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REF: Nombulelo Jilimba
Supply Chain Officer

17th JULY 2008

TO WHOM IT MAY CONCERN

This is to confirm Lekoko Consulting is a preferred service provider listed on the LGSETA database for provision of the following services:

- Management of LGSETA bidding and procurement for contracts above R3 000 000.00 (Three Million Rand).
- Technical evaluations of bids in accordance with LGSETA supply chain framework and policy.
- Project management

Work concluded for the LGSETA covers preparation of adverts and RFP (request for proposal) packs, standard template for recommendation reports, technical evaluation of bids for skills development, negotiation for price justifications and intellectual property rights for the following projects:

- Infrastructure Asset Management: **R9 175 000** (Nine Million One Hundred and Seventy Five Thousand Rand only)
- Labour Relations Training: **R6 000 000** (Six Million Rand Only)
- Community Development Workers: **R70 100 000** (Seventy Million One Hundred Thousand Rand Only)

Yours Faithfully,

SIDWELL MOFOKENG
CHIEF EXECUTIVE OFFICER

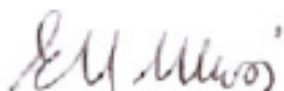
15 May 2013

**REFERENCE LETTER FOR A SUPPLY CHAIN MANAGEMENT (SCM) SERVICE:
LEKOKO CONSULTING**

Lekoko Consulting carried out the duties below for LGSETA during the period 01 November 2012 to 30 April 2013:

- Drafted and successfully implemented an action plan to correct the SCM-based findings of the Auditor General Report for the financial year 2011/2012
- Developed / customised a series of documentation to set up the LGSETA's (SCM) system, based on the National Treasury's SCM guidelines, and to a large extent on best practice benchmarking. The documents developed are:
 - Financial Delegations (including SCM)
 - SCM Policy
 - Powers and Standards for the Procurement of Goods and Services
 - SCM Process Flows
 - Detailed SCM Business Processes
 - Audit Trail guides for SCM activities (for bids, quotes, and store items)
 - Vendor Registration Form
 - Bid Dossier (RFP/T Pack) template, incorporating Standard Bidding Documents (SBDs)
 - Form for Oath of Secrecy for SCM Functionaries
 - Bid Evaluation Format / Template
 - Contract / Service Level Agreement template
 - Process / procedure for the Adjudication of challenges to bid offers
- Compiled the 2013/2014 LGSETA Procurement Plan to be submitted to National Treasury
- Recruitment of temporary SCM staff
- Induction of all SCM staff onto the SCM framework and documentation

Hope you find this in order



NTOMBENHLE NKOSI
CEO

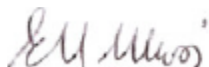
15 May 2013

**REFERENCE LETTER FOR A HUMAN RESOURCE MANAGEMENT (HRM) SERVICE:
LEKOKO CONSULTING**

Lekoko Consulting carried out the duties below for LGSETA during the period 01 November 2012 to 30 April 2013:

- Drafted and successfully implemented an action plan to correct the HRM-based findings of the Auditor General Report for the financial year 2011/2012
- Developed documentation to set up the LGSETA's HRM system based legislation and on best practice benchmarking. The documents developed are:
 - HRM Delegations
 - All HRM Policies, including Code of Conduct, Disciplinary Procedure, and Grievance Procedure
 - Performance Management System, including templates for Performance Contract / Workplan, Review and Assessment Sheets for Objectives, Competencies, and Staff Development
 - Processes for Records Management
- Facilitation of organisational development workshops and drafting of the new Organisational Design
- Conclusion of the first Recognition Agreement with the representative union
- Auditing of all leave for all staff
- HRM reports to LGSETA Board
- Recruitment of temporary employees
- Day-to-day management of HRM
- Developed a Year Planner / Organisational Calendar for the LGSETA
- Facilitated the finalisation of the 2012-2014 Strategic Plan and Annual Performance Plans

Hope you find this in order



NTOMBENHLE NKOSI
CEO