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Technical Solution
Supplies

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INCWADI YOMHLAHLANDLELA YOMTHETHO WOKUKHUTHAZA **UKUFINYELELA OLWAZINI**

*Ilungiswe ngokusho kwesigaba 51 soMthetho Wokukhuthaza Ukufinyelela Olwazini 2 wango-2000
(njengoba uchibiyeliwe).*

IGAMA LENHLANGANO: TSS Technical Solution Supplies (Pty) Ltd

USUKU LOKUQOQWA: 01/02/2024

USUKU LOKUBUYEKEZWA: 01/02/2026

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1. UHLU LWEZIFINYEZO NAMAGAMA AMAFUSHANE

a. "CEO"	Isikhulu Esiphezulu Eliphethe Inkampani
b. "IO"	Isikhulu Solwazi
c. "DIO"	Isekela Lesikhulu Solwazi
d. "Minister"	uNgqongqoshe Wezobulungiswa Nezokuqondiswa Kweziboshwa
e. "PAIA"	Umthetho Wokukhuthaza Ukufinyelela Olwazini Nombolo 2 wango-2000 (njengoba uchibiyeliwe)
f. "POPIA"	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu Nombolo 4 wango-2013
g. "Umlawuli"	Umlawuli Wolwazi
h. "IRiphabhuliki"	IRiphabhuliki YaseNingizimu Afrika
i. "Inhlangano"	TSS Technical Solution Supplies (Pty) Ltd
j. "Inkampani"	TSS Technical Solution Supplies (Pty) Ltd

2. INJONGO YENCWADI YOMHLAHLANDLELA YE-PAIA

Le Ncwadi Yomhlahlandlela isebenzela:

- 2.1.** ukuqaphela izinhlobo zamarekhodi agcinwe yinhlangano atholakala ngaphandle kokufaka isicelo esisemthethweni se-PAIA;
- 2.2.** ukunikeza ukuqonda okwanele kwendlela yokufaka isicelo sokufinyelela irekhodi lenhlangano, ngokunikeza incazelo yezindaba inhlangano enamarekhodi ngazo kanye nezinhlobo zamarekhodi agcinwe kuzo zonke lezi zindaba;
- 2.3.** ukwazi incazelo yamarekhodi enhlangano atholakala ngokuvumelana nanomuphi omunye umthetho;
- 2.4.** ukufinyelela yonke imininingwane yokuxhumana ebalulekile yeSikhulu Solwazi neSekela Lesikhulu Solwazi abazosiza umphakathi ngamarekhodi abahlose ukuwafinyelela;
- 2.5.** ukwazi incazelo yomhlahlandlela wokusebenzisa i-PAIA, njengoba ubuyekeziwe uMlawuli, nendlela yokuwufinyelela;
- 2.6.** ukwazi ukuthi inhlangano izocubungula yini ulwazi lomuntu siqu, injongo yokucubungula ulwazi lomuntu siqu kanye nencazelo yezinhlobo zabantu okuqoqwa ngabo ulwazi kanye nolwazi noma izinhlobo zolwazi ezihambisana nakho;

- 2.7.** ukwazi incazelo yezinhlobo zabantu okuqoqwa ngabo ulwazi kanye nolwazi noma izinhlobo zolwazi ezihambisana nakho;
- 2.8.** ukwazi abamukeli noma izinhlobo zabamukeli okungase kunikezwe kubo ulwazi lomuntu siqu;
- 2.9.** ukwazi ukuthi inhlangothi ihlele yini ukudlulisela noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhuliki YaseNingizimu Afrika kanye nabamukeli noma izinhlobo zabamukeli okungase kunikezwe kubo ulwazi lomuntu siqu; futhi
- 2.10.** ukwazi ukuthi inhlangothi inezinyathelo ezifanele zokuphepha zokuqinisekisa ukuyimfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu oluzocutshungulwa.

