



REQUEST FOR BID SERVICES

BID DETAILS

BID NUMBER: SAHPRA/2023/ELECTRONIC SIGNATURE SOLUTION/RFB004

CLOSE **Date:** 14 AUGUST 2023
 Time: 11:00

DESCRIPTION: REQUEST FOR BID FOR ELECTRONIC SIGNATURE SOLUTION FOR A PERIOD OF 36 MONTHS.

BRIEFING SESSION: Yes No

See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Organisation/individual: _____

Contact person: _____

Telephone/ Cell number: _____

E-mail address: _____

Glossary

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

Bidders are to ensure that they have received all pages (38) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Specifications and Requirements
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest (SBD 4)
- Section B 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- Section B 4: Invitation to Bid (SBD 1)
- Section B 5: Pricing Schedule (SBD 3.1)

SECTION A

(This section must not be returned as part of the bid
document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION: NON-COMPULSORY

- 2.1 Briefing Session

- 2.2 A non-compulsory briefing session will be held from 11h00 to 13h00 on Thursday, 20 July 2023

Briefing session to be held on MS Teams, link- [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGFINDdiY2QtMGM5MC00NmJmLWE3NGItNDRiOTQ3ODZkN2Nk%40thread.v2/0?context=%7b%22Tid%22%3a%22a238ae09-e326-4cc0-9ae3-df134f7ebad9%22%2c%22Oid%22%3a%22d71dcbdd-1d6a-44b0-b91e-8efd1aa60854%22%7d)
https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGFINDdiY2QtMGM5MC00NmJmLWE3NGItNDRiOTQ3ODZkN2Nk%40thread.v2/0?context=%7b%22Tid%22%3a%22a238ae09-e326-4cc0-9ae3-df134f7ebad9%22%2c%22Oid%22%3a%22d71dcbdd-1d6a-44b0-b91e-8efd1aa60854%22%7d

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from precious.mnguni@sahpra.org.za before or by no later than **Wednesday, 26 July 2023** telephonic requests for clarification will not be accepted. Questions and answers will be posted on our website only, by **Friday, 28 July 2023**.

Contact details: Precious Mnguni
Telephone: 012 501 0418
E-Mail: precious.mnguni@sahpra.org.za

4 SUBMITTING BIDS

- 4.1 **One (1) original document, two (2) hardcopies and one (1) electronic copy on a storage device (USB) must be handed in/ delivered to:**

Loftus Park, Building A,
402 Kirkness St
Arcadia
Pretoria
0083

No posted, faxed or e-mailed bids will be accepted.

Section A 1: Bid Submission Conditions and Instructions

Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 6 below**

1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours **(08:30 to 16:00 Mondays to Fridays)** before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*
2. Bids submitted or handed in at any other address than the one stated above will not be considered.

4.2 Bids should be submitted in a sealed envelope, marked with:

- Bid number (1BSAHPRA/2023/ELECTRONIC SIGNATURE SOLUTION/RFB004)**
- Closing date and time (4B14 AUGUST 2023 @ 11:00 am)**
- The name and address of the Bidder.**

4.3 Documents submitted on time by bidders shall not be returned.

5 BID VALIDITY

5.1 The bid is valid for ninety (90) days from closing date.

6 LATE BID SUBMISSIONS

6.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned (where practical) unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

6.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

7 GENERAL CONDITIONS OF CONTRACT

7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

DETAILED SPECIFICATIONS/ REQUIREMENTS LIST

TERMS OF REFERENCE FOR ELECTRONIC SIGNATURE SOLUTION FOR A PERIOD OF 36 MONTHS.

1 BACKGROUND TO THE PROJECT

- 1.1 The South African Health Products Regulatory Authority (SAHPRA) was established as a public entity in terms of the Medicines and Related Substance Amendment Act, 2008 (Act No, 72 of 2008), in February 2018, replacing the Medicines Control Council (MCC). SAHPRA as a regulator, applies standards laid down by the Medicines and Related Substances Act, which govern the manufacture, distribution, sale, and marketing of medicines.
- 1.2 SAHPRA adopted the use of electronic signature software to electronically sign and approve documents as part of our strategy to become paperless. The solution will enable SAHPRA to operate with greater efficiency and speed.
- 1.3 The service provider's must have undertaken similar projects and should be able to showcase digital electronic signature solution implemented.

