

## **ANNEXURE C – MATTERS FOR NOTING / FUTURE CONSIDERATION (PANEL APPOINTMENT)**

This annexure outlines specific strategic contexts for the Bidder's information. These points do not form part of the mandatory scope of work, bid evaluation criteria, or contractual obligations for this appointment.

### **1. FUTURE SYSTEM INTEGRATION EXPOLRATION**

Soul City Institute (SCI) notes its strategic intention to explore the future automation of travel and expense management through a dedicated module within its Sage financial system. This is a separate initiative and is not a requirement or deliverable under the current Travel Management Agency appointment.

### **2. PROCUREMENT OF IMPLEMENTATION SERVICES**

Should the above exploration proceed, the appointment of a specialised Sage implementation partner will be conducted through a separate, dedicated procurement process. This is to ensure focused expertise and to delineate responsibilities clearly from the travel management service provision.

### **3. INTERNAL PROCESS & POLICY ALIGNMENT**

The transition to an automated travel management model involves two parallel workstreams:

- **Policy Update:** A collaborative review and update of SCI's Travel Policy with the appointed agency, as stipulated in Section 3.10 of Annexure B.
- **Internal Alignment:** A concurrent internal review by SCI of its financial reconciliation, approval workflows, and cost allocation procedures. The objective is to ensure these internal controls are fully synchronised with both the updated policy and the reporting outputs from the appointed agency.

### **Acknowledgement by Bidder:**

By submitting a bid, the Bidder acknowledges that it has read and noted the contents of this annexure.