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BID NO: SCMU: 09 - 2022/23

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY LAPTOPS

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (**NSDP**). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers and employees in the ETD sector.

The ETDP SETA will host a **COMPULSORY** virtual briefing session for **BID NO: SCMU: 09 - 2022/23** – Supply and delivery of laptops on **24 March 2023 at 11h00**. Interested members must please communicate their interest to join in the session, on or before **22 March 2023**. To attend and get access to the session, please email TienieJ@etdpseta.org.za with your Name, Surname, Company Name, Email address, and Cellphone Number. Access details will only be shared with those that confirmed. **Please do not forward the link further**. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE COMPULSORY BRIEFING SESSION WILL CLOSE AT 11H15!

The ETDP SETA reserves the right not to award the BID.

2. SCOPE AND REQUIREMENTS

2.1. Technical Requirements

The bidders are required to supply ETDP SETA with the following 62 laptop models:

2.1.1. Supply a total of 14 laptops with the below specifications:

HP x 360 (Config ID: 35628598) or equivalent business laptops. Quantity 14	
Product Number	Features
1G7G2AV	HP IDS UMA i7-1185G7 16GB OS Recovery 1030 G8 Base NB PC
1P2X0AV	Standard Packaging
4SS11AV	OS Localization
53Q53AV	Windows 11 Pro 64 Downgrade Win 10 Pro 64
1P2X1AV	Wacom AES 2.0 Pen with App Launch Button G3
1P2V7AV	13.3 inch FHD (1920x1080) Anti-Glare LED UWVA 400 uslim Touchscreen Low Power

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1P3A3AV	512GB PCIe NVMe Value Solid State Drive
25T85AV	No Near Field Communication (No NFC)
1P3B2AV	Intel Wi-Fi 6 AX201 ax 2x2 MU-MIMO 160MHz +Bluetooth 5 WW with 2 Antennas
1P3B5AV	Intel XMM 7360 LTE-Advanced (Cat 9)
1P2V2AV	4 Cell 54 WHr Long Life
1P2V1AV	65 Watt nPFC USB-C Straight AC Adapter
1X6F9AV	C5 1.0m Sticker Conventional Power Cord
1X6J0AV	1/1/0 Warranty
1P2W2AV	AMT Enabled
682G9AV	HP Universal USB-C Multiport Hub
1P3D8AV	Country Localization
1P3F8AV	for WWAN Clickpad Backlit spill-resistant Premium Keyboard
2E0U2AV	InTile Capable
3AH72AV	EU RED Pictogram Label
1Y629AV	Electronic Energy Star labeling (EStar)
3E755AV	Electronic TCO Certified labeling
206D8AV	Preinstall HEVC CODEC
18N29AV	Core i5 vPro sz2 G11 Label
AY129AV	HP Chassis Tag Service w/SN and MAC1 and MAC2 details
YT925AV	HP Chassis Tag w/SN and MAC1 and MAC2
UA6Z1E	HP 3y Next Business Day Response Onsite Notebook Hardware Support

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2.1.2. Supply a total of 48 laptops with the below specifications:

HP 840 (Config ID: 35628859) or equivalent business laptops. Quantity 48	
Product Number	Features
4SS11AV	OS Localization
6A3P3AV	HP IDS UMA i7-1185G7 TI PD IC 840 G8 Base NB PC
19X66AV	Standard Packaging
53T43AV	Windows 11 Pro 64 Downgrade Win 10 Pro 64
1Y623AV	Corporate-Ready Image
19Y10AV	Integrated HD 720p DualAryMic Webcam
2G9E4AV	14.0 inch FHD AG LED UWVA 250 for WWAN 4G fHDC bnt LCD Panel
19X94AV	8GB (1x8GB) DDR4 3200
19Y04AV	512GB PCIe NVMe Self Encrypted OPAL2 Three Layer Cell Solid State Drive
19X56AV	No Near Field Communication (No NFC)
275R6AV	Intel Wi-Fi 6 AX201 ax 2x2 MU-MIMO 160MHz +Bluetooth 5 WW with 2 Antennas
19Y14AV	Intel XMM 7360 LTE-Advanced (Cat 9)
19X97AV	Fingerprint Sensor
19X96AV	Active SmartCard
19X34AV	3 Cell 53 WHr Long Life
19X32AV	65 Watt Smart nPFC Right Angle AC Adapter
19Y47AV	C5 1.0m Sticker Conventional Power Cord
19Y50AV	3/3/0 Warranty
275R5AV	AMT Enabled
2TF75AV	DIB HP Nano Lock
G4M23AV	DIB HDMI to VGA Adapter
682G9AV	HP Universal USB-C Multiport Hub
19Y44AV	Country Localization
19Z10AV	Dual Point Backlit spill-resistant Premium Keyboard
2E0U2AV	InTile Capable
3AH72AV	EU RED Pictogram Label
3E755AV	Electronic TCO Certified labeling
1Y629AV	Electronic Energy Star labeling (EStar)
18P80AV	Core i7 vPro sz3 G11 Label
UE335E	HP 3 year Next Business Day Response Onsite w/Defective Media Retention NB HW Supp
1E7D6AA	HP Prelude 15.6 Backpack
265D9AA	HP 128 LSR Wired Mouse

