
RFQ ____: RENEWAL OF K2 MAINTENANCE AND SUPPORT LICENSE

1. INTRODUCTION

The Companies Tribunal (the Tribunal) is an agency of the Department of Trade, Industry and Competition (**the dtic**). The Tribunal is established in terms of the Companies Act No 71 of 2008 (the Act) and its role is to adjudicate on applications and make orders in terms of the Act as well as resolve disputes through mediation, conciliation and arbitration.

2. SPECIFICATIONS

The Tribunal is inviting you to submit the quotation to renew the Nintex K2 License for maintenance and support of the systems.

3. TIMEFRAME

**CLOSING DATE FOR QUOTE SUBMISSION IS ON THE ____ JAN 2025 AT 11H00.
(NO LATE QUOTES WILL BE ACCEPTED)**

PLEASE NOTE:

- **Do not render any service without an official purchase order from the Tribunal. The Tribunal will not be held accountable for any liability or financial losses should there be failure to adhere to this instruction.**

4. REQUIREMENTS IN TERMS OF THE QUOTATION PROPOSAL:

- Quote should be directed to the Tribunal.
- Quote must be valid for 30 days.
- Quote must be on the company official letterhead.
- Quote should be inclusive of logistics costs and VAT (If the supplier is VAT registered)

PLEASE NOTE:

- **If the price quotation doesn't demonstrate the above attributes, the quotation might be disqualified.**

5. EVALUATION CRITERIA AND COMPLIANCE VERIFICATIONS

- Tax compliance status verification through the Central Supplier Database (CSD) or SARS website using Tax Pin prior to the awarding of price quotation will be conducted.
- Where the recommended bidder is non-tax compliant, the bidder will be notified in writing and a period of 7 working days will be granted to a supplier to resolve their tax obligations with SARS. (However, shorter period may be requested due to emergency of the services/goods required).
- The supplier is required to complete and submit SBD 4 (Bidder's Disclosure), SBD 6.1 (Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022).
- The quotations between R 2 000.00 to R 1 000 000.00 including all applicable taxes will be evaluated on the 80/20 preference points scoring system. The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:
- N:B - Bidders are required to submit original and valid B-BBEE Status Level

Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points, but they will not be disqualified from the bidding process.

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Black Ownership	Points (10)
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1
0	0
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By Youth	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0

Percentage (%) Ownership By People with Disability	Points (2)
51-100	2
1-50	1
0	0

6. ENQUIRIES AND SUBMISSION OF QUOTATIONS

For more information relating to Supply Chain Management and submission of quotations:

For enquiries: Supply Chain Management: Dikeledi Rathlogo, (012) 394 3680 OR email Dikeledi Rathlogo drathlogo@companiestribunal.org.za

For submission of quotations: scm@companiestribunal.org.za

7. VALIDITY

The proposal submitted by the bidder must be valid for a period of 60 days from the closing date of the submission of proposals.

8. DELIVERY ADDRESS

Companies Tribunal,
Block E, 3rd Floor, the dti Campus,
77 Meintjies Street,
Sunnyside, Pretoria

9. APPROVAL

Mr. K Sebokoane