



OFFICE OF THE VALUER-GENERAL

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Business: Supply Chain and Procurement

Physical Address - 267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lillian Ngoyi Street, Pretoria, 0001: Postal Address Private Bag X 812, Pretoria, 0001

www.ovg.org.za

CONTRACT NO.: OVG (06) (2024/2025)

APPOINTMENT OF A SERVICE PROVIDER TO BUILD, MAINTAIN AND SUPPORT A GOVERNANCE, RISK AND COMPLIANCE (GRC) SOLUTION FOR THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF THREE (3) YEARS.

ADDENDUM NO 1:

THIS DOCUMENT IS COMPILED BY: OFFICE OF THE VALUER-GENERAL

TEL: +27 12 036 3036

FORM FOR RECEIPT OF ADDENDUM NO 1

NB the addendum should be completed and submitted together with the tender/bid document

OFFICE OF THE VALUER-GENERAL

Business: Supply Chain and Procurement

Physical Address - 267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lillian Ngoyi Street, Pretoria, 0001: Postal Address Private Bag X 812, Pretoria, 0001

For attention: Mr GI Sekwale/ Ms. K Seatlholo Tel +27 12 036 3036

OFFICE OF THE VALUER-GENERAL

BID NO. OVG (06) (2024/2025)

FOR

APPOINTMENT OF A SERVICE PROVIDER TO BUILD, MAINTAIN AND SUPPORT A GOVERNANCE, RISK AND COMPLIANCE (GRC) SOLUTION FOR THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF THREE (3) YEARS

I/We acknowledge receipt of Addendum No 1 and have noted its contents.

SIGNED ON BEHALF OF BIDDER :

NAME OF SIGNATORY :

BIDDER'S NAME AND ADDRESS :

.....

.....

.....

TEL NO :

FAX NO :

DATE :

OFFICE OF THE VALUER-GENERAL

TENDER NO. OVG (06) (2024/2025)

FOR

APPOINTMENT OF A SERVICE PROVIDER TO BUILD, MAINTAIN AND SUPPORT A GOVERNANCE, RISK AND COMPLIANCE (GRC) SOLUTION FOR THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF THREE (3) YEARS

ADDENDUM NO 1

APRIL
2025

ISSUED BY:

Business: Supply Chain and Procurement
Physical Address - 267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lillian Ngoyi Street, Pretoria, 0001: Postal Address Private Bag X 812, Pretoria, 0001

NAME OF THE BIDDER:

OFFICE OF THE VALUER-GENERAL

BID NO. OVG (06) (2024/2025)

FOR

APPOINTMENT OF A SERVICE PROVIDER TO BUILD, MAINTAIN AND SUPPORT A GOVERNANCE, RISK AND COMPLIANCE (GRC) SOLUTION FOR THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF THREE (3) YEARS

SUMMARY OF CHANGES IN ADDENDUM NO 1

1. Each bidder for this Contract shall incorporate the following amendments and additions in his/her bid.
2. Each Bidder is required to acknowledge receipt and acceptance of the amendments and additions contained in this Addendum and to submit the completed and signed addendum with his/her Bid.
3. No pages may be removed from the Addendum.

The following details in Addendum No 1 inform amendments and additions to the bid document for Bid No OVG (06) (2024/2025) as follows:

4. Extension of the Closing Date
5. On Page 10 of 63 of the Bid Document under the Pricing Schedule, replace item 5 namely, 'Data Backup Services has been updated to read as 'Data Backup and Hosting Services'
6. Removal and replacement of sub-paragraph 2.13 Terms of references, Page 24 of 63 of the Bid Document
7. Inclusion of the requirement: Financial Disclosure in Ethics Module as an addition to the table under paragraph 7; Demonstration of the proposed GRC tool
8. Addition: Under scope of work on sub paragraph 5.2 on table 1, page 27 of 63
9. Addition: sub paragraph 12.7 and 12.8 under paragraph 12: Training on page 47 of 63 of the bid document to address the Super Users Training identified on the Pricing Schedule Item 6.1
10. Addition: 6.2.3 under sub paragraph 6.2 Support page 33 of 63

