



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

1. Purpose

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

2. 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.

3. Scope of work

A successful bidder will need to do the following:

- Provide a cost-effective quotation for 16 new Convene licenses for a period of three years which is payable annually, indicating an amount for each year.
- The quotation **MUST** include additional 15 provisional Convene licenses that PRASA can purchase on as and when required over the 36-month period.
- 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.

4. Minimum Technical Specifications

- The supply of additional Convene Board pack Software Licenses

5. Contract Term

- 36-Months

6. Evaluation Process

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

EVALUATION PROCESS	
Stage 1A - Mandatory Compliance	Substantive responsiveness (mandatory)
Stage 1B - Basic Compliance	Administrative Responsiveness
Stage 2	
Price	80
Specific goals	20
TOTAL	100

Figure 6.1: Evaluation criteria for the selection of a potential bidder

6.1 STAGE 1 - Mandatory and Basic Compliance Requirements (Substantive and Administrative Responsiveness)

Stage 1A - Mandatory Compliance Requirements (Substantive Responsiveness)

If a supplier / bidder does not submit the following documents the Proposal will be disqualified automatically:

No.	Description of requirement	Compliant
a)	Completion of ALL RFP documentation (including ALL declarations, ALL Standard Bidding Documents (SBD) and Commissioner of Oath signatures required)	
b)	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. Evidence in the form of a signed or a valid partnership letter from OEM must be submitted with the valid indicated date.	
d)	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. NB: PRASA may verify the information provided.	

Stage 1B - Basic Compliance Requirements (Administrative Responsiveness)

If you do not submit the following basic compliance documents your bid may be disqualified and these documents must be made available within a specified period should an award be made: e.g 7 days

No.	Description of requirement	Compliant
a)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (<i>whichever is applicable</i>)	
b)	Original or certified B-BBEE certificate issued by SANAS (Certificates issued by IRBA and Accounting Officers have been discontinued, however valid certificates already issued before 1 January 2017 may be used until they phase out completely by December 2017) Bidder to include Affidavit for QSEs and EMEs. In cases of JVs or consortiums, a combined B-BBEE certificate in the name of the JV/Consortium must be submitted	

c)	CSD supplier registration number (<i>should a bidder not registered on CSD, the bidder will be afforded 14 days after the closing date to register accordingly</i>)	
d)	A valid and Original Tax Clearance Certificate (valid as at the closing date of this RFP) Or supply SARS Pin	
e)	Company registration documents	
f)	Copies of Directors' ID documents	

6.2 STAGE 2 – Pricing and Specific goals

The following formula, shall be used to allocate scores to the interested bidders: The maximum points for this tender are allocated as follows:

Details	Points
Price	80
Specific Goals	20
Total Points for Price and Specific Goals	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 (1 - \frac{Pt - Pmin}{Pmin})$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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.ANNEXURE A: 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 – (Subscription Requirement)	16		
Provisional “As and When” Convene Licenses	15		
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	Total (VAT Excl.)
Convene Licenses (Subscription renewal)	16		
Provisional “As and When” Convene Licenses	15		
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	Total (VAT Excl.)
Convene Licenses (Subscription renewal)	16		
Provisional “As and When” Convene Licenses	15		
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)	

Note. The provisional licenses MUST be priced and will be included in the contract amount. Licenses will be activated on as and when required and paid for accordingly.