

RFQ Number	NO-273/2023
Issue Date	18 March 2024
Closing Date	22 March 2024, by no later than 23:30pm
Submission Instruction on or before the closing date and time	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p><u>Via Email</u> - <a href="mailto:bmasingi@se273a.org.za">bmasingi@se273a.org.za</a></p> <p>OR</p> <p><u>Hand delivered</u> Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms B Masingi at Tel: (012) 441-1000 or (012) 441-1226</p>

## REQUIREMENTS/SPECIFICATIONS

PRICE QUOTATION REQUIRED FOR:	
* Detailed Specification of Goods Required /* Scope of Service Required	*Quantities (if applicable)
1. Subscription for the Full Adobe Creative Cloud Suite for a period of 24 months.	X4 licenses
2. The Service Provider must be an Adobe Authorised Certified Reseller - kindly provide valid proof that has not expired.	
3. Quotation must state that the support required to access the software will be provided for the duration of the subscription - 1hr per month for 24 months which gives us 24 hours of support.	

**\*Suppliers must provide a quotation that meet the requirements.\***

## 1. EVALUATION OF PRICE QUOTATIONS

### 1.1 Phase 1: SCM Document Assessment Criteria

The following assessment will form the basis of the evaluation all price quotations and failure to comply may result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

### 1.2 Phase 2: Pre- qualification criteria

The following pre-qualification criteria will form the basis of the evaluation all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- The Service Provider must be an Adobe Authorised Certified Reseller - kindly provide valid proof. The certificate/letter should be valid and not expired.

### 1.3 Phase 3: Compliance to the \*Specification of Goods Required /\*Scope of Service Required

Only price quotations that met the pre-qualification criteria will be evaluated further on compliance to the exact requirements of the \*specification of goods required/\*scope of

services required. Failure to meet the exact requirements will result in the elimination of the price quotation for further evaluation on 80/20 points system.

#### 1.4 Phase 4: Preference Points System

Only price quotations that met the exact requirements of the \*specification of goods required/ \*scope of services required will be evaluated further on the 80/20 preference points system as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	BBBEE Status Level Contributor as per SBD 6.1	20
<b>Total Points</b>		<b>100</b>

BEE Status Level and points claimed are indicated per table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 2. TERMS AND CONDITIONS

- 2.1 Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.

- 2.2 The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- 2.3 Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- 2.4 No late price quotations will be accepted under any circumstances.
- 2.5 Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- 2.6 Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- 2.7 Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 2.8 This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

**Seda wishes to thank you in advance for your price quotation.**