	Request for Information	Template Identifier	240-72663051	Rev	1
		Document Identifier	N/A	Rev	N/A
		Effective Date	01 August 2016		
		Review Date	September 2022		
		RFI No.	MWP2195CX		

PART A REQUEST FOR INFORMATION (RFI) MWP2195CX			
Description of the services	Request for Information for an automated Income Tax tool for tax calculations, tax reporting as well as tax return submissions.		
Deadline for submission	12 October 2023	At (South African Standard Time)	10h00 am
Tender Office address	Eskom Megawatt Park Tender Office Cnr Maxwell Drive and Witkoppen Road Northside (Retail Centre) Sunninghill – Sandton, 2157		

Eskom Holdings SOC Ltd (“Eskom”) invites you to submit an:

The RFI to submit information for automated Income Tax tool for tax calculations, tax reporting as well as tax return submissions as stated in the table. This RFI is a stand-alone information-gathering and market-testing exercise, intended only to inform and assist Eskom’s further deliberation and development of a strategy for **an automated Income Tax tool for tax calculations, tax reporting as well as tax return submissions**. Eskom may request indicative prices if so, stated in this RFI.


Eskom has delegated the responsibility for this **RFI** to the signatory of this document, whose details can be found below.

Respondents are to provide all proof of experience and relevant information in response to the questionnaire below.

This RFI will be followed by an invitation to Tender or Request for proposal limited to the respondents of this RFI unless otherwise approved in the strategy.

We look forward to receipt of your response.


Yours faithfully

Name	Designation	Signature	Date
Thuksi Nothukela Sereo	ICT Procurement Manager		21 Sep 2023
Telephone number		e-mail address	sereonl@eskom.co.za

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PART B
RESPONSE SHEET IN TERMS OF A REQUEST FOR INFORMATION
To be completed by the supplier

To	Eskom Holdings SOC Ltd	Date	
Attention	Herman Mhlongo		
Tel no	011 516 - 7653	e-mail address	Mhlongh@eskom.co.za
From		Address	
Address			
Sender			
Description of the services	Automated Income Tax Tool For Tax Calculations, Tax Reporting As Well As Tax Return Submissions.		

Please find below our response to Eskom's questions:

No.	Question	Please indicate your response in this column
1.	<i>Your contact name and contact details]</i>	
2.	<i>Company registration number]</i>	
3.	<i>Brief description of previous experience and Description of the solution that you can offer</i>	
4.	<i>Indicative prices according to guideline in Section 2.2</i>	
5.	<i>Are your able to provide propose timelines inclusive of system build; configure and deployment.</i>	
6.	<i>What past experience in this regard do you have, kindly provide reference?</i>	
7.	<i>BBBEE Level</i>	

Yours faithfully


Name	Designation	Signature	Date
Nothukela Sereo	Procurement Manager		21 Sep 2023
Telephone number		e-mail address	

1. BACKGROUND AND INFORMATION

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The Finance Centre of Excellence (CoE) – Group Tax department needs to implement an automated income tax calculation tool that will assist them in preparation of all companies within the Eskom Group annual tax calculation, disclosure for financial reporting purposes and the tax return process. The legal separation will require additional multiple calculations, tax reporting and tax returns in the same timeframe, adding more pressure to the already resource constraint team.

Currently, a manual process is in place with the use of Excel spreadsheets. Each Division's trial balances, balance sheets, income statements and other information is required to ensure compliance with income tax legislation and this information is captured manually into Excel worksheets of the Excel files with various limitations.

2. Scope of work

2.1 Provide detailed description and volumes of the product/service requested:

Group Tax needs an automated system that will assist in the gathering, aggregating and controlling of tax-relevant data needed to calculate income tax, compile the various tax reports and lastly tax disclosure for the Annual Financial Statements. Group Tax will provide this service for all entities within the Eskom Group of Companies.


