

Request for Quotation (RFQ) for the supply of Autodesk licenses to the CSIR

RFQ 9291/09/04/2021

Date of issue	Friday, 26 March 2021
Closing Date and Time	Friday ,09 April 2021 at 16h30
Tender submission:	For submission of quotations or enquiries: tender@csir.co.za (Please use RFQ Number at subject reference)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the renewal and supply of new networked Autodesk licenses to the CSIR.

2 QUOTATION REQUIREMENTS

Supply of the following Autodesk software licences and support:

<u>CSIR Stellenbosch offices</u>
a. New: 8 x Vault Workgroup Commercial New Single-user ELD Annual Subscription;
b. Renewal: 6 x Product Design & Manufacturing Collection Commercial Multi-user Annual Subscription Renewal Switched From Maintenance, Contract #110001691144;
c. Renewal: 2 x Product Design & Manufacturing Collection Commercial Multi-user Annual Subscription Renewal, Contract #110001423605;
d. Renewal: 2 x Product Design & Manufacturing Collection Commercial Multi-user Annual Subscription Renewal Switched From Maintenance, Contract #110001959641;

e. Capability to supply software support and training, as required, on ad hoc basis at the CSIR Stellenbosch offices (Cost for training excluded from this tender).
CSIR Pretoria offices
a. Renewal of Autodesk Product Design and Manufacturing Collection software licences – 3-off; Contract #110002069709 and 110003144889
b. New Autodesk Product Design and Manufacturing Collection software licences - 2-off;
c. Capability to supply of software support and training, as required, on an ad hoc basis at the CSIR Pretoria offices (Cost for training excluded from this tender).
Only current Autodesk authorised distributors will be considered.
The applicant must have a minimum of 8 years track record supplying Autodesk products.
The applicant must have the capability of providing accredited Autodesk Authorised Training.
Renewals and new licenses must cover a period of 3 years. (2021 to 2024)

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Send a valid B-BBEE certificate with quotation. No B-BBEE status will equal zero points. The certificate must be SANAS approved / must be on DTiC template.
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.

4 PRICING QUOTATION

- 4.1 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.
- 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.

5 OTHER TERMS AND CONDITIONS

- 5.1 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.
- 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 Note: This is not a Purchase Order.

DECLARATION BY TENDERER

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

RFQ No: 9291/09/04/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQ No 9291/09/04/2021 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 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 quotation as the principal liable for the due fulfilment of this quotation.

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

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 quotation.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	