

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600

**South African Human Rights Commission**

TENDER NUMBER	SAHRC-01-2025
DESCRIPTION	Request for the bid for the implementation of an integrated Enterprise Resource Planning system to SAHRC for a period of 3 years.
PUBLISHED	Date: 05 January 2026
BRIEFING SESSION	Date: 19 January 2025 Attendance will be online via the link below: https://events.teams.microsoft.com/event/3f7d4237-78ec-4c2f-abb5-5a5745b1e6c0@0159c87f-d04f-40b5-8866-46fb77a8d382
SUBMISSION ADDRESS	Submissions will only be submitted physically to the address below: Sentinel House Sunnyside Office Park 32 Princess of Wales Terrace Parktown 2193
CLOSING DATE	DATE: 09 February 2026 TIME: 11H00 (GMT +2)

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

2193
Parktown
32 Princess of Wales Terrace
Sunnyside Office Park
Sentinel House

2041
Houghton
Private Bag X 2700
Tel.: 011 877 3600



1. BACKGROUND

The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

The South African Human Rights Commission (SAHRC) is currently running its Production servers i.e. Financial Management: Sage 200 Evolution, Human Resources and Payroll: Sage 300 People, Complaints Handling: CRM System all running on Sage. With Supply Chain Management running on SAP4/HANA. The current systems are not integrated.

2. OBJECTIVE

SAHRC requires the services of a skilled service provider for the sourcing, deployment and implementation of an integrated Enterprise Resource Planning system. The system should be aligned to SAHRC's business processes requirements.

The Commission expects the service provider to perform the related professional services, i.e. apply best practices, guidance, training, project management, implementation, integration and report customization, in a timely and professional manner.

Services should be provided by an experienced ERP service provider who has successfully implemented an ERP solution with similar requirements for the modules in scope, including but not limited to Financial Management, Supply Chain Management, Human Resources and Payroll and Complaints Handling Management.

3. SCOPE OF SERVICE

3.1. System requirements

- The system should be privately cloud-based and secure.
- The system should be on-premise.
- Set controls at the account (user) and field level
- Integrated enterprise resource planning system
- Customization where required
- The system should be web-based and mobile accessible.
- The system should have multi-factor authentication.

3.2. Financial Management Requirements

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- Accounts Payable
- Accounts Receivable
- Budgeting / Forecasting
- Cash and Bank Management
- Inventory
- General Ledger
- Fixed Assets:
 - ✓ Automated assets register
 - ✓ Automated calculation of depreciation
 - ✓ Capability to recalculate depreciation based on restated useful lives in line with GRAP 17
 - ✓ Capability to scan assets
 - ✓ Reporting of assets nearing the end of their useful lives
- Budget management:
 - ✓ Budget monitoring for all expenditure, capex, other assets and liabilities.
 - ✓ Reporting of monthly and annual expenditure against budgets.
 - ✓ Capability of cost centre budget owners to view their actual costs and budgets, and to provide comments on budget variances.
 - ✓ Reporting of consolidated comments on budget variances per the above bullet
- Invoice and Payment Processing (if system is end-to-end) and linked to SAGE X3
 - ✓ Matching of:
 - Purchase orders,
 - Deliverables/GRN,
 - Invoice amount (3-way matching).
 - ✓ Alerts for unmatched invoices or price variances.
 - ✓ Ability to track invoice aging for 30-day payment compliance.
 - ✓ Integration with Finance for payment batching.

3.3. **Supply Chain Management Requirements: eProcurement - Greenfields SCM or Equivalent.**

- Governance, Compliance and Audit:

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- ✓ Full compliance with PFMA, PPPFA, Treasury Regulations, Instruction Notes, and Preferential Procurement Regulations.
- ✓ Built-in compliance validation checks (e.g., mandatory documents, threshold verification, scoring templates).
- ✓ System-generated audit trail logs recording every action, timestamp, user, and version history.
- ✓ Ability to restrict and manage delegations of authority according to approved SCM delegation schedules.
- ✓ Compliance checks for specific goals, B-BBEE levels, CSD verification, and tax compliance status.
- ✓ Duplicate detection for requisitions, suppliers, or invoices.
- ✓ Ability to conduct audit sampling directly from system reports.

