



**MICTSETA**

Media, Information And  
Communication Technologies  
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

**MICT SETA Head Office; Supply Chain  
Management 19 Richards Drive, Gallagher  
Convention Centre, Gallagher House, Level 3 West Wing  
Tel +27 11 207 2600; E-mail: [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za)**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION AND  
COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING AUTHORITY**

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**REQUEST FOR BID REF: MICT/SETA/EQU/07/2025**

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**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER ICT  
EQUIPMENT AND PERIPHERALS FOR A PERIOD OF THREE (03) YEARS.**

**BID CLOSING DATE: 29 August 2025 AT 11:00 AM (SOUTH AFRICAN TIME)**



<b>BID REFERENCE NUMBER</b>	<b>MICT/SETA/EQU/07/2025</b>
<b>BID DESCRIPTION</b>	<b>APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER ICT EQUIPMENT AND PERIPHERALS FOR A PERIOD OF THREE (03) YEARS.</b>
<b>SUPPLIER BRIEFING SESSION</b>	<b><u>N/A</u></b>
<b>BID CLOSING DATE &amp; TIME</b>	<b>29 August 2025 at 11:00 am South African Time.</b>  <b><i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i></b>
<b>INSTRUCTION FOR SUBMISSION OF BID</b>	<b><u>NB:</u> Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.</b>
<b>LOCATION FOR BID SUBMISSIONS</b>	<b>MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand</b>
<b>BID VALIDITY PERIOD</b>	<b>Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.</b>

#### CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za) five (5) days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.
- Bids sent to any other platform other than the one specified herein will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform
- All the documentation submitted in response to this RFP must be in English.

**Note:** Bidders are advised 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 **MICT- SETA** in respect of the RFB, between the closing and award date of the business.

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## SECTION 1: CHECKLIST INFORMATION

### RETURNABLE DOCUMENTS CHECKLIST

**Request For Bid invitation document must be completed, signed and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report.  <b>SUPPLIER REGISTRATION ON CSD</b> Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.		
<b>SBD 1</b> - Fully completed with required proof <b>(Where applicable)</b>		
<b>CIPC</b> registration documents		
<b>Bidder's eligibility: Form A</b>		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> / and or <b>SARS</b> issued verification pin		
<b>SBD 4 - Declaration of interest</b>		
<b>SBD 6.1: Preferential Procurement Claim Form</b>		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. <b>(Where applicable)</b>		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
Shareholding Certificate <b>(Where applicable)</b>		
Pricing / Financial Proposal envelope and USB <b>(Must be submitted in a separate sealed envelope)</b>		
Financial Statements for 2025/2026 FY of the bidder		

**Note: This BID must be completed and signed by the authorised Company representative**

## SECTION 2: MICT SETA – BID CONDITIONS

### 1. BID CONDITIONS

- a. MICT SETA considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of MICT SETA.
- b. Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>
- c. MICT SETA does not bind itself to accept the lowest or any RFB, 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 the RFB.
- d. No Bid shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- e. The technical proposal shall not include any price or financial information, technical proposal containing material financial information may be declared non-responsive.

#### 1.1 MICT SETA reserves the right to:

- a. Not evaluate or award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw or amend the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA 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.

### 3. EXTENSION OF PROPOSAL VALIDITY PERIOD

In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request Bidders to extend the period of validity of their bid proposals in writing and shall be considered integral to the proposal.



#### **4. NOTE: HOW THE PANEL WILL OPERATE**

Services providers who qualify to be in the panel may be invited to submit quotations for available projects as and when required. The MICT SETA will invite the services providers qualified for this panel to compete for allocated projects during these three (03) years.

Appointments for the required projects will be as and when required and will be dependent on project and budget availability. Services providers who qualify to be in the panel will be invited to respond to projects, specifically bidding for price and Specific goals in line with project scope, complexity, and value.

