



MEMORANDUM

TO: Sibusiso Dhladhla
CC: Tshamunwe Nesamari
FROM: Fulufhedzani Phaswana
SUBJECT: Renewal of CaseWare license contract
Date: 08 May 2026

1. PURPOSE

The purpose of this memo is to request ACEO to approve the renewal of CaseWare Licenses contract with Adapt IT Holdings Ltd for the period covering 01 June 2026 till 31 May 2027.

2. BACKGROUND/CONTEXT

The Services SETA Supply Chain Management policy states that "Procurement of goods and services should be done with the most recent applicable thresholds as per Instruction Notes issued by National Treasury.

If it is not possible to obtain at least three (3) or more written price quotations from three (3) or more different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the Chief Executive Officer (CEO) before the order is issued and maintained for audit purposes. Quotations may also be obtained from i.e. relevant bodies, industries and internet etc. however the recommended provider must be registered on CSD prior to award.

3. DISCUSSION/MOTIVATION

The Services SETA procured the CaseWare Financial Reporting Software in 2012 using a sole distributor supply chain management process, because Adapt IT Holdings Ltd is the only service provider for this Reporting software.

Attached is letter from CaseWare which clearly states that Adapt IT are the sole provider of CaseWare in Africa.

The CaseWare software assists in the preparation of GRAP compliant quarterly and annual financial statements as required by Treasury Regulations and Public Finance Management Act. This will assist in shortening the turnaround time for the preparation of AFS.



The annual license entitles the Services SETA to on-line support as well as annual GRAP updates of the template. The fee for the period of 01 June 2026 – 31 May 2027 is R156 787.17 (including VAT).

During the year, changes to the template may be required at an additional consultation fee for customising templates that is based on a rate of R2070.00 per hour (excluding VAT) with a possibility of an annual rate increase (maximum 10%).

4. FINANCIAL IMPLICATIONS

The annual license fee amounting to R156 787.17 (including VAT) and the consultation fee rate card currently at R2070.00 per hour (excluding VAT) an annual rate increase (maximum 10%).

5. LEGAL IMPLICATIONS/RISKS

No legal implications

6. RECOMMENDATION

The ACEO to approve appointment of Adapt IT Holdings Ltd as the sole provider of CaseWare license for the provision of sustaining and maintaining the financial reporting system from 01 June 2026 till 31 May 2027, smart sync and cloud storage, and the inclusion of the consultation fee rate card for as and when CaseWare template enhancements are required. Annual fee amounting to R156 787.17 (including VAT) and a consultation fee rate card currently at R2070 per hour (excluding VAT) catering for an annual increase at a maximum of 10%.

REQUESTED BY:

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FULUFHEDZANI PHASWANA
FINANCIAL MANAGER

SUPPORTED BY:

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TSHAMUNWE NESAMARI
ACTING CHIEF FINANCIAL OFFICER

APPROVED/~~NOT APPROVED~~:



S.D.

.....
SIBUSISO DHLADHLA
ACTING CHIEF EXECUTIVE OFFICER

Date: 08 May 2026

(Note: Memorandum is only for Internal Use)