



**CHECKLIST  
SUPPLY CHAIN MANAGEMENT  
PURCHASING OF GOODS/SERVICES AND PAYMENT OF SERVICE PROVIDERS**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |                                           |                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------|
| <b>REQUIRED SUPPORTING DOCUMENTATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     | Compiler<br>(SCM):<br>DMSP&R<br>official) | Checker/<br>Verifier by<br>Supervisor                        |
| <b>DEMAND, SUPPLIER PERFORMANCE AND REPORTING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                     | Tick: Yes ✓ or No                         |                                                              |
| <b>DESCRIPTION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Procurement of catering services for the meetings of Inter-Ministerial Committee (IMC) on elections for the 2026/27 financial year. |                                           |                                                              |
| <b>NAME OF RECOMMENDED SUPPLIER:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Emoyeni Conferencing and Events                                                                                                     |                                           |                                                              |
| <b>AMOUNT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | R50 130.00                                                                                                                          |                                           |                                                              |
| <b>1. IS THIS A DEVIATION PROCUREMENT?</b><br>(Procurement in terms of Treasury Regulation 16A6.4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                     | Yes                                       |                                                              |
| <b>2. TYPE OF DEVIATION – CIRCLE or Tick WHICHEVER IS APPLICABLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     |                                           |                                                              |
| Emergency<br>Procurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Urgent<br>Procurement                                                                                                               | Case<br>Procurement                       | Sole Source<br>Procurement                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |                                           | Single Source<br>Procurement<br>✓                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |                                           | Multiple Source<br>Procurement                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |                                           | Price Quotation<br>(Not within the<br>applicable Thresholds) |
| <ul style="list-style-type: none"> <li>Approved deviation submission attached.<br/>(Is approval granted by a delegated official?)</li> <li>Evidence/ report of emergency/ urgent case.<br/>(If applicable)</li> <li>Sole Supplier Letter<br/>(If applicable)</li> <li>Market Research Report attached and reasonableness of the price determined?<br/>(If applicable)</li> <li>Valid Quotation<br/>(Does the amount correspond with the budget approved as per the submission?)</li> <li>SCM 1<br/>(Is the form completed and signed?)</li> <li>SBD 4 (for Non-Government Entities)<br/>(Is the form completed and signed?)</li> <li>Latest CSD Report<br/>(Is the supplier Tax Compliant?)</li> <li>Contract Execution Certificate<br/>(Part A and Part B signed)</li> <li>Service Level Agreement (SLA) or other contract<br/>(If applicable)</li> <li>Other relevant supporting documents<br/>(if applicable)</li> </ul> |                                                                                                                                     | Yes                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | N/A                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | N/A                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | N/A                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | Yes                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | Yes                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | Yes                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | N/A                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | N/A                                       |                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     | Yes                                       |                                                              |
| I hereby confirm that I have compiled and verified that the information required to ensure compliance is attached as per the checklist.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                     |                                           |                                                              |
| <b>Compiled By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                     |                                           |                                                              |
| <b>Name:</b> PZ Khumalo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                     |                                           |                                                              |
| <b>Signature:</b> <i>PZ Khumalo</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                     |                                           |                                                              |
| <b>Date:</b> 08/09/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                     |                                           |                                                              |
| I hereby confirm that I have checked and verified that the information required to ensure compliance is attached as per the checklist.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                     |                                           |                                                              |
| <b>Checked and Verified By:</b> S A PULA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |                                           |                                                              |
| <b>Name:</b> <i>Sigqibo</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                     |                                           |                                                              |
| <b>Signature:</b> <i>Sigqibo</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                     |                                           |                                                              |
| <b>Date:</b> 08/09/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                     |                                           |                                                              |

