CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

**EYESILIMELA 2022**

# URHWEBO LWASESITALATWENI: IMIBUZO EBUZWA RHOQO

Senza inkqubela yenzeke. Sisonke.

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# IIMVUME KUNYE NEENDAWO ZORHWEBO LWASESITALATWENI

## 01 **NDIYIFUNA** NINI IMVUME YORHWEBO LWASESITALATWENI?

Kukho iqela lemimandla elinezicwangciso zorhwebo lwasesitalatweni kwiSixeko saseKapa (City of Cape Town). Ukuthengisa kule mimandla yorhwebo lwasesitalatweni kunyinelwe kwiindawo zorhwebo eziphawulweyo ezo kufuneka baphathe iimvume zazo abarhwebi.

## Ulwazi oluthe vetshe:

Urhwebo lwasesitalatweni eKapa
**http://bit.do/ezNw6**

## 02 **INGABA** NDIYIFANELE IMVUME YORHWEBO LWASESITALATWENI?

Abantu abangaphangeliyo banokufaka izicelo zemvume yorhwebo lwasesitalatweni, ngokuxhomekeke kumagatya oMthetho kaMasipala oRhwebo lwaseSitalatweni. Kuza kufuneka unike okulandelayo:

- ✔ Ikopi eqinisekisiweyo ye-ID yakho
- ✔ Ubungqina bedilesi
- ✔ Ingxelo efungelweyo eqinisekisa isimo sakho sengqesho
- ✔ Ifoto yakho (ebukhulu bulingana nobeye-ID)

Qaphela: Ukuba ungummi welizwe langaphandle, kuza kufuneka unike ubungqina obuqinisekisiweyo besimo sakho esisemthethweni sokuhlala kunye nokuphangela eMzantsi Afrika.

**ISixeko sikhupha imvume enye kuphela ngendlu.**

Izicelo zixhomekeke kumagatya oMthetho kaMasipala oRhwebo lwaseSitalatweni. Qhagamshelana noPhuhliso loQoqosho loMmandla (jonga umbuzo we-04 ngeenkcukacha zoqhagamshelwano).

## 03 **NDINGASIFAKA** NJANI ISICELO SEMVUME YORHWEBO LWASESITALATWENI?

Ungafaka isicelo semvume yokuthengisa esitalatweni ngokugcwalisa ifom yesicelo ngeintanethi kwiwebhusayithi yeeNkonzo ze-eletroniki (e-Services) zeSixeko.

Iindawo zokurhweba ezikhoyo zipapashwa KUPHELA kwiwebhusayithi yeeNkonzo ze-eletroniki (e-Services) zeSixeko ku **http://bit.do/ezNAK**

**Ungakwenza oku ngokulandela la manyathelo:**

- **BHALISELA** iiNkonzo ze-eletroniki (e-Services) zeSixeko saseKapa.
- **YENZE ISEBENZE** iNkonzo ye-eletroniki (e-Services) yorhwebo lwasesitalatweni.
- **KHETHA** indawo epapashiweyo ofuna ukufaka isicelo sayo.
- **GCWALISA** iphetshana lemibuzo elifutshane uze uaplode amaxwebhu acelwayo.
- **UZA KUDIBANA** nomququzeleli wommandla ovela kwiCandelo leSebe loQoqosho loMmandla oza kukhangela ulwazi kunye namaxwebhu akho, xa uphumelele.

- ✔ Ukuba konke kuhamba kakuhle, baza kusithathela ingqalelo isicelo sakho abaphathi **NGOKUVUMA** ukukukhuphela imvume.

## Ulwazi oluthe vetshe:

Urhwebo lwasesitalatweni eKapa:
**http://bit.do/ezNw6**

Ukubhalisela kwiiNkonzo ze-eletroniki (e-Services):
**http://bit.do/ezNAK**

Ukufaka isicelo semvume yorhwebo lwasesitalatweni:
**http://bit.do/ezNCU**

**Ngoncedo,** yiya kwiofisi yakho ekufutshane yoPhuhliso loQoqosho loMmandla.

## 04 NDINGALUFUMANA PHI UNCEDO?

Zikhutshwa liCandelo loPhuhliso loQoqosho loMmandla laseKapa iimvume. Qhagamshelana neeofisi zesithili zoPhuhliso loQoqosho loMmandla ngoncedo kwisicelo sakho.