2 CONTRACT PERIOD

- 2.1 A service level agreement for 36 months for the maintenance and support of provided Electronic Signature Solution during office hours (7:30 - 17:00), with 8-hour response and next business day resolution for the entire contract period.

3 ROLE AND OBJECTIVES

- 3.1 Service provider roles and responsibilities as per the requirements below. SAHPRA staff to support the project throughout.

4 SCOPE OF WORK AND SPECIFICATIONS

- 4.1 SAHPRA requires the supply and implementation of Electronic Signature solution for the period of (36) months.
- 4.2 The solution must provide for unlimited end-users, with a minimum of 50,000 transactions per annum.

ELECTRONIC SIGNATURE SOLUTION REQUIREMENTS

Item Number	BUSINESS REQUIREMENTS
<p>1</p>	<p>Solution Accessibility</p> <p>1.1 The electronic solution should be provided as a cloud based.</p> <p>1.2 The solution should be accessible from anywhere on any device and allows to view and sign documents on the go:</p> <ul style="list-style-type: none"> • Accessible through all web browsers, desktop, and mobile applications. • Offer compatibility to view and sign documents from mobile devices, such as phones and tablets via Mobile app or mobile web browser. • Accessible through a secure (TLS/SSL enabled) web service.
<p>2</p>	<p>Logging In to The Solution</p> <p>2.1 Allow Single Sign-On (SSO) to permit one set of login credentials to access multiple applications and to ensure compliance with organisation security and policies.</p>
<p>3</p>	<p>Electronic Signature Options</p> <p>3.1 Ability to customizable electronic signature, Digital Signature, Private key, and hash encryption.</p> <p>3.2 The solution should offer different signature options such as typed, drawn or uploaded signatures as images.</p>
<p>4</p>	<p>Integration</p> <p>4.1 The Electronic Signature solution should be able to integrate with the systems/applications/tools already used at SAHPRA using Application Programming Interface (API).</p>
<p>5</p>	<p>Customisation</p> <p>Central admin portal that allows management of users, access control, customization of the environment, company branding and settings and preferences.</p> <p>Allow shared mailboxes/groups to be created as user to send and receive documents.</p>
<p>6</p>	<p>Document creation</p> <p>6.1 Ability to personally sign or request signatures.</p> <p>6.2 Ability to upload documents from the most widely used cloud storage services, such as Microsoft Office 365, Microsoft OneDrive, Google Drive and etc.</p> <p>6.3 Ability to support multi-document type support such as .doc, .docx, .pdf, .pptx, .xls, xlsx, .txt and etc and automatically convert final document to pdf format.</p>

Section A 3: Evaluation Process/ Criteria

	<p>6.4 Ability to upload and attach supporting documents as part of the signing process or signer acknowledgment.</p> <p>6.5 Ability to sign scrollable pdf files and allow scrolls even after signing.</p> <p>6.6 Ability to add data fields such as checkboxes, radio buttons, dropdown tags, text, date and etc. to the documents to be signed.</p> <p>6.7 Ability to create a standard template with defined recipient roles and signing and information fields.</p> <p>6.8 Ability to copy people who are not part of the signing process to receive fully signed documents after all signatories have signed.</p> <p>6.9 Ability to correct or make changes to a document in a signing process by the initiator instead of aborting the process</p>
<p>7</p>	<p>Sending options</p> <p>7.3 One send/transaction should include any number of recipients and any number of documents.</p> <p>7.3 Automatic signer fields placement.</p> <p>7.3 Ability to route documents to multiple users in serial, parallel and mixed sequencing.</p>
<p>8</p>	<p>Signing process</p> <p>8.1 Ability to zoom in/out the documents on the system sent for signatures for better viewing.</p> <p>8.2 Ability to automatically guide signers where to sign .and allow “repeat signature” on same fields of uploaded documents.</p> <p>8.3 Ability to delegate document to a different user.</p> <p>8.4 Ability to enable a user to be granted permissions to send or manage documents to be signed on another user’s behalf.</p> <p>8.5 The solution should convert final document to pdf format.</p> <p>8.6 The license should include signing of documents by external parties or non SAHPRA employees.</p>
<p>9</p>	<p>Collaboration</p> <p>9.1 Multiple users to collaborate on a document including adding comments and making edits before it is signed:</p> <ul style="list-style-type: none"> • Ability to ask and answer questions about documents and receive real-time comment notifications. • Make suggestions and specify who can see the comments.
<p>10</p>	<p>Workflow Automation and Reporting</p> <p>10.1 Real-time updates/tracking of document status sent for signatures.</p> <p>10.2 Ability to set up automated email reminders for the signers to complete the signing process.</p>

