

REQUEST FOR QUOTATION

You are hereby invited to submit proposal to the South African Post Office Limited for the Preparation and Compilation of Docex Annual Financial Statement.

SECTION 1 Section to be completed by Bidder

MAAA NUMBER:	
BIDDER COMPANY NAME	
BIDDER CONTACT PERSON	
BIDDER CONTACT DETAILS	EMAIL:
	TEL :

SECTION 2 Section to be completed by SCM

RFQ NUMBER:	RFQ/26/27/80		
ISSUE DATE:	2026/09/16		
OBJECTIVE OF BID:	The objective is to appoint an accounting consulting service provider to oversee the Docex finance team and prepare AFS within the expected timelines for a period of 6 months.		
CLARIFICATION QUESTIONS: CLOSING DATE AND TIME	2026/09/21	at	09:00
RFQ CLOSING DATE AND TIME	2026/09/23	at	11:00
PROPOSAL TO BE EMAIL TO	SAPORFQ@POSTOFFICE.CO.ZA		
RFQ VALIDITY PERIOD:	120 DAYS (from closing date of this RFQ)		
ENQUIRIES: PROCUREMENT SPECIALIST	Bernadette van Zyl Tel: 012-845-2452 Email address: Bernadette.vanzyl@postoffice.co.za		

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SBD1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POST OFFICE LIMITED					
BID NO:	RFQ/26/27/80	CLOSING DATE	2026/09/23	CLOSING TIME:	11h00
DESCRIPTION:	Preparation and Compilation of Docex Annual Financial Statement.				
BID RESPONSE DOCUMENTS MUST BE FORWARD TO:					
SAPORFQ@POSTOFFICE.CO.ZA					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTIONED TO					
CONTACT PERSON:	BERNADETTE VAN ZYL				
TELEPHONE NO:	012-845-2452				
EMAIL ADDRESS:	Bernadette.vanzyl@postoffice.co.za				
SUPPLIER INFORMATION					
NAME OF BIDDER:					
POSTAL ADDRESS:					
STREET ADDRESS:					
TELEPHONE NO:	CODE		NUMBER:		
CELLPHONE NO:					
FACSIMILE NO:	CODE:		NUMBER:		
EMAIL ADDRESS					
VAT REGISTRATION NO:					
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.					

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
- BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. <u>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.</u> - APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. - BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. <u>IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</u> - WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. - 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: _____

SBD4 - BID 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 IN RESPECT OF EMPLOYEES OF THE STATE

- 2.1 Is the bidder, or any of the Directors / Trustees / Shareholders / Members / Partners of the Bidder employed by the State"? ☐ YES ☐ NO

If so, furnish particulars of the names, individual identity numbers, in table below.

Full Names	Identity Number	Name of State Institution

3. BIDDERS' DISCLOSURE IN RESPECT OF INDEPENDENT BIDDING

I, the undersigned, _____
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 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;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.

- 3.6 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.
- 3.7 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 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 state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

4. DIRECTORS

Bidders to submit the list of Directors on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surname	Gender	Race

5. SHAREHOLDERS

Bidders to submit the list of Shareholders on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surname	Gender	Race

Share certificates must be submitted

I CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT AND ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS INFORMATION PROVE TO BE FALSE.

_____ Signature	_____ Date
_____ Position/Designation	_____ Name of Bidder

A.SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. DESCRIPTION OF SERVICE

The Document Exchange [Pty] Ltd is a wholly owned subsidiary of The South African Post Office (SAPO) and require to appoint an accounting consulting service provider to oversee the Docex finance team and prepare AFS within the expected timelines for a period of 6 months

2. POINT OF DELIVERY OF SERVICES

Docex, NPC Building, Post Office Head Office, Jeff Masemola Street Pretoria

3. PRICE BASIS

- 3.1 Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- 3.2 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 3.3 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.

4. PAYMENT

The Contract Price is the amount, agreed to by both parties during contract negotiation process, which the Post Office shall pay to the Service Provider for the Services rendered in terms of the Agreement. The Contract Price for the Services provided by the Service Provider to the Post Office shall be inclusive of VAT and payable 30 days upon statement date.