**SECTION 3: FORM A: BIDDER'S ELIGIBILITY FORM****Name of Bidder:****RFB Number:**

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
DATE OF REGISTRATION			
VAT REGISTRATION NUMBER			
	TCS PIN:		OR CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
	<input type="checkbox"/>	NAME:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>[IF YES ENCLOSE PROOF]</b>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>[IF YES ANSWER PART B:3 BELOW]</b>
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.			
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing	TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



## PART B: TERMS AND CONDITIONS FOR BIDDING

### BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE.
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### TAX COMPLIANCE REQUIREMENTS:

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



## SECTION 4: BIDDING STRUCTURE

### Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	
If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:	

### Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

### Entity ownership

Ownership category	% of ownership
Black or historically disadvantaged individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
<b>Total (100%)</b>	

## **SECTION 5: ANNEXURE A: TERMS OF REFERENCE/SPECIFICATION**

### **REQUIREMENT DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER ICT EQUIPMENT AND PERIPHERALS FOR A PERIOD OF THREE (03) YEARS.**

#### **1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications. To deliver on its mandate, key amongst the priorities of the organisation is:

- Organisational sustainability through internal business excellence by resource management such as financial, human capital, technology, and information and knowledge management.
- Increase in innovation through digital transformation.
- Prevention, detection, and resilience against increased risk of cyber-crime.

#### **2. BACKGROUND**

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner, provide instant and accurate reporting and reduce manual processes in its value chain. The lack of adequate infrastructure has a negative effect on the organisation's ability to provide specific focused services in line with its Value on customer centricity.

In line with the vision of the MICT SETA of "a global leader in the development and delivery of revolutionary ICT skills", the MICT SETA seeks to refresh its computing equipment and peripherals that will enable its workforce to service its stakeholders diligently.

The MICT SETA is looking to appoint a panel of suitably qualified, experienced, and accredited service providers for the provision and supply of its computing equipment and peripherals for a period of thirty-six (36) months. The project should address the above challenges and enable the organisation to achieve project objectives as detailed herein under.

#### **3. PURPOSE**

To invite service providers with the necessary expertise, experience, and accreditation to submit proposals to serve as a panel for the provision and supply of new computing equipment for a period of thirty-six (36) months.

#### 4. OBJECTIVES

The following have been identified as objectives of the project:

- a) Enhanced performance on computing equipment and peripherals.
- b) Improved standardisation in computing equipment.
- c) Enhanced data processing and analytics, and
- d) Improved turnaround times in reporting.

#### 5. SCOPE AND REQUIREMENTS

##### Scope

The potential service provider must be able to provide services in terms of this bid and in the following areas:

Provide, supply and delivery of ICT equipment and peripherals as specified in these terms of reference.

- a) Register all applicable warranties to cover support and maintenance of the supplied equipment and peripherals, i.e. next business day support and maintenance, of the Original Equipment Manufacturer (OEM) on the supplied equipment and peripherals as intended by the MICT SETA, including parts replacements as part of the warranty. Warranties must be registered in the name of MICT SETA.
- b) Where necessary, provide the necessary onsite support and maintenance.
- c) When procuring ICT equipment, the organization will invite quotations from companies that are on the panel and the winning company will be provided with the corporate image to load on the relevant equipment before delivery, i.e. when the procured ICT equipment must be delivered with the corporate image loaded onto it.

**NB: The MICT SETA will only consider Bid proposals from accredited bidders with the necessary accreditation certificates of the ICT equipment from the OEM. MICT SETA will verify accreditation with the OEM.**

## Technical Requirements

### 5.1. Laptops

Bidders must indicate compliance to the Technical Requirements by indicating YES or NO on the table below:

15-inch Technical Requirements.	Comply to the specification YES or NO	
	YES	NO
• IDS UMA i7-1185G7 850 G8 Base NB PC		
• Intel Core i7 (12th Gen or newer) or AMD Ryzen 5 (5000 series or newer)		
• OS Localization SA. Country Localization SA		
• Windows 11 Pro / Enterprise 64		
• Corporate-Ready Image		
• Integrated HD 720p DualAryMic Webcam		
• 15.6-inch FHD Anti-Glare LED UWVA 250 for WWAN for HD Webcam bent		
• 16GB (2x8GB) DDR4 3200		
• 512GB PCIe NVMe Self Encrypted OPAL2 Three Layer Cell Solid State Drive		
• No Near Field Communication (No NFC)		
• Intel Wi-Fi 6 AX201 ax 2x2 MU-MIMO 160MHz		
• +Bluetooth 5 WW with 2 Antennas		
• Intel XMM 7360 LTE-Advanced (Cat 9)		
• Fingerprint Sensor		
• Active SmartCard		
• Cell 56 WHr Long Life		
• 65-Watt Smart nPFC Right Angle AC Adapter		
• C5 1.0m Sticker Conventional Power Cord SA		
• AMT Enabled		
• DIB Recycled Series Backpack		
• Dual Point Backlit with numeric keypad spill-resistant Premium Keyboard SA		
• InTile Capable		
• EU RED Pictogram Label		
• Electronic Energy Star labelling (eStar)		
• Electronic TCO Certified labelling		
• 3-year Next business day Onsite with Defective Media Retention Notebook service only		
• IDS UMA i7-1185G7 850 G8 Base NB PC		
• Core i7 sz3 G11 Label		
• OS Localization SA. Country Localization SA		
• Windows 10 Pro / Enterprise 64		



14 Inch Technical Requirements	Comply to the Specification YES or NO	
	YES	NO
• IDS UMA i7-1185G7 840 G8 Base NB PC		
• OS Localization SA. Country Localization SA		
• Windows 11 Pro 64		
• Corporate-Ready Image		
• Integrated HD 720p DualAryMic Webcam		
• 14.0-inch FHD Anti-Glare LED UWVA250 for WWAN for HD Webcam bent		
• 16GB (2x8GB) DDR4 3200		
• 512GB PCIe NVMe Self EncryptedOPAL2 Three Layer Cell Solid State Drive		
• No Near Field Communication (NoNFC)		
• Intel Wi-Fi 6 AX201 ax 2x2 MU-MIMO 160MHz +Bluetooth 5 WW with 2 Antennas		
• Intel XMM 7360 LTE-Advanced (Cat 9)		
• Fingerprint Sensor		
• Active SmartCard		
• Cell 56 WHr Long Life		
• 65-Watt Smart nPFC Right Angle AC Adapter		
• C5 1.0m Sticker Conventional Power Cord SA		
• AMT Enabled		
• DIB TB Dock 120W G2 SA		
• DIB Keyed Cable Lock 10mm		
• DIB Recycled Series Backpack		
• DIB HP Laser 3 Button USB Mouse		
• Dual Point Backlit with numeric keypad spill-resistant Premium Keyboard SA		
• InTile Capable		
• EU RED Pictogram Label		
• Electronic Energy Star labelling (eStar)		
• Electronic TCO Certified labelling		
• Core i7 vPro sz3 G11 Label		
• 3/3/0 Warranty EURO		
• 3-year Next business day Onsite with Defective Media Retention Notebook service only		
• Laptop cable lock		

## 5.2 iPads.

**Bidders must indicate compliance to the Technical Requirements the by indicating YES or NO**

iPad Pro: Technical Requirements	Comply to the specification YES or NO	
	YES	NO
11-inch		
256GB Wi-Fi + Cellular		
Face ID for secure authentication		
802.11ax Wi-Fi 6 and Gigabit-class LTE cellular		
ta		
USB-c connector for charging and accessories		
Apple pencil (2 <sup>nd</sup> Gen or later)		
Magic keyboard (4 <sup>th</sup> Gen or later)		
Screen protector		

## 5.3. Monitors.

27-inch EliteDisplay E273 FHD monitor (1920 \* 1080) Anti-Glare LED backlit HDMI

### 5.3.1. New Cordless Keyboard and Mouse combo: Technical Requirements

Cordless Keyboard and Logitech MK850 Performance or equivalent with the following technical requirements / specifications:

**Bidders must indicate compliance to the Technical Requirements by indicating YES or NO**

Speciation	Cordless Keyboard	COMPLY YES / NO	Mouse	COMPLY YES / NO
Size	<ul style="list-style-type: none"> <li>- Height =210 mm</li> <li>- Width = 430 mm</li> <li>- Depth = 25 mm</li> <li>- Weight = 733 g</li> </ul>		<ul style="list-style-type: none"> <li>- Height: 115 mm</li> <li>- Width: 74 mm</li> <li>- Depth: 45 mm</li> <li>- Weight: 135 g</li> </ul>	
Connection	<ul style="list-style-type: none"> <li>- Bluetooth Smart and 2.4GHz wireless connection</li> <li>- Wireless range: 10 m</li> <li>- Wireless encryption: Yes</li> <li>- Battery Details: 2 x AAA (batteries included) Battery: 36 months</li> </ul>		<ul style="list-style-type: none"> <li>- Bluetooth Smart and 2.4GHz wireless connection</li> <li>- Wireless range: 10 m</li> <li>- Battery Details: 1 x AA</li> <li>- Battery: 24 months</li> <li>- Sensor technology: Logitech Advanced Optical Tracking</li> <li>- Sensor resolution: 1000 dpi</li> <li>- Scroll Wheel: Hyper-fast</li> <li>- Number of buttons: 8</li> </ul>	





Receiver	- Windows: 10 or later - macOS: 10.15 or later - Chrome OS™ Linux® - kernel 2.6+ USB port		- Windows: 10 or later - macOS: 10.15 or later Chrome OS	
Receiver	- Windows: 10 or later - macOS: 10.15 or later - Chrome OS™ Linux® kernel 2.6+ USB port		- Windows: 10 or later - macOS: 10.15 or later Chrome OS	
Bluetooth	- Windows: 10 or later - macOS: 10.15 or later - iPadOS: 13.4 or later - Android: 7 or later		- Windows: 10 or later - macOS: 10.15 or later - iPadOS: 13.4 or later - Chrome OS - Internet connection for software download, USB port.	
Batteries	- Included		- Included	
Warranty	2-Year Limited Hardware Warranty		Warranty	

### 5.3.2. New Docking Station: Technical Requirements

- Thunderbolt Dock G2 230w

### 5.3.3. New Laptop Bags: Technical Requirements

- Targus Sport Rolling 15-15.6" Laptop Backpack or equivalent (Black colour)
- City Gear 14-15.6" Top load Laptop Case or equivalent (Black colour)
- Everki briefcase; up to 16" screen checkpoint or equivalent
- Everki flight 16" notebook backpack or equivalent
- Mobile VIP 15.6" Roller – or equivalent (Black colour)

**Note: Bid responses that fail to comply with all the technical requirements of new ICT equipment specifications will be eliminated from further evaluation resulting in their bids classified as non- responsive.**

## 6. DURATION OF THE CONTRACT

- Appointment duration of the panel shall be for a period of 36 months from date of appointment.
- Bidders who are appointed to the panel will be required to provide valid OEM certifications or letter as and when services are required for the duration of the contract.
- Bidders who are appointed to the panel will also be required to provide confirmation of a healthy credit facility with the OEM or distributor.





## 8: BID EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated on the following set criteria.

Stage 1: Mandatory Criteria

Stage 2: Functional Evaluation

### 8.1. STAGE:1 MANDATORY CRITERIA

- a) The bidder must be an OEM or accredited and authorised by the OEM to resell computer equipment.

**Proof of compliance:**

The bidder must provide proof of being an OEM or certificate or letter stating that the bidder is accredited to resell computer equipment. Bidders who are appointed on the panel will be required to provide an accreditation certificate on an annual basis.

- b) The computers / peripherals / devices offered by the bidder shall fully comply with the technical requirements as set out in this bid, refer to paragraph 5.2.

**Proof of compliance:**

Bidders shall submit with the bid a technical specification / brochure for the offered products / devices which comply with the one described herein: 5.2).

- c) The bidder must have a healthy credit facility with the OEM or distributor.

**Proof of compliance:**

Bidder must submit a letter of confirmation from the OEM or distributor, confirming that the bidder has a healthy credit facility to enable them to place orders upon receipt of an official Purchase Order.

**Note: Bidders that do not meet the requirements of mandatory criteria will be eliminated from further evaluation process.**

**NB: Any Bidder who has been appointed onto the panel and they happen to lose the OEM accreditation during the duration of the contract will be removed from the panel.**

**NB: Any Bidder who has been appointed onto the panel and they happen to have a negative credit facility during the duration of the contract will be removed from the panel.**



## 8.1. STAGE 2: TECHNICAL/ FUNCTIONAL CRITERIA

Only bid submissions that have met the requirements of the set mandatory criteria will be considered for functional evaluation. Bids submitted will be evaluated on technical/ functionality criteria out of a maximum of 100 points. A threshold of **80** out of the **100** points has been set.

**Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional / technical criteria will be based on the table**

Assessment of evaluation of the technical/ functionality criteria will be based on the table below:

FUNCTIONAL CRITERIA WEIGHING		
Category	Description	Maximum points
<b>Reference Letters</b>	<p>Bidder is required to provide <b>contactable references</b> related to the bidder's experience in supplying and delivery of ICT equipment. The letter must indicate the supply and delivery of ICT equipment. Reference letters must be for bidder's clients within RSA on the supply and delivery of ICT equipment in the past five (05) years. Reference letters must be on company letterhead signed by client's representative, indicating the type of project and period it was carried out.</p> <p><b>Points on the provision of reference letters will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Five (05) and more signed reference letters with contactable references from different clients, on supply and delivery of ICT equipment = <b>10 points</b></li> <li>• Four (04) signed reference letters with contactable references from different clients, on supply and delivery of ICT equipment = <b>08 points</b></li> <li>• Three (03) signed reference letters with contactable references from different clients, on supply and delivery of ICT equipment = <b>06 points</b></li> <li>• Two (02) signed reference letters with contactable references from different clients, on supply and delivery of ICT equipment = <b>04 points</b></li> <li>• One (01) signed reference letter with contactable references, on supply and delivery of ICT equipment = <b>02 points</b></li> <li>• No signed reference letters with contactable references, on supply and delivery of ICT equipment or <i>non-compliance with the minimum requirements</i> = <b>0 points</b></li> </ul> <p><b>Note: Reference lists or award letters will not be considered for point allocation. In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to award.</b></p>	<b>10</b>



<b>Risk Management Plan</b>	<p>Bidders must provide a risk management plan, with mitigation strategies, regarding the supply and delivery of ICT equipment. The below must be covered at a minimum:</p> <ul style="list-style-type: none"> <li>• Inadequate specification of equipment.</li> <li>• Late delivery or non-delivery.</li> <li>• Foreign exchange or import risks;</li> <li>• Poor quality or counterfeit equipment;</li> <li>• Incompatibility with existing systems;</li> <li>• Data security exposure;</li> <li>• Improper asset registration and tracking;</li> <li>• Inadequate warranty or after-sales support;</li> <li>• Warranty voids due to incorrect installation; and</li> <li>• Price inflation or hidden costs.</li> </ul> <p><b>Points allocation for the Risk Management Plan will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Risk Management Plan that covers all ten (10) elements = <b>30 points</b></li> <li>• Risk Management Plan that covers nine (09) elements = <b>27 points</b></li> <li>• Risk Management Plan that covers eight (08) elements = <b>24 points</b></li> <li>• Risk Management Plan that covers seven (07) elements = <b>21 points</b></li> <li>• Risk Management Plan that covers six (06) elements = <b>18 Points</b></li> <li>• Risk Management Plan that covers five (05) elements = <b>15 points</b></li> <li>• Risk Management Plan that covers four (04) elements = <b>12 points</b></li> <li>• Risk Management Plan that covers three (03) elements = <b>09 points</b></li> <li>• Risk Management Plan that covers two (02) elements = <b>06 points</b></li> <li>• Risk Management Plan that covers one (01) element = <b>03 points</b></li> <li>• Risk Management Plan that covers no (0) elements = <b>0 Points</b></li> </ul> <p><b>NB: all elements of the Risk Management Plan (RMP) must be covered in detail, no points will be allocated for brief RMP.</b></p>	<b>30</b>
<b>After-Sales Support &amp; Warranty</b>	<p>Bidder must provide the turn-around times in terms of hardware or computer equipment break - fix resolution.</p> <p><b>Points allocation for the After-Sales Support &amp; Warranty will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Next business day equipment replacement = <b>30 points</b></li> <li>• Two (02) days' equipment replacement = <b>20 points</b></li> <li>• Three (03) days' equipment replacement = <b>15 points</b></li> <li>• Four (04) days' equipment replacement = <b>10 points</b></li> <li>• More than 4 days equipment replacement = <b>0 points</b></li> </ul>	<b>30</b>



<b>Lead/ Delivery Times</b>	The bidder must have the ability to deliver ICT equipment to MICT SETA as and when requested.  <b>Points allocation for the Lead/ Delivery Times will be allocated as follows:</b> <ul style="list-style-type: none"><li>• 1 – 4 weeks' delivery after placement of Purchase Order = <b>30 points</b></li><li>• 5 – 6 weeks' delivery after placement of Purchase Order = <b>20 points</b></li><li>• 7 – 8 weeks' delivery after placement of Purchase Order = <b>10 points</b></li><li>• Above 8 weeks after placement of Purchase Order = <b>0 points</b></li></ul>	<b>30</b>
<b>MINIMUM THRESHOLD</b>		<b>80</b>
<b>TOTAL</b>		<b>100</b>

**NB: Bidders that meet the minimum threshold of 80 points will be appointed to serve on the panel.**



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in  
submitting the accompanying bid, do hereby make the following statements that I  
certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND  
COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**PREFERENCE PROCUREMENT CLAIM FORM****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1 GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.





- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$



Where:

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
**Note to tenderers: 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....

**4.5. TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

**4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:**

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)****SURNAME AND NAME:** .....**DATE:** .....**ADDRESS:** .....

.....

.....