competition commission
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DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

REQUEST FOR INFORMATION

RFI NUMBER: RFI-10–2026-2027

RFI DESCRIPTION (PAPER-BASED SUBMISSION WITH DEMO LINK): SOURCING OF DECLARATION OF INTEREST MANAGEMENT SOFTWARE FOR A PUBLIC ENTITY

This RFI calls for suitably qualified suppliers to provide information to the Competition Commission of South Africa (CCSA) regarding **software for declarations of conflict of interest, financial interests, business interests, and declarations confirming that no conflict or interest exists.**

Issue date: 8 SEPTEMBER 2026

Closing Date: 22 SEPTEMBER 2026 at 11:00

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person (s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding of the supply of services will exist between CCSA.

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REQUEST FOR INFORMATION (RFI)

RFI NUMBER : RFI 10-2026-2027
RFI TITLE : DECLARATION OF INTEREST MANAGEMENT SOFTWARE

RFI PROCESS	**EXPECTED DATES**
RFI Advertisement Date	8 SEPTEMBER 2026
RFI Available from	8 SEPTEMBER 2026
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	22 SEPTEMBER 2026 at 11:00
Delivery Venue: **Electronics Submission**	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

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1. MANDATORY DOCUMENTS

1.1 Proof of registration on the Central Supplier Database (CSD).
1.2 Completed RFI response, functional requirements matrix, indicative costing schedule and signed respondent declaration.

2. DEFINITIONS

2.1 “RFI” - a written official request for information used by CCSA for market research, planning, budgeting and specification development.
2.2 “RFI response” - a written response submitted by a respondent in the prescribed form.
2.3 “Respondent” - a natural or juristic person submitting information in response to this RFI.

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3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.
The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

_____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

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4. THE MANNER OF SUBMISSION OF THE RFI

4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
4.2 Respondent shall submit one ***emailed submission*** including relevant supporting documents.
4.3 The original copy must be signed by an authorised employee, agent or representative of the respondent.
4.4 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
4.5 Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

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1. BACKGROUND

1.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, 89 of 1998. The Commission is a Schedule 3A public entity and conducts procurement in accordance with applicable public-sector requirements.

1.2 The Commission is exploring a secure and auditable software solution to obtain, review, approve, monitor and retain declarations of interest from employees, officials, committee members, evaluators, contractors and other persons where required. The solution should replace or complement fragmented and paper-based processes and provide a controlled record of submissions, decisions, recusals, mitigating actions and outstanding declarations.

2 SITUATION ANALAYSIS

2.1. The Commission invites software vendors, authorised resellers and implementation partners to submit paper-based RFI responses for market-sounding purposes. The submission must provide sufficient information to assess the functional capability, technical suitability, usability, scalability, compliance, implementation approach and indicative costs of proposed declaration of interest management solutions prior to any formal procurement process.

2.2. Respondents must include, as part of the paper-based submission, a secure link to a recorded product demonstration, sandbox demonstration environment, product walkthrough or equivalent online demonstration material for reference purposes. The link will supplement the written response and will not replace the required paper-based submission.

3. SCOPE OF THE DECLARATION OF INTEREST SOLUTION

3.1. This RFI does not constitute an invitation to bid and will not result in an award. The information received, including any supporting demo link provided by respondents, will inform internal planning, budgeting and the development of requirements for a possible future competitive procurement process.

4. PAPER-BASED RESPONSE APPROACH AND GOVERNANCE

4.1. The response must be paper-based and supported by written explanations, completed response schedules, indicative cost information and a secure demo link or online product walkthrough where available. Respondents must clearly identify functions that are standard, configurable, custom-developed, third-party dependent or unavailable.

4.2. The solution must support actual, potential and perceived conflict of interest declarations; direct and indirect financial interests; business interests; relevant relationships and external activities; procurement-specific declarations; and a positive declaration confirming that the declarant has no interest or conflict to disclose.

4.3. The workflow should support campaigns, draft and submission, review, clarification, approval, escalation, recusal, mitigation, closure, reminders, delegated review, registers, reporting and a complete audit trail.

