



Request for Quotation (RFQ) for the TOAD License Renewal Software to the CSIR

RFQ Number	5702/28/06/2021
Date of issue	Friday, 11 June 2021
Closing Date and Time	Monday, 28 June 2021 at 16:30 – Late bids will not be considered
Submission of responses	All responses must be submitted to: tender@csir.co.za Submissions cannot be submitted to any other address, as this will lead to elimination
Contact details	Submission of enquiries: All enquiries must be submitted to tender@csir.co.za . This email is only for submission of enquiries. <i>(Please use the RFQ number as the subject reference)</i>
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the TOAD License Renewal Software to the CSIR.

2 SCOPE OF WORK / REQUIREMENTS

2.1 The service provider is expected to provide the following:

One (01) year software renewal for the below items:

4 X Quest Toad Db Suite for Oracle per seat License/Maint Pack

3 X Quest Toad for Oracle Development Suite per seat License/Maint Pack

The supplier must quote as per the Bill of Quantities (BOQ) reflected in paragraph 5.1.

3 ELIMINATION CRITERIA

- Late submission of quotes;
- Submission at the wrong location or incorrect email address (Please submit electronically to tender@csir.co.za)
- Non-submission of quotes on company letterhead.

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
Bidder to include a valid B-BBEE certificate with your quotation. No B-BBEE status will equal zero points in the respective entry of the point system.
- 4.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

5 PRICING QUOTATION/BILL OF QUANTITIES

5.1

ITEM	DESCRIPTION	QTY	Duration	AMOUNT
1.	Quest Toad DbA Suite For Oracle Per Seat License/Maint Pack	4	1 Years	
2.	Quest Toad For Oracle Development Suite Per Seat License/Maint Pack	3	1 Years	
	Sub Total (Excl Vat)			
	Total 15% Vat			
	Total (Incl Vat)			

NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required services, including any disbursement, training materials, travelling and accommodation costs.

- 5.2 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. For VAT registered bidders, the VAT component and the total price including VAT should be clearly indicated.
- 5.3 Price should include all additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.4 Payment will be according to the CSIR Payment Terms and Conditions.

6 OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 A validity period of 90 days will apply to all quotations.

7 PROCEDURE FOR SUBMISSION OF QUOTATIONS

All quotations must be submitted electronically to: tender@csir.co.za

- Respondents must use the RFQ number as the subject reference number when submitting their bids;
- The email and file sizes should not exceed a total of 30mb per email;
- The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate);
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder name and RFQ number – (*E.g. Dell- RFQ No. 0000/12/06/2020 email 1 of 2*);
- All documents submitted electronically via email must be clearly visible;
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated;
- RFQ submission must be in PDF format; and
- The CSIR will not consider submissions on any other platform(s) not provided for in the RFQ document.

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.

Note: This is not a Purchase Order.

Annexure A – SBD 1 Form

(The Completed SBD 1 form must be submitted with the quotation)