



civilian secretariat for police service

Department:
Civilian Secretariat for Police Service
REPUBLIC OF SOUTH AFRICA

**CSPS01/2026-2027: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF
INTERNAL AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE INCLUDING SUPPORT
FOR CIVILIAN SECRETARIAT FOR POLICE SERVICE FOR A PERIOD OF THREE (03) YEARS**

Supplier Initials.....



civilian secretariat for police service

Department:
Civilian Secretariat for Police Service
REPUBLIC OF SOUTH AFRICA

Private Bag X922, PRETORIA, 0001, 268 Lilian Ngoyi Street, Fedsure Forum Building, 2nd Floor,
PRETORIA, Tel: (012) 493 1400, WEB: www.policeseecretariat.gov.za

YOU ARE HEREBY INVITED TO BID TO THE CIVILIAN SECRETARIAT FOR POLICE SERVICE

BID NUMBER: CSPS01/2026-2027

CLOSING TIME: 11:00AM

CLOSING DATE: 02 OCTOBER 2026

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find SBD1 Part A and Part B, SBD3.3, SBD4, SBD6.1, General Contract Conditions (GCC) and Terms of Reference (TOR).
3. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
4. The attached forms **must** be completed in detail and returned with your bid. Each bid document must be submitted in a separate sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. **Failure to complete and sign SBD1, SBD3.3, SBD4 and SBD 6.1 will automatically disqualify your bid.**
5. The bid **must be deposited into the tender box** situated in the entrance of the Civilian Secretariat for Police Service, 268 Lilian Ngoyi Street, Fedsure Forum Building, 2nd Floor, Pretoria

Yours faithfully

MR SM NGOEPE
DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT

DATE: 2026/08/20

Supplier Initials.....

A. BACKGROUND

The Civilian Secretariat for Police Service (CSPS) is an institution responsible for conducting civilian oversight over the police service. The CSPS derives its mandate from the Constitution of the Republic of South Africa, Act 108 of 1996. The CSPS operates directly under the Minister of Police.

Civilian Secretariat for Police Service is situated at:

268 Lillian Ngoyi Street
Fedsure Forum Building
2nd Floor
Pretoria
0001

Supplier Initials.....

A

**SBD1 PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CSPS01/2026-2027	CLOSING DATE:	02 October 2026	CLOSING TIME:	11:00AM
DESCRIPTION	CSPS01/2026-2027: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF INTERNAL AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE / TOOL INCLUDING SUPPORT FOR CIVILIAN SECRETARIAT FOR POLICE SERVICE FOR A PERIOD OF THREE (03) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
268 Lillian Ngoyi Street Fedsure Forum Building 2 nd Floor Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

Supplier Initials.....

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

Supplier Initials.....

SBD 1 PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

Supplier Initials.....

B

SBD 3.3
PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: **CSPS01/2026-2027**

CLOSING TIME **11:00am**

CLOSING DATE: 02 October 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

1. The accompanying information must be used for the formulation of proposals.

BID PRICE IN RSA CURRENCY

**** (ALL APPLICABLE TAXES INCLUDED)**

PRICE SCHEDULE:

NO.	DESCRIPTION	MINIMUM REQUIREMENT	Year 1 (Price unit)	Year 2 (Price unit)	Year 3 (Price unit)
1	Software Licensing Costs	Covers Internal Audit, Risk, and Compliance modules.			
2	Implementation and Configuration Costs	Includes all work related to installing and configuring the software for CSPS.			
3	User Training Costs	Training for a minimum of 6 users across all relevant modules.			
4	Support and Maintenance Costs	Annual support fees, SLA commitments, and ongoing maintenance.			
5	Hosting	Costs of hosting			
Total (Excluding VAT)					
VAT					
Total (Including VAT)					

The bidder will as a rule is not entitled to claim for travel and subsistence expenses.

Supplier Initials.....

*** all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

2. Period required for commencement with project after acceptance of bid.....
3. Are the rates quoted firm for the full period of contract? *YES/NO
4. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index
.....
.....
.....
.....

Any enquiries regarding bidding procedures may be directed to the –

OFFICE OF THE CIVILIAN SECRETARIAT FOR POLICE SERVICE
PRIVATE BAG X922
PRETORIA
0001

Bid administration enquiries

Mr. M. RALINALA

Tel: (012) 493 1373

Mr. M.W Maela

Tel: (012) 493 1374

Or for technical information

Ms. L. MJEZA

Tel: (012) 493 1257

Ms M. SHADUNG

Tel: (012) 493 1262

Supplier Initials.....

