



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

REQUIRED SUPPORTING DOCUMENTATION						Compiler (SCM): DMSP&R official)	Checker/ Verifier by Supervisor	
DEMAND, SUPPLIER PERFORMANCE AND REPORTING						Tick: Yes ✓ or No		
DESCRIPTION:		Procurement of the PF-26-M, Annual people factor conference 2026 attendance as part of the Continue Learning and Professional Development (CLPD) for the MTEF cycle as at 2024/25 to 2026/27.						
NAME OF RECOMMENDED SUPPLIER:		SA Board for People Practices NPO						
AMOUNT:		R16 097.70						
1. IS THIS A DEVIATION PROCUREMENT? (Procurement in terms of Treasury Regulation 16A6.4)						Yes		
2. TYPE OF DEVIATION – CIRCLE or Tick WHICHEVER IS APPLICABLE								
Emergency Procurement	Urgent Procurement	Case Procurement	Sole Procurement ✓	Source Procurement	Single Procurement	Source Procurement	Multiple Procurement	Price Quotation (Not within the applicable Thresholds)
• Approved deviation submission attached. (Is approval granted by a delegated official?)						Yes		
• Evidence/ report of emergency/ urgent case. (If applicable)						N/A		
• Sole Supplier Letter (If applicable)						Yes		
• Market Research Report attached and reasonableness of the price determined? (If applicable)						N/A		
• Valid Quotation (Does the amount correspond with the budget approved as per the submission?)						Yes		
• SCM 1 (Is the form completed and signed?)						Yes		
• SBD 4 (for Non-Government Entities) (Is the form completed and signed?)						Yes		
• Latest CSD Report (Is the supplier Tax Compliant?)						Yes		
• Contract Execution Certificate (Part A and Part B signed)						N/A		
• Service Level Agreement (SLA) or other contract (If applicable)						N/A		
• Other relevant supporting documents (if applicable)						Yes		
I hereby confirm that I have compiled and verified that the information required to ensure compliance is attached as per the checklist.								
Compiled By:								
Name: PZ Khumalo								
Signature:								
Date: 01/09/2026								
I hereby confirm that I have checked and verified that the information required to ensure compliance is attached as per the checklist.								
Checked and Verified By: SAPULA								
Name: SIGAIBO								
Signature:								
Date: 01/09/2026								

<u>LOGISTICS MANAGEMENT</u>		Tick Yes or No or N/A	
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? 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. <u>Compiled By:</u> <u>Name:</u> <u>Signature:</u> <u>Date:</u>			
I hereby confirm that I have checked and verified that the information required to ensure compliance is attached as per the checklist. <u>Checked and Verified By:</u> <u>Name:</u> <u>Signature:</u> <u>Date:</u>			

FINANCIAL MANAGEMENT CHECKLIST

<u>FINANCE/PAYMENTS SECTION</u>				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? 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. <u>Authorised By:</u> <u>Name:</u> <u>Signature:</u> <u>Date:</u>				



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Chief Directorate: Human Resource, Facilities and
Security Management
Branch: Corporate Services

SUBMISSION

Reference: 00320/2024/1
Enquiries: Mr Tsobo Stanley Setiye
Office No: (012) 336-5805
Mobile No: (082) 891-5263

DIRECTOR-GENERAL: COOPERATIVE GOVERNANCE

REQUEST APPROVAL FOR A STANDING DEVIATION FROM NORMAL SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES FOR STAFF REGISTRATION WITH PROFESSIONAL BODIES AND ATTENDANCE OF COURSES, WORKSHOPS, SEMINARS AND CONFERENCES HOSTED BY PROFESSIONAL BODIES AS PART OF CONTINUE LEARNING AND PROFESSIONAL DEVELOPMENT (CLPD) FOR THE MTEF CYCLE AS AT 2024/25 TO 2026/27

1. PURPOSE

- 1.1 To request approval for a standing deviation from normal Supply Chain Management (SCM) processes for staff registration with professional bodies and attendance of courses, workshops, seminars and conferences hosted by professional bodies as part of Continue Learning and Professional Development (CLPD) for the MTEF cycle as at 2024/25 to 2026/27,
- 1.2 Note the total costs for the 2023/24 on staff registrations, Renewals and attendance of professional bodies courses, workshops, seminars and conferences which was R 468,407 and;
- 1.3 The likelihood of additional registrations, renewals and attendance workshops and conferences by other staff members in the context of the National Framework towards the professionalisation of the Public Sector as part of their CLPD.

2. BACKGROUND

- 2.1 The National Framework towards the Professionalisation of the Public Sector, issued in October 2022 Attached as **Tag A**, indicates that,
 - the process of professionalising also means having qualified people who know what they are doing and are fully equipped to perform their jobs with

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diligence. This entails continuous professional development and making public servants more competitive by sharpening their "know-how" and skill sets.

