

Request for Quotations (RFQ) for the Supply of Renewal and Migration to Enterprise License for ADOBE Acrobat Pro Software License Subscription to the CSIR

RFQ Number	RFQ No: 5721/23/07/2021
Date of issue	Friday, 09 July 2021
Closing Date and Time	Friday, 23 July 2021 at 16:30
Contact details	For submission of quotations or any other enquiries: Email: tender@csir.co.za <i>(Please use RFQ no. as subject reference)</i>
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

The CSIR hereby invites the submission of quotations for the supply of Adobe Acrobat Pro Software License renewal and migrating the license to Enterprise License Subscription.

2 SCOPE OF WORK / REQUIREMENTS

2.1. The service provider is expected to provide the following:

- 2.1.1. 1-year renewal of the Adobe Acrobat Pro DC subscription and migrate the licenses to Enterprise Subscription.
- 2.1.2. The supplier to arrange with Adobe for the licenses to authenticate to the CSIR Directory.
- 2.1.3. The supplier must quote as per the below Bill of Quantities (BOQ):

ITEM	DESCRIPTION	SEN No.	QTY	Duration	AMOUNT
1.	Acrobat Pro DC	F3D53578590A2750B55A From 1 August 2021 to 30 September 2022	11	1 Year	
2.	Acrobat Pro DC	58C9BE2AC0CF1578817A From 1 September 2021 to 31 August 2022	15	1 Year	
	Sub Total (Excl Vat)				
	Total 15% Vat				
	Total (Incl Vat)				

2.2. Additional Requirements

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The supplier must submit completed and signed SBD 1 Form.

3 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- Late submission of quotes.
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***)
- If the supplier is listed on the National Treasury database of restricted suppliers.
- If the supplier does not quote on all items in the BOQ.
- If the supplier does not submit quotation on their official company letterhead.

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system where 80 points are dedicated to price and 20 points are dedicated to B-BBEE.
- 4.2 The supplier must provide a certified copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit must be in line with DTI regulations.
- 4.3 Non submission of valid B-BBEE certificate or sworn affidavit will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No purchase order will be issued or no contract will be signed without a valid CSD number.

5 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 5.1 All quotations must be submitted electronically through email to tender@csir.co.za no later than **Friday, 23 July 2021 at 16:30**

(Please use the RFQ number as the subject reference)

- 5.2 Quotations submitted after the closing date and time of this RFQ will be considered late submission. **No late quotations will be evaluated.**
- 5.3 No hard copies or physical submissions will be accepted.
- 5.4 Quotations and all other documents must be submitted electronically in **PDF format only**. The email and file size must not exceed a total of **25mb per email**.
- 5.5 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 5.6 All documents submitted electronically via email must be clearly visible.

6 PRICING QUOTATION

- 6.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 6.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3 Payment will be according to the CSIR Payment Terms and Conditions.

7 OTHER TERMS AND CONDITIONS

- 7.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives.

Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

- 7.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

- 8 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

- 9 Note: This is not a Purchase Order.**

10 DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No. 5721/23/07/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFQ No. 5721/23/07/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal. I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal. I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE.....

RFQ No. 5721/23/07/2021

This is not a Purchase Order.

WITNESSES	
1
2
DATE:	