| <b><u>LOGISTICS MANAGEMENT</u></b>                                                                                                                                                                                                                               | <b>Tick Yes or No or N/A</b> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|
| 1. It the Emergency/ Single Source Procurement Certificate is attached and approved by CFO or DG. Is any prior approval attached in a form of e-mail or other form of communication where required?                                                              |                              |  |
| 2. Has an order been issued to the supplier?                                                                                                                                                                                                                     |                              |  |
| 3. Is the invoice attached and does it match with the quotation and issued order?                                                                                                                                                                                |                              |  |
| 4. Is the name on the order the same as on the invoice? If not, why?<br>Reason:                                                                                                                                                                                  |                              |  |
| 5. Is the contract still valid? (if applicable)                                                                                                                                                                                                                  |                              |  |
| 6. Is the SCM 3 form attached and signed by a delegated official?                                                                                                                                                                                                |                              |  |
| 7. Will the processing of this invoice result to Irregular Expenditure?                                                                                                                                                                                          |                              |  |
| 8. Will the processing of this invoice result to Fruitless and Wasteful Expenditure?                                                                                                                                                                             |                              |  |
| I hereby confirm that I have compiled and verified that the information required to ensure compliance is attached as per the checklist.<br><br><b><u>Compiled By:</u></b><br><b><u>Name:</u></b><br><b><u>Signature:</u></b><br><b><u>Date:</u></b>              |                              |  |
| I hereby confirm that I have checked and verified that the information required to ensure compliance is attached as per the checklist.<br><b><u>Checked and Verified By:</u></b><br><b><u>Name: .....</u></b><br><b><u>Signature:</u></b><br><b><u>Date:</u></b> |                              |  |

### FINANCIAL MANAGEMENT CHECKLIST

| <b><u>FINANCE/PAYMENTS SECTION</u></b>                                                                                                 |                                                                                                                                         |  |  | Authoriser |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--|--|------------|
| 1.                                                                                                                                     | Is a sundry payment advice form signed by a delegated official attached?                                                                |  |  |            |
| 2.                                                                                                                                     | Is the attached invoice stamped with date received stamp?                                                                               |  |  |            |
| 3.                                                                                                                                     | Does the payment include interest/penalties?                                                                                            |  |  |            |
| 4.                                                                                                                                     | Is the payment made within 30 days?                                                                                                     |  |  |            |
| 5.                                                                                                                                     | Reasons why not paid within 30 days. Name of person responsible for delay if applicable.                                                |  |  |            |
| 6.                                                                                                                                     | Is the processing of invoice may result to Irregular, Fruitless & Wasteful expenditure?<br>if Yes (Provide copies to Internal Control ) |  |  |            |
| I hereby confirm that I have checked and verified that the information required to ensure compliance is attached as per the checklist. |                                                                                                                                         |  |  |            |
| <b><u>Authorised By:</u></b>                                                                                                           |                                                                                                                                         |  |  |            |
| <b><u>Name:</u></b> .....                                                                                                              |                                                                                                                                         |  |  |            |
| <b><u>Signature:</u></b>                                                                                                               |                                                                                                                                         |  |  |            |
| <b><u>Date:</u></b>                                                                                                                    |                                                                                                                                         |  |  |            |



**cooperative  
governance**

Department:  
Cooperative Governance  
**REPUBLIC OF SOUTH AFRICA**

Chief Directorate: Strategic and Executive Support  
Branch: Office of the Director-General

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## **SUBMISSION**

*Reference: 03166/2026/1*  
*Enquiries: Ms Selinah Malope*  
*Office No: 012 334 0759*  
*Mobile No: 082 311 5628*

### **DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT**

#### **REQUEST FOR APPROVAL TO PROCURE CATERING FOR THE MEETINGS OF INTER-MINISTERIAL COMMITTEE (IMC) ON ELECTIONS FOR THE 2026/27 FINANCIAL YEAR**

##### **1. PURPOSE**

- 1.1 To seek approval from the Director: Supply Chain and Assets Management to procure catering services for the Inter-Ministerial Committee (IMC) and Technical Inter-Ministerial Committee meetings scheduled to occur bi-weekly throughout the 2026/27 financial year.

##### **2. BACKGROUND**

- 2.1 The Directorate: IGR Secretariat and Cabinet is responsible for coordinating all Intergovernmental Forum meetings chaired by the Minister for Cooperative Governance and Traditional Affairs (COGTA) and the Director-General of the Department of Cooperative Governance. As such, the Directorate is responsible for overseeing all logistical arrangements associated with these forums.
- 2.2 These meetings are scheduled to take place on a bi-weekly basis at the Union Buildings and will require the provision of catering services. Previously, the meetings were held on a bi-monthly basis, with catering provided by the Presidency's in-house catering team. However, due to the current unavailability and overbooking of these services, the Directorate has been advised to utilise the catering resources available within the Department.
- 2.3 Subsequent to this request, the following bi-weekly meetings have been confirmed: four (4) IMC on LGE meetings chaired by the Minister and one (1) Technical IMC on LGE meeting chaired by the Director-General (DG).

