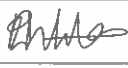


Motivation for Deviating from Three Quotation System	
Business Unit	Human Resources
Manager Name & Surname	Libokanyo Khumalo
Nature of Service or Products:	IPM Annual Convention
Name of Supplier	Institute of People Management
Amount budgeted	R 29 900.00
Please put a check next to the applicable reason for deviating from three quotation system:	
Emergency cases: An emergency procurement may occur when there is a serious and unexpected situation that poses an immediate risk to health, life, property or environment which call an institution to action and there is insufficient time to invite suppliers to submit three quotations. (Treasury Regulation 16A6.4)	
Sole Supplier: Sole source procurement may occur when there is evidence that only one supplier possesses the unique and singularly available capacity to meet the requirements of the institution. (Treasury Regulation 16A6.4).	X
Please include a short narrative on the reason for the motivation for single sourcing:	
W&RSETA is a corporate member of IPM and has actively participated in previous conventions over the years. Traditionally, the Human Resources and Communication & Stakeholder Management departments have represented W&RSETA at these events. This year, the Communication & Stakeholder Management department will manage the exhibitions as W&RSETA is sponsoring the IPM Convention. The Senior Manager: HR identified an opportunity to expose additional members of the HR team. Accordingly, two HR team members will attend and represent W&RSETA at this year's convention. HR hereby seeks the CEO's approval for attendance and participation in order to remain abreast of the latest trends and developments, in line with our commitment as a corporate member of IPM.	

	Compiled by:	Budget confirmation by BU Manager	Supported by SCM Manager	Recommended by CFO	Approved by Accounting Officer
Title	HR Business Partner	Senior Manager HR	SCM Manager	CFO	CEO
Name	Dennis Sebela	Libokanyo Khumalo	Mpho Mofokeng	Lindiwe Nhlapo	Tom Mkhwanazi
Signature					
Date	18/09/2025	18.09.2025	19/09/2025	21/09/2025	22/09/2025
Comment					

Document Name:	FOM SCM 004 Single Source Motivation Template V3.0 2018/19	Next Review Date: 30/07/2019
Version Control	Created: 20/10/2016	
	Approved: 01/11/2016	
	Reviewed: 02/05/2017	
	30/07/2018	



PROFORMA INVOICE

W&R SETA
Attention: Ms GCINILE KHUZWAYO
PRIVATE BAG X 106
CENTURION GAUTENG 0046
SOUTH AFRICA

Date
15 Sep 2025

Expiry
29 Sep 2025

Quote Number
QU1330

Reference
2025 CONVENTION
DELEGATES

VAT Number
4960104372

Institute of People
Management
26 Melville Road
Illovo
Johannesburg
2196
South Africa
+27 (010) 534 5592

Description	Quantity	Unit Price	VAT	Amount ZAR
2025 CONVENTION DELEGATES	2.00	13,000.00	15%	26,000.00
Subtotal				26,000.00
TOTAL VAT				3,900.00
TOTAL ZAR				29,900.00

Terms

This quote is valid for 14 Days

Signed: _____

Name: _____

Date: _____