SBD 4

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Supplier Initials.....

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

Supplier Initials.....

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Supplier Initials.....

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date

.....	
Position	Name of bidder

Supplier Initials.....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

Supplier Initials.....

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80.00
SPECIFIC GOALS	20.00
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim about preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

Supplier Initials.....

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tender will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Supplier Initials.....

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person(s) who are black person(s)	10	
Enterprises with ownership of 51% or more by person(s) who are Women	5	
Enterprises with ownership of 51% or more by person(s) who are Youth	3	
Enterprises with ownership of 51% or more by person(s) who are Disabled	2	
Total Points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

Supplier Initials.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded because of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

Supplier Initials.....

(e) forward the matter for criminal prosecution, if deemed necessary.

	
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

Supplier Initials.....

E. GENERAL CONDITIONS OF CONTRACT

The purpose of this Annexure is to:

- i. Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- ii. To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- ☐ The General Conditions of Contract will form part of all bid documents and may not be amended.
- ☐ Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid if applicable and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts

Supplier Initials.....

- 21. Delays in the supplier's performance
- 22. Penalties
- 23. Termination for default
- 24. Dumping and countervailing duties
- 25. Force Majeure
- 26. Termination for insolvency
- 27. Settlement of disputes
- 28. Limitation of liability
- 29. Governing language
- 30. Applicable law
- 31. Notices
- 32. Taxes and duties

1. DEFINITIONS

- 1.1. The following terms shall be interpreted as indicated:
- 1.2. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.3. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.4. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.5. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public employee in the procurement process or in contract execution.
- 1.6. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its GPAA and encouraged to market its products internationally.
- 1.7. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.8. **"Day"** means calendar day.

Supplier Initials.....

- 1.9. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.10. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.11. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.12. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.13. **" Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.15. **"GCC"** means the General Conditions of Contract.
- 1.16. **"Goods"** means all the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract
- 1.17. **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.18. **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

Supplier Initials.....

- 1.19. **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. **"Order"** means an employee written order issued for the supply of goods for works or the rendering of a service.
- 1.21. **"Project site,"** where applicable, means the place indicated in bidding documents.
- 1.22. **"Purchaser"** means the organization purchasing the goods.
- 1.23. **"Republic"** means the Republic of South Africa.
- 1.24. **"SCC"** means the Special Conditions of Contract.
- 1.25. **"Services"** means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. **"Written"** or "in writing" means handwritten in ink or any form of 96 electronic or mechanical writing.

2 APPLICATION

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract conflict with these general conditions, the special conditions shall apply.

3. GENERAL

Supplier Initials.....

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the State Tender Bulletin. The State Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.employee.gov.za.

4. STANDARDS

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so, required by the purchaser.

6. PATENT RIGHTS

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

Supplier Initials.....

7. PERFORMANCE

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance **security** of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.3.1. A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.3.2. Acashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. INSPECTIONS, TESTS AND ANALYSES

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there is no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing Energy Board concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

Supplier Initials.....

- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. PACKING

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. DELIVERY OF DOCUMENTS

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

Supplier Initials.....

11. INSURANCE

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. TRANSPORTATION

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. INCIDENTAL SERVICES

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- A. Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- B. Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- C. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- D. Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- E. Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. SPARE PARTS

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- A. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- B. in the event of termination of production of the spare parts:
 - i. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

Supplier Initials.....

15. WARRANTY

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.6. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. PAYMENT

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

Supplier Initials.....

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. PRICES

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, except for any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. CONTRACT AMENDMENTS

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. ASSIGNMENT

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. SUBCONTRACTS

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or local authorities.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

Supplier Initials.....

- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. PENALTIES

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. TERMINATION FOR DEFAULT

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- a. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - b. If the Supplier fails to perform any other obligation(s) under the contract; or c.If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

Supplier Initials.....

24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. FORCE MAJEURE

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. TERMINATION FOR INSOLVENCY

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. SETTLEMENT OF DISPUTES

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

Supplier Initials.....

- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,
- a. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - b. the purchaser shall pay the supplier any monies due the supplier.
- 27.6. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6.

28. LIMITATION OF LIABILITY

- 28.1. The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser.
- 28.2. The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. GOVERNING LANGUAGE

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. APPLICABLE LAW

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. NOTICES

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

Supplier Initials.....

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. TAXES AND DUTIES

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, GPAA must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

Supplier Initials.....

F. TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF INTERNAL AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE / TOOL INCLUDING SUPPORT FOR CIVILIAN SECRETARIAT FOR POLICE SERVICE FOR A PERIOD OF THREE (03) YEARS

1. PURPOSE

- 1.1 To provide Internal Audit, Risk and Compliance Management Software to the Civilian Secretariat for Police Service (Hereafter referred to as "CSPS"). The full range of services required is set out in the 'Scope of Work' hereunder.

2. BACKGROUND

- 2.1. CSPS requires cloud based Audit and Risk Management software tool that enables automation of audit and risk processes. This software will equip Internal Audit, Risk and Compliance Management Unit to streamline processes and minimize manual intervention.
- 2.2. This is critical as it will assist with increasing the efficiency and productivity of the entire process, including planning, execution, report generation, and follow-up of previously raised findings, audit committee reporting and storage. It will also enable Risk Management to identify, assess, manage, monitor and report on risks strategic, operational, project, other relevant levels as well as compliance with applicable legislative requirements. It also enables teams, including management, to work centrally on one output.

3. OBJECTIVES OF THE PROJECT

- 3.1. The services seek to achieve the following objectives:
 - 3.1.1 To automate the internal audit process and enable comprehensive audit planning, execution, and reporting.
 - 3.1.2 To automate the risk management and reporting process.
 - 3.1.3 To automate compliance management processes in line with regulatory and internal requirements
 - 3.1.4 To automate the process to follow up on corrective action agreed upon by management and enable management to provide status update using the software.
 - 3.1.5 To provide user-friendly dashboards for real-time reporting and stakeholder communication.
 - 3.1.6 To facilitate continuous auditing, risk monitoring and compliance oversight.

Supplier Initials.....

- 3.1.7 To incorporate built in functionality to run data analytics to provide deeper insights and anomaly detection.
- 3.1.8 Utilize AI capabilities to streamline risk assessment and support predictive analytics.

4. DURATION

- 4.1. The duration for the project will be for a period of thirty six (36) months and shall commence after signing the Service Level Agreement (SLA).

5. SCOPE OF THE WORK

- 5.1. Scope Of Work Entails the Following -

- 5.1.1 Cloud-based Audit, Risk and Compliance Management software that will enable automation processes, trend analysis, centralizing documentation, facilitating third-party risk assessments, and improving efficiency and compliance. The location of the data Centre must be within the borders of the country (South Africa) as well as Disaster Recovery and Business Continuity capabilities.
- 5.1.2 The bid should include the following:
 - 5.1.2.1 Software installation and configurations for the duration of the contract.
 - 5.1.2.2 User Licenses for the duration of the contract (8 users).
 - 5.1.2.3 Introduction/ Foundation Training for 8 Users
 - 5.1.2.4 Online support and maintenance should be provided by the successful bidder at no extra cost for the duration of the contract.

6. DELIVAREABLES

6.1 INTERNAL AUDIT, RISK AND COMPLIANCE MANAGEMENT

Internal Audit Features:

- 6.1.1 The software should provide capabilities that allow Internal Audit to plan and allocate its projects and resources at the beginning of each financial year in line with the approved internal Audit plan.
- 6.1.2 The software should have audit documentation capabilities that allow documentation of audit projects from planning to reporting.

Supplier Initials.....

- 6.1.3 The software should provide report generation capabilities that allow Internal Audit to generate an Audit report from the working papers completed on the tool during fieldwork.
- 6.1.4 The software should have Audit finding tracking capabilities that allow both Internal Audit and the business process owners who own the findings visibility on such findings.
- 6.1.5 The software should provide for adequate segregation of users within the system, e.g., work paper preparers, reviewers at various levels (audit supervisor, audit manager, administrators etc.)
- 6.1.6 The software should have backup and storage capabilities that allow it to consistently backup data to enable recovery in the event of a disruption.
- 6.1.7 The software should have the capability of allowing more than one auditor to work on the same project at the same time.
- 6.1.8 The software should include dashboards for real-time reporting and stakeholder communication.
- 6.1.9 The software must be able to facilitate continuous monitoring and a data-driven approach to audit processes.
- 6.1.10 The software should incorporate built-in functionality to run data analytics to provide deeper insights and anomaly detection.
- 6.1.11 The software should include dashboards for real-time reporting and stakeholder communication.
- 6.1.12 Integration with compliance processes for Combined Assurance visibility.