- Furthermore, the DPSA circular No 6 of 2024 on the on Human Resource Management and Development for Public Service Professionalisation: Volume 1 attached as **Tag B**, indicates that, Fostering Continuous Learning and Development: Promoting a culture of Continuous Professional Development to keep pace with the evolving demands of Public Service Delivery.
 - The partnerships and relationships between the State and professional bodies (statutory and non-statutory) are critical in the professionalisation of the public sector.
- 2.2 Many of the DCoG officials hold memberships and professional designations from various Professional Institutions. Continuous Professional development, through the attendance of training courses, workshops, seminars and conferences, is usually a requirement especially in the case of professional designations.

3. DISCUSSIONS

- 3.1 The Department currently funds membership fees of professional bodies listed in Circular CS2023-09 attached as **Tag C**.
- 3.2 These professional bodies, often host conferences, workshops and events relating to emerging issues in the profession. As hosts of these events, the professional body would be the sole service provider.
- 3.3 To ease the administrative burden of having a deviation for every procurement request to attend courses, conferences, workshops, seminars, the Directorate: Human Resource Development (D: HRD) hereby requests a standing deviation from normal SCM processes for the attendance of courses, workshops, seminars and conferences hosted by the listed professional bodies in Circular CS2023-09 attached as **Tag C**.
- 3.4 The Directorate: HRD will continuously ensure that attendance of the conferences is relevant to the work/professional designation of the officials.

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- 3.5 In order to ensure compliance during procurement process the normal standard forms required by SCM to execute the transactions will be completed, signed and submitted to SCM as required.

4. COMMUNICATION IMPLICATIONS

- 4.1 None.

5. LEGAL IMPLICATIONS

- 5.1 None.

6. HUMAN RESOURCES IMPLICATIONS

- 6.1 None.

7. FINANCIAL IMPLICATIONS

- 7.1 In the 2023/24 Financial Year , R 468, 407 was paid towards staff registrations, renewals as well as attendance of courses,workshops,seminars and conferences hosted by professional bodies.
- 7.2 To date R 59 690 has been paid towards registrations,renewals, and attendance attendance of courses,workshops,seminars and conferences hosted by professional bodies, with an overall estimate of R 515 247.70 for 2024/2025 Financial Year.
- 7.3 The estimated costs for the outer years 2025/26, 2026/27 Financial Years is R 566,772.47 and R 623 449.71 respectively.
- 7.4 Budget is available in the Directorate:Human Resource Development

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8. RECOMMENDATION

It is recommended that the Director-General

- 8.1 Approve a standing deviation from normal Supply Chain Management (SCM) processes for staff registration with professional bodies and attendance of courses, workshops, seminars and conferences hosted by professional bodies as part of Continue Learning and Professional Development (CLPD) for the MTEF cycle as at 2024/25 to 2026/27,
- 8.2 Note the total costs for previous (2023/24 Financial Year) staff registrations, Renewals and attendance of professional bodies courses, workshops, seminars and conferences which was R 468,407 and
- 8.3 The likelihood of additional registrations, renewals and attendance workshops and conferences by other staff members in the context of the National Framework towards the professionalisation of the Public Sector as part of their CLPD.



MR TS SETIYE
ASSISTANT DIRECTOR: PERSONAL DEVELOPMENT AND TRAINING
DATE: 31 JULY 2024

REQUEST APPROVAL FOR A STANDING DEVIATION FROM NORMAL SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES FOR STAFF REGISTRATION WITH PROFESSIONAL BODIES AND ATTENDANCE OF COURSES, WORKSHOPS, SEMINARS AND CONFERENCES HOSTED BY PROFESSIONAL BODIES AS PART OF CONTINUE LEARNING AND PROFESSIONAL DEVELOPMENT (CLPD) FOR THE MTEF CYCLE AS AT 2024/25 TO 2026/27

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RECOMMENDATION IN PARAGRAPH 8.1 SUPPORTED

RECOMMENDATION IN PARAGRAPH 8.2 SUPPORTED

RECOMMENDATION IN PARAGRAPH 8.3 SUPPORTED



MR L MZELE

DEPUTY DIRECTOR: PERSONAL DEVELOPMENT AND TRAINING

DATE: 31 JULY 2024

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RECOMMENDATION IN PARAGRAPH 8.2 SUPPORTED

RECOMMENDATION IN PARAGRAPH 8.3 SUPPORTED



MS CD SHIBANE
DIRECTOR: HUMAN RESOURCE DEVELOPMENT
DATE: 02 AUGUST 2024

REQUEST APPROVAL FOR A STANDING DEVIATION FROM NORMAL SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES FOR STAFF REGISTRATION WITH PROFESSIONAL BODIES AND ATTENDANCE OF COURSES, WORKSHOPS, SEMINARS AND CONFERENCES HOSTED BY PROFESSIONAL BODIES AS PART OF CONTINUE LEARNING AND PROFESSIONAL DEVELOPMENT (CLPD) FOR THE MTEF CYCLE AS AT 2024/25 TO 2026/27

