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Our Ref: SSP 6204-2025
Enquiry: Nozintle Katamzi
Tel: 012 367 3724
Date: 23 April 2026

Department of Water and Sanitation

Private Bag X313,
Pretoria 0001

Dear Dr. Sean Phillips

SSP 6204-2025 Procurement of Electronic Employee File Tracking Software and Hardware with Maintenance and Support for the Department of Water and Sanitation (DWS) for a Period of Three (3) Years

1. The above-mentioned bid has reference.
2. After the bid process by SITA it was resolved to recommend the award to the Accounting Officer of the Department of Water and Sanitation, the recommendation of SSP 6204-2025: Procurement of Electronic Employee File Tracking Software and Hardware with Maintenance and Support for the Department of Water and Sanitation (DWS) for a Period of Three (3) Years to be awarded to Metrofile (Pty) Ltd (2003/016054/07) as per below table.

Table 1: Recommendation of Award Details

Name of Bidder	Description	Quantity	Period	Total price
Metrofile Pty Ltd (2003/016054/07)	Supply and delivery of fully functional Electronic Employee File Tracking System—including analysis, configuration, installation/hardware setup, training, testing, and reporting	05	Once off	R 332,500.00
	Supply and delivery of five (5) handheld devices with three (3) year onsite warranty or three (3) on-site advanced exchange warranty	05	Once off	R 152,500.00

Non-Executive Directors :

Ms Sedzani Mudau (Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond,
Mr Omega Shelembe

Executive Directors :

Mr Magatho Mello (Managing Director), Ms Carmen Le Grange (Interim Chief Financial Officer)

Company Secretary:

Ms. B Laka

SS 6242-2025 Renewal of Magic Software License Subscription, Support and Maintenance for the
Department of Water and Sanitation (DWS) for a period of three (03) years

	Supply and delivery of 60 0000 bar codes	05	Once off	R 12,000.00
	Support and maintenance for a period of three (3) years for the Electronic Employee File Tracking System	01	Three (03) years	R 174,963.75
			Total	R 671, 963.75
			15% VAT	R 100,794.56
			Total Incl. VAT	R 772,758.31

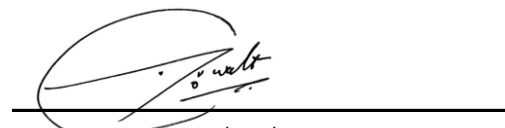
- Once the recommendation has been accepted, the Accounting Officer must notify SITA in writing. On receipt of the notification, SITA will therefore publish the award on the SITA website.
- Please note that this tender, SSP 6204-2025 is valid until 09 October 2026. Should the tender SSP 6204-2025 not be awarded before 09 October 2026, SITA should be notified at least fourteen (14) days before the validity period expires so that SITA can request the bidder to extend the validity period of their bid response.
- Copies of the following documents are attached for ease of reference:

Annexure A: Master file

Annexure B: HoD Submission pack

This matter is submitted for your urgent consideration.

Yours sincerely,



Executive: Supply Chain Management (Acting)
Fanie Van Der Walt