



**iThemba
LABS**

Laboratory for Accelerator
Based Sciences

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REQUEST FOR QUOTATION (RFQ)

Supplier Name:

GOODS

SERVICE

Request for Quotation Number	iLABS/RFQ 2025/26:246
Date Issued:	05 March 2026
Description of Services/ Goods:	Supply and installation of the server/s to support the electronic Quality Management System (EQMS) for the nuclear medicine department, iThemba LABS, Cape Town. Full Specification on page 4
Closing Date:	19 March 2026
Closing Time:	11:00 am
E-submission	Bids may be submitted via e-submission. e-Tenders e-submission platform: This link helps for e-submission: https://www.youtube.com/watch?v=x9DDXBTUOAw or email to: scm2@tlabs.ac.za
Date Goods or Service Required:	ASAP
For More Information (Technical):	Email: scm2@tlabs.ac.za Tel: 021 843 1000
For More Information (Supply Chain Management):	Email: scm2@tlabs.ac.za Tel: 021 843 1345

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations/proposals are R 2 000.00 or more, the preferential Procurement System Applicable is 80/20**
- Price(s) quoted must be valid for at least sixty (60) days from closing date of the RFQ.
- Price(s) quoted must be firm and must be inclusive of VAT.

PAYMENT CONDITIONS:

- For Any advance payments: A payment guarantee approved by iThemba Labs Finance will be accepted.
- Payment terms are 30 days from date of invoice received date
 - As schedule 3A public entity: Payments terms are 30 days from date of invoices (should you be awarded).
 - Should your conditions differ i.e. shorter payment terms, your organisation will be requested to submit a Payment Guarantee to mitigate all risks.
 - Or shorter payment of 7/14days from delivery date mutually agreed between both parties, **at the time of submitting your pricing proposal.**
- A firm delivery period **must** be indicated.
- Late proposals/quotations / bids will be not be accepted.
- **Submit your B - BEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for specific goals.**
- **Bidder / service provider / supplier that fails to provide mandatory RFQ requirements may be disqualified.**
- **Changes made by the / service provider/supplier to the RFQ template and its terms and conditions will not be considered after the closing date and time**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Bidder disclose
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act (PPPFA) and The Preferential Procurement Regulations, 2022, **The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.**

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury’s Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute,

merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to the successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. “If all bids received are more than R 1 000 000.00, this request is automatically cancelled”.

Subject to section 2(1)(f) of the PPPFA, the contract will be awarded to the tenderer scoring the highest points.

Supplier Response

Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from the date of receiving the invoice

Administrative Compliance Returnable Documents (M – Mandatory); (O – Optional)	Submitted	
Bidders Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed with BBEE certificate or sworn affidavit (applicable for local bidders).	O	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bidders must provide list (minimum three (3)) of contactable references where the bidder has successfully implemented similar systems	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bidders must provide a letter confirming that they are authorised to sell the server/s on behalf of the Vendor.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bidders are required to complete the User Requirement Specifications (URS) as per specifications. If any response is NO then an alternative to meet the requirement must be stipulated by the bidder. Failure to completely respond to the URS elements will be seen negatively	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Presentation of the proposed systems elements from the bidders is required if 1.3 successful (met the URS).	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
The successful bidder must agree to complete the URS again on the Quality Assurance template for validation purposes. The identical URS v 1.3 will be used	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
(M – Mandatory); (O – Optional)	Submitted	
Pricing completed	M	<input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIFICATIONS:

1. OBJECTIVE

The User Requirement Specification (URS) is a key document to specify the functional and operation requirements that the server/s to support the electronic Quality Management System (EQMS) should comply with, to fulfill the needs of iThemba Labs. The URS shall provide the Vendor clarity on the technical, quality and documentation requirements of iThemba Labs. The URS is required to contain clear, concise and testable requirements to serve as a baseline for validation and qualification for the successful compilation and implementation of the Design Qualification (DQ), Installation Qualification (IQ), Operational Qualification (OQ) and Performance Qualification (PQ) of the EQMS Software Server/s.