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RECOMMENDATION IN PARAGRAPH 8.3 SUPPORTED



MS MG MAHLANGU

**CHIEF DIRECTOR: HUMAN RESOURCE, FACILITIES AND SECURITY
MANAGEMENT**

DATE: 02 AUGUST 2024

REQUEST APPROVAL FOR A STANDING DEVIATION FROM NORMAL SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES FOR STAFF REGISTRATION WITH PROFESSIONAL BODIES AND ATTENDANCE OF COURSES, WORKSHOPS, SEMINARS AND CONFERENCES HOSTED BY PROFESSIONAL BODIES AS PART OF CONTINUE LEARNING AND PROFESSIONAL DEVELOPMENT (CLPD) FOR THE MTEF CYCLE AS AT 2024/25 TO 2026/27

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RECOMMENDATION IN PARAGRAPH 8.2 SUPPORTED

RECOMMENDATION IN PARAGRAPH 8.3 SUPPORTED



MR SO MABIJA

DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT

DATE: 05 AUGUST 2024

REQUEST APPROVAL FOR A STANDING DEVIATION FROM NORMAL SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES FOR STAFF REGISTRATION WITH PROFESSIONAL BODIES AND ATTENDANCE OF COURSES, WORKSHOPS, SEMINARS AND CONFERENCES HOSTED BY PROFESSIONAL BODIES AS PART OF CONTINUE LEARNING AND PROFESSIONAL DEVELOPMENT (CLPD) FOR THE MTEF CYCLE AS AT 2024/25 TO 2026/27

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RECOMMENDATION IN PARAGRAPH 8.2 SUPPORTED

RECOMMENDATION IN PARAGRAPH 8.3 SUPPORTED



MS F MATLATSI
DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER
DATE: 06 AUGUST 2024

REQUEST APPROVAL FOR A STANDING DEVIATION FROM NORMAL SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES FOR STAFF REGISTRATION WITH PROFESSIONAL BODIES AND ATTENDANCE OF COURSES, WORKSHOPS, SEMINARS AND CONFERENCES HOSTED BY PROFESSIONAL BODIES AS PART OF CONTINUE LEARNING AND PROFESSIONAL DEVELOPMENT (CLPD) FOR THE MTEF CYCLE AS AT 2024/25 TO 2026/27

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RECOMMENDATION IN PARAGRAPH 8.1 SUPPORTED
RECOMMENDATION IN PARAGRAPH 8.2 SUPPORTED
RECOMMENDATION IN PARAGRAPH 8.3 SUPPORTED


MR X XUNDU
CHIEF DIRECTOR: STRATEGIC AND EXECUTIVE SUPPORT
DATE: 06 AUGUST 2024

RECOMMENDATION IN PARAGRAPH 8.1 APPROVED
RECOMMENDATION IN PARAGRAPH 8.2 APPROVED
RECOMMENDATION IN PARAGRAPH 8.3 APPROVED


MR M TSHANGANA
DIRECTOR-GENERAL: COOPERATIVE GOVERNANCE
DATE: 12 AUGUST 2024



📍 SABPP HOUSE | 1495 Setperk Road | Ruimsig 1724

☎ +27 11 045 5400

✉ info@sabpp.co.za

🌐 www.sabpp.co.za

26th of August 2026

Department: Cooperative Governance (REPUBLIC OF SOUTH AFRICA)

To whom it may concern

CONFIRMATION OF SOLE OWNERSHIP – SABPP PEOPLE FACTOR CONFERENCE

This letter serves to formally confirm that the SABPP PEOPLE FACTOR CONFERENCE is solely owned, convened, and administered by the SA Board for People Practices (SABPP). SABPP is the recognised professional body for Human Resources and People Practices in South Africa. In its capacity as the custodian of professional standards, ethics, and governance within the HR profession, SABPP retains full and exclusive ownership of the conference concept, intellectual property, branding, programme content, and all associated materials relating to the SABPP Learning and Development Conference.

All strategic direction, governance oversight, financial management, and operational coordination of the conference are undertaken under the authority of SABPP. Any third-party service providers, sponsors, or collaborators engaged for purposes of delivery or support act strictly in a service capacity and do not hold any ownership rights or proprietary interest in the conference.

This confirmation is issued at the request of the delegate organisation for official and compliance purposes.

Any queries can be directed to Mrs Lindiwe Nombaca on 011 045 5400 or by email to Lindiwe@sabpp.co.za.

