INDUSTRIAL DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL FOR THE SUPPLY, IMPLEMENTATION, INTEGRATION, MAINTENANCE AND SUPPORT OF A CORPORATE REPORTING MANAGEMENT PLATFORM FOR THE IDC

RFP number	**T64/11/26**
Issue date	**12 November 2026**
Closing date and time	**27 November 2026 at 11:00am**
Tender validity period	**120 days from the closing date and time**
Responses to this RFP should ONLY be forwarded to:	https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAizduLQt8wRKKnwFeYYwqjAUspRuit4L-Yo3tBaq1CrJk

NB: All enquiries regarding this RFP must be forwarded to the Procurement Specialist Joseph Phiri at josephp@idc.co.za within five (5) days after the RFP has been issued. No enquiries from bidders will be entertained after the closing date of this RFP and during the subsequent evaluation processes. IDC however reserves the right to clarify any information with any bidder regarding their response to this RFP.

TABLE OF CONTENTS

SECTION 1: GENERAL CONDITION OF BID		**3**
1.	**PROPRIETARY INFORMATION**	**4**
2.	**ENQUIRIES**	**4**
3.	**BID VALIDITY PERIOD**	**4**
4.	**INSTRUCTIONS ON SUBMISSION OF BIDS**	**4**
5.	**PREPARATION OF BID RESPONSE**	**5**
6.	**SUPPLIER PERFORMANCE MANAGEMENT**	**5**
7.	**ENTERPRISE AND SUPPLIER DEVELOPMENT**	**5**
8.	**IDC'S RIGHTS**	**6**
9.	**UNDERTAKINGS BY THE BIDDER**	**6**
10.	**REASONS FOR DISQUALIFICATION**	**7**
11.	**RETURNABLE SCHEDULES**	**7**
12.	**EVALUATION CRITERIA AND WEIGHTINGS**	**8**
13.	**PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS**	**10**
SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION		**11**
1.	**SPECIAL INSTRUCTIONS TO BIDDERS**	**12**
2.	**BACKGROUND INFORMATION**	**12**
3.	**SCOPE OF WORK/TERMS OF REFERENCE**	**13**
4.	**PROJECT TIMELINES**	**25**
5.	**TECHNICAL EVALUATION CRITERIA**	**26**
SECTION 3: COST PROPOSAL		**29**
SECTION 4: ANNEXURES		**34**
ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2		**35**
ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS		**37**
ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS		**39**
ANNEXURE 4: BIDDER'S DISCLOSURE		**40**
ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION		**42**
ANNEXURE 6: BEE COMMITMENT PLAN		**43**
ANNEXURE 7: DISCLOSURE STATEMENT		**44**
ANNEXURE 8: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS		**45**

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. ENQUIRIES

2.1. All communication and attempts to solicit information of any kind relative to this RFP should be submitted **in writing** to:

Name:	Mr Joseph Phiri
Telephone Number: Office:	+27 11 269 3810
Email address:	josephp@idc.co.za

2.2. Enquiries in relation to this RFP will not be entertained after **20 November 2026.**

2.3. The enquiries will be consolidated, and IDC will issue one response, and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.

2.4. The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. BID VALIDITY PERIOD

3.1. Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

4. INSTRUCTIONS ON SUBMISSION OF BIDS

4.1. Bid responses must be submitted in electronic format only and must be sent to the dedicated platform as provided herein.

4.2. Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.

4.3. The closing date for the submission of bids is **27 November 2026** not later than 11h00 AM (before midday). No late bids will be considered. Bids must only be sent to https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAizduLQt8wRKKnwFeYYwqjAUspRuit4L-Yo3tBaq1CrJk

4.4. Bids sent to any other platform other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the IDC before the closing date and time in IDC's dedicated platform https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAizduLQt8wRKKnwFeYYwqjAUspRuit4L-Yo3tBaq1CrJk

4.5. Bidders are advised to submit / send its bid responses at least 30 minutes before the 11h00 AM deadline to avoid any technical challenges in this regard which may result in bid responses being received late. IDC's servers are configured to receive documents with sizes up to 50MB.

4.6. The IDC will not be held responsible for any of the following:

4.6.1. bid responses sent to the incorrect email address.
4.6.2. bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.
4.6.3. any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain.
4.6.4. bid responses received late due to any IT network related congestions and/or technical challenges; and
4.6.5. bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.

4.7. Only responses received via the specified electronic platform will be considered.

4.8. Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic platform by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.** Amended bids may be sent to the electronic platform **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

5. PREPARATION OF BID RESPONSE

5.1. All the documentation submitted in response to this RFP must be in English.

5.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

5.3. Bids submitted by bidders which are companies or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.

5.4. The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.

5.5. Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

5.6. In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor must not hold lower % of the contract value than **any** of the subcontractors.

6. SUPPLIER PERFORMANCE MANAGEMENT

6.1. Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

6.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

6.3. Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. ENTERPRISE AND SUPPLIER DEVELOPMENT

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC'S RIGHTS

8.1. The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2. The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and financially advantageous to the IDC.

8.3. The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

8.4. The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

8.5. The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).

8.6. The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

8.7. The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

9. UNDERTAKINGS BY THE BIDDER

9.1. By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

9.2. The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.

9.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

9.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

9.5. The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.

9.6. The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. REASONS FOR DISQUALIFICATION

10.1. The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

10.1.1. bidder whose Tax Status is non-compliant, after they have been notified accordingly and remain non-compliant.

10.1.2. bidder who submits incomplete information and documentation according to the requirements of this RFP document.

10.1.3. bidder who submits information that is fraudulent, factually untrue, or inaccurate information.

