muhumbeli u tea u saina mabambiri o engedzwa.**

THALUTSHEDZO YA REKHODO: .....

.....

.....

NOMBORO YA NDAULO:.....(arali i hone)

ZWINWE ZWIDOMBEDZWA-VHO ZWA MUVHIGO.....

.....

**E. Mbadelo**

- (a) Khumbelo ya u swikela muvhigo, nga nda ha u re na zwidombedzwa nga ha iwe mune, i do shumiwa musi tshelede ya khumbelo ine ya todea yo no badelwa.
- (b) Vha do divhadzwa nga mbadelo ine ya fanela u badelwa sa mbadelo ya khumbelo.
- (c) Mbadelo yo teaho ya u swikela muvhigo i tiwa zwo bva kha tshiimo tshine vhuswikeleli ha khou konea vhu khatsho na tshifhinga tshi todeaho musi hu tshi tolwa na u lugisa muvhigo.
- (d) Arali vha sa tei u badeliswa, vha khou humbelwa uri vha bule tshiitisi tsha hone.

**Tshiitisi tsha uri vha si badeliswe:**

**F. Fomo ya u swikela muvhigo**

Arali vha sa koni u vhalala nga nthani ha vuholefhalo, kha vha sedze kana vha thetshesele rekhodo ine ya vha kha tshivhumbeo tsha u swikela rekhodo ye ya nekedzwa kha 1 u swika kha 4 afho fhasi, vha bule vuholefhalo havho kathihi na uri muvhigo vha khou toda u tshi vha nga tshivhumbeo-de.

Vuholefhalo:

Tshivhumbeo tshine rekhodo ya khou todea i khatsho:

*Kha vha swae tshibogisi tsho teaho nga "X".*

*NOTSI:*

*NOTSI:*

*(a) Tsumbedzo yanu kha fomo i todeaho ya u swikelela i bva tshivhumbeo tshine muvhigo wa vha hone khatsho.*

*(b) U swikelela fomo yo humbelwaho hu nga haniwa kha dzinwe nyimele. Kha nyimele dzenedzo ni do divhadzwa arali u swikelela hu tshi do tendelwa kha irwe fomo.*

*© Mbadelo dza u swikelela muvhigo, arali dzi hone, dzi do laulwa nyana nga tshivhumbeo tshine u swikelelwa ha khou humbelisa zwone.*

**1. Arali muvhigo wo tou nwaliwa kana u gandiswa -**

	khophi ya rekhodo*		U tolwa ha rekhodo
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**2. Arali muvhigo u na zwifanyiso zwi vhonealaho -**

(hezwi zwi katela zwinepe, zwilaidi, rekhodo ya video, zwifanyiso zwa khomphuyutha, zwiketshe, na zwinwe.)

	zwifanyiso zwi vhonealaho		zwifanyiso zwa khophi*		zwifanyiso zwo kopiwaho
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**3. arali rekhodo yo itwa nga maipfi o tou rekhodiwaho kana mafhungo ane a nga tou thetsheswa -**

	U thetsheswa thireke ya u amba (audio cassette)		U kopiwa ha rekhodo (zwonwalwaho kana zwo gandiswaho)
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**4. Arali rekhodo i kha khomphuyutha kana kha elekithroniki kana i kha tshivhumbeo tshine ya nga kona u vhalea nga mutshini -**



	Khopi ya rekhodo yo gandiswaho*		Khopi yo gandiswaho mafungo a bvaho kha rekhodo*		Khopi ine ya vhalea nga khomphuyutha*  (tshitifi kana disiki yo tsitsikanaho)
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*Arali vho humbela khopfi kana munwalululo wa rekhodo (afho nthu), vha tama khopfi kana munwalululo u tshi tou rumelwa naa?  <b>Tshelede ya u rumela i a badelwa.</b>	EE	HAI
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*Kha vha dzhieze nzhele uri arali rekhodo i sa wanali nga luambo lune vha lu takalela, vha nga i wana nga luambo lune rekhodo dza vha hone ngalwo.*

Naa vha tama rekhodo dzavho dzi tshi vha kha luambo lufhio?.....

**G. Ndivhadzo ya tsheo i elanaho na khumbelo ya u swikela muvhigo**

*Vha do divhadzwa nga lunwalo uri khumbelo yavho yo tendelwa/haniwa. Arali vha tshi funa u divhadzwa nga inwe ndila, kha vha bule iyo ndila, vha bule zwidombedzwa zwo teaho uri khumbelo yavho i kone u tevhedzwa.*

Vha toda u divhadzwa hani nga ha tsheo ya malugana na khumbelo yavho ya u swikela muvhigo?

Yosainiwa nga la.....nga nwedzi wa.....20...(NWAHA)

.....

**TSAINO YA MUHUMBELI KANA MUTHU ANE A KHOU HUMBULELWA**