

REQUISITION FOR LIMITED BIDDING

DATE SUBMITTED:	12/03/2026
TYPE:	Single
DESCRIPTION: (AS PER PROCUREMENT PLAN)	NetLaw subscription, including the optional AI Research Assistant add-on, which enhances legal research through intelligent search and summarisation
DURATION:	Once Off Subscription, valid for 12 (twelve) months.
REQUESTOR:	Sandile Mabaso
DIVISION: DEPARTMENT:	Chief Risk Office Compliance
DATE REQUIRED:	Immediately
ESTIMATED CONTRACT VALUE:	R14 167.68 including VAT
NAME OF SERVICE PROVIDER/S:	Sabinet
STATUS OF CURRENT OR PREVIOUS BIDS	Current contract is imbedded in the Compliance Management System (CURA) which is not yet functional.

BACKGROUND

Provide context that explains why the goods and services are required.

TCTA is subject to various legislation, policies, regulations, rules, and non-binding standards. As a Public Finance Management Act 1 of 1999, Schedule 2 Public Entity, TCTA is committed to complying with all applicable laws and its contractual obligations. TCTA is dedicated to diligently prevent and identifying breaches of legal obligations.

The compliance function assists the organization to mitigate compliance risks. These risks include the potential for financial loss or reputation damage stemming from non-compliance with relevant laws, regulations, internal standards, and codes of conduct governing the organization's business and activities.

To ensure compliance, the compliance department maintains a compliance universe which is updated regularly in accordance with new legislation and changes/amendments in existing legislation. Continuous legislative research is necessary to ensure regular updates. This research forms part of the requirements included in the Compliance Management System which has been procured from CURA but not

operational. The sustained delays in the implementation of the procured Compliance Management System (Cura) means that the information required to maintain and update the compliance universe cannot be accessed until the full implementation is completed.

TCTA requires the services of legislative research provider (Sabinet NetLaw) in the short-term to enable the Compliance department to update the Compliance Universe and for planning for the 2026/2027 financial year by preparing the annual Compliance Programme.

GUIDANCE

For Limited Bidding

1. A Limited Bidding Process can only be followed where the supplier possesses goods and/or services that are:
 - a) Unique, and
 - b) Singularly available capacity to meet the requirements of TCTAs specifications.
2. A limited bid is still a bidding process under the terms of the PPPFA and is not exempt from the requirements thereof.
3. A limited bidding process can be issued irrespective of the estimated value of the procurement.
4. The process to be followed for Limited bids is as follows:
 - a) A requisition shall be submitted to the Procurement Department, including motivation for deviating from a normal bidding process, the specifications or scope of work, proof that the supplier meets the requirements above and the name of the supplier.
 - b) The requisition for limited bidding must be approved by the RD and the relevant authority in terms of the ODOA before the requisition can be allocated within the Procurement Department.
 - c) Once the requisition has been approved, the SM: P or delegated representative shall allocate a Procurement Specialist to the request.
 - d) The Procurement Specialist and the RD shall compile the draft bid document to be issued to prospective bidders.
 - e) The bid document shall be submitted to the relevant committee for approval depending on the thresholds and the ODOA.
 - f) The bid shall be invited using the standard RFB document. The document shall detail all the information, such as specifications and evaluation criteria, etcetera;
 - g) The Bid Evaluation Committee (BEC) shall evaluate the proposal;
 - h) The relevant committee shall be approached to approve the award of the contract to the bidder should they meet all TCTA's requirements as per the bid document; and
 - i) Once the appointment has been approved, the Procurement Specialist must issue a Letter of Award to the bidder.

MOTIVATION

Based on the above background and guidance

1. Reasons for Single Sourcing

- 1.1 The service provider is required to provide legislative research to update the TCTA Compliance Universe, prepare the Compliance Programme and enable end of year reporting.

2. Reasons why the Updates cannot be generated from the Compliance Management System?

The failure by CURA to configure and deliver on the RFB requirements including the features required and the legislative content (which includes updates) in the system by the appointed service provider and the subsequent change of its development team resulted in delays over a 12 months in the implementation of the procured system and compromised the deliverables by the compliance function.

The said delays meant that the legislative content which includes the updates cannot be accessed from the procured Compliance Management System until the implementation is completed, thus a need to procure the service of NetLaw as an interim remedial action.

SCOPE OF WORK	
DETAILED DESCRIPTION OF GOODS/SERVICES	
<i>What/Who/When/How</i>	
<u>What:</u> Generate updates in changes with legislation, introduction of new legislation and regulations. <u>Who:</u> Sabinet NetLaw <u>When:</u> For a limited period until the Compliance Management is operation and the updates can be accessed. <u>How:</u> Generate legislative research to enable the updating of the Compliance Universe Assisting the team to enhance their legal research with an option of AI research assistant.	
COMPANY EXPERIENCE REQUIRED	
<i>Detail expertise required and how many years of experience are required</i> N/A as Sabinet NetLaw has the requisite capacity and experience required to provide this service.	
PERSONNEL EXPERIENCE REQUIRED	
<i>Detail expertise required and how many years of experience are required</i> Not applicable	
Not Applicable	
DELIVERABLES	
<i>What key outputs are required, how will they be measured and when are they required</i> Provide research and generate updates to enable the updating of the Compliance Universe, preparation of the annual Compliance Programme and enable year end compliance reporting.	
PROPOSED FUNCTIONALITY CRITERIA	
N/A	
PRICING/BREAKDOWN OF COSTS	
<i>Insert Pricing Schedule</i>	
2026-27	
Quotation Price (excl. VAT)	R12 319.73

