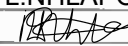
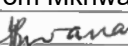


Motivation for Deviating from Normal SCM Processes	
Business Unit	Internal Audit
Manager Name & Surname	Masana Ngobeni
Nature of Service or Products:	Ethics Management Training for W&RSETA Management
Name of Supplier	The Ethics Institute
Amount budgeted	R70 000.
Please put a check next to the applicable reason for deviating from three quotation system:	
Emergency cases: An emergency procurement may occur when there is a serious and unexpected situation that poses an immediate risk to health, life, property or environment which call an institution to action and there is insufficient time to invite suppliers to submit three quotations. (Treasury Regulation 16A6.4)	
Sole Supplier: Sole source procurement may occur when there is evidence that only one supplier possesses the unique and singularly available capacity to meet the requirements of the institution. (Treasury Regulation 16A6.4).	x
Please include a short narrative on the reason for the motivation for single sourcing:	
The Ethics Institute (TEI) is an independent public institute producing original thought leadership and offering a range of services and products related to organisational ethics. The Ethics Institute (TEI) work with private sector organisations, public-sector organisations, and professional bodies. The Ethics Institute (TEI) vision is building an ethically responsible society. The training of ethics management training is a vital for fostering a strong , compliant and positive company culture. Furthermore the training transforms ethics from a broad concept into a specific set of actionable behaviors, principle and decision making skills.	

APPROVAL

	Compiled by:	Budget confirmation by BU Manager/Executive	Supported by SCM Manager	Recommended by CFO	Approved by CEO
Title	Chief Audit Executive	Talent and Development Manager	Manager: SCM	Chief Financial Officer	Chief Executive Officer
Name	Masana Ngobeni	Moshawa Modise	Mpho Mofokeng	L.NHLAPO	Tom Mkhwanazi
Signature					
Date	18 December 2025	19/12/2025	19/01/2025	19/01/2025	19/01/2026
Comment					

DATE: 12/12/2025

COMMERCIAL PROPOSAL WHOLESALE AND RETAIL SECTOR EDUCATION AND TRAINING AUTHORITY

ORGANISATION TYPE:	Public Sector		
PROPOSAL TYPE:	ETHICS MANAGEMENT TRAINING		
CLIENT CONTACT:	Masana Ngobeni	Contact:	mngobeni@wrseta.org.za
CONTACT DESIGNATION:	Chief Audit Executive		
TEI PROJECT LEAD:	Palesa Mashabane	Contact:	palesam@tei.org.za

Non-Supporter: VAT included

ITEM	NOTE(S)	RATE	#	TOTAL
CLIENT ENGAGEMENT: PROJECT POSITIONING				
Project scoping meeting (S)		3 197.00	1	3 197.00
TRAINING: General training workshop: In-house				
Junior Middle Senior level: Contact Virtual (full day)		65 113.00	1	65 113.00
GENERAL				
Attendance certificate(s)	20 attendance certificates	14.00	20	280.00
SUB-TOTAL				R 68 590.00
PROJECT MANAGEMENT FEE	No Fee	0%		R 0.00
TOTAL				R 68 590.00

Terms and Conditions

1. Validity

This proposal/quotation is valid for a period of **90 days** from date of issue.

2. Scope

- This commercial proposal covers only the services or products specified herein.
- Additional services or change requests will be proposed and charged separately.
- Travel costs are defined as set amounts and invoiced accordingly.

3. Payment(s) | Fees

- The Ethics Institute (TEI) has a strict 30 days from invoice payment policy.
- Project management fees are determined according to the project's total cost, sector, and complexity.
- Invoicing shall be effected on a monthly basis, according to the proposed milestones.
- Extended client engagement beyond the scope of the proposal; exceeding the time proposed for scoping and alignment of this project, will be considered advisory services and invoiced according to an hourly rate.

4. Lead Time | Commencement

- Project implementation may only commence once a valid, signed Purchase or Framework Order is provided by the client.

- ii. In the absence of a valid work order, the technical proposal (or if not applicable, the commercial proposal) must be signed and returned to the TEI Project Lead, as well as to the Accounts Department at accounts1@tei.org.za.
- iii. Subject to compliance with 4(a) and 4(b), TEI requires a lead time of four weeks before commencing with work, unless otherwise agreed to between TEI and the Client.
- iv. TEI reserves the right to apply the rate card of the relevant financial year in which a project is delivered, regardless of when the project was approved. The same conditions will apply to any projects that are on hold and continue into the next financial year.

5. Cancellation | Penalties

- i. Cancellations of projects may be made in writing; however, the client will remain responsible for any services delivered, or costs incurred by TEI up to the date of cancellation.
- ii. TEI will not accept penalties invoked for late delivery due to client non-responsiveness, client dependencies, or force majeure.

General

A Client Purchase Order (PO) referenced in a TEI invoice shall not, under any circumstances, alter, amend, or supersede TEI's standard payment terms. The reference to a PO on a TEI invoice is for administrative purposes only and shall not be deemed an acceptance of any terms or conditions contained therein.

No additional or conflicting terms contained in any client-issued document, including but not limited to a PO or vendor registration form, shall be binding on TEI unless expressly accepted in writing by an authorised representative of TEI.

To become a Supporter of The Ethics Institute | [CLICK HERE!](#)

Palesa Mashabane
[12/12/2025]

TEI: PROJECT LEAD

CLIENT: DESIGNATED AUTHORITY

DATE: _____

WHO WE ARE

About The Ethics Institute

The Ethics Institute (TEI) is an independent public institute producing original thought leadership and offering a range of services and products related to organisational ethics. We work with private-sector organisations, public-sector organisations, state-owned entities and companies, and professional bodies. Our vision is building an ethically responsible society.



For more information, visit our website at www.tei.org.za.