Lindiwe Nombaca

Marketing and Events Manager

QUOTE



SABPP™

SA BOARD FOR
PEOPLE PRACTICES
NPO Registration No. 117-218 NPO

PHYSICAL ADDRESS
SABPP HOUSE
1495 Setperk Road
Ruimsig
1724

**National Department Of Cooperative
Governance**

Address Is 87 Hamilton Street, Arcadia,
Pretoria, 0001

Date
28 Jul 2026

Account Number
51606924(C)

Quote Number
Q-0260

Reference

VAT Number
4890154331

Description	Quantity	Unit Price	VAT	Amount ZAR
PF-26-M, Annual People Factor Conference (M) Charlotte Shibane Granny Mahlangu	2.00	6,999.00	15%	13,998.00
Subtotal				13,998.00
Total Standard Rate Sales 15%				2,099.70
Total ZAR				16,097.70

Expiry Date: 09 Aug 2026

Terms



SCM will finalise vendor selection based on the procurement method selected

For SCM Use	Rcd by		Rcd on		SCM Ref:	
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Component	Responsibility Code (Cost centre)
Corporate services	CS: Human Resource Management

Contact Number	0123954658	
Date required	9/10/2026	
Includes Assets?	No	

Late request

Performance metrics	Expected	Actual	Variance
Lead time	15	10	-5
Expected award date	9/21/2026		

Procurement method	Direct Contracting	Consult SCM if unsure
Documentation to attach	Attach Deviation submission approved by CFO	
Reason for late request (if applicable)	Not Applicable	

List of goods / services and cost estimates

Description	Quantity	Unit cost	Total cost
PF-26-M, Annual people factor conference 2026	2	8,048	16,096
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			-
		Total Estimate	16,096

Amount from own budget	R 16,096		
Amount from Grant	R 0	Grant Details	

1. REQUESTED BY		2. COST-CENTRE APPROVAL		3. SCM APPROVAL TO PROCURE	
					
Name:	Phineas Hlapa	Name:	Ms Haze Masiza	Name:	SO Mabija
Rank:	Personnel Officer:PT&D	Rank:	Acting DDG:Corporate services	Rank:	Director - SCM
Date:	28/08/2026	Date:	31 August, 2026	Date:	01/09/2026
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 interest¹ 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
N/A	N/A	N/A	

¹ 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, _____ the _____ undersigned,
 (name). Lindiwe Nombaca..... in
 submitting the accompanying bid, do hereby make the following statements
 that I certify to be true and complete in every respect:

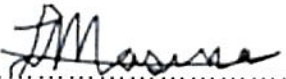
- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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.

² 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.

IACCEPT 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.

	2026/08/26
.....	
Signature	Date
Marketing and Events Manager	SABPP
.....	
Position	Name of bidder



CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

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). It is the responsibility of an organ of state supply chain practitioner to obtain supporting documentation to verify the identity and legitimacy of this supplier.

Supplier number	MAAA0408065	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	More than R10 million and less than R50 million
Allow associates?	Yes	Financial year start date	01 Jan 2021 00:00:00:000
Supplier type	Non Profit Organisation (Department of Social Dev)	Created by	vendors@sabpp.co.za
Supplier sub-type	Non Profit Organisation (Department of Social Dev)	Created date	10 Feb 2017 10:20:58:000
Legal name	SA Board for People Practices NPO	Edit by	vendors@sabpp.co.za
Trading name	SA Board for People Practices	Edit date	03 Aug 2026 12:14:23:730
Identification type	Non Profit Organisation Number	Restricted Supplier	No
Government breakdown	Non Profit Organisation (Department of Social Dev)	Restricted Director	No
Country of origin	South Africa	Government Employee	No
Non Profit Organisation Number	117-218 NPO		

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Professional, scientific and technical activities		
Division	Other professional, scientific and technical activities	% share of annual turnover	28.00

INDUSTRY CLASSIFICATION 2

Main group	Other service activities		
		Core industry	Other personal service activities
Division	Other personal service activities	% share of annual turnover	72.00

SUPPLIER CONTACT INFORMATION

CONTACT 1





CSD REGISTRATION REPORT

Contact type	Bid Office, Finance	Email address	vendors@sabpp.co.za
Is this your preferred Contact?	Yes	Telephone number	011 045 5400
Name(s)	Motshidisi	Cellphone number	078 193 5656
Surname	Matsoso	Website address	www.sabpp.co.za
Identification type	South African Identification Number	Do you want this contact to also be a CSD user ?	Yes
Prefer communication via cellphone	Yes	Created by	vendors@sabpp.co.za
Prefer communication via email	Yes	Created date	10 Feb 2017 10:20:58:493
Prefer communication via sms	Yes	Edit by	vendors@sabpp.co.za
Prefer communication via telephone	Yes	Edit date	14 Aug 2025 08:56:45:667

