

REQUEST FOR INFORMATION

RFI NUMBER:RFI24 – 2025-2026

REQUEST FOR INFORMATION SUPPLY, IMPLEMENTATION, SUPPORT, AND MAINTENANCE OF AN ENTERPRISE RESOURCE PLANNING SYSTEM FOR THE COMPETITION COMMISSION

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a Supply, Implementation, Support, and Maintenance of an Enterprise Resource Planning System For The Competition Commission three (3) of five (5) years.

Issue date: 23 September 2025

Closing Date: 30 September 2025 at 16:00pm

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 for the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier.

REQUEST FOR INFORMATION (RFI)

RFI NUMBER: RFI24 – 2025-2026

RFI TITLE: SUPPLY, IMPLEMENTATION, SUPPORT, AND MAINTENANCE OF AN ENTERPRISE RESOURCE PLANNING SYSTEM FOR THE COMPETITION COMMISSION.

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	23 September 2025
RFI Available from	23 September 2025
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	30 September 2025 at 16:00PM
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.

1. MANDATORY DOCUMENTS

- 1.1 Proof of registration on CSD report (Central Supplier Database)

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1 **"RFI"** - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 **"RFI response"** - a written response in a prescribed form in response to an RFI.
- 2.3 **"Respondent"** – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

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: _____

3. The manner of submission of the RFI

- 3.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 3.2 Respondent shall submit one ***emailed submission*** including relevant supporting documents.
- 3.3 The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 3.4 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 3.5 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.

1. BACKGROUND

- 1.1** The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 1.2** CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.

2. INTRODUCTION

- 2.1.** The Competition Commission ("Commission") is a statutory body constituted in terms of the Competition Act, No 89 of 1998. It is empowered to investigate, control, and evaluate restrictive business practices, abuse of dominant positions and mergers in order to achieve equity and efficiency in the South African economy.
- 2.2.** The Commission has a staff compliment of +/- 250 with nine divisions which comprises the following operational and support business units, with information system needs:
 - 2.2.1** Advocacy Cartels
 - 2.2.2** Corporate Services Economic Research Bureau Finance
 - 2.2.3** Legal Services Market Conduct
 - 2.2.4** Mergers & Acquisitions Office of the Commissioner
 - 2.2.5** Market Inquiry
- 2.3.** In line with the key strategic initiative, the Commission seeks to develop a fully integrated, efficient and adequate ICT environment to ensure effective functioning of the Commission in order to improve operational efficiency and to achieve the strategic goals.

3. OBJECTIVE OF THE REQUEST FOR PROPOSALS

- 3.1.** The Commission hereby invites Qualified ICT Service providers to provide an information solution and pricing for Enterprise Resource Planning solution that include Finance, Supply Chain Management (SCM) and Human Resources (HR) system with capabilities that will enable efficient and effective information management, enable efficient planning and monitoring, enable integration, increase operational efficiency, offer data integrity and security, organize and store data collected from various sources in a single database, draw and assist with analysis of reports, and enable automation of business processes and reporting for different departments within the HR and Finance.
- 3.2.** The current ICT environment is disparate and there is lack of integration within the systems and is fraught with manual user interventions and management lacks full insight into the organisation due to lack of integrated business information.

- 3.3.** The Commission currently owns and operates ERP related systems covering the following business functional domains:

- 3.1.1 Financial Management
- 3.1.2 Supply Chain Management
- 3.1.3 Human Resource Management
- 3.1.4 Payroll

4. SCOPE OF SERVICES

4.1. Integrated Accounting Software

- 4.1.1. Implement and customise an integrated accounting software for the Commission. The proposed solution must be compliant with all applicable accounting standards and be customised to meet the needs of the Commission. This software should have basic functionalities included in the Finance, Supply Chain,

4.2. Integrated Human Resource Software

- 4.1.2 Implement and customise an integrated HR software for the Commission. The proposed solution must be compliant with all applicable HR standards and be customised to meet the needs of the Commission. This software should have basic functionalities included in the HR functional specification in this document.

5. THE TECHNOLOGY PROPOSED

- 5.1. The service provider must propose cloud solutions for the implementation, data migration and use of both versions of the solution.

6. EXCLUSIONS

- 6.1. Hardware required for the project.

7. CONTRACT PERIOD

- 7.1. The contract period will be three (3) years or five (5) years including Maintenance and support.

8. PRICING STRUCTURE

- 8.1. Licenses – Client access licensing for each module must be quoted per user.
- 8.2. Implementation, design & customisation as per the detailed technical specs – Fixed amount
- 8.3. Initial upgrade and migration of data – Fixed amount
- 8.4. Support and training for twelve months – Fixed amount
- 8.5. Maintenance - The pricing structure should be a monthly billing for a fixed number of hours. Any changes to this should be pre-approved.

9. DETAILED TECHNICAL SPECIFICATIONS

9.1 Human Resource Module

- 9.1.1. Recruitment/Job Management module.
- 9.1.2. Probation Management module.

9.2. Learning & Development module.

- 9.2.1 Organisational Structure Management module.
- 9.2.2 Employee Life-Cycle Management module.
- 9.2.3 Talent Management module.
- 9.2.4 Succession Management module.
- 9.2.5 Remuneration and Reward Tracking module.
- 9.2.6 Leave Management module.
- 9.2.7 Performance Management module.
- 9.2.8 Employee Relations module.
- 9.2.9 Employee Wellness module.
- 9.2.10 Payroll Management module.
- 9.2.11 Employee Contract Management module.
- 9.2.12 Data Migration.

9.3. Finance

- 9.3.1. Financial Management feature
- 9.3.2. General Ledger (GL) Management
- 9.3.3. Manage Chart of Accounts
- 9.3.4. Manage Fiscal Periods
- 9.3.5. Manage Journals
- 9.3.6. Budget Administration and Management
- 9.3.7. Budget Execution
- 9.3.8. Banking
- 9.3.9. Manage Accounts and Other Payables
- 9.3.10. Manage Losses and Claims feature.
- 9.3.11. Projects Accounting
- 9.3.12. Project Data
- 9.3.13. Costing and Contracts
- 9.3.14. Receive and Link Penalties
- 9.3.15. Budgeting, Financial and Forecasting Reports
- 9.3.16. Invoice Tracking (Workflow invoice payment functionality)

9.4. Supply Chain Management

- 9.4.1. SCM Accounting Rules Administration
- 9.4.2. SCM Organisation Administration
- 9.4.3. SCM Reporting
- 9.4.4. Inventory Management
- 9.4.5. Demand Management
- 9.4.6. Requisition Management
- 9.4.7. Purchase Order Receipt Administration
- 9.4.8. Receipt Administration
- 9.4.9. Procurement Management

- 9.4.9.1. Supplier Management
- 9.4.9.2. Supplier Management Reporting
- 9.4.9.3. Quotation Management
- 9.4.9.4. Bid Management
- 9.4.9.5. Contract Management
- 9.4.9.6. Requisition Management
- 9.4.9.7. Purchase Order Management

9.5. Asset Management

- 9.5.1. Asset Disposal Administration

10. Integrity and Conflict of Interest

11. Intellectual Property

- 11.1. The Competition Commission will take ownership of any reports, any work and other intellectual property that will arise out of this project.

12. TIMEFRAMES

- 12.1 The duration of the contract will be for period of **3 years or 5 years – bidders to provide two options.**

13. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENET

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT