

CALL FOR TENDER APPLICATIONS

ONLINE BOOKKEEPING PACKAGE

Reference: EYWA Project – Co-funded by the European Union
Issued by: The Spanish Chamber of Commerce in South Africa (SCC)
Issue Date: August 11, 2025
Closing Date: August 26, 2025, at 17:00

1. Object of the Tender

This Call for Tender is aimed at provider of online bookkeeping services (hereafter “tenderers”) capable of providing the following services for the Spanish Chamber of Commerce in South Africa:

Required Services

- 6 Months of online bookkeeping services for EYWA Subgrant beneficiaries (maximum number- 26 women entrepreneurs)

Service Period

- From 1 September 2025 to 28 February 2026.

Provider Responsibilities

- Supply the online bookkeeping services within 48 hours of signing the contract

2. The Spanish Chamber of Commerce Responsibilities

- Provide profiles of all 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 1st September 2025, or the day after formal signing and continue for 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: €4,368 (ZAR 87,360) - exchange rate 1€ 20ZAR) for a maximum number of 26 beneficiaries.
- Maximum Budget per person per month: €28 (ZAR 560) – 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. (cheapest)

5.1 Tender Admission Criteria

- Copy of South African CIPC registration certificate.

6. Billing and Expense Justification

Invoices may be submitted once a month and only once the service is activated.

Each invoice must include:

- Total monthly cost per beneficiary
- Total cost for the services provided
- Reference to 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
- Legal contract/-offer -with all that's 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 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.