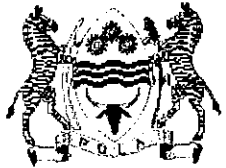


TELEPHONE: (267 3710314)
FAX: (267) 3710312



REPUBLIC OF BOTSWANA

NATIONAL AIDS COORDINATING AGENCY
(NACA)
PRIVATE BAG 00463
GABORONE
BOTSWANA

REFERENCE: 5/15/4 V (10)

31 August 2011

Resident Representative
UNDP
P O Box 54
Gaborone

Attention: Ms Tinaye Mmusi

RE: ASSET DISPOSAL - HIV AND AIDS PROGRAMME

The above matter refers.

2 As discussed during our meeting of 6th June 2011 and further corroborated by the CTO inspection report recommendation, the economic lifespan of a government vehicle is 5 years against 14 years of the vehicle in question. Further the report indicates the recommended maximum mileage to be 150 000 kilometers against 202 505 kilometers of the vehicle referred to.

3. On the basis of the above and defects stated in the report NACA authorizes UNDP to dispose the vehicle and plough back the proceeds into the programme as per resolution of the meeting of June 6.

4. Attached please find the inspection report and the signed minutes of 6 June 2011.

5. Thank you.

Yours faithfully

Tshepo N. Mophuting
For/National Coordinator

GABORONE
05/09/11
0011633/NACA
ACTION INFO

Handwritten notes and signatures: "M", "K", "03", "Copied to Finance", "lets discuss", "8/9", "03".

UNDP/NACA MEETING

PRESENT:

VENUE: NACA

DATE: 6 June 2011

1. Tshepo Mophuting
Programme Planning Manager-NACA
2. Peter Chibatamoto
Policy Advisor - NACA
3. Tinaye Mmusi
Programme Analyst – HIV/AIDS: UNDP

AGENDA:

1. Asset disposal
2. Plans for next monthly meeting

1.0 ASSET DISPOSAL

Follow up was made on disposal plans for an old vehicle in the HIV and AIDS Programme.

- 1.1 It was noted that the vehicle is a 1997 model and therefore it is not tenable for UNDP to donate it to NACA. According to government policy vehicles have a life span of 5 years following which they are disposed.
- 1.2 Given that the vehicle has mechanical problems and is currently stationary, it is also not worth donating the vehicle to any needy party.
- 1.3 A resolution was made for UNDP to auction the vehicle according to UNDP rules and Regulations
- 1.4 Proceeds of the sale should be ploughed back into the HIV and AIDS Programme

2.0 VEHICLE PARTICULARS

Make: Toyota Land Cruiser Station Wagon

Year of manufacture: 1997

Registration Number: 6 CDA 7

3.0 MONTHLY MEETING PLANS

The meeting was set for 15 June 2011 at 1400hrs at NACA. Agenda proposed includes;

- 3.1 Progress in implementing UNDP-NACA activities (January – June 2011)
- 3.2 Discussion of the successes and challenges in implementing UNDP-NACA activities
- 3.3 Way forward for activities to be implemented between July and December 2011
- 3.4 Budget and disbursement processes

Chairperson: Tshepo Mophuting

Signature: 

Date: 31-08-11

The under mentioned vehicle was inspected for road worthness on the 5th August 2011 at UNDP office in Gaborone.

Registration: B 449 AIX
2ND Registration: 06 CD 007
Make: Toyota
Model: Land Cruiser S/Wagon F2J80R
Year of manufacture: 1997
Odometer reading: 202505 KM
Engine number: 1FZ 0323 555
Chasis number: FZJ80 0182226

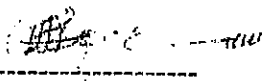
Defects:

1. Missing Battery
2. Shock absorbers leaking oil
3. Worn out ball joints
4. Cracked windscreen
5. Rear differential leaking oil
6. Transfer box leaking oil
7. Steering damper leaking oil
8. Blocked carburetor kits (It needs to be cleaned)
9. Gearbox leaking oil

Recommendation: Besides the above indicated defects, this vehicle is fourteen "14" years old being on road while the Government policy states that the vehicle's anticipation useful life is five"5" years only, furthermore its mileage is too high as compared recommended 150 000 kms for the Government vehicle

SAVINGRAM

FROM: Works Superintendent
CTO Regional Workshop
Gaborone



K. Ketlhaoletswe
For/Works Superintendent

TEL NO: 3626188

TO: National Coordinator
NACA
Gaborone

ATTN: Nathaniel Mazhani

REF NO: CTO/REG/1/6/11

8th August 2011

INSPECTION REPORT FOR B 449 AIX "06 CD 007"
TOYOTA LAND CRUISER S/WAGON (FZJ 80R)

Attached is the inspection report for the above mentioned vehicle as per your request in your dated 21st June 2011 Savingram.

Thank you.