Section A 3: Evaluation Process/ Criteria

<p>11</p>	<p>Provide Audit Trails</p> <p>11.1 Real-time audit trail reporting and tracking of documents, ability to see detailed status for each recipient and individual report portal including viewing, printing, sending, signing, or declining to sign a document.</p> <p>11.2 Record all activities relating to the document including who signed it, when and from what location.</p>
<p>12</p>	<p>Security and Privacy</p> <p>12.1 Meets global security standards and use of the strongest data encryption technologies available such as Advanced Encryption Standard (AES) 128-bit encryption and Secure Sockets Layer (SSL) 256-bit encryption to ensure documents in the system are encrypted.</p> <p>12.2 Ability to temper seal all documents to indicate the electronic signature is valid and that the document has not been tampered with after it was downloaded.</p> <p>12.3 Signer identification by providing levels of authentication by means of email, SMS, Phone and Access code.</p>
<p>13</p>	<p>Compliance</p> <p>13.1 Comply with the applicable guidelines or requirements specified in DPSA Electronic Signature Guidelines Appendices version 1.1.0 (Available on the DPSA website).</p> <p>13.2 Every signed document should come with a certificate of completion that provides proof of the signing process to all parties of the transaction.</p> <p>13.3 This certificate should include information from the audit trail, proving who signed, timestamps detailing when and where each person signed, and the completed document itself.</p> <p>13.4 Legal Notice to ensures that contracts and signatures cannot be denied validity or enforceability because they are in electronic form.</p> <p>13.5 Disclosure, to be compliant with organisation policy, requiring signers to consent to the Electronic Record and Signature Disclosure notice.</p> <p>13.6 Ability to specify a custom watermark to differentiate draft documents from completed signed documents.</p>
<p>14</p>	<p>Solution Availability</p> <p>14.1 The solution should deliver 99.99% uptime with no maintenance downtime during normal business hours.</p>

5 WHERE SERVICE/S IS/ARE REQUIRED

5.1 South African Health Products Regulatory Authority (SAHPRA)
 Building A
 LOFTUS PARK
 416 KIRKNESS STREET
 ARCARDIA
 0083

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

EVALUATION PROCESS

1. COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.

1.2 Failure to comply with or submit any one of the following items, may render a bid non-responsive.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements as per CSD		
Part 3	Completed and signed Declaration of Interest		
Part 4	Preference points claim form in terms of the Preferential Procurement Regulations 2022		
Part 5	Completed and signed Invitation to Bid		
Part 7	Proof of registration on the CSD If there will be subcontracting, proof of CSD registration of the sub-contractor must be submitted		

1.3 Failure to comply with or submit Pricing schedule, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 6	Completed Pricing Schedule in the prescribed format (SBD 3)		

1.4 Bidders must submit their proposal by the closing date and time. Proposals submitted after the closing date and time will be disqualified from further evaluation.

