

## REQUEST FOR QUOTATION (RFQ)

RFQ ISSUE DATE	22 MAY 2024
RFQ NUMBER	RFQ/INS/2024/2025/0012
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, AND DELIVERY OF IPADS AND ACCESSORIES TO INSETA (INCLUDING ALL APPLICABLE WARRANTY AND SUPPORT
CLOSING DATE & TIME	28 <sup>th</sup> MAY 2024, closing at 11:00am
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za)

For any queries or questions, please use the 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 submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER \_\_\_\_\_

## SUPPLY, AND DELIVERY OF IPADS AND ACCESSORIES 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 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 and deliver IPADS, MacBooks, and Accessories for INSETA (including all applicable warranties and support) as per the detailed technical specifications.

### 3. SCOPE OF WORK:

3.1. Supply and deliver **iPad Pro 11-inch (Quantity: 6 )** in accordance with the specifications as indicated in the table below: (including all applicable warranties)

TECHNICAL SPECIFICATION			
<b>Colour</b>	Silver	<b>Model</b>	Wi-Fi+ Cellular
<b>Capacity</b>	128GB	<b>Size &amp; Weight</b>	Height: 247.6 mm Width: 178.5 mm Depth: 5.9 mm Weight: 470 grams
<b>Display</b>	Liquid Retina display, 11-inch (diagonal) LED-backlit, Multi-Touch display with IPS technology, 388-by-1668-pixel resolution at 264 pixels per inch (PPI), ProMotion technology, Wide colour display (P3), True Tone display Fingerprint-resistant oleophobic, coating, Fully laminated display Antireflective coating 1.8% reflectivity, SDR brightness: 600 nits max, Supports Apple Pencil (2nd generation), Apple Pencil hover Pencil (2nd Generation)	<b>Chip</b>	Apple M2 chip. 8-core CPU with 4 performance cores and 4 efficiency cores. 10-core GPU. 16-core Neural Engine. 100GB/s memory bandwidth



<p><b>Camera, Photo &amp; Video</b></p>	<p><b>Camera</b> Pro camera system: Wide and Ultra-Wide cameras, Wide: 12MP, <i>f</i>/1.8 aperture, Ultra-Wide: 10MP, <i>f</i>/2.4 aperture, and 125° field of view 2x optical zoom out. Digital zoom up to 5x Five-element lens (Wide and Ultra-Wide) Brighter True Tone flash Panorama (up to 63MP), Sapphire crystal lens cover Autofocus with Focus Pixels (Wide) Smart HDR 4 Wide color capture for photos and Live Photos Lens correction (Ultra-Wide) Advanced red-eye correction Photo geotagging Auto image stabilization, Burst mode. Image formats captured: HEIF and JPEG</p> <p><b>Video Recording</b></p> <p>4K video recording at 24 fps, 25 fps, 30 fps, or 60 fps (Wide) 1080p HD video recording at 25 fps, 30 fps, or 60 fps 720p HD video recording at 30 fps ProRes video recording up to 4K at 30 fps (1080p at 30 fps for 128GB storage) 2x optical zoom out. Audio zoom, Brighter True Tone flash, Slo-mo video support for 1080p at 120 fps or 240 fps Time-lapse video with stabilization Extended dynamic range for video up to 30 fps, Cinematic video stabilization (4K, 1080p, and 720p) Continuous autofocus video. Playback zoom, Video formats recorded: HEVC and H.264 Stereo recording</p> <p><b>True Depth Camera</b></p> <p>12MP Ultra-Wide camera, 122° field of view <i>f</i>/2.4 aperture. Portrait mode with advanced bokeh and Depth Control Portrait Lighting with</p>	<p><b>Cellular &amp; Wireless</b></p> <p><b>Sim card</b></p>	<p><b>Wi-Fi &amp; Cellular</b></p> <p>(Wi-Fi 6E (802.11ax) with 2x2 MIMO, simultaneous dual band (2.4GHz and 5GHz) Bluetooth 5.3 technology 5G (sub-6 GHz and mmWave) with 4x4 MIMO Gigabit LTE with 4x4 MIMO and LAA</p> <p>5G NR (Bands n1, n2, n3, n5, n7, n8, n12, n14, n20, n25, n26, n28, n29, n30, n38, n40, n41, n48, n66, n70, n71, n77, n78, n79) 5G NR mmWave (Bands n258, n260, n261) FDD-LTE (Bands 1, 2, 3, 4, 5, 7, 8, 11, 12, 13, 14, 17, 18, 19, 20, 21, 25, 26, 28, 29, 30, 32, 66, 71) TD-LTE (Bands 34, 38, 39, 40, 41, 42, 46, 48) UMTS/HSPA/HSPA+/DC-HSDPA (850, 900, 1700/2100, 1900, 2100 MHz)</p> <p>Nano-SIM Wi-Fi calling eSIM</p>
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	six effects (Natural, Studio, Contour, Stage, Stage Mono, High-Key Mono) Animoji and Memoji, Smart HDR 4, 1080p HD video recording at 25 fps, 30 fps, or 60 fps Time-lapse video with stabilization Extended dynamic range for video up to 30 fps, Cinematic video stabilization (1080p and 720p) Wide color capture for photos and Live Photos, Lens correction, Retina Flash, Auto image stabilization, Burst mode		
<b>Buttons &amp; Connectors</b>	Four Speakers Three microphones Top button Camera Volume up/down Magnetic connector Smart Connector Thunderbolt / USB 4	<b>Power &amp; Battery</b>	Built-in 28.65-watt-hour rechargeable lithium-polymer battery Up to 10 hours of surfing the web on Wi-Fi or watching video Charging via power adapter or USB-C to computer system
<b>Sensors</b>	Face ID LiDAR Scanner Three-axis gyro Accelerometer Barometer Ambient light sensor	<b>Connector</b>	USB-C Connector
<b>Additional</b>	USB-C Charge Cable (1 meter) 18W USB-C Power Adapter	<b>Warranty</b>	iCare Plus for iPad Pro