# Iiofisi zoPhuhliso loQoqosho loMmandla ngqo zise:

**Goodwood:**

Goodwood Administrative Building,
Ekoneni yeendlela iVoortrekker neDe Villiers

**021 417 4043**

**Khayelitsha:**

Block C, Stocks & Stocks

**021 400 1345**

**Cape Town:**

44 Wale Street

**021 400 5379**

**Plumstead:**

IOfisi laMasipala esePlumstead, Ekoneni yeeNdlela iVictoria neMain

**021 400 2808** / **021 444 9501**

Bathumelele i-imeyile:

**informal.trading@capetown.gov.za**

## 05 **KUTHATHA** IXESHA ELINGAKANANI UKUFUMANA IMVUME?

Imvume ithatha ukuya kuma kwiintsuku ezingama-30 ikhutshwa ukusukela kusuku ofake ngalo isicelo. Ukuba ngaba awukabhalisi kwiiNkonzo ze-eletroniki

(e-Services), kuza kuthatha iintsuku ezintlanu ezingaphaya ukubhalisa kunye nokuyenza isebenze inkonzo yorhwebo esitalatweni.

## 06 **IBIZA** MALINI IMVUME?

Iimvume zineerhafu zenyanga eziqala kuma-R80 ukuya kwi-R1 500, ngokuxhomekeke kwindawo yorhwebo. Imali ehlawulelwa iimvume itshintshwa ngoJulayi wonyaka ngamnye.

## 07 **ZINKULU** KANGAKANANI IINDAWO ZORHWEBO?

Ubukhulu beendawo zorhwebo buqukwe kwisicwangciso sorhwebo lwasesitalatweni. Buxhomekeka koko kunokuvunyelwa ngummandla ubukhulu.

## 08 **INGABA** NDIVUMELEKILE UKWAKHA ISAKHIWO KWINDAWO YAM?

Ungakha isakhiwo sorhwebo kwindawo yakho, kodwa akufanelanga ukuba ibe nkulu de yodlule indawo yakho kwaye kufuneka ithobele isicwangciso sommandla worhwebo lwasesitalatweni. Kufuneka usisuse ekupheleni kosuku lorhwebo kananjalo. Kucetyiswa

ukuba uqhagamshelane nomququzeleli wakho wommandla phambi kokuba wakhe isakhiwo sakho.

## 09 **INGABA** NDIZA KUBA NAZO IZAKHIWO ZOKUGCINA KUNYE NOFIKELELO KWIZINDLU ZANGASESE?

ISixeko ngokubanzi asiboneleli ngezakhiwo zokugcina. Kuza kufuneka uzilungiselele esakho, apho singekhoyo isakhiwo sokugcina seSixeko.

ISixeko sizamela ukuqinisekisa ukuba yonke imimandla yorhwebo ikufutshane nezindlu zangasese zikawonke-wonke.

# URHWEBO EZIBHITSHINI NAKWIIMARIKE

## 10 **NDISIFAKA** NJANI ISICELO SEMVUME YORHWEBO EBHITSHINI?

Iimvume zorhwebo ebhitshini zikhutshwa liCandelo lezoLonwabo neePaki. Ukuze ufaneleke, kufuneka ube ne-ID yoMzantsi Afrika okanye isimo esisemthethweni sokuhlala kunye nokuphangela eMzantsi Afrika.

Iimvume zikhutshwa ukuya kuma kwiminyaka emithathu. Njengomnini mvume yokuthengisa ebhitshini, kuza kufuneka usebenze intsuku ezintandathu ngeveki ubuncinane.

Ungafaka isicelo semvume yokuthengisa ebhitshini ngokugcwalisa ifom yesicelo oyidawuloda kwicandelo lokudawunloda uxwebhu ku- **https://bit.ly/30Ec8Nd**

Ngolwazi oluthe vetshe, qhagamshelana noNadia Oppelt:

**021 400 2013**

**nadia.oppelt@capetown.gov.za**

## 11 **NDISIFAKA** NJANI ISICELO SOKURHWEBA NGEEMPELA-VEKI OKANYE EBUSUKU?

Imarike nganye ikhupha iimvume zayo. Kuza kufuneka ukuba uqhagamshelane nomphathi wemarike ngqo xa ufuna ukufaka isicelo. Kwiimarike zeSixeko, iinkcukacha zisoloko zipapashwa xa kusondele ixesha.

