

**Postal Address**

P.O. Box 1329  
Rivonia, 2128  
South Africa.

**Physical Address**

270 George Rd  
Noordwyk  
Midrand 1687

**Contact**

Call Centre: 0860 100 221  
Telephone: 011 217 0600  
Fax: 011 789 7745



## REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY  
(CATHSSETA)**

<b>Date Issued</b>	<b>19 January 2026</b>	<b>RFQ Number</b>	<b>RFQ/COS/047/2025R</b>
<b>Closing Date:</b>	<b>22 January 2026</b>	<b>Closing Time:</b>	<b>11H00</b>
<b>DESCRIPTION:</b>		<b>SECURE ONLINE SIGNATURE SOLUTION WITH GPS AND API INTEGRATION SERVICES</b>	

### 1. SCOPE OF WORK

#### SPECIFICATIONS

##### **1.1 Procurement of one hundred (100) license secure online digital signature solution:**

- 1.1.1. Secure Digital Signature Solution – Must embed GPS coordinates (latitude, longitude, timestamp, and device ID) in each signature for verification and fraud prevention.
- 1.1.2. API Integration – RESTful APIs for Microsoft 365 (Graph API), Adobe Sign (REST), SharePoint (Webhooks/REST), and internal systems (sign, verify, audit).
- 1.1.3. Encryption and Security – AES-256 encryption, TLS 1.3 communication, Azure AD/LDAP authentication, and Multi-Factor Authentication (MFA).
- 1.1.4. User Capacity – Minimum 100 licensed users, scalable up to 150 without system redesign.
- 1.1.5. Audit Trail and Compliance – Immutable logs for every signature, exportable in JSON/CSV format for POPIA and ECTA compliance.
- 1.1.6. Deployment and Hosting – Cloud or on-premises deployment aligned with organisational ICT security policy.
- 1.1.7. Administration and Reporting – Central dashboard for signature tracking, reporting, and analytics.

#### Board Members:

Mr Samuel Taumang Mathibeng • Ms Michelle Du Plessis • Mr Patrick Sithembele Tshwete • Mr Zawempi Solomon Mhlanga  
Ms Melanie Roy • Mr Mangisi Simathi Tshonti • Ms Philile Nosihle Mbambo • Mr Joseph Nkanyezi Ntuli • Ms Delsey Fahlaza Monaledi  
Ms Nondumiso Tshikwatamba • Dr Siphon Ngomane • Mr Barry Hendricks • Ms Rachel Phiri • Ms Tshidi Mkhosana

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**SPECIFICATIONS**

- 1.1.8. Training and Documentation – Comprehensive training for users and administrators, with supporting manuals.
- 1.1.9. Support and Maintenance – Minimum 12-month SLA-based support including system updates, bug fixes, and performance monitoring.

**2. ADMINISTRATIVE REQUIREMENTS**

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

**3. PRICING AND SPECIFIC GOALS EVALUATION**

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

**4. RESPONSES/SUBMISSIONS**

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and **no late responses will be accepted.**

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