



To : SUPPLY CHAIN MANAGEMENT
 Re : ELECTRONIC SIGNATURE SOLUTION
 Date : 21 OCTOBER 2022

Specification:

Description	Qty	Unit Price	Total Price (Per Unit)
<p>Request a service provider to provide the KwaZulu-Natal Film Commission with:</p> <p>Supply, installation and configuration of an electronic signature solution including support and maintenance for a period of 12 months.</p> <ul style="list-style-type: none"> • SigniFlow or similar, the KZN Film Commission currently uses SigniFlow. • The solution must allow integration with SharePoint. • Sign PDF documents (contracts, agreements, approvals etc.). • The solution will be used by six (6) internal users (loading documents and requesting signatures). • Digital signature must have the same legal authority as a written signature on paper. • Only authorised users on the solution must have access to the system. • The solution must cater for data backup and disaster recovery in case of system failure. • Workflow: The solution must be able to route documents to multiple recipients for signatures. • There must be an option to view supporting documents. • Unlimited document signing per user. • The solution must have a document tracking system progress for audit trails. • Training must be provided. 			
Total Price (Exclusive of VAT)			
VAT @ 15%			
Grand Total (VAT Incl)			

End User Contact Details:

Contact person for IT enquiries: Lwazi Nodada (LwaziN@kznfilm.co.za) Contact Numbers: 0739516195

EVALUATION CRITERIA:

OUR KINGDOM IS YOUR STAGE • Prequalification Criteria (Disqualifying Criteria)

Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, V. Senna, L. Ngcobo, S. Zondi

KZN Film Commission • 10th floor Musgrave Towers, 115 Musgrave Road, Berea 4001, South Africa Tel: +27 31 003 9000 Email: info@kznfilm.co.za



B-BBEE status Level 1 or 2, an EME or QSE

- **Local production and Content: (If Applicable)**
- **Mandatory Requirement: (If Applicable)**
- **Functionality (If Applicable)**
- **Price and Preference Points:**
80/20 preference points will be applicable for the evaluation of this process in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.

All quotations with all the required documentation to be forwarded to scmquotes@kznfilm.co.za and for enquiries related to SCM to be forwarded to scm@kznfilm.co.za

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