



**cooperative
governance**
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0046
Private Bag X105, Centurion, 0046 Tel: 012-848-5300

REQUEST FOR QUOTATION

SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE TECHNICAL SOFTWARE PACKAGES FOR AUTODESK (CIVIL 3D) and SketchUp Pro

1. Background

The Municipal Infrastructure Support Agent (MISA) requires the procurement of software licences for design and engineering purposes. The software is essential for the execution of municipal infrastructure planning and design projects.

2. Purpose

To appoint a suitably qualified and experienced service provider to supply and deliver licence subscriptions for Autodesk Civil 3D and SketchUp Pro software.

3. Scope of Work

The appointed service provider will be required to:

- Supply and deliver the latest available versions of Autodesk Civil 3D and SketchUp Pro software.
- Ensure that licences are valid for a minimum of 12 months from the date of activation.
- Provide cloud-based concurrent access for the number of licences specified.
- Deliver software access and login details within one (1) month of appointment.
- Link all subscriptions to design.office@misa.gov.za for administrative control.

ITEM NO.	SOFTWARE REQUIREMENTS	QUANTITY																
1.	Various technical software provision as depicted below:																	
1.1	Autodesk Civil 3D	15 x license subscriptions																
1.2	SketchUp Pro	3 x license subscriptions																
2.	<div>MANDATORY REQUIREMENTS</div> <div>NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s:</div> <div>2.1. Experience of the Service provider:</div> <table><thead><tr><th>NO.</th><th>requirements</th><th>Description</th><th>Evidence</th><th>Comply</th><th>Do Not Comply</th></tr></thead><tbody><tr><td rowspan="2">2.1.1</td><td rowspan="2">Company Experience</td><td>Only service provider/s who have provided accreditation as authorised resellers will be accepted. Or Third-party service providers who have acquired the software from an accredited reseller and ensure MISA subscription access during the term will be accepted. Accreditation required to be Autodesk for (Civil 3D) and Trimble for (SketchUp Pro).</td><td>Service Providers must be certified for provision of Autodesk (Civil 3D) and SketchUp Pro as well as recognised and registered for reselling. (Autodesk for Civil 3D and Trimble for SketchUp Pro) Third-party service providers who acquire the software from an accredited reseller.</td><td></td><td></td></tr><tr><td>Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required software in the last 2 years.</td><td>3 Reference letters. Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required software in the last 2 years.</td><td></td><td></td></tr></tbody></table>		NO.	requirements	Description	Evidence	Comply	Do Not Comply	2.1.1	Company Experience	Only service provider/s who have provided accreditation as authorised resellers will be accepted. Or Third-party service providers who have acquired the software from an accredited reseller and ensure MISA subscription access during the term will be accepted. Accreditation required to be Autodesk for (Civil 3D) and Trimble for (SketchUp Pro).	Service Providers must be certified for provision of Autodesk (Civil 3D) and SketchUp Pro as well as recognised and registered for reselling. (Autodesk for Civil 3D and Trimble for SketchUp Pro) Third-party service providers who acquire the software from an accredited reseller.			Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required software in the last 2 years.	3 Reference letters. Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required software in the last 2 years.		
NO.	requirements	Description	Evidence	Comply	Do Not Comply													
2.1.1	Company Experience	Only service provider/s who have provided accreditation as authorised resellers will be accepted. Or Third-party service providers who have acquired the software from an accredited reseller and ensure MISA subscription access during the term will be accepted. Accreditation required to be Autodesk for (Civil 3D) and Trimble for (SketchUp Pro).	Service Providers must be certified for provision of Autodesk (Civil 3D) and SketchUp Pro as well as recognised and registered for reselling. (Autodesk for Civil 3D and Trimble for SketchUp Pro) Third-party service providers who acquire the software from an accredited reseller.															
		Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required software in the last 2 years.	3 Reference letters. Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required software in the last 2 years.															

				<p>Letters must have been written and signed by the representative (on client company letter heads) of the previous and or current client of the service provider confirming that the service provider has rendered required software in the last 2 years.</p> <p>The contact details of the client writing the letters must be contained in the letters.</p> <p>The letters should clearly state which services were rendered by the service provider and the duration thereof.</p>			
	<p><i>NB: Failure to meet any of the mandatory requirements will result in the bidder being automatically disqualified from further evaluation.</i></p> <p><i>MISA may at its discretion verify details contained in the letters.</i></p> <p>RATIONALE OF THE EXPERINCED SERVICE PROVIDER</p> <p>MISA intends to ensure that the appointed Service Provider has the sufficient experience to deliver the required software to the best practise.</p> <p>2.2. Specific provisions</p> <ul style="list-style-type: none"> • <i>Access to required software licences to be delivered to MISA within 1 (one) month of appointment of the supplier/service provider.</i> • <i>Design software subscriptions to be provided to MISA for access and linked to the MISA design office email address: design.office@misa.gov.za for administrative login.</i> • <i>All software license subscriptions to be of the latest version available version of the software at the time of delivery to be confirmed by end-user.</i> • <i>All delivered software to have a valid subscription for a period of not less than 1 (one) year/ 12 months and remain accessible to MISA.</i> • <i>All licenses connection method:</i> <i>All software licenses must be cloud based offering concurrent connections for the number of licenses required.</i> 						
3.	<p>Deliverables</p> <p>The appointed Service Provider will be expected to provide software licence subscriptions for:</p>						

	<ul style="list-style-type: none"> Autodesk Civil 3D = 15 x licence subscriptions SketchUp Pro = 3 x licence subscriptions
4.	Pricing Schedule See Annexure A: Quotation must be on the letterhead of the company
5	Delivery Timeframe Delivery and activation of all licences must be completed within 30 calendar days from the date of appointment.
6	Evaluation Criteria This RFQ will be evaluated based on: Mandatory compliance (as listed above); and Price and BBBEE in line with the Preferential Procurement Regulations, 2022.
7	Validity Period The quotation shall remain valid for a period of ninety (90) days from the closing date of submission. During this period, bidders shall not withdraw or alter their offers, and MISA reserves the right to accept the quotation at any time before the expiry of the validity period.

ANNEXURE A: PRICING SCHEDULE

Item	Quantity	Unit Price	Price Excl VAT
Autodesk Civil 3D	15	R	R
SketchUp Pro	3	R	R
Sub-Total			R.....
VAT			R.....
Total Price (Inclusive of other costs)			R.....