Risk Management Features

- 6.1.13 Adequate risk analysis and dashboards (e.g., heatmaps, age analysis, escalation of overdue mitigations).
- 6.1.14 Capability to map risks to the lines of defense in line with the Combined Assurance Model.
- 6.1.15 Support for multiple levels of risk assessments: Strategic, Operational, and Project.
- 6.1.16 Determination and monitoring of risk appetite and tolerance levels.
- 6.1.17 Reminders and escalations to line management for due actions and mitigations.
- 6.1.18 Integration of risk management with Internal Audit and Compliance Management for a combined assurance view.

Supplier Initials.....

- 6.1.19 Automated risk scoring and prioritization based on likelihood, impact, and control effectiveness.
- 6.1.20 Trend analysis and historical risk reporting to identify emerging risks over time.
- 6.1.21 Real-time notifications and alerts for new, modified, or critical risks.
- 6.1.22 Capability to link risks to organizational objectives, KPIs, and strategic initiatives for performance monitoring.

Compliance Management Features

- 6.1.23 Categorization of acts and regulations as core, secondary, or topical.
- 6.1.24 Import and maintenance of legislation from third-party compliance content providers.
- 6.1.25 Capture and classification of internal policies, procedures, and provisions.
- 6.1.26 Risk-based prioritization using probability and seriousness ratings.
- 6.1.27 Real-time compliance tracking and continuous self-assessments by business owners.
- 6.1.28 Issue and action-plan tracking with automated reminders.
- 6.1.29 Registers for non-compliance incidents, losses, conflicts of interest, gifts, and complaints.
- 6.1.30 Early warning alerts for overdue or high-risk items.
- 6.1.31 Compliance dashboards and reports by act, provision, or responsible unit.
- 6.1.32 Capability to perform internal compliance audits and generate compliance ratings.
- 6.1.33 Capability to perform compliance risk analysis.
- 6.1.34 Integration with risk and audit modules for combined assurance visibility.

Supplier Initials.....

7. REQUIREMENTS

Bidder must complete all the functionality as detailed from 7.1 to 7.4

7.1 Internal Audit Functionality

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:	Comply (Yes)	Not Comply (No)
The Software must be cloud based and has capabilities to be hosted in the data centre within the country (South Africa).		
The Software should enable Internal Audit to allocate or assign employees to a specific audit as well as the total hours allocated to the project.		
The Software should have audit documentation capabilities that allow for documentation of audit projects from planning, fieldwork through to reporting. At a minimum the tool should provide templates for the following: Planning: working paper templates that enable the auditor to document system description, audit risks, audit objectives, controls, audit procedures including resource planning (team allocation and project hours). Fieldwork: working paper templates that enable the auditor to document audit results as well as conclusion. Exception/Finding Creation capability: The software should have capability to create audit exceptions/findings and hyperlink/reference them to the relevant working papers containing audit results and conclusion. The exception/finding should contain the criteria/ standard, finding, root cause, impact/risk, recommendation, management comments/Agreed action plans and actions dates.		

Supplier Initials.....

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:	Comply (Yes)	Not Comply (No)
The Software should have audit finding tracking capabilities that allow both Internal Audit and the business process owners who own the findings visibility on such findings. Moreover, business units should be able to update status update and attached evidence for resolved findings.		
The Software should provide for adequate segregation of users within the system, e.g. work paper preparers, reviewers at various levels (Internal Audit specialist (supervisor), Head/ Senior Manager reviews, etc.).		
The Software should have capabilities to allow more than one auditor to work on the same project at the same time.		

7.2 Risk Management Functionality

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE/ TOOL MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:	Comply (Yes)	Not Comply (No)
The Software should provide for adequate risk analysis and dashboards (e.g. heatmaps and age analysis of and escalations of overdue mitigations).		
The Software should provide for adequate capability to map the risks to the lines of defense in line with Combined Assurance Mode.		
The Software should provide for levels of risk assessments i.e. Strategic Risk Assessments, Operations Risk Assessments and Project Risk Assessments.		
The Software should provide for capturing and monitoring risk appetite, risk tolerance, risk bearing capacity, key risk indicators, threshold and trigger levels and bridges of risk appetite and tolerance.		
Integration with Internal Audit, Risk and Compliance Management for combined assurance visibility.		
Automated risk scoring and prioritization based on likelihood, impact, and control effectiveness.		

Supplier Initials.....

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE/ TOOL MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:	Comply (Yes)	Not Comply (No)
The software should enable linkage between internal Audit findings and Risks identified.		
Trend analysis and historical risk reporting to identify emerging risks.		
Real-time notifications and alerts for new, modified, or critical risks.		
Capability to link risks to organizational objectives, KPIs, and strategic initiatives for performance monitoring.		
Reminders and escalations to line management for due actions and mitigations.		

