	Department: <b>Supply Chain Management</b>	Form Number: CA 183-541
	<b>REQUEST FOR QUOTES (RFQ)</b>	

DESCRIPTION OF GOODS/ SERVICE REQUIRED	REQUEST FOR QUOTATION (RFQ) FOR FIXED ASSET SOFTWARE AND SCANNERS	
<b>RFQ Number: RFQ/ZD/SCM/FASOFTWARE&amp;SCANNERS/SCM/926/2025-2026</b>		
<b>SPECIFICATIONS/ DESCRIPTION:</b>		
<p>SACAA would like to invite suitably qualified service providers to respond to the Request for Quotation (RFQ) for Fixed Asset Software Solution for a period of three (3) years. SACAA is currently using Great plain (GP) financial system therefore the proposed software solution must be able to perform the below functional areas with minimum customization required</p> <ul style="list-style-type: none"> <li>➤ No of license users if applicable - 7</li> <li>➤ The software must have the capability to Create, track and manage full fixed assets verification plans for the year to ensure the asset verification is conducted on time and with the required frequency.</li> <li>➤ Controlled access to the system via comprehensive system security and user role definitions (e.g. who is allowed to capture, delete and/or amend).</li> <li>➤ Ability to maintain full asset movement history for audit purposes.</li> <li>➤ Flagging of fixed asset statuses during verification for simplified analysis (e.g. found, moved, missing, damaged).</li> <li>➤ Allow the conducting of concurrent assets for multiple sites and projects, while centralizing the verification results.</li> <li>➤ Instant fixed asset reconciliations on the mobile device during the asset verification to enable instant follow-ups on missing and moved assets.</li> <li>➤ Real-time asset verification data updates to enable the mobile barcode scanning devices to share information during the scanning exercise, thus eliminating verification gaps and overlaps.</li> <li>➤ Automated updating of the fixed assets registers in the Microsoft Dynamics GP Financial system upon approval of the fixed asset transaction/ verification records via an automated workflow. This is necessary to always keep the asset register current.</li> <li>➤ On-line reporting and analysis to automate the production of operational and management reports.</li> </ul>		
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## REQUEST FOR QUOTES (RFQ)

ITEM/ SERVICE	QUANTITY
<p><b>3 x FIXED ASSET SCANNERS</b></p> <p>The handheld barcode scanner must have the following specifications, at a minimum:</p> <ul style="list-style-type: none"> <li>➤ Must be able to log in to the devices via Internet Browser eg. Chrome, Edge Etc.</li> <li>➤ https:// or http://</li> <li>➤ Scan 1D and 2D barcodes</li> <li>➤ 8mega pixel camera</li> <li>➤ 2 GB RAM</li> <li>➤ 100 Scan per second scan speed</li> <li>➤ Sim Card and MicroSD slot for memory expansion</li> <li>➤ High-capacity battery (for long operation periods before it requires recharge)</li> <li>➤ Charging dock and charger</li> <li>➤ USB interface</li> <li>➤ Waterproof</li> <li>➤ 5G/4G/3G, WIFI, Bluetooth, GPS data communication</li> </ul> <ul style="list-style-type: none"> <li>▪ The device must have the ability to perform both live and offline fixed asset verifications via handheld mobile scanners.</li> <li>▪ Ability to capture fixed assets condition and images onsite to enable effective reporting and maintenance of damaged/broken assets.</li> </ul>	3
<p><b>BUCKET HOURS FOR SUPPORT AND MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>➤ Hourly rate for support and maintenance on handheld scanners on an "As and when required" basis.</li> </ul>	80 Hours
<p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>➤ Group User training to be conducted onsite for 7 resources</li> </ul>	2 Days
<p><b>MANDATORY REQUIREMENTS</b></p> <p>A bidder to submit the following mandatory returnable documents:</p> <ul style="list-style-type: none"> <li>➤ The Bidder must provide a valid OEM letter/ Reseller Partnership letter or agreement / certificate confirming an active/valid Partnership Status.</li> <li>➤ Bidders are required to provide a minimum of 3 signed contactable reference letters</li> </ul>	

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<p>on client's letterhead where proposed software solution was provided.</p> <ul style="list-style-type: none"> <li>➤ Business profile indicating years of experience of the bidder of providing software solutions.</li> <li>➤ A detailed CV or profile for support and maintenance resource must be attached illustrating years of experience in support and maintenance of software solutions.</li> </ul>
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<b>GENERAL/ COMMENTS:</b>
NB: Failure to submit mandatory returnable documents will result in disqualification.
Enquiries ONLY to <a href="mailto:duman@caa.co.za">duman@caa.co.za</a>
For submission to avoid being disqualified:
<b><i>NB: Please send your submission to <a href="mailto:caquotes@caa.co.za">caquotes@caa.co.za</a> with all the supporting documents by Friday, 16 January 2026, 11h00.</i></b>

Budget:		Cost Centre Code:	030200
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<b>PREPARED BY</b>		
	<b>Mvano Siphoko</b>	<b>23 December 2025</b>
<b>SIGNATURE OF REQUESTER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>APPROVED BY:</b>		
	<b>Nomasomi Ndzibongwana</b>	<b>23 December 2025</b>
<b>SIGNATURE OF M/SM/E</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>