



ANNEXURE A: SPECIFICATION
REQUEST FOR QUOTATIONS FOR THE AUTOCAD SOFTWARE



1. Executive Summary

PRASA would like to request proposals for the AutoCAD Software which is used by the Engineering and other business departments.

The bidders for the request for quotations need to be approved resellers and/ or distributors of the required software.

2. Purpose

The purpose is to request quotations from bidders who are authorized resellers and /or distributors for the required software by PRASA. A valid signed letter that states the software reseller / distributor status from OEM needs to be provided with the quotation.

3. Background

PRASA would like to receive quotations for the AutoCAD products from the authorized resellers and / or distributors who may need to provide all the required software related support when required.

The software needs to be activated and detailed information of the products communicated to PRASA by the successful bidder.

The successful bidder needs to be able to provide any software technical support and / or advice on the software when required.

4. Scope of work

A successfully bidder need to do the following:

- Provide a cost-effective quotation for a period one year which is payable annually.
- Provide quotation for the AutoCAD product suite indicated in the table below for a period of one year.
- Facilitate the registration of the nominated PRASA personnel for the management of the software.
- Provide technical advice and support on the software when required.
- Communicate well in advance the expiry date for the software for appropriate renewal action to be initiated on time.
- Provide user and technical assistance for the software.

- Must have the support contact details for software related queries and assist the technical / user queries.
- Communicate the software roadmap and new features / upgrades and changes in licensing structure when released by the OEM.
- Quick resolution of faults and queries related to the software.
- Provide Service Level Agreement with response times per priority level.
- Adherence to agreed Service Level targets.
- Escalation process with contact numbers for escalations.

5. Compliance Requirements

Only bidders authorized resellers and / or distributors who have provided valid signed letter as a re-seller / or distributor of the software will be considered. A bidder who fails to fully comply with the requirements and provide required proof will be disqualified for any further evaluation.

Description	Compliance (YES / NO)	Comments (Indicate the location of supporting document)
A bidding company need to provide valid signed letter for reseller and / or distributorship status /partnership showing the <u>bidding company's name from the Original Equipment Manufacturer (Auto Desk)</u>		
Provide at <u>least two signed reference letters from clients for the software subscription done previously</u>		

6. Bill of Quantities for Software

The table below is for the required bill of quantities products and where some are bundled for cost effectiveness indicate in the quotation. This is for a period of one year from the award and payable annually.

Product Name	Seats	Deployment	Unit Price	Total
AEC Collection	3	Standalone		
Product Design & Manufacturing Collection	1	Standalone		
Total for Year 1 (2021/2022)				

7. Technical Evaluation

There is no technical evaluation and only bidders who have fully complied (100%) with the compliance requirements will be evaluated for pricing and BEE. If the bidder does not meet the **100% threshold for compliance requirements, they will** be disqualified for further evaluations on pricing and BEE.

8. Schedule for Proposal

Provide the quotation which must indicate the annual subscription for AutoCAD products suite. It is expected that the successful bidder will be knowledgeable with the software quoted and agree on the software supporting structure.