# Ulwazi oluthe vetshe:

Qhagamshelana neSebe loPhuhliso loQoqosho loMmandla ngeemarike ezizayo (jonga umbuzo we-04).

# UKWENZA NOKUTHENGISA UKUTYA

## 12 **KUFUNEKA** NDIBE NANTONI UKUZE NDENZE KWAYE NDITHENGISE UKUTYA?

Lubaluleke kakhulu ukhuseleko lokutya kwimpilo yoluntu. Kuza kufuneka ube nemvume yoshishino kunye neSitifiketi sokwaMkeleka sokwenza nokuthengisa ukutya. Zombini zikhutshwa liCandelo leMpilo yokusiNgqongileyo.

## Ulwazi oluthe vetshe:

**http://bit.do/ezNYr**

## Uqhagamshelwano:

Colleen Heldsinger:

**0860 103 089**

**colleen.heldsinger@capetown.gov.za**

Iiofisi zeMpilo yokusiNgqongileyo:

**http://bit.do/ezN2K**

## 13 **KUFUNEKA** NDIBE NANTONI UKUZE NDITHENGISE INTLANZI NENYAMA EKRWADA?

Ufuna iSitifiketi sokwaMkeleka sokuthengisa intlanzi nenyama ekrwada. Imvume yoshishino iza kufunwa ukuba intlanzi okanye inyama iyaphekwa kuphela. Zombini zikhutshwa liCandelo leMpilo yokusiNgqongileyo.

Lubaluleke kakhulu ukhuseleko lokutya kwimpilo yoluntu. Urhwebo ngentlanzi kufuneka luhlangabezane nemigaqo yempilo malunga nevumba nenkunkuma.

## Ulwazi oluthe vetshe:

**http://bit.do/ezNYr**

## Uqhagamshelwano:

Colleen Heldsinger:
**0860 103 089**
**colleen.heldsinger@capetown.gov.za**

Iiofisi zeMpilo yokusiNgqongileyo:
**http://bit.do/ezN2K**

## 14 **KUFUNEKA** NDIBE NANTONI UKUZE NDITHENGISE UKUTYA KWILORI/ ITREYILA YOKUTYA?

Ukuba ngaba ufuna ukuqala ishishini lelori/ itreyila yokutya eKapa, kufuneka ufumanise kuqala ukuba zivumelekile na iilori zokutya apho ufuna ukurhweba khona. Kungcono ukwenza oku phambi kokuba uthenge ilori nezixhobo. Kungakhathaliseki nokuba usebenzela phi, kusoloko kufuneka ukuba ube nemvume yoshishino kunye neSitifiketi sokwaMkeleka esikuvumela ukuba uwenze kwaye uthengise ukutya. Jonga umbuzo we-12.

**Qaphela:** Usaphuhliswa umgaqo-nkqubo weelori zokutya.

## Uqhagamshelwano:

Nadia Oppelt:
**021 400 2013**
**nadia.oppelt@capetown.gov.za**

# INKXASO YABARHWEBI BASESITALATWENI

## 15 **INGABA** KUFANELE NDIBE SEMBUTHWENI WABARHWEBI?

Hayi, kodwa ke kuyanceda ukuba yinxalenye yombutho onokwenza uthetha-thethwano egameni lakho.

## 16 **NDISIFAKA** NJANI ISIKHALAZO NGORHWEBO LWASESITALATWENI?

Ngokuxhomekeke kuhlobo lwesikhalazo, siza kukuthumela kumntu/kwisebe elifanelekileyo.

Qhagamshelana neCandelo eliNyanzelisa ukuThotyelwa koMthetho ukufaka isikhalazo malunga nomrhwebo wasesitalatweni.

Qhagamshelana noMmeli weziKhalazo ukufaka isikhalazo malunga neSixeko.

