



LIMPOPO TOURISM AGENCY

2814

ERF 92/688, PORTION 2

SOUTHERN GATEWAY EXT 4

N1 MAIN ROAD

0700 POLOKWANE

Republic of South Africa

+15-293-3600

E-mail : info@golimpopo.com

Website : www.golimpopo.com

Enq : Mr. P.W Malothane

Ref : 6/3/6/1

Date : 12 March 2026

Lekoko Consulting
37A Voortrekker Street
POLOKWANE
Limpopo Province

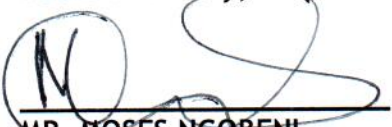
Sir/Madam

RE: LIMPOPO TOURISM AGENCY: APPOINTMENT OF TRANSACTIONAL ADVISOR TO CONDUCT COMPENSATION AND BENEFITS POLICY ANALYSIS AND RECOMMEND ALIGNMENT WITH PUBLIC SERVICE INCLUDING DETERMINATION OF COST IMPLICATIONS FOR A PERIOD NOT EXCEEDING THREE (03) MONTHS

1. Lekoko Consulting successfully completed a 3-month project (September to November 2025) to be a transactional advisor to look into the migration of policies, especially those with compensation and benefits, and be aligned to those of the Department of Public Service and Administration.
2. The following were carried out and completed within the project:
 - a. Ensure that the HR compensation and benefits policies of the entity are analysed and incorporated in line with Public Service Regulations. This implies that all applicable policies including those that are linked to compensation and benefits, or systems-based, will have to be analysed for alignment with those of the Public Service.
 - b. Conduct research with other public entities whose employees belong to Government Employee Pension Fund (GEPF), Government Employee Medical Scheme (GEMS), and / or utilise the compensation and benefits policies that are like the public service.
 - c. Ensure that the migration follows applicable legislation and regulations.
 - d. Consultation with the Board, Staff and relevant stakeholders.
 - e. Determine the quantum for medical aid subsidy, housing, provident or pension funds benefits.
3. The alignment of policies was based on, among other things, the following:
 - a. Limpopo Tourism Act No. 4 of 2018.

- b. Public Services Act and its Regulations (1994 as amended).
 - c. Recognition agreements in place between LTA and its recognised Union.
 - d. Administrative processes regulating Salary Structure, UIF, Provident Fund, medical aid and grading system.
 - e. Applicable systems (such as payroll and leave, PMS, admin systems versus PERSAL, EQUATE).
 - f. Ensure the rights and obligation of affected employees are in line with Section 197 of the Labour Relations Act.
 - g. Ensure employees are not placed in a worse off situation that they were in prior to the process.
4. **Duration of project:** 1st September 2025 to 30th November 2025
5. **Contract amount:** R194,750
6. **Delivered work:** Satisfactory
7. **Contact person:** Mr. Chris Ramoshaba, Senior Manager: HR and Support Services
8. **Contact details:** 082 566 4102 / chris@golimpopo.com

Yours Sincerely,



MR. MOSES NGOBENI
CHIEF EXECUTIVE OFFICER
LIMPOPO TOURISM AGENCY

Purchase Order

Page 1 of 1

SUPPLIER

LEK004

Lekoko Consulting

37a Voortrekker Street

Polokwane

Limpopo



Limpopo Tourism Agency

P.O Box 2814

Polokwane

Portion 2, Ext 4, Southern Gateway

Polokwane

0700

Telephone **(015) 293 3600**

Vendor Number

Date

8/5/2025

Quote No

LTAQ004

Requisition No

27939

Purchase Order No

PO000010114

Item Code	Item Description	Ordered	Units	Price (In)	Disc %	Total (Incl)
3230-000-HUM	Stakeholder Engagement (Board,	1.0000000	0.0000000	61,500.00		61,500.00
3230-000-HUM	Analysis of compensation and benefit	1.0000000	0.0000000	61,500.00		61,500.00
3230-000-HUM	Assessment, propose amendments	1.0000000	0.0000000	41,000.00		41,000.00
3230-000-HUM	Progress and Project Closure Report	1.0000000	0.0000000	30,750.00		30,750.00

LTAQ004-25/26: Appointment of Transactional Advisor to conduct Compensation and Benefit policy analysis, recommend alignment with public services including determination of cost implications

Total (Excl)	194,750.00
Tax	0.00
Total (Incl)	194,750.00
Discount	0.00
Total (Incl)	194,750.00

Prepared by **Mokhele Mamphoko**

Date

Signed

Approved by **Mapale Peter Maila**

Date

Signed

DELIVERY OF ALL ORDERS SHOULD BE MADE WITHIN 30 DAYS

INVOICES CAN BE FORWARDED TO accounts@golimpopo.com

NO INVOICES WILL BE ACCEPTED WITHOUT OUR ORDER NUMBER

8/5/2025 9:00:00 AM

Terms of Payment: 30 days of invoice