REQUEST FOR APPROVAL TO PROCURE CATERING FOR THE MEETINGS OF  
INTER-MINISTERIAL COMMITTEE (IMC) ON ELECTIONS FOR THE 2026/27  
FINANCIAL YEAR

- 2.4 **Technical IMC on LGE chaired by the DG - 09 September 2026 from 12h00 – 14h00**
- 2.5 **IMC on LGE chaired by the Minister - 10 September 2026 from 09h00 – 12h00**
- 2.6 **IMC on LGE chaired by the Minister - 29 September 2026 from 14h00 – 17h00**
- 2.7 **IMC on LGE chaired by the Minister - 09 October 2026 from 09h00 – 12h00**
- 2.8 **IMC on LGE chaired by the Minister - 23 October 2026 from 14h00 – 17h00**
- 2.9 Kindly note that each meeting chaired by the Minister will be preceded by a Technical IMC on LGE meeting chaired by the DG. The dates for these meetings are still being finalised and will be communicated once confirmed.

**3. DISCUSSIONS**

- 3.1 The Supply Chain Management (SCM) unit of the Department of Cooperative Governance (DCoG) requires that, for any catering services procured by the Department, the responsible directorate must obtain written quotations from service providers registered on the Provincial COGTA supplier database.
- 3.2 The SCM unit is therefore requested to source the required quotations and follow the prescribed SCM processes to appoint a suitable service provider to provide catering services for the meeting on the scheduled date.

**4. COMMUNICATION IMPLICATIONS**

- 4.1 None

**5. LEGAL IMPLICATIONS**

- 5.1 None

**6. HUMAN RESOURCES IMPLICATIONS**

- 6.1 None

**7. FINANCIAL IMPLICATIONS**

- 7.1 Funds are available within the Chief Directorate: Strategic and Executive Support

REQUEST FOR APPROVAL TO PROCURE CATERING FOR THE MEETINGS OF  
INTER-MINISTERIAL COMMITTEE (IMC) ON ELECTIONS FOR THE 2026/27  
FINANCIAL YEAR

**8. RECOMMENDATION**

It is recommended that the Director Supply Chain and Assets Management:

- 8.1 Approves the catering services for the IMC meetings scheduled to occur bi-weekly throughout the 2026/27 financial year.



**MS RS MALOPE**  
**ADMINISTRATIVE OFFICER: IGR SECRETARIAT**  
**DATE: 03 SEPTEMBER 2026**

RECOMMENDATION IN PARAGRAPH 8.1 SUPPORTED



**MS M GADISI**  
**DEPUTY DIRECTOR: IGR SECRETARIAT**  
**DATE: 03 SEPTEMBER 2026**

REQUEST FOR APPROVAL TO PROCURE CATERING FOR THE MEETINGS OF  
INTER-MINISTERIAL COMMITTEE (IMC) ON ELECTIONS FOR THE 2026/27  
FINANCIAL YEAR

**8. RECOMMENDATION**

It is recommended that the Director Supply Chain and Assets Management:

- 8.1 Approves the catering services for the IMC meetings scheduled to occur bi-weekly throughout the 2026/27 financial year.

RECOMMENDATION IN PARAGRAPH 8.1 SUPPORTED



**MR X XUNDU**

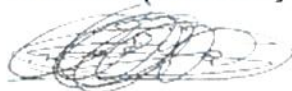
**CHIEF DIRECTOR: STRATEGIC AND EXECUTIVE SUPPORT**

**DATE: 03 SEPTEMBER 2026**

RECOMMENDATION IN PARAGRAPH 8.1 APPROVED

Comments:

It advised that for the 9 and 10 September 2026 the caterer already appointed by the Presidency be used as these two days are very close and following the normal process of obtain quotes may have challenges in terms of responses.