CONTACT 2

Contact type	Administration, Bid Office	Cellphone number	071 287 4387
Is this your preferred Contact?	No	Website address	www.sabpp.co.za
Name(s)	Lemakatso Xolani	Do you want this contact to also be a CSD user ?	Yes
Surname	Mawande	Created by	vendors@sabpp.co.za
Identification type	South African Identification Number	Created date	06 Jun 2017 14:35:16:363
Prefer communication via email	Yes	Edit by	vendors@sabpp.co.za
Email address	xolani@sabpp.co.za	Edit date	08 Sep 2021 12:31:52:297
Telephone number	011 045 5400		

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	No	Postal code	1709
Address line 1	1495 Setperk Road,	Ward Number	97
Address line 2	Ruimsig, Roodeport	Country	South Africa
Suburb	Ruimsig	This address S/A postal	Yes
Province	Gauteng	Created by	vendors@sabpp.co.za
Municipality	City of Johannesburg	Created date	10 Feb 2017 09:36:54:000
City	Roodepoort	Edit by	vendors@sabpp.co.za
		Edit date	08 Nov 2024 10:13:22:850





CSD REGISTRATION REPORT

ADDRESS 2

Is this a preferred address?	Yes	Ward Number	97
Address line 1	1495 Setperk Road	Country	South Africa
Address line 2	Ruimsig, Johannesburg	This address S/A postal	Yes
Suburb	Ruimsig	Created by	vendors@sabpp.co.za
Province	Gauteng	Created date	10 Feb 2017 09:38:17:000
Municipality	City of Johannesburg	Edit by	vendors@sabpp.co.za
City	Roodepoort	Edit date	06 Feb 2026 13:13:59:587
Postal code	1724		

ADDRESS 3

Is this a preferred address?	No	Ward Number	97
Address line 1	1495 Setperk Road	Country	South Africa
Address line 2	Ruimsig, Roodepoort	This address S/A postal	Yes
Suburb	Ruimsig	Created by	vendors@sabpp.co.za
Province	Gauteng	Created date	06 Feb 2026 13:13:59:570
Municipality	City of Johannesburg	Edit by	vendors@sabpp.co.za
City	Roodepoort	Edit date	06 Feb 2026 13:13:59:570
Postal code	1724		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Created date	14 Aug 2024 12:27:46:000
Bank	FIRST NATIONAL BANK	Edit by	csd.safetynetbatchdownload@treasury.gov.za
Branch number	250805	Edit date	15 Aug 2024 17:00:04:247
Branch name	BANKCITY 046	Bank Verification Status	Verification Succeeded
Account number	62508898428	Foreign Bank Account	No
Account holder	SA BOARD FOR PEOPLE PRACTICES NPO	Is the identifier linked at the bank	Yes
Is this a preferred account?	Yes	Is this a Shared Funding Account	No
Active start date	14 Aug 2024 12:27:46:000	Funding Partner(s)	
Created by	vendors@sabpp.co.za		





CSD REGISTRATION REPORT

TAX INFORMATION

The "Overall Tax Status" field indicates the compliance status of the tax information submitted. However, as this supplier does not have an identifying number (like a South African ID number, or Company Registration number, or Trust number) linked to their tax details at SARS, the CSD system cannot electronically verify that the tax reference numbers belongs to the specific supplier. The risk is however partially mitigated by the SARS Tax Compliance Status (TCS) PIN Number, successfully provided by the Supplier. The supply chain practitioner is however still responsible to obtain supporting documentation to verify that the tax reference numbers belongs to this supplier.

Income tax number	9266305847	Overall Tax Status	Tax Compliant
VAT number	4890154331	Tax compliance status pin provided	Yes
Is this supplier a VAT vendor?	Yes	Created by	vendors@sabpp.co.za
PAYE number	7610722235	Created date	10 Feb 2017 10:20:58:510
Are you Registered with SARS?	Yes	Edit by	vendors@sabpp.co.za
Last validation date	01 Sep 2026 09:34:00:000	Edit date	11 May 2026 14:02:53:000
Would you like to receive notifications?	Yes		

B-BBEE INFORMATION

Are you an empowering supplier	Yes	Accept and understand the content of the affidavit	Yes
% Owned by black people	73.00	Commissioner of Oath	Sheolal Dave
% Owned by black people who are women	51.00	Date affidavit signed by commissioner of oath	31 Mar 2026 00:00:00:000
% Owned by black people who are youth	0.00	Affidavit expiry date	30 Mar 2027 00:00:00:000
% Owned by black people with disabilities	0.00	Created by	vendors@sabpp.co.za
% Owned by black who are unemployed	0.00	Created date	10 Feb 2017 10:21:00:090
% Owned by black people who are military veteran	0.00	Edit by	vendors@sabpp.co.za
% Owned by black people living in rural or underdeveloped areas	0.00	Edit date	03 Aug 2026 12:14:24:307
Status	Active	Verification Status	Manual Verification Required





