



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

1. Executive Summary

PRASA invites qualified and accredited service providers to submit formal quotations to supply Convene Board-Pack software licenses. Convene is used by the board members and executive committees to improve board processes and corporate governance through a centralized platform for managing board meetings, minutes and other documents.

This RFQ is issued for the renewal of the current Convene Board pack licenses to allow continuous operation within PRASA.

2. Purpose

The purpose of this RFQ is to request competitive quotations for renewal of Convene software licenses. The successful service provider will supply PRASA with subscription licenses, verify compatibility with PRASA's existing infrastructure and provide technical support when required.

3. Background

PRASA is currently using the board pack solution, Convene is used by the Board and Executive committee members.

Convene is board-meeting management software designed to improve efficiency by consolidating all meeting phases onto a single platform. It enables administrators to prepare, manage, and document meetings seamlessly, while allowing board members to securely access information and collaborate in real time.

Data security and protection are critical in today's environment, and the current solution supports strong authentication and role-based permissions to ensure information is centrally accessed and securely protected. The board pack solution integrates seamlessly with Microsoft Exchange and Office 365 and includes granular access-permission settings to enforce confidentiality and maintain strict control over sensitive information.

4. Scope of work

A successful bidder will need to do the following:

- Provide a cost-effective quotation for a period of three years which is payable annually, indicating an amount for each year.
- Provide quotation for the Convene software indicated in the table below for of each year.
- Provide technical advice and related support for the Convene.
- Provide documentation and guidelines for installation / usage of the Convene software.
- Communicate any Convene software updates and releases for the future.
- Provide training and refresher training for users who require training on an as-needed basis
- Must include detailed support contact information for software-related queries, including technical assistance and user help.
- Communicate the software roadmap and new features / upgrades and changes in licensing structure when released by the OEM.
- Provide quick resolution of faults and queries related to the software.
- Provide a clear escalation process, including contact numbers for all escalation levels.

5. Mandatory Compliance Requirements

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

| Mandatory Technical Requirements | Comply (Yes / No (indicate location of where evidence can be found) |
|---|---|
| <p>The bidder(s) MUST be approved and certified partner(s) by Original Equipment Manufacturer (OEM) for Convene software for selling licenses and providing support required by PRASA.</p> <p>Evidence in the form of a signed or a valid partnership letter from OEM must be submitted with the valid indicated date.</p> | |
| <p>Attach at least three signed clients reference letters where Convene licenses were sold, support and training provided). 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.</p> <p>NB: PRASA may verify the information provided.</p> | |

6. 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 | |

7. 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 1st year, for the bill of (2026/2027) at the expiry or anniversary.

| Description | Quantity | Unit Price | Total (VAT Excl.) |
|---------------------------------------|----------|------------|-------------------|
| Convene licenses | 53 | | |
| Total (Excl. VAT) | | | |
| Value Added Tax | | | |
| Total for year one (Incl. VAT) | | | |

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 | Price Increases | Total (VAT Excl.) |
|---------------------------------------|----------|------------|-----------------|-------------------|
| Convene Licenses | 53 | | | |
| Total (Excl.VAT) | | | | |
| Value Added Tax | | | | |
| Total for year two (Incl. VAT) | | | | |

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 | Price Increases | Total (VAT Excl.) |
|---------------------------------------|----------|------------|-----------------|-------------------|
| Convene Licenses | 53 | | | |
| Total (Excl.VAT) | | | | |
| Value Added Tax | | | | |
| Total for year two (Incl. VAT) | | | | |

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) | |
| Grand Total for three Years (Incl. VAT) | |