Vat at 15%	1 847.96	-	-	-
Total including VAT	R14 167.68-	-	-	-
ATTACHMENTS (YES/NO/NOT APPLICABLE)				
BUDGET CHECKER				
CORRESPONDENCE TO SERVICE PROVIDER	Yes			
INVOICES/ESTIMATES	Yes			
BUSINESS CASE	No			

REQUESTING DIVISION

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Sandile Mabaso	Senior Compliance Officer		13/03/2026
SUPPORTED BY:	Lindani Gumede	Acting IT Manager		
SUPPORTED BY:	Leonard Radzuma	Chief Risk Officer		

The signatory of this document hereby guarantees that they are authorised to do so in line with TCTA Operational Delegation of Authority as amended from time to time, as at the time of signature.

PROCUREMENT APPROVAL

DESIGNATION	NAME	SIGNATURE	DATE
SENIOR MANAGER: PROCUREMENT	Azwianewi Nelwamondo		

The signatory of this document hereby guarantees that they are authorised to do so in line with TCTA Operational Delegation of Authority as amended from time to time, as at the time of signature.

Annexure A Budget Checker

Annexure B Correspondence with Service Provider

0001 - LHWP BUDGET CHECKER



Account Number: IITSPUB1003OEEE
Description: General Library Books

Fiscal Year: 2026

	Section B - Monthly Movements												
Section A													
Full Year Budget	Total	April	May	June	July	August	September	October	November	December	January	February	March
Actual Spend	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget	12,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00
Amt. Avail.	12,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00

Total Invoice Amount: 0.00

Budget Available after: 12,000.00 Drilldown

Able to Pay: YES - Print & Attach & Send To Finance

Invoice Amount (1-10):	0.00	Amount 2:	0.00	Amount 3:	0.00	Amount 4:	0.00	Amount 5:	0.00
Amount 6:	0.00	Amount 7:	0.00	Amount 8:	0.00	Amount 9:	0.00	Amount10	0.00

- INSTRUCTIONS:
- 1. Choose an account from the drop down list.
 - 2. The "Amount Available" will show what funds are available. If the "Amount Available" cell is red this means you are currently overspending against budget. If the cell is black, this is an indication that there are funds available.
 - 3. "Section A" shows the full year budget and actual spend. "Section B" shows the month budget and actual spend.
 - 4. If there is an overspend against the Full Year Budget, this will have to be approved by Exco or alternatively, a reallocation will have to be done in terms of the DOA.
 - 5. The onus is on the manager to ensure that the Year to Date budget is not exceeded.
 - 6. Insert the amount before Vat (excluding) in this cell "Your Invoice Amount".
 - 7. The cell "Able to Pay" will go GREEN (YES) if there are sufficient funds to pay your invoice. If there are insufficient funds, this cell will go RED (NO). If RED follow next instruction. If the cell is GREEN, print this page and attach to your invoice.
 - 8. If the "Able to pay" cell is RED and says "NO", then please complete a budget reallocation following the DOA. Once the budget reallocation is approved, please send to Lebogang in Finance for funds to be transferred. After the transfer is complete, follow steps 1 to 7.

From: Dorcus Nthite
To: Sandile Mabaso
Subject: RE: NetLaw Quotation with Optional AI Add-On
Date: Tuesday, 17 February 2026 11:53:36
Attachments: 0.png
1.png
2.png
3.png
4.png
5.png
6.png
7.png
8.png
9.png

You don't often get email from dorcus@sabinet.co.za. [Learn why this is important](#)

Dear Sandile,

I hope you're well. I'm following up on my previous email to check whether you had a chance to review the NetLaw quotation I shared.

Please let me know if you have any questions or if you would like to schedule a quick demo to explore the features in more detail.

Kind regards,
Dorcus

Dorcus Nthite

Manager: Business Development

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Please note: This email and its content are subject to the disclaimer as displayed at the following link <http://www.sabinet.co.za/email-disclaimer>

From: Dorcus Nthite
Sent: 03 February 2026 12:23
To: 'smabaso@tcta.co.za' <smabaso@tcta.co.za>
Subject: NetLaw Quotation with Optional AI Add-On

Dear Sandile,

I hope you're well.

You recently showed interest in Netlaw. Please find below the annual quotation for our NetLaw subscription, including the optional AI Research Assistant add-on, which enhances legal research through intelligent search and summarisation.

Product Details	Price
Netlaw 1 user	R11 199.75
NetLaw AI Research Assistant 1 user (add on & optional)	R1 119.98
Total	R12 319.73
15% VAT	R1 847.96
Total including VAT	R14 167.68

The quote is valid for 30 days and applies to internal staff use only. Pricing may differ for multiple users or if content is used for external advisory services or redistributed to clients.

Let me know if you'd like to schedule a quick demo or if you have any questions.

Warm regards,
Dorcus