

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR A SERVICE PROVIDER TO SUPPLY GRAMMARLY BUSINESS SUBSCRIPTION FOR 12 MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL.

RFQ No.	RFQ202425/31
RFQ ISSUE DATE	19 MARCH 2025
COMPULSORY BRIEFING SESSION	N/A
RFQ DESCRIPTION	REQUEST FOR A SERVICE PROVIDER TO SUPPLY GRAMMARLY BUSINESS SUBSCRIPTION FOR 12 MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL.
CLOSING DATE & TIME	25 MARCH 2025 @ 12h00 PM.
LOCATION FOR SUBMISSIONS	quotations@tikzn.co.za (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE)

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____

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DETAILED SPECIFICATION

REQUEST FOR A SERVICE PROVIDER TO SUPPLY GRAMMARLY BUSINESS SUBSCRIPTION FOR 12 MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL.

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal, must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market, and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

The procurement of **Grammarly** Software for plagiarism by the Knowledge Management Unit, where sector studies are produced, and can lead to project conceptualization and packaging of new investment opportunities. Procurement of the Grammarly tool will ensure that research produced is credible, proper, ethical, and adequately referenced.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitable qualified service providers to supply Grammarly Business subscription for 12 months for Trade & Investment KwaZulu-Natal.

4. SCOPE OF WORK

Description	Quantity
4 User license to check plagiarism on Sector Study reports produced at KM and must have the following features: - Grammarly Pro (Business) 12 months subscription with 4 users	4 Licenses
Correctness: Grammar, Punctuation, Formatting	
Security: Enterprise-grade privacy and security, account roles and permissions	
Correctness: Grammarly, Punctuation, formatting	
Citations: Plagiarism detention, auto citations (highly important)	
Delivery: Tone detention, auto citations	

5. EVALUATION PROCESS

5.1 Phase 1: SCM Administrative Requirements

- 5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.1.2 The SBD 4 form must be completed, signed by the authorised company representative.
- 5.1.3 The SBD1 form must be completed, signed by the authorised company representative.
- 5.1.4 The POPIA consent form must be completed, signed by the authorised company representative.
- 5.1.5 The bidder must submit the SBD 6.1 preference points claim form.

Failure to provide the above information may lead to the bidder's proposal not being considered further.

5.2 Phase 2: Compliance with RFQ specifications

- 5.2.1 Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 5.2.2 Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

5.3 Phase 3: Price and Specific Goals Scoring

5.3.1 Pricing Considerations

- a) Bidders' price quotations must be inclusive of all applicable taxes (including VAT).
- b) Bidders' total price weighs 80 points.

5.3.2 Specific Goals

- a) The bidder must submit the SBD 6.1 preference points claim form.
- b) B-BBEE Certificate / Affidavit.
- c) Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	20
1. Disability Owned Enterprises = 05 points. Proof of claim: Medical certificate/ letter from a registered medical practitioner.	
2. Women Owned Enterprises: 51% or more = 05 points Proof of claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit.	
NYDA Goals 3. Youth Owned Enterprises: 51% or more = 10 points 4. Proof of claim: Medical certificate/ letter from a registered medical practitioner.	
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. The quotation remains open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).
4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the mandatory requirements.