

 Transport Education Training Authority <i>Driven by Vision</i>	GOODS SPECIFICATION FORM RFP No:
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Chamber/Unit	IT
Requested by:	Mmathapelo Sekgala
Date:	08 October 2026
Date required by:	20 October 2026

QTY	Description	Item Reference
	REQUEST FOR PROCUREMENT OF AI TOOLS FOR BUSINESS FOR A PERIOD OF TWELVE(12) MONTHS. • All licences shall be quoted for a twelve (12) month subscription period. • The quantities specified represent the required number of user licences/seats. • Licences shall be provisioned, activated, and made available for use as soon as possible following the issuance of a purchase order. • The successful vendor shall provide licence activation, implementation support, user onboarding, administrator onboarding, knowledge transfer, and end-user training where applicable. • The successful vendor shall provide ongoing technical support for the duration of the subscription period. • The successful vendor shall provide guidance and recommendations relating to AI governance, responsible AI use, security, privacy, compliance, and organisational adoption. • The successful vendor shall provide best-practice recommendations and supporting guidance relating to AI	

	governance frameworks, acceptable use, policy development, risk management, and operational governance. • The proposed solution shall include appropriate security, privacy, access management, audit, monitoring, and data protection capabilities to support organisational governance requirements and POPIA considerations. • Vendors shall clearly disclose any minimum licensing requirements, prerequisites, product dependencies, or limitations associated with the proposed solution. • Solutions must be compatible with the existing Microsoft 365 environment where applicable.	
20	Microsoft 365 Copilot licences , annual subscription, inclusive of administration and support. Licences must be compatible with the existing Microsoft 365 environment.	
20	Claude Enterprise licences , annual subscription, inclusive of enterprise administration, security, governance, and support features. Vendors must provide all applicable licensing costs.	
10	Read AI Enterprise+ licences , annual subscription, licences including meeting transcription, meeting summaries, action item tracking, analytics, SSO capabilities, and administrative controls.	
05	ChatGPT Team (Business) licences , annual subscription, including team administration, collaboration features, workspace management, and advanced AI-assisted content generation and research capabilities.	

Requested by:	Mmathapelo Sekgala	Signature		Date:	08/10/2026
Authorized by EO/Man	Alina Shabangu	Signature		Date:	08/10/2026
Approved by SCM Manager	Zukisani Mangaliso	Signature		Date:	08/10/2026

