

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	One-year subscription for the Awards Management Software.	
SPECIFICATIONS/ DESCRIPTION		
ITEM/ SERVICE	QUANTITY	
A service provider to source a one-year subscription for the Awards Management Software. The software will be used to manage entries and the adjudication process for the 2025 Civil Aviation Industry Awards. Please see the spec below: • Set up of the SACAA awards entry and adjudication platform (information to be provided by the SACAA) • 12-months support. Support will not be used daily but maybe required during busy periods even after hours and weekends. Key features of the software: ✓ Configurable entry process including management of duplicate entries ✓ Configurable user registration ✓ Score-based judging / evaluation ✓ Unlimited managers, users ✓ 2-factor authentication for login ✓ Unlimited submissions ✓ Email broadcast communication ✓ Public voting capability ✓ Galleries storage ✓ Brandable custom domain ✓ Sponsor and partner branding visibility ✓ Streaming HD hosted video ✓ Cater for various judging modes ✓ Enable Reviewing of workflows ✓ Unlimited file upload size / qty ✓ API + webhooks ✓ Role based registration forms ✓ Allow for Entry / application categories ✓ Have an Auto-save capability ✓ Allow users to edit their entry after submission until deadline ✓ Allow for Resubmission	1 Year software subscription	
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✓ Issue a packing slip to accompany physical entry materials ✓ Allow for PDF downloads of Entry records ✓ Fee charging capability ✓ Multi-currency payments ✓ HD video hosting— streaming, private, unlimited file size ✓ Secure hosting environment ✓ Comply with Information Privacy Laws ✓ Onboarding Training and Technical Support via email and phone over a period of 12-months. ✓ Ability to design and setup in 3-4 weeks after approval ✓ Management	
GENERAL/ COMMENTS:	
The company must have experience in the specific software they are proposing	
Quotations submitted must be accompanied with a checklist to show that the software proposed meets the requirements above.	