10.1.4. bidder who receives information not available to other potential bidders through fraudulent means.

10.1.5. bidder who does not comply with any of the mandatory requirements as stipulated in the RFP document.

10.1.6. bidder who fails to comply with POPIA requirements as listed herein
bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).

11. RETURNABLE SCHEDULES

Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

11.1. Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

11.2. Schedule 1:

11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

11.3. Schedule 2:

11.3.1. Copy of Board Resolution, duly certified.

11.3.2. Originally certified copy of ID document for the Company Representative.

11.3.3. Annexure 2: Acceptance of Bid Conditions and Bidder's Details (duly completed and signed).

11.3.4. Annexure 3: Tax Compliance Requirements (duly completed and signed).

11.3.5. Annexure 4: Bidders Disclosure (duly completed and signed).

11.3.6. Annexure 5: Shareholders and Directors Information (duly completed and signed)

11.3.7. Annexure 6: BEE Commitment Plan.

11.3.7.1. Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

11.3.8. Annexure 7 Disclosure Statement (duly responded to).

11.3.9. Annexure 8 Privacy & Protection of Personal Information (duly completed and signed, if applicable).

11.3.10. Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed

financial statements and/or Cashflow Budget for new entities with no financial records.

11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

11.4. Schedule 3:

Response to Section 2: Functional Requirements Specification, in line with the format indicated in this RFP document.

11.4.1. Annexure 1: Response format for section 2 of this RFP document duly completed and signed.

11.5. Schedule 4:

Price Proposal (response to Section 3 Cost Proposal of this RFP document).

Note: Must be submitted as a separate file/document marked Schedule 4: Price/Cost Proposal)

12. EVALUATION CRITERIA AND WEIGHTINGS

Bids shall be evaluated in terms of the following process:

12.1. Phase 1: Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.2 above.
- BEE Status Certification as referenced in 11.3.7.1 above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP.
  - Section 3: Cost Proposal and Price Declaration Form.
  - Annexure 1: Bidders Experience & Project Team.
  - Annexure 2: Acceptance of Bid Conditions.
  - Annexure 3: Tax Compliance Requirements.
  - Annexure 4: Bidder's Disclosure.
  - Annexure 5: Shareholders' Information/ Group Structure.
  - Annexure 6: BEE Commitment Plan.
  - Annexure 7: Disclosure Statement.
  - Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

Note: Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

12.2. Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

12.2.1. Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Note: Failure to comply with the Mandatory Functional Requirements assessed in this phase will lead to disqualification of bids.

12.2.2. Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

Number	ELEMENT	WEIGHT
1	Bidder's Relevant Experience	25
2	Project Implementation Plan	20
3	Qualifications, Skills and Experience of The Team	15
4	Skills Transfer Plan	10
5	System Demonstration	30
TOTAL		**100**

Note: Bidders who score 49.00 points out of 70 points or more in total for the functional/technical requirements will be shortlisted for a system demonstration.

All bids that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements, system demonstration, will not be considered for further Price and Specific Goals Evaluation.

12.3. Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	**80**
Specific Goals[1]	**20**
TOTAL	**100**

[1]Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS (80/20 system)
Black ownership [2]	**10**
30% Black women ownership	**5**
Any % of ownership by Black Designated Groups[3]	**2**
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	**3**
TOTAL POINTS	**20**

[2]Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system) or 5 points (if 90/10 system), and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system) or 2 points (if 90/10 System).

[3]Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

Note: Only enterprises with direct Black shareholding that fall under the four categories below be considered for allocation of points on Specific Goal:

- Exercisable voting rights in the hands of Black people
- Exercisable voting rights in the hands of Black women
- Exercisable voting rights in the hands of Black Designated Groups
- Employee Share Ownership Programmes ("ESOPs") with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups

12.4. Phase 4: Objective Criteria

This contract will be awarded to the bidder scoring the highest points unless an objective criterion justifies the award of the tender to a bidder other than the highest scoring bidder.

12.4.1. Objective Criteria are:

The bidder must pose less risk to the IDC. The risk will be assessed in terms of, but not limited to, the following:

- Reputational Risk: This will be assessed in line with the bidder's disclosure (Refer to Annexure 7: Disclosure statement of this document) and the IDC Compliance and Regulatory Affairs Department (CRAD) screening report.
- Concentration Risk: Over exposure to a single bidder.
- The bidder's financial capability in relation to the execution of the contract.
- The bidder's past performance in IDC contracts.

13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 12.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. SPECIAL INSTRUCTIONS TO BIDDERS

1.1. Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.

1.2. Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.

1.3. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. BACKGROUND INFORMATION

2.1. The Industrial Development Corporation of South Africa Limited (IDC) is a self-financing, National Development Finance Institution (DFI). It was established in 1940 to promote economic growth and industrial development in South Africa.

As part of its financial management and reporting responsibilities, the IDC is required to consolidate and report financial and other relevant information across the IDC Group, including its subsidiaries, associates, special-purpose vehicles and other reporting entities.

The IDC currently performs monthly, quarterly, half-yearly and annual consolidation and reporting processes. To improve the efficiency, accuracy, governance and control of these processes, the IDC intends to implement a Corporate Reporting Management Platform that will provide an integrated and automated environment for consolidation, financial close and corporate reporting.

2.2. Overall Objective

The objective of the request for proposal is to automate and strengthen the monthly, quarterly, half-yearly and annual consolidation process for the IDC Group and its subsidiaries, associates, special-purpose vehicles and other reporting entities.