- **Integration: Ability to integrate with:**

- ✓ SAGE X3, or other ERP/financial management systems.
- ✓ National Treasury's CSD for real-time supplier data updates.
- ✓ SharePoint/PowerApps document repositories.
- ✓ HR systems for delegations and employee data.
- ✓ Bank systems (for vendor banking verification—optional but ideal).
- ✓ API compatibility enabling future enhancements or system-to-system communication.
- ✓ Ability for export/import of data in Excel, CSV, or PDF.

- **Security and User Access**

- ✓ Role-based access control (RBAC) limits access to functions according to SCM roles.
- ✓ Multifactor authentication (MFA) for increased system security.
- ✓ Encryption of data at rest and in transit.
- ✓ Secure storage of confidential procurement documents.
- ✓ Automatic user role revocation when employees leave the organization ("de-provisioning").

- **Supplier Management (Vendor Portal)**

- ✓ Self-service supplier portal for uploading:
 - Company documents,

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- Standard Bidding Documents
- Banking details (with verification),
- B-BBEE certificates,
- Tax compliance status,
- CSD MAAA numbers.
- ✓ Automatic alerts for expiring compliance documents.
- ✓ System should have a capability for integration / interlinked with CSD
- ✓ System should allow SCM officials to capture and approve supplier's information on the database.
- ✓ System should be able to generate reports for all suppliers with expired BBBEE Status and send notifications to suppliers
- ✓ System should be able to generate reports for all suppliers with non- tax compliant status and send notifications to suppliers.
- ✓ System must validate suppliers' information e.g. tax status, active / non active on CSD, blacklisted or restricted suppliers.
- ✓ Supplier performance module (rating after contract delivery).
- ✓ Ability to block/blacklist suppliers with full justification logs.
- ✓ Supplier CSD detailed information access on those that have been used throughout the year for CAATs purposes.

• Contract Management

- ✓ Repository to upload approved contracts with version control.
- ✓ Automated contract expiry alerts and renewal notifications.
- ✓ The System shall provide a platform to upload all approved contracts.
- ✓ The System shall have the capability to capture contracts amounts and track spending (payments) and reflect remaining amounts or commitments.
- ✓ The System shall have the capability for contract end users to perform supplier's performance evaluation (within set timelines) and provide notifications to non-evaluated service providers.
- ✓ The system should be able to capture contract milestones and related amount allocations.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- ✓ Ability to amend contract changes (e.g. through Variations, Extensions etc.)
- ✓ The system should have the capability to generate an up to date contract register and commitments schedule.
- ✓ The System shall have the capability to capture contracts amounts and track spending (payments) and reflect remaining amounts or commitments.
- ✓
- ✓ The System shall have the capability for contract end users to perform supplier's performance evaluation (within set timelines) and provide notifications to non-evaluated service providers.
- ✓ Ability to amend contract changes (e.g. through Variations, Extensions etc.)
- ✓ The system should have the capability to generate an up-to-date contract register and commitments schedule.
- ✓
- ✓ Contract milestone management with tracking dashboards.
- ✓ Linking of:
 - Purchase orders,
 - Invoices,
 - Performance assessments,
 - Extensions or variations.
- ✓ Ability to flag contracts reaching 80% of the spend or nearing end date

• Quotations, Tenders and Compliance

- ✓ Closed communication environment to ensure integrity of the bidding process.
- ✓ Automatic timestamping of quotation submissions to prevent manipulation.
- ✓ Tender box audit logs for competitive bidding processes.
- ✓ Ability to generate bid evaluation reports directly from system data.
- ✓ Integrated scoring tools for:
 - Functionality,
 - Price,
 - Preference points (80/20 or 90/10).
- ✓ Tracking of all clarifications, addenda, and bidder communication.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



• Travel Management:

- ✓ Integrated TR (Travel Requisition) workflow.
- ✓ Approved supplier airline, car hire, and accommodation databases.
- ✓ Automated travel comparison and approval routing.
- ✓ Expense claim integration and booking reconciliation.
- ✓ System capability to capture travel requests and uploading of supporting documents for approval before the initiation of SCM procurement
- ✓ Integration of travel management module with general ledger and automatic update of staff debtors where advances have been paid
- ✓ Integration of Travel Management Company system with the ERP system

• Reporting and Analytics:

- ✓ Dashboards showing:
 - Totals spend per commodity,
 - Supplier performance,
 - RFQ turnaround times,
 - Compliance breaches,
 - Monthly procurement statistics,
 - Irregular, fruitless, and wasteful expenditure indicators.
- ✓ Custom report generator for audit, EXCO, Commissioners, and Finance. (Reports of outstanding purchase orders, outstanding RFQs, completed RFQs etc.)
- ✓ Exportable data for AGSA or National Treasury reporting.