5. PROPOSAL DOCUMENTS

- 5.1 Bidders responding to this RFQ are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFQ.
- 5.2 Proposals must be submitted through email address SAPORFQ@POSTOFFICE.CO.ZA. It is the bidder's sole responsibility to ensure that the bid has been received by the **2026/09/23 at 11:00. Late submissions will not be accepted.**
- 5.3 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- 5.4 Pricing schedule must be completed in South African Rand (ZAR). Failure to provide the bid in South African Rand will result in the bid being non-responsive.
- 5.5 If the proposal is submitted by a Consortium / JV / Partnership, each company forming part of the Consortium / JV / Partnership **must submit consolidated BBBEE Certificate for scoring point and proof of Consortium / JV / Partnership.**

6. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Official	Location	Contact Details
Bernadette van Zyl [Procurement Officer]	South African Post Office Limited Supply Chain Management Cnr. James Drive and Moreleta Street, Silverton, Pretoria.	012-845-2452 Bernadette.vanzyl@postoffice.co.za

7. CLARIFICATIONS

- 7.1 Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned above not later than end of day, **2026/09/21 at 09:00**. No further questions will be entertained after this period.
- 7.2 The SAPO will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- 7.3 Oral communication or instruction by SAPO or its representative shall have no standing in this RFQ unless and until they have been confirmed in writing.
- 7.4 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFQ.

8. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be **Hundred and Twenty [120] days** from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from the tender process? With regard to the validity period of next highest ranked bidders, refer to clause **10.3.11**

9. COST OF THE BID

Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

10. BIDDING CONDITIONS

- 10.1 The South African Post Office reserves the right to reject and/or disqualify any proposal:
 - 10.1.1 Received without the data and information requested.
 - 10.1.2 Submitted after the stated submission deadline [closing date]
 - 10.1.3 Which does not conform to instructions and specifications detailed herein
- 10.2 That fails to comply with specification.
 - 10.2.1 That contains any information that is found to be incorrect or misleading in anyway.
 - 10.2.2 Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the Bid.
- 10.3 The South African Post Office reserves the right:
 - 10.3.1 Not to award or cancel this RFQ at any time and shall not be bound to accept the highest scoring or any bid.
 - 10.2.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
 - 10.3.3 To accept part of a bid rather than the whole bid.
 - 10.3.4 To split the award of the bid between two or more Bidders.
 - 10.3.5 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been notified of their status as such.

- 10.3.6 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidden for, whether before or after adjudication of the bid.
- 10.3.7 Request audited financial statements or other documentation for the purposes of a due diligence exercise; to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- 10.3.8 To award the bid to a Bidder who is not the highest scoring Bidder, provided that an objective criteria was indicated in the evaluation criteria.
- 10.3.9 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
- 10.3.10 To award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.
- 10.4 No attempts may be made, whether directly or indirectly, to canvass any member of SAPO staff before the award of the contract. Any enquiries must be referred, in writing, to the specified person(s).

11 JOINT VENTURES, CONSORTIUMS, PARTNERSHIPS AND TRUSTS

- 11.1 A trust, consortium or joint venture, will qualify for points for their specific goal as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 11.2 A trust, consortium or joint venture will qualify for points for their specific goal as an unincorporated or incorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 11.3 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SAPO will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 11.4 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

12 SAMPLES (If applicable)

SAPO shall not pay for samples provided and damaged / destroyed samples as a result of destruction testing.

13 CONDITIONS OF PURCHASE

The terms and conditions applicable to any order / contract that may result from this bid will be stated in the main contract between SAPO and appointed service provider.

B.CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

1 DEFINITION

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Confidentiality Agreement, bear the meanings ascribed to them:

- 1.1 “**Bidder**” shall mean any person who attends the briefing session and/or any entity which is represented at the briefing session whose details and signature are set out in the attendance register;
- 1.2 “**Confidentiality Agreement**” shall mean this confidentiality Agreement; and
- 1.3 “**Post Office**” shall mean the South African Post Office, a public company with limited liability duly incorporated in accordance with company laws of the Republic of South Africa with registration number 1991/005477/06.

2 INTRODUCTION

- 2.1 The Bidder has attended a briefing session which is hosted by the Post Office, at which the Post Office shall provide information to Bidders who wish to enter into discussions with the Post Office concerning a number of issues pertaining to the possible provision of services by the Bidder to the Post Office, which discussions may or may not result in the Post Office and the Bidder entering into an agreement, arrangements, discussions or alliances.
- 2.2 During the briefing session and in negotiating the business relations, the Post Office shall disclose confidential information relating to its business to the Bidder.
- 2.3 The Bidder agrees to be bound by the terms and to be subject to the conditions of this Confidentiality Agreement.