The solution must support the following:

- Group financial consolidation
- Regulatory reporting including Income Tax and VAT
- Management reporting
- Integrated reporting
- Annual financial statement preparation
- Audit support
- IFRS compliance
- Disclosure notes preparation
- Forecasting and planning requirements

2.3. <u>Specific Objectives</u>

Improve Efficiency

- Reduce manual consolidation and reporting activities
- Reduce spreadsheet dependency.

- Streamline month-end, quarterly, half-yearly and year-end reporting.
- Automate repetitive activities and workflows.

Improve Accuracy

- Reduce manual errors.
- Improve data integrity.
- Enhance reconciliation processes.

Improve Governance

- Strengthen controls.
- Enhance audit trails.
- Improve documentation and review processes.

Improve Reporting

- Accelerate reporting timelines.
- Enable real-time reporting.
- Improve analytical capability using Artificial Intelligence.

3. SCOPE OF WORK/TERMS OF REFERENCE

The appointed service provider will be required to supply, implement, configure, integrate, maintain and support a **Corporate Reporting Management Platform** covering the following six functional workstreams:

3.1. Consolidation

IDC currently operates a manual Excel-based consolidation tool that relies on Excel and PDF trial balances and financial statements submitted by group companies. While some group companies use the same ERP system as IDC, others operate on different systems, creating consolidation efficiency, accuracy, chart of accounts mapping and data consistency challenges. IDC therefore requires a bidder to automate the existing Excel-based consolidation tool and transform the consolidation process by embedding best-practice controls, standardised processes, validation checks and audit trails. The solution must also include a standard input template for group companies to submit trial balances, financial statements and the related disclosure notes and the related supporting information in a consistent format, enabling efficient data collection, mapping, consolidation and reporting.

3.2. Financial close

IDC's financial close project management process is currently highly manual. IDC therefore seeks to automate and streamline this process to improve efficiency, enhance month-end close tracking, and enable the use of Artificial Intelligence-driven performance analytics. The solution should provide timely, reliable data and insights to support progress monitoring, exception management, and commentary for relevant management and financial reports.

3.3. Income tax and value added tax

IDC's income tax and deferred tax computations are currently prepared using Excel-based models, supported by data extracted from SAP ECC. While these spreadsheets are robust, they involve manual intervention, increasing the risk of error, and delays in reporting timelines. IDC requires the income tax computation process to be automated, with direct integration to the SAP ECC trial balance, SAP-based investment and loan portfolio reporting subledger and the Expected Credit Loss (ECL) model output file. This

should reduce reliance on Excel-based models, improve data integrity and auditability, and enable efficient, traceable tax and deferred tax reporting.

3.4. Value Added Tax (VAT)

IDC's VAT processing and reporting environment remains partly automated but heavily reliant on manual Excel-based reconciliations. Certain VAT transactions post to the general ledger but not directly to VAT reports as a result of VAT code acceptance limitations on the SAP loans management module (CML-Loans). This creates inefficiencies, weakens system-based controls, and increases the risk of errors, omissions and inconsistent VAT reporting.

The VAT reports also do not clearly distinguish between capital and non-capital goods, requiring manual document-level reviews, particularly for subsidiaries. Automating the current Excel-based tools and embedding best-practice controls would improve classification, transparency, data integrity and compliance monitoring.

IDC therefore requires automation of the calculation of VAT payable or receivable and automation of the VAT201 return preparation template for the IDC and its internally managed subsidiaries, supported by system integration with SARS e-Filing.

3.5. Track and Trace reporting

Design and implement an enterprise-wide tracking and tracing solution that enables IDC to:

- ✓ Track the source of all funding on the Quantum system.
- ✓ Trace the application of funds to the ultimate transaction level in the SAP ECC warehouse.
- ✓ Provide evidence for audit and internal governance reviews.
- ✓ Prepare reports that support tax deductibility assessments of interest incurred on borrowings.

3.6. Budgeting and Financial Planning

The Industrial Development Corporation (IDC) is undertaking a strategic initiative to strengthen its financial planning, budgeting and forecasting capabilities through the implementation of a modern Budgeting and Planning Tool that incorporates artificial intelligence (AI) and advanced analytics. Currently the budgeting process is largely manual, and spreadsheet driven which presents several challenges including:

- ✓ Limited integration with core financial and operational systems.
- ✓ Inconsistent data and version control issues.
- ✓ Time consuming consolidation and validation processes.
- ✓ Limited scenario analysis and forecasting capabilities.
- ✓ Reduced agility in responding to changing economic conditions.

3.7. The solution must provide licences for the following and bidders must clearly specify the proposed licensing model.

Licence software:

License software	Number of users
Consolidation	10
Financial close	15
Income tax	5
Value added tax (VAT)	5
Track and Trace reporting	5
Budgeting and financial planning	8

License software	Number of users
Total number of users	48 users

3.8. The output should be a consolidated trial balance in a format that can be imported into any off-the-shelf software. The resultant template should also include a presentation of the Group and Company primary statements and related disclosure notes including a standard input template for group companies to submit trial balances, financial statements and the related disclosure notes.

3.8.1 Data collection / integration and interface along with validations

- ✓ Import trial balances from SAP ECC and other ERP systems.
- ✓ Ability for data importation into the consolidation tool through a standard input template creation for group companies that caters for mapping from multiple charts of account into the Group chart of accounts. This template should include a trial balance built in with validation checks and financial statements and the related disclosure notes in a consistent format, enabling efficient data collection, mapping, consolidation and reporting to that of the IDC.
- ✓ It should allow for the ability to integrate with existing IDC reporting platforms and future reporting solutions.

3.8.2 Audit log and control

- ✓ The tool should allow for journals to be processed at a top level with an audit trail of journals done and approvals.
- ✓ There must be an audit log of mapping done/changes (version control)
- ✓ The journal model should allow for an approval workflow, with park/post functionality.