• Workflow Automation and Notifications

- ✓ Automated reminder notifications for:
 - Vacation rule
 - Ability to customize workflow maps.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- Pending approvals/ actions and RFI.
- Contract expiry,
- Quotation Validity,
- Overdue items,
- Budget thresholds,
- Supplier document expiry,
- RFQ closing dates.

✓ Ability to customize workflow maps for:

- Requisitions,
- RFQs,
- Purchase orders,
- Contracts,
- Deviations,
- Extensions.

• Records and Document Management

✓ Centralized repository with:

- Folders per procurement number,
- Metadata tagging,
- Document version control.

✓ Digital signatures (where acceptable by SAHRC policy).

✓ Retention schedules aligned with *National Archives and Records Service Act*.

• Training, Change Management and Support for all modules

✓ End-user training for:

- SCM officials,
- Delegated approvers,
- Provincial staff,

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- Service providers (for vendor portal).
- ✓ Change management interventions for provincial offices.
- ✓ Helpdesk access for system-related support.
- ✓ Superuser role/ administrator user.
- ✓ System manuals and user guides.

• Risk Management

- ✓ Risk dashboard for:
 - Expiring contracts,
 - High spending suppliers,
 - Sole-source procurement,
 - Deviations and expansions.
- ✓ Business continuity plan (BCP) and disaster recovery.
- ✓ Backups and restore capabilities.

• Performance and Monitoring

- ✓ Ability to measure:
 - RFQ turnaround times,
 - Contract performance,
 - Supplier delivery compliance,
 - Internal staff procurement performance (KPIs).
- ✓ Quarterly reporting to Commissioners and EXCO.
- ✓ Procurement trend analysis to support demand planning.

• Functionality: The system should be able to perform the following functions:

- ✓ Allow users to capture requisitions and upload their specifications (word)
- ✓ Approval of requisitions by delegated official
- ✓ Receiving requisitions by the SCM unit
- ✓ Allocation of requisitions for Procurement

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- ✓ Populate a list of potential service providers under the specific commodity/area (Database)
- ✓ Select potential suppliers to be utilized on that commodity and area
- ✓ Ability to rotate suppliers for Procurement
- ✓ Ability to upload the standard Requests for Quotations (RFQ) templates
- ✓ To generate system based RFQ's and send the RFQ's request to the selected service providers via the system.
- ✓ Allowing users to upload and attach supporting documents e.g. quotations, Standard Bidding Documents (SBD) etc.
- ✓ Allow SCM officials to evaluate quotations and provide comments / recommendations
- ✓ Ability to verify and confirm available budget
- ✓ Allow end-users to reject / support / recommend
- ✓ Allow delegated official/s to approve the recommendation
- ✓ Allow SCM to create fully detailed purchase orders (PO's) created from the approved requisition
- ✓ Approval of Purchase Order to be approved as per delegation of authority
- ✓ Allow SCM to create fully detailed purchase orders (PO's) and send the approved POs via the system.
- ✓ System should have automated approval for all requested initiated via the system
- ✓ Requisition process tracking capabilities
- ✓ Approval of Purchase Order to be approved as per delegation of authority
- ✓ Allow SCM to create fully detailed purchase orders (PO's) created from the approved requisition.
- ✓ The system should produce audit trail reports for procurement processes.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



3.4. Complaints Management Requirements: Sage CRM or Equivalent

- ✓ Complaints logging
- ✓ Complaints Workflow
- ✓ Integration of CRM system with the Online complaints logging system
- ✓ Integration with complaints mobile application.
- ✓ Multifactor Authentication
- ✓ Enable mobile access to the CRM system via cell phone
- ✓ Enable back-end data capture to bring the system's data up to date where needed
- ✓ Ensure automatic updates for Financial Year and Province fields.
- ✓ Implement Single Sign-On (SSO) integration with Active Directory
- ✓ Capability to flag a reference number before the complaint is fully captured.
- ✓ Enable email notifications.
- ✓ Integration of website complaint form with CRM system.
- ✓ Create editable letter templates on CRM system.
- ✓ Create individual dashboard per user and a provincial dashboard.