3 CONFIDENTIAL INFORMATION

Confidential Information in respect of this Confidentiality Agreement shall include, but not be limited to, all oral, written, printed, photographic and recorded information of all types that is:

- 3.1 Confidential or secret information relating to the commercial and financial activities of the Post Office, which would include legal, financial, contractual or commercial arrangements between the Post Office group of companies, customers and/or third parties;
- 3.2 Confidential information and details concerning current or prospective customers, suppliers, commercial associates and other parties with whom the Post Office enjoys a commercial relationship;
- 3.3 Proposed, impending or actual commercial transactions, arrangements, ventures, agreements or opportunities which are of a confidential or secret nature;
- 3.4 Trade secrets, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names, trademarks, know how, techniques, technology, copyright, and all goodwill relating to the business and any other existing intellectual property rights or any intellectual property created as a result of the provision of services;
- 3.5 confidential or privileged information concerning disputes, claims, litigation or similar actions in which any party is or may become involved; and
- 3.6 Any other information surrounding the nature of the discussions giving rise to this Confidentiality Agreement.

4. EXCLUDED INFORMATION

There will be no obligation of confidentiality or restriction on the use of information where:

- 4.1 The information is publicly available, or becomes publicly available otherwise than by action of the Bidder; or
- 4.2 The information was already known to the Bidder (as evidenced by its written records) prior to its receipt under this or any previous confidentiality agreement between the parties or their affiliates; or
- 4.3 The information was received from another party not in breach of an obligation of confidentiality.

5. NON-DISCLOSURE

- 5.1 The Bidder acknowledges that the Confidential Information is a valuable and unique asset proprietary to the Post Office.
- 5.2 The Bidder agrees that it shall not disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Post Office.
- 5.3 The Bidder may disclose the Confidential Information only to its directors and other officers, employees and professional advisors agents and consultants only on a strictly need-to-know basis and on the terms and conditions provided for in this Confidentiality Agreement.
- 5.4 The Bidder undertakes not to use the Confidential Information for any purpose other than:
 - 5.4.1 That for which it is disclosed; and
 - 5.4.2 In accordance with the provisions of this Confidentiality Agreement.
- 5.5 The Bidder undertakes to ensure that their employees will observe and comply with their obligations in respect thereof, whether or not they remain employees of the Bidder.
- 5.6 The Bidder agrees that it shall only, where necessary, disclose the Confidential Information to its professional advisers, agents and consultants, provided that such professional advisers, agents and consultants sign a similar undertaking and that they are aware of the confidential nature of the information being made available to them.
- 5.7 The Bidder shall takes all steps necessary to procure that such professional advisers, agents and consultants agree to abide by the terms of this Confidentiality Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties.

6. OWNERSHIP

- 6.1 All Confidential Information disclosed by the Post Office to the Bidder is acknowledged by the Bidder to be proprietary to the Post Office who shall retain all right, title and interest in and to that information.
- 6.2 The possession of the Confidential Information by the Bidder does not to confer any rights of whatever nature in such Confidential Information to the Bidder.
- 6.3 No provision in this Confidentiality Agreement shall be interpreted to confer any right of license under any trademark, patent or copyright, or any applications for such a trademark, patent or copyright which may be pending now or in the future to the Bidder.

7. STANDARD OF CARE

The Bidder agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Confidentiality Agreement using the same standard of care that it applies to its own proprietary, secret or confidential information, but in any event not less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorized disclosure thereof.

8. RETURN OF CONFIDENTIAL INFORMATION

- 8.1 The Post Office may at any time request the return of the Confidential Information disclosed to the Bidder. Upon the return of the Confidential Information, the Bidder shall submit a written statement to the Post Office confirming that the Bidder has not retained in its possession or under its control, either directly or indirectly, any Confidential Information.
- 8.2 Alternatively to the return of the material contemplated in clause 0 above, the Bidder shall, at the request of the Post Office, destroy the Confidential Information and furnish the Post Office with a written statement to the effect that all Confidential Information in the possession or under the control of the Bidder has been destroyed.
- 8.3 The Bidder shall comply with the request in terms of this clause 8 within forty-eight hours of receipt of such a request.