3.8.3 Scalability / adaptability

- ✓ Has the ability to add / remove entities as and when needed, supporting de-consolidation journals and new at-acquisition journals as and when required.
- ✓ A database of at acquisition journals that is then automated and applied to the consolidation tool, this database should allow for version control logging and validation checks.

3.8.4 Principled account / COA mapping

- ✓ The mapping would be automated rule-based mapping, mostly on text/description-based rules
- ✓ This should allow for exception reporting of unmapped accounts and change tracking enabled to log / see the mapping changes.

3.8.5 Automation

- ✓ Allow for the automation of NCI calculations, eliminations and any currency translations / FCTR for foreign subsidiaries held.

3.9. The bidder must provide implementation support across the six workstreams as follows:

Name of software	Number of hours
Consolidation	450
Financial close	350
Income tax	200
Value added tax	150

Name of software	Number of hours
Track and Trace reporting	150
Budgeting and planning	500
Total number of Hours	**1800 hours**

Bidders must indicate how the proposed hours will be allocated across implementation phases, activities and resources.

3.10. The successful bidder must provide structured training and skills transfer covering all implemented modules. Training must cover the identified 48 IDC users and, where applicable:

Name of software	Number of staff to be trained
Consolidation	10
Financial close	15
Income tax	5
Value added tax	5
Track and Trace reporting	5
Budgeting and planning	8
Total of staff to be trained	**48 staff**

3.11. Following successful implementation and go-live, the successful bidder must provide maintenance and support services for a period of three (3) years.

Name of software	Number of hours
Consolidation	600
Financial close	600
Income tax	300
Value added tax	300
Track and Trace reporting	300
Budgeting and planning	600
Total number of Hours	**2700 hours**

IDC anticipates 2,700 hours of ad-hoc support distributed across the applicable workstreams over the three-year period.

3.12. <u>Detailed Functional Requirements</u>

3.12.1. Group Consolidation and Annual Financial Statements

The service provider shall design, develop and implement the IDC consolidation solution capable of supporting a group structure which includes the following:

- ✓ Parent company
- ✓ Subsidiaries
- ✓ Associates
- ✓ Joint ventures
- ✓ Special Purpose Vehicles
- ✓ Future entities
- ✓ The solution must accommodate changes in ownership percentages and reporting structures.

3.12.2. Financial Statement Consolidation

The model shall automate consolidation of the following:

- ✓ Statement of Financial Position

- ✓ Statement of Profit or Loss
- ✓ Statement of Comprehensive Income
- ✓ Statement of Changes in Equity
- ✓ Statement of Cash Flows

The solution should support IFRS presentation, and JSE debt listing requirements.

3.12.3. Consolidation Journals

The solution shall automate the following:

- ✓ Elimination Journals including intercompany journals.
- ✓ Consolidation Adjustments including:
- ✓ Fair value adjustments
- ✓ Acquisition accounting including Day 1 acquisition journals
- ✓ Non-controlling interests
- ✓ Equity-accounted investments
- ✓ Impairment adjustments
- ✓ Foreign currency translation adjustments

3.12.4. Intercompany Reconciliation

Automation of Intercompany validations

- ✓ The flagging of intercompany balances, i.e. dedicated accounts that relate to intercompany transactions, for intercompany consolidation.
- ✓ Consolidate all the inputted data and using certain reports from the SAP system of IDC as to eliminate for intercompany transactions.

3.12.5. Equity Accounting

The solution shall include the following:

- **Matching Functionality**
  - ✓ Entity-to-entity matching
  - ✓ Counterparty matching
  - ✓ Variance identification

- **Automated Reconciliation**
  - ✓ Outstanding balances
  - ✓ Ageing analysis
  - ✓ Exception reporting

- **Workflow Management**
  - ✓ Comment tracking
  - ✓ Resolution monitoring
  - ✓ Escalation mechanisms

3.12.6. Equity Accounting Module

The IDC currently holds significant investments in associates requiring equity accounting. The model must support:

- ✓ Equity method accounting

- ✓ Share of profits and losses
- ✓ Share of Other Comprehensive Income (OCI)
- ✓ Impairment calculations
- ✓ Ownership changes

3.12.7. Disclosure Note Automation

- ✓ The solution must automate preparation of the IDC Annual Financial Statement Notes and Supporting Schedules including Roll-forwards, Reconciliations and Movement schedules.
- ✓ A consolidation model fit for integration with SAP Disclosure Management (DM).
- ✓ The model must support generation of audit-support schedules and IFRS-compliant disclosure outputs.

3.12.8. Reporting and Analytics

The solution shall provide:

- **Standard Reports**
  - ✓ Consolidated trial balance
  - ✓ Group financial statements
  - ✓ Entity reports
  - ✓ Segment reports

- **Management Dashboards including:**
  - ✓ Balance sheet trends
  - ✓ Income statement trends
  - ✓ Consolidation status
  - ✓ Submission status

The solution must provide drill-through functionality from Group-level reporting to entity, trial balance and journal/transaction level, where applicable.

3.12.9. Desired future state

The IDC requires a consolidation solution that will:

- Produce consolidated financial statements at the push of a button.
- Automate intercompany eliminations.
- Automate equity accounting.
- Generate disclosure notes automatically.
- Provide complete audit trails.
- Support audit and AFS preparation.
- Reduce month-end and year-end reporting timelines.
- Provide real-time consolidation status and analytics.
- Establish a single source of truth for Group financial reporting.

The solution should be scalable to accommodate future growth, acquisitions, restructurings and evolving IFRS reporting requirements.

