

LETSHALO HR SERVICES

1011 Pretorius Avenue  
Centurion  
0181  
ZAF



Telephone +2712 622 9500

Delivery date: 12/15/2025

**Delivery address**  
WC Provincial Office  
Waterside Office Park  
Tyger Waterfront  
Carl Cronje Drive  
Belville  
Bellville  
ZAF

Purchase order

Purchase requisition 001548  
Number **PO-20093686-1**  
Date 2025/12/15  
Delivery terms

| Quantity | Description                                       | Unit Price  | Amount    |
|----------|---------------------------------------------------|-------------|-----------|
| 1        | RECRUITMENT AGENCY SCREENING - General<br>General | 8423,75     | R8,423.75 |
|          |                                                   | Total       | R8,423.75 |
|          |                                                   | VAT         | R0.00     |
|          |                                                   | Grand Total | R8,423.75 |

|                 | Name             | Job Title                 | Date                       | Email address               |
|-----------------|------------------|---------------------------|----------------------------|-----------------------------|
| Compiled by     | Doreen Ntjana    | Procurement Administrator | 2025/12/15                 | dntjana@wrseta.org.za       |
| Contact details | Telephone number | 012 663 9585              | Compiled by signature      | <i>NTJANADOREEN</i>         |
|                 |                  |                           | Approval manager signature | <i>Reuben M Khunou (Mr)</i> |

|             |               |                    |                     |            |
|-------------|---------------|--------------------|---------------------|------------|
| Approved by | Reuben Khunou | Senior SCM Manager | 2025/12/15 09:32:44 | 15/12/2025 |
|-------------|---------------|--------------------|---------------------|------------|

Please note:  
\* Please quote W&RSETA Purchase Order Number on the Invoice(s) to expedite payment  
\* All goods or services purchased will be subject to W&RSETA General Conditions of Contract, copy available on request and from [www.wrseta.org.za](http://www.wrseta.org.za)  
\* All prices quoted shall be inclusive of Value Added Tax (VAT) at 15%  
\* Prices quoted must include delivery charges where applicable and goods must be delivered to the address indicated  
\* All Invoices shall be paid 30 days from date of statement  
\* Invoices shall be addressed to the W&RSETA and not individuals  
\* The supplier shall bear all liability for goods during transportation  
\* All Invoices should reflect the full details of your entity i.e. Registered & trading names, registration numbers, directors and members.  
\* All Invoices must be submitted directly to the Finance Department at W&RSETA Head Office.  
Board: Reggie Sibiya (Chairperson), Zinhle Tyikwe, Sibusiso Busane, Thandeka Ntshangase, Themba Mthembu, Silimandlela Mzimaseki, Lerato Mokhitli, David Makua, Lucas Ramathodi, Ross Rayners, Margaret Bango, Nonkululeko Bogopa, Zibhelezihle Sokabo, Sebe Rasebitse.

