

The supply of Google Workspace Business Plus licences to the South African National Research Network (SANReN)

Request for Quotation (RFQ) No: 5837/06/06/2022

Date of issue	Monday, 23 May 2022
Closing Date and Time	Monday, 06 June 2022 at 16:30
RFQ Number	5837/06/06/2022
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za <i>(please always quote the RFQ number with your submissions and inquiries)</i>
CSIR Business Hours	08h00 to 16h30, Monday to Friday

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply of Google Workspace Business Plus licences as specified in this RFQ for the South African National Research Network (SANReN).

2 QUOTATION REQUIREMENTS

- 2.1 All quotations must be submitted to: tender@csir.co.za with RFQ number **5837/06/06/2022** as the subject.
- 2.2 The SANReN unit at the CSIR is using Google Workspace Business Plus for work email and collaboration. The current contract is due to expire on 31 July 2022.
- 2.3 SANReN is therefore renewing their current Google Workspace Business Plus licences for another period of 12 months (one year).
- 2.4 The tenderer is hereby requested to provide pricing for Google Workspace Business Plus licences as per the specification below.

Google Workspace Business Plus (with LDAP Support)		
Google Product	Licences	Quantity
Google Workspace Business Plus	Active users	32
Google Workspace Business Plus	Archived users	10

3 EVALUATION CRITERIA

- 3.1 Quotations received after the closing date will not be considered.
- 3.2 Submissions received by tenderers who do not submit a signed Declaration by Tenderer form, will not be considered.
- 3.3 Quotations will not be considered if the tenderer is on the National Treasury list of restricted suppliers.
- 3.4 Selection of suppliers will be based on the **80/20** preference point system.
- 3.5 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register. Neither a purchase order will be issued, nor will a contract be signed without a valid CSD number.
- 3.6 Provide valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; **or**
- A valid sworn affidavit made on a DTI designed template; **or**
 - A DTI issued sworn affidavit; **or**
 - CIPC issued B-BBEE certificate.
- 3.7 No B-BBEE status will equal zero points during the evaluation. Neither a purchase order will be issued, nor will a contract be signed without a valid B-BBEE Certificate.
- 3.8 The tenderer must be an authorised Google Workspace distributor/reseller. Proof thereof must be attached to the quotation. Failure to provide this will result in the quotation not being considered.**

4 PRICING QUOTATION

- 4.1 Price needs to be provided in South African Rand (excl. VAT) or (incl. VAT) where applicable, with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.
- 4.4 Clearly indicate VAT charged where applicable (if not VAT registered, please state so clearly).

5 OTHER TERMS AND CONDITIONS

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

- 6 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.**

7 DECLARATION BY TENDERER

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

RFQ No: 5837/06/06/2022

I hereby undertake to render goods/services described in the attached tendering documents to CSIR in accordance with the requirements and task directives/quotation specifications stipulated in RFQ No. **5837/06/06/2022** 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 quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other RFQ 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

WITNESSES	
1
2
DATE:	