3.13. Financial Close

IDC requires an automated and streamlined financial close process that improves efficiency and enables periodic status checks on progress. Key areas within the scope include:

- **Account reconciliation automation:**
  - ✓ Automated account reconciliations, allowing preparer input where automation is not possible, enforce the standard reconciliation formats and period specific signoff with ageing and open item tracking.
  - ✓ In essence the solution must have auto-matching of suspense accounts reconciling items to the general ledger that support timely clearing of suspense accounts with clear ownership and escalation.

- **Period end close task orchestration:**
  - ✓ A workflow type dashboard of the processes to be followed for month-end. With a centralised period, end close calendar.

- **Workflow, approvals and accountability:**
  - ✓ Workflows with configurable preparer – reviewer – approver workflows, role-based access controls, mandatory completion and sign-off rules, automatic lock-down of prior period reconciliations, and support evidence attachment.

- **Exception management and audit evidence (logs and tracking):**
  - ✓ Flagging of unreconciled balances and overdue tasks, highlight unusual movements and variances, support commentary on exceptions, and escalate unresolved items based on predefined thresholds.
  - ✓ Maintenance of an audit trail, with audit-ready reporting of reconciliation status by account and owner, aged reconciling items, close cycle completion reports.

- **Integration:**
  - ✓ The tool must integrate with the existing ERP environment, SAP ECC, to allow for reports to be built easily to show multiple views of certain information.

- **Allow for the extraction of a monthly reporting pack and commentary.**
  - ✓ Extract a monthly reporting pack that allows for commentary input. With the following Management Dashboards including:
    - Balance sheet trends
    - Income statement trends

3.14. Income tax and value added tax

3.14.1. Income tax

IDC's objective is to modernise and automate, where feasible, the preparation of income tax and deferred tax calculations through an integrated platform that interfaces seamlessly with SAP and supports statutory requirements, management, and planning requirements. The solution should reduce reliance on manual spreadsheets, improve data integrity and auditability, enable repeatable, rules-based tax calculations, support compliance with accounting and tax legislation and provide transparency and traceability from SAP source data to tax outputs. The proposed solution should materially improve the efficiency, accuracy, and

governance of IDC's tax and deferred tax reporting, while remaining flexible enough to accommodate legislative change and areas requiring expert judgment

IDC acknowledges that not all tax processes are suitable for full automation, particularly where professional judgment, interpretation of tax law, or entity-specific assessments are required. Accordingly, IDC requires a tax technology specialist to:

- Review current income tax and deferred tax processes to assess which calculations and data flows can be automated.
- Identify areas requiring manual input or review.
- Recommend best-practice system design aligned to tax compliance and reporting requirements This assessment should form part of the solution design to ensure an appropriate balance between automation, control, and professional judgment.
- Recommend, design and implement on the optimal funding track and trace system.

Key tax functional areas are outlined below as guidance and are not exhaustive:

i. Income Tax Computations:
   - Automated extraction of relevant general ledger data from SAP
   - Maintenance of permanent and temporary tax adjustment registers
   - Automated tracking of non-deductible and exempt items

ii. Deferred Tax Calculations:
   - Automated deferred tax calculations based on temporary differences between accounting and tax bases
   - System-maintained deferred tax asset and liability registers
   - Ability to track movements year-on-year, perform reversals and remeasurements
   - Support disclosures required under applicable accounting standards

iii. Wear-and-Tear / Capital Allowances:
   - Automated tax depreciation schedules aligned to tax legislation
   - Mapping of SAP fixed asset data to tax categories
   - Tracking of additions, disposals, and write-offs and temporary differences between accounting and tax depreciation

iv. Capital Gains Tax (CGT):
   - Maintenance of CGT registers, including: - Share investments and other capital assets
   - Base cost tracking
   - Realised and unrealised gains for income tax and deferred tax purposes
   - Automated calculation of deferred tax on unrealised capital gains

v. Provisions and Deferred Deductions:
   - System-maintained registers for items such as: - Bad debts written off but deferred for tax purposes
   - Provisions not immediately deductible
   - Automated reversal of deferred deductions when tax conditions are met

vi. Reporting and Audit Support - Standard and configurable tax reports, including:
- Tax computation summaries
- Deferred tax movement schedules
- Reconciliation between accounting profit and taxable income
- Full audit trail from SAP transaction level to tax outputs

vii. Integration Requirements:
- Seamless integration with SAP ECC
- Ability to refresh tax calculations automatically following SAP ECC data updates
- Alignment with financial close and consolidation processes

3.14.2. Value added tax

The future VAT environment should be fully system driven, integrated, and automated across all relevant modules for IDC and its internally administered subsidiaries.

The scope of work includes, but is not limited to, the automation of the following:
- Vatable fees raised by loans administrators relating to loans contracts, output vat levied must automatically post to the VAT report.
- VAT amounts not automatically posting to VAT report.
- Input VAT on travel expenses to automatically post to the VAT report. Currently Travel uses a different system that does not interface with SAP and any other travel expenses.
- Output VAT on imported services when captured on SAP must automatically be automatically mapped to the VAT report.
- VAT processed to the VAT report should be assigned different VAT codes to clearly differentiate VAT on capital goods (fixed assets) from Input VAT on overheads.
- Automate the posting of the VAT payable or receivable monthly or bi-monthly.

3.14.3. Pre-populated VAT 201's

IDC therefore requires automation of the calculation of VAT payable or receivable and automation of the VAT201 return preparation template for the IDC and its internally managed subsidiaries, supported by system integration with SARS e-Filing.

- The transactions automatically mapped by VAT category (Standard, Zero and Exempt) and VAT codes in automated solution and in the SARS exact format.
- Interface data and submit directly from automated solution to SARS e-filing.

