

SCOPE OF WORK

1. INTRODUCTION

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral Resources and Energy (DMRE). For more information on the company, you can visit our current website: www.cefgroup.co.za

2. SCOPE OF WORK

CEF is looking for accredited service provider to supply and implement **Cloud-based** digital signing platform.

CEF requirements for an advanced digital signing platform:

- X24 Unlimited Advanced digital signatures per user for 24 months;
- X63 Unlimited Electronic signatures per user for 24 months;
- CEF requires support and maintenance on time and material basis;
- The estimated support hours required are **10 hours per month**. Bidder to Include support rate per hour in the bid response (including total support costs support over the duration of the contract);
- Proposed solution should include workflow management with functionality to send email notification to users when action is required;
- Proposed solution must have a functionality to delegate authority and/or functionality to reroute documents to another user for approval;
- Proposed solution must have ability to reject documents, capture comments and reinstate workflow process for when documents have been amended;
- Proposed solution must have secure digital signing with identity verification for advanced digital signature users;
- The solution must be able to verify that the signatory's certificate has not been modified or revoked upon signature verification and that the signatory's certificate was valid at the time of signature;

- The document routed for signature must be tracked and traceable on an electronic dashboard to be established by the service provider.
- All signatures to be designed and assigned to person/s for electronic signature must have individualized feature to establish uniqueness of each person's signature.
- Once the document is being signed, the solution must notify the initiator and next signatory that the document is ready for their approval and signature until the signing cycle is electronically completed. Without any human interface.
- The solution must provide signature certificate (s) that has court-admissible validity data in line with requirements of the Digital Communications and Transaction Act of South Africa;
- NB. The solutions must offer a completely secure mechanism for sending and receiving sensitive documents, with a full audit trail and proof of delivery;
- AES 128-bit encryption and SSL 256 bit encryption or equivalent to ensure that document are encrypted in the system;
- Ability to capture signatures using mobile devices;
- Dashboard and reporting capability to track all documents and report on progress of documents;
- Proposed solution must have ability to integrate with Office applications and SharePoint;
- Single sign-on capability;
- It is desirous for the bidder to have a valid Information governance and compliance certification such as ISO27001 or equivalent.
- The solution must have back up plan in cases of load shedding/power outages.