**MR SO MABIJA**

**DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT**

**DATE: 04 SEPTEMBER 2026**

# QUOTE

NUMBER: QUO0001234  
REFERENCE: SELINAH MALOPE-  
CATERING-09-10  
SEPTEMBER2026  
DATE: 08/09/2026  
DUE DATE: 30/09/2026  
SALES REP: THANDI CHOBEDE  
OVERALL DISCOUNT %: 0.00%  
PAGE: 1/2



FROM  
**BLUE WAVES PROPERTIES 27 (PTY) LTD**  
**T/A EMOYENI**

TO  
**COGTA**

VAT NO: 4420315014

POSTAL ADDRESS: 15 Jubilee Road  
Parktown  
Johannesburg  
Gauteng  
2193  
PHYSICAL ADDRESS: 15 Jubilee Road  
Parktown  
Johannesburg  
Gauteng  
2193

CUSTOMER VAT NO:

POSTAL ADDRESS: PHYSICAL ADDRESS:

| Description                                    | Quantity | Incl. Price | Disc % | VAT %  | Excl. Total | Incl. Total |
|------------------------------------------------|----------|-------------|--------|--------|-------------|-------------|
| 001z - Day 1 -09 September 2026                | 1        | R0.00       | 0.00%  | 15.00% | R0.00       | R0.00       |
| 002 - Finger lunch Menu                        | 30       | R520.00     | 0.00%  | 15.00% | R13,565.22  | R15,600.00  |
| 009C - Tea /Coffee Station                     | 30       | R120.00     | 0.00%  | 15.00% | R3,130.43   | R3,600.00   |
| GT004 - Still Mineral Water 500ml              | 50       | R25.00      | 0.00%  | 15.00% | R1,086.96   | R1,250.00   |
| GT005 - Sparkling Mineral Water 500ml          | 10       | R25.00      | 0.00%  | 15.00% | R217.39     | R250.00     |
| 014 - Assorted Soft Drinks/100% Juice          | 30       | R35.00      | 0.00%  | 15.00% | R913.04     | R1,050.00   |
| 001z - Day 2 - 10 September 2026               | 1        | R0.00       | 0.00%  | 15.00% | R0.00       | R0.00       |
| 010 - Tea / Coffee Station                     | 40       | R80.00      | 0.00%  | 15.00% | R2,782.61   | R3,200.00   |
| P010 - Scones served with Cheese ,Jam & Butter | 40       | R38.00      | 0.00%  | 15.00% | R1,321.74   | R1,520.00   |
| P014 - Croissants with Fillings (variety)      | 40       | R52.00      | 0.00%  | 15.00% | R1,808.70   | R2,080.00   |
| P098 - Fruit Salad & Yoghurt                   | 40       | R42.00      | 0.00%  | 15.00% | R1,460.87   | R1,680.00   |

Blue Wave Properties 27 (Pty) Ltd  
Standard Bank  
Ac No: 33 118 071 5  
Br Code: 008 105  
Swift Code: SBZAJJ XXX

Total Discount: R0.00  
Total Exclusive: R43,591.31  
Total VAT: R6,538.69  
Sub Total: R50,130.00

COGTA  
Selinah Malope-0823115628

Grand Total: R50,130.00

09-10 September 2026  
30 pax  
venue:160 East Wing ,Union Buildings ,Pretoria

BALANCE DUE  
**R50,130.00**



**SPRIOR APPROVAL TO PROCURE GOODS AND SERVICES**  
SCM will finalise vendor selection based on the procurement method selected

|             |        |  |        |  |          |  |
|-------------|--------|--|--------|--|----------|--|
| For SCM Use | Rcd by |  | Rcd on |  | SCM Ref: |  |
|-------------|--------|--|--------|--|----------|--|

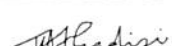
| Component                   | Responsibility Code (Cost centre) |
|-----------------------------|-----------------------------------|
| IGR Secretariat and Cabinet | Office of the DG                  |

|                  |              |              |                     |            |        |          |
|------------------|--------------|--------------|---------------------|------------|--------|----------|
| Contact Number   | 012 334 0759 | Late request | Performance metrics | Expected   | Actual | Variance |
| Date required    | 2026/09/09   |              | Lead time           | 14         | 2      | -12      |
| Includes Assets? | No           |              | Expected award date | 2026/09/29 |        |          |

|                                                |                                                 |                       |
|------------------------------------------------|-------------------------------------------------|-----------------------|
| <b>Procurement method</b>                      | Request for quotations (RFQ) - Price evaluation | Consult SCM if unsure |
| <b>Documentation to attach</b>                 | Attach completed SCM1.4 (Specification Sheet)   |                       |
| <b>Reason for late request (if applicable)</b> | Urgent request for catering                     |                       |