3.2. Supply and deliver iPad Pro 11-inch (Quantity: 6 ) **accessories** in accordance with the specifications as indicated in the table below: (including all applicable warranties)

No.	Accessories	Qty
1	<b>iPad Bluetooth Keyboard Product Features</b>	<b>6</b>
2	Bluetooth: Yes	
3	Keyboard: Yes	
4	Type: Simple	
5	Case type: Bluetooth Keyboard	
6	Rechargeable keyboard	
7	Magnetic closure	
8	Lightweight	
9	Magnetically attaches and pairs with iPad	
10	Colour of product Black/Brown	

<b>11</b>	<b>Weight &amp; dimensions</b>	
<b>12</b>	Width - 22.100	
<b>13</b>	Depth - 29.46 cm	
<b>14</b>	Height- 1.270	
<b>15</b>	<b>Pen (Size and Weight)</b>	<b>6</b>
<b>16</b>	Length: 166 mm	
<b>17</b>	Diameter: 8.9 mm	
<b>18</b>	Weight: 20.7 grams	
<b>19</b>	<b>Other Features</b>	
<b>20</b>	Bluetooth Connection	
<b>21</b>	Charge wireless	
<b>22</b>	Note-taking	
<b>23</b>	Change tools	
<b>24</b>	Attaches magnetically and pairs with the iPad	
<b>25</b>	All-new seamless design	
<b>26</b>	<b>Glass Protector for iPad</b>	<b>6</b>
<b>27</b>	Colour: Clear, Material - 0.3mm thin, premium Japanese tempered glass screen protection	
<b>28</b>	Works with: IPAD InBox: Glass Protect Screen-cleaning wipe super-soft microfiber screen cleaning cloth Dust-remover sticker Application instructions	

#### 4. ADMINISTRATIVE CRITERIA

- 4.1 Proof of registration on CSD (**Central Supplier Database**)
- 4.2 Bidder must provide sign SBD 4, SDB 6.1, GCC, and proof of **BBBEE certificate or Affidavit- BBBEE certificate or affidavit indicating Specific Goals**
- 4.3 Bidders are required to initial each page and sign the RFQ document.

**Note: All bidders who do not comply with the items listed above will be disqualified.**

#### 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 iPads and accessories must be provided with the proposal as per the scope work.
- 5.3 A minimum of two (2) years warranty must be provided for the iPads.

**Note: All bidders who do not comply with the items listed above will be disqualified.**

## 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.	iPad Pro 11-inch	6	R	R
2.	iCare Plus for iPad Pro (Warranty)	6	R	R
3.	<b>iPad Pro 11-inch Accessories</b>		R	R
3.1.	iPad Bluetooth	6	R	R
3.2.	Pen	6	R	R
3.3.	Glass protector	6	R	R
<b>Delivery</b>				<b>R</b>
<b>Sub - Total</b>				<b>R</b>
<b>VAT @ 15%</b>				<b>R</b>
<b>Total</b>				<b>R</b>

**Note: All bidders who do not comply with the items listed above will be disqualified.**

## 7. ABSENCE OF OBLIGATION & CONFIDENTIALITY

7.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.

