

CALL FOR TENDER APPLICATIONS

COMPLIANCE PACKAGE

Reference: EYWA Project – Co-funded by the European Union

Issued by: The Spanish Chamber of Commerce in South Africa

Issue Date: August 11, 2025

Closing Date: August 26, 2025, at 17:00 h

1. Object of the Tender

This Call for Tender is aimed at providers -that are specialized in compliance (hereafter “tenderers”) capable of providing the following services for the Spanish Chamber of Commerce in South Africa:

Required Services

- 1.1. Once-off Business Registration for CIPC, UIF, PAYE, VAT (if applicable), COIDA or any other required permit needed to be compliant in each of the EYWA Subgrant beneficiaries’ businesses.
- 1.2. Submit the relevant monthly, bi-monthly returns for VAT, UIF, PAYE and ensure the company stays compliant for 6 months.
 - Annual returns if it falls within the 6-month period.
 - Monthly declarations and payments of UIF and PAYE
 - Bimonthly VAT returns
 - COIDA submission if it falls within the 6-month period

Service Period

- From 1st September 2025 to 28th February 2026.

Provider Responsibilities

- Ensure all registrations and periodic submissions are done timely to ensure that the EYWA Subgrant beneficiaries’ businesses are fully compliant by South Africa law and SARS.
- Inform us if any beneficiary doesn’t submit the required documents to be fully compliant.

2. The Spanish Chamber of Commerce Responsibilities

- Provide profiles of all EYWA Subgrant beneficiaries using this package.
- Communicate any additional information received from the European Union regarding the use of this service.

3. Contract Duration and Execution

- The contract will commence on 1 September 2025, or the day after formal signing and continue until the 28th February 2026
- Any extension due to exceptional circumstances will be communicated in advance, subject to mutual agreement and no increase in budget.

4. Budget and Eligible Costs

- Maximum Total budget available: €19,665 (ZAR 393,300) - exchange rate 1€ 20ZAR for a maximum number of 23 beneficiaries.
- Maximum Budget per person per month: €143 (ZAR 2850) – exchange rate 1€ 20ZAR
- This includes all taxes.
- The Spanish Chamber of Commerce in SA will only pay for completed services in case of delays or cancellations due to circumstances beyond the provider's control.

5. Tender Selection Criteria

- The contract shall be awarded to the tender offering the best economic value- (-the cheapest one)

5.1 Tender Admission Criteria

- Copy of South African CIPC registration certificate or equivalent (if the company is not from South Africa).

6. Billing and Expense Justification

Invoices for initial registration must be submitted once the services have been successfully rendered. Invoices for monthly compliance may be submitted once a month and only once the service is delivered.

Each invoice must include:

- Total monthly cost per beneficiary
- Total cost for the services provided
- Reference the services offered under the framework of the EYWA Project, co-funded by the European Union

7. Submission Requirements

Tenderers must submit:

1. Technical Offer:
 - CIPC registration document
 - Formal declaration of legal operation
 - Offer with all the requested services included in Clause 1
2. Quotation:
 - Pricing breakdown (including unit cost and deposit).

8. Submission Details

- Email applications to: generalmanager@spaincc.org
- **Deadline: 26th August 2025 at 17:00 h SAST**
- Inquiries: Joaquin Valverde, Generalmanager@spaincc.org

Note: Late submissions will not be considered. The Spanish Chamber of Commerce reserves the right to reject any tender that does not meet the stated requirements or budget limitations.