



INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

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SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Directorate	Information Regulator	
Date of Specification	14 August 2025	
Compulsory Briefing Session Date	19 August 2025 @ 11H00 am	
Closing Date	22 August 2025	
Contact Number	083 383 7386	
Venue for delivery of goods / services	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191	
Contact E-mail	SCM@inforegulator.org.za	
Contact Person	Phindulo Maphangula/ Lesego Korae/ Kerryyn Mashaba	
<div>- PARTIAL TRANSLATION AND DELIVERY OF AFRIKAANS AND SESOTHO PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA) MANUALS IN SOFT COPY</div> <div>- FULL TRANSLATION AND DELIVERY OF BRAILLE PAIA MANUAL IN HARD COPY</div>		
Specification to be supplied	Qty	Description
Partial translation and delivery of Afrikaans and Sesotho PAIA Manuals in soft copy (translation will be done from the English PAIA Manual) and full translation of the PAIA Manual to Braille	3 (Afrikaans and Sesotho PAIA Manuals in soft copy - Braille PAIA Manual in hard copy)	<p>The Afrikaans and Sesotho PAIA Manuals should conform to:</p> <ul style="list-style-type: none">• Error free <p>The successful bidder will be provided with the current Afrikaans and Sesotho PAIA Manuals in soft copy to work on when translating. The following pages (or portions thereof) are to be translated from the English PAIA Manual:</p> <ul style="list-style-type: none">- 2, 11, 13, 14, 15, 16, 17, 18, 19, 28, 39, 40, 41, 57. <p>The successful bidder will also be required to conduct a full translation of the PAIA Manual to Braille and deliver the hard copy.</p>


***NB: There will be a briefing session held and the link is as follow:**

[Join the meeting now](#)

Quotations must be accompanied by the following company documents:

- Valid copy of Tax Compliance Status Pin;
- Original certified BBBEE Certificate/ Sworn Affidavit;
- CSD registration report not older than three (3) months
- Completed and signed SBD 4 and SBD 6.1

Quotations received after the closing date and not in compliance with the specifications/ terms of reference will be disqualified.

SPECIFICATION SIGNED OFF BY:	
Name	Jaco Jansen
Position	Chief Legal Officer
<div><div><div>DocuSigned by:</div><div></div><div>7BD235361186404...</div></div><div>14-Aug-2025 08:51 SAST</div></div> <div><div>Signature</div><div>Date</div></div>	