



**Head of Procurement**  
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**15 February 2016**

**REFERENCE LETTER: LEKOKO CONSULTING**

**SUPPLY CHAIN MANAGEMENT (SCM) SERVICE:**

This is to confirm that Lekoko Consulting is currently carrying out end-to-end quality assurance for the procurement processes to acquire physical security services (guarding) for the SABC's Auckland Park Head Office, TV outside Broadcasts, and the Tshwane Provincial Office.

The service being delivered to the SABC, covers the following:

- Obtained information critical to include in bid specifications for guarding National Key Points, from the SA Police Services
- Assisted the Bid Specifications Committee in ensuring the bid specifications are fair, and clear with regard to sourcing the best service provider/s
- Ensuring that bid advertising follows approvals of specifications and bid advertisement itself, as well as advertising media
- Observe compulsory briefing sessions and ensure potential bidders receive additional information and clarification requested
- Advise on the suitability of bid boxes, and their locations
- Attend bid closing and registrations, and provide best practices for future processes
- Attend bid evaluations, as well as site evaluations for shortlisted bidders, and provide assurance reports in that regards
- Present periodic quality assurance reports to the Head of Procurement.

Hope you find this in order

  
**HEAD OF PROCUREMENT (ACTING)**  
DATE: 19/02/2016