

**REQUEST FOR INFORMATION**

**RFI NUMBER: RFI005/INSETA/21**

**RFI DESCRIPTION: REQUEST FOR INFORMATION ON RENTAL OF DESKTOPS AND  
MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF 3 MONTHS**

This RFI calls for suitably qualified suppliers to provide information to INSETA regarding a Request for Information on Rental of Desktops and multifunctional printers for a Period of 3 Months.

**Briefing Session: N/A**

**Closing Date 10<sup>th</sup> August 2021 at 11:00**

**For enquiries contact INSETA Supply Chain Management E-mail: [bids@inseta.org.za](mailto:bids@inseta.org.za)**

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between INSETA and any Respondents unless and until INSETA has executed a formal written contract with the selected supplier.

**INSETA**

**REQUEST FOR INFORMATION (RFI)**

<b>RFI NUMBER</b>	<b>: RFI 005/INSETA/21</b>
<b>RFI TITLE</b>	<b>: REQUEST FOR INFORMATION ON RENTAL OF DESKTOPS AND MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF THREE (3) MONTHS</b>

**EXPECTED TIMEFRAME**

<b>RFI PROCESS</b>	<b>EXPECTED DATES</b>
RFI Advertisement Date	<b>5<sup>th</sup> August 2021</b>
RFI Available from	<b>5<sup>th</sup> August 2021</b>
Compulsory Briefing Session Date & Time	<b>N/A</b>
Venue for Briefing Session	<b>N/A</b>
<b>RFI Closing Date and Time</b>	<b>10<sup>th</sup> August 2021 at 11:00 am</b>
Delivery Platform: <b>Electronics Submission</b>	<a href="mailto:bids@inseta.org.za">bids@inseta.org.za</a>
Contact details	<a href="mailto:bids@inseta.org.za">bids@inseta.org.za</a>

INSETA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to INSETA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

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## 1. MANDATORY DOCUMENTS

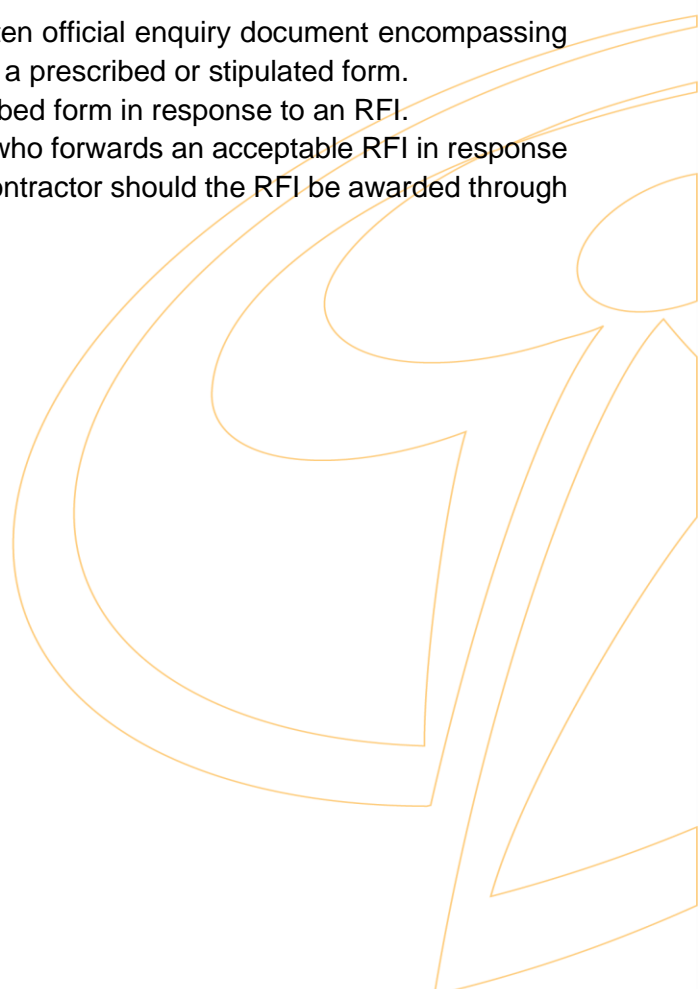
1.1 Proof of registration on CSD report (Central Supplier Database).

## 2. DEFINITIONS

2.1 “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.

2.2 “**RFI response**” - a written response in a prescribed form in response to an RFI.

2.3 “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.





### 3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the INSETA, written approval to divulge such information will have to be obtained from INSETA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the INSETA. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Respondent's contact person: Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### 4. THE MANNER OF SUBMISSION OF THE RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit one **emailed submission** including relevant supporting documents.
- 4.3 The original copy must be signed by an authorised employee, agent, or representative of the respondent.
- 4.4 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5 Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e., exchange rate implication) that may pose a risk impact against said costing.

#### 5. BACKGROUND

- 5.1 The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.

#### 6. SCOPE OF SERVICES FOR RFI REQUIREMENTS

- 6.1 INSETA requires options in pricing as well as cost benefit analysis aligned to the following for rental of ten (10) Desktops over a period of three (3) months aligned to the below mentioned specification:

Desktop Computers – Ten (X 10)	
<b>Processor</b>	- 8th Gen Intel Core i5-8500 (3.20 GHz)
<b>Memory</b>	- 8 GB
<b>System Type</b>	- 64-Bits
<b>Storage</b>	- 500 TB HD
<b>Graphics</b>	- Intel HD Graphics 530
<b>Connectivity</b>	- Intel 3165AC module
	- Dual band (2.4 GHz & 5 GHz)
<b>Ports</b>	- HDMI 1.4a x 1
	- USB 3.0 x 4, USB 2.0 x 2
	- Noble lock slot
	- Ethernet
<b>OS</b>	- Win 10 Pro
<b>Keyboard</b>	- USB
<b>Mouse</b>	- USB
<b>Monitor</b>	- 18-inch screen

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6.1 INSETA also requires options in pricing as well as cost benefit analysis aligned to the following for rental of five (5) Multifunction printers over a period of 3 months aligned to the below mentioned specification:

(a) Rental of five (5) Multifunction printers with as per specification below:

- Printers with Black & White modes.
- Minimum Printing Speed of 50 Pages Per Minute (PPM)  
Minimum 2 GB Memory.
- Minimum 320 GB Hard Drive.
- Scan to Email/Network Scanning.
- User Authentication/ID & Print.
- A3 – A4.
- Network Printer Interface
- Automatic Reverse Document Feeder.
- Duplex Standard
- Multi-tray/stapler/punch finisher/bypass tray.
- Booklet Creation.
- Standard Paper Capacity: 2, 200 sheets (550 sheets x 4 trays, 3 A4 and 1 A3, and 100 sheet Bypass tray)  
Installation and configuration the Multifunction Printer and the printing management system at INSETA
- Maintenance services and support in accordance with the service requirements.

(b) Maintenance Services and Support will include and not limited to the following:

- Toners
- Device components
- Inspections
- Service calls
- Preventive and corrective maintenance
- Training of INSETA staff
- Turn-around timelines within 24 hours
- Staples

## 7. PRICING CONSIDERATIONS:

7.1 The price quotation for leasing of desktops must be inclusive of all applicable taxes (including VAT):

#Item	Item Description	Quantity	Price
1	Lease Desktops including insurance and maintenance	10	
2	Delivery & Collection		
3	Data erasure (Certification)		
<b>Subtotal</b>			
<b>15% VAT</b>			
<b>Total</b>			

- 7.2** The price quotation for leasing of five (5) multifunction printers must be inclusive of all applicable taxes (including VAT):

Description	Fixed Monthly - Rental Price (VAT Inc)	Paper click Price per copy	
		Colour R	Black & White R
Multifunctional Printer	R	R	R
Lease Period	Three Months		
Quantity	Five Printers		
<b>Sub-Total</b>	R		
<b>15% VAT</b>	R		
<b>Total</b>	R		

## 8 GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

### SUPPLY CHAIN MANAGMENT

E-mail: [bids@inseta.org.za](mailto:bids@inseta.org.za)

**All queries MUST be e-mailed**

**END OF THE REQUEST FOR INFORMATION DOCUMENT**