

ERRATUM TO TENDER DOCUMENT

Tender Number: **SP/004/2026**

Tender Description: **APPOINTMENT OF A SERVICE PROVIDER TO RENDER PAYROLL PROCESSING AND EMPLOYEE BENEFITS ADMINISTRATION SERVICES FOR A PERIOD OF THREE (3) YEARS.**

Issue Date: **12 August 2026**

1. PURPOSE OF THE ERRATUM

This erratum serves to notify all prospective bidders of the following amendment(s), clarification(s), and/or correction(s) to the tender document issued on 28 July 2026.

2. AMENDMENT / CORRECTION

No.	Tender Reference	Document	Original Wording / Requirement	Amended / Corrected Wording/ Requirement
1.	Section 10.3, Page 9, No. 1		The South African Revenue Service (SARS)	Performs payroll tax services/returns i.e. IRP5s/ compliance to administer UIF /COIDA on behalf of SAIPA - Mandatory
2.	Section 10.3, Page 9, No. 2		South African Payroll Association (SAPA)	South African Payroll Association (SAPA) or related Payroll Body - Mandatory.
3.	Section 10.3, Page 9, No. 3		Department of Employment and Labour (DoEL)	No longer a mandatory requirement.
4.	Section 10.3, Page 9, No. 4		The Unemployment Insurance Fund (UIF)	No longer a mandatory requirement.
5.	Section 10.3, Page 9, No. 5		The Compensation Fund (CF)	No longer a mandatory requirement.
6.	Section 10.3, Page 9, No. 6		Financial Conduct Sector Authority (FSCA)	No longer a mandatory requirement.
7.	Section 10.3, Page 9, No. 7		The Council for Medical Schemes (CMS)	Administering medical schemes- Mandatory.

3. EXTENSION OF CLOSING DATE

Please note that the tender closing date has been amended as follows:

Original Closing Date: 19 August 2026 at 12h00

Revised Closing Date: 26 August 2026 at 12h00

All other conditions, requirements, and provisions contained in the original tender document remain unchanged.

4. ACKNOWLEDGEMENT OF ERRATUM

Bidders are required to take note of the amendments and corrections contained in this erratum and ensure that their submissions comply with the revised tender requirements.

This erratum forms an integral part of the tender document and must be read in conjunction with the original tender documentation.

Issued by: Michelle Mokwena

South African institute of Professional Accountants

Supply Chain Management

Authorised by: Angy Mokgethwa

Senior HR Business Partner

Date: 12 August 2026

End of Erratum