

# Letaba TVET College



**RFQ LETIT-03-08-2022**

**REQUEST FOR QUOTATIONS: SUPPLY OF ADOBE  
(CLASSROOMS, LABS, DEPARTMENTS, AND UNIVERSITIES)  
SOFTWARE PRODUCTS AND LICENCING)**

**Closing date: 15 AUGUST 2022**

**Time: 11:00 a.m.**

## TERMS OF REFERENCE FOR THE SUPPLY OF ADOBE SOFTWARE PRODUCTS AND LICENCING

### INTRODUCTION

Letaba TVET College is looking for a service provider to supply, Adobe products and licences.

### PROFILE OF THE SERVICE PROVIDER

Any service provider who has capacity to deliver the service as per customer's requirements has the opportunity to bid for this offer.

### SCOPE OF WORK

The scope of the project work covers the supply of the software products and licensing

#### **In scope**

1. Supply of Adobe (CLASSROOMS, LABS, DEPARTMENTS, AND UNIVERSITIES) software products and licenses.

- **Out of scope**

Supply of any item not listed under the **pricing schedule** list.

- **Retention Fee and Warranty**

The College will deduct 7.5% of the total proposal amount (VAT inclusive if applicable) and will be paid out after the expiry of the warranty which is three years. Should there be faults or system failures that the Service provider is unable to resolve the College may utilise the retention fee to resolve such faults or failures. The equipment must come with proof of warranty for three years (this should be provided before installation).

### EVALUATION CRITERIA

**LETABA TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

The following evaluation criteria will be utilized to determine a suitable service provider.

All bids will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a two-stage evaluation process comprising of:

- Stage 1- Prequalification evaluation,
- Stage 2- 80/20 Preference Point Scoring System where 80 points out of 100 allocated for price and 20 points out of 100 will be for B-BEEE.

**Stage 1: Prequalification**

1. Valid Tax Clearance Certificate or tax pin certificate issued by the South African Revenue Services
2. CIPC Registration documentation (With proof of Annual Returns for the past financial year)
3. ID copies of all directors/shareholders
4. Central Supplier Database (CSD) Registration Report (Not older than one month)
5. Business municipal account or lease agreement or proof of Business address. The business should ensure they are not indebted with the organ of state (Municipal)
6. Fully Completed SBD 1, 4,8 & 9
7. Signed Quotation or Signed Pricing schedule
8. Company profile (Indicating shareholding, Core Business, experiences, etc)
9. Registered Distributor/Reseller, latest updated letter from Original Equipment manufacturer (OEM)
10. Bank confirmation letter

**Stage 2: 80/20 Preference point system**

- Price 80
- B-BBEE status level of contributor 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Letaba TVET College will adhere to its policy on the appointment of service providers.

## BID CONDITIONS

1. Submissions after closing date will not be accepted.
2. No quotes greater than R30 000 will be accepted without a valid TAX CLEARANCE CERTIFICATE.
3. For quotations above R30 000; B-BBEE certificate should be submitted to claim points.
4. The Treasury Regulations stipulate that all service providers dealing with public institutions will be paid not later than 30 days after receiving all required documentation.
- 5. The college reserve the right to not accept or return products that are not according to the specification or as per the required standard**
6. The **General Conditions of Contract** issued by National Treasury applies.
7. No payment for the provision of a service, the supply of goods or the execution of work shall be processed unless a tax invoice containing a reference to the relevant purchase order and delivery note if applicable, has been received.
8. All payment shall as far as possible be affected by means of electronic transfer and not by cheque.
9. Goods to be delivered within 30 days working day after the order has been issued
10. Quotes will only be considered if it is according to the specifications given. Please ensure that all relevant information is stated on quote e.g., Vat, Transport cost, delivery period and validity of quotation. **NB Quotation should be valid for at least 60 days**
11. It is assumed that you agree with these conditions by quoting.

## MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Valid Tax Clearance Certificate or tax pin certificate issued by the South African Revenue Services
2. CIPC Registration documentation (With proof of Annual Returns for the past financial year)
3. ID copies of all directors/shareholders
4. Central Supplier Database (CSD) Registration Report (Not older than one month)
5. Business municipal account or lease agreement or proof of Business address. The business should ensure they are not indebted with the organ of state (Municipal)
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<b>SUBMISSION OF BIDS AND ENQUIRIES</b>
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Quotations can be emailed to [scm@letcol.co.za](mailto:scm@letcol.co.za) or hand delivered at SCM office at the following address:

**Letaba TVET College**

**1 Claude Wheatley Street**

**Tzaneen**

**0850**

The closing date is **15 August 2022 at 11: 00 am. No late submissions will be accepted!**

Technical Enquiries: Kgothatso Mothibi at Tel No: (015) 307 5440 and or

[mothibik@letcol.co.za](mailto:mothibik@letcol.co.za).

<b>PRICING SCHEDULE</b>
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This pricing schedule must not be modified at all and if retyped all line items in order as stated below to be included. The successful Service Provider is expected to supply items as indicated in the Specification table below:

Install items as indicated in the Specification table below:

Description	Item	DOQ	QTY	Amount	Total
Software Solutions	1. Adobe (Classrooms, Labs, Departments, And Universities) Software Products and Licencing.	each	5		
				<b>SUB TOTAL</b>	
				<b>VAT</b>	
				<b>G-TOTAL</b>	