1.5 Register the hard-copy proposals in the tender submission register at SAHPRA reception.

2. MANDATORY REQUIREMENT

2.1 The evaluation criteria for mandatory as indicated in the table below, will apply.

MANDATORY REQUIREMENTS	EVIDENCE OF COMPLIANCE	Provide file location or page number	Yes/No (Yes-proceed, No – Do not evaluate further)
3.1 Accreditation of the bidding company	Bidder must be appropriately accredited to supply, implement, and support the required solution (Attach Proof		

Section A 3: Evaluation Process/ Criteria

	of OEM accreditation) or reseller letter.		
3.1 Compliant	Comply with the business requirement from item number 1 up to 14 (Bidders must sign the declaration form provided in Annexure A)		

2.2 Failure to submit or comply with any of the above items, bidder will not be evaluated further.

3. FUNCTIONAL REQUIREMENT

The evaluation criteria and weights for functionality as indicated in the table below, will apply.

TECHNICAL EVALUATION CRITERIA	MAXIMUM POINTS
<p>1. Bidders Experience</p> <p>Bidders should submit company profile indicating number of years of experience in electronic signature solution:</p> <p>Two (2) or less years of experience = 0 Three (3) to five (5) years of experience=15 More than five (5) years of experience =30</p>	30
<p>2. Bidders Capability</p> <p>Bidder should have successfully implemented an electronic signature solution for at least three (3) companies within the last 10 years.</p> <p>The signed reference letter attesting the ability in implementing an electronic signature solution on a client’s letterhead and include contact details of the signee.</p> <p>Two (2) or less letters submitted =0 Three (3) to five (5) letters submitted =15 More than five (5) letters submitted=30</p>	30

PRESENTATION/ DEMO EVALUATION CRITERIA	MAXIMUM POINTS
<p>SAHPRA will have a compulsory demonstration presentation made by all bidders who comply with all the mandatory requirements. Bidders will be given a pack/document of 25MB to upload for demonstration upon invitation.</p>	
<p>3. Speed of uploading high volume (25MB) of documents:</p> <p>The system cannot upload high volume of documents within 10 minutes =0 The system can upload high volume of documents within 10 minutes =40</p>	40

PRESENTATION/ DEMO EVALUATION CRITERIA	MAXIMUM POINTS
SAHPRA will have a compulsory demonstration presentation made by all bidders who comply with all the mandatory requirements. Bidders will be given a pack/document of 25MB to upload for demonstration upon invitation.	
TOTAL EVALUATION CRITERIA	100

3.1 The score for functionality shall be calculated as follows:

- 3.1.1 The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.
- 3.1.2 The minimum technical threshold is **70 points**. Bidders that do not meet the minimum technical threshold will not be evaluated further for price and specific goals.

4. PRICE AND SPECIFIC GOALS POINTS

4.1 All remaining bids will be evaluated as follows:

- 4.1.1 The 80/20 preference point system will be applied. Points for price and specific goals will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.
- 4.1.2 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids who met the minimum threshold on functional evaluation.
- 4.1.3 The point scored for the specific goals for each acceptable bid will be added to the price point.

5. ADJUDICATION OF BID

- 5.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.
- 5.2 The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number 1BSAHPRA/2023/ELECTRONIC SIGNATURE SOLUTION/RFB004 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

- 2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid.
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal.
 - Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022
 - Declaration of interest
 - Declaration of bidder’s past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)

- 3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- 4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.

- 5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____
CAPACITY _____
SIGNATURE _____
NAME OF FIRM _____
DATE _____

WITNESSES	
1	_____
2	_____
DATE:	_____

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY SAHPRA)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT _____ ON _____

NAME (PRINT) _____

SIGNATURE _____

OFFICIAL STAMP

WITNESSES

1 _____

2 _____

DATE: _____

Section B

SECTION B

**This section must be completed and returned or supplied
with bids as prescribed.**

Section B 1: Special Conditions of Bid and Contract

SPECIAL CONDITIONS OF BID AND CONTRACT**Return as Part 1**

SPECIAL CONDITIONS	
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the SAHPRA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.