7.3 Compliance Management Functionality

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE/ TOOL MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:	Comply (Yes)	Not Comply (No)
Categorization of acts and regulations as core, secondary, or topical.		
Import and maintenance of legislation from third-party compliance content providers.		
Capture and classification of internal policies, procedures, and provisions.		
Risk-based prioritization using probability and seriousness ratings.		
Real-time compliance tracking and continuous self-assessments by business owners.		
Issue and action-plan tracking with automated reminders.		
Registers for non-compliance incidents, losses, conflicts of interest, gifts, and complaints.		
Early warning alerts for overdue or high-risk items.		

Supplier Initials.....

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE/ TOOL MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:	Comply (Yes)	Not Comply (No)
Compliance dashboards and reports by act, provision, or responsible unit.		
Capability to perform internal compliance audits and generate compliance ratings.		
Capability to perform compliance risk analysis.		
Integration with risk and audit modules for combined assurance visibility.		

7.4 Internal Audit, Risk and Compliance Management Security.

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE/ TOOL MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:		Comply (Yes)	Not Comply (No)
Access management	The Software must have capabilities to provide the following: • Authentication of users through username and password before a user is granted access to the system. • Enforce standard access control principles such as segregation of duties, role-based access control based on least privilege and need to know principle.		
Audit capabilities	The Software must enable the logging of the following activities undertaken by users and systems at a minimum: • Working paper sign offs. • User last logins.		

Supplier Initials.....

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE/ TOOL MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:		Comply (Yes)	Not Comply (No)
Information security	The Software must be a web-based tool • The solution must be consistently upgraded to provide protection against the OWASP threats as new threats emerge (i.e. the latest upgrade of the solution should cover at least the top 10 Open Web Application Security Project (OWASP) 10 threats at any given time). • The Software must meet privacy requirements (e.g., the need to protect the confidentiality of customer records or personally identifiable information (PII) such as employee and customer details) as per the legal and regulatory requirements (e.g. POPIA, PAIA, GDPR, etc). • The bidder must confirm that they will adhere to CSPS's information security policies, standards and procedures.		
Encryption	The bidder must provide confirmation in the form of a signed letter that the Software has adequate protection for sensitive information in transit (e.g. between the web server and a user's web browser) and at rest; the information must be protected against unauthorized disclosure.		
Audit Tool Hosting	The Software should have capabilities to be hosted on cloud platforms. These cloud hosting environments must provide secure, scalable, and highly reliable infrastructure for hosting applications and data and must be hosted within a border of the country (South Africa).		
Integration	The Software must provide standardized integration capabilities to facilitate integration into CSPS's internal systems.		

Supplier Initials.....

THE AUDIT, RISK AND COMPLIANCE MANAGEMENT SOFTWARE/ TOOL MUST COMPLY AND HAVE THE FOLLOWING REQUIREMENTS:		Comply (Yes)	Not Comply (No)
Customization	The Software must be easily modified/ customized to meet Internal Audit, Risk, and Compliance Management needs, preferences and/or requirements.		
Reporting	The software must allow the report to be exported to Microsoft electronic version (Word, Excel) and PDF		

Bidders must indicate system capabilities as per the above.

8. CSPS'S RIGHTS

- 8.1 The CSPS is entitled to amend any tender conditions, tender validity period, tender terms of reference, or extend the tender's closing date, all before the tender closing date. All Bidders, to whom the Bid documents have been issued and where the CSPS have a record of such Bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the CSPS's website under the relevant Bid information. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their Bid response to ensure that they are kept updated on any amendments in this regard.

9. DURATION OF THE PROJECT

The contract will comprise a once-off installation, configuration, deployment and training of the Internal Audit, Risk and Compliance Management Software Tool, followed by a 36-month support, maintenance, and licensing Service Level Agreement (SLA)

The appointed service provider shall commit to completing all installation, configuration, onboarding, user training, and system commissioning activities **within 30 days** from the date of receiving the official purchase order, unless otherwise agreed in writing and incorporated into the SLA.

10. CONDITIONS OF THE BID

- 9.1 CSPS reserves the right not to accept the lowest proposal.
9.2 The CSPS reserves the right to appoint one or more Bidders.
9.3 The CSPS reserves the right not to award the contract.

Supplier Initials.....