3.5. Human Resources & Payroll Management Requirements: Fully Integrate HR Sage 300 with Finance Sage X3

- ✓ Leave Management
- ✓ Job Management
- ✓ Performance Management
- ✓ People/ Employee Self Service: including Job Management, Leave Management and Performance Management
- ✓ People Management
- ✓ Salaries
- ✓ Claims (PDP, Tax Certificates)
- ✓ Wages
- ✓ Leave
- ✓ Skills
- ✓ Equity
- ✓ GL
- ✓ Employee Transactions
- ✓ Job Performance
- ✓ Workflow

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- ✓ Recruitment
- ✓ Budget
- ✓ BIM
- ✓ Salary Survey
- ✓ Schedular
- ✓ Skills Map
- ✓ Medical Claims
- ✓ Rebate Claims

3.6. Project Management

- ✓ Project creation with work breakdown structure and network
- ✓ Project Accounting and Invoicing
- ✓ Project Cost Control
- ✓ Work Breakdown Structures (Receive and consolidate Costs and Revenue in WBS manner)
- ✓ Act as planning tool for project schedule
- ✓ Records management capabilities
- ✓ Project Management customizable reports capabilities
- ✓ Dashboard capabilities: Preview actual and budget

3.7. Other Implementation Requirements:

- ✓ Data Migration & Cleansing: 15 years data, 5 years live data and 10 years archive data from SAGE evolution.

3.8. License Requirements

- ✓ The service provider will provide software licenses.

3.9. Functional Support

- ✓ The service provider will provide Maintenance and Support Services for the 3 years duration of the contract.

4. DELIVERABLES

The key deliverables and outputs expected from the software solution are as follows:

- A software solution that has been provided and implemented by the service provider.
- The systems to provide financial management, supply chain management, human resources and payroll comprehensive modules
- The software solution provider should provide software support and maintenance for a period of 3 years.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- The software solution provider should provide training, guidance and support to SAHRC staff where needed.
- Implementation lead time of 3 – 6 months.
- Accurate and complete data migration.
- A skill transfer plan and skill transfer for the system administrators and super users A training plan and training to be conducted for super users and system administrators
- End user training plan and training for all modules.
- A detailed project plan for the implementation of the software.
- A pro-forma service level and escalation matrix.
- Provide monthly service level reports.

5. PRICING

A detailed price breakdown must be included with the total amount All pricing must be shown inclusive of any applicable VAT.

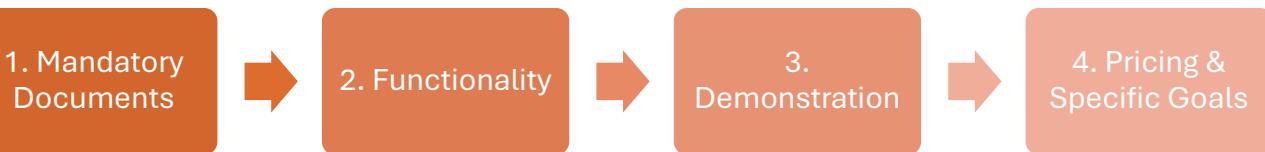
6. PROJECT TIMELINES

Contracting Period for the website hosting will be for a period of thirty-six (36) months.

7. EVALUATION CRITERIA

Bids will be evaluated on 80/20-point system as outlined in the PPR of 2022.

