

HEAD OFFICE

Umoya House
2-6 New Street
South Marshalltown
Johannesburg CBD
Gandhi Square

EASTERN CAPE

Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE

163 Nelson Mandela Dr
Sanlam Building
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG

33 Hoofd Street
Forum 4, 2nd Floor
Braampark Office Park
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

333 Anton Lembede Street
Durban Bay House
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

29 Hans van Rensburg Str
Kwane Chambers
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
Block B, 1st Floor
6 Streak Street
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE

6A Long Street
Bobby's Walk Building
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST

78 Retief Cnr Peter
Mokaba Street
Sparkling Office Park
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

2 Old Paarl Road
Sunbel Building
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043

BID NO: SCMU: 12 - 2017 /18

TERMS OF REFERENCE FOR THE PROCUREMENT OF LAPTOPS AND DESKTOPS

1. INTRODUCTION

The purpose of this request, is to find a suitable accredited, competent and experienced service provider(s) to supply laptops and desktops required by ETDP SETA.

2. PROJECT SCOPE / DELIVERABLES

REQUIRED HARDWARE

The ETDP SETA requires the supply and delivery within 2 weeks of laptops and desktops preferably HP or equivalent with the following specification:

Description	Quantity
UltraSlim Laptop, Intel Core i5-6300U Processor (2,4 GHz), 14" LED Backlit , Antiglare, 8GB Memory, 256GB HDD, Windows 10 Pro x64, Gigabit Network Card, Bluetooth, WiFi, It4120 LTE HSPA, Standard Laptop Bag, 3 year Next business day onsite hardware support	8
Slim Laptop , Intel® Core™ i5-6300U Processor (2.4 GHz) , 15.6" LED backlit, Anti-glare, 8GB memory , 256GB HDD , Windows 10 Pro x64 ,Gigabit network card, Bluetooth, WiFi, Standard Laptop Bag, 3 year Next business day onsite Hardware Support	5
280 G2 Microtower , Intel® Core™ i5-6500 Processor (6M Cache, 3.2 GHz) , 4GB memory, 1TB 7200RPM , 9.5mm Slim Desktop SuperMulti DVDRW , Windows 10 Pro x64, Gigabit Ethernet Controller, USB Standard Keyboard + USB Optical Mouse , 3 year Next business day onsite Hardware Support	22
20-inch LED Monitor	22

The delivery address is:

ETDP SETA HEAD OFFICE

UMOYA HOUSE

2-6 New Street South

Ghandi Square

Johannesburg

2091

The information in this communication is confidential and may be legally privileged.

It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

3. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

STAGE 1

The evaluation will be guided by ETDP SETA procurement policy. Bidders will be evaluated on the Administration of the **Mandatory documents requested**. Failure to submit these documents will lead to disqualification.

3.1.1 MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

PART 1;

1. Proof of authorised product reseller
2. Original valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS"*
3. Declaration of Interest – **SBD 4**
4. Declaration of Bidder’s Past Supply Chain Practices – **SBD 8**
5. Certificate of Independent Bid Determination – **SBD 9**

NB: Failure to submit any of the above documents will lead to disqualification.

STAGE 2

The 80/20 preference point system shall be applicable

Price

Description	Quantity	Unit Price	Total Price
UltraSlim Laptop, Intel Core i5-6300U Processor (2,4 GHz), 14" LED Backlit , Antiglare, 8GB Memory, 256GB HDD, Windows 10 Pro x64, Gigabit Network Card, Bluetooth, WiFi, It4120 LTE HSPA, Standard Laptop Bag, 3 year Next business day onsite hardware support	8		
Slim Laptop , Intel® Core™ i5-6300U Processor (2.4 GHz) , 15.6" LED backlit, Anti-glare, 8GB memory , 256GB HDD , Windows 10 Pro x64 ,Gigabit network card, Bluetooth, WiFi, Standard Laptop Bag, 3 year Next business day onsite Hardware Support	5		

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

280 G2 Microtower , Intel® Core™ i5-6500 Processor (6M Cache, 3.2 GHz) , 4GB memory, 1TB 7200RPM , 9.5mm Slim Desktop SuperMulti DVDRW , Windows 10 Pro x64, Gigabit Ethernet Controller, USB Standard Keyboard + USB Optical Mouse , 3 year Next business day onsite Hardware Support	22		
20-inch LED Monitor	22		
Total VAT Inclusive			80

- Completed and Signed Covering letter/ Invitation to Bid - **SBD1**
- Signed budget / pricing schedule. Failure to submit a signed budget / pricing schedule will result in the committee accepting the submitted price as the final bids

BBBEE status level contributor 20

4. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

- 4.1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
- 4.2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
- 4.3. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
- 4.4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
- 4.5. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
- 4.6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
- 4.7. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
- 4.8. **Failure of a bidder to submit** a valid certified B-BBEE Certificate or, in a case of EMEs, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
- 4.9. Bids submitted are to hold good for a period of 90 days.
- 4.10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

- 4.11. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
- 4.12. All bids must first meet the pre-qualification criteria to be considered for evaluation.
- 4.13. Companies that are in the process of **de-registration in the CIPC** will not be considered.

5. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Tenders as from 12h00 on **22 January 2018**

No late bid/bids will be accepted. **Price bids submitted through telex, facsimile and email will not be acceptable.**

Bids **must** be hand delivered in a marked tender box situated at:

UMOYA HOUSE
2-6 New Street South
Ghandi Square
Johannesburg
2091

6. CLOSING DATE

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 13 February 2017**

7. CONTACT PERSON

All enquiries regarding this bid/price bids must be in writing only and be directed to: Supply Chain:

Email: SibusisoK@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, shall not be considered.

ETDP SETA does not bind itself to accept the lowest bids or any other bids and reserves the right to accept the whole or part of the bids.