

Annexure A: Applicable to all requests above R2000 but below R1 million (Incl VAT) for the appointment of a service provider for period of less than a month (1) month.

REQUEST FOR QUOTATION FOR:

1.RFQ NUMBER:	PSA/RFQ/2026	INVITE DATE: 02/April/2026	CLOSING DATE:10/April/20226	CLOSING TIME: 16h00
DESCRIPTION	DESCRIPTION REQUEST: COMPILE, DESIGN, LAYOUT, EDIT AND PROOFREAD THE PRODUCTIVITY SA ELECTRONIC NEWSLETTER Productivity SA is an Entity of the Department of Employment and Labour (DEL) established in terms of section 31 of the Employment Services Act, No. 4 of 2014, with the mandate to promote employment growth and productivity, thereby contributing to South Africa's socio-economic development and competitiveness. The Entity's core business is to develop relevant productivity competencies and to promote and inculcate a culture of productivity and competitiveness mind-set in the workplace and all spheres of the nation's economic and community life. Productivity SA 's Enterprise Support Programmes are designed to contribute to sustainable and inclusive growth and development which are a prerequisite for full and productive employment and decent work for all, wealth and income growth, job preservation or minimising the retrenchment of workers. Productivity SA 's Mandate is to promote employment growth and productivity thereby contributing to South Africa's socio-economic development and competitiveness by promoting the following objectives: - Promote a culture of productivity in the workplace - Develop relevant productivity competencies. - Facilitate and evaluate productivity improvement and competitiveness in the workplace. - Measure and evaluate productivity in the workplace. - Maintain a database of productivity and competitiveness systems and publicising these systems. - Undertaking productivity-related research. - Support initiatives aimed at preventing job losses. Productivity SA' vision To lead and inspire a productive and competitive South Africa Productivity SA Mission To improve productivity by diagnosing, advising, implementing, monitoring and evaluating solutions aimed at improving South Africa's sustainable growth, development and employment through increased competitiveness. - Objectives of the Electronic Newsletter - Provides programme performance to shareholders, stakeholders, current clients, potential clients, the media and the community. - Highlight strategic milestones for the year. - Providing updates for upcoming projects/events. - Serves as a marketing tool to promote both Productivity SA. - Contributes to achieving objective 6 of the programme that relates to Marketing and Dissemination, which is intended to explore and document best practices and lessons learnt from the business sample that participated in the programme to the broader business community to enhance productivity and competitiveness of South African sectors and enterprises.			

BOARD MEMBERS:

Ms Z.B Tshetu (Chairperson); Ms A. A Naidoo (Acting CEO); Ms B.Jack; Ms M.S.R. Mosehla; Ms N. Sigaba; Mr G.M Selematsela; Mr G. Dlamini; Mr T.J Mmoneri.

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	2. Scope of Work 2.1. Produce four (4) quarterly electronic newsletters. 2.2. Sourcing content, planning, developing, writing, editing and proofreading the newsletter. 2.3. Layout, design, and compile the newsletter. 2.4. Source all related photography, videography and illustrations, required for the newsletter. 2.5. Provide copywriting of the content. 2.6. Provide three designs “mockups” of the newsletter to show the proposed approach and format of the newsletter. 2.6. Send the newsletter to Productivity SA in a PDF format consisting of 10-12 pages. 3. Timelines to use in establishing the turnaround times for producing the deliverables
2.QUOTE OR PROPOSAL DOCUMENTS MAY BE EMAILED TO: xxx@productivitysa.co.za	
3. BACKGROUND	Productivity SA instituted under the <u>Employment Service Act</u> 4 of 2014, Productivity SA is mandated by Government, Organised Labour and Organised Business to improve the productive capacity of the economy and thus contribute to South Africa's socio-economic development and competitiveness. Productivity SA is a schedule 3A Public Entity in terms of the PFMA. Productivity SA must perform accordance with the socio-economic development, promote a culture of productivity in the work, the Public Finance Management Act (PFMA), the Broad-Based Black Economic Empowerment Act (B-BBEEA), any other relevant legislation.
4.QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO	
CONTACT PERSON	Ravitha Maharajh
TELEPHONE NUMBER	082 4648380
FACSIMILE NUMBER	
E-MAIL ADDRESS	ravitham@productivitysa.co.za
TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Maupi Monyemangene
TELEPHONE NUMBER	082 447 3232
FACSIMILE NUMBER	
E-MAIL ADDRESS	Maupim@productivitysa.co.za
NB. SMME FORM TO BE POPULATED BY SERVICE PROVIDER (AS PER ATTACHED).	
5.COMPLIANCE DOCUMENTS	
VALID TAX CLERANCE CERTIFICATE – VALIDITY WITHIN A YEAR.	SBD4 FORM – NOT OLDER THAN 90 DAYS
VALID BBBEE CERTIFICATE - VALIDITY WITHIN A YEAR.	
CSD REPORT – NOT OLDER THAN 30 DAYS	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN AN APPOINTMENT LETTER FORM.

