



### REQUEST FOR INFORMATION (RFI)

<b>RFI NUMBER</b>	RFI/SASSETA/25262220
<b>DESCRIPTION:</b>	Appointment of a service provider to render a learner time and attendance management solution to SASSETA
<b>PUBLISH DATE:</b>	13 February 2026
<b>CLOSING DATE:</b>	24 February 2026
<b>CLOSING TIME:</b>	11h00 am
<b>RFI RESPONSES MUST BE SUBMITTED ELECTRONICALLY</b>	Responses are to be submitted electronically via email to <a href="mailto:attendance@sasseta.org.za">attendance@sasseta.org.za</a>
<b>ATTENTION:</b>	Ms. Lebo Hlombe
<p><b>NB:</b> The email address <a href="mailto:attendance@sasseta.org.za">attendance@sasseta.org.za</a> is for submission of RFI responses only and will only be accessed after the RFI closing date and time.</p> <p>Queries related to this RFI are to be sent to <a href="mailto:scm01@sasseta.org.za">scm01@sasseta.org.za</a> no later than 13h00pm on 17 February 2026</p>	

## **1. INTRODUCTION AND BACKGROUND**

- 1.1. SASSETA is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's license has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.
- 1.2. The SASSETA is currently administering time and attendance of learners manually for projects that are dispersed nationally. This request is to assist to automate the process.

## **2. PURPOSE OF THE REQUEST FOR INFORMATION AND SPECIFICATION**

- 2.1. The purpose of the Request for Information (RFI) is to solicit information on an end-to-end time and attendance management solution/s for learners available in the market that also has stipends disbursement functionalities to enable payments.
- 2.2. The service provider to submit a proposal/s on an existing time and attendance management solution/s that tracks learner attendance. The system is required to centrally generate reports and prepare payment files.

## **3. PRICING**

- 3.1. Bidders to propose a pricing structure / model based on a former / current client indicating all the variables (i.e. fixed cost, variable cost, licensing cost, etc.)

## **4. PRESENTATION DETAILS**

- 4.1. Interested service providers will be required to demonstrate the capabilities and/ functionalities of their solution.
- 4.2. Times for discussions and presentation will be communicated at a later stage.
- 4.3. Presentation and discussion will take place virtually. Meeting link will be shared at a later stage.

## **5. DOCUMENTS TO BE SUBMITTED BY THE CLOSING DATE AND TIME**

- 5.1. Comprehensive company profile
- 5.2. Proposal on the solution/s offered.
- 5.3. Closing Date: **24 February 2026**. Closing Time: **11h00am**

## **6. TERMS AND CONDITIONS**

- 6.1. This RFI does not constitute a commitment, implied or otherwise.
- 6.2. SASSETA will not be responsible for or pay for any expenses or losses which the supplier may incur in the preparation of this RFI.