Section B 1: Special Conditions of Bid and Contract

11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS

Section B 1: Special Conditions of Bid and Contract

16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted</u> in the relevant part, may not be considered for evaluation purposes.
16.3	Part 1: Special Conditions of Bid and Contract
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1). Bids submitted without a completed Special Conditions of Bid form may be deemed to be non-responsive.
16.4	Part 2: Tax Compliance
16.4.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za . Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above particulars, may be deemed to be non-responsive.
16.5	Part 3: Declaration of Interest
16.5.1	Each party to the bid must complete and return the "Declaration of Interest" (Section B-2). Bids submitted without a complete and signed Declaration of Interest may be deemed to be non-responsive.
16.6	Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022

Section B 1: Special Conditions of Bid and Contract

16.6.1	<p>Bidders must complete, sign and return the full “Preference Points Claim Form” (Section B-3) document.</p> <p>In addition, a valid BEE certificate must be submitted.</p> <p>Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.</p>
16.7	Part 5: Invitation to Bid
16.7.1	<p>Bidders must complete, sign and return the full “Invitation to Bid” (Section B-4) document.</p> <p>Bids submitted without a completed and signed Invitation to Bid may be deemed to be non-responsive.</p>
16.8	Part 6: Pricing Schedule
16.8.1	<p>All costs related to the bid are to be allowed for in the pricing schedule and in the format prescribed and must be returned as part of the submission (Section B-5).</p> <p>Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, will be deemed to be non-responsive.</p>
16.8.2	<p>Price for thirty-six (36) months of the contract must be firm and must be indicated in the format prescribed.</p>
	<p><input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.</p>
16.9	Part 7: Registration on the CSD
16.9.1	<p>In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database.</p> <p>Bids submitted without the required proof, may be deemed to be non-responsive.</p>

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

BIDDER'S DISCLOSURE- SBD4 Return as Part 3

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state?
YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to

² the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Section B 2: Declaration of Interest

be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Return as Part 4

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Specific goals.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Specific goals	20
Total points for Price and specific goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of specific goals claim as stipulated on paragraph 4 below together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2022

- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**Proof of B-BBEE status level of contributor**” means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 B-BBEE status level of contribution in accordance with the table below:

SAHPRA SPECIFIC PREFERENTIAL PROCUREMENT GOALS				
Description / Goals	Allocated points		Evidence or Proof of claim	Number of points claimed (80/20 system) (To be completed by the tenderer)
	80/20	90/10		
Category A: Promotion of SMMEs		80/20	90/10	<ul style="list-style-type: none"> - Valid BBEE certificate - Valid affidavit - Director(s)' certified ID copy - CSD report
1.	100% Black owned EME and QSE	20	10	

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2022

2.	At least 51% Black owned EME and QSEs	18	9		
3.	Zero and less than 51% Black owned EME and QSEs	16	8		
Category B: Promotion of Historically Disadvantaged Individuals -HDI (Large enterprises)		BBBEE Level	Preference Point System		Evidence / proof of claim
4.	<u>% Ownership</u> a) 30% - 100% Black women b) 51% - 100% Black youth c) 51% - 100% Black people with - disability	All levels	80/20 20	90/10 10	<ul style="list-style-type: none"> - CSD report - Valid affidavit - Valid BBBEE certificate - Directors(s) certified ID copy - Declaration / proof of disability issued by medical practitioner
		a) 51% - 100% Black	1	18	
		2	16	8	
		3	14	7	
		4	12	6	
		5	8	5	
		6	6	4	
		7	4	2	
		8 and Non-compliant	0	0	
Category C: Promotion of BBBEE Contributors - large enterprises		BBBEE Level	Preference Point System		Evidence / proof of claim
10.	Nonblack and Non-HDI enterprises		80/20	90/10	Valid BBBEE certificate
		1	12	6	
		2	10	5	
		3	8	4	
		4	6	3	

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2022

		5 to non-compliant	0	0		

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. SPECIFIC GOALS CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor:= (Maximum of 10 or 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

Section B 5: Preference Points Claim Form to the Preferential Procurement Regulations 2022

OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/ FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

- Partnership/ Joint Venture/ Consortium
- One person business/ sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

(Tick applicable box)

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business:

8.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2022

in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p>.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>
--	---