9. BREACH

- 9.1 Any breach of any obligation or undertaking by the Bidder will constitute a material breach of this Confidentiality Agreement.
- 9.2 The Bidder shall be liable to pay the Post Office all costs incurred in the protection of its interests in terms of this Confidentiality Agreement on an attorney and own client scale.
- 9.3 The Bidder acknowledges that the Post Office shall be entitled to apply to court for an interdict or other appropriate relief against the Bidder, should the Post Office have any reasonable basis to believe that the Bidder is or may be in breach of this Confidentiality Agreement and thus endangering the proprietary interests of the Post Office.

10. DURATION

The obligations undertaken by the Bidder in terms of this Confidentiality Agreement shall endure notwithstanding the termination of this Confidentiality Agreement or notwithstanding that either party decides at any time, whether before or after the commencement of this Confidentiality Agreement, not to pursue the discussions to enter into a business relationship or that the relationship between the parties pursuant to those discussions is terminated for any reason whatsoever

11. GENERAL

- 11.1 This Confidentiality Agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.
- 11.2 No addition to, variation of, or agreed cancellation of this Confidentiality Agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 11.3 No relaxation or indulgence which the Post Office may grant to the Bidder shall constitute a waiver of the rights of the Post Office and shall not preclude the Post Office from exercising any rights which may have arisen in the past or which might arise in future.
- 11.4 The Bidder agrees and confirm by their signature to the RFQ Documents that any present and/or previous discussions or correspondence shall, for purposes of this Confidentiality Agreement, be considered to be Confidential Information.
- 11.5 An approval or consent given by a party under this Confidentiality Agreement shall only be valid if in writing and shall not relieve the other party from responsibility for complying with the requirements of this Confidentiality Agreement nor shall it be construed as a waiver of any rights under this Confidentiality Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Confidentiality Agreement.

SIGNATURE: _____

NAME OF DELEGATED SIGNATORY _____
[print] In his capacity of

DESIGNATION OF SIGNATORY: _____
[print] Who warrants his authority to sign on behalf of

NAME OF BIDDER [COMPANY]: _____

DATE: _____

C. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS

I/We _____ of _____ do hereby certify (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The South African Post Office for carrying out of the proposed works.

SIGNED AT _____ on this _____ day of _____ 2026.

SIGNATURE: _____

NAME OF DELEGATED SIGNATORY _____
[print] In his capacity of _____

DESIGNATION OF SIGNATORY: _____
[print] Who warrants his authority to sign on behalf of _____

NAME OF BIDDER [COMPANY]: _____

DATE: _____

D.SPECIFICATION

1. BACKGROUND

The Document Exchange PTY LTD is a wholly owned subsidiary of The South African Post Office (SAPO). Its Annual financial statements are prepared in accordance with International Financial Reporting Standards (IFRS), General Accepted Accounting Standards (GRAP) the requirements of the Public Finance Management Act (PFMA) and the Companies Act of South Africa.

Docex year end is 31 March and Docex is required to submit signed, un-audited annual financial statement by 31 May to the Department of Communications and Digital Technologies, National Treasury and Auditor General of South Africa (AGSA).

The AGSA has two (2) months to complete the audit of the Annual Financial Statements and thereafter the Annual Financial Statements are submitted to Executives and the Accounting Authority for approval.

In terms of the Public Finance Management Act of 1999, the Accounting Authority of a public entity must submit the audited Annual Financial Statements to Treasury, the Executive Authority responsible for that entity and the Auditor-General within five (5) months of the end of the financial year.

The Annual Financial Statements are presented at the Annual General Meeting and is thereafter required to be presented in Parliament.

2. OBJECTIVE

The objective is to appoint an accountancy service provider to manage the Docex finance team and prepare AFS within the expected timelines on a month to month basis not exceeding a period of 12 months.

3. HIGH LEVEL OBJECTIVES, MILESTONES, AND TIMELINES

3.1 Preparation and review of Annual Financial Statements and accounting services.

The Annual Financial Statements must comply with International Financial Reporting Standards (IFRS) and General Accepted Accounting Standards (GRAP)

- Docex (a wholly owned subsidiary) – The financial manager must prepare the Docex AFS and submit to SAPO for review.
- For a month to month basis not exceeding a period of 12 months commencing upon appointment date

3.2 Prior year audit findings – clearing / resolving:

- Ensure clear action plans to address all significant prior FY year financial/finance related audit findings and prevent reoccurrences,
- Weekly progress reports for the MD, CEO, CFO and Executive management

3.3 State of readiness for the 2026/2027 FY audit

- Project timelines with key activities' and a work plan allocation to DOCEX.
- Schedules and supporting documentation for the Annual Financial Statements to be provided and updated by 30 April 2027.

4. SCOPE OF WORK AND KEY DELIVERABLES

4.1 Resource requirement

It is envisaged that the person will be competent and possess the required skills to manage the day to day running of all financial accounting responsibilities within the Docex environment and ensure that quality Annual Financial Statements are prepared that are free from any material errors. Furthermore, ensure that the outcome is an unqualified audit opinion and reduce the number of audit findings.

- The individual must have a Bachelor's degree in Accounting (B Com Accounting) or B Com Accounting Science qualification with a minimum of three (3) years completed experience in preparing Annual Financial Statements in compliance with IFRS/ GRAP

Due to the nature of the work and constant engagements with the DOCEX staff and the AGSA for the preparation of the Annual Financial Statements, the person will be required to be on site at SAPO Head Office in Pretoria, NPC, c/o Sophie de Bruyn & Jeff Masemola Street, Pretoria Central, 0001.

4.2 Preparation of the Annual Financial Statements

Preparation of the Annual Financial Statements that comply with IFRS /GRAP and provide quality assurance to confirm that the Annual Financial Statements are free from material errors for:

- Docex (subsidiary) – Reviewing the Docex Annual Financial Statements.
- The annual financials must be reviewed and quality assurance provided that the Annual Financial Statements are free from any material errors prior to submission to the Chief Financial Officer and Chief Executive Officer.
- The unaudited Annual Financial Statements are required to be finalised **ten working days** before the submission timeline to AGSA to allow sufficient time for the quality review and to obtain the required approvals from the SAPO Executives and Accounting Authority.
- DOCEX uses SAP as its financial system, and the Annual Financial Statements are prepared on Caseware software. The trail balances on the two (2) Accounting Systems, i.e. SAP and Caseware must be aligned and always in balance.

4.3 Update the Annual Financial Statements

Update the Annual Financial Statements with agreed upon adjustments by the AGSA for the Final Audited Annual Financial Statements for submission to Exco, Audit Committee and Accounting Authority/Board.

4.4 Audit support and engagements with AGSA

- Audit support in the engagements with the External Auditors (Auditor General of South Africa),
- Ensure that the request for information (RFI) request from the AGSA is responded to within the permitted three (3) days' timeline of the AGSA.
- Manage the Communication of Audit Findings (COAFs) requests from the AGSA to ensure that the DOCEX teams respond within the permitted three days' timeline of the AGSA.
- Review the management responses of all COAFs prior to submission to AGSA.
- Maintain the electronic filing system for all COAFs which must be updated / maintained daily.
- Attend to all COAFs to prevent significant audit findings (Category A audit findings).
- Liaise with Auditor General regarding all possible significant audit findings and resolving these findings proactively. Develop an early warning system.
- Prepare a weekly report for submission and discussion with the Docex Managing Director.
- Improve and make the audit process efficient with the goal of attaining an un-qualified audit outcome and reduce the number of audit findings.

4.5 Year end audit project plan and reporting

- Prepare a year end project plan of all critical activities with clear identified responsible persons, timelines and milestones to ensure that the Accounting Authority/Board approves the unaudited Annual Financial Statements for Docex within the statutory timelines.
- The project plan must be completed within one (1) week of appointment.
- Project plan to be updated daily and to be discussed weekly with the Managing Director and Chief Financial Officer.
- Prepare a weekly report on the milestones achieved and to be achieved in the forthcoming weeks.
- Identify any risk areas and how these risk areas will be mitigated.
- Prepare weekly reports for submission to SAPO Exco and SAPO Audit Committee.

4.6 Schedules supporting the Annual Financial Statements

- Prepare a schedule of all the supporting documentation that will be required and used by the AGSA to conduct their regularity audit on the Annual Financial Statements.
- Agree / confirm with AGSA the schedule of all the supporting documentation that will be required to conduct their regularity audit on the Annual Financial Statements.
- Assignment of responsibilities to the DOCEX Finance team for these schedules and supporting documentation and timelines for submission.
- Review the supporting schedules and supporting documentation for accuracy and completeness prior to submission to the AGSA (Conduct a pre audit of all supporting schedules and supporting documentation to confirm accuracy and completeness).
- Prepare an audit file with all necessary supporting schedules and supporting documentation in an electronic format:
- The above should facilitate and make the audit process efficient.
- The above schedules are required to be submitted together with the unaudited Annual Financial Statements.

4.7 Non-Current assets

• **Movable assets**

- Perform an assessment and analysis of the movable asset register.
 - Assist with the complete clean up the asset register.
 - Perform useful life assessment.
 - Perform all year end roll forward processes.
 - Perform all year end closing and journal processing.
 - Reconciliation of the Asset register from opening to closing balances, including all movements
 - Co-ordinate the updating and ensure the accuracy of the assets register.
 - Performing a reasonability check on all depreciation and wear and tear calculations, including the deferred tax implications
- **Perform the fair value calculations.**
- Prepare all the required schedules to support the Annual Financial Statements and all amounts represented.
 - Review policies and procedures to effectively manage DOCEX assets and to address all previous year audit findings. Provide feedback to enhance the policies and procedures.

4.8 Suspense / clearings accounts

- The suspense and clearing accounts have been one of the significant areas resulting for a disclaimer audit opinion and has resulted in a number repeat audit findings.
- Develop and maintain a report to monitor all suspense accounts / clearing that should be cleared monthly.
- Develop the required actions with the DOCEX team to address all audit findings and prevent repeat audit findings.

4.9 IFRS 16

- Right of use assets.
- Finance lease liabilities.
- Provisions – site restoration.
- Prepare the required calculations and all the supporting documentation that will be required by the AGSA.
- Prepare the methodology and procedure document IFRS 16.
- Develop the required corrective actions to resolve all prior year audit findings and to prevent repeat audit findings.
- Automate the process of IFRS 16.
- Assist to train the DOCEX team to maintain the automated system on a monthly basis and to perform the calculations monthly and at year end.

4.10 Revenue and Receivables. Expense and payable

- Prepare the required schedules to support the Annual Financial Statements.
- Review the deferred revenue calculations.
- Develop the required action plans to resolve all previous year audit findings and to prevent repeat audit findings.

4.11 Contingent liabilities, related parties and directors / key personnel fees

- Prepare the required schedules and supporting documentation for contingent liabilities, related parties and director's / key personnel fees.
- Prepare the required templates

4.12 Going concern assessment

Prepare the required schedules and supporting documentation for the going concern assessments.

4.13 Any other services

- Any other services relevant for the preparation of the Annual Financial Statements including but not limited to:
- Oversee all organisational income streams, manage the debtor's book, and ensure accurate and complete revenue recognition.
- Calculate, review, and maintain the Expected Credit Loss (ECL) provision for bad debts in line with IFRS 9, including ageing analysis, probability-of-default assessments, and impairment adjustments to ensure accurate financial reporting.
- Manage the full creditors function, including supplier reconciliations, payment scheduling, and compliance with internal controls.
- Lead all reconciliation processes (bank, control accounts, intercompany, and suspense accounts) to ensure financial integrity and timely clearing of balances.
- Maintain and oversee the fixed asset register, including verification, additions/disposals, and depreciation schedules in line with applicable standards.
- Coordinate and maintain the IFRS 16 lease schedule for rented buildings, including capturing lease terms, calculating right-of-use assets and lease liabilities, and ensuring accurate disclosure in the Annual Financial Statements.

- Oversee inventory management processes, ensuring accurate stock levels, periodic stock counts, and reconciliation to financial records.
- Review General Ledger accounts for accuracy, completeness, and correct classification in line with reporting standards.
- Lead the month-end close process, ensuring timely, accurate, and compliant financial results.
- Prepare monthly management accounts, quarterly performance reports, annual budgets, and rolling forecasts.
- Analyse and report on variances between budgets, forecasts, and actual performance, providing insights for decision-making.

4.14 Compliance, Governance & Audit

- Ensure all financial operations comply with legislation, regulatory frameworks, internal policies, and governance requirements.
- Oversee tax coordination, including VAT, PAYE, and other statutory submissions, ensuring full SARS compliance and timely filing.
- Identify, assess, and address control weaknesses in financial reporting, operational processes, and compliance areas.
- Coordinate and report on Broad-Based Black Economic Empowerment (B-BBEE) compliance requirements.

