



REQUEST FOR INFORMATION

DESCRIPTION: REQUEST FOR INFORMATION FOR A SERVICE PROVIDER TO PROVIDE FINANCIAL REPORTING AND MANAGEMENT SYSTEM FOR SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR(SADPMR) FOR A PERIOD OF 3 YEARS.

Kindly furnish us with information as detailed in the enclosed schedule.

The information must be submitted on the letterhead of your business and submitted not later 21 October 2025@11:am **to email address: quotations@sadpmr.co.za**

1. **Late responses will not be considered.**

<p>ISSUED BY:</p> <p>THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN</p> <p>2028</p> <p>Tel: (011) 223 7000 Fax: (011) 334 8898</p>	<p>CONTACT PERSON (SPECIFICATION)</p> <p>Ms. Cynthia Khadiamovha</p> <p>E-mail: cynthiak@sadpmr.co.za</p>	<p>CONTACT PERSON (ADMINISTRATION)</p> <p>Mr. Njabulo Mavuma</p> <p>E-mail: njabulom@sadpmr.co.za</p>
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PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	RFI:01-2025	CLOSING DATE:	21 October 2025	CLOSING TIME:	11:00AM
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DESCRIPTION **REQUEST FOR INFORMATION FOR A SERVICE PROVIDER TO PROVIDE FINANCIAL REPORTING AND MANAGEMENT SYSTEM FOR SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR(SADPMR) FOR A PERIOD OF 3 YEARS**

BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

RESPONSES SHOULD BE EMAILED TO quotations@sadpmr.co.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	C Khadiamovha	CONTACT PEOPLE	N Mavuma
TELEPHONE NUMBER	(011) 223 7000	TELEPHONE NUMBER	(011) 223 7000
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	cynthiak@sadpmr.co.za	E-MAIL ADDRESS	njabulom@sadpmr.co.za

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION				

NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN: <input type="checkbox"/>	<input type="checkbox"/>	O R	CENTRAL SUPPLIER DATABASE No: MAAA <input type="checkbox"/>	<input type="checkbox"/>
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

(Proof of authority must be submitted e.g. company resolution) DATE: _____



Phase 1: Pre-Qualification Criteria
Administrative Compliance

The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person: <ul style="list-style-type: none"> - SBD 1 - SBD 6.1 	Standard Bidding Document (SBD 1, SBD 6.1) Forms
3. BBBEE Certificate or Sworn Affidavit	BBBEE Sworn Affidavit
4. Latest downloaded CSD full registration report with a tax compliant status.	CSD Registration Report
6. CIPC Registration Documents.	CK Document
7. Company Directors identification documents.	ID Copies

Mandatory Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Evaluation Criteria	Supporting Document
1. The bidder must submit a fully completed and signed bidders' disclosure form.	SBD 4.



REQUEST FOR INFORMATION TERMS OF REFERENCE (TOR)

Procurement of a Financial Reporting and Management System

1. Background

The SADPMR is listed as a schedule 3A public entity in terms of the Public Finance Management Act (PFMA). In terms of paragraph 55 of the PFMA, Accounting Authority of the public entity must prepare financial statements for each year in accordance with generally recognised accounting practices as approved by the Accounting Standard Board.

The financial reporting system is used to prepare financial statements that are compliant with the Generally Recognised Accounting Practice as approved by the Accounting Standard Board.

The office of the Chief Financial Officer does not have an in-house system to prepare financial reports to be presented to the Auditor-General, Department of Mineral and Petroleum Resources (DMPR) and National Treasury (NT).

2. Objectives

- Implement a secure, cloud-based financial reporting and management system.
- Ensure compliance with GRAP and SADPMR reporting standards.
- Streamline the preparation of financial statements and associated notes.
- Deliver a system that includes training, support, and maintenance services.

3. Scope of Work

The successful service provider will be responsible for the supply, installation, configuration, and implementation of a fully functional financial reporting system that meets the requirements outlined below.

Key Deliverables:

System Installation and Configuration

- Provide and install the financial reporting system.
- Configure all modules and settings as per organizational requirements.

System Features and Functional Requirements

- Operate entirely online and comply with leading industry security standards.

- Automate the preparation of financial statements with minimal manual intervention, including the cash flow statement.
- Prepare financial statements and notes fully compliant with GRAP.
- Automatically generate financial statement notes in accordance with GRAP requirements.
- Import trial balances and budgets directly from Pastel or Excel.
- Produce customized financial reports aligned with SADPMR requirements.
- Prepare financial statements analysis reports e.g. ratio analysis
- Allow multiple users to work on the file at the same time
- Print the pdf reports with no human intervention

Training and Support

- Provide comprehensive user training on all system functionalities.
- Offer ongoing technical support and system maintenance post-implementation.

Compliance and Updates

- Ensure the system is regularly updated to reflect any amendments to GRAP or other relevant accounting standards.

4. Reporting Requirements

The system must be capable of generating the following reports:

4.1. Monthly Management Accounts – Provide detailed monthly financial performance reports to support management decision-making.

4.2. Quarterly Financial Statements – Generate quarterly financial statements in line with GRAP and SADPMR reporting requirements.

4.3. Annual Financial Statements – Produce complete annual financial statements, including all supporting notes, schedules, and disclosures, compliant with GRAP and SADPMR formats.

All the above reports must:

- Be presented in the official formats provided by SADPMR.
- Include full customisation and formatting in the initial system setup cost.
- Be automatically generated based on imported trial balance and budget data from Pastel or Excel.

5. Deliverables and Timelines

The service provider shall deliver the system and all related services according to an agreed project plan and implementation schedule. Key milestones shall include:

- Project initiation and planning
- System configuration and setup
- User training and testing

- System go-live and acceptance
- Post-implementation support period

6. Expected Outcomes

Improves financial reporting efficiency and accuracy.

Reduces manual data handling and risk of errors.

Ensures continuous compliance with GRAP and SADPMR requirements.

Provides clear, customisable, and automated financial analyses and reports.

7. Costing and Payment Terms

The initial cost proposal must include:

- Software licensing fees.
- Installation, configuration, and setup costs.
- Full customisation of SADPMR report formats.
- User training and system support services.
- Any applicable maintenance or update fees.

Payment terms will be outlined in the final contract agreement, subject to successful completion of deliverables and acceptance testing.

8. Mandatory Demonstration Requirement

All bidders are required to conduct a comprehensive system demonstration. This demonstration shall showcase the full functionality of their proposed system, including but not limited to the following:

- Preparation of Monthly Management Accounts.
- Generation of Quarterly Financial Statements.
- Production of Annual Financial Statements.
- Calculation and presentation of key financial ratios and analysis reports.

The demonstration must clearly illustrate how the system fulfills the functional and reporting requirements of the South African Diamond and Precious Metals Regulator (SADPMR). Failure to participate in or successfully demonstrate these capabilities will result in automatic disqualification from further consideration. This demonstration session is a mandatory requirement.

9. Reporting and Communication

The service provider will report to the designated Project Manager and provide progress updates at agreed intervals throughout the project lifecycle.



BIDDER'S DISCLOSURE

PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

1. Bidder's declaration

1.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

1.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise



If so, furnish particulars:

.....
.....

1.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

1.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

3.7.1 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder