



28 May 2018

TO WHOM IT MAY CONCERN

LETTER OF REFERENCE FOR COMPLETED WORK: LEKOKO CONSULTING

Nature of project: Human Resources Policies Review
Duration of project: 1st July 2015 to 16 November 2015
Contact person: Ms Dimakatso Seete, General Manager: Corporate Services
Office Telephone: 011 805 9661
Mobile Number: 082 744 0395
Quality of Work: Satisfactory

Thank you,

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

General Manager Corporate Services



09 March 2021

Ref: BS/2021/23

**REFERENCE LETTER: LEKOKO CONSULTING
SUPPLY CHAIN MANAGEMENT (SCM) CONSULTANCY SERVICES:**

Lekoko Consulting was contracted to provide consultancy services regarding the turnaround of supply chain management services to the BANKSETA for a period of six months, from 1st August 2019 to 31st January 2020. The services carried out are as follows:

1. Revised the SCM policy, and documented SCM processes in alignment with legislation and National Treasury regulations, guidelines, circulars and instruction notes.
2. Revised and documented SCM delegations to suit the operational requirements of the BANKSETA, emphasising the deployment of probity advise and probity audits.
3. Identified bottlenecks and proposed solutions to improve efficiencies in the BANKSETA's SCM processes.
4. Revised SCM templates and related documents.
5. Capacitated the bid committees (adjudication, evaluation, and specifications) by offering specialist advice and training workshops.
6. Provided overall guidance on the development of specifications, quality assurance of bid evaluation processes, and bid adjudication effectiveness.
7. Provided SCM reports to BANKSETA on a monthly basis regarding progress with turnaround.
8. Provided support to the SCM team regarding responses to audit requests pertaining to turn around times, quality and completeness of information requested.
9. Identified and prepared corrective measures to the Auditor General's findings into SCM.
10. Provided a mechanism to deal with backlogs in the execution of projects due to delayed processes at bid committee stages.
11. Provided management approach to adhering to the annual procurement plan to deal with the disconnect, or poor linkages, between the SCM Unit and the business units / business side of things (line functions).
12. Provided advise on the eligibility of bid committee membership for the attention of the Board.

ENABLING SKILLS DEVELOPMENT IN THE BANKING AND MICROFINANCE SECTOR



BANKSETA Gauteng (Head Office)

Building C2, Eco Origin Office Park
349 Witch-Hazel Avenue
Eco-Park Estate, Highveld
Centurion

BANKSETA Free State Office

Motheo TVET College Central Office
c/o Georges & Aliwal Streets
Bloemfontein

BANKSETA Eastern Cape Office

Waverley Office Park, Phase 4
Building 3-33, Phillip Frame Road
Chiselhurst
East London

BANKSETA Limpopo Office

Stand 3200, Platinum Park
Extension 68, Bendor
Polokwane



13. Provided advise on the tightening of evaluation criteria for bids, including:
 - a. scoring methods, providing reasons for scoring, presenting the business case and detailed evaluation of each bid in writing.
 - b. risk management issues for each bid; and
 - c. detailed interrogation of BEC reports by BAC before Board submissions.

The services were provided at a total all-inclusive cost of R499,999-95.

The above services were provided and delivered to the satisfaction of the BANKSETA.

BANKSETA, therefore, recommend Lekoko Consulting to provide similar services to any public entity or government department.

Hope you find this in order.

Yours sincerely,

BEAULAD

BEAULA DZIRUNI
CHIEF FINANCIAL OFFICER

DATE: 9 March 2021

Landline :011 805 9661
Cell : 071 602 7313
Email :beaulad@bankseta.org.za

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