CSD REGISTRATION REPORT

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
LEMAKATSO MAWANDE	7312236197085	Yes	Black African	Male	100.00%	No	No	No	No	No
Total					100.00%					

CATEGORY OF PERSONS BASED ON OWNERSHIP

Owned by black people	100.00%
Owned by people	100.00%

DIRECTORS /MEMBERS / OWNERS INFORMATION

DIRECTOR/MEMBER

1

Director type	Owner, Representative	Owner person with disabilities	No
Director status	Active	Owner military veteran	No
Name(s)	LEMAKATSO	Created by	vendors@sabpp.co.za
Surname	MAWANDE	Created date	09 Mar 2017 10:07:18:000
Country	South Africa	Edit by	vendors@sabpp.co.za
Identification type	South African Identification Number	Edit date	23 Jun 2023 10:31:23:000
South African identification number	7312236197085	Restricted Director	No
Appointment date	23 Jun 2023 00:00:00:000	Restriction Last Verification Date	01 Sep 2026 09:34:08:440
Email address	xolani@sabpp.co.za	Government Employee	No
Cellphone number	082 227 8144	Government Employee Last Verification Date	01 Sep 2026 09:34:08:173
Owner	Yes	SA identification number Verified	Yes
Ownership %	100.00%	SA identification number verification date	01 Sep 2026 09:34:08:317
Living areas of owner	City of Johannesburg, Roodepoort SP - [Removed]	Ownership verification status	Manual Verification Required
Owner's ethnic group	Black African	Ownership last verification date	01 Jan 1900 00:00:00:000
Owner's gender	Male	Companies involved in	MAAA0083970;
Owner youth	No		

Tips and Frequently Asked Questions (FAQ)





CSD REGISTRATION REPORT

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 highSemiBoded 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?](#)

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.





CSD REGISTRATION REPORT

Print Date:

9/1/2026 9:34:18 AM





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Cooperative Governance
REPUBLIC OF SOUTH AFRICA

SHORT COURSE APPROVAL FORM FOR TRAINING NOT INCLUDED IN THE WORKPLACE SKILLS PLAN

To be completed by the employee

Guideline: Always ensure that the training sought is in line with the skills plan of your Branch	Ensure that this form is forwarded to the respective HR Business Partner to facilitate the efficient training process
---	--

Employee details

Name	Salary Level	Branch	Chief Directorate	Directorate
Granny Mahlangu	14	CS	HRF&SM	

Course details

Course name	Service Provider	Date	Venue	Costs
Annual People Factor Conference	SABPP	3-4 September 2026	Durban International Conference Centre	R 6,999

1. Course objectives

HR leaders, HR specialists and HR practitioners across sectors will engage in focused dialogues on how to shape the future and co-create impact and the required capabilities and leadership. The dialogues will explore both strategy and execution to ensure delegates take away practical insights and tools from the conference.

- To move beyond reactive compliance and incremental change
- To position HR as a co-author of enterprise strategy
- To intentionally design workplaces that are resilient, principled, and future-ready
- The future of work is already being shaped—through today's governance choices, technology frameworks, workforce strategies, and leadership behaviours

2. Looking at the objectives of the programme, what training needs is this programme aiming to address and are they reflected in your personal development plan? Attach copy of the PDP

The programme is not specific on the PDP although it is covered under the competency development area of strategic capability and leadership.

3. What will you learn for the course that you will put into practice?

The programme will empower me as an HR practitioner to understand AI developments, and that Organisations must redesign workforce models, enable continuous human-machine collaboration, and ensure that decision-making remains accountable, transparent, and grounded in human judgment.


Employee Signature

04/05/2026
Date



4. Guidelines for and motivation by the DDG

DDGs must ensure that the course is in line with the Branch and / or DCoG's objectives.

Recommended/~~Not Recommended~~

This is in line with the objective of the Department in investing on human capital. The incumbent will gain valuable insights on the development pertaining to human capital management, to enable her to provide strategic direction / guidance on matters relating to the management of and investment in human capital

Hazel Fatima Masiza
Name

Masiza
Signature

14 August, 2026
Date

Recommendation by the CFO on availability of Funds

Tick appropriate box

☒ Funds are available	☐ Funds are Not available
---	--

Recommended/~~Not Recommended~~

Ms FJ Matlatsi
Name

RC
Signature

17/08/2026
Date

Approval by the Chief Director: Human Resource Facilities and Security Management