3. IMININGWANE EBALULEKILE YOKUXHUMANA YOKUFINYELELA OLWAZINI LWENKAMPANI

a. Isikhulu Esiphezulu Solwazi

Igama: Shaun Spies

Ucingo: 031 002 7376

I-imeyili: sales@tssupplies.co.za

b. Isekela Lesikhulu Solwazi

Igama: Michelle Spies

Ucingo: 031 002 7376

I-imeyili: sales@tssupplies.co.za

c. Ukuxhumana Okujwayelekile

I-imeyili: sales@tssupplies.co.za

d. Ihhovisi Elikhulu Noma Elikazwelonke

Ikheli Leposi: 7b High Road
Warner Beach
Amanzimtoti
4126

Ikheli Langempela: 7b High Road
Warner Beach
Amanzimtoti
4126

Ucingo: 031 002 7376

I-imeyili: sales@tssupplies.co.za

Iwebhusayithi: <https://tssupplies.co.za>

4. UMHLAHLANDLELA WOKUSEBENZISA I-PAIA NENDLELA YOKUTHOLA UMHLAHLANDLELA

- 4.1.** Ngokusho kwesigaba 10(1) se-PAIA, njengoba uchibiyeliwe, uMlawuli ubuyekeze futhi wenza ukuthi utholakale uMhlahlandlela obuyekeziwe wokusebenzisa i-PAIA (“Umhlahlandlela”), ngendlela elula ukuqondwa neyenzeka, njengoba kungadingeka ngokusengqondweni kumuntu ofisa ukusebenzisa noma yiliphi ilungelo elicashunwe ku-PAIA nakuPOPIA.
- 4.2.** Umhlahlandlela uyatholakala kuzo zonke izilimi ezisemthethweni nase-braille.
- 4.3.** Lo Mhlahlandlela oshiwo ngenhla uqukethe incazelo:
 - 4.3.1.** yezinjongo ze-PAIA nePOPIA;
 - 4.3.2.** ikheli leposi nelasemgwaqweni, inombolo yocingo nefekisi, futhi uma likhona,
 - 4.3.2.1** ikheli le-imeyili leSikhulu Solwazi lanoma iyiphi inhlangano yomphakathi, kanye
 - 4.3.2.2** neSekela ngalinye leSikhulu Solwazi lenhlangano yomphakathi neyangasese eqokwe ngokusho kwesigaba 17(1) se-PAIA¹ kanye nesigaba 56 sePOPIA²;
 - 4.3.3.** indlela nendlela yesicelo
 - 4.3.3.1** sokufinyelela irekhodi lenhlangano yomphakathi ecashunwe esigabeni 11³, kanye
 - 4.3.3.2** nesokufinyelela irekhodi lenhlangano yangasese ecashunwe esigabeni 50⁴;

- 4.3.4.** usizo olutholakala kwiSikhulu Solwazi lenhlangano yomphakathi ngokusho kwe-PAIA nePOPIA;
- 4.3.5.** usizo olutholakala kuMlawuli ngokusho kwe-PAIA nePOPIA;
- 4.3.6.** onke amakhambi omthetho atholakalayo mayelana nesenzo noma ukwehluleka ukwenza mayelana nelungelo noma isibopho esinikwe noma esibekwe yi-PAIA nePOPIA, kufaka phakathi indlela yokufaka
- 4.3.6.1.** isikhalazo sangaphakathi (i-appeal),
- 4.3.6.2.** isikhalazo kuMlawuli, kanye
- 4.3.6.3** nesicelo enkantolo ngokumelene nesinqumo esithathwe yisikhulu solwazi senhlangano yomphakathi, isinqumo esithathwe ekufakeni isikhalazo sangaphakathi noma isinqumo esithathwe uMlawuli noma isinqumo esithathwe inhloko yenhlangano yangasese;
- 4.3.7.** imigomo yezigaba 14⁵ no-51⁶ edinga ukuthi inhlangano yomphakathi neyangasese, ngokulandelana, iqoqe incwadi yomhlahlandlela, nendlela yokufinyelela incwadi yomhlahlandlela;
- 4.3.8.** imigomo yezigaba 15⁷ no-52⁸ enikeza indlela yokuvezwa ngokuzithandela kwezinhlobo zamarekhodi yinhlangano yomphakathi neyangasese, ngokulandelana;
- 4.3.9.** izaziso ezikhishiwe ngokusho kwezigaba 22⁹ no-54¹⁰ eziphathelele nezimali okumele zikhokhwe ngokuphathelele nezicelo zokufinyelela; kanye
- 4.3.10.** imithethonqubo eyenziwe ngokusho kwesigaba 92¹¹.