The proposals will be evaluated in four phases:



8.1 Phase 1: Mandatory Documents

8.1.1 Bid proposal (Supplier submission with Annexure A: Price Quotation)

8.1.2 Central Supplier Database Summary Report.

8.1.3 SBD1, 4 & 6.1. (Standard Bidding Documents) forms must be completed fully and duly signed.

8.1.4 Proof of Sage X3 Partnership or Equivalent.

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



All compliant proposals received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

Evaluation of functionality, as in Table 1 below:

- i. Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points.
- ii. ii. The overall score must be equal or above 70 points to proceed to for Price and Specific Goals evaluations.
- iii. Bidders who fail to meet minimum threshold will be regarded as submitting a non-responsive bid and will not be considered for further evaluation on price and preference points. The minimum threshold for qualification for functionality is 70, assessed as per criteria listed in Table 1 below:

Phase 2: Functionality evaluation

	Criteria	Percentage weighting
1.	Company Experience The bidder must have relevant experience and must submit a company profile indicating the core activities and number of years the bidder has been providing similar services. The company profile must include the company organogram with clear resource names, responsibilities, and years of experience. <ul style="list-style-type: none">o 3 or more years of company experience = 10 pointso 1-3 years of company experience = 5 pointso Less than one year of company experience = 0 points	10

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



2. Reference Letters References included for executing an Enterprise Resource Planning Solution in the Public Sector in the last 5 years. Bidders should attach signed, contactable, dated and on the letterhead of the company where similar work was successfully implemented. Failure to submit reference letters adhering to the above will invalidate a letter for consideration. <ul style="list-style-type: none">o 0 points = no relevant reference letter submitted.o 10 points = 2 relevant reference letters submitted.o 20 points = 3 to 4 relevant reference letters submitted.o 30 points= 5 or more relevant reference letters submitted.	30
3. Project Implementation Plan Bidder's proposed project methodology and plan outlining how SAHRCs requirements will be implemented. Project management implementation methodology and project plan (involving planning, implementation and project management approach, training Approach, timelines, resourcing, risk and contingency strategies, change management, post Implementation support approach, transition plan (onboarding and off-boarding), implementation lead time of 3 – 6 months as well as implementation/execution) <ul style="list-style-type: none">o 0 points= No project plano 5 points= Project plan with no milestones, implementation and post implementation plan.o 10 points= Project plan with milestones , implementation and post implementation plan but without training approach and risk and contingency strategies.o 20 points= Project plan with clear milestones, implementation and post implementation plan, training approach and risk and contingency strategies & timelines.	20

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



4.	Capacity and Ability to Implement Skills, competencies and qualifications of the Project Team that will be assigned on the project based on their CVs. Proposals should clearly indicate whether bid participants have the internal capacity to meet the requirements of the TOR. <u>Technical Team Lead/ Manager</u> <ul style="list-style-type: none">o 0 points = CV with no NQF 7/ Degree in Financial Information Systems or equivalent qualification(s) and zero years of experience.o 5 points= CV with NQF 7/ Degree in Financial Information Systems or equivalent qualification(s) and less than 1 year of relevant experience.o 10 points= CV with NQF 7/ Degree in Financial Information Systems or equivalent qualification(s) and between 2 to 3 years of relevant experience.o 15= CV with NQF 7/ Degree in Financial Information Systems or equivalent qualification(s) and between 4 to 5 years of relevant experience.o 20 points= CV with NQF 7/ Degree in Financial Information Systems or equivalent qualification(s) and more than 5 years of relevant experience.	20
	Total	100

8.2. Phase 3: Demonstration

The minimum qualifying score for functionality in this bid is 70%. Suppliers who fail to meet this minimum qualifying score of 70% will be eliminated and not considered for the next phase of evaluation, which is a demonstration-based evaluation.

The top bidders who meet the minimum technical/functionality evaluation score of 70% under phase 2 of evaluation above will be invited to participate in the third assessment phase, being a Demo-Based evaluation (this stage is dependent on the quality of bids received). These will be held at the SAHRC offices in Parktown, Johannesburg where they will be assessed in the following capabilities:

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



THE BIDDERS AT THE TIME OF PRESENTATION WILL BE REQUIRED TO SUBMIT A COPY OF THEIR DEMONSTRATION (PRESENTATION/ VIDEO).

*These are the descriptions that will be used to evaluate the demonstration phase:

1. Financial Management Module**Good Coverage**

- Shows basic GL, AP, and AR functionality.
- Demonstrates how to capture transactions at a high level.
- Shows standard financial reports (trial balance, income statement, balance sheet).
- Basic budget capture and monitoring.
- Limited demonstration of asset management or commitments.

