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RFI: SIU002-2025

REQUEST FOR INFORMATION (RFI): THE SPECIAL INVESTIGATING UNIT (SIU) REQUIRES SERVICE PROVIDERS TO PRESENT A PERFORMANCE INFORMATION MANAGEMENT SYSTEM THAT WILL TRACK SIU ORGANISATIONAL PERFORMANCE.

CLOSING DATE FOR SUBMISSION OF INFORMATION:

16 April 2025

AT 11H00 AM

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1. INTRODUCTION AND BACKGROUND

1.1 The Special Investigating Unit (SIU) is an independent statutory body that is accountable to Parliament and the President. It was established by the President, conducts investigations at his request, and reports to him on the outcomes. It receives its budget through the Department of Justice and Constitutional Development. The SIU was created in terms of the Special Investigating Units and Special Tribunals Act, Act 74 of 1996 (SIU Act).

1.2 One of the SIU's national office functions is to ensure that the organisation has a proper planning, performance monitoring and evaluation system in place, to ensure data integrity and accurate reporting. As a government agency, the SIU must comply with national legislative requirements on planning, monitoring and evaluation. The main objective of the performance reporting system is to track organisational performance against the Strategic Plan (SP), Annual Performance Plan (APP) and the Annual Operational Plan (AOP) as well as to have an electronic/online repository of the performance information to enhance accessibility.

1.3 The SIU consists of the following provincial offices:

- 1.3.1 Head Office and Gauteng Provincial Office in Pretoria
- 1.3.2 Eastern Cape Provincial Office (East London),
- 1.3.3 Eastern Cape Satellite Office (Mthatha Office),
- 1.3.4 Western Cape Provincial Office (Cape Town)
- 1.3.5 KwaZulu-Natal Provincial Office (Durban)
- 1.3.6 Free State Provincial Office (Bloemfontein),
- 1.3.7 Northwest Provincial Office (Mafikeng),
- 1.3.8 Northern Cape Provincial Office (Kimberley),
- 1.3.9 Limpopo Provincial Office (Polokwane), and
- 1.3.10 Mpumalanga Provincial Office (Mbombela).

1.4 The SIU strives to continuously improve its services to ensure relevance, effectiveness and adequacy. In order for the organisation to effectively render its services, data management and analytics plays a critical role. As such, data

collection, processing and reporting are continuously reviewed to enable improvements. The SIU has identified the need to improve data management by automating the existing system, which is currently monitored, reported and manually.

2. PURPOSE OF THE REQUEST FOR INFORMATION

2.1 Brief description of the system

- 2.1.1 The envisaged system will allow end-users to plan, monitor, report and evaluate targets and outcomes, and analyse and interpret these reports / data in real-time.
- 2.1.2 The SIU requires prospective service providers to provide information on the availability of such a system which will be an organisational integrated Performance Information Management(planning, monitoring, evaluation and reporting) System.
- 2.1.3 This includes capturing of Key Performance Indicators (KPIs) and their respective targets at predefined intervals as per planning documents, the monitoring of and tracking the implementation and reporting of performance. The outcome of this process will inform the development of an integrated performance information management system to support monitoring and evaluation processes and activities within the SIU.
- 2.1.4 The performance information management system should allow users full visualisation capability so that they are able to view their data in various formats including dashboards, charts, tables and pivot tables over the web. It must also provide for easy exporting, printing and emailing of reports to multiple users within the SIU over the web. The system should have various accessibility rights for users as well as ability to upload documents.

2.2 Minimum requirement for the proposed Performance Monitoring System:

2.2.1 Performance Planning Capability (Target setting)

The system must enable the capturing of inputs from various planning documents as follows:

- a) Strategic Plan (SP)
- b) Annual Performance Plan (APP)
- c) Annual Operational Plans (AOP)

2.2.2 Performance Reporting Capability

2.2.2.1 The system must enable the analysis, reviewing and generation of reports that addresses the SIU's performance.

2.2.2.2 This includes capturing of KPIs and targets as per planning documents, monitoring and tracking implementation, and reporting performance

2.2.2.3 The performance monitoring and reporting system should provide for full visualisation capability which should allow users to view their data in various formats including dashboard, charts, tables and pivot tables over the web.

The system must provide for the following:

- Monthly Performance Reporting
- Quarterly Performance Reporting
- Annual Performance Reporting
- Year on year Performance Reporting
- Strategic Performance Reporting
- Reporting Timeframes and Cycle
- Customisable Management Reports
- System must allow uploading of supporting documentation.

- Provide audit reports on workflow processes.
- Provide graphical dashboard display of the different process/activities to support management decisions.
- The dashboard to provide real-time visibility into quarterly targets for monitoring and reporting purposes
- Have cut off dates on updating of status.
- The ability to provide deadline that are linked to the reporting periods, for example monthly, quarterly and annual reporting.
- Provide notifications, alarms, for example early warning notifications of reports not done, and the reports status.
- Automatically initiate an escalation procedure if the reporting deadline is not met.
- Manage and track changes as well as an audit trail.
- Provide for data analysis component.
- Provide a hierarchal navigation structure (based on SIU's organisational structure) for easy retrieval.
- Flexibility to allow for adding new KPIs, amending the definition of existing KPIs and removing KPIs while retaining the actuals reported against these KPIs in previous reporting periods

3. FORMAT OF THE SUBMISSION

3.1 The following document must be submitted at the closing date and time of the RFI

- a) Company Profile
- b) Proposed solution
- c) Product Brochures if available and
- d) Experience in implementing such systems

3.2 Prospective service providers are requested to submit only the required documents.

3.3 Bidders must submit the information to RFI@siu.org.za

3.4 All enquiries must be sent via email to: RFI@siu.org.za no later than

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4. CLOSING DATE AND TIME

- 4.1 Prospective service providers are requested to submit all the documentation via email on or before 16 April 2025 at 11H00 AM to RFI@siu.org.za.
- 4.2 All documents must be submitted via email.
- 4.3 No documents are to be submitted to the SIU Physical Address.

Kind Regards



Graham Louw

SCM: Senior Manager

Date: 03.04.2025