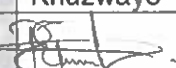
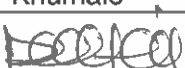
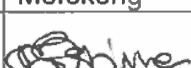
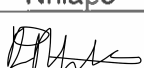
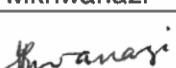


Motivation for Deviating from Three Quotation System	
Business Unit	Human Resources
Manager Name & Surname	Libokanyo Khumalo
Nature of Service or Products:	IPM Annual Convention
Name of Supplier	Institute of People Management
Amount budgeted	R 77 280.00
Please put a check next to the applicable reason 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 participated in previous conventions during the past years. HR and Communication & Stakeholder Management departments were representing the W&RSETA over the years. This year the Commucation & Stakeholder Management department won't be able to do the exhibitions due to another event they will be attending during the time of the convention. The Senior Manager :HR then saw an opportunity to expose other members of the HR team , as normally only the Senior Manager: HR & Talent Management Manager attended. This year 6 members of the HR will attend and represent the W&RSETA. HR hereby requests that the CEO approves the attendance, participation at this year's convention to stay abreast with the latest trends as a corporate member.	

	Compiled by:	Budget confirmation by BU Manager	Supported by SCM Manager	Recommended by CFO	Approved by Accounting Officer
Title	HR Admin	Senior Manager HR	SCM Manager	CFO	CEO
Name	Gcinile Khuzwayo	Libokanyo Khumalo	Mpho Mofokeng	Lindiwe Nhlapo	Tom Mkhwanazi
Signature					
Date	14/08/2024	15.08.2024	22/08/2024	22/08/2024	27/08/2024
Comment					

APPROVAL

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	

QUOTE

W&R SETA
PRIVATE BAG X 106
CENTURION GAUTENG 0046
SOUTH AFRICA

Date
13 Aug 2024

Expiry
11 Sep 2024

Quote Number
QU1009

Reference
CON2024

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
CONVENTION ELEGATES	6.00	11,200.00	15%	67,200.00
			Subtotal	67,200.00
			TOTAL VAT	10,080.00
			TOTAL ZAR	77,280.00

Terms

This quote is valid for 14 Days

Signed: _____

Name: _____

Date: _____

FUTURE FORWARD

Navigating Transformation and Inclusion



I P M
CONVENTION 2024



17 - 20 NOVEMBER 2024

#IPMACE2024 www.ipm.co.za

SUN CITY RESORT, NORTH WEST PROVINCE

DELEGATE REGISTRATION FORM

Title:	Delegate name:		Delegate surname:	
Identification Number:			Email:	
Company:			Industry:	
Job Title:				
Postal Address:				
			Code:	
Province:			Contact Number:	
Invoice Contact:			VAT Number:	
CONVENTION FEES: Please check appropriate option (all amounts are VAT exclusive)				
Registration closes on 15 October 2024				
IPM Member Registration Fee: (Excludes accommodation)		R11 900.00	☐	
Non-IPM Member Registration Fee: (Excludes accommodation)		R14 900.00	☐	
Accompanying Person Fee (Spouses or Partners not attending technical programme and price excludes accommodation):		R2 215.00	☐	
PARTNER FEE:				
Gala Dinner only: R1050.00 + VAT			Yes:	☐
Cocktail Party only: R850.00 + VAT			Yes:	☐
			No:	☐
			No:	☐
Group Bookings: A further 10% discount applies for registration of 10 or more delegates from the same organization.				
Special dietary requirements: Please tick in the appropriate box				
Vegetarian	☐	Kosher	☐	Halaal
				☐
BANKING DETAILS:				
EFT TO IPM BANK ACCOUNT – Banking details below				
Account name:	Institute of People Management			
Bank:	Standard Bank			
Acc. Number:	200 472 526			
Branch code:	000 355			
PLEASE email Proof of Payment to: info@ipm.co.za or lavern@ipm.co.za				
ACCOMMODATION: Please arrange accommodation directly with Sun City. Please see information forms included as part of this document.				
T-SHIRTS:				
Please select the appropriate size to order:				
☐ S	☐ M	☐ L	☐ XL	☐ XXL
				☐ XXXL
IPM GOLF CHALLENGE:				
If you would like to participate, please send an email to golf@ipm.co.za for more information or to make your booking.				

FOR ANY ENQUIRIES EMAIL [INFO@IPM.CO.ZA](mailto:info@ipm.co.za) | OR VISIT WWW.IPM.CO.ZA

TERMS AND CONDITIONS

By signing and returning the registration form, the authorizing signatory or his/her delegate on behalf of the organization or individual is subject to the following Terms & Conditions.

Substitution: Registered delegates may be substituted prior to the event at no charge. IPM must be notified in writing 3 days before the Convention.

Payment: The registration fee is payable upon receipt of your invoice.

Right of admission: IPM reserves the right to refuse admission to the event where proof of registration form and payment cannot be shown.

Confirmation: Your registration is confirmed upon receipt of an IPM Registration Form with names of delegates attending the Convention with **Proof of Payment**

Proof of payment: Email proof of payment to Lavern at info@ipm.co.za or lavern@ipm.co.za

Delegate Cancellation –

If a registered delegate does not cancel and fails to attend the event, the delegate will be required to make full payment for the event

Cancellations: All cancellations and requests to transfer must be made in writing and emailed to: info@ipm.co.za

- *There is no charge for cancellations received 61 or more days before the start of the convention.*
- *Cancellations received 29-60 days before the start of the convention are subject to a cancellation fee of 25 per cent of the convention fees.*
- *Cancellations received 15-28 days before the start of the convention are subject to a cancellation fee of 50 per cent of the convention fees.*
- *Cancellations received 0-14 days before the start of the convention are subject to a cancellation fee of 100 per cent of the convention fees.*

IPM staff members; committee members and its appointed agents or sub-contractors, cannot be held responsible for any loss or damage or inconvenience (however arising) experienced by delegates on their way to or at the Convention; neither can they be held responsible for unforeseen partial or total cancellation of the event. Please note that the programme is subject to change without any prior notice. We assure you that your information will be used for the sole purpose of the convention. It will not be shared with any third party, nor will it be given to anyone without your consent.

Consent:

By signing this form, I consent that IPM can capture images and secure my information for purposes of proper administration of the event.

Signature: _____

Date: _____