

**Tender-/INS/2023/2024/0005 – APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER IT HARDWARE EQUIPMENT AND IT PERIPHERALS TO INSETA ON AN ADHOC BASIS FOR THREE (3) YEARS**

**ANNEXURE A**

Bidders must complete the pricing template listed below. **Annexure A – SBD3.1 - Pricing** Schedule / Proposal – All prices **MUST include VAT**.

1. Pricing schedule should be submitted in 3 separate sealed envelopes attached to SBD 3.1.
2. The total cost must be quoted in South African Currency (i.e., Rand).
3. Pricing should not be reflected in any other part of the proposal or cover thereof.
4. The following estimated quantities must be used to provide pricing.
5. The number of meetings stated below is an estimate for evaluation purposes for effective comparative analysis. The final values will be negotiated during the contract negotiation stage.
6. Price escalations per annum must be kept at a **5.5%** increase.

**Table 1: Costing**

Item Description - Laptops	Quantity	Price – Year 1		Price – Year 2		Price – Year 3	
		Unit Price	Total	Unit Price	Total	Unit Price	Total
i7 Laptop / 14-inch or equivalent	20						
i5 Laptop/14 Inch. or equivalent	20						
Apple MacBook Air 13-inch	20						

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<b>MacBook Pro 13 inch</b>	20						
<b>Apple iPad Pro 11-inch</b>	20						
<b>FortiGate 200F or equivalent</b>	20						
Aruba 225 Aps or equivalent ( <b>Wireless Devices (APs)</b> )	20						
<b>Desktop Printers</b> (HP Color LaserJet Pro M255dw Colour A4 Laser Printer or Equivalent)	20						
<b>24 Inch Monitors</b>	20						
<b>AC Adaptors / Laptop Chargers. (35)</b>							
Dell Inspiron 5491 2n1	5						
Dell Inspiron 5406 2n1	5						
Dell Inspiron 5379	5						
Dell Inspiron 14 7420 2-in-1	5						
Dell Inspiron 14 5410 2-in-1	5						
HP ENVY x360 Convertible 15-cn0xxx	5						
HP EliteBook 820 G3	5						
<b>Laptop bags (40)</b>							

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Sport Rolling 15-15.6" Laptop Backpack or equivalent (Black colour)	10						
14-15.6" Backpack Case or equivalent (Black colour)	10						
Mobile VIP 15.6" Roller or equivalent (Black colour)	10						
14-15.6" Top Loader Case or equivalent (Black colour)	10						
<b>Mouse (wireless)</b>	20						
<b>Mouse Pads</b>	20						
<b>Yearly Totals</b>		<b>R</b>		<b>R</b>		<b>R</b>	
<b>Sub-total</b>		<b>R</b>					
<b>Delivery</b>		<b>R</b>					
<b>VAT @ 15%</b>		<b>R</b>					
<b>Grand Total</b>		<b>R</b>					

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**\*\*Bidders must complete Annexure A – Spreadsheet (in Excel format) and submit it as part of the electronic submission. The total bid price must be clearly stated above SBD 3.1. All instructions regarding the proposal format should be followed, otherwise, bidders may be excluded from the rest of the bidding process. Please ensure you comply fully with all requirements in the tender document Terms of Reference (with all applicable increases or discounts included). The costing will be applied for evaluation purposes regarding price and specific goals.**

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