

Working together for a skilled tomorrow

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT, SUPPLY, DELIVERY OF LAPTOPS (INCLUDING ALL APPLICABLE WARRANTY AND SUPPORT)

RFQ	RFQ/2021/22/141
RFQ ISSUE DATE	18 NOVEMBER 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROCUREMENT, SUPPLY, DELIVERY OF LAPTOPS FOR INSETA (INCLUDING ALL APPLICABLE WARRANTY AND SUPPORT)
CLOSING DATE & TIME	24 NOVEMBER 2021
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za , before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

PROCUREMENT, SUPPLY, DELIVERY OF LAPTOPS FOR INSETA (INCLUDING ALL APPLICABLE WARRANTY AND SUPPORT)

1. BACKGROUND

- 1.1 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.

2. PURPOSE:

The Insurance Sector Education and Training Authority (INSETA) seeks to appoint a service provider to supply Procurement, Supply, Delivery of Laptops for INSETA (Including all applicable warranty and support) for INSETA (including all applicable warranty and support) as per the detailed specifications.

3. SCOPE OF WORK:

- 3.1 Supply and deliver seventeen **(35) 2-in-1 laptops** in accordance with the specifications as indicated in the table below: (including 3-year warranty)

Laptops x 35 (2-in-1)		
3.1.1	Processor	- 11th Generation Intel® Core i5-1135G7 Processor (8MB Cache, up to 4.2 GHz)
3.1.2	Memory	- 8GB, onboard, LPDDR4x, 3200MHz
3.1.3	System Type	- 64-Bits
3.1.4	Display	- 13.3-inch FHD (1920 x 1080) Truelife Touch Narrow Border WVA Display including Active Pen support
3.1.5	Storage	- 512GB M.2 PCIe NVMe Solid State Drive
3.1.6	Graphics	- Intel® Iris® Xe Graphics with shared graphics memory
3.1.7	Connectivity	- Intel 3165AC module - 802.11ac, Bluetooth 4.0 - Dual band (2.4 GHz & 5 GHz)
3.1.8	Camera	- Integrated widescreen 720p webcam
3.1.9	Audio	- Stereo Speakers with Waves MaxxAudio Pro tuning - Integrated Dual Array Microphones
3.1.10		3.5mm Headphone/Microphone combination jack
3.1.11	Ports	- 1 USB 3.2 Gen 1 port
3.1.12		1 Thunderbolt 4 (Type-C) port with PowerShare and DisplayPort
3.1.13		1 headset (headphone and microphone combo) port
3.1.14		1 HDMI 2.0 port
3.1.15		1 microSD- card slot
3.1.16	OS	- Win 10 Pro
3.1.17	Warranty	- 3 Years Premium Support (Next Business Day Onsite Service)
3.1.18	Laptop Bags (Backpacks)	

4. PREQUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (Central Supplier Database). The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.
- 4.2 Bidder must submit proof and must be an EME or QSE only (**level 1 or level 2 BBEE contributor**) status will be considered – **no Generic service providers will be considered.**
- 4.3 Bidders are required to initial each page and sign the RFQ document.

Note: Noncompliance with the above-mentioned prequalification criteria will mean automatic disqualification.

5. MANDATORY REQUIREMENTS:

- 5.1 A minimum of two (2) reference letters indicating similar experience in providing Information Technology Equipment - reference letters must be for work conducted within the **last three (3) years** and must **be dated and signed in the referring company's letterhead.**
- 5.2 Detailed technical specification of the proposed laptops must be provided with the proposal as per the scope work – noncompliance.
- 5.3 A minimum of Three (3) years warranty must be provided for the 2-in-1 laptops
- 5.4 Bidders are required to commit delivery by the end of .

Note: Noncompliance with the above-mentioned mandatory requirements will mean automatic disqualification.

6. PRICING SCHEDULE

6.1 The service provider must provide a price quotation as per the scope of work.

6.2 The total cost must be including VAT and should be quoted in South African currency (i.e., Rands).

Items	Description Unit	Quantity	Unit Price	Total Cost
1	Laptops (2-in-1)	35	R	R
2	Laptop bags (Backpacks)	35	R	R
3	Warranty - 3 Years Premium Support (Next Business Day Onsite Service)	35	R	R
Sub - Total				R
VAT @ 15%				R
Total				R

7. ADJUDICATION USING A POINT SYSTEM

7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.

7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.

7.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \{1 - (P_t - P_{\min}) / P_{\min}\}$$

Where:

P_s	=	Points scored for comparative price of bid under Consideration
P_t	=	Comparative price of bid under consideration
P_{\min}	=	Comparative price of lowest acceptable bid

9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 9.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 9.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 9.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 9.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

10. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

11. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

12. INSETA reserves the right to:

- 12.1. Not evaluate and award RFQs that do not comply strictly with this RFQ document. Make a selection solely on the information received in the RFQs and Enter into negotiations
- 12.3. with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 12.4. Contact any bidder during the evaluation process, in order to clarify any information, without
- 12.5. informing any other bidders. During the evaluation process, no change in the content of the
- 12.6. RFQ shall be sought, offered or permitted.
- 12.7. Award a contract to one or more bidder(s).
- 12.8. Accept any RFQ in part or full at its own discretion.
- 12.9. Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 12.10. Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

13. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

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Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)

Non – compliance in returning above mentioned documents, will deem the bid nonresponsive.

