



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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SENT BY EMAIL & HAND

Mr. Stephen Motlhaoleng
Cluster Advocate: (SPCHD) Cluster
State Information Technology Agency
546 Tsitsa Street
ERASMUSKLOOF
0048

Dear Mr Motlhaoleng

REQUEST TO PROCURE AN ELECTRONIC FILE TRACKING SYSTEM FOR HUMAN RESOURCES REGISTRY

On behalf of the Department of Water and Sanitation, I would like to formally make a request to procure an electronic file tracking system for the human resources registry.

This system requires that all employee files must be barcoded, and the employee specific file and information must be loaded onto a track and trace software to enable the user to locate a file. There are over 30 000 files which need to be barcoded and loaded into a file tracking system.

The electronic file tracking system must have the following items:

- File tracking software
- 5x Handheld scanners
- 60 000 barcode stickers
- 5 days of onsite training of HR Registry staff
- Annual license fee which includes support and maintenance

Attached are the Terms of Reference for your further consideration and execution.

I trust that you will find the above in order and look forward to your response in this regard.

Yours Sincerely,

Ms T Gabela
Acting Director: ICT Applications and Business Solutions
Date: 03/09/2025