## Ulwazi oluthe vetshe:

- **https://bit.ly/2SmRVqK**
- **021 480 7700**
- **lawenforcement@capetown.gov.za**

# AMANYE AMASHISHINI ANGAMISELEKANGA

## 17 **INGABA** KUFANELE NDIBE NEMVUME UKULIQHUBELA EKHAYA ISHISHINI?

Ukuze uliqhubele ekhaya ishishini, ipropati yakho kufuneka ibe nemvume yomhlaba kunye nokuseteyenziswa komhlaba echanekileyo. Tyelela iofisi yoCwangciso lweSithili yakho yengingqi ngoncedo necebo.

### Ulwazi oluthe vetshe:

https://bit.ly/3itEqA8

### Iiofisi zoCwangciso zeSithili:

https://bit.ly/3ir51Ot

Ngokuxhomekeke kuhlobo lweshishini oluqhubayo ekhaya, unokufuna nezinye iimvume ngokunjalo. Umzekelo, uza kufuna imvume yoshishino kunye neSitifiketi sokwaMkeleka ukuba ngaba wenza kwaye uthengise ukutya kwikhaya lakho.

### Iiofisi zeMpilo yokusiNgqongileyo:

http://bit.do/ezN2K

# 18 **NDIFUNA** NTONI UKUQHUBA ISPAZA?

Kufuneka zihlangabezane nemigaqo yezempilo iiSpaza ngokuphathelene nengxolo, ivumba, umsi, inkunkuma yasekhaya, imibhobho yogutyulo namanzi amdaka. ICandelo leMpilo yokuSingqongileyo leSixeko linokukunika ulwazi oluthe vetshe ngento oyifunayo ukuze uqhube ispaza.

## Ulwazi oluthe vetshe:

- **http://bit.do/ezNMd**

## Iiofisi zeMpilo yokusiNgqongileyo:

- **http://bit.do/ezN2K**
- **021 400 6513 / 6489**

## 19 **INGABA** KUFANELE NDIBE NEMVUME UKUQHUBA INKONZO YOPHULULA UMZIMBA?

Ewe, uza kufuna imvume yoshishino kwiCandelo leMpilo yokuSingqongileyo leSixeko.

## Ulwazi oluthe vetshe:

http://bit.do/ezNYr

## Uqhagamshelwano:

Colleen Heldsinger:

0860 103 089

colleen.heldsinger@capetown.gov.za

Iiofisi zeMpilo yokusiNgqongileyo:

http://bit.do/ezN2K

## 20 **NDISIFAKA** NJANI ISICELO SEMVUME YOKUDLALELA ULUNTU UMCULO OKANYE SOBUGCISA ESITALATWENI?

Qhagamshelana neSebe lezobuGcisa neNkcubeko xa ufuna ukufaka isicelo sokudlalela uluntu okanye sobugcisa esitalatweni.

### Isikhokelo sokudlalela uluntu okanye sobugcisa esitalatweni eKapa:

**http://bit.do/ezNXV**

### Uqhagamshelwano:

**021 444 7695**
**arts.culture@capetown.gov.za**

## 21 **NDISIFAKA** NJANI ISICELO SEMVUME YOTYWALA?

Intengiso yotywala ilawulwa ngokungqongqo. Iimvume zikhutshwa nguGunyaziwe woTywala kaRhulumente waseNtshona Koloni. Ungafaka isicelo semvume yotywala ngokwakho okanye ungaqesha igqwetha ukuba likuncede.

IYunithi eNyanzelisa ukuThobela kunye nokuVumelana nokuMalunga noTywala yeSixeko iqinisekisa ukuba bathobela imithetho nemimiselo abathengisi botywala.

## Ulwazi oluthe vetshe:

**http://bit.do/ezNZ8**

## Uqhagamshelwano:

**021 596 1999**

**lawenforcement@capetown.gov.za**

Ukuba ngaba unendawo yezolonwabo, kuza kufuneka ube nemvume yezolonwabo kananjalo evela kwiCandelo leMpilo yokusiNgqongileyo kunye neSitifiketi esikuKhululayo se-SAPS.

## Ulwazi oluthe vetshe:

**http://bit.do/ezNYr**

## Uqhagamshelwano:

Colleen Heldsinger:

**0860 103 089**

**colleen.heldsinger@capetown.gov.za**

Iiofisi zeMpilo yokusiNgqongileyo:

**http://bit.do/ezN2K**

# UKUKHULISA ISHISHINI LAKHO

## 22 **NDIWUQESHA** OKANYE NDIWUTHENGE KANJANI UMHLABA WESIXEKO?

ISixeko sisebenza ngePropati yaso engenakuSuswa ngeSebe loLawulo lwePropati. Sinokuqeshisa okanye sithengise ipropati yaso ngenkqubo enokhuphiswano.

### Ulwazi oluthe vetshe:

**https://bit.ly/3nibuPm**

### Uqhagamshelwano:

**021 400 3900**

## 23 **NDINGALIFUMANA** PHI ICEBO LEZOSHISHINO?

Ukuba ngaba ulishishini elincinane, eliphakathi okanye elisezantsi (small, medium or micro enterprise) (SMME), okanye usomashishini oceba ukuqala okanye ukukhulisa ishishini, ungaqhagamshelana neNdawo yoShishino yeSixeko

ngoncedo. Abaniki nkonzo beNdawo yoShishini banika ulwazi malunga nokuqala kunye nokukhulisa ishishini.

## Inceda ngoku:

- **UKUKUDIBANISA** namahlakani ezoshishino, abaxhasi, imibutho exhasayo okanye amasebe eSixeko.
- **UKUNIKA** iinkqubo zophuhliso lweshishini.
- **UKUBONELELA** ngolwazi kunye nesikhokelo kwiinkqubo zoshishino zeSixeko.
- **UKUNIKA** iinkqubo zophuhliso lwabathengisi kubathengisi basesitalatweni beSixeko.

Ungaya kumaziko oncedo avulelekileyoyo e-34A Adderley Street, Strand Concourse, eKapa, okanye uqhagamshelane nedesika yoncedo oko ukwenza ngeziko lokufowunela uncedo leSixeko.

**https://bit.ly/2GFm8i3**

## Imibuzo enxulumene noshishino:

**021 417 4043**

**business.support@capetown.gov.za**

## 24 **INGABA** ISIXEKO SIZA KUNDINIKA INKXASO KWISHISHINI LAM ELINCINANE?

ISixeko asiwaxhasi amashishini amancinane, kodwa iNdawo yoShishino ingakunika ulwazi malunga neendlela zenkxaso.

### Ulwazi oluthe vetshe:

**https://bit.ly/3ndFhIS**

### Uqhagamshelwano:

**021 417 4043**

**business.support@capetown.gov.za**

### Tyelela:

34a Adderly Street, Strand Concourse,
The Business Hub, Cape Town

## 25 **NDILUQHUBA** NJANI USHISHINO NESIXEKO?

Ukuqhuba ushishino neSixeko, kufuneka ubhalise njengomthengisi wasesitalatweni kwiSixeko. Ungabhalisa ngeintanethi kwiwebhusayithi yeeNkonzo zeEletroniki (e-Services) yeSixeko. ISixeko sinika uncedo kunye noqeqesho ebantwini abafuna ukubhalisa njengabathengisi

basesitalatweni kwi-CCT. Ikhona incwadi yokufundisa enokukunceda ukwenza oko.

## Ulwazi oluthe vetshe:

**https://bit.ly/2Go4aB3**

Uqeqesho: Qho ngoLwesithathu eMedia City, 1 Heerengracht Street (BMW Foreshore)

## Incwadi yokufundisa:

**https://bit.ly/2GphTHF**

## Ulwazi oluthe vetshe:

**supplier.management@capetown.gov.za**

ISixeko sipapasha zonke iithenda nezicelo zocalulo-maxabiso (requests for quotations) (RFQ) kwi-intanethi ngeephothali zayo zeethenda kunye nokuzikhupha. Ithenda kunye ne-RFQ nganye inomntu ekuqhagamshelwana naye ongaphendula imibuzo onokuba unayo.

## Uqhagamshelwano:

Emmanuel Vumase:

**021 400 1111**

## Iithenda:

**http://web1.capetown.gov.za/web1/TenderPortal**

## Ii-RFQ:

**http://web1.capetown.gov.za/web1/ProcurementPortal**

# AMANQAKWANA:

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CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Senza inkqubela yenzeke. Sisonke.