7.2 The Contract site is at **INSETA (as and when required)**.

## 8 PREFERENCE EVALUATION

### 8.1 Specific Goals and Price

8.1.1 As the tender price is estimated to be between R2001 and R50 million including VAT, the tender responses will be evaluated on the 80/20-point system.

## 9 ADJUDICATION USING A POINT SYSTEM

- 9.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 9.2 Preference points shall be calculated after the process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 9.3 In the event that two or more bids have scored equal points in terms of price and preference points for BBBEE, the successful bid must be the one scoring the highest number of preference points for BBBEE - in terms of PPPFA Act 5 of 2000.
- 9.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for BBBEE, the successful bid must be the one scoring the highest score for functionality.
- 9.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 10 POINTS AWARDED FOR PRICE AND BBBEE PREFERENCE POINT

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<sub>s</sub> = Points scored for the comparative price of a bid under Consideration

P<sub>t</sub> = Comparative price of a bid under consideration

P min = Comparative price of lowest acceptable bid



## 11 SPECIFIC GOALS PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

- 11.1 Table 1: Specific goals for the RFQ or bid process and points claimed are indicated per the table below.
- 11.2 Where either the **90/10** or **80/20** preference point system is applicable, corresponding points must also be indicated as such. The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	A number of points were claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise with ownership of 80-100% <b>black owned</b> :- Ownership	10	20		
Enterprise with ownership of 80-100% <b>women-owned</b> :- Ownership	10	20		
Enterprise with ownership of 50-79% <b>black owned</b> :- Ownership	9	18		
Enterprise with ownership 50-79% <b>women-owned</b> :- Ownership	9	18		
Enterprise with ownership of less than 50% <b>black owned</b> or <b>women-owned</b> :- Ownership	6	14		

- 11.3 Note: Evidence to be submitted by Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template, Generic entities – SANAS accreditation.
- 11.4 Bidders who qualify as EMEs and QSEs in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of the information constitutes a criminal offense.
- 11.5 Bidders other than EMEs or QSEs must submit their original and valid B-BBEE status level verification certificate and BBBEE Scorecard, substantiating their B-BBEE rating and black ownership issued by SANAS.
- 11.6 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



## 12. Consortium

- 12.1 A consortium is an association of two or more individuals, companies, organisations, or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- 12.2 A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving joint endeavors, particularly the division of profits. A consortium is formed by contract, which delineates the rights and obligations of each member.
- 12.3 In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to an RFQ/Bid process are such that the lead partner is identified, and the following requirements are required as follows:
- a) **Lead Partner**
- All administrative documents (consortium agreement between the lead partner and the partner)
  - Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through the combination of skills)
- b) **Partner**
- Proof of CSD registration.
  - Tax Pin.
  - BBBEE Sworn-Affidavit.
  - SBD 4
- 12.4 It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order, of importance is that in a consortium, each individual team members retain their identity.

## 12.4 **A joint venture**

12.4.1 A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks, and shared governance.

### 13. **Unincorporated joint venture:**

13.1 All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others.

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

### 13.2 **Incorporated joint venture**

13.2.1 This is aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be completed by the entity/ company the name of the joint venture, and the following will be required amongst others.

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

13.2.2 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.

13.2.3 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.

## **14 COMMUNICATION**

**14.1** 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 the BID process, between the closing date and the date of the award of the business. All inquiries relating to this BID should be **emailed three days before the closing date.**

## **15 CONDITIONS TO BE OBSERVED WHEN BIDDING**

15.1 The organization does not bind itself to accept the lowest or any BID, 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 BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

15.2 No BID shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and executed.

15.3 The competitive shall remain open for acceptance by the Organization for a period of **90 days** from the closing date of the BID Enquiry.

### **16. INSETA reserves the right to:**

16.1 Not evaluate and award a bid that does not comply strictly with this BID document.

16.2 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the terms of reference.

16.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered, or permitted.

16.4 Cancel this BID or RFQ at any time as prescribed in the PPPFA.

16.5 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the cost-effectiveness and the principle of value for money not necessarily on the basis of the lowest costs.

### **17. Cost of Bidding**

17.1 The bidder shall bear all costs and expenses associated with the preparation and submission of its BID submission 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.

### **18. Note to Bidders:**

**18.1** Due diligence to be conducted by INSETA prior to the award of the contract.