Extensive Coverage

- Full end-to-end walkthrough: budget → commitment → invoice → payment → reporting.
- Shows real-time integration with SCM (commitment raised when PR/PO approved).
- Demonstrates:
 - Multi-year budgeting
 - Automatic posting rules
 - Asset management lifecycle
 - Commitments vs actuals vs budget variance
- Shows audit trail, segregation of duties, and compliance controls.
- Advanced reporting dashboards and automated month-end reports.

2. Supply Chain Management (SCM) Module

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



<p>Good Coverage</p> <ul style="list-style-type: none"> Shows basic requisition creation and approval workflow. Demonstrates supplier selection (manual or limited database use). High-level PO creation and receiving processes. Standard RFQ or tender module but with limited automation. Shows simple contract register or tracking screen. 	<p>Extensive Coverage</p> <ul style="list-style-type: none"> Full process demonstration: Demand plan → PR → RFQ/Tender → Evaluation → PO → Receiving → Contract → Payment Automatic supplier rotation and compliance checks (CSD validation). Demonstrates: <ul style="list-style-type: none"> Workflow automation with alerts (expiry, delivery delays, contract milestones) Document templates auto-generated (RFQs, tender packs, contracts) Real-time integration with Finance (commitments raised instantly) Contract performance monitoring dashboards Shows exception reporting, KPI monitoring, and AGSA-aligned audit features.
---	---

3. Human Resources (HR) Module

<p>Good Coverage</p> <ul style="list-style-type: none"> Shows employee master data screen. Demonstrates leave capturing and approvals. Shows basic performance management form or workflow. Displays payroll interface at a high level (no full demonstration). Limited reporting on HR metrics. 	<p>Extensive Coverage</p> <ul style="list-style-type: none"> Full process demonstration: Recruitment → Onboarding → Leave → Training → Performance → Exit Advanced personnel file management with document storage. Demonstrates: <ul style="list-style-type: none"> Automated leave balances synced with payroll Role-based access for managers and employees Succession planning and skills matrix HR dashboards (absenteeism, overtime, leave trends) Shows integration with SCM (e.g., approvals linked to delegations of authority). Demonstrates compliance reporting (EEA, Skills, HR statutory reports).
--	--

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



4. Customer Relationship Management (CRM) Module

Good Coverage

- Shows simple case logging or ticket creation.
- Demonstrates contact management (basic citizen/stakeholder database).
- Shows communication notes and status updates.
- Limited dashboard or reporting.

Extensive Coverage

- Full CRM lifecycle demonstration:
Case intake → Assignment → Investigation → Resolution → Closure → Reporting
- Demonstrates:
 - Omni-channel communication (email, portal, walk-in, call centre)
 - Workflow automation and SLA timers for cases
 - Integration with HR (employee assignment) and SCM (if cases require procurement)
 - Stakeholder segmentation and advanced contact profiles
 - Real-time dashboards showing caseloads, trends, turnaround times
- Shows document management integration for case evidence.
- Demonstrates audit trails and compliance features.

A. DEMO-BASED EVALUATION: Bidder must demonstrate the functionality of the complete solution.

BIDDERS ARE EXPECTED TO ACHIEVE A MINIMUM QUALIFYING SCORE OF 70% TO MOVE TO THE PRICING AND SPECIFIC GOALS STAGE

CRITERIA	POINTS
A. Financial/Accounting Management Module 25 Points = Extensive coverage of scope. 15 Points = Good coverage of scope. 0 Points = Poor coverage of scope.	25

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



B. Supply Chain Management Module 25 Points = Extensive coverage of scope. 15 Points = Good coverage of scope. 0 Points = Poor coverage of scope.	25
C. Human Resources & Payroll Management Module 25 Points = Extensive coverage of scope. 15 Points = Good coverage of scope. 0 Points = Poor coverage of scope.	25
D. Customer Relationship Management (CRM) 25 Points = Extensive coverage of scope. 15 Points = Good coverage of scope. 0 Points = Poor coverage of scope.	25
TOTAL POINTS	100

8.3. Phase 4: Price and Specific Goals evaluation

Only Bidders that have met the 70 points thresholds on phase 3 will be considered for price and specific goals. Price and specific goals will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points)

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



i. Stage 1 – Price Evaluation (80 Points) ii.

