

REQUEST FOR INFORMATION

RFI NUMBER: RFI30- 2025/2026

REQUEST FOR INFORMATION : COMPETITION COMMISSION DIGITAL CASE SUBMISSION PORTAL

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a provision Online Case Submission System for the Competition Commission.

Issue date: 30 JANUARY 2026

Closing Date: 6 FEBRUARY 2026 AT 11:00AM

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTICampus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI30 – 2025/2026
RFI TITLE	: ONLINE CASE SUBMISSION SYSTEM FOR THE COMPETITION COMMISSION

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	30 JANUARY 2026
RFI Available from	30 JANUARY 2026
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	6 FEBRUARY 2026 at 11:00am
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.



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1. MANDATORY DOCUMENTS

- 1.1 Proof of registration on the National Treasury Central Supplier Database (CSD)

2. DEFINITIONS

- 2.1 “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 2.3 “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY



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All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____



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4. The manner of submission of the RFI

- 4.1** Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2** Respondent shall submit one **emailed submission** including relevant supporting documents.
- 4.3** The submission must be signed by an authorised employee, agent or representative of the respondent.
- 4.4** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5** Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.



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1. BACKGROUND

- 1.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy to achieve equity and efficiency in the South African economy.
- 1.2 CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 1.3 The Competition Commission seeks to implement a secure online case submission system via its WordPress website. This system will replicate existing Competition Commission forms for merger applications and complaints, while enabling digital signatures and PDF generation for compliance and ease of record-keeping.

2. OBJECTIVES

- 2.1 Provide a user-friendly interface for authenticated external parties to submit case documents.
- 2.2 Replicate the official Competition Commission forms as prescribed by the Competition Act and rules. (Mergers, complaints & Exemption applications.)
- 2.3 Enable digital signature functionality and save as PDF option for submitted forms.
- 2.4 Ensure secure handling of submissions, including validation, compliance labelling, and audit logging.
- 2.5 Automate transfer of submissions to SharePoint and purge from WordPress post-transfer.

3. SCOPE OF WORK

3.1 Front-End Submission:

- 3.1.1. Implement Gravity Forms on our WordPress site. (www.compcom.co.za)
- 3.1.2. Replicate Competition Commission merger and complaint forms exactly as per the Competition act and the rules.
- 3.1.3. Multi-step form calling for inputs that are required per Forms CC1, CC 3(1), CC3(2), CC4 (1), CC4(2), CC7 and CC5(1).
- 3.1.4. Include: file upload fields (with validation for file types/sizes), digital signature field, automatically saving the files as pdf or 'Save as PDF' option for completed forms, firm details, contact information, and metadata.
- 3.1.5. Apply reCAPTCHA for security.
- 3.1.6. Disallowing ZIP file uploads per the Commission's filings requirement policy.



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3.2 Automation:

- 3.2.1. Configure Power Automate flows for ingestion and clean-up.
- 3.2.2. Transfer files and metadata to SharePoint and delete entries post-transfer.
- 3.2.3. Apply sensitivity and retention labels in SharePoint.
- 3.2.4. Send confirmation to submitters and notifications to internal teams.

3.3 Security & Compliance:

- 3.3.1. Enforce Entra ID/Azure B2B or tokenized links for access control.
- 3.3.2. Maintain full audit trail and error handling for failed transfers.
- 3.3.3. Ability to delete documents on the website once transfer to SharePoint has been confirmed.
- 3.3.4. Secure the endpoint with:
 - a) API Key
 - b) Nonce
 - c) OAuth/JWT authentication
 - d) IP restrictions
 - e) Directory whitelisting (never allow deleting arbitrary system files)

4. Deliverables

- 4.1** Gravity Forms configuration replicating official merger and complaint forms.
- 4.2** Digital signature and PDF generation capability.
- 4.3** Power Automate flows for ingestion and clean-up.
- 4.4** SharePoint library with metadata structure and compliance labels. (Already exists and might need enhancement).
- 4.5** Documentation of the process, including audit and error handling mechanisms.

5. Requirements for the development team

To ensure the successful delivery of this project, the development partner must meet the following criteria:

- 5.1** Platform Expertise: Proven track record of advanced Gravity Forms customisation, including hooks, filters, and API integrations.
- 5.2** Microsoft Power Platform Proficiency: Deep experience in Power Automate (flows) and SharePoint Online administration, specifically regarding metadata and retention labels.
- 5.3** Security Standards: Experience implementing OAuth/JWT authentication and Azure AD (Entra ID) B2B integrations.
- 5.4** Legal/Regulatory Experience: Understanding of data privacy principles (e.g., POPIA/GDPR) as the system handles sensitive corporate legal filings.
- 5.5** UI/UX Design: Ability to create intuitive, multi-step web forms that remain compliant with rigid statutory layouts.

6. Timeline

- 6.1.** Estimated implementation: 2 weeks from order (*bidders to provide a project plan for the said period as part of the submission*)



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7. Roles & Responsibilities

- 7.1** Competition Commission IT Team: Provide access credentials, oversee compliance requirements.
- 7.2** Development Partner: Implement Gravity Forms configuration, Power Automate flows, and SharePoint integration.

8. Cost & Licensing

The cost for licenses, development & implementation must be quoted by the development partner.

- 8.1** Development costs:
- 8.2** Gravity Forms license:
- 8.3** Digital signature add-on and PDF add-on (Gravity Forms extensions): approx. per/year combined.
- 8.4** No additional connector costs if using webhook-based integration.

9. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENT

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT