

SPECIFICATION DOCUMENT

RFQ DESCRIPTION: NMISA WISHES TO PROCURE THE SERVICES OF A SERVICE PROVIDER FOR PROVISION OF A BOARD MANAGEMENT SYSTEM.

Closing date: Wednesday, 29 July 2026 @ 14h00.

1 INTRODUCTION

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org.

2 PURPOSE

The National Metrology Institute of South Africa (NMISA) invites proposals from qualified and reputable service providers for the supply, installation, and configuration of a secure and customised Board Management System. The solution should support NMISA's governance

framework by streamlining board meeting processes, enabling secure document collaboration, and ensuring controlled access to approved policies and historical governance records.

Board meeting documents are vital for effective governance, strategic oversight, and informed decision-making. Given their sensitive nature, the system must ensure accuracy, confidentiality, and ease of access, with distribution methods aligned to best practices in governance and information security.

Service providers are therefore invited to submit proposals for a solution that will enhance collaboration among board members and executives, improve document management, and optimize the administration of board meetings and governance activities.

2.1. The scope of services required should include:

The appointed service provider will be responsible for supplying and installing a comprehensive and user-friendly Board Management System that includes the following functionalities:

2.1.1. FUNCTIONAL REQUIREMENTS

The system must deliver the following features and capabilities:

- 2.1.1.1. The system must support automated compilation of board packs from agenda items, including automatic pagination, indexing, and secure distribution to board and committee members.
- 2.1.1.2. Digital creating of agenda, meeting documents and minute-taking
- 2.1.1.3. Create annual board calendar using a template.
- 2.1.1.4. Support annotations and comments on documents
- 2.1.1.5. Allow collaborations on board documents in real time on any device
- 2.1.1.6. Enable e-signatures and digital approvals
- 2.1.1.7. Provide a dashboard for upcoming meeting and tasks
- 2.1.1.8. Provide a dashboard for previous meeting documents and document depository
- 2.1.1.9. Secure Instant messaging tools
- 2.1.1.10. Action item tracking and management
- 2.1.1.11. Offer offline access to documents
- 2.1.1.12. Include audit trails and activity log

- 2.1.1.13. In-meeting and round robin voting options
- 2.1.1.14. Agenda review and approval workflows
- 2.1.1.15. Board evaluation surveys
- 2.1.1.16. The system must support dynamic watermarking of board documents displaying user information to prevent unauthorised distribution.
- 2.1.1.17. The system must allow document-level permissions, including view-only, download restriction, and time-limited access.
- 2.1.1.18. The system must maintain version control and document history for all uploaded materials.
- 2.1.1.19. The system must provide governance reporting dashboards including meeting attendance, action tracking and board activity analytics.

2.1.2. TECHNICAL REQUIREMENTS

- 2.1.2.1. Mobile and tablet compatibility (iOS, Windows and Android), allowing secure access via desktop, tablet and mobile devices and Integration with Microsoft 365 where applicable.
- 2.1.2.2. Integration with Microsoft 365 applications, including Outlook, Teams, OneDrive and SharePoint, where applicable.

2.1.3. SECURITY AND COMPLIANCE

- 2.1.3.1. The service provider must comply with **ISO 27001** and adhere to recognized best practices for information security and data privacy.
- 2.1.3.2. The service provider must hold valid ISO 27001 certification and demonstrate adherence to recognized best practices.
- 2.1.3.3. Advanced encryption controls for users and documents.
- 2.1.3.4. Strong authentication methods for all users, including multi-factor authentication (MFA).
- 2.1.3.5. The system must provide mobile device management controls such as remote wipe of downloaded board materials if a device is lost or compromised.
- 2.1.3.6. Role-based access control (RBAC) and configurable permission levels for internal and external users.

- 2.1.3.7. Fine-grained controls for document viewing, editing, annotations, downloads, and e-signatures.
- 2.1.3.8. The solution must be a secure cloud-based platform with high availability and disaster recovery capabilities.

2.1.4. TRAINING AND SUPPORT

- 2.1.4.1. The service provider will be required to offer onboarding and training for users.
Provision of a warranty post-system commissioning (go-live)
- 2.1.4.2. The service provider must provide user manuals and help desk support.
- 2.1.4.3. The service provider must provide 24 hours support to troubleshoot issues, provide guidance and maintain the portal.
- 2.1.4.4. Ongoing technical support after system implementation and maintenance of the system.

3. RFQ DOCUMENT

RFQ documents are available on the website (www.nmisa.org) at no cost. Suppliers are advised not to ask a NMISA staff member to download the RFQ documentation from the website on their behalf. Serious action will be taken against the staff member, and the offending supplier may be disqualified to do business with NMISA in future.

4. VALIDITY PERIOD

The proposal submitted by the supplier must be valid for the period of 30 days from the closing date of submission of proposals.

5. ENQUIRIES

All enquiries regarding this bid must be directed to Supply Chain Management Office

Email address: scm5@nmisa.org.

Telephone numbers: (012) 947 2741

6. SUBMISSION OF PROPOSALS

Email proposals should be submitted to scm5@nmisa.org by 14h00 on/before the closing date.

7. PRICING

- The quoted price must include all taxes.
- Quotation or quoted price must be valid for a period of 30 days from the closing date of the bid.
- The final price must be inclusive of VAT
- NMISA intends to enter into a service level agreement (SLA) with the successful bidder supplier must submit a payment schedule
- Payment will be made within 30 days after receipt of the final original tax invoice(s)

8. EVALUATION PROCESS

10.1 Aim of Evaluation

To ensure that all proposals received are afforded the opportunity to compete equally and enable NMISA a chance to evaluate the bid received in a fair and unbiased manner as per the pre-determined evaluation criteria.

10.2 Evaluation Criteria

The evaluation criteria as set out hereunder will assist NMISA to ensure conformity to all tender requirements. The NMISA evaluation team shall use the evaluation criteria, applicable values and/or minimum qualifying scores for functionality as indicated in the bid specification document.

The following are the stages that will be used to evaluate all bid/s received.

10.2.1 Compulsory Technical Specifications

Please complete the table below by indicating “yes” or “no” to confirm whether this requirement is met and provide explanations/ comments to support your answers. Supporting documentation or evidence should be attached to this document. Supporting documentation

should take the form of technical specifications, datasheets, technical drawings, brochures, etc. Supporting documents should have page numbers for ease of reference.

NB: Proposals that score NO for any items in the compulsory technical specification section will be disqualified and will not advance to the next stage of evaluation.

No.	Compulsory Technical Requirements	Yes or No	Comments (please reference page no.)
10.2.2.1	Bidder must be registered as an authorised Board management system service provider		
10.2.2.2	Bidders must use the latest stable versions of operating system, and browser.		
10.2.2.3	Bidders must have proven track record and expertise to manage sensitive board documents securely		
10.2.2.4	Bidders must have a history of successful implementations across Government departments/Entities etc.		

10.2.3 Functionality

The evaluation criteria for functionality aim to assess the bidder's capability, reliability and ability to execute and maintain a bid and/or contract. The minimum points that bidders' have to obtain in order to progress to the next stage of evaluation is 70.

NB: Proposals that scored less than 70 points on functionality will be disqualified and will not progress to the next stage of evaluation.

NO	FUNCTIONALITY CRITERIA	ALLOCATED POINTS

1	Company profile must be attached 1.1 Bidder/ Tenderer Experience: A minimum of ten (10) years' experience in providing board management software. <i>Please refer to ANNEXURE A of this document for the format in which the required information must be provided.</i> If < 10 years = 10 points If ≥ 10 years = 20 points If < 15 years = 30 points If > 15 years = 40 points	40
2	2.1 The bidder must provide written references from the current/recent (i.e not older than 24 months) client to whom the bidder is providing service similar in nature to those requested by NMISA 2.2. The bidder must provide written references from its own clients and not that of its sub-contractors. The aforesaid references must be on the clients' letterhead. If more than 3 reference letters: 20 If 3 reference letters: 15 If 2 reference letters: 10 If 1 reference letter: 5 If no reference letters: 0	20
3	RISK MANAGEMENT 6.1 Determine NMISA Risk and Need The bidder must outline the process of identifying and mitigating the risk that NMISA may be exposed to especially data security track record. The process should include: • Process mapping • Risk identification	20

	• Risk assessments • Risk mitigation	
4	ADMINISTRATION AND EASE OF USE The bidder must describe how their software will be easy to deploy, adopt, adapt and use	10
5	UNDERSTANDING OF GOVERNANCE The bidder must demonstrate expertise and understanding of Governance topics	10

10.2.4 PRICE AND BBBEE POINTS

The 80/20 preference points system will be applicable to this RFQ.

The following formula would be applied:

$$Ps = 80[1 - Pt - Pmin / Pmin]$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

Points awarded for Labour Relations Training status level of contributor

A maximum of 20 points will be awarded for the service whose BBBEE status has the required level contributor.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9. DISCLAIMER

NMISA reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal. NMISA reserves the right to:

- Award the contract or any part thereof to one or more service providers.
- Reject all bids.
- Decline to consider any proposals that do not conform to any aspect of the bidding process.
- Request further information from any service provider after the closing date, for clarification purposes.

10. NOTES TO SUPPLIERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof may result in your proposal being excluded from the evaluation process.

- Proposal documents should be submitted to scm5@nmisa.org.
- NMISA will not be liable to reimburse any costs incurred by the bidder during the proposal process.
- Evaluation of proposals will be carried out by NMISA. The Cross- Evaluation Committee will, if necessary, contact suppliers to seek clarification on any aspect of the proposals.

11. DISCLAIMER

The NMISA reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any quotation. The NMISA reserves the right to:

- Award the contract or any part thereof to one or more service providers.
- Reject all quotations.
- Request further information from any service provider after the closing date, for clarity purposes.
- Decline to consider any proposal that do not conform to any aspect of the procurement process.

12. ENQUIRIES

Technical Personnel:

- Ms Busisiwe Mkhize– BMkhize@nmisa.org
- Supply Chain Management: scm5@nmisa.org
- Proposals should be submitted to
scm5@nmisa.org Date: **Wednesday, 29 July**
2026 @14h00.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.

- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature

.....

Date

.....

Designation

.....

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF NMISA SCM POLICY

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PER NMISA SCM POLICY.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of NMISA SCM Policy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
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- 7.1.1 If yes, indicate:

- What percentage of the... contract will be subcontracted %
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐
Black people with disabilities	☐	☐
Black people living in rural or underdeveloped areas or townships	☐	☐
Cooperative owned by black people	☐	☐

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....