☒ Approved/~~Not Approved~~

Charlotte Shibane
Name

Shibane
Signature

18/08/2026
Date

SHORT COURSE APPROVAL FORM FOR TRAINING NOT INCLUDED IN THE WORKPLACE SKILLS PLAN

To be completed by the employee

Guideline: Always ensure that the training sought is in line with the skills plan of your Branch	Ensure that this form is forwarded to the respective HR Business Partner to facilitate the efficient training process
---	--

Employee details

Name	Salary Level	Branch	Chief Directorate	Directorate
Charlotte Shibane	13	CS	HRF, S&M	HRD

Course details

Course name	Service Provider	Date	Venue	Costs
Annual People Factor Conference	SABPP	3-4 September 2026	Durban International Conference Centre	R 6,999

1. Course objectives

HR leaders, HR specialists and HR practitioners across sectors will engage in focused dialogues on how to shape the future and co-create impact and the required capabilities and leadership. The dialogues will explore both strategy and execution to ensure delegates take away practical insights and tools from the conference.

- To move beyond reactive compliance and incremental change
- To position HR as a co-author of enterprise strategy
- To intentionally design workplaces that are resilient, principled, and future-ready
- The future of work is already being shaped—through today's governance choices, technology frameworks, workforce strategies, and leadership behaviours

2. Looking at the objectives of the programme, what training needs is this programme aiming to address and are they reflected in your personal development plan? Attach copy of the PDP

The training need is not reflected in my 2026/27 PDP reason being that this is the first conference of its own that is bringing the HR leaders, specialists and practitioners together. Furthermore, it is offered by the professional body I am registered with and therefore, is part of my continued professional earning and development.

3. What will you learn for the course that you will put into practice?

I am looking forward to the dialogue on how to shape the future of work that is already being shaped through today's governance choices, technology frameworks, workforce strategies and leadership behaviors and cocreate the impact and the required capabilities and leadership within the context of positioning HR as a co-author of departmental strategy that intentional designs a department that is resilient, principled and future ready. In addition, exploration of strategy and execution and take away practical insights and tools from the conference



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REPUBLIC OF SOUTH AFRICA

Employee Signature

27/08/2026

Date

4. Guidelines for and motivation by the DDG

DDGs must ensure that the course is in line with the Branch and / or DCoG's objectives.

Recommended/~~Not Recommended~~

Hazel Fatima Masiza
Name


Signature

28 August, 2026
Date

Recommendation by the CFO on availability of Funds

Tick appropriate box

Funds are available	☒	Funds are Not available
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Recommended/~~Not Recommended~~

Ms FJ Matlatsi
Name

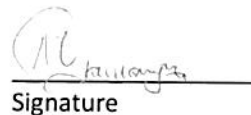

Signature

31/08/2026
Date

Approval by the Chief Director: Human Resource Facilities and Security Management

Approved/~~Not Approved~~

Ms Granny Mahlangu
Name


Signature

31/08/2026
Date

Initials and surname	Shibane CD	Persal Number	18370756
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ANNEXURE C: PERSONAL DEVELOPMENTAL PLAN FOR CHIEF DIRECTORS AND DIRECTORS

Generic Management Competencies: Personal Development Plan				
No.	Core Management Competencies	Dev. Required (Yes/No)	Process Competencies	Dev. Required (Yes/No)
1	Strategic Capability and Leadership	Yes	Knowledge Management	No
2	People Management and Empowerment	No	Problem Solving and Analysis	No
3	Programme and Project Management	No	Service Delivery and Innovation	No
4	Financial Management	No	Communication	No
5	Change Management	Yes	Client Orientation and Customer Focus	No

No.	Developmental Area	Types of interventions required (mentoring/course/workshop/seminars)	Target Date
1	Excel Intermediate	Workshop	6/30/2026
2	Other: Specify	Digital Transformation	9/30/2026
3	Change Management	Change management	12/31/2026

Signature of Employee		Signature of Supervisor
		
Date: 14/04/2026		Date: 14/04/2026

Initials and surname	Mahlangu MG	Persal Number	16488806
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ANNEXURE C: PERSONAL DEVELOPMENTAL PLAN FOR CHIEF DIRECTORS AND DIRECTORS

Generic Management Competencies: Personal Development Plan				
No.	Core Management Competencies	Dev. Required (Yes/No)	Process Competencies	Dev. Required (Yes/No)
1	Strategic Capability and Leadership	Yes	Knowledge Management	Yes
2	People Management and Empowerment	No	Problem Solving and Analysis	No
3	Programme and Project Management	Yes	Service Delivery and Innovation	No
4	Financial Management	Yes	Communication	No
5	Change Management	No	Client Orientation and Customer Focus	No

No.	Developmental Area	Types of interventions required (mentoring/course/workshop/seminars)	Target Date
1	Other: Specify	Dispute Management programme	3/31/2027
2	Other: Specify	Board Leadership programme	3/31/2027
3	Other: Specify	Programme and Project Management	3/31/2027

Signature of Employee		Signature of Supervisor	
Date: 16/04/2026		Date: 29/04/2026	

Phumelele Khumalo

From: Tsobo Setiye
Sent: Tuesday, September 1, 2026 11:24 AM
To: Phumelele Khumalo
Cc: Lindile Mzele; Charlotte Shibane; Granny Mahlangu; Phineas Hlapa; Agisanang Moruti; Nkosinathi Moloelang
Subject: FW: Clarification on Sole Supplier/Ownership Letter attached

Good morning Ms Khumalo

Kindly note email below for your consideration.