¹ Isigaba 17(1) se-PAIA – Ngenjongo ye-PAIA, yonke inhlangano yomphakathi kufanele, kusalandelwa umthetho olawula ukuqashwa kwabasebenzi benhlangano yomphakathi ephathelene, iqoke inani labantu njengamasekela ezikhulu zolwazi njengoba kudingeka ukwenza inhlangano yomphakathi ifinyeleleke kangangokunokwenzeka ngokusengqondweni kubacela amarekhodi ayo.

² Isigaba 56(a) sePOPIA – Yonke inhlangano yomphakathi neyangasese kufanele inikeze indlela, ngendlela echazwe esigabeni 17 soMthetho Wokukhuthaza Ukufinyelela Olwazini, kuguqulwe okudingekayo, yokuqokwa kwenani labantu, uma likhona, njengamasekela ezikhulu zolwazi njengoba kudingeka ukwenza imisebenzi nezibopho ezishiwo esigabeni 55(1) sePOPIA.

- ³ *Isigaba 11(1) se-PAIA – Umceli kufanele anikwe ukufinyelela irekhodi lenhlangano yomphakathi uma lowo mceli elandela zonke izimfuneko zenqubo ku-PAIA eziphathelele nesicelo sokufinyelela lelo rekhodi; futhi ukufinyelela leyo rekhodi kunganqatshelwa ngokusho kwanoma yisiphi isizathu sokunqaba esicashunwe eSahlukeni 4 saleli Sigaba.*
- ⁴ *Isigaba 50(1) se-PAIA – Umceli kufanele anikwe ukufinyelela noma yiliphi irekhodi lenhlangano yangasese uma: (a) lelo rekhodi lidingekela ukusetshenziswa noma ukuvikelwa kwanoma yimaphi amalungelo; (b) lowo muntu elandela izimfuneko zenqubo ku-PAIA eziphathelele nesicelo sokufinyelela lelo rekhodi; futhi (c) ukufinyelela lelo rekhodi kunganqatshelwa ngokusho kwanoma yisiphi isizathu sokunqaba esicashunwe eSahlukeni 4 saleli Sigaba.*
- ⁵ *Isigaba 14(1) se-PAIA – Isikhulu solwazi senhlangano yomphakathi kufanele, ngezilimi ezisemthethweni ezingenani ezintathu, senze ukuthi kutholakale incwadi yomhlahlandlela equkethe ulwazi olubalwe ngenhla.*
- ⁶ *Isigaba 51(1) se-PAIA – Inhloko yenhlangano yangasese kufanele yenze ukuthi itholakale incwadi yomhlahlandlela equkethe incazelo yolwazi olubalwe ngenhla.*
- ⁷ *Isigaba 15(1) se-PAIA – Isikhulu solwazi senhlangano yomphakathi, kufanele senze ukuthi itholakale ngendlela emisiwe incazelo yezinhlobo zamarekhodi enhlangano yomphakathi atholakala ngokuzenzakalelayo ngaphandle kokuba umuntu acele ukufinyelela.*
- ⁸ *Isigaba 52(1) se-PAIA – Inhloko yenhlangano yangasese ingase, ngokuzithandela, yenze ukuthi itholakale ngendlela emisiwe incazelo yezinhlobo zamarekhodi enhlangano yangasese atholakala ngokuzenzakalelayo ngaphandle kokuba umuntu acele ukufinyelela.*
- ⁹ *Isigaba 22(1) se-PAIA – Isikhulu solwazi senhlangano yomphakathi okwenziwa kuso isicelo sokufinyelela, kufanele ngesaziso adinge umceli ukuthi akhokhe imali edingekayo yesicelo (uma ikhona), ngaphambi kokucubungula isicelo ngokwengeziwe.*
- ¹⁰ *Isigaba 54(1) se-PAIA – Inhloko yenhlangano yangasese okwenziwa kuyo isicelo sokufinyelela kufanele ngesaziso idinge umceli ukuthi akhokhe imali edingekayo yesicelo (uma ikhona), ngaphambi kokucubungula isicelo ngokwengeziwe.*
- ¹¹ *Isigaba 92(1) se-PAIA sisho ukuthi: “UNgqongqoshe angase, ngesaziso kwiGazethi, enze imithethonqubo emayelana: (a) nanoma yisiphi isihloko esidingwa noma esivunyelwe yilo Mthetho ukuba simiswe; (b) nanoma yisiphi isihloko esiphathelene nezimali ezicashunwe ezigabeni 22 no-54; (c) nanoma yisiphi isaziso esidingwa yilo Mthetho; (d) izinqubomgomo ezifanayo okumele zisetshenziswe isikhulu solwazi senhlangano yomphakathi lapho kunqunywa ukuthi yiziphi izinhlobo zamarekhodi okumele zenziwe zitholakale ngokusho kwesigaba 15; kanye (e) nanoma yisiphi udaba lokuphatha noma lenqubo elidingekayo ukwenza kusebenze imigomo yalo Mthetho.”*

