

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INFORMATION REGULATOR					
BID NUMBER:	RFI01-2025	CLOSING DATE:	27/02/ 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	REQUEST FOR INFORMATION (RFI) FOR PROCUREMENT OF AN INTEGRATED ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION FOR THE INFORMATION REGULATOR				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
INFORMATION REGULATOR					
JD HOUSE BUILDING, 27 STIEMENS STREET, BRAAMFONTEIN, 2001					
GROUND FLOOR, RECEPTION AREA					
Enquiries: Kido Lofafa, Lesego Korae, Phindulo Maphangula					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	010 023 5200		TELEPHONE NUMBER	010 023 5200	
E-MAIL ADDRESS	Tenders@infoeregulator.org.za		E-MAIL ADDRESS	Tenders@infoeregulator.org.za	
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 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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.					

**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:



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

Address: JD House, 27 Stiemens Street
Braamfontein, Johannesburg, 2001
P.O. Box 31533
Braamfontein, Johannesburg, 2017
Email: Enquiries@infoeregulator.org.za

REQUEST FOR INFORMATION (RFI):

RFI01-2025

**REQUEST FOR INFORMATION (RFI) FOR PROCUREMENT OF AN
INTEGRATED ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION FOR
THE INFORMATION REGULATOR**

CLOSING DATE: 27 FEBRUARY 2025 AT 11:00

1. Introduction

The Information Regulator (Regulator) is established in terms of section 39 of Protection of Information Act 4 of 2013 (POPIA) as a juristic person which has jurisdiction throughout the Republic. The Regulator is listed as a schedule 3A institution in terms of Public Finance Management Act (PFMA). It is independent and is subject only to the Constitution and the law and must be impartial and perform its functions and exercise its powers without fear, favour or prejudice; The Regulator exercises its powers and performs its functions in accordance with POPIA and the Promotion of Access to Information Act 2 of 2000 (PAIA) and is accountable to the National Assembly. Section 47 of POPIA empowers the Regulator to establish its administration and appoint staff to assist it in the performance of its functions.

The entity is responsible for monitoring and enforcing compliance, handling complaints, conducting research, and ensuring public awareness about data protection and access to information.

The Regulator currently has a staff compliment of one hundred and seventeen (117). The Regulator is in the process of establishing itself and also in a process of implementing systems that will assist in achieving its mandate. The current systems that are used at the Regulator include Persal, Basic Accounting System (BAS), Justice Yellow Pages (JYP).

The Regulator currently operates on multiple standalone systems for finance, human resources, supply chain management, and compliance reporting. These disparate systems create inefficiencies, lack integration, and do not provide a unified view of operations. The Regulator seeks to procure an integrated ERP solution to enhance operational effectiveness, data integrity, and regulatory compliance.

2. Objective of this RFI

The objective of this RFI is to gather information from potential vendors about available ERP solutions that can address the needs of the Information Regulator. This information will be used to:

- Understand the capabilities of ERP solutions available in the market.
- Assess solutions that align with technical, functional, and compliance requirements.
- Evaluate cost structures and support options.
- Assess supplier capacity and compliance with applicable regulations.

This RFI does not constitute a formal solicitation or tender process but is meant to gauge market interest and capability.

3. Evaluation Criteria

Responses to this RFI will be assessed based on the following criteria:

Functional Fit – Ability to meet key business functions (finance, HR, supply chain, compliance, etc.).

Technical Fit – Compatibility with existing infrastructure, security, integration, and scalability.

Vendor Reputation and Experience – Experience with government/public sector, past implementations, and references.

Compliance – Adherence to South African legal and regulatory requirements, including POPIA and PAIA.

Implementation Plan and Support – Deployment strategy, training, and post-implementation support.

Total Cost of Ownership (TCO) – Upfront, implementation, and ongoing costs over a 3–5-year period.

Future Vision and Scalability – Ability to adapt to future organizational growth and technology changes.

4. Scope of Requirements

Interested vendors should provide information on ERP solutions that meet the following key functional areas:

4.1 Financial Management

General ledger, accounts payable and receivable, budgeting, forecasting, and financial reporting

Integration with payroll and procurement systems, expense management

Compliance with regulatory financial standards

Automated invoice processing

4.2 Human Resource Management

Employee records management, payroll processing, and benefits administration, leave management

Recruitment, onboarding, Job Evaluation System, Human Resource Planning

Performance appraisal/ management and training management

Employee records management

Employee self-service portals

4.3 Supply Chain and Procurement Management

Supplier management and procurement workflows

Inventory management and asset tracking/ management

Order processing and contract management

Fleet management

4.4 Compliance and Regulatory Reporting

Regulatory reporting (POPIA, PAIA compliance)

Data protection and security compliance

Audit trail functionalities and document management

Real-time reporting and analytics

Risk management and governance controls

5. Technical Requirements

5.1 System Architecture

Cloud-based, on-premise, or hybrid deployment options

Scalability to accommodate future expansion

5.2 Integration Capabilities

Seamless integration with existing financial and HR systems

API support for third-party applications

5.3 Security and Data Privacy

Compliance with POPIA and international data protection standards

Role-based access control and encryption mechanisms

5.4 User Management

Role-based permissions and access control

Single sign-on (SSO) and authentication features

5.5 Maintenance and Updates

Regular system updates and patches

Vendor support for troubleshooting and enhancements

6. Vendor Qualifications and Information Requested

6.1 Company Information

- Company profile, history and years in operation
- Experience in implementing integrated ERP solutions, particularly for government or public entities.
- Key clients and case studies relevant to this RFI.

6.2 ERP Solution Overview

- Description of the proposed integrated ERP solution, including key features and functionalities.
- Technical architecture and Deployment model

6.3 Customer References

- Case studies or examples of past ERP implementations in the public sector
- Contactable references from previous clients

6.4 Compliance Information

- Certification and adherence to South African regulatory frameworks
- Auditability and reporting capabilities

6.5 Implementation Details

- Estimated deployment timeline and key milestones
- Training and change management strategies

6.6 Cost Proposal

- Pricing model (licensing, subscription, implementation, and support costs)
- Estimated total cost of ownership (TCO) over 3–5 years

6.7 Support and Maintenance

- Service Level Agreements (SLAs) and support response times
- Availability of local support teams

7. Submission and Contact Information

Vendors interested in responding to this RFI should submit their proposals electronically by 27 February 2025. Responses should be sent to Tenders@inforegulator.org.za

For further inquiries, please contact:

Mr Kido Lofafa

Manager: Supply Chain Management

Information Regulator

Tenders@inforegulator.org.za

010 023 5200

Disclaimer: This RFI is issued for information-gathering purposes only and does not constitute a formal solicitation or commitment to procure an ERP system.