- 9.4 CSPA reserves the right to have any documentation submitted by the successful Bidder checked or inspected by any other person or organization.
- 9.5 The General Conditions of Contract will be applicable to this Bid.
- 9.6 CSPA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 9.7 The Bidder may be required to prepare for a possible presentation should the CSPA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.
- 9.8 No upfront Payment will be processed by CSPA.
- 9.9 The bid is valid for a period of 120 days and may be extended at the discretion of CSPA.

10. ACCOUNT MANAGEMENT

- 10.1. Service Provider shall provide a dedicated Project Manager as well as dedicated technician to the department.
- 10.2. Service Provider shall provide an on-going liaison with the departmental Chief Audit Executive regarding the performance of the software in respect of its obligations under this agreement. This includes developing objectives for the software together with measurements for efficiency, quality and cost effectiveness.
- 10.3. Service provider to provide quarterly organization consultancy meetings and reports to ensure the effective implementation of software, however. Additional meetings may be held as and when required.
- 10.4. In the event that the Service Provider decided to change the Account Manager, the following shall occur:
- 10.4.1. Notify changes within seven (7) working days.
- 10.4.2. A formal and proper handover will take place.

11. REPORTING AND MONITORING

- 11.1 The service provider shall provide monthly, quarterly and annual reports to CSPA with comprehensive, accurate analysis, interpretations of trends and problem profiles as well as possible interventions by the 5th day of every calendar month.

Supplier Initials.....

11.2 The report format should be agreed upon between the service provider and CSPS. These reports must always be in the format prescribed by the Department and accompanied by invoices before the 5th day of the month following service rendered.

11.3 Quarterly reports must contain the following:

11.3.1 Utilization report include problem category progress report for new and repeat challenges.

11.3.2 Any problems/ risks/ conditions identified during the quarter.

11.3.3 Any aspects that may need to be brought to the attention of the Department.

11.3.4 Comparative statistics of the above-mentioned points.

12. SERVICE LEVEL AGREEMENT

12.1. The Service Provider shall be expected to enter into Service Level Agreement with CSPS.

13. INTELLECTUAL PROPERTY

13.1 The Department shall own all copyrights and other Intellectual Property rights in everything developed for purposes of this project during the course of an engagement, including systems, all reports and written advice.

13.2 The information generated during this process; presentations; reports etc. shall be intellectual property of the Department and the Service Provider will not disclose such documents to any third party without the written consent of the Department.

13.3 The service provider shall not modify any information obtained from Department and its stakeholder, merge it with any other information, use it for any commercial purpose or do any other things that may in any manner affect the integrity, security or confidentiality of such information.

13.4 No agreement in respect of the transfer of the intellectual property shall be of any force and effect, unless reduce to in writing.

13.5 Information of the consulted employees shall be handled in the most sensitive manner and confidence and after the contract has expired the Department shall decide on the disposal method.

Supplier Initials.....

14. GENERAL AND SPECIAL CONDITIONS

- 14.1 The General Conditions of Contracts (GCC) as set out by the National Treasury will be applicable in all instances. A copy is attached to the bid documents. The general condition is available on the National Treasury website (www.treasury.gov.za).
- 14.2 The special conditions shall include the following:
- 14.2.1 The Service Provider shall ensure transfer skills to CSPS relevant staff.
- 14.2.2 The Service Provider shall treat all information supplied by the CSPS as confidential and will not disclose any such confidential information to any other party.
- 14.2.3 Service Provider shall submit bid proposals that respond to all requirements specified in the Terms of Reference of the bid. All prescribed services must form part of the bid proposal. Partial bids shall be disqualified.
- 14.2.4 **Original bid proposal and one copy** of the bid proposal must be submitted.
- 14.2.5 Written price quotation (document must be on the letterhead of the company).
- 14.2.6 The recommended Service Provider shall be subjected to security clearance process. Only Service Provider who is cleared during the security clearance process shall be considered for appointment.
- 14.2.7 The highest scoring service provider (s) shall be expected to present their proposals to the Bid Evaluation Panel in line with the specified criteria.
- 14.2.8 Through conducting reference checks bidders shall be disqualified if found to have misrepresented information in their bid proposals.
- 14.2.9 All prescribed SBD forms must be fully completed.
- 14.2.10 Certification for all required copies must not be older than three months.
- 14.2.11 Copy of the certified copy shall not be acceptable.
- 14.2.12 Bidders must initial all pages of the bid specifications.
- 14.2.13 Bidders must submit the technical proposal separate from financial proposal (price quotation on company letterhead)
- 14.2.14 The successful service provider (s) shall enter into agreement with the Department.