Note to bidders: non-compliance with any of the items listed in the specifications will lead to a disqualification.

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, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

3.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked

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

1. Bidders are required to submit a valid Original Equipment Manufacturer (OEM) partner letter or certificate for the proposed laptop brand (with a clear indication of the validity period).
2. Annexure A Compliance commitment form (**non-compliance to any of the items listed in Annexure A as well as unsigned Annexure A form will lead to disqualification**)

NB: Failure to complete fully and submit any of the above-requested mandatory documents will lead to disqualification.

3.2. STAGE 2 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals**

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------|-----------|
| ✓ Price | 80 |
| ✓ Allocation of specific goals | 20 |

The ETDP SETA shall allocate points to specific goals as follows:

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – Ownership		
Maximum Points	15	
Business owned by more than 50% black persons	8	ID copy of Director/Owner and CSD report
Business owned by less than 50% black persons	2	ID copy of Director/Owner and CSD report
Business owned by more than 50% black women	4	ID copy of Director/Owner and CSD report
Business owned by less than 50% black women	1	ID copy of Director/Owner and CSD report
Business owned by more than 50% youth	2	ID copy of Director/Owner and CSD report
Business owned by more than 50% disabled persons	1	Medical report /Certificate
GOAL 2 – Economic Reconstruction and Recovery Programmes		Documents for verification
Maximum Points	5	
SMME/QSE/EME/Cooperatives/NPCs/NPOs/CBOs	2	B-BBEE Certificate/Sworn Affidavit/Company registration documents
Promotion of business located in the province where goods and services are required	2	CSD and proof of municipal account /affidavit
Promotion of business located in South Africa	1	CSD and proof of municipal account /affidavit
TOTAL POINTS	20	

NB: Should a supplier not submit the above stipulated documents; they will not be awarded points for the respective specific goal.

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION.

4. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will **NOT** be accepted.
5. 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 used to verify eligibility for allocation of points for specific goals.
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 to be used to verify eligibility for allocation of points for specific goals.
7. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million and level of black ownership** or a B-BBEE level verification certificate to be used to verify eligibility for allocation of points for specific goals.
8. 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 used to verify eligibility for allocation of points for specific goals. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents. .
9. Bids submitted are to hold good for a period of 90 days.
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.
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.
12. 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 > Open Tenders as from **12h00** on **13 March 2023**.

Bidders must submit technical and financial proposals in **two separate USBs** clearly marked “**Folder A- Technical Proposal**” and “**Folder B- Financial Proposal**”.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), Submit a “*Unique security personal identification number (PIN) issued by SARS*” **which the SETA will use to verify the bidder’s tax matters prior to the award**, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – **this will be used to verify points to be allocated for specific goals**.

The financial proposal will only be opened when the tender is responsive in **Stage 2** or at the discretion of the **ETDP SETA**.

All Bids/Proposals **must be hand/ courier delivered to:**

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

Submissions can be delivered into the tender box between **08h00** and **16h30** Monday to Friday **BEFORE** the closing date and time of **11h00** on **04 April 2023**.

No late submission will be accepted!

6. CLOSING DATE

All proposals should reach the ETDP SETA Offices on or before **11h00** on **04 April 2023**.

7. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.