



**SPECIFICATION OF THE REQUEST  
FOR QUOTATIONS  
FOR THE RENEWAL OF CASEWARE SOFTWARE LICENSE SUBSCRIPTION  
TO PRASA**



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## 1. SCOPE OF WORK

A successful bidder will need to provide the following services in relation to the CaseWare Financial software solution:

- Provide a cost-effective quotation for the supply and renewal of CaseWare Financial software licenses for a period of three (3) years, payable annually, with a clear cost breakdown per annum.
- Provide a detailed quotation for the CaseWare Financial software licenses as specified in the pricing table for each year of the contract period.
- Supply and renew CaseWare Financial software licenses in accordance with PRASA's current licensing environment and user requirements.
- Provide ongoing technical advice, related support services plus potential upgrades for the CaseWare Financial software.
- Provide comprehensive documentation and user guidelines for the installation, configuration, and usage of the CaseWare Financial software.
- Communicate all CaseWare software updates, patches, future releases plus upgrade path to PRASA as and when issued by the Original Equipment Manufacturer (OEM).
- Provide user training and refresher training on an as-needed basis to ensure effective utilization of the CaseWare Financial software.
- Ensure prompt and effective resolution of software-related incidents, faults, and user queries in line with agreed service levels.
- Provide detailed support contact information for all software-related queries, including technical support and user assistance to ensure timely resolution of critical issues and a clearly documented escalation process, including contact details for all escalation levels, .

## 2. MANDATORY COMPLIANCE

- The bidders need to fully meet the mandatory technical requirements below to be evaluated further for pricing and BBBEE:

<b>Mandatory Technical Requirements</b>	<b>Comply (Yes / No (indicate location of where evidence can be found))</b>
The bidder(s) <b>MUST</b> be approved and certified partner(s) by <b>Original Equipment Manufacturer (OEM)</b> for CaseWare Financial software for selling licenses and providing support required by PRASA. <b>Evidence in the form of a signed or a valid partnership letter from OEM must be submitted with the quotation.</b>	
Attach at least three signed clients reference letters where CaseWare financial Software licenses were sold, support and training provided). <b>Evidence in the form of a signed letters from the clients must be submitted with the quotation on clients' letter head with contact details. The reference letter must not be older than three years.</b> <b>NB: PRASA may verify the information provided.</b>	

### 3. SPECIFIC GOALS

**Note to tenderers:** The tenderer must indicate how they claim points for each preference point system and never leave it blank.)

The specific goals allocated points in terms of this tender	Returnable	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Women Owned	Certified copy of ID Documents of the Owners	4	
Black Youth Owned	Certified copy of ID Documents of the Owners	4	
Owned by Black People with Disability	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability	4	
Entities with B-BBEE of at least Level 1 or Level 2	B-BBEE certificate / signed affidavit. NB: (In case of JV, a consolidated scorecard will be accepted)	4	
EME or QSE 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	4	

#### 4. BILL OF QUANTITY (BOQ) FOR LICENCES

**Table 1.** The successful bidder must quote as per the below BOQ, **Table 1**. The BOQ is for the required products. This is for a period of 1<sup>st</sup> year, for the bill of (2026/2027) at the expiry or anniversary.

Description	Quantity	Unit Price (Excl. VAT)	Total (Excl. VAT)
CaseWare Cloud Financial Software Licenses	6		
CaseWare working papers (including Connector)	6		
GRAP Consolidation	1		
GRAP Template Public Entity	1		
Include any other costs not indicated (where applicable)			
<b>Total (Excl. VAT)</b>			
<b>Value Added Tax</b>			
<b>Total for year one (Incl. VAT)</b>			

The second table below, **Table 2**, is for the bill of quantities for a second year (2027/2028) including any price increase.

Description	Quantity	Unit Price (Excl. VAT)	Total (Excl. VAT)
CaseWare Cloud Financial Software Licenses	6		
CaseWare working papers (including Connector)	6		
GRAP Consolidation	1		
GRAP Template Public Entity	1		
Include any other costs not indicated (where applicable)			
<b>Total (Excl. VAT)</b>			
<b>Value Added Tax</b>			
<b>Total for year two (Incl. VAT)</b>			

The third table below, **Table 3**, is for the bill of quantities for a third year (2028/2029) including any price increase.

Description	Quantity	Unit Price (Excl. VAT)	Total (Excl. VAT)
CaseWare Cloud Financial Software Licenses	6		
CaseWare working papers (including Connector)	6		
GRAP Consolidation	1		
GRAP Template Public Entity	1		
Include any other costs not indicated (where applicable)			
<b>Total (Excl. VAT)</b>			
<b>Value Added Tax</b>			
<b>Total for year three (Incl. VAT)</b>			

The fourth table below, **Table 4**, is for the total bill of the quantities for the period of three years (2026/2029) including any price increase.

Totals for above tables (table 1, table 2 & table 3)	Amount (Incl. VAT)
Total Year 1 (Incl. VAT)	
Total Year 2 (Incl. VAT)	
Total Year 3 (Incl. VAT)	
<b>Grand Total for three Years (Incl. VAT)</b>	