Kindly

Tsobo

From: Tonny Nkoana <TonnyN@cogta.gov.za>
Sent: Tuesday, 01 September 2026 10:53
To: Tsobo Setiye <TsoboS@cogta.gov.za>; Sandiso Mabija <SandisoM@cogta.gov.za>
Cc: Phineas Hlapa <PhineasH@cogta.gov.za>
Subject: RE: Clarification on Sole Supplier/Ownership Letter attached

Dear Mr Setiye,

The South African Board for People Practices (SABPP) is the primary statutory-recognized professional body, and the letter should be accepted.

Regards
Tonny Nkoana

From: Tsobo Setiye <TsoboS@cogta.gov.za>
Sent: Tuesday, 01 September 2026 10:28
To: Sandiso Mabija <SandisoM@cogta.gov.za>
Cc: Tonny Nkoana <TonnyN@cogta.gov.za>; Phineas Hlapa <PhineasH@cogta.gov.za>
Subject: Re: Clarification on Sole Supplier/Ownership Letter attached

Good morning, Mr Mabija

I trust this email finds you well.

Kindly note the email below from colleagues in supply chain management regarding the attached sole supplier letter. We would appreciate your confirmation on whether the attached letter from the South African Board for People Practices (SABPP) can sufficiently serve as both a sole supplier letter and an ownership/authority letter for procurement purposes. Ms Mahlangu and Ms Shibane are registered members of SABPP, the recognised professional body for Human Resource Practitioners. They intend attending a conference that is owned, organised, and exclusively presented by SABPP. Given the nature of the event and the professional body's sole ownership and provision of the conference, we seek guidance on whether the attached letter adequately addresses both requirements.

The conference is scheduled to take place from 03 to 04 September 2026 in Durban, and your prompt advice in this regard would be greatly appreciated to facilitate the finalisation of the procurement process.

Your advice and guidance will be appreciated.

Kindly

Tsobo

From: SCMdeviations <SCMdeviations@cogta.gov.za>
Sent: Tuesday, 01 September 2026 09:22
To: Phineas Hlapa <PhineasH@cogta.gov.za>; SCMdeviations <SCMdeviations@cogta.gov.za>
Cc: Tsobo Setiye <TsoboS@cogta.gov.za>; Lindile Mzele <LindileM@cogta.gov.za>; Charlotte Shibane <CharlotteS@cogta.gov.za>; Granny Mahlangu <GrannyM@cogta.gov.za>; Phumelele Khumalo <PhumeleleK@cogta.gov.za>; Agisanang Moruti <AgisanangM@cogta.gov.za>
Subject: RE: SABPP Conference for Ms Charlotte Shibane and Ms Granny Mahlangu

Dear Mr Hlapa,

Thank you for your submission to SCM.

Please note that we require a Sole Source Letter for the purpose of finalising the process. However, the service provider has submitted a Sole Ownership Letter instead.

Sole Source Letter: confirms that the required product/service can only be sourced from that particular supplier and that there is no alternative supplier that can provide it.

Sole Ownership Letter: confirms that the company owns or controls the product, technology, intellectual property, etc.

We kindly request that you provide the required Sole Source Letter at your earliest convenience to enable us to finalise the process.

Your urgent attention and response in this regard would be highly appreciated.

Kind regards,

Phumelele Khumalo

From: Phineas Hlapa <PhineasH@cogta.gov.za>
Sent: Monday, August 31, 2026 4:03 PM
To: SCMdeviations <SCMdeviations@cogta.gov.za>
Cc: Tsobo Setiye <TsoboS@cogta.gov.za>; Lindile Mzele <LindileM@cogta.gov.za>; Charlotte Shibane <CharlotteS@cogta.gov.za>; Granny Mahlangu <GrannyM@cogta.gov.za>; Phumelele Khumalo <PhumeleleK@cogta.gov.za>; Agisanang Moruti <AgisanangM@cogta.gov.za>
Subject: SABPP Conference for Ms Charlotte Shibane and Ms Granny Mahlangu

Dear Colleagues

Please find attached SABPP Conference as well as short course training form and PP for Ms. Shibane.

Regards

Mr Phineas Hlapa

HR Officer: Personal Development and Training

012 395 4658

PhineasH@cogta.gov.za



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