

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PDF PRO SOFTWARE CONVERTER FOR AGREEMENT SOUTH AFRICA.

RFP Number	ASA 14/11/2021
Date of Issue	14 March 2022
Bid Closing date	22 March 2022 @12:00pm Mid-day
Submissions	Mmosha@agrement.co.za

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

ICT Manager

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2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:

Procurement Official

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3. BACKGROUND

Agrément South Africa was established by a Ministerial delegation of Authority in 1969. Since its inception, it has been administered by and housed at the Council for Scientific and Industrial Research (CSIR). The National Department of Public Works and Infrastructure (NDPW&I) has effectively managed the process of creating Agrément South Africa as a juristic person. The Agrément South Africa Bill was tabled before the National Council of Provinces and the National Assembly in Parliament and passed. The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No. 11 of 2015. Agrément South Africa is an independent public entity for the technical assessment and certification of fitness-for-purpose of innovative building and construction products or systems.

The main objects of Agrément South Africa are:

- To provide assurance of fitness-for-purpose of non-standard construction related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardised construction related products or systems in the local or international market.
- To support policy makers in minimizing the risk associated with the use of non-standard construction related product or system; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction related products or systems.

4. INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from suitable service providers, to procure PDF Pro Software Converter Solution for Agrément South Africa.

5. SCOPE OF WORK

The appointed service provider will be expected to perform the following services as duties and responsibilities: Customize

Must be an Adobe Partner

12-month License subscription per user(25 user licences)

Solution deployment and Training for all users

Support is required for the 6 months

Required Features

Request e-signatures

Get automatic reminders & notifications

Add customized branding and logos

Manage users and groups

Post signable forms on your website

Collect payments and signatures within the same form

Integrate e-signatures into Microsoft Teams, Outlook, Word, and PowerPoint

Share files across your team with document library

Create advanced forms with calculations, hyperlinks

Meet security compliance with ISO 27001, SOC 2 Type 2, FedRAMP and PCI DSS

Prepare forms by automatically adding signature and other form fields

Easily open and sign with no downloads or sign-ups

Get in-person signatures with Adobe Sign mobile apps

Editable PDF, convert from pdf to word.

Track and manage responses

Store and share signed documents and audit trails

Scan and sign on mobile

Get cross-device signature capture with a text message

Improve written signature workflows

Use digital signatures to meet strict laws and regulations

Add a quote received quote, stamp, or other personalized mark

Use simple e-signature authentication

Send signature requests from Microsoft Word, Outlook, or PowerPoint.

1. DELIVERABLES/EXPECTED OUTPUTS

The service provider is expected to provide a complete solution within 1 years of appointment.

Request e-signatures ,25 user licences .

- Get automatic reminders & amp, notifications
- Add customized branding and logos
- Manage users and groups
- Post signable forms on your website
- Collect payments and signatures within the same form
- Integrate e-signatures into Microsoft Teams, Outlook, Word, and PowerPoint
- Share files across your team with document library.
- Create advanced forms with calculations, hyperlinks.
- Meet security compliance with ISO 27001, SOC 2 Type 2, FedRAMP and PCI DSS
- Prepare forms by automatically adding signature and other form fields
- Easily open and sign with no downloads or sign-ups
- Get in-person signatures with Adobe Sign mobile apps
- Editable PDF, convert from pdf to word.
- Track and manage responses
- Store and share signed documents and audit trails
- Scan and sign on mobile
- Get cross-device signature capture with a text message
- Improve written signature workflows
- Use digital signatures to meet strict laws and regulation.

Mandatory Procurement Documents to be submitted together with the proposal

- Quote/ Pricing.
- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Valid B-BBEE Certificate or Sworn Affidavit (Points will not be given to companies that does not submit).
- Completed and Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8, SBD 9.
- Signed General Conditions of Contract.

NB: Failure to submit the above-mentioned attachments may result in your proposal being disqualified.