

REQUEST FOR INFORMATION

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|-----------------------------|--|----------------------|--------------------------|
| RFI NUMBER: | JW 24/03/206 | CLOSING DATE: | 26 MARCH 2026 TIME 16:00 |
| DESCRIPTION: | Automated General Ledger reconciliation solution | | |
| ISSUE DATE | 23 /03/2026 | | |
| Submit via Email to: | Nardia.naiken@jwater.co.za | | |

ENQUIRIES MAY BE DIRECTED TO:

| Bidding procedure enquiries <u>must</u> be sent to | | Technical enquiries must be directed to | |
|---|--|---|--|
| CONTACT PERSON | Nardia Naiken | CONTACT PERSON | Nardia Naiken |
| TELEPHONE NUMBER | 011 688 1449 | TELEPHONE NUMBER | 0767918131 |
| E-MAIL ADDRESS (Submissions must be made to this address) | Nardia.naiken@jwater.co.za | E-MAIL ADDRESS | Nardia.naiken@jwater.co.za |

SUPPLIER INFORMATION

| | | | |
|--------------------------------------|-------------|--|---------------|
| NAME OF BIDDER | | | |
| STREET ADDRESS | | | |
| TELEPHONE NUMBER | CODE | | NUMBER |
| CELLPHONE NUMBER | | | |
| E-MAIL ADDRESS | | | |
| VAT REGISTRATION NUMBER | | | |
| CENTRAL SUPPLIER DATABASE No: | | | |
| MANUFACUTER OR THIRD PARTY | | | |

1. PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this Request for Information (RFI) is to obtain market insights to support business decision-making for a once-off Request for Tender relating to Automated General Ledger reconciliation solution.

2. BACKGROUND

Johannesburg Water invites suitably qualified service providers to submit information on solution designed to automate General ledger reconciliations including post go-live support for a period of 36 months.

This RFI is issued solely to gather market-related information from potential bidders. It does not constitute an offer, commitment, or any obligation to enter into a business agreement with Johannesburg Water.

3. SCOPE OF WORK AND SPECIFICATIONS REQUIREMENT

The proposed software solution must:

- The software must accommodate for various reconciliation formats for Statement of Financial Performance and Statement of Financial position reconciliations.
- The system must allow to standardise the Headers
- Interface balance from General Ledger as per period close balance
- Format must allow for input cells
- Provide text fields for comments on reconciling items.
- Enable consolidation of certain GL accounts into a single reconciliation.
- Offer the option to consolidate line items into different categories as required.

3.1 LOCATION OF SITES

Head office – Finance Department

3.2 SPECIFICATION & SCOPE OF WORK

1. Reconciliations with Notes and Attachments

- The system must allow attaching supporting source documents to each reconciliation.

2. Automated Approvals

- The system should support a minimum of three approval levels, including user and management approvals.

3. Automated Rejections

- Rejected reconciliations must include a mandatory reason field, which feeds back to the previous approval level.

4. Audit trails.

- There must be audit trails of date recon was performed, dates for levels of approval, number of reconciliations performed, person preparing reconciliations.

5. Management reports and exception reporting.

- Reconciling items under query
- Number of reconciliations performed for Statement of Financial Position and number of recons performed to statement of Financial Performance
- Rejection report on reasons for rejection
- Number of incomplete or unprepared reconciliations

6. Open Item Clearing

- Automatically clear all matched open items within the reconciliation.

7. Drill-Down Functionality

- Enable access from the reconciliation system to individual SAP line items.

8. Historical Data Retrieval

- Allow retrieval, viewing, and printing of historical reconciliations.

3.3 GENERAL

Please submit your proposal of the solution utilised.

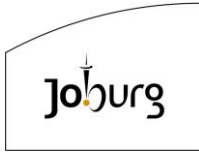
4. PRICE SCHEDULE

| No | ITEM DESCRIPTION | Estimated quantity | Rate for year 1 | Year 1 Total |
|------------|--|---------------------------------|-----------------|--------------|
| 1. | Supply, configuration, and implementation of a General Ledger reconciliation automation solution | Once off Incl VAT | | |
| 2. | Software Licensing fees | Per year | | |
| 3 | Ad-hoc consulting /support fee per hour | 40 hours per month 12 months | | |
| 4 | Training | 40 Hours | | |
| Total Cost | | | | |

Prices Firm / Non-Firm?

Suppliers to complete the below according to their company details.

| INFORMATION FOR SPECIFIC GOALS ANALYSIS | |
|---|--|
| BUSINESS OWNED BY 51% OR MORE -BLACK PEOPLE | |
| 1. Percentage (%) of Black Ownership) | |
| 2. Is Black Ownership 51% or more? (Yes or No) | |
| BUSINESS OWNED BY 51% OR MORE – BLACK YOUTH | |
| 1. Percentage (%) of Ownership by Black Youth | |
| 2. Is the percentage of Black Youth Ownership 51 % or more? (Yes or No) | |
| BUSINESS OWNED BY 51% OR MORE-WOMEN | |
| 1. Percentage (%) of Ownership by People who are Women | |
| 2. Is the percentage of People who are Women 51 % or more? (Yes or No) | |
| BUSINESSES LOCATED WITHIN THE BOUNDARIES OF A REGION IN COJ, COJ MUNICIPALITY OR IN GAUTENG PROVINCE | |
| 1. Is your business located in the Gauteng Province? (Yes or No) | |



| | |
|---|--|
| 2. Is your business located in the COJ Municipality? (Yes or No) | |
| 3. Is your business located within the region of the COJ? (Yes or No) | |
| BUSINESS OWNED BY 51% OR MORE - BLACK PEOPLE WHO ARE MILITARY VETERANS | |
| 1. Percentage (%) of Ownership by Black People Who Are Military Veterans | |
| 2. Is the percentage of Ownership by Black People Who Are Military Veterans 51% or more? (Yes or No) | |
| BUSINESS OWNED BY 51% OR MORE-BLACK PEOPLE WITH DISABILITIES | |
| 1. Percentage (%) of Ownership by Black People With Disabilities | |
| 2. Is the percentage of Ownership by Black People with Disabilities 51% or more? (Yes or No) | |
| SMME (AN EME OR QSE) OWNED BY 51% OR MORE - BLACK PEOPLE | |
| 1. What is the Enterprise Type? EME – turnover is less than R10m QSE – Turnover between R10m and R50m Generic – Turnover is R50M of more | |
| JOINT VENTURE (JV), CONSORTIUM OR EQUIVALENT | |
| 1. What is the percentage (%) of ownership for each party? | |
| SUBCONTRACTING WITH COMPANIES AT LEAST 51% OWNED BY HISTORICALLY DISADVANTAGED INDIVIDUAL (HDI) GROUPS MENTIONED ABOVE | |
| 1. What is the percentage (%) that will be sub-contracted to companies that are at least 51% owned by Historically Disadvantaged Individual (HDI) groups mentioned above? | |