REQUEST FOR INFORMATION

RFI 31-2025-2026

REQUEST FOR INFORMATION:

PROVISION OF SOFTWARE SOLUTIONS FOR:

1. **SUPPLY CHAIN MANAGEMNT MODULE (INCLUDING CONTRACT MANAGEMENT),**
2. **HR: PERFORMANCE MANAGEMENT**
3. **RECRUITMENT & ONBOARDING**
4. **LEARNER MANAGEMENT**

(Bidder to Provide Solution Software they are accredited in or have developed)

This RFI calls for suitably qualified suppliers to provide information to The Competition Commission of South Africa (CCSA) for the provision of software solutions for supply chain management module (including contract management), module for HR: performance management , recruitment & onboarding, and learner management.

Issue date: 13 February 2026

Closing Date: 17 February 2026 14:00

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 of 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: RFI 31 – 2025-2026
RFI TITLE: Provision of software solutions for supply chain management module (including contract management), module for HR: performance management, recruitment & onboarding, and learner management.

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	**13 February 2026**
RFI Available from	**13 February 2026**
Compulsory Briefing Session Date & Time	**N/A**
Venue for Briefing Session	**N/A**
RFI Closing Date and Time	**17 February 2026 at 14:00**
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.

Should Bidders require any clarity or additional information, they may submit them to tenders@compcom.co.za , two days before the closing date of the RFI.

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)

1.2 Proof of relevant certifications, partnerships, or accreditations of applicable software (Original software Developer, reseller letter, or distributor letter)

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: _____

4.   The manner of submission of the RFI

4.1   Respondent shall submit RFI response in accordance with the prescribed manner.

4.2   Respondent shall submit one *emailed submission* including relevant supporting documents.

4.3   The original copy must be signed by an authorised employee, agent or representative of the respondent.

4.4   The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.

4.5   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.

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 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.

1.   PURPOSE

2.1.   The purpose of this Request for Information (RFI) is to solicit proposals from potential bidder(s) for the provision of software solutions for supply chain management module (including contract management), or HR: performance management or recruitment & onboarding or learner management.

2.2   The software and associated costs must for each of the modules referenced from qualified software solution providers for the following modules:

    2.2.1   Supply Chain Management (SCM)
    2.2.2   Performance Management
    2.2.3   Recruitment and Onboarding
    2.2.4   Learner Management

2.3.   The organisation is exploring both integrated and standalone solution options:

    2.2.1   **Option A:** System must integrate with **SAGEX3** (provide version and API details).
    2.2.2   **Option B:** No integration required; system may operate as a standalone platform.

2.4.   The RFI aims to gather market intelligence, assess available technologies, understand costing structures, and evaluate supplier capability prior to issuing a formal Request for Proposal (RFP).

3.   SCOPE OF INFORMATION REQUESTED

3.1.   Service Providers are requested to provide detailed information covering the areas below. Additional information may be included as necessary.

3.2.   Solution Overview

For each module (SCM, Performance Management, Recruitment & Onboarding, Learner Management), service providers must outline:

    3.2.1   High-level system description
    3.2.2   Key features and functionalities
    3.2.3   System architecture overview
    3.2.4   Cloud/on-premise/Hybrid deployment options
    3.2.5   Mobile capability (iOS, Android, browser-based)

3.2.6 Security features (encryption, access control, audit logs, MFA)

3.2.7 User capacity and scalability

3.2.8 Workflow and automation capabilities

3.2.9 Reporting and analytics features

3.2.10 Client references (preferably in the public sector or similar industries)

3.3. SUPPLY CHAIN MANAGEMENT (SCM)

3.3.1. Demand and acquisition planning

3.3.2. Supplier registration integrated to the National Treasury Supplier Databased

3.3.3. RFQ/RFP management

3.3.4. Evaluation tools & committee workflows

3.3.5. Purchase order management

3.3.6. Contract management

3.3.7. Asset & inventory management

3.3.8. Compliance with PFMA, MFMA, PPPFA and SCM regulations

3.3.9. Report and Dashboards

3.4. Human Resources: Performance Management

3.4.1 Annual planning and KPI creation

3.4.2 Performance reviews & 360 feedback

3.4.3 Competency assessments

3.4.4 Development plans

3.4.5 Automated reminders

3.4.6 Dashboards and analytics

3.5. Human Resources: Recruitment & Onboarding

3.5.1 Vacancy requisition workflows

3.5.2 Job posting & application tracking

3.5.3 Screening and shortlisting tools

3.5.4 Interview scheduling

3.5.5 Background checks (integration options)

3.5.6 Digital onboarding workflows

3.5.7 Document upload/storage

3.6. Human Resources: Learner Management System (LMS)

3.6.1 Course creation

3.6.2 Registrations & learning pathways

3.6.3 Virtual and in-person training scheduling

3.6.4 Assessments and certifications

3.6.5 Compliance reporting

3.6.6 Integration with HR systems

4. INTEGRATION REQUIREMENTS

4.1. Option A: Integration with SAGEX3

4.1.1.   API availability and technical method of integration
4.1.2.   Supported SAGE platforms (e.g., Sage 300, Sage ERP X3, Sage People.)
4.1.3.   Data flow diagrams
4.1.4.   Synchronisation frequency (real-time, batch, manual)
4.1.5.   Known integration limitations

4.2. Option B: No Integration Required

4.2.1.   How system operates standalone
4.2.2.   Manual data import/export options
4.2.3.   File formats supported (CSV, XML, JSON, Excel)

5. TECHNICAL REQUIREMENTS

5.1   Hosting environment (Azure/AWS/Self-hosted/Hybrid)
5.2   System performance & uptime guarantees (SLA)
5.3   Data protection compliance (POPIA, GDPR where relevant)
5.4   Backup and disaster recovery
5.5   Browser & device compatibility

6. SUPPORT & MAINTENANCE

6.1   Support model (hours, channels, escalation process)
6.2   Response and resolution times (SLA)
6.3   Training options (on-site, virtual, train-the-trainer)
6.4   System updates and upgrade cycles

7. IMPLEMENTATION APPROACH

7.1   Project methodology (Agile, Waterfall, Hybrid)
7.2   Typical timeline for implementation per module
7.3   Resource requirements
7.4   Change management support

**8.	COSTING TEMPLATE**

Vendors must complete the table below. They may add rows as necessary.

**8.1.	Costing Table Template**

Cost Category	Description	Option A: Integrated with SAGE (ZAR)	Option B: Standalone (ZAR)
Licensing Costs	Annual user licences		
Module Costs – SCM	Once-off + annual		
Module Costs – Performance Management	Once-off + annual		
Module Costs – Recruitment & Onboarding	Once-off + annual		
Module Costs – Learner Management	Once-off + annual		
Integration Costs (Only for Option A)	API setup, middleware, configuration		N/A
Implementation Fees	Setup, configuration, customisation		
Training Costs	Per session or bundled		
Support & Maintenance	Annual cost		
Hosting Costs	If cloud-hosted		
Additional Costs	Any optional or related charges		

9.   SUBMISSION REQUIREMENTS

9.1.   Completed RFI response
9.2.   Company profile
9.3.   Pricing table
9.4.   Datasheets/brochures

10.   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

<u>END OF THE REQUEST FOR INFORMATION DOCUMENT</u>