



OFFICIAL SPECIFICATION FORM

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Table with 5 columns: Specification for, Directorate, Unit, Was this service previously requested..., Departmental Assets. Rows include Internal Audit Software, Internal Audit, and Yes/No/X columns for service request and assets.

Item Description: Internal Audit Software Quantity

Bidders are required to submit quotations covering the following aspects in relation to the provision of an internal audit software:

1. Software Setup & Implementation should include the following (This should be completed within 3 months):

- Configuration of modules: Audit Planning, Audit Universe, Risk Assessment, Working Papers, Findings, Follow-up Tracking, Reporting, Document Management, User Management.
Integration with AD/Azure AD, email, and data import tools.
User Acceptance Testing, defect resolution, and security/performance testing
Data Analytics module
The solution may be on cloud or on-premises.
The Department must retain full ownership of all audit data.
The solution must provide independent data backup and export capability, without requiring additional departmental hosting infrastructure.
Regular encrypted data exports/backups must be supported in commonly used formats.
The Department must be able to retrieve all data upon contract termination at no additional cost.
The solution must comply with information security and data protection requirements.

2. Licensing for 9 Users detailed as follows:

- 6 Standard Users
1 Management Users
2 Super-User/System Administrator
Full access to all modules; no additional module fees.
Annual licensing for 3 years
Scalability for additional users.

4. Training should include:

- End-User Training: All 9 users trained on full system functionality, navigation, audit processes, reporting, and evidence management.
Super-User Training: Workflow configuration, permissions, troubleshooting, reporting setup, basic admin tasks.
Training materials: manuals, guides, and recordings.
Refresher training after 3 months and post-go-live support during first audit cycle.

3. Maintenance & Support for a period of 12 Months and should include:

- Helpdesk support (when required)
Response times: Critical 4h, High 8h, Medium/Low 24-48h.





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| <ul style="list-style-type: none"> <li>All system updates.</li> </ul> |                  |                     |
| Requestor: Name (in print)  | Signature        | Date                |
| Ms. Lesego Matlapeng  |                  | 26/02/2026          |
| Director/ Delegate: Name (in print)                                   | Signature        | Date                |
| Ms. Sunita Ramanand   |                  | 26/02/2026          |
| Technical Enquiries: Name (in print)                                  | Telephone Number | E-mail address      |
| Ms. Lesego Matlapeng  | 012 441 3435     | lesegom@dsac.gov.za |

*Note: Department doesn't provide tools of trade to the service provider*