Supplier Initials.....

15. PAYMENT

- 15.1 No advance payment shall be made to the appointed service provider.
- 15.2 Payments shall only be processed upon the satisfactory monthly delivery of the service in accordance with this bid and terms of reference.
- 15.3 The Department shall pay the appointed service provider within 30 days of receiving an invoice, provided the Department is satisfied with the services performed. Should the Department query an invoice; the 30 days period will run from the date upon which the query has been resolved.
- 15.4 Payment to the appointed service provider shall be done by means of electronic bank transfers for services rendered satisfactorily.
- 15.5 All invoices payables shall be inclusive of value-added tax (VAT).
- 15.6 Total cost shall be fixed for the duration of the contract.
- 15.7 If travel and subsistence are applicable, such charges must be included in the bid price.

16. PENALTIES

Subjected to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the department shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of delay until actual delivery or performance. The department may also consider termination of the contract pursuant to GCC Clause 23.

17. SITE INSPECTION

- 17.1. The CSPS reserves the right to conduct site visit prior to appointment of the Service Provider.

18. PROFILE OF THE SERVICE PROVIDER

- 18.1. Company profile relevant to the Terms of Reference.
- 18.2. Minimum five (05) years' experience in the relevant areas, e.g. Audit, Risk and Compliance Management software.
- 18.3. Proven experience in Audit, Risk and Compliance Management software and relevant areas in the public sector.
- 18.4. CVs of all team members including (Programme Manager, Team Leader/ Supervisor and other two Team members), highlighting experience relevant to the project.
- 18.5. Letters of contactable details of at least **three references** relevant to Audit, Risk and Compliance Management software from recent clients.
- 18.6. Certificate of incorporation / legal status.

Supplier Initials.....

19. FORMAT OF THE BID

19.1. Bids must be completed and submitted in line with the following:

NB: The prescribed Guideline for packaging of the bid proposal must be observed when packaging the bid proposal and returning documents

ANNEXURE A: Background, SBD1 (Part A-Invitation to Bid and Part B Terms and Conditions for Bidding)

ANNEXURE B - SBD 3.3. (Price Schedule)

ANNEXURE C - SBD 4 (Bidder's Disclosure)

ANNEXURE D - SBD 6.1. (Preference Point Claim Form in terms of Preferential Procurement Regulation 2022)

ANNEXURE E - General Conditions of Contract (GCC)

ANNEXURE F - TERMS OF REFERENCE (TOR)

ANNEXURE G: OTHER RETURNABLE DOCUMENTS

Administrative documents-

- Proof of registration as a CIPC (Previously known as CIPRO)/ Certificate of incorporation / legal status.
- Copy of ID Documents of active Directors
- A valid Tax Clearance Certificate or SARS Pin
- Supplier's Summary report obtained from National Treasury Central Suppliers Database (CSD)
- Sworn affidavit or BBBEE certificate

NB: Failure to submit mandatory documents shall invalidate your bid.

20. EVALUATION OF THE BID

20.1 The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted as follows:

20.1.1. Phase One: Administrative and Mandatory Compliance.

20.1.2. Phase Two: Technical Proposal.

20.1.3. Phase Three: Presentation by service provider/s who have scored 70 points and above.

20.1.4. Phase Four: Price and PPR of 2022, specific goals.

Supplier Initials.....

22. EVALUATION CRITERIA

Phase One – Administration and Mandatory Compliance

Bidders must submit the following:

Administration:

DOCUMENTATION

- A valid Tax Clearance Certificate or SARS Pin
- Suppliers' summary report obtained from National Treasury Central Suppliers Database (CSD).
- Proof of registration as a CIPC (Previously known as CIPRO) / Certificate of incorporation / legal status.
- ID Copies of Active Directors
- Sworn affidavit or BBBEE certificate
- Completed and signed all compulsory Standard Bidding Documents (SBD 1, SBD 3.3, SBD 4 and SBD 6.1)

NB: If there are any materials omission on the stated SBDs, bidders will be offered a maximum of 2 working days to respond to the omission.

Mandatory compliance

- To provide CV of the Programme Manager, Team Leader/ supervisor and other two (2) team members,
- Detailed company profile including company experience.
- Service Providers are required to provide proof that they have facilitated / performed similar projects accompanied by correspondence from references proving that such project was executed as well as three (03) minimum contactable references.
- Service Provider must provide a valid certificate or valid annual renewal receipts of a Programme Manager with an accredited statutory body in Risk Management or Internal Audit.
- The service provider must indicate the location of the proposed cloud data Centre and provide documentary evidence confirming that all data associated with this contract will be hosted and stored within the borders of the country (South Africa).