4.15 Transfer of skills and transfer of all documents

- The service provider is required to transfer skills during the appointed period to Docex staff.
- All required documentation including the Caseware backup files to be transferred to DOCEX at the end of the contracted term period

4.16 Caseware Software, including one (1) Caseware license, support and training to be included in the pricing

- Bidders must confirm a minimum of three (3) years' experience in utilizing Caseware Software for the preparation of Annual Financial Statements.
- Bidders must provide for one (1) Caseware license, support and training to be included in the pricing

5. CONTRACT DURATION

- It is envisaged that the individual will commence upon appointment date on a month to month basis not exceeding a period of 12 months.
- The pricing must include one full time resource that is on site, for 5 (five) working days a week at 8 (eight hours) per day on a month to month basis not exceeding a period of 12 months.

E.EVALUATION CRITERIA

The bid will be evaluated as follows:

Phase 1: Gatekeeping Criteria

Phase 2: Bid Conditions

Phase 3: Commercial – Price [80] and Specific Goals [20]

1. PHASE 1: GATEKEEPING CRITERIA

The Bidder is required to provide SAPO with the following in their bid proposal.

Failure to comply with the Gatekeeping criteria will result in the disqualification of the Bid.

- **Bidders must submit Pricing Schedule Annexure F in format supplied.**

2. PHASE 2: BID CONDITIONS

The bidders must provide the following documentation with their bid proposals. Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to re-submit the outstanding bid condition/s document(s) and Failure to resubmit during the evaluation period will result in the disqualification of their Bid

The Bidders must submit the following documents with their proposals.

2.1 Conformance to Specification [Annexure BC]

The bidder must confirm that the required goods and/or services will be supplied and delivered in accordance with the scope of work as indicated in the specification document.

- **Bidders must complete in full, including Bidder company letterhead details and submit Annexure BC as confirmation of compliance with scope of work.**

2.2 Bidders Experience of International Financial Reporting Standards (IFRS)

Bidder must have with a minimum of three (3) years' completed experience in preparing and reviewing Annual Financial Statements in compliance with IFRS.

- **Bidder to use Annexure BR for completion by your client**

Note: Bidders must use **Annexure BR** as a template to confirm the number of **years completed experience** of the proposed individual that will be assigned to the project

2.3 Bidders Qualifications (B Com Accounting)/B Com Accounting Science)

The individual/resource must have a Bachelor's degree in Accounting (B Com Accounting) or B Com Accounting Science qualification. Bidders must submit proof of the qualifications of their proposed individual/resource that will be assigned to the project, as confirmed in Annexure PR.

- **Annexure PR to be completed by Bidder and submitted Qualifications to be submitted**

Note: Bidders must use **Annexure PR** as a template to confirm the number of **qualifications** of the proposed individual that will be assigned to the project.

2.4 Experience utilizing Caseware Software

Bidders must confirm a minimum of three (3) years' experience in utilizing Caseware Software for the preparation of annual financial statements.

- **Bidders must complete and submit Annexure CW as confirmation of their experience in the use of Caseware Software for the preparation of Annual Financial Statements.**

NOTE:

DOCEX reserves the right to verify qualifications at any point during the contract period or during the evaluation process. All qualifications must be valid and active at the time of bid closing date and must be sustained for the duration of the contract.

2.5 Central Supplier Database

Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required.

2.6 SBD Forms

- **Bidders must complete and submit SBD1 forms.**
➤ **Bidders must complete and submit SBD4 forms.**

2.7 Tax Compliance requirements

DOCEX will not do business with a supplier who is not tax compliant. A CSD MAAA number provided by the bidder on the SBD1 form, will enable DOCEX to verify a bidder's tax compliance status.

2.8 Restricted Suppliers

DOCEX shall disqualify bidders that are on the National Treasury list of restricted suppliers.