DETAILS OF CHANGES IN ADENDUM 01

1. **EXTENTION OF THE CLOSING DATE:** replace the bid closing date as indicated in the bid document with the new date below:

BID CLOSING DATE IS FRIDAY, 11 APRIL 2025 AT 11:00

2. Replace item 5, data backup service to read as data backup and hosting services on the pricing schedule
Including item 5.1 to 5.3 of the pricing schedule: Replace data backup service Year1, Year 2 and Year with Data backup and hosting service Year 1, year 2 and year 3

3. **Replace Section Page 24 of 63 of the bid document, Paragraph 2.13, to read as follows:**

2.13 It is against this background that the OVG would like to invite suitable Bidder to build and implement a Governance, Risk and Compliance solution inclusive of training, support and maintenance.

4. Financial Disclosure in Ethics Module

- 4.1 Add the following system requirements for Demonstration of the proposed GRC Tool under Paragraph 7 on Page 37 of 63 of the bid document that were omitted to read as follows:

FUNCTIONAL REQUIREMENT FOR ETHICS MODULE

- 7.31. Ability to provide a detailed audit trail facility
- 7.32. Ability to notify an employee whenever their disclosure file is accessed.
- 7.33. Ability to conduct a risk profile analysis for all the disclosures.
- 7.34. Ability to send a report of the disclosure to the employee about their own disclosure.
- 7.35. Ability to complete and customise the non- disclosure forms.
- 7.36. Ability to complete the verification process with third-party systems (e.g., eNatis, Deeds Registration System).
- 7.37. Ability to generate reports.
- 7.36 Ability for system to automatically track the completion analysis against the number of active employees and send notifications.

7.37 Provision for a mandatory consent box that prevents proceeding without agreement to the terms and conditions.

5. **ADDITION OF THE WORDS “FOR REPORTING PURPOSES” UNDER SUB PARAGRAPH 5.2 UNDER THE DESCRIPTION COMPATIBILITY TO READ AS FOLLOWS:**

5.2. Integration with other systems (ability to extract data from other application systems such as SAGE ERP, E-Natis, CPIC, Deeds) for Reporting Purposes

6. **ADDITION OF SUB PARAGRAPH 12.7 AND 12.8 UNDER THE HEADING TRAINING**

12.7 The OVG follows the train the trainer approach and will identify the super-users who will be made up of the end-users from ICT Business Unit and subject matter experts within the Assurance functions.

12.8 The super-users will continue with the training going forward.

7. **ADDITION OF 6.2.3 and 6.2.4 UNDER SUB PARAGRAPH 6.2 UNDER THE HEADING SUPPORT:**

6.2.3. Service level turn- around times with clear minimum resolution time per incident type. The minimum resolution times are as follows:

Priority	Description	Minimum Time to Resolve
1- Job stopper/ mission critical- Affects many users or a critical system function	Critical	4 hours
2 - Issue impacts a smaller number of users or a function that has a work-around and business can afford to wait for a longer resolution period	Medium	8 hours
3 - Issue has a low severity impact on a small number of users	Low	24 hours

6.2.4 The service provider must ensure that pricing for support and maintenance is inclusive of the site visits that might be required as and when necessary at a maximum of two (2) visits per Month.

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SIGNED ON BEHALF OF THE BIDDER :

OFFICE OF THE VALUER-GENERAL

BID NO. OVG (06) (2024/2025)

ACCEPTANCE AND INCORPORATION OF ADDENDUM

I/W e accept that Addendum No 1 forms part of the Bid Documents. I/W e confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our for Bid Number: **OVG (06) (2024/2025)**

SIGNED ON BEHALF OF THE BIDDER :

NAME OF SIGNATORY (BLOCK LETTERS):

NAME OF BIDDER (BLOCK LETTERS):

BIDDER'S ADDRESS:

BIDDER'S TEL NO :

BIDDER'S FAX NO :

SIGNATURES OF WITNESSES : 1.

NAMES OF WITNESSES
(BLOCK LETTERS) :

2.