INVITATION TO BID Return as Part 5

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENT OF SAHPRA					
BID NUMBER:	SAHPRA/2023/CORPORATE PUBLICATIONS/RFB001	CLOSING DATE:	4B14 AUGUST 2023	CLOSING TIME:	11:00 am
DESCRIPTION	REQUEST FOR BID FOR PUBLICATION PRINTING, DESIGNING, EDITING AND PROOFREADING FOR A PERIOD OF 36 MONTHS.				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Precious Mnguni		CONTACT PERSON	Precious Mnguni	
TELEPHONE NUMBER	012 501 0418		TELEPHONE NUMBER	012 501 0418	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	precious.mnguni@sahpra.org.za		E-MAIL ADDRESS	precious.mnguni@sahpra.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

PRICING SCHEDULE

Goods and Services

Return as Part 6

NAME OF BIDDER: _____

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF QUOTATION

The pricing schedule as indicated below must be completed in the format provided. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated.

Bidders may insert any additional items they deem necessary.

Bidders may attach separate spreadsheets with their calculations, but all costs must eventually be consolidated and summarised into the format required.

YEAR 1					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
1.	Implementation and configuration costs of the solution	Sum	1		
2.	Maintenance and supports	Monthly	12		
3.	License and Subscription costs	Annually	400 users		
4.	Transactions/Envelopes	Annually	50 000 or unlimited		
5.	IT training and Certification	Annually	3 x IT personnel		
6.	Change Management and Awareness (includes user training)	Once-Off (Month)	1		
SUB-TOTAL					
VAT					
TOTAL COST FOR YEAR 1 (VAT INCLUDED)					

Section B 7: Pricing Schedule

YEAR 2					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
1.	Maintenance and support.	Monthly	12		
2.	License and Subscription costs	Annually	400 users		
3.	Transactions/Envelopes	Annually	50 000 or unlimited		
SUB-TOTAL					
VAT					
TOTAL COST FOR YEAR 1 (VAT INCLUDED)					

YEAR 3					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
1.	Maintenance and supports	Monthly	12		
2.	License and Subscription costs	Annually	400 users		
3.	Transactions/Envelopes	Annually	50 000 or unlimited		
SUB-TOTAL					
VAT					
TOTAL COST FOR YEAR 1 (VAT INCLUDED)					

Section B 7: Pricing Schedule

SUMMARY	SUB-TOTAL	TOTAL INCLUDING VAT
Total cost for year 1		
Total cost for year 2		
Total cost for year 3		
TOTAL COST FOR 3 YEARS		

Bidder Representative Signature

Title:

Name:

Date:



DECLARATION

BID NUMBER: SAHPRA/2023/ELECTRONIC SIGNATURE SOLUTION/RFB004
 BID DESCRIPTION: REQUEST FOR BID FOR ELECTRONIC SIGNATURE SOLUTION FOR A PERIOD OF 36 MONTHS.

I, _____ as a (position) _____ hereby declare that I comply with the business requirement from item number 1 up to 14 from the specification.

ITEM NUMBER	BUSINESS REQUIREMENTS	Compliant?	
		YES	NO
1	<p>Solution Accessibility</p> <p>The electronic solution should be provided a cloud based. The solution should be accessible from anywhere on any device and allows to view and sign documents on the go:</p> <p>1.1 Accessible through all web browsers, desktop, and mobile applications.</p> <p>1.2 Offer compatibility to view and sign documents from mobile devices, such as phones and tablets via Mobile app or mobile web browser.</p>		
2	<p>Logging In to The Solution</p> <p>2.1 Allow Single Sign-On (SSO) to permit one set of login credentials to access multiple applications and to ensure compliance with organization security and policies.</p>		
3	<p>Electronic Signature Options</p> <p>4. Ability to customizable electronic signature, Digital Signature, Private key, and hash encryption.</p> <p>3.2 The solution should offer different signature options such as typed, drawn or uploaded signatures as images.</p>		
4	<p>Integration</p> <p>4.1 The Electronic Signature solution should be able to integrate with the systems/applications/tools already used at SAHPRA using Application Programming Interface (API).</p>		