4.4. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangothini zomphakathi neyangasese, kufaka phakathi ihhovisi loMlawuli, ngezikhathi zomsebenzi ezijwayelekile.

4.5. Umhlahlandlela ungatholakala futhi ngesicelo

4.5.1. eSikhulwini Solwazi,

4.5.2. noma koMlawuli Wolwazi:

Ikheli Langempela: 54 Maxwell Drive
Woodmead
Johannesburg
2191

Iwebhusayithi: www.inforegulator.org.za

4.6. Ikhophi yomhlahlandlela iyatholakala ngesiNgisi nangesiBhunu ukuze ibhekwe umphakathi ngezikhathi zomsebenzi ezijwayelekile.

5. IZINHLOBO ZAMAREKHODI ENKAMPANI ATHOLAKALA NGAPHANDLE KOKUFAKA ISICELO SE-PAIA (*kufaka phakathi kodwa akugcini nje kuloko*)

Uhlobo Lwerekhodi	Izinhlalo Zerekhodi
Amarekhodi Abasebenzi	Igama, I-imeyili, Inombolo Yocingo, Isikhundla
Amarekhodi Amakhasimende	Igama, I-imeyili, Inombolo Yocingo
Amarekhodi Abahlinzeki	Igama, I-imeyili, Inombolo Yocingo
Ulwazi Lomsebenzi Womphakathi	Izindaba, Ukumaketha kanye Nezitatimende Zabezindaba

**6. INCAZELO YAMAREKHODI ENKAMPANI ATHOLAKALA NGOKUVUMELANA
NANOMUPHI OMUNYE UMTHETHO** *(kufaka phakathi kodwa akugcini nje kuloko)*