| List of goods / services and cost estimates |          |                |            |
|---------------------------------------------|----------|----------------|------------|
| Description                                 | Quantity | Unit cost      | Total cost |
| EMOYENIG CATERING SERVICES                  | 1        | 50 130         | 50 130     |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          |                | -          |
|                                             |          | Total Estimate | 50 130     |

|                        |          |               |  |
|------------------------|----------|---------------|--|
| Amount from own budget | R 50 130 |               |  |
| Amount from Grant      | R 0      | Grant Details |  |

| 1. REQUESTED BY                                                                                                         |                   | 2. COST-CENTRE APPROVAL                                                                                                                                                                          |                 | 3. SCM APPROVAL TO PROCURE                                                                                        |                |
|-------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------|----------------|
|                                      |                   |                                                                                                               |                 |                              |                |
| Name:                                                                                                                   | Seliinah Malope   | Name:                                                                                                                                                                                            | Mpho Gadisi     | Name:                                                                                                             | SO Mabija      |
| Rank:                                                                                                                   | Sen Admin Officer | Rank:                                                                                                                                                                                            | Acting Director | Rank:                                                                                                             | Director - SCM |
| Date:                                                                                                                   | 08 Sep 2026       | Date:                                                                                                                                                                                            | 08 Sept 2026    | Date:                                                                                                             | 08/09/2026     |
| I declare that the goods/services are correctly specified and that all prescripts and policies have been complied with. |                   | I confirm the applicant's statement and certify that sufficient funds are available on the budget. This procurement is included on the unit's demand plan. Acting letter attached if applicable. |                 | I confirm that all policies and prescripts have been complied with and that the procurement process can commence. |                |

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? ~~YES/NO~~

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees/ shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of institution | State |
|-----------|-----------------|---------------------|-------|
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

ICERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

N. Mavie  
Signature

08 September 2026  
Date

Director  
Position

Emoyeni Conference Centre  
Name of bidder



## CSD REGISTRATION REPORT

### SUPPLIER IDENTIFICATION

|                                              |                                                             |                           |                                   |
|----------------------------------------------|-------------------------------------------------------------|---------------------------|-----------------------------------|
| Supplier number                              | MAAA0838858                                                 | Have Bank Account         | Yes                               |
| Is supplier active?                          | Yes                                                         | Total annual turnover     | R10 million or less; or           |
| Supplier type                                | CIPC Company                                                | Financial year start date | 01 Feb 2006 00:00:00:000          |
| Supplier sub-type                            | Private Company (Pty)(Ltd)                                  | Registration date         | 25 Apr 2006 00:00:00:000          |
| Legal name                                   | BLUE WAVES PROPERTIES 27                                    | Created by                | nqgcwabaza@gmail.com              |
| Trading name                                 | Emoyeni Conferencing & Events                               | Created date              | 08 Oct 2019 17:24:03:000          |
| Identification type                          | South African Company/Close Corporation Registration Number | Edit by                   | csd.reverifibatch@treasury.gov.za |
| Government breakdown                         | Private Companies (Pty) (Ltd)                               | Edit date                 | 02 Sep 2026 12:09:57:510          |
| Business status                              | In Business                                                 | Restricted Supplier       | No                                |
| Country of origin                            | South Africa                                                | Restricted Director       | No                                |
| South African company/CC registration number | 2006/012313/07                                              | Government Employee       | No                                |

### SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

#### INDUSTRY CLASSIFICATION 1

|            |                                           |                            |                                      |
|------------|-------------------------------------------|----------------------------|--------------------------------------|
| Main group | Accommodation and food service activities | Core industry              | Food and beverage service activities |
| Division   | Accommodation                             | % share of annual turnover | 49.00                                |
| Division   | Food and beverage service activities      | % share of annual turnover | 51.00                                |

### SUPPLIER CONTACT INFORMATION

#### CONTACT 1

|                                 |                                     |                                                  |                             |
|---------------------------------|-------------------------------------|--------------------------------------------------|-----------------------------|
| Contact type                    | Bid Office                          | Cellphone number                                 | 083 400 9545                |
| Is this your preferred Contact? | Yes                                 | Do you want this contact to also be a CSD user ? | Yes                         |
| Name(s)                         | Nonhlanhla                          | Created by                                       | nqgcwabaza@gmail.com        |
| Surname                         | Mavie                               | Created date                                     | 13 Sep 2023 07:43:12:763    |
| Identification type             | South African Identification Number | Edit by                                          | csd.datafix@treasury.gov.za |
| Prefer communication via email  | Yes                                 | Edit date                                        | 13 Sep 2023 07:43:12:763    |