Accept: Yes/No		Comment:	
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2. SCOPE

2.1. Governance

The URS will be applicable to govern and outline the requirements of the Server/s to comply with 21CFR Part 11 and cGMP requirements. The server can be either a single server to run the software application with a merged database server or two separate servers: The functionality to be provided in either circumstance is:

- Application server
- Database server

Accept: Yes/No		Comment:	
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2.2. Implementation

This system must be implemented at the following iThemba LABS Site:

- iThemba Labs, Nuclear Medicines Department, Old Faure Rd, Cape Town, South Africa

Accept: Yes/No		Comment:	
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3. RESPONSIBILITIES

3.1. Quality Assurance (System Owner)

The System Owner for this server is the Information Technology department. The System Owner is responsible for assisting in the development of the URS and reviewing and approving the final URS to ensure that it accurately reflects the requirements of the system intended. Quality assurance verifies GMP requirements, as well as applicable validation guidelines for qualification and provides feedback to subsequent qualification protocols. The System Owner is also the owner of the URS document.

Implementation Team (Server/s)

The Implementation Team Users will be responsible for conducting the User Acceptance Testing as per the site's requirements. All Users will receive training from the service provider or bidder as and when required.

4. OVERVIEW

4.1. Background

iThemba LABS is installing an EQMS software system as an integrated Quality Assurance Management System which will provide iThemba LABS with a highly configurable, workflow driven process automation with 21CFR Part 11 and cGMP compliance. The EQMS software requires a server/s on which the application can run and a database on which to store the data created/stored by the EQMS software.

Accept: Yes/No		Comment:	
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4.2. Project Overview

4.2.1. Project Summary

The EQMS server must be supplied and configured as part of iThemba LABS commitments. The server will allow the EQMS software to be accessed on the iThemba LABS network and allow access from both onsite and offsite locations for applicable staff. The server can be supplied as two separate servers, an application

server and a database server or can be merged into a single server to run the application and data storage.

Accept: Yes/No		Comment:	
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4.2.2. Key Objectives

The key objective is to provide a server with the required functionality while simultaneously meeting the requirements of ISPE GAMP 5, cGMP, FDA's 21 CFR Part 11

Accept: Yes/No		Comment:	
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4.2.3. Anticipated Benefits

The server will support the EQMS, to further improve the overall compliance to the required regulatory requirements throughout iThemba Labs. In the future additional products such as (electronic Batch Records Management System (Laboratory Information Management System) and (Training Management System) can be added to the system

Accept: Yes/No		Comment:	
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The server must be highly configurable, quick to install, and service the requirements of the EQMS®, thereby reducing the manual method of QMS elements at the moment.

Accept: Yes/No		Comment:	
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The system offers a pre-validated central framework that will reduce validation efforts during and after its implementation.

Accept: Yes/No		Comment:	
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To improve Regulatory Compliance

The server will allow the installation of a core Quality Management System within the iThemba LABS that will promote a high standard across all areas of the business.

To have a tool that consolidates all information and can provide an overview to the Quality Assurance of all QA activities across the iThemba LABS.

Accept: Yes/No		Comment:	
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To increase the effectiveness, efficiency and turn-around time of the QA processes as manual systems are more time consuming with authenticated electronic signatures.

To create the ability to identify trends within each QA process that will identify areas for improvement and promote continuous improvement.

Accept: Yes/No		Comment:	
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To have real-time validated data you can trust and which you can access from any location through being connected to the internet.

Accept: Yes/No		Comment:	
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To be able to export data from the server in a report created by the EQMS in *.pdf format *.docx format as well as raw data in MS Excel format

Accept: Yes/No		Comment:	
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Provide secure access to non-iThemba LABS affiliated contract manufacturers to upload and comment and approve customer complaints

Accept: Yes/No		Comment:	
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4.3. Facility Overview

4.3.1. Existing Facilities and Equipment

The iThemba LABS Facilities as identified in section 2.2, are a combination of manufacturing, distribution, research and development and administration facilities. The introduction of the electronic Quality Management System will have no little to no impact on the existing physical facilities and/or equipment. The existing server room located within iThemba LABS will house the new equipment “Application Server and Database Server” for the EQMS system.

4.3.2. New Facilities and Equipment

The introduction of the electronic Quality Management System does not require a new facility to house the new Application Server and Database Server. All other facilities will have access to the new Server/s through existing connections within the iThemba LABS Network.

4.3.3. Modifications to Existing Facilities and Equipment

No major modifications of the existing facilities and/or equipment is required except to connect the new Application Server and Database Server with the existing iThemba LABS Network.