3 PHASE 3: COMMERCIAL: PRICE [80] and SPECIFIC GOALS [20]

3.1 Commercial: Price [80] and Specific Goals [20]

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to Specific Goals	20/100	Points will be awarded to bidders in accordance to the specific goal table

3.2 Specific Goals

The specific goal that this project seeks is to appoint a service provider/s that are as follows;

- At least ≥ 51% Black owned or more.
- At least ≥ 51% Youth owned.
- At least ≥ 51% Women owned.
- At least ≥ 1% owned by disabled individual

The Preferential Point System that will be used is **20/80** (20 Preferential Point and 80 Pricing)

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is ≥ 51% Black owned or more.	10	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a DTI BBBEE Certificate (EMEs and QSEs).
Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is ≥ 51% women owned.	3	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥1% owned by disabled person	2	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a DTI BBBEE Certificate (EMEs and QSEs).
Note: Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points for the specific goal(s) envisioned with this project. Bidder must submit a valid BBBEE Certificate or sworn affidavit, expired BBBEE Certificate or Sworn affidavit will not be accepted		

F.PRICING SCHEDULE

**PLEASE REFER TO ATTACHED
ANNEXURE F: PRICING SCHEDULE
COMPLETED IN FORMAT SUPPLIED**

G. ANNEXURE BC

**PLEASE REFER TO ATTACHED ANNEXURE BC
TO BE COMPLETED IN FULL INCLUDING YOUR
COMPANY LETTERHEAD IN SPACE INDICATED
IN RED**

H. ANNEXURE BR

**PLEASE REFER TO ATTACHED ANNEXURE BR
TO BE COMPLETED IN FULL, BY YOUR CLIENT
COMPANY WITH THEIR LETTERHEAD DETAILS
IN SPACE INDICATED IN RED**

I. ANNEXURE PR

**PLEASE REFER TO ATTACHED ANNEXURE PR
TO BE COMPLETED IN FULL INCLUDING YOUR
COMPANY LETTERHEAD IN SPACE INDICATED
IN RED**

J. ANNEXURE CW

PLEASE REFER TO ATTACHED

ANNEXURE CW

**TO BE COMPLETED IN FULL INCLUDING YOUR
COMPANY LETTERHEAD IN SPACE INDICATED
IN RED**

K.RETURNABLE DOCUMENTS

Returnable Documents means all the documents, and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids. The section contains bookmarks for ease of reference.

1. ADMINISTRATIVE DOCUMENTS

Respondents are required to submit with their bid submissions the following Administrative Documents, and also confirm submission of these documents by so indicating [Yes or No] in the tables below:

Administrative Returnable Documents	Submitted [YES OR NO]
Completed SBD 1	
Completed SBD 4	
Completed Confidentiality and Non-Disclosure	
Completed Certificate of Acquaintance with bid Requirements	
Latest CSD Report / MAAA number	
SARS Tax Compliance Certificate	

2. EVALUATION DOCUMENTS

2.1 Gatekeeping Criteria

- The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation.
- Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

Gatekeeping Returnable Documents	Submitted [YES OR NO]
Pricing Schedule Annexure F	

2.2 Bid Condition Documents

- The bidders must provide the following documentation with their bid proposals. Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to re-submit the outstanding bid condition/s document(s) and **Failure to resubmit during the evaluation period will result in the disqualification of their Bid**
- Excluding statutory requirements that being tax-compliance. Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO.

Bid Conditions Returnable Documents	Submitted [YES OR NO]
The bidder must submit Annexure BC including their company letterhead confirming that they will comply with DOCEX bid specification	

Bid Conditions Returnable Documents	Submitted [YES OR NO]
Bidder to use Annexure BR for completion and should be completed by bidders client confirming that bidder have a minimum of three [3] years completed experience in preparing and reviewing Annual Financial Statements in compliance with IFRS.	
Bidder to use Annexure PR template to confirm the Qualifications of the proposed individual/resource that will be assigned to the project.	
Bidders must complete and submit Annexure CW as confirmation of their experience in the use of Caseware Software for the preparation of Annual Financial Statements.	

2.3 Points for Specific Goals

- Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 10/20 for the specific goal.

Required Documents to be submitted for Evaluation	Submitted [YES OR NO]
Valid BBEE Certificate – SANAS accredited or Signed Sworn Affidavit by a Commissioner of Oath [EME's and QSE's] or a DTI BBEE Certificate [EME'S and QSE'S]	
Is your company a Joint Venture [i.e. Incorporate / Unincorporated]. ➤ If "YES" submit a consolidated BBEE Certificate to earn the relevant point[s] ➤ If "NO" indicate accordingly	