

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Office: CD: JUSTICE COLLEGE



Billing Address: PRIVATE BAG X81, PRETORIA, 0001

Delivery Address: ADMIN OFFICER- ROOM C4, MOMENTUM BUILDING, C/O PRETORIUS & PRINSLOO STREETS, PRETORIA, 0001, SOUTH

Tel: 012 315 1111

Fax:

Email:

PURCHASE ORDER

Copy

Public Service and Administration - National School of Government

Private Bag x759
Pretoria
Sunnyside
Pretoria
Gauteng
0001
ZAF

Attention: Andries Gerhardus Vorster
Cell: 086 100 8326
Office:
Fax:
Email: contactcentre@thensg.gov.za

Our contact
Vonani Mabaso
Cell: 079 599 6558
Tel: 012 320 0209
Fax:
Email:

PO Number: POT0000CFH
Amendment: 0
Date: 2026/02/12

Contract Number	Your Item Number	Our Item Number	Description	Delivery Date	Quantity	Total (Excl)
1	120226	725479 0039	TRAINING STAFF DEVELOPMENT	2026/02/10	50.00 EA	521,739.13
2	120226	118479 0017	VENUES AND FACILITIES	2026/02/10	50.00 EA	72,130.43
Sub Total: ZAR						593,869.56
Discount: ZAR						0.00
Total (Excl): ZAR						593,869.56
VAT: ZAR						89,080.44
Total (Inc): ZAR						682,950.00

Terms 30 DAYS

Comments

PLEASE NOTE: it is compulsory that all invoices be sent to both, firstly creditors@justice.gov.za as the main port of receipts and secondly to the contact person to whom the goods and services were delivered to as an additional port. The invoice must contain the purchase order number. Invoices not addressed to creditors@justice.gov.za will result in non-payment.

Full Names:

Signature:

Date:

REQUEST FOR QUOTATION EVALUATION

QRT00008XH

RFQ Line	Item Number	Description	Quantity
1	725479 0039	TRAINING STAFF DEVELOPMENT	50.00 EA
2	118479 0017	VENUES AND FACILITIES	50.00 EA

Supplier and quotation detail	Price (ZAR):	Points awarded			Accepted
		Goals	Price	Total	
Supplier: Public Service and Administration - National School Comments: A valid quotation has been received	682,950.00	0.00	80.00	80.00	☒

Njabulo Mthethuwa

Evaluator Name and Surname

63355698

Evaluator Persal Number

[Signature]

Evaluator Signature

12/02/2026

Date

SPOT CHECKED

[Signature] Approved

12/02/2026

QUOTATION



school of government

Department
National School of Government
REPUBLIC OF SOUTH AFRICA

Amount Due (ZAR)

R682,950.00 (Incl Tax)

Reference Number

Jacquiline Mathatho

To	Quote Date	From
Department of Justice and Constitutional Development (NGDJ11)	19/11/2025	The National School of Government
Melissa Murray	Quote Expiry Date	ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria
mmurray@justice.gov.za	18/01/2026	
	Quote Number	0001
	Q-07222	+27124416000
		contactcentre@thensg.gov.za

Code	Description	Quantity	Unit Price	Tax Rate	Amount (ZAR)
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LM120	Ethical Leadership & Executive Oversight Programme	50.00	R12,000.00	0%	R600,000.00
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V&C3	Venue & Catering (per delegate, 3 day course)	50.00	R1,659.00	0%	R82,950.00
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Subtotal	R682,950.00
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Less Discounts	R0.00
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Total Tax	R0.00
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Total Price	R682,950.00
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Terms

Notes:

- This quotation is valid for 60 days.
- To confirm your booking please upload a purchase order and/or a commitment letter /MOA.
- Payment must reflect on the NSG bank account prior to the enrolment and registration to allow for the finalisation of logistical arrangements.
- The client department will forfeit the amount paid or be liable for costs incurred if sessions are postponed or cancelled within the 10-day period preceding the commencement of the training.
- Training must be scheduled within three (3) months of payment. Failure to take up the training during this time period will result in forfeiting of the payment, unless otherwise agreed in writing.
- Client departments will not be refunded for learners that fail to attend on the scheduled dates. Replacements are allowed and should be communicated to NSG within 7 days prior to the commencement of the course.