4.4. Automated Overview

4.4.1. Existing Systems

The iThemba LABS Facilities as identified in section 2.2, are a combination of manufacturing, distribution, research and development and administration facilities. The introduction of the server/s to run the electronic Quality Management System will have no little to no impact on existing systems within the facilities identified, as these facilities don't have any existing electronic EQMS to replace or migrate data from. The EQMS system is a stand-alone web-based software application and can operate on its own.

Accept: Yes/No		Comment:	
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4.4.2. New Systems

The EQMS will require a new Application Server and Database Server (or a merged server that can handle both operations) and will have to be connected to the existing iThemba Labs Network.

4.4.3. Modifications to Existing Systems

No major modifications of the existing systems are required except to connect the new Database Server with the existing iThemba LABS Network. As part of iThemba LABS's requirements, selected product and vendor information from The MRP system will be integrated into EQMS. The server/s must allow for this integration.

4.5. Main Functions and Interfaces

4.5.1. Functions

Host the application software and provide a database for the retention, retrieval and update of data/records

Accept: Yes/No		Comment:	
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Connect seamlessly with the existing network

Accept: Yes/No		Comment:	
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Allow access from onsite and offsite devices through authorized personnel

Accept: Yes/No		Comment:	
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4.5.2. Interfaces

MRP System. Server/s must allow interface with the existing MRP system

Accept: Yes/No		Comment:	
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4.6. Applicable GxP requirements

USFDA: 21CFR Part 11

Accept: Yes/No		Comment:	
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SAHPRA: Guide to Good Manufacturing Practice for Medicines in South Africa (Jun 10 v5)

SAHPRA: Good Wholesaling Practice for Wholesalers, Distributors and Bonded Warehouses (March 12 v2)

SPE GAMP 5

Accept: Yes/No		Comment:	
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4.7. Other Applicable regulations

EudraLex: The Rules Governing Medicinal Products in the European Union, Volume 4, EU Guidelines for Good Manufacturing Practice for Medicinal Products for Human and Veterinary Use.

WHO: Quality Assurance of Pharmaceuticals, a compendium of guidelines and related materials, Volume 2, 2nd updated edition, Good Manufacturing Practices and inspection.

5. OPERATIONAL REQUIREMENTS

5.1. Functions

5.1.1. Management EQMS software

Refer to Annexure 1 for more details. The server/s must be able to host the selected software system.

5.2. Modes of operations

The system should provide 2 operation modes:

Accept: Yes/No		Comment:	
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5.2.1. Testing / Simulation Environment

The system shall allow users to simulate each process function which includes

Accept: Yes/No		Comment:	
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The ability to work through a workflow, by selecting the appropriate users to review, testing the system to assign records automatically to the relevant approvers (as pre-defined).

Accept: Yes/No		Comment:	
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The ability to test all possible scenarios within the system.

Accept: Yes/No		Comment:	
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The ability to temporarily force input errors and return the process to a previous state where inputs can be corrected.

Accept: Yes/No		Comment:	
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The ability to set and configure the frequency of notifications and escalations in accordance with the configured workflows for each module

Accept: Yes/No		Comment:	
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5.2.2. [Production / Live Environment](#)

During normal operation, the system shall enable the user to perform required operations based on privileges associated with the user's account.

Accept: Yes/No		Comment:	
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5.3. [Performance and timing requirements](#)

5.3.1. [Server/s Performance](#)

The server/s should perform at adequate levels to provide an effective and responsive system.

Accept: Yes/No		Comment:	
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5.3.2. Date and Time

Data integrity is of utmost importance and the time an entry was made. The time of all actions need to be standardized and aligned across all users and take into consideration when users work on the system across different time zones. This needs to be controlled from the server/s

Accept: Yes/No		Comment:	
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Users should not be able to change the date and time of their operating system to influence the date and time of actions being recorded.

Accept: Yes/No		Comment:	
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The server/s should be designed to minimize and, as necessary, compensate for differences in date and time values amongst different workstations used by different users.

Accept: Yes/No		Comment:	
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Date/time compensation will be periodically reconciled to a known accurate date/time source. The date/time value should not normally deviate from the known accurate date/time source value by more than ten (10) seconds between periodic reconciliations

Accept: Yes/No		Comment:	
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All date/time reconciliations shall be recorded in the EQMS event log(s) in a way that allows determination of the pre-reconciliation date/time value offset.

Accept: Yes/No		Comment:	
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5.3.3. Action required in case of failure

If a power failure takes place, the system should enable the user to carry on with work from the last saved point

Accept: Yes/No		Comment:	
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Server/s fault conditions (such as hardware anomalies; software failures and anomalies; communication failure and anomalies) that potentially impact data quality should be communicated by the system to the user

and should be incorporated into the system's event log.