3.14.4. Track and Trace reporting

- The automated solution must maintain a comprehensive register of all different types of borrowings; Capital repayments; Interest receipts; Dividend receipts; Disposal proceeds and Treasury surplus cash.
- Each funding source must have a unique funding ID; funding type; drawdown date; maturity date; interest rate; currency; cost of funding and available balance.
- The solution must provide the ability to map funding sources to Loan disbursements; Equity investments; Guarantees; Capital expenditure; Treasury investments; Refinancing transactions and uses.
- The system must automatically flag; Borrowings used for equity subscriptions; Borrowings used for non-income producing activities and Mixed-use funding arrangements.
- The system must track; Date of transaction; acquired investments; funding source; interest expense incurred; group structure changes and qualifying status.
- Implementation of user-configurable methodologies including; FIFO; specific identification; weighted average and priority funding hierarchy.
- The solution must integrate with the SAP ECC General Ledger; Treasury module (Quantum); automated income and deferred tax reporting solution.

Management Reporting including the design and implementation of dashboards reflecting:

- Source versus application of funds
- Borrowing utilisation
- Regulatory reporting schedules

3.15. Budgeting and planning

i. Requirement Gathering

- Identify key stakeholders that have an input in the budgeting cycle.
- Conduct workshops and interviews to capture business needs and pain points.
- Document current processes, systems, and data sources.
- Define functional requirements (budget creation, approval workflows, reporting).
- Capture non-functional requirements (security, scalability, integration).
- Validate requirements with stakeholders for completeness and accuracy.

ii. Solution Design

- Develop high-level architecture for the planning and budgeting tool.
- Map functional requirements to system capabilities.
- Design user interface and user experience flows.
- Define data model and integration points with existing ERP (SAP) systems.
- Establish security protocols and access controls.
- Create a prototype or wireframes for stakeholder review.

- Prepare technical specifications for development and implementation.

iii. Budgetary Tool

The Planning and Budgeting Tool must incorporate Artificial Intelligence (AI) and advance analytics to enhance capabilities in financial planning, budgeting, and reporting processes across IDC. It should include functionality for budgeting, forecasting, scenario analysis, project-level planning, integration with existing systems, and user management. The tool should have the following functionality:

3.16. Key Functional Areas

- Budgeting and Forecasting.
- Annual budgeting, rolling forecasts, and mid-term financial plans (e.g., 3–5 years).
- Bottom-up and top-down budget input capabilities at division, cost centre, project and subsidiary level.
- Version control and audit trails for budget iterations.
- Scenario and sensitivity analysis (e.g., impact of revenue changes, cost drivers, macro assumptions).
- Support for both operational and capital budgets.
- Ability to allocate costs across departments, cost centres, and projects.

3.17. Planning and Modelling

- Integrated financial modelling capabilities (income statement, balance sheet, cash flow).
- Driver-based and assumption-led modelling.
- What-if analysis and predictive forecasting capabilities.
- Support for linking strategic objectives to financial outcomes.

3.18. Reporting and Analytics

Automated management dashboards and visualization tools.

- KPIs and performance dashboards (e.g. ROI, cost-to income ratio, impairments etc).
- Comparative analysis (budget vs. actuals vs forecasts, variance analysis, KPIs).
- Drill-down capability to transaction-level data.
- Ability to import and export data in standard formats (e.g., Excel, CSV, APIs).

3.19. Integration

- Integration with existing IDC existing systems i.e. ERP (SAP) systems, and data warehouses.
- Treasury systems for funding and capital management.
- Loans management systems for disbursements and collections.
- HR and payroll systems.
- Integration with Power BI or equivalent visualization tools.

3.20. User and Workflow Management

- Role-based access control and approval workflows.
- Collaboration tools for multiple stakeholders (finance, operations, executives).
- Workflow tracking and notification features.
- Centralised document repository for budget inputs and assumptions.

3.21. Technical Requirements

- Cloud-based or on-premises deployment options.
- Secure data storage and compliance with data protection regulations (POPIA).
- Scalable architecture to accommodate future growth.
- Accessible interface through web and mobile devices.
- Robust backup disaster recovery and data audit trail.
- Real-time or scheduled synchronization of financial data.

3.22. Implementation Phases

- Phase 1: Requirements gathering and solution design.
- Phase 2: Configuration, customization, and integration.
- Phase 3: Testing and validation.
- Phase 4: Deployment.
- Phase 5: Post-implementation Support based on 300 hours.

3.23. Deliverables

The service provider is required to achieve the following deliverables:

- Detail Solution Design Document - outlining functional and technical specifications which are in line with IDC business processes.
- System Configuration and Customization - aligned to organizational structure and chart of accounts/ GL accounts.
- Integration Setup - with financial and operational systems.
- User Acceptance Testing (UAT) and sign-off.
- Training and Knowledge Transfer - for finance users, system administrators, and super users.
- User and Technical Manuals.
- Go-Live Support and stabilization period.
- Post-Implementation Review and optimization report.