Uhlobo Lwamarekhodi	Umthetho Osebenzayo
I-MOI, Ukubhaliswa Kwenkampani Kanye Namarekhodi Okuphathwa Kwenkampani	Umthetho Wezinkampani 71 wango-2008
Incwadi Yomhlahlandlela ye-PAIA	Umthetho Wokukhuthaza Ukufinyelela Olwazini 2 wango-2000
Incwadi Yomhlahlandlela yePOPIA	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 wango-2013
Amarekhodi Abasebenzi/Ezabasebenzi	Umthetho Wemigomo Eyisisekelo Yokuqashwa 75 wango-1997
Amarekhodi Abasebenzi/Ezabasebenzi	Umthetho Wokulingana Emsebenzini 55 wango-1998
Amafektha Entela, Amanothi Esikweletu, Amanothi Esikweletu Esikhokhwayo, Izitatimende Zebhange, Amaphepha Okufakwa Kwemali, Imininingwane Yabasebenzi Kanye Nezinkontileka	Umthetho Womshwalense Wabangasebenzi 63 wango-2001
Amarekhodi Ezimali Nezokubalwa Kwezimali	Umthetho Wentela Yemboleko 58 wango-1962
Amarekhodi Abasebenzi/Ezabasebenzi	Umthetho we-BBBEE 53 wango-2003
Amarekhodi Okuqondisa	Umthetho Wobudlelwano Basemsebenzini 66 wango-1995
Izivumelwano Zezempilo Nezokuphepha Emsebenzini, Izincwadi Zokuqashwa, Imibiko Yezigameko, Imininingwane Yezivakashi	Umthetho Wezempilo Nezokuphepha Emsebenzini 85 wango-1993
Amarekhodi Abasebenzi/Ezabasebenzi	Umthetho Wesinxephezelo Sokulimala Nezifo Ezitholakala Emsebenzini 130 wango-1993
Ukuthengiselana Kwabathengi, Izinkontileka Kanye Namarekhodi Okuxazululwa Kwezikhalazo	Umthetho Wokuvikelwa Kwabathengi 68 wango-2008
Amarekhodi Okuthengiselana Kanye Nokuxhumana Kwe-elektroniki	Umthetho Wokuxhumana Nokuthengiselana Kwe-elektroniki 25 wango-2002
Imibiko YeSETA, Izimali Zokuthuthukiswa Kwamakhono, Izinhlelo Zokuqeqeshwa Kanye Nemibiko Yokuqeqeshwa Yaminyaka Yonke	Umthetho Wokuthuthukiswa Kwamakhono 97 wango-1998

Amafektha Entela, Amanothi Esikweletu, Amanothi Esikweletu Esikhokhwayo, Izitatimende Zebhange, Amaphepha Okufakwa Kwemali, Imininingwane Yabasebenzi Kanye Nezinkontileka	Umthetho Weminikelo Yomshwalense Wabangasebenzi 4 wango-2002
Amarekhodi e-SARS Nawe-VAT	Umthetho Wentela Yenani Elengeziwe 89 wango-1991

7. INCAZELO YEZINDABA INKAMPANI ENAMAREKHODI NGAZO KANYE NEZINHLOBO ZAMAREKHODI AGCINWE KUZO *(kufaka phakathi kodwa akugcini nje kuloko)*

Indaba Enhlangano Enamarekhodi Ngayo	Izinhlobo Zamarekhodi
Ezezimali	Izinkontileka/Izivumelwano, Izimali, Amaphepha Okubhaliswa Kwenkampani, Izincwadi Zenqubomgomo Nezinqubo
Ezabasebenzi (HR)	Amarekhodi Abasebenzi, Izinkontileka, Izincwadi Zenqubomgomo Nezinqubo
Amarekhodi Amakhasimende	Imininingwane Yokuxhumana, Izinkontileka, Ukuxhumana
Abalingani Nabahlinzeki Bezinsizakalo	Imininingwane Yokuxhumana, Izinkontileka/Izivumelwano, Amarekhodi Ezimali, Ukuxhumana

8. UKUCUBUNGULA KOLWAZI LOMUNTU SIQU

8.1. Injongo Yokucubungula Ulwazi Lomuntu Siqu

Inkampani icubungula ulwazi lomuntu siqu ngezinjongo ezisemthethweni zebhizinisi, kufaka phakathi kodwa akugcini nje kulokhu:

- Ukuphathwa kokuqashwa nokuphathwa kwabasebenzi.
- Ukuhambisana nomthetho kanye nemithetho ephathiswayo.
- Ukuphathwa kwezimali nokubika.
- Ukuphathwa kwangaphakathi, ukuhlolwa kwezimali kanye nezilawuli zokuphepha.
- Ngenjongo yebhizinisi eliphathelene nokuthengiswa kwezinto ezikhethekile zokugcoba nge-silicone kanye nezivimbeli, kanye nokwenza kube lula ukuthengiswa nokuodwa esebenzela amaKhasimende bakhona kanye nabanye ababambe iqhaza.

