



REQUEST FOR INFORMATION (RFI)

SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM

JUNE 2026

RFI NO: **SANAS/ERP/2026-27/03**

DESCRIPTION: **RFI FOR IMPLEMENTATION OF THE ERP SYSTEM**

This RFI document sets out the business requirements that SANAS has to gather information from interested industry players on market capabilities and capacity for the implementation of the ERP system.

ISSUED BY:	South African National Accreditation Systems: Supply Chain
ADVERTISEMENT DATE:	03 June 2026
CLOSING DATE AND TIME:	19 June 2026 @ 11:00
RFI DOCUMENTS:	Not for sale. Copies of the RFI documents are obtainable from the SANAS website: www.sanas.co.za and on the e-Tender portal of the National Treasury website, www.etenders.gov.za
SUBMISSION OF RFI DOCUMENTS	Responses must be submitted to: procurement@sanas.co.za or the e-Tender portal.
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THE FOLLOWING PARTICULARS MUST BE FURNISHED

BIDDER'S DETAILS

Name of Bidder	
CSD MAAA number	
Tax reference number and PIN	
ID number	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	

SIGNATURE OF BIDDER:

.....

DATE:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

INITIALS AND SURNAME

SCOPE OVERVIEW:

1. PURPOSE

The purpose of this Request for Information (RFI) is to gather market intelligence on available cloud-based Enterprise Resource Planning (ERP) solutions suitable for the South African National Accreditation System (SANAS).

The RFI will assist SANAS in:

- Understanding current ERP solution capabilities and offerings
- Identifying solutions that align with organisational needs, size, and governance requirements
- Informing the scope, specifications, and procurement strategy for a future Request for Proposal (RFP)

This process is non-binding and does not constitute a commitment to procure.

2. BACKGROUND

The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice, Act No. 19 of 2006, recognizes SANAS as the sole National Accreditation Body for the Republic of South Africa, to provide Accreditation Services in the conformity assessment field and monitoring of Good Laboratory Practice.

SANAS is a Section 3A Public Entity for purposes of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999).

SANAS operates in accordance with the requirements, and regulations laid down in the following documents:

- The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 (Act 19 of 2006)
- The requirements of the international standard ISO/IEC 17011, General Requirements for Bodies providing Assessments and Accreditation of Conformity Assessment Bodies.
- The requirements as stipulated in the various Memorandums of Agreement with the international bodies and the national regulatory bodies.

SANAS currently supports its operational activities through a combination of standalone systems and manual processes across its support functions. While these systems provide basic functionality, they present several challenges, including:

- Limited system integration
- Fragmented data across multiple platforms
- Manual processes affecting efficiency and accuracy
- Constraints in consolidated reporting and decision-making

To address these challenges and align with its digital transformation objectives, SANAS seeks to explore the implementation of a modern, integrated ERP system.

Given that SANAS has approximately 86 employees, the organisation requires a scalable, modular, and cloud-based ERP solution that meets public sector governance standards and supports future growth.

3. OBJECTIVE

This RFI is merely to solicit market research and is not a competitive bid.

The key objectives of this RFI are to:

- Identify ERP solutions that can integrate core business processes across SANAS
- Improve data accuracy, consistency, and integrity
- Reduce reliance on manual and fragmented processes
- Enhance management reporting and decision-making capabilities
- Strengthen compliance, governance, and audit readiness
- Assess cost-effective and scalable ERP deployment models suited for a medium-sized public entity
- Understand vendor capabilities, implementation approaches, and support models

4. SCOPE REQUIREMENTS

Vendors are requested to provide information on ERP solutions that can support the functional and technical areas.

The envisaged ERP solution should provide an integrated, modular platform, covering the following functional areas:

Core Modules Required

- Human Resources Management
- Procurement & Supply Chain Management
- Customer Relationship Management (CRM)
- Project & Operations Management
- Asset Management
- Document Management System (DMS)
- Reporting and Business Intelligence (BI) / Analytics
- Marketing & Communication
- Enterprise Performance Management (EPM)
- Risk Management
- Fleet Management
- Knowledge Management System
- Licence Management
- Compliance and Quality Management
- Switchboard Module

Service providers may also propose additional value-added modules that support workflow automation, audit management, contract management, or self-service capabilities.

5. SOLUTION EXPECTATIONS (HIGH LEVEL)

The ERP solution is expected to be:

- Cloud-based (Software-as-a-Service or hosted cloud model)
- Modular and scalable, suitable for SANAS's size

- Secure and compliant with POPIA and information security standards
- Capable of generating management, EXCO, and Board-level reports
- Configurable rather than heavily customised

6. EVALUATION OF RESPONSES

Responses will be assessed based on:

- Alignment with SANAS functional and technical requirements
- Flexibility and scalability of the solution
- Vendor experience and capability
- Ease of implementation and integration
- Indicative cost efficiency

7. DELIVERABLES

The outcome of this RFI will be:

- A market analysis report of suitable ERP solutions
- Refined business and technical requirements
- A clearly defined ERP implementation scope
- Input into the development of a formal Request for Proposal (RFP)

8. PROTECTION OF PERSONAL INFORMATION

In responding to this RFI, SANAS acknowledges that it may obtain and have access to personal data of the respondents. SANAS agrees that it shall only process the information disclosed by bidders in their response to this RFI for the purpose of evaluating and subsequently formulating Specifications of business in accordance with any applicable law. Furthermore, SANAS will not disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SANAS requires Respondents to process any personal information disclosed by SANAS in the bidding process in the same manner.

9. ADDITIONAL NOTES

- This RFI is issued for information-gathering purposes only and does not constitute a binding procurement process.
- SANAS reserves the right not to proceed with an RFP or procurement process following this RFI.
- Participation in this RFI will not give rise to any contractual obligations.
- All information submitted will be treated with appropriate confidentiality, subject to applicable legislation.
- Are there any limitations or constraints in your solution that we should be aware of?

10. SUBMISSION REQUIREMENTS FOR INTERESTED PARTIES

- Company profile, summary of relevant project experience, and at least two reference sites.
- Conceptual description of your existing solution
- Presentation and demonstration materials
- Use case solutions deployed
- Typical implementation methodology, timelines and indicative cost.