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BRANCH: INFORMATION REGULATOR: GAUTENG

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SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Directorate	Information Regulator	
Date of Specification	12 August 2026	
Preference Points Applicable	80/20 Principle	
Closing Date	08 September 2026 @ 17:00 PM	
RFQ Reference Number	RFQ-26-2026/27	
Contact Number	083 383 7386	
Venue for delivery of goods /services	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191	
Contact E-mail and Fax	SCM@info regulator.org.za	
Contact Person	Phindulo Maphangula	
REQUEST TO APPOINT A SERVICE PROVIDER FOR HOOTSUITE ENTERPRISE PLAN, ENVATO ELEMENTS FOR THE INFORMATION REGULATOR		
Specification to be supplied	Qty	Description
SUPPLY HOOTSUITE ENTERPRISE PLAN, AND ENVATO ELEMENTS	Refer to attached	Refer to Page 2

Adv. FDP Tlakula (Chairperson), **Adv. LC Stroom** (Full-time Member), **Mr. MV Gwala** (Part-time Member).
Mr. M Mosala (Chief Executive Officer)

SPECIFICATION FOR THE SUPPLY OF HOOTSUITE ENTERPRISE PLAN, AND ENVATO ELEMENTS SUBSCRIPTIONS

The Regulator would like to appoint a service provider for the supply of **HOOTSUITE ENTERPRISE PLAN, AND ENVATO ELEMENTS**

The Regulator would like to procure the following subscriptions:

1. HOOTSUITE ENTERPRISE PLAN (Social Management Tool)

One (1) year subscription to Hootsuite Enterprise Plan

2. ENVATO ELEMENTS

One (1) year subscription to Envato Elements

Important Notes

3. The service provider to provide at least **2 references** where they have performed similar services / projects.
4. The service provider will be required to deliver the software within one **(1) week** of an award letter or official purchase order
5. The service provider is required to register their **Information Officer (IO)** on the **Information Regulator's eServices portal**

Quotation(s) must be accompanied by the following documents where applicable:

1. Valid copy of Tax Compliance Status Pin.
2. Original certified B-BBEE Certificate/ Affidavit.
3. Most recent CSD registration report.
4. Information Officer registration certificate.
5. Quotations must be valid for two (2) months.
6. Bids not in compliance with the above-mentioned and received after the closing date of the request for quotation will NOT be considered.

Specification Signed off by	
Signature:	DocuSigned by:  DFAC8CCA4EE546B...
Date:	12-Aug-2026 11:40 SAST
Name and Title:	Mr T. Luyaba Chief Information Officer (CIO)