Criteria	Points
Price Evaluation $Ps = \frac{Pt}{P \text{ min}} \times 100$	80

The following formula will be used to calculate the points for price:

Where:

- Ps = Points scored for comparative price of bid or offer under consideration.
- Pt = Comparative price of bid or offer under consideration.
- P min = Comparative price of lowest acceptable bid or offer
- Points must be awarded to a bidder for attaining the specific status level of contribution in accordance with the table below a.

Specific goals allocation

Specific goals will be allocated in the following manner for all bid submitted:

A maximum of 20 points may be allocated to a bidder for attaining the specific goals as indicated below. The calculation of points for specific goals will be based on the Central Supplier Database (CSD) report and/or the B-BBEE Certificate or Sworn Affidavit submitted with the tender documents, together with the SBD 6.1 form, where bidders indicate how they claim points for specific goals.

In instances where discrepancies or differences are identified between the CSD report and the B-BBEE Certificate or Sworn Affidavit, the B-BBEE Certificate or Sworn Affidavit shall take precedence.

For each specific goal, bidders will be allocated points proportionate to the percentage of ownership or contribution achieved as per the supporting documentation:

SPECIFIC GOALS	POINTS
----------------	--------

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



Suppliers with ownership of 51% or more by person/s who are black person/s	10
Suppliers with ownership of 51% or more by person/s who are women	5
Suppliers with ownership of 51% or more by person/s who are youth	3
Suppliers with ownership of 51% or more by person/s with disability	2

Specific goal points may be allocated to bidders on submission of the following documentation or evidence

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and supporting evidence i.e. a valid BBBEE Certificate/ Affidavit.

9. Confidentiality, independence and objectivity

The service provider will hold all material and information exchanged-ed in the course of the implementation of this project in the strictest confidence and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

9.1 THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION

9.1.1 The SAHRC may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.

9.1.2 The SAHRC reserves the right to conduct a security background check or screening of the service provider.

9.1.3 The SAHRC reserves the right to conduct mandatory site inspection to the offices of the service provider.

10. CONDITIONS OF TENDER

10.1 The SAHRC reserves the right not to award the tender.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



10.2 Any conditions imposed by the service provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the service provider.

10.3 The service provider will be held liable for any damage or loss suffered by the entity, because of the service provider's own or his/her employees' negligence or intent, which originated at the site. The service provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the service provider's own employees.

10.4 The service provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.

10.5 A copy of such insurance contract must be handed to the SAHRC Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid or is sought must be furnished on request.

10.6 SAHRC does not bind itself to accept the lowest quote.

10.7 The SAHRC reserves the right to invite bidders for presentation at bidders' own cost and perform site visits on short listed bidders before the award of the bid, as part of evaluation process.

10.8 SAHRC does not bind itself to making any selection from the proposals or quotations received.

10.9 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.

10.10 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.

10.11 All prices quoted must be VAT inclusive.

10.12 SAHRC will not make any upfront payments before the rendering of services.

10.13 The successful bidder shall provide the service required based on the set timelines and as per the schedule provided by SAHRC.

10.14 A pricing schedule with one of the specified elements omitted from the cost may be considered non-responsive.

10.15 The price proposal must be valid for 120 days.

11. CONTRACT PERFORMANCE

11.1 The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement.

11.2 If it is found that information provided is false, including the breach of the General Condition of Contract, SAHRC reserves the right to terminate this contract with immediate effect.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



12. FORMAT AND SUBMISSION OF THE PROPOSAL

12.1 All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid.

12.2 Bidders are required to make submissions physically to : **Sentinel House, Sunnyside Office Par**
32 Princess of Wales Terrace, Parktown, 2193.

12.3 For ease of reference, bids should be packaged and filed in the following format:

- Annexure A - Signed Tender Document.
- Annexure B - Mandatory Documents
- Annexure C - Functionality Response
- Annexure D - Company Profile
- Annexure E – Price Proposal/ Quotation.