8.2. Incazelo yezinhlobo zabantu okuqoqwa ngabo ulwazi kanye nolwazi noma izinhlobo zolwazi ezihambisana nakho

Izinhlobo Zabantu Okuqoqwa Ngabo Ulwazi	Ulwazi Lomuntu Siqu Olungase Lucutshungulwe
Ihhovisi	Imininingwane Yokuxhumana Neyekheli Langempela, Izimali, Amaphepha Okubhaliswa Kwenkampani, Izincwadi Zenqubomgomo Nezinqubo
Abasebenzi	Igama, Ucingo, Ikheli, Umlando Womsebenzi, Izinkontileka, Izincwadi Zenqubomgomo Nezinqubo
Amakhasimende	Imininingwane Yokuxhumana, Izinkontileka, Ukuxhumana
Abalingani Nabahlinzeki Bezinsizakalo	Imininingwane Yokuxhumana, Izinkontileka/Izivumelwano, Amarekhodi Ezimali, Ukuxhumana

8.3. Abamukeli noma izinhlobo zabamukeli okungase kunikezwe kubo ulwazi lomuntu siqu

Izinhlobo Zolwazi Lomuntu Siqu	Abamukeli Noma Izinhlobo Zabamukeli
Ukuhlolwa Kobugebengu Nangemuva	Amaphoyisa AseNingizimu Afrika
Ukuqinisekiswa Kweziqu	I-South African Qualifications Authority
Ukuhlolwa Kwesikweletu Nolwazi	Ama-Credit Bureaus

8.4. Ukudlulisa Ulwazi Lomuntu Siqu Okuhleliwe Phesheya Kwemingcele

Amakhasimende Nabahlinzeki Bamazwe Ngamazwe bangase badinge ulwazi ngedatha yeNkampani okuzokwenziwa itholakale kuphela ngaphansi kwalezi zimo:

8.4.1. Kuphela uma kubalulekile futhi kudingekile.

8.4.2. 'Imithethonqubo Ebophezelayo Yezinkampani' iyasebenza ngokusho kweSigaba 72 soMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 wango-2013.

8.5. Incazelo evamile Yezinyathelo Zokuphepha Kolwazi ezizokwenziwa iqembu elizibopho ekuqinisekiseni ukuyimfihlo, ubuqotho kanye nokutholakala kolwazi

8.5.1. Ukubethelwa Kwedatha Kanye Nama-firewall.

8.5.2. Isofthiwe Yokulwa Ne-virus Nezinhlelo Ezingamagciwane.

8.5.3. Ukulawulwa Kokungena Ezindaweni Zangempela.

8.5.4. Amagama Abasebenzisi Ayingqayizivele, Amaphasiwedi Ayinkimbinkimbi kanye Nokuqinisekiswa Okuningi Okudingekayo Ukufinyelela Kwezinhlelo Zangaphakathi.

9. UKUTHOLAKALA KWENCWADI YOMHLAHLANDLELA

9.1. Ikhophi Yencwadi Yomhlahlandlela iyatholakala:

9.1.1. Kuwebhusayithi – <https://tssupplies.co.za>;

9.1.2. Enkampanini ukuze umphakathi ukwazi ukuyihlola ngezikhathi zebhizinisi eziwayeleleke;

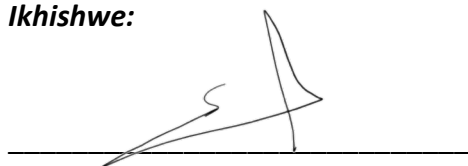
9.1.3. Kunoma ubani ngesicelo futhi ngokukhokhwa kwe-'Imali Yesicelo' engu-R100.00 njengoba kudingeka; kanye

9.1.4. KuMlawuli Wolwazi ngesicelo.

10. UKUBUYEKEZWA KWENCWADI YOMHLAHLANDLELA

UMqondisi we-TSS Technical Solution Supplies uzobuyekeza le ncwadi yomhlahlandlela njengoba futhi lapho kudingeka.

Ikhishwe:



Shaun Spies

Umqondisi