Accept: Yes/No		Comment:	
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5.4. Safety

5.4.1. Desired Product / Process Safety Systems:

The System shall be protected with computer Anti-Virus software, Anti-Ransomware, Anti-Malware and adequate Firewalls to prevent data pilferage and misuse.

Accept: Yes/No		Comment:	
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The Server equipment should comply with site electrical and construction standards including appropriate grounding and fusing and an un-interrupted power supply.

Accept: Yes/No		Comment:	
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5.4.2. Any other specific requirements:

None.

5.5. Security

5.5.1. Desired Product/ Process Safety Systems:

Server/s shall be designed to protect against deliberate and/or accidental activities that could potentially compromise electronic records.

Accept: Yes/No		Comment:	
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The System shall be designed to allow the system administrator to control access of all users.

Accept: Yes/No		Comment:	
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System access shall be restricted to authorized users only.

Accept: Yes/No		Comment:	
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User permissions will be restricted in accordance with the level of authority assigned to a user. The User permissions are: "Initiator, Reviewer and Approver.

Accept: Yes/No		Comment:	
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5.5.2. Other specific requirements

None

5.6. Data

5.6.1. Definition

Data will be referred to all text entries entered into form fields by means of manually typing, selecting entries from a pre-defined dropdown list, or the uploading of file attachments as supporting documentation into defined fields.

Accept: Yes/No		Comment:	
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5.6.2. Capacity requirements

The hardware “Server/s” should allow for significant future expansion to extend to other vendor software packages with the purchase of additional hardware, if required. The following capacity constraints are recommended:

Feature	Capacity
Processing Power	No more than 50% of the processing capacity of the EQMS Server/s should be required to provide normal processing and display functionality with satisfactory performance.
Memory	No more than 50% of the installed physical memory in the EQMS Server/s should be required to provide normal processing and display functionality.
Local Electronic Storage	No more than 50% of the installed hard disk capacity in the EQMS Server/s should be consumed by installed software.
Historical and Archive Storage	Historical data storage capacity should allow for online retrieval of any historical data.

Accept: Yes/No		Comment:	
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5.6.3. Access speed requirements

Real-time Data

Access to real-time data, via the user interface displays, is a primary function of the server/s. Refer to the “Functions - Performance and Timing” subsection for a description of performance expectations including input display and workstation synchronization features.

Historical Data

EEQMS historical data includes all of the following:

- Process data records generated within of each of the 5 modules,
- File attachments,
- Alarm and event logs

Accept: Yes/No		Comment:	
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The User interface to access historical data should include all of the following:

- Time-sequenced trending of values,
- Query-driven display of records,
- Pre-configured reports (which can also be exported into various file formats such as *.pdf, *.xlsx, *.tiff, *.docx)
- Access to historical data (i.e., not yet archived) should be optimized for efficient retrieval. However, no specific access speed specification is applicable due to the diverse nature of potential queries. Instead, the following interface guidelines are recommended:
 - For data retrieval that could take more than ten (10) seconds, an on-screen “in progress” indication should be provided.
 - For data retrieval that could take more than twenty (20) seconds, an ability to cancel the query should be provided.
 - For data retrieval that could take more than thirty (30) seconds, a rough progress indicator (e.g., percent complete bar graph) should be provided.

Accept: Yes/No		Comment:	
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5.7. [Archive requirements](#)

Server/s historical data retention capabilities must conform to site and/or product data retention requirements. In general, all historical data should be accessible for at least ten (10) years. Any robust archiving technology is acceptable; however, existing site archiving facilities, technologies, and procedures should be exploited if possible. Archive system design should consider the potential for having to migrate the historical data so that access can be preserved beyond the point of de-commissioning.

Accept: Yes/No		Comment:	
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Server/s system manuals must include detailed procedures for committing historical data to archive and for retrieving historical data from archive. Retrieved historical data must include any and all data that was, or

may have been, considered for verifying manufacturing and/or product quality. Retrieved data context, format, and/or access must be identical to, or at least comparable to, original data context, formats, and/or access. The server/s system must provide the ability to retrieve archived data without interrupting ongoing process operations.

Accept: Yes/No		Comment:	
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Back-up and recovery mechanism shall be in place to prevent a loss of data in case of power failure and data shall be stored on database with backup media for backup and archival.

Accept: Yes/No		Comment:	
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5.8. [Data security and integrity with regards to the requirements of 21 CFR Part 11](#)

The server/s data security and integrity features must be consistent with controls required by 21 CFR Part 11 to protect electronic records.

Accept: Yes/No		Comment:	
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5.9. [User Interface](#)

5.9.1. [User Interface Hardware](#)

User Interface hardware refer to the computer terminals, as the EEQMS® system is designed to be operated on a computer terminal/laptop.

Accept: Yes/No		Comment:	
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5.9.2. [Interfaces with other Systems](#)

Communications to iThemba LAB's ERP system is required to access Product Names, Batch Numbers and Vendor/Supplier Names. The intended communication mechanism will be through TCP/IP communication and will be communicated to EQMS on a daily basis to update the Database Server. hardware refer to the computer terminals/laptop, as the EQMS system is designed to be operated on a computer terminal/laptop.

Accept: Yes/No		Comment:	
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5.10. Environment

5.10.1. Location

The Application Server and Database Server is located within iThemba Labs Server room.

Accept: Yes/No		Comment:	
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5.10.2. Physical conditions

- Electrical power supply should be 230 V AC, three phase and 50 Hz.
- UPS (Un-interrupted power supply) connectivity
- Temperature controlled conditions to a set-point of 16 °C
- Raised floors

Accept: Yes/No		Comment:	
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6. CONSTRAINTS

6.1. Timescales and milestones

The installation and commissioning of the Application Server and Database Server will take place in 2026.

Accept: Yes/No		Comment:	
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6.2. Compatibility

- Server PC
- User Terminal PC
- LAN Components
- File Attachments compatibility to new and older versions of Adobe Acrobat pdf. Files; MS Office *.docx files; MS Excel *.xlsx files throughout product lifetime to access historical data.

Accept: Yes/No		Comment:	
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6.3. Availability

6.3.1. Reliability requirements

The maximum allowable period for maintenance or other downtime will should not interrupt daily operations at the designated sites. To prevent any disruptions any scheduled maintenance should take place outside of South African Office hours to ensure all process activities can take place without interruption. Maintenance should not take longer than 12 hours at a time.

Accept: Yes/No		Comment:	
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6.4. Procedural constraints

6.4.1. Regulatory and statutory obligations

Regulatory and statutory obligations should be adhered to as set out in section 4.6 (21 CFR Part 11, GMP, and ISPE GAMP 5)

6.4.2. Workflows

Ensuring that the EQMS workflows are closely configured to current working methods and workflows to minimize training requirements.

Accept: Yes/No		Comment:	
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6.4.3. Training requirements

Training manual from Vendor

Accept: Yes/No		Comment:	
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6.5. Maintenance

Software updates and the ease thereof to update and enhance the software procured.
Expected lifetime and long-term support.

Accept: Yes/No		Comment:	
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6.6. Vendor requirements

Documentation

Supply of user manuals

Supply of DQ IQ OQ PQ protocols and execution thereof with the iThemba team

Accept: Yes/No		Comment:	
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Services

Supply of Server/s, software and hardware for installation at iThemba labs
With the iThemba IT team setup and installation of the EQMS® server

Accept: Yes/No		Comment:	
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7. Life Cycle

7.1. Development

The Supplier shall provide a Quality and Project Plan as part of their proposal. The Supplier shall have a quality system in place. Internal quality procedures shall be available for the User's review. The Supplier shall provide a Project Manager for the project to provide a single communication point with the User.

Accept: Yes/No		Comment:	
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The project shall utilize the GAMP methodology when developing the system and documentation.

Accept: Yes/No		Comment:	
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Testing

To describe the Supplier testing requirements e.g. via remote/VPN

Accept: Yes/No		Comment:	
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In order to verify system performance, the Users will take part in the User Acceptance Test procedure to verify the system workflows, configurations and all features as specified in the URS.

Accept: Yes/No		Comment:	
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7.2. Delivery

The EQMS system, with all options, shall be installed onto the User's Database Server and the documents listed below delivered to the User during the implementation phase and site visits.

Accept: Yes/No		Comment:	
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7.3. Documentation

Installation, operation, and maintenance instruction documentation for the system shall be developed to a level that is comprehensible to a high school graduate.

Accept: Yes/No		Comment:	
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The Supplier shall use the formats described in the GAMP Supplier Guide, Current Version, to produce the

documentation. The Supplier shall provide the documentation for preliminary review. The Supplier shall provide the final documentation in accordance with the agreed workflows and configurations made with final delivery.

7.4. Support

The following supporting activities will be required after acceptance:

7.4.1. Start-up Support

Training

Accept: Yes/No		Comment:	
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Super User / Implementation team training on all modules within EQMS system

Accept: Yes/No		Comment:	
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7.4.2. Post Start-up Support

Technical Support Telephone (Voice/modem/router/LAN connection/WIFI)

Accept: Yes/No		Comment:	
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7.4.3. User Site Support

Preventative Maintenance (list maintenance contracts available)

Accept: Yes/No		Comment:	
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Server/s Backups

Accept: Yes/No		Comment:	
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System Improvements (supplier should notify user of any improvements available on a regular basis)

Accept: Yes/No		Comment:	
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8. RESOURCES AND PROJECT SUPPORT

8.1. Resources

A resource from I.T. will be required to ensure configuration of all software and hardware.

Accept: Yes/No		Comment:	
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During the implementation of EQMS the site's full-time support is required for the User Acceptance Testing, implementation and hand over.

Accept: Yes/No		Comment:	
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The iThemba site will require an administrator to control the efficient running of the system.

Accept: Yes/No		Comment:	
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9. REVISION HISTORY

	QUALITY ASSURANCE MANAGEMENT SYSTEMS	
TITLE	USER REQUIREMENT SPECIFICATION	
DOCUMENT REF. NO.	URS/EQMS-001	Issue: Version 1.2
Annexure 1	Server Requirements	

Servers –

- Free disk space min 100Gb
- Ram Min 8Gb (Application server)
- Ram Min 8Gb (Database server)
- Processor 4CPU for each server
- Operating system: Windows server 2016-2022
- SQL server version 2017-2022
- SQL Server collation french_ci_as
- Microsoft office (versions 2007, 2013, 2016 or more)
- If application server and database server are merged the ram becomes 16Gb and processor 6 cpu
- operating system microsoft: windows server 2016 or 2019
- Users
- Browser. mozilla Firefox or Google Chrome (recent versions)
- Network connection. Min 100mb/s

Server Hardware

- Recommended Processor: 2.5 GHz or better (Dual Core Preferred)
- Recommended Memory: 8 GB Preferred
- Recommended Hard Drive 250GB or better **
- ** Note: The hard drive space requirement may need to be larger or smaller depending on the amount and types of documents that will be entered / uploaded into the EQMS system.
- Operating System (O/S)
- M.S. Server 2012 R2 or newer
- IIS 7.0 or newer
- SMTP support or access to external SMTP server
- SSL Certificate
- Software
- M.S. SQL Server/SQL Express 2017 or newer
- .NET Framework 4.0
- Other/Miscellaneous
- A Fully Qualified Domain Name for the site to run under
- e.g. qt9.mycompanydomain.com
- will need to be tied to the SSL certificate
- To take full advantage of the EQMS package, the server / site should be accessible from outside the local network. This is not necessary for the core functionality of the EQMS, but is beneficial if users want to access the software from remote locations as well as for taking advantage of the customer and supplier portals included with the package.
- The server should be dedicated to running EQMS only.
- Installation of EQMS via a remote session tool (which must be supplied for free from vendor) where techs from both ends can view and interact during the installation process.

Pricing Schedule:

Supplier Specifications include Model if applicable	Quantity	Price per unit (Incl. VAT)	Total Price (Incl. VAT)
Server hardware and peripherals	1	R	R
Software licences (for operating system)	1	R	R
Installation, training (Operational and Technical) and validation	1	R	R
Support services Year 1	1	R	R
Support services Year 2	1	R	R
Support services Year 3	1	R	R
Support services Year 4	1	R	R
Support services Year 5	1	R	R
All the five (5) year Support services should include software and hardware maintenance			
TOTAL (VAT INCLUSIVE)		R	R

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

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 interest¹ 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

¹ 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.

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 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 consortium² 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.

² 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.

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

STANDARD BIDDING DOCUMENT (SBD) 6.1

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) & \text{or} & \\ Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right) & & \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or}$$
$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

Bidders must submit B-BBEE certificates or sworn affidavit to claim points for specific goals.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that

the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state 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 organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

SURNAME AND NAME: SIGNATURE(S) OF TENDERER(S)
DATE:
ADDRESS:

Note: It is advised that documents be returned in PDF