

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
Office: DIR: SA LAW REFORM COM ADMIN SUP



Billing Address: ,
Delivery Address: MAGISTRATE'S COMMISSION 572 , South African Law Reform Commission , Spooral Park Building , 2007 Lenchen Avenue ;
Tel: 012 622 6347/ 6300 Fax: 012 315 1444 Email: PURCHASE ORDER
Original

ONSITE INSIGHT CONFERCENCING SOLUTIONS

ZAF
ZAF
Attention: Romaine Veeran
Cell: 083 250 3297
Office: 0112387223
Fax: 0866036918
Email: romaine@onsiteinsight.co.za
Our contact
CHANTELLE KREBS
Cell: 072 174 2345
Tel: 012 392 9582
Fax: 012 320 3816
Email: ckrebs@justice.gov.za

Contract Number	Your Item Number	Our Item Number	Description	Delivery Date	Quantity	Total (Excl)
1	23/02/24	1489684 0153	REPORT WRITING	2024/02/23	1.00 EA	193,700.00

Sub Total:	ZAR	193,700.00
Discount:	ZAR	0.00
Total (Excl):	ZAR	193,700.00
VAT:	ZAR	29,055.00
Total (Inc):	ZAR	222,755.00

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

QRR0000F25

RFQ Line	Item Number	Description	Quantity
1	1489684 0153	REPORT WRITING	1.00 EA

Supplier and quotation detail	Price (ZAR):	Points awarded			Accepted
		Goals	Price	Total	
Supplier: ONSITE INSIGHT CONFERENCING SOLUTIONS Comments: A valid quotation has been received	222,755.00	15.00	80.00	95.00	☒
Supplier: L A D WRITING SERVICES Comments: A valid quotation has been received	246,560.00	5.00	71.45	76.45	☐

Lecky
Evaluator Name and Surname

23706872
Evaluator Persal Number

[Signature]
Evaluator Signature

23/02/24
Date



(t) 011- 238 7223 • (f) 086 613 6234 • (m) +27 83 250 3297 • (a) 9 Mount Orville Street, Midlands Estate, Midstream
 Info@onsiteinsight.co.za • romaine@onsiteinsight.co.za • website: www.onsiteinsight.co.za

16 February 2024

Quotation:DOJ 2182334

**Department: Justice and Constitutional Development
 Republic of South Africa**

**Conference Name: National Conference on the Integrated Criminal Justice
 System and the Review of the Criminal Procedure ACT 1977**

Venue: Birchwood Conference Centre, Boksburg

Conference Dates: 27-29 February 2024

Duration: 3 days

For attention: Dipuo Nkosi

SOUTH AFRICAN LAW REFORM COMMISSION
2024 -02- 16
PRIVATE BAG X668 PRETORIA 0001

Dear Dipuo

Please find below the quotation for the Report Writing for the above mentioned conference.

Secretariat services:

<u>DESCRIPTION</u>	<u>Quantit y</u>	<u>Rate</u>	<u>AMOUNT</u>
Plenary : Scribing: X2 Scribes. Onsite Conference and minute taking (2X 3 days)	3	R6,200.00	R37,200,00
Daily Report on the proceedings of the Plenary and paralell sessions in English.	6	R3 500,00	R21 000,00
Parallel Session:Scribing x 3 Scribes x 2 days	6	R4500.00	R27,000.00
Verbatim Transcripts (Plenary)	3	R9 500,00	R28,500.00
Verbatim Transcripts (Parallel Sessions) x 6	6	R6,500.00	R27,000.00
Report:Workshop Transcript and Drafting Workshop Report. Consolidated Report on the Outcomes of the workshop in English.			R53, 000,00
TOTAL			R193,700.00
VAT			R29,055.00
GRAND TOTAL			R222,755.00