NB: Failure to submit the above shall invalidate your bid.

Supplier Initials.....

Phase Two - Technical Proposal (Functionality)		100	
1. Experience in the provision of the Services. To be strictly assessed ONLY on the basis of the listed experience. Points shall be allocated as follows:			
1.1 Company's relevant experience (a) 5 years to 6 years – 10 Points (b) 7 years or above 8 years – 15 Points (c) 9 years and above – 20 Points	20		
1.2 Programme Manager's experience (a) 5 years to 6 years – 10 points (b) 7 years to 8 years – 15 points (c) 9 years and above – 20 points	20		
1.3 Team Leader/supervisor experience (a) 3 years to 4 years – 10 points (b) 5 years to 6 years – 12 points (c) 7 years to 8 years – 15 points (d) 9 years to 10 years – 17 points (e) 11 years and above – 20 points	20		
1.4 Other Two Team members experience (a) 3 years to 4 years – 10 points (b) 5 years to 6 years – 12 points (c) 7 years to 8 years – 15 points (d) 9 years to 10 years – 17 points (e) 11 years and above – 20 points	20		
2. Project Methodology: (a) General approach planned methodology including planning, execution, reporting, implementation and monitoring. (5 points) (b) Proposed activities in the undertaking of the project with clear time frames (10 Points) (c) Details of three (3) previous projects of similar to the audit, risk and compliance management software. (5 Points)			20

Bidders must score a minimum of 70 points on functionality. Bidders who score less than 70 points for functionality shall be disqualified and shall not be subjected to further evaluation.

Supplier Initials.....

Phase Three – Bidders who have scored 70 points and above will be required to make a presentation on the following key points.

- Programme Management Approach (as defined under functionality criteria).
- Experience related to the audit, risk and compliance management software.
- Price Proposal (breakdown of price proposal) as per bid requirements.

PHASE FOUR – PRICE AND 80/20 PRINCIPLE APPLICABLE IN RESPECT OF PPR 2022, RECONSTRUCTION AND DEVELOPMENT PROGRAMME (RDP) GOALS OR BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT (B-BBEE) AS PROVIDED FOR BY ITS SECTION 10(B).	100
NB: Pricing must be done in line with the provided template for the Service and administration fee structure:	
Price	80
Specific goals	20
TOTAL	100

80/20 principle applicable in respect of PPR 2022, Reconstruction and Development Programme (RDP) Goals or Broad Based Black Economic Empowerment Act (B-BBEEA) as provided for by its Section 10(b) (As aligned to SBD 6.1)

Points will be awarded as per the following:

Specific goals	Points
Historically Disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black person/s.	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprises with ownership of 51% or more by person/s with disability	2
Total	20

Phase Four – Price and BBBEE Status Level Contributor	100
(NB: Pricing must be done in line with the pricing schedule):	
Price	80
Specific goals	20
TOTAL	100

Supplier Initials.....

23. PRICE SCHEDULE:

NO.	DESCRIPTION	MINIMUM REQUIREMENT	Year 1 (Price unit)	Year 2 (Price unit)	Year 3 (Price unit)
1	Software Licensing Costs	Covers Internal Audit, Risk, and Compliance modules.			
2	Implementation and Configuration Costs	Includes all work related to installing and configuring the software for CSPS.			
3	User Training Costs	Training for a minimum of 8 users across all relevant modules.			
4	Support and Maintenance Costs	Annual support fees, SLA commitments, and ongoing maintenance.			
5	Hosting	Cost of hosting			
Total (Excluding VAT)					
Total (Including VAT)					

The bidder will as a rule is not entitled to claim for travel and subsistence expenses.

24. ENQUIRIES

For more information, please contact the following people:

Technical Enquiries Internal Audit

Ms. L Mjeza

(012) 493 1257

Lindi.Mjeza@csp.gov.za

Technical Enquiries Risk Management & Compliance

Ms. M Shadung

(012) 493 1262

Molebogeng.shadung@csp.gov.za

Supplier Initials.....

(SCM) Bid Enquiries:

Mr. M. Ralinala / Mr. W.M Maela

(012) 493 1373 /012 493 1374

Mashudu.Ralinala@csp.gov.za / widson.maela@csp.gov.za

Supplier Initials.....