



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

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

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## SPECIFICATION

### Request for approval of procurement for four recording machines for the PAIA division.

<b>Name of Directorate</b>	<b>Information Regulator</b>
<b>Contact Number</b>	<b>083 383 7386</b>
<b>Date of Specification</b>	<b>04 December 2025</b>
<b>Closing date</b>	<b>17 February 2026</b>
<b>RFQ Number</b>	<b>RFQ</b>
<b>Venue for delivery of goods / services</b>	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg 2017.
<b>Responses should strictly be through email</b>	<a href="mailto:scm@infoRegulator.org.za">scm@infoRegulator.org.za</a>
<b>Contact Person</b>	<b>Milton Gasas</b>

### SUPPLY AND DELIVERY OF RECORDING MACHINES

<b>Specification to be supplied</b>	<b>Qty</b>	<b>Description</b>
Recording device/ Machine	4	<u>Product Type</u> Recording machine  <u>Product Model</u> Olympus DM-720 - Digital Voice Recorder  <u>Weight</u> 72g  <u>Built-in memory</u> 4gig  <u>Extra Features</u> 2X Microphones  <u>Files per folder</u> 200

## General requirements

- The service provider must supply 2 samples for the name tags showing the material and how the contents will appear on the name tag before mass printing. For approval by communications and media division.

## RFQ Terms and Conditions

- Bidders must be registered with the National Treasury (CSD) Central Supplier Database and attach a copy of their CSD report, or Unique number and Tax Pin in their bids in order to enable Information Regulator to confirm suppliers' tax status.
- Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act.
- Bidders must complete, sign, and submit updated SBD 4, and SBD 6.1, SBD 6.2
- The quotation and required documents must be submitted through email to [SCM@infoeregulator.org.za](mailto:SCM@infoeregulator.org.za) or as prescribed elsewhere in the RFQ.
- The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulation of 2022
- Bidders must indicate estimated delivery of goods / service

### 3. Additional Informat

Description	Details
<b>Required Documents for Quotation</b>	1. Valid Tax Compliance Status Pin
	2. Valid and Original certified BBBEE Certificate / Sworn Affidavit
	3. CSD Registration Report not older than three (3) months
	4. Quotations must be valid for two (2) months
	5. Completed and signed SBD 4 and SBD 6.1
	6. Delivery period
<b>Non-compliance</b>	<b>Bids not in compliance with above-mentioned and received after the closing date of request for quotation will NOT be considered.</b>
<b>Specification signed off</b>	
<b>Initials and Surname:</b>	Makhwedi Makgopa-Madisa
<b>Signature:</b>	<b>Date:</b> 08-Dec-2025   12:21 SAST



**Recording machine**

