

REQUEST FOR QUOTE (RFQ)

Description of Goods/ Service required	One-year subscription for the Awards Management Software.
SPECIFICATIONS OF ITEM/ SERVICE	QUANTITY
<ul style="list-style-type: none"> ✓ A service provider to source a one-year subscription for the Awards Management Software. The software will be used to manage entries and the adjudication process for the Civil Aviation Industry Awards. ✓ Key features of the software: ✓ Configurable entry process including management of duplicate entries ✓ Configurable user registration ✓ Score-based judging / evaluation ✓ Unlimited managers, users ✓ Unlimited submissions ✓ Email broadcast communication ✓ Public voting capability ✓ Galleries storage ✓ Brandable custom domain ✓ Sponsor and partner branding visibility ✓ Streaming HD hosted video ✓ Cater for various judging modes ✓ Enable Reviewing of workflows ✓ Unlimited file upload size / qty ✓ API + webhooks ✓ Role based registration forms ✓ Allow for Entry / application categories ✓ Have an Auto-save capability ✓ Allow users to edit their entry after submission until deadline ✓ Allow for Resubmission ✓ Issue a packing slip to accompany physical entry materials ✓ Allow for PDF downloads of Entry records ✓ Fee charging capability ✓ Multi-currency payments ✓ HD video hosting— streaming, private, unlimited file size ✓ Secure hosting environment ✓ Comply with Information Privacy Laws ✓ Onboarding Training and Technical Support via email and phone ✓ Ability to design and setup in 3-4 weeks after approval 	One – year

Budgeted for:	Yes	X	No		Budget cost code:	01-01-00
			Ayanda Manunga			01/02/2023
SIGNATURE OF SENIOR MANAGER			NAME IN BLOCK LETTERS			DATE