3.24. Workflow and Governance

The solution must provide:

- Workflow Management
    - ✓ Data submission
    - ✓ Review
    - ✓ Approval
    - ✓ Sign-off
    - ✓ Audit Trail

- Complete history of:
    - ✓ Data changes
    - ✓ Journal postings
    - ✓ Approvals
    - ✓ User activity

- Security
    - ✓ Role-based access
    - ✓ Segregation of duties
    - ✓ Approval hierarchies

3.25. System requirements

The proposed solution should integrate with:

- ✓ Any Group Company ERP Systems
- ✓ SAP ECC general ledger
- ✓ Other financial systems
- ✓ Microsoft Reporting Platforms
- ✓ Treasury systems (Quantum)
- ✓ SAP Investment warehouse

3.26. Implementation deliverables

The successful bidder shall provide:

- Design Deliverables
    - ✓ Solution architecture
    - ✓ Consolidation framework
    - ✓ Data model
- Configuration Deliverables
    - ✓ Consolidation rules
    - ✓ Elimination rules
    - ✓ Reporting structures
- Testing Deliverables
    - ✓ Unit testing
    - ✓ Integration testing
    - ✓ User acceptance testing
- Documentation
    - ✓ Process maps
    - ✓ User manuals
    - ✓ Technical manuals
- Training
    - ✓ Finance users
    - ✓ Administrators
    - ✓ Super users

4. PROJECT TIMELINES

The appointed service provider will be expected to start and complete the implementation within four (4) months. Following successful implementation, the service provider(s) will be required to provide maintenance and support services for a period of three (3) years.

5. TECHNICAL EVALUATION CRITERIA

5.1. Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1 BIDDER'S RELEVANT EXPERIENCE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must demonstrate relevant experience in the successful implementation of Corporate Reporting Management Platforms for large organisations. For purposes of this criterion, a large organisation is defined as an organisation with 1,000 or more employees and/or multiple legal entities, subsidiaries or reporting entities requiring consolidated corporate and financial reporting. To confirm experience, the bidder must provide three (3) references for the successful implementation of similar Corporate Reporting Management Platforms completed within the past five (5) years. **At least one (1) of the three references must relate to the successful implementation of a Corporate Reporting Management Platform within the financial services sector.** Refer to **Table (a) Annexure 1** of this document for the response format provided.			
Substantiate / Comments			

5.1.2 PROJECT IMPLEMENTATION PLAN	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must provide a comprehensive project implementation plan demonstrating its proposed approach to the successful implementation, configuration, integration, testing, deployment and stabilisation of the Corporate Reporting Management Platform. The implementation plan should, as applicable, address: • Project phases, activities and key deliverables; • Implementation timelines and key milestones; • System configuration and/or customisation; • Integration with existing systems; • Data migration and validation; • System testing, including User Acceptance Testing (UAT); • User training and knowledge transfer; • Go-live and deployment approach; • Post-implementation support and stabilisation			
Substantiate / Comments			

5.1.3 QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder's key personnel of the proposed team must have relevant qualifications, skills and experience and must include the following resources; • **Project Manager**: 5 or more years' experience leading tax technology or financial systems projects. • **Solution Architect / Lead Consultant:** Minimum 5 years' experience in integrating VAT tools with ERP systems and ability to configure vat codes. • **Data Migration Specialist:** Minimum 3 years' experience in data extraction, cleansing, migration and validation. The bidder must demonstrate that its proposed implementation team includes at least one suitably qualified financial reporting specialist who is a member in good standing of the South African Institute of Chartered Accountants (SAICA) or the South African Institute of Professional Accountants (SAIPA) The bidders must submit, as part of its proposal, the following: • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to **Table (b) Annexure 1** of this document for the format in which the required information must be provided. • CVs which must clearly highlight qualifications, areas of experience/ competence relevant to the tasks.			
Substantiate / Comments			

5.1.4 SKILLS TRANSFER PLAN	Comply	Partially Comply	Not Comply
The bidder must provide a Skills Transfer Plan demonstrating how the required system knowledge and skills will be transferred to the IDC's personnel. The plan must address the transfer methodology, training activities, system administration and support knowledge, documentation, practical knowledge transfer and measures for assessing the effectiveness of the skills transfer.			
Substantiate / Comments			

5.1.5 SYSTEM DEMONSTRATION

The shortlisted bidder will be required to conduct a live demonstration of the proposed Corporate Reporting Management Platform using the solution proposed in its bid.

The demonstration must illustrate the solution's ability to meet the key functional requirements contained in the Scope of Work and, at a minimum, demonstrate the following:

	DEMONSTRATION	Weight
1	**Consolidation and Annual Financial Statements** • Import and validate trial balances from multiple entities and/or data sources. • Perform equity accounting and applicable consolidation adjustments. • Generate consolidated financial statements and related disclosure information. • Demonstrate drill-down from consolidated balances to the underlying entity, trial balance and journal information.	**5**
2	**Financial Close** • Demonstrate automated account reconciliations and matching. • Demonstrate period-end close workflows and task tracking. • Demonstrate exception management and escalation. • Generate close-status and management reporting.	**5**
3	**Income Tax and VAT** • Demonstrate integration/import of financial data. • Demonstrate income tax, deferred tax and VAT calculations. • Demonstrate VAT reconciliation and reporting. • Demonstrate audit trails and traceability.	**5**
4	**. Track and Trace Reporting** • Capture and track funding sources. • Trace funding from source to application/transaction. • Demonstrate funding allocation methodologies. • Generate source-versus-application and utilisation reports.	**5**
5	**Budgeting and Financial Planning** • Demonstrate budgeting and forecasting. • Demonstrate scenario and sensitivity analysis. • Demonstrate budget/forecast versus actual reporting. • Demonstrate dashboards, drill-down and audit trails.	**5**
6	**Platform-Wide Capabilities** • Demonstrate role-based access, workflows and approvals. • Demonstrate integration capabilities. • Demonstrate reporting, dashboards and analytics. • Demonstrate AI capabilities, audit trails and change history.	**5**

SECTION 3: COST PROPOSAL

1. **NOTE: All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).**

2. Are the rates quoted firm for the full period of the contract?

YES	NO

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

3. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4. Is the proposed bid price linked to the exchange rate?	Yes	No
If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:		

5. Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

6. The IDC reserves the right to consider the guidelines on consultancy rates as set out in the **National Treasury Instruction 02 of 2016/2017: Cost Containment Measures** which took effect from 01 January 2014, where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures. **The "Guide on Hourly Fee Rates for Consultants" as issued by the Department of Public Service and Administration (DPSA); or Remuneration guidelines issued by professional service organisations or regulatory bodies, may be relevant.**	Comply	Not Comply
Substantiate / Comments		

7. COSTING MODEL

7.1 Licencing Software

Description/Cost Element		Cost (VAT Excl.)
Licence Fees (specify whether Cloud/SaaS or On-Premises, including the applicable licensing model and annual licence costs)	**48-users**	
Maintenance and Support	Year 1	
	Year 2	
	Year 3	
Sub-total (A) (VAT Excl.)		
VAT @ 15% (If applicable)		
Sub-total (A) (VAT Incl.)		

7.2 Phase 2 – implementation and support

Activities/Deliverable	Resources	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
ɐmentation and Integration (**To be completed within four (4) months from start date)**				
Training of staff (48) staff				
Consolidation and financial close software (25) employees				
Income tax and value added tax (10) employees				
Tracking and Tracing (5)				
Budgeting and planning (8)				
Post implementation and support				
Disbursements				
Sub-Total (B) (VAT Excl.)				
VAT @ 15% (If applicable)				
Total Bid Price (VAT Incl.)				

7.3 Ad-hoc Support

For comparison purposes, bidders must provide cost for 2700 hours for ad-hoc support for a period of three (3) years as and when required.

	Resources	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
Ad-hoc support Year 1			**1200**	
Ad-hoc support Year 2			**900**	
Ad-hoc support Year 3			**600**	
Sub-Total (B) (VAT Excl.)				
VAT @ 15% (If applicable)				
Total Bid Price (VAT Incl.)				

Total Bid Price (8.1 + 8.2 + 8.3) (VAT INCL.)	

The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Sub-Total Disbursements	

Note on pricing:
Disbursements (incidental expenses other than professional fees e.g., travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate "No Charge / Free of Charge". Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

8.1 SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in months)	
Commencement Date	

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Quotation (RFQ) Document, **T64/11/26** the General Conditions, The Requirement and all other Annexures to the RFQ Document, we offer to provide a corporate reporting management platform to the IDC, at a total amount of:

R..... (Including VAT)
In words

R.....(Including VAT)

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Tender document. We confirm that IDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with the provision of service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED _____ **DATE** _____

(Print name of signatory) _____
Designation _____

FOR AND ON BEHALF OF:

COMPANY NAME _____
Tel No _____
Fax No _____
Cell No _____

SECTION 4: ANNEXURES

ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2

Bidder's Experience and the proposed Project Team

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[*Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.*

The bidder must provide the following information:

Table (a) Details of the bidder's experience in the successful implementation of Corporate Reporting Management Platforms for large organisations such as the IDC (please refer to Section 2 par 5.2.1):

Client' Name	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Confirm if large Organization (1,000 or more employees) Yes/No	Name, and telephone contact of client

Table (b) Details of the proposed personnel of the bidders': (please refer to par 7.2.3 of Section 2 of this RFP document):

Name of Resource/s	Role/s in this project	Relevant Project Experience		
		Year of Experience	Qualifications	CV/s Attached Yes/No?

ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[*Note to the Bidder: The Bidder must complete all relevant information set out below*.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Subcontractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
cell phone Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	

Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Work as a % of the total value of the contract and description of the work	
Sub-contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract and description of the work	

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

1. TAX COMPLIANCE REQUIREMENTS
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
2.4 DOES THE BIDDER 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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

ANNEXURE 4: 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 interest [1] 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.

Full name	Identity Number	Name of State Institution

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 they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……..

……..

[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.

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 consortium[2] 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.

3.5 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.

3.6 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.

3.7 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.

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

[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.

ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION

[*Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.*]

1. Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

2. Trust Information

Should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

Documents necessary to verify the Identity of a Trust	☐ Copy of trust deed or other founding document by which trust is created. ☐ Letters of authority (as issued by the Master of the High Court) ☐ Personal details of each Trustee, each Beneficiary, the Founder, and the person authorised to act on behalf of the Trust

3. Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

4. Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME)……

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

…….. ..……

Signature Date

…… ……

Position Name of bidder

ANNEXURE 6: BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

ANNEXURE 7: DISCLOSURE STATEMENT

In terms of the tender condition 8.4, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.

2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct): any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;

2.1. any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and

2.2. any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.

3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.

4. In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.

5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.

6. Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right not to award a contract or order.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF: COMPANY NAME _____

Tel No _____

Fax No _____

Cell No _____

ANNEXURE 8: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history.

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g. to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	**Accountability** The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes ☐	No ☐
2.	**Processing Limitation** The respective clients, third parties, suppliers and operators and their members will ensure that information is only processed for a justifiable reason and processing is compatible with the purpose of the collection.	Yes ☐	No ☐
3.	**Purpose Specification** All respective clients, third parties, suppliers and operators and their members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes ☐	No ☐
4.	**Further Processing Limitation** Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.	Yes ☐	No ☐
5.	**Information Quality** The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes ☐	No ☐

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
6.	**Open Communication** Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes ☐	No ☐
7.	**Security Safeguards** It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes ☐	No ☐
8.	**Data Subject Participation** A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes ☐	No ☐

I, _____ (print name) hereby certify that the information, facts, and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

_____
Signature (Company/ Entity Representative)

_____
Date