5	<p>Customization</p> <p>5.1 Central admin portal that allows management of users, access control, customization of the environment, company branding and settings and preferences.</p> <p>5.2 Allow shared mailboxes/groups to be created as user to send and receive documents</p>		
6	<p>Document creation</p> <p>6.1 Ability to personally sign or request signatures.</p> <p>6.2 Ability to upload documents from the most widely used cloud storage services, such as Microsoft Office 365, Microsoft OneDrive, Google Drive and etc.</p> <p>6.3 Ability to support multi-document type support such as .doc, .docx, .pdf, .pptx, .xls, xlsx, .txt and etc and automatically convert final document to pdf format.</p> <p>6.4 Ability to upload and attach supporting documents as part of the signing process or signer acknowledgment.</p> <p>6.5 Ability to sign scrollable pdf files and allow scrolls even after signing.</p> <p>6.6 Ability to add data fields such as checkboxes, radio buttons, dropdown tags, text, date and etc. to the documents to be signed.</p> <p>6.7 Ability to create a standard template with defined recipient roles and signing and information fields.</p> <p>6.8 Ability to copy people who are not part of the signing process to receive fully signed documents after all signatories have signed.</p> <p>6.9 Ability to correct or make changes to a document in a signing process by the initiator instead of aborting the process</p>		
7	<p>Sending options</p> <p>7.1 One send/transaction should include any number of recipients and any number of documents.</p> <p>7.2 Automatic signer fields placement.</p> <p>7.3 Ability to route documents to multiple users in serial, parallel and mixed sequencing.</p>		
8	<p>Signing process</p> <p>8.1 Ability to zoom in/out the documents on the system sent for signatures for better viewing.</p>		

	<p>8.2 Ability to automatically guide signers where to sign .and allow “repeat signature” on same fields of uploaded documents.</p> <p>8.3 Ability to delegate document to a different user.</p> <p>8.4 The solution should convert final document to pdf format.</p> <p>8.5 The license should include signing of documents by external parties or non SAHPRA employees.</p>		
9	<p>Collaboration</p> <p>Multiple users to collaborate on a document including adding comments and making edits before it is signed:</p> <p>9.1 Ability to ask and answer questions about documents and receive real-time comment notifications.</p> <p>9.2 Make suggestions and specify who can see the comments.</p>		
10	<p>Workflow Automation and Reporting</p> <p>10.1 Real-time updates/tracking of document status sent for signatures.</p> <p>10.2 Ability to set up automated email reminders for the signers to complete the signing process.</p>		
11	<p>Provide Audit Trails</p> <p>11.1 Real-time audit trail reporting and tracking of documents, ability to see detailed status for each recipient and individual report portal including viewing, printing, sending, signing or declining to sign a document.</p> <p>11.2 Record all activities relating to the document including who signed it, when and from what location.</p>		
12	<p>Security and Privacy</p> <p>12.1 Meets global security standards and use of the strongest data encryption technologies available such as Advanced Encryption Standard (AES) 128-bit encryption and Secure Sockets Layer (SSL) 256-bit encryption to ensure documents in the system are encrypted.</p> <p>13.2 Ability to temper seal all documents to indicate the electronic signature is valid and that the document has not been tampered with after it was downloaded.</p> <p>13.3 Signer identification by providing levels of authentication by means of email, SMS, Phone and Access code.</p>		
13	Compliance		

	<p>13.1 Every signed document should come with a certificate of completion that provides proof of the signing process to all parties of the transaction.</p> <p>13.2 Legal Notice to ensures that contracts and signatures cannot be denied validity or enforceability because they are in electronic form.</p> <p>13.3 Disclosure, to be compliant with organisation policy, requiring signers to consent to the Electronic Record and Signature Disclosure notice.</p> <p>13.4 Ability to specify a custom watermark to differentiate draft documents from completed signed documents.</p>		
14	<p>Solution Availability</p> <p>14.1 The solution should deliver 99.99% uptime with no maintenance downtime during normal business hours.</p>		

Bidder: _____

Signature: _____

Date: _____