EVALUATION CRITERIA

PRICE AND SPECIFIC GOALS EVALUATION GENERAL CONDITIONS

1. The following preference point systems are applicable to invitations of tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes

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- included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 2. To be completed by the organ of state
 - a. The applicable preference point system for this tender is the 80/20 preference point system.
 - b. The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - a. Price; and
 - b. Specific Goals.
- **THE BIDDERS MUST SUBMIT ALL COMPLIANCE DOCUMENTS AS PER SECTION 5 ABOVE TABLE (REQUEST FOR QOUTATION).**
- **THE SBD4 FORMS MUST BE COMPLETED, SIGNED BY THE AUTHORISED COMPANY REPRESENTATIVE.**
- **THE BIDDERS WILL BE EVALUATED ACCORDING TO THE SECTION 6 BELOW TALBE (PRICE AND SPECIFIC GOALS) IN A 80/20 POINTS SYSTEM.**
- **NOT MEETING THE SPECIFIC GOALS WILL NOT DISQUALIFY THE BIDDER BUT THE BIDDER WILL NOT EARN POINTS.**
- 4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS**	20
Total points for Price and SPECIFIC GOALS	100

*** Point allocation break down provide below*

5. SPECIFIC GOALS: 20

Specific Goals for this RFQ and points that may be claimed are indicated as per table below:

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SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14) a. who had no franchise in national elections before the 1983 and 1993 Constitutions b. who is a female c. who has a disability	7 5 2
Goal 2: who is youth	3
Goal 3: Locality (PROVINCE)	3
TOTAL	15

6. POINTS AWARDED FOR SPECIFIC GOALS

- Specific goals for the bid and points claimed are indicated per the table below.

	SPECIFIC GOAL & SUPPORTING DOCUMENTS FOR VERIFICATION	Maximum points	How many percent of the maximum points are you claiming between 0-100%?
HDI	Equity ownership by persons who had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	7
	Equity ownership by women (ID copies of ALL listed owner/s, BBBEE certificate)	5	5
	Equity ownership by disabled persons (Medical certificate/ Assessment)	2	
	Equity ownership by youth (ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (Proof of address not older than 3 months)	3	3

**** Points can only be allocated where supporting documents have been provided.**

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6.2 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

6. DEFINITIONS

- (a) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Requested by:	Ravitha Maharajh	Signature:	<i>R. Maharajh</i>	Date	1/4/2026
Approved by:	Maupi Moneymangene	Signature:		Date:	

Annexure B: Applicable to all requests above R2 000 but below R1 million (incl. VAT) for the appointment of a service provider for a period of more than one (1) month.

1. PROCESS AND ETHICAL CONSIDERATIONS

- Part of Productivity SA strategy is to have an impact on South Africa and its society as a whole, Therefore, Productivity SA adopts best practices and considers socio-economic developments of small business by promoting Broad Based Black economic empowerment (B-BBEE). Furthermore, Productivity SA stands for sound practices with ethics and wishes to engage with service provider who are equally committed to high moral values, professionalism, business ethics, high quality services, better pricing and the laws of the country including B-BBEE requirements.

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2. TECHNICAL COMPETENCIES

EVALUATION CRITERIA

Stage 1: Compliance with minimum requirements

Prospective service providers must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. Bidders who do not comply with all the mandatory criteria will be disqualified:

- a. Company Profile
- b. Letters of reference (Minimum 3 letters). Letters must be on a company letterhead, signed and dated,
- c. Evidence of registration with National Treasury Central Supplier Data base or proof of registration.
- d. Tax Compliance certificate. A prospective bidder must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.
- e. Valid BBEE certificate or Affidavit. A Joint Venture will qualify for the B-BBEE status level as a legal entity, provided that the legal entity submits their B-BBEE status level certificate / affidavit. Failure on the part of the bidder to comply with the above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated zero (0) points.
- f. Completed and signed Standard Bidding Document (SBD) forms.
- g. In case of a Joint Venture, a written agreement between the parties which must clearly set out the roles and responsibilities of each member and include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.
- h. The service provider and assigned individuals should have prerequisite qualifications, competencies, and experience to perform work assigned to them. Therefore, CVs of all those individuals who will be assigned to the project should be attached and submitted.
- i. Productivity SA reserves the right to interrogate any statement or invoice in respect of services rendered. Productivity SA may accordingly request supporting documents in support of any invoice submitted.

Stage 2: Functional Requirement

No	Evaluation Criteria	Weight
1	EXECUTION PLAN - Activity-based project plan detailing timeframes for the project and detailed activity-based on budgeted hours and cost - Project plan to clearly demonstrate defined roles and responsibilities, resource allocation, quality assurance and communication plan.	

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	Proposal with project plan displaying an understanding and knowledge of evidence sourcing across. Plan provided adequately = 20 Plan provided for only certain parts of the project = 10 Plan provided inadequately = 5	
2	Bidders must prove experience in dealing with similar work of this nature by means of Four (4) or more similar projects that have been completed or currently in progress. The portfolio of evidence for each relevant project should detail the following as a minimum: - Client name - Scope of work - Transaction values - And project duration Five (5) points are allocated per similar project listed.	
3	Reference Letters Three (3) reference letters must be submitted with the RFQ from previous or current clients. The letter must: - Reflect work of similar projects. - All letters must be signed, stamped/electronic signature and in a letter head with contact details (Email address, telephone, name of the contact person. - Name of the company; Nature of the work conducted; Date of when project was undertaken; and Duration of the project. - Reference letters must only be for the scope of work detailed above. Letters that do not cover the scope of work will not be considered. points will be allocated as follows: - Less than 1 letter – 0 points. - Up to two letters- 5 points - Three letters- 10 points	
4	Project Team <i>**A detailed explanation of the expected competencies and composition of the members of the project team / person in the appointed organization who will be responsible to execute the SLA</i> <i>**A detailed points awarding matrix</i>	
5	Project Approach and Methodology <i>**A detailed explanation of the approach expected from the bidder</i> <i>**A detailed points awarding matrix eg:</i>	

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	<i>Inadequate approach = 0 points</i> <i>Approach not referenced to scope of work = 5</i>	
		100

Only bidders scoring 70 out of 100 on functional evaluation will be engaged further in terms of price and specific goals.

3. PRESENTATION

Bidders who achieved the minimum score for functionality (70 points) might be required to attend a presentation session wherein the bidder will be required to do a Twenty (20) minute presentation illustrating understanding of this assignment and answering questions from the appointed evaluation committee members and subject matter experts. Following the presentation, there will be a question-and-answer session. Productivity SA reserve a right not to jump this process of presentation.

4. DISCLAIMER

- a) Notwithstanding anything else in this RFQ, and without limiting its right at law or otherwise, Productivity SA reserve a right to cease proceeding with or suspend the procurement process without further notice.
- b) To negotiate with any or more bidder.
- c) Call for a new bid.
- d) Terminate the participation of any bidder or any representative.
- e) Call for a new Bid.
- f) Alter or rearrange and modify this RFQ services and requests respondents to re-bid on any changes.
- g) To appoint more than one service provider and use its discretion to split the award to more than one provider.
- h) To waive any or all irregularities in the quotations submitted.
- i) Discontinue or withdraw the Bid quotation.
- j) Reserve a right to negotiates Best and Final Offer (BAFO) that demonstrate value for money.

5. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Information contained in this request for quotation is very confidential and cannot be shared with third party. Similarly, Productivity SA shall hold all the property rights such as copyright, patent and registered trademarks on matters directly related to or derived from the work that would be carried out upon appointment. All confidential information including copies thereof.

6. DECLARATION

BOARD MEMBERS:

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Philip Jean Geel

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect.

- a. I have read and I understand the contents of this disclosure.
- b. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- c. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- d. There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- e. I am not prohibited from conducting business with the State in terms of section 8 of the Public Administration Management Act, 2014 (Act No. 11 of 2014 - "the PAMA");
- f. I have permission to perform other remunerative work outside of my employment, where the PAMA does not apply to such employee.



7.TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

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- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST MUST BE PROVIDED

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

8.CONTACT DETAILS

QUOTATION PROCEDURE ENQUIRIES:		TECHNICAL ENQUIRIES:	
CONTACT PERSON	Ravitha Maharajh	CONTACT PERSON	Maupi Moneymangene
TELEPHONE NUMBER	082 464 8380	TELEPHONE NUMBER	082 447 3232
E-MAIL ADDRESS	ravitham@productivitysa.co.za	E-MAIL ADDRESS	maupim@productivitysa.co.za

Requested by:	Ravitha Maharajh	Signature:	<i>R. Maharajh</i>	Date	1/4/2026
Approved by:	Maupi Monyemangene	Signature:	<i>[Signature]</i>	Date:	02/04/2026

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