## CSD REGISTRATION REPORT

Email address

nonhlanhla@emoyeni.co.za

### SUPPLIER ADDRESS INFORMATION

#### ADDRESS 1

|                              |                      |                           |                             |
|------------------------------|----------------------|---------------------------|-----------------------------|
| Is this a preferred address? | No                   | City                      | Johannesburg                |
| Address line 1               | 15 Jubilee road      | Postal code               | 2193                        |
| Address line 2               | Parktown             | Country                   | South Africa                |
| Suburb                       | Parktown             | This address S/A postal   | Yes                         |
| Province                     | Gauteng              | This address S/A delivery | Yes                         |
| Municipality                 | City of Johannesburg | This address S/A payment  | Yes                         |
|                              |                      | Created by                | nqgcwabaza@gmail.com        |
|                              |                      | Created date              | 08 Oct 2019 17:24:03:290    |
|                              |                      | Edit by                   | csd.datafix@treasury.gov.za |
|                              |                      | Edit date                 | 05 Jun 2026 15:00:07:573    |

#### ADDRESS 2

|                              |                 |              |                                   |
|------------------------------|-----------------|--------------|-----------------------------------|
| Is this a preferred address? | No              | Created by   | csd.reverifybatch@treasury.gov.za |
| Address line 1               | 15 JUBILEE ROAD | Created date | 04 Jun 2026 10:55:46:607          |
| Address line 2               | PARKTOWN        | Edit by      | csd.reverifybatch@treasury.gov.za |
| Province                     | Gauteng         | Edit date    | 04 Jun 2026 10:55:46:607          |
| Postal code                  | 2193            |              |                                   |
| Country                      | South Africa    |              |                                   |

#### ADDRESS 3

|                              |                 |              |                                   |
|------------------------------|-----------------|--------------|-----------------------------------|
| Is this a preferred address? | Yes             | Created by   | csd.reverifybatch@treasury.gov.za |
| Address line 1               | 15 JUBILEE ROAD | Created date | 05 Jun 2026 14:28:51:067          |
| Address line 2               | PARKTOWN        | Edit by      | csd.reverifybatch@treasury.gov.za |
| Province                     | Gauteng         | Edit date    | 05 Jun 2026 14:28:51:067          |
| Postal code                  | 2193            |              |                                   |
| Country                      | South Africa    |              |                                   |

### SUPPLIER BANK ACCOUNT





## CSD REGISTRATION REPORT

### BANK ACCOUNT 1

|                              |                                  |                                      |                                            |
|------------------------------|----------------------------------|--------------------------------------|--------------------------------------------|
| Account type                 | Current Accounts                 | Created by                           | nqgcwabaza@gmail.com                       |
| Bank                         | STANDARD BANK OF SOUTH AFRICA    | Created date                         | 26 Sep 2023 09:17:52:000                   |
| Branch number                | 051001                           | Edit by                              | csd.safetynetbatchdownload@treasury.gov.za |
| Branch name                  | STANDARD BANK SOUTH AFRICA       | Edit date                            | 27 Sep 2023 10:00:42:393                   |
| Account number               | 331180715                        | Bank Verification Status             | Verification Succeeded                     |
| Account holder               | BLUE WAVES PROPERTIES 27 PTY LTD | Foreign Bank Account                 | No                                         |
| Is this a preferred account? | Yes                              | Is the identifier linked at the bank | Yes                                        |
| Active start date            | 14 Sep 2023 08:00:11:000         | Is this a Shared Funding Account     | No                                         |

### TAX INFORMATION

|                                |                          |                    |                                   |
|--------------------------------|--------------------------|--------------------|-----------------------------------|
| Income tax number              | 9237238168               | Overall Tax Status | Tax Compliant                     |
| VAT number                     | 4420315014               | Created by         | nqgcwabaza@gmail.com              |
| Is this supplier a VAT vendor? | Yes                      | Created date       | 08 Oct 2019 17:24:05:043          |
| Are you Registered with SARS?  | Yes                      | Edit by            | csd.reverifibatch@treasury.gov.za |
| Last validation date           | 08 Sep 2026 15:09:00:000 | Edit date          | 02 Sep 2026 12:09:57:000          |