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9. INFORMATION TO BE SUBMITTED IN THE RESPONSE

9.1. Respondents should submit written information covering: creation of an annual declaration campaign; submission of a financial or business interest; submission of a declaration of no interest; conditional questions and attachment upload; review, clarification, escalation, mitigation and recusal; dashboards and registers; administrator configuration; role-based access; audit trail; reporting; data export; and mobile-responsive access.

9.2. Respondents must also provide solution architecture, deployment and hosting options, identity and integration capability, information security and privacy controls, implementation approach, migration, training, support model, product roadmap, exit arrangements and a secure link to a product demonstration or online walkthrough.

10. CONFIDENTIALITY AND DISCLAIMER

10.1. All information provided during the RFI process, including the paper-based response and any demo link submitted for reference purposes, will be treated in accordance with the confidentiality provisions of this document. Participation does not guarantee inclusion in any future procurement process. CCSA reserves the right to amend, suspend, cancel or conclude the RFI process without obligation.

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11. COSTING

11.1. The respondent must provide indicative costs in South African rand, excluding and **including VAT**, for software licences or subscription, implementation and configuration, integration, data migration, training, hosting, maintenance and support, optional modules, third-party products, travel, exit and data extraction, and any other applicable costs.

11.2. The response must include a three-year total cost of ownership and state the licence metric, assumptions, exclusions, annual escalation, minimum commitments and exchange-rate exposure.

Indicative Costing Schedule for Proposed Pricing										
No.	**Cost Component**	**Description / Assumptions**	**Licence Metric / Basis of Pricing**	**Year 1 Excl. VAT**	**Year 2 Excl. VAT**	**Year 3 Excl. VAT**	**Total Excl. VAT**	**VAT**	**Total Incl. VAT**	**Notes / Exclusions**
1	Software licences / subscription	Core system access for declaration of interest management software.	Per user / named user / concurrent user / enterprise licence.	R	R	R	R	R	R	
2	Implementation and configuration	Set-up, configuration, workflows, forms, templates, roles and approval routing.	Once-off / fixed fee / time and materials.	R	R	R	R	R	R	
3	Integration	Integration with Microsoft 365, document management, procurement, governance, ethics or compliance systems.	Per integration / API / connector / fixed fee.	R	R	R	R	R	R	
4	Data migration	Migration of historical declaration records, registers, attachments and related metadata, where applicable.	Once-off / per data set / per record / time and materials.	R	R	R	R	R	R	
5	Training and change enablement	User, reviewer, administrator and support training, including manuals or guides.	Per session / per user / fixed fee.	R	R	R	R	R	R	

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6	Hosting	Cloud hosting, infrastructure, storage, backup, resilience and related hosting costs.	Monthly / annual / storage-based / environment-based.	R	R	R	R	R	R	
7	Maintenance and support	Helpdesk, technical support, updates, patches, service management and support levels.	Monthly / annual / percentage of licence cost.	R	R	R	R	R	R	
8	Optional modules	Additional modules or functionality not included in the base offering.	Per module / subscription / once-off.	R	R	R	R	R	R	
9	Third-party products	Any third-party licences, tools, connectors, hosting services or security products required.	Per product / per user / annual / usage-based.	R	R	R	R	R	R	
10	Travel and disbursements	Travel, accommodation, subsistence and related disbursements, if applicable.	Actual / capped amount / fixed fee.	R	R	R	R	R	R	
11	Exit and data extraction	Data extraction, transition support, system exit assistance and handover at contract end.	Once-off / fixed fee / time and materials.	R	R	R	R	R	R	
12	Other applicable costs	Any other costs not listed above, including dependencies or additional services.	Specify basis.	R	R	R	R	R	R	
	Three-year total cost of ownership	**Total indicative cost over 36 months.**	**State escalation, commitments and assumptions.**	**R**	**R**	**R**	**R**	**R**	**R**	

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12. EXCLUSIONS

12.1. This RFI is not a competitive bid or contract. Hardware is excluded unless identified as an essential solution dependency. Live personal declarations, production data, passwords and credentials must not be used in the RFI response or demonstration.

13. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGEMENT
E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT