



INFORMATION REGULATOR (SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

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SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Directorate	Information Regulator	
Date of Specification	03 February 2025	
Closing Date	21 February 2025 @ End of Business Day	
Contact Number	010 023 5200	
Venue for delivery of goods /services	JD House Bulding, 27 Stiemens Street, 4 th Floor, Braamfontein, Johannesburg, 2001	
Contact E-mail and Fax	scm@info regulator.org.za	
Contact Person	Lesego Korae / Kido Lofafa / Phindulo Maphangula	
REQUEST FOR APPROVAL TO APPOINT A SERVICE PROVIDER TO SUPPLY SENDGRID EMAIL API PRO PLAN FOR THE REGULATOR FOR THE PERIOD OF ONE (1) YEAR.		
Specification to be supplied	Qty	Description
SUPPLY OF SENDGRID EMAIL API PRO PLAN	1	Refer to Page 2

SPECIFICATION FOR THE SUPPLY OF SENDGRID EMAIL API PRO PLAN

The Information Regulator seeks to appoint a service provider for the supply of **SendGrid Email API Pro Plan**.

The Regulator would like to procure **SendGrid Email API Pro Plan**

- 1) **SENDGRID EMAIL API PRO PLAN (ANNUAL SUBSCRIPTION)**
- **MUST INCLUDE ALL SERVICES ON THE SENDGRID EMAIL API PRO PLAN**
 - See link: [Pricing and Plans | SendGrid](#)

IMPORTANT SERVICES INCLUDED TO BE NOTED ON THE QUOTE:

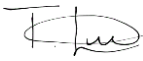
- **700,000 emails per month:** Capacity to handle high-volume email delivery needs, including OTPs, password resets, and certifications.
- **Analytics & Deliverability Optimization:** Tools to monitor, track, and optimize email performance in real time.
- **Dedicated IPs:** Dedicated IP addresses to ensure high deliverability and avoid issues related to shared IPs.
- **Subuser Management:** Ability to manage multiple users under one account, ensuring efficient role delegation and security.
- **Single Sign-On (SSO):** Secure authentication for account access via SSO.

OTHERS – IMPORTANT

- Detailed pricing for the annual subscription, with a breakdown of associated costs.
- The service provider to provide at least **two (2) references** where they have performed similar work projects.
- The service provider will be required to deliver the software within **two (2) weeks** of an **award letter** or **official purchase order**.

Quotation(s) must be accompanied by the following documents where applicable:

1. Valid Tax Clearance Certificate.
2. Original certified BBBEE Certificate/ Sworn Affidavit.
3. Most recent CSD registration report.
4. Signed and filled in SBD 4 and 6.1
5. Quotations must be valid for **two (2) months**.
6. Quotations not in compliance with above-mentioned and received after the closing date of request for quotation will **NOT** be considered.

SPECIFICATION SIGNED OFF BY	
Name	Mr T. Luyaba
Position	Chief Information Officer (CIO)
 _____	30-Jan-2025 08:59 SAST _____
<i>Signature</i>	<i>Date</i>