12.4 The bidder(s) are required to submit one (1) hard copy of the proposal and one (1) memory stick / USB flash drive with content of the technical proposal of each file by the closing date of 9 of February 2026, at 11:00. Each file and memory stick / USB flash drive must be marked correctly and sealed separately for ease of reference during the evaluation process. Should there be omission/error on the USB flash drive, the hard copy would be relied

13. CLOSING DATE

13.1 Proposals must be submitted on or before 9 February 2026 at 11h00. Proposals must be submitted to the below physically address:

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION														
BID NUMBER:	SAHRC-01-2025	Closing Date:	9 February 2026	CLOSING TIME:	11:00am									
DESCRIPTION	Request for bid for the implementation of an integrated Enterprise Resource Planning system for SAHRC with terms of reference for a period of 3 years.													
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT														
Sentinel House Sunnyside Office Park 32 Princess of Wales Terrace Parktown 2193														
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:										
CONTACT PERSON	Mr. Kganki Kekane		CONTACT PERSON	Mr. Rulani Khuvutlu										
TELEPHONE NUMBER	011 877 3600		TELEPHONE NUMBER	011 877 3600										
FACSIMILE NUMBER			FACSIMILE NUMBER											
E-MAIL ADDRESS	HOProcurement@sahrc.org.za		E-MAIL ADDRESS	rkuvutlu@sahrc.org.za										
SUPPLIER INFORMATION														
NAME OF BIDDER														
POSTAL ADDRESS														
STREET ADDRESS														

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANT E SYSTEM PIN:		O R CENTRAL SUPPLIER DATABASE MAA No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</p>				

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	--	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



SBD1

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RETYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



2 .1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2 .2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER

(PIN) ISSUED BY SARS TO ENABLE
THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

**2 .3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING
THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.**

**2 .4 BIDDERS MAY ALSO SUBMIT STATE." A PRINTED TCS CERTIFICATE TOGETHER WITH THE
BID.**

**2 .5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED,
EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.**

**2 .6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL
SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.**

**2 .7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE,
COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR
CLOSE CORPORATIONS WITH
MEMBERS PERSONS IN THE SERVICE OF THE**

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER
THE BID INVALID.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company
resolution) DATE:

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600

**SBD 3.1****PRICING SCHEDULE FIRM PRICES (PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY NO. ** (ALL APPLICABLE TAXES INCLUDED)

.....
Required by:

.....
.....

At

.....

Brand and model

.....

Country of origin

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)

Period required for delivery

.....

*Delivery:
Firm/not firm
Delivery basis

.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041



SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / Partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the

person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in
submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN
PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON
PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**
(*delete whichever is not applicable for this tender*)..

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



1.6 The organ of state reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ PPPP = 8888 \frac{PPPP-PP}{PP \text{ mmmmm}} & \text{or} & PPPP = 9988 \frac{PPPP-PP \text{ mmmmm}}{PP \text{ mmmmm}} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

or

$$PPPP = 8888 \diamond 11 + \frac{PPPP-PP}{PP \text{ mmmmmmm}} \diamond$$

$$PPPP = 9988 \diamond 11 + \frac{PPPP-PP \text{ mmmmmmm}}{PP \text{ mmmmmmm}} \diamond$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black person/s		10		
Enterprises with ownership of 51% or more by person/s who are women		5		
Enterprises with ownership of 51% or more by person/s who are youth		3		
Enterprises with ownership of 51% or more by person/s with disability		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

.....

4.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole property
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House
Sunnyside Office Park
32 Princess of Wales Terrace
Parktown
2193

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600

**COMPILED BY BID SPECIFICATION COMMITTEE**

Committee member	Designation	Signature	Date
Mr. Rulani Khuvutlu (Chairperson)	Manager: ICT		01/12/2025
Mr. Patrick Maluleke	Management Accountant		01/12/2025
Mr. Abdul Rassool	Business Partner: SCM		01/12/25
Mr. Xolani Nhlapo	Senior Systems Developer: Information Regulator		01/12/2025
Mr. Oupa Dithejane	Compliance Officer		01/12/2025

Supported by:

A handwritten signature of Mr. Kgank Kekana, enclosed in a circle.

Supply Chain Manager

Recommended by:

A handwritten signature of Dr. Talifhani Khubana, enclosed in a circle.

Dr Talifhani Khubana

Chief Financial Officer

Approved by:

A handwritten signature of Advocate Chrystal Pillay, enclosed in a circle.

Advocate Chrystal Pillay

Acting Chief Executive Officer