



**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	08 May 2025	
Closing Date	20 May 2025 AT 12H00 PM	
Contact Number	010 023 5200	
Venue for delivery of goods / services	JD House Building, 27 Stiemens Street, 4 th Floor, Braamfontein, Johannesburg, 2001	
Contact E-mail and Fax	SCM@infoeregulator.org.za	
Contact Person	Lesego Korae / Phindulo Maphangula	
REQUEST FOR APPROVAL TO APPOINT A SERVICE PROVIDER TO SUPPLY SENDGRID EMAIL API FOR THE REGULATOR FOR ONE (1) YEAR.		
Specification to be supplied	Qty	Description
SUPPLY 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 to supply the **SendGrid Email API Pro Plan**.

The Regulator would like to procure the **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:

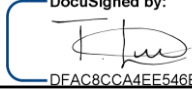
- 700,000 emails per month:** Capacity to handle high-volume email delivery needs, including OTPs, password resets, and certifications.
- Analytics & Deliverability Optimization:** Tools to monitor, track, and optimize real-time email performance.
- Dedicated IPs:** Dedicated IP addresses to ensure high deliverability and avoid issues related to shared IPs.
- Sub-user 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.

OTHER – IMPORTANT

- Detailed pricing for the annual subscription, with a breakdown of associated costs.
- The service provider is to provide at least **two (2) references** where they have performed similar work projects.
- The service provider must deliver the software within two (2) weeks of receiving an **award letter** or **official purchase order**.
- The service provider must note that payment will be made 30 days after receipt of a valid invoice, provided all deliverables and requirements have been met.

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. Quotations must be valid for **two (2) months**.
5. Quotations not in compliance with those mentioned above and received after the closing date of the request for quotation will **NOT** be considered.

SPECIFICATION SIGNED OFF BY	
Name	Mr T. Luyaba
Position	Chief Information Officer (CIO)
<div><div><div>DocuSigned by:</div><div></div><div>DFAC8CCA4EE546B...</div></div><div>Signature</div></div> <div><div>08-May-2025 12:15 SAST</div><div>Date</div></div>	