This will include elements such as:

- Audit trail to show a log of changes made to master and transactional data.
- Access controls to restrict access to input schedules, reports and business rules to authorised individuals.
- Access-restricted master data tables containing tax-specific master data (such as tax rates and allowances) that are saved in the system for reference by users or business rules.
- Business rules configuration on schedules to perform tax calculations and information integrity checks. Expand scope of business rule calculations to perform a variety of calculations. This includes, *inter alia*:
 - Validation Checks
 - Cash flow statement
 - Income tax calculations
 - Pricing determinations
 - Ratings agency ratings calculations
 - Ratio calculations

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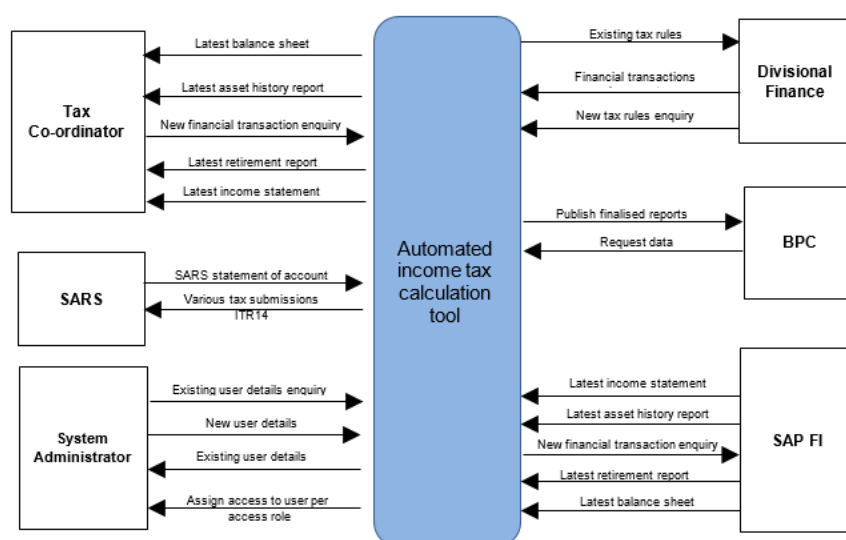
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- Flexibility in schedule design to support variations in requirements across entities, divisions or reporting units
- Input schedules to be built that will allow business users to capture data needed for the tax calculation
- Capture descriptive information such as comments and notes.
- Save/store information for document retention purposes.
- Automatic retrieval of data for tax calculations such as trial balances, general ledger accounts and asset reports from originating systems.
- Automated general ledger tax journals based on tax calculations.
- Automated creation of reports with access to business users to extract as and when required.
- Automated uploading of tax data to SARS eFiling website based on tax calculations.
- Ability to allow import / export data from / to general know file formats like, MS Excel sheet, Comma Separated Values (CSV) files, text files.
- Ability to create ad-hoc large-scale reports that can be quickly refreshed to access live data from a variety of data originating systems.
- Ability to create reports in a variety of file formats such as Microsoft Excel, Word, PowerPoint and web. This includes the production of dashboards.


Data flow diagram / Context diagram



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2.2 Indicative Pricing

Request for indicative pricing as per Pricing schedule categories. (Provided as example and can be adjusted according to respondent's pricing methodologies).

2.2.1 Licence Management for Maintenance and Support:

RFI to include costs relating to licencing models available including maintenance and support costs, where applicable.

2.2.2 Training/Transfer of skills

RFI to include costs relating to training methodology recommended including duration required for training. Transfer of skills and knowledge to be included as well.

2.3 Service Level Agreement requirements

- 24x7 availability of solution.
- No data lost should be experienced.

3. PROJECT TIMELINE

The timetable for the RFI process is set out as follows:

Item	Action	Due Date
1	RFI issue date	21 September 2023
2	E-mail acknowledgement form	Mhlongh@eskom.co.za
3	Closing date for clarification and enquiries	
4	RFI closing date and time	12 October 2023

4. METHOD OF DELIVERY


The RFI submissions must be sealed and delivered at the Tender Office Box located at the following address:

Eskom Megawatt Park Tender Office

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Cnr Maxwell Drive and Witkoppen Road
Northside (Retail Centre)
Sunninghill - Sandton

All submissions responses must be clearly marked as follows:
Offer Confidential Enquiry Reference no: (RFI) MWP2195CX
Closing date: 12 October 2023
Closing time: **10h00am South African Standard Time**

NB: PLEASE NOTE: THE TENDER BOX WILL ONLY BE AVAILABLE FROM 6:00 TO 18:00 (MONDAY TO FRIDAY)

5. HANDLING OF CORRESPONDENCE AND DOCUMENTS

The submission may not be addressed to any Eskom Holdings employee, nor may any Eskom employee deposit a tender in the tender box on behalf of a respondent, except one lodged by courier.

Eskom Holdings does not take responsibility for tenders delivered to any other site than the Tender Office as specified in the above. Any tender which is not delivered as above will be deemed a late tender.

You are urged to ensure that all issues in your submission are sufficiently clear and all documentation completed and incorporated in your submission at the time of submission. Non-adherence to this will prejudice and may disqualify your offer from further consideration.

Your RFI submission should have a thorough index and reference all documentation submitted. RFI documentation should be neatly filed / bound.

6. FORMAT OF SUBMISSION


EACH RFI SHALL BE SUPPLIED IN PRINTED AND IN ELECTRONIC FORMAT. ALL PRINTED AND ELECTRONIC COPIES OF EACH SUBMISSION SHALL BE IDENTICAL TO THE ORIGINAL SUBMISSION IDENTIFIED AS FOLLOWS:

- **1 X ORIGINAL RFI**
- **1 X COPY RFI AND**
- **1 X COPY RFI – ELECTRONIC COPY - MEMORY STICK**
- **1 X PRE-RECORDING OF A SYSTEM DEMO ON A USB STICK (.MP4)**

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7. QUERIES AND QUESTIONS

No questions, during the RFI period will be answered telephonically.
Questions must be submitted in writing, either via e-mail to:

Attention: Herman Mhlongo
E-mail: Mhlongh@eskom.co.za

SUBJECT LINE: REQUEST FOR RISK BASED INSPECTION TOOL SOFTWARE

The closing time for clarification of questions and queries is five (5) working days before the deadline of the submission

8. REQUIREMENTS OF YOUR SUBMISSION

This submission will not be considered unless it is -

- Received on or before the time and date as indicated;
- Sealed and signed by person(s) duly authorised to act on behalf of your company; and
- Received in full.

Eskom Enterprises reserves the right to cancel this enquiry process at any time prior to entering into any contract that may result from this process and will not accept or incur any liability for such cancellation.

- Eskom Enterprises is not bound to accept any of the submissions, nor give reasons for any decisions in this respect.
- The information provided below may be used when going out on enquiry for a request for proposal or a quotation.


9. IMPORTANT NOTES

- Please note that this enquiry is not a Request for Quotation/Proposal but a Request for Information only and therefore non-committal and does not constitute a guarantee of business, or an agreement to negotiate a binding agreement.
- Due to the specific need that this RFI process has to fulfil, Eskom wishes to clarify that this invitation is not intended to impede, amend or replace any current or future procurement process that Eskom has engaged in or will engage in.
- This RFI is a stand-alone information-gathering and market-testing exercise, intended only to inform and assist Eskom's further decisions. No respondent, through submission of information will gain any right to participate in any future process, and participates herein on the basis that it is providing information voluntarily to strengthen a potentially

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beneficial process for all stakeholders. In addition, no participant shall be prevented or excluded from participation in the bidding process due to submission of information in response to this RFI.

- d. Any information provided pursuant to this RFI process and any subsequent processes and/or engagement is not confidential but Eskom will use the information only in the course of its process: Automated Income Tax Tool For Tax Calculations, Tax Reporting As Well As Tax Return Submissions to Eskom Holdings SOC Limited.
- e. Through making a submission, a respondent accepts the terms and conditions which govern this process.
- f. All participants responding to this RFI process need to ensure that they have received all information and remain solely responsible for satisfying themselves as to the information required in responding hereto and are fully responsible for all costs incurred in relation hereto and under no circumstances will any resultant cost be borne by Eskom.
- g. Eskom reserves the right not to proceed with any further engagements on the requirements presented.
- h. Please complete the attached Acknowledgement Form and return it by email as indicated on the form within three (3) days of receiving this Invitation.

APPENDIX A: RETURNABLE ACKNOWLEDGEMENT FORM

TO:	ESKOM HOLDINGS SOC LIMITED's <i>Representative</i>	FROM:	
Attention:	Herman Mhlongo	Sender:	
Contact No:	011 516 - 7653	Contact No:	
E-mail:	Mhlongh@eskom.co.za	E-mail address:	

RFI reference number:


Confirmation of respondents to participate in a Request for information - Automated Income Tax Tool For Tax Calculations, Tax Reporting As Well As Tax Return Submissions.

We are in receipt of Eskom Holdings SOC Limited request for information dated

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We confirm the following (please mark the appropriate response):

No	Statement	Yes	No	Comments
1.	We are interested in submitting a response in terms of Eskom's RFI process requirements			
2.	We have noted the deadline for the RFI submission			
3.	We intend to submit the information in the name of the organisation stated above			
4.	We would like to receive all further information and correspondence at our e-mail address as above			
5.	We have read and understood all the "important notes" under point 9 above.			

Yours faithfully

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