### B-BBEE INFORMATION

|                                                                 |        |                                                    |                                   |
|-----------------------------------------------------------------|--------|----------------------------------------------------|-----------------------------------|
| Are you an empowering supplier                                  | Yes    | Accept and understand the content of the affidavit | Yes                               |
| % Owned by black people                                         | 100.00 | Commissioner of Oath                               | S Khuzwayo                        |
| % Owned by black people who are women                           | 100.00 | Date affidavit signed by commissioner of oath      | 28 Feb 2024 00:00:00:000          |
| % Owned by black people who are youth                           | 50.00  | Affidavit expiry date                              | 27 Feb 2025 00:00:00:000          |
| % Owned by black people with disabilities                       | 0.00   | Created by                                         | nqgcwabaza@gmail.com              |
| % Owned by black who are unemployed                             | 0.00   | Created date                                       | 08 Oct 2019 17:24:05:750          |
| % Owned by black people who are military veteran                | 0.00   | Edit by                                            | csd.reverifibatch@treasury.gov.za |
| % Owned by black people living in rural or underdeveloped areas | 0.00   | Edit date                                          | 27 Feb 2025 00:00:20:793          |





## CSD REGISTRATION REPORT

Status Expired Verification Status Manual Verification Required

### OWNERSHIP INFORMATION

CSD can only verify the youth category of persons for South African citizens. It is the responsibility of an organ of state supply chain practitioner to obtain supporting documentation to verify the ownership information of this supplier.

| Owner's name and surname Legal name | Owner's Identification number | RSA Citizen | Ethnic group  | Gender | Ownership % | Youth | Disabled | Military | Rural | Township |
|-------------------------------------|-------------------------------|-------------|---------------|--------|-------------|-------|----------|----------|-------|----------|
| KHWEZILOKUSA KELIANA MAKORO         | 0005290210086                 | Yes         | Black African | Female | 50.00%      | Yes   | No       | No       | No    | No       |
| Total                               |                               |             |               |        | 50.00%      |       |          |          |       |          |

### CATEGORY OF PERSONS BASED ON OWNERSHIP

|                                     |         |
|-------------------------------------|---------|
| Owned by black people               | 100.00% |
| Owned by black people who are youth | 50.00%  |
| Owned by black people who are women | 100.00% |
| Owned by people                     | 50.00%  |
| Owned by who are youth              | 50.00%  |
| Owned by people who are women       | 50.00%  |

### DIRECTORS / MEMBERS / OWNERS INFORMATION

#### DIRECTOR/MEMBER

|                                     |                                     |                                            |                                   |
|-------------------------------------|-------------------------------------|--------------------------------------------|-----------------------------------|
| 1                                   |                                     |                                            |                                   |
| Director type                       | Director, Owner                     | Owner youth                                | Yes                               |
| Director status                     | Active                              | Owner person with disabilities             | No                                |
| Name(s)                             | KHWEZILOKUSA KELIANA                | Owner military veteran                     | No                                |
| Surname                             | MAKORO                              | Created by                                 | nqgcwabaza@gmail.com              |
| Country                             | South Africa                        | Created date                               | 30 Sep 2019 13:05:14:000          |
| Identification type                 | South African Identification Number | Edit by                                    | csd.reverifybatch@treasury.gov.za |
| South African identification number | 0005290210086                       | Edit date                                  | 12 May 2025 09:34:31:000          |
| Work permit                         | 0000000                             | Restricted Director                        | No                                |
| Appointment date                    | 06 Sep 2019 00:00:00:000            | Restriction Last Verification Date         | 08 Sep 2026 15:08:33:940          |
| Email address                       | MSIZAPHAKULA@GMAIL.COM              | Government Employee                        | No                                |
| Cellphone number                    | 0834535497                          | Government Employee Last Verification Date | 08 Sep 2026 15:08:33:613          |
| Owner                               | Yes                                 | SA identification number Verified          | Yes                               |
| Ownership %                         | 50.00%                              | SA identification number verification date | 08 Sep 2026 15:08:33:753          |
| Living areas of owner               | City of Johannesburg, Sandhurst     | Ownership verification status              | Verified by CIPC                  |
| Owner's ethnic group                | Black African                       | Ownership last verification date           | 01 Jan 1900 00:00:00:000          |



## CSD REGISTRATION REPORT

Owner's gender

Female

Companies involved in

MAAA1585797;

### Tips and Frequently Asked Questions (FAQ)

#### Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

#### Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)  
The various possible error messages received from the bank are highSemiBolder in red. Search for the applicable message and follow the detailed steps associated with that error message.

#### Tax

##### Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

##### Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

#### CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

#### State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

#### BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

#### RESTRICTION

**Restricted Supplier** - A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.

**Restricted Director** - A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.

Restricted Suppliers & Directors are listed on CSD under Help - [Am I restricted?](#)





## CSD REGISTRATION REPORT

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

Print Date:

9/8/2026 3:08:44 PM



cooperative  
governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

Private Bag X804, Pretoria, 0001 | Tel: 012 334 0600 | 87 Hamilton Street, Arcadia, Pretoria | [www.cogta.gov.za](http://www.cogta.gov.za)

Reference: SP.  
Enq: Ms F Kwape  
Tel: 012 334 0600.  
e-mail: [fikilek@cogta.gov.za](mailto:fikilek@cogta.gov.za)

Ms M Gadisi  
Deputy Director: IGR Secretariat and Cabinet

Dear Ms Gadisi

#### **ASSIGNMENT AS ACTING DIRECTOR: IGR SECRETARIAT AND CABINET**

In accordance with Section 32 of the Public Service Act, 1994 (as amended), you are hereby directed to act as Director: IGR Secretariat and Cabinet with effect from 01 until 30 September 2026. While you are in this position, you will be responsible to exercise the powers and perform the functions, which are vested in the position of Director: IGR Secretariat and Cabinet.

In exercising this delegated function, you will utilize the existing procedures and controls, which are in force in the Department. You should pay particular attention to the relevant legislation and the responsible use of government resources. This means that you should evaluate all expenditure decisions, how costs are incurred and seek to prioritise the economic use of funds.

Your willingness to accept the acting appointment is appreciated.

With kind regards

**MR M TSHANGANA**  
**DIRECTOR GENERAL**

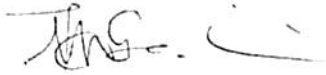
DATE: 31 August 2026



Department of Cooperative Government / UMnyango Kahulumeni Wokubambisana / Lefapha la puso ya kopanelo / Departement  
van Samewerkende Regering / Litiko Lekubusa Ngekubambisana / Umnyango Wezokubusa Ngokuhlanganyela / Ndzawulo ya  
Mfumo wa Miganga / Lefapha la puso ea tšebeliso / ISebe lolawulo lwentsebenziswano / Muhasho wa Tshumisano na  
Mavhusele / Kgoro ya Pušo Tirišano

**ASSIGNMENT AS ACTING DIRECTOR: IGR SECRETARIAT AND CABINET**

*I accept the appointment to act as Director: IGR Secretariat and Cabinet with effect from 01 until 30 September 2026.*

A handwritten signature in black ink, appearing to read 'M. Gadisi', followed by a horizontal line.

**Ms M Gadisi**  
Signature:

Date: 31 August 2026



**THE PRESIDENCY: REPUBLIC OF SOUTH AFRICA**  
Private Bag X1000, Pretoria, 0001

To All Presidency Officials

Dear Colleagues

**Re: Catering Services in the Union Buildings**

This is to confirm that catering for meetings and events in the Union Buildings will be provided by Emoyeni Catering Services which is the in-house catering service provider appointed through a normal tender process. The service provider has met all necessary compliance requirements from the Tshwane Municipality Health Services and has the required Security clearance

No other catering service provider will be given access to cater for meetings in the Union Buildings unless they undergo the required compliance processes in terms of municipality and security requirements.

Thank you for your understanding.

Regards,

A handwritten signature in black ink, appearing to be 'Xoliswa Boqwana', written over a horizontal line.

**Ms Xoliswa Boqwana**

Director: Facilities, Heritage and Households Management

The Presidency

Tel: 012 - 308 1847

Cell: 0823081693

Website: [www.thepresidency.gov.za](http://www.thepresidency.gov.za)

Email: [xoliswa@presidency.gov.za](mailto:xoliswa@presidency.gov.za)

Date: 24/06/2026