

|                                   |   |
|-----------------------------------|---|
| <b>RFQ NUMBER</b>                 | <b>RFO/MICT/01/2026</b>   |
| <b>RFQ DESCRIPTION</b>            | <b>APPOINTMENT OF A RECYCLING SERVICE PROVIDER TO DISPOSE THE MICT SETA REDUNDANT ICT ASSETS</b>  |
| <b>RFQ ISSUE DATE</b>             | <b>13 February 2026</b>   |
| <b>COMPULSORY SITE INSPECTION</b> | <b>18 February 2026 COMPULSORY SITE INSPECTION @ 10:00AM UNTIL 11:00AM</b>  |
| <b>CLOSING DATE &amp; TIME</b>    | <b>20 February 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.</b> |
| <b>LOCATION FOR SUBMISSIONS</b>   | <a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>  |
| <b>NO: OF DOCUMENTS</b>           | <b>1 SOFT COPY</b>  |

For queries, please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) **before the closing date of this RFQ.**

The MICT SETA 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 and incomplete submissions will invalidate the quote submitted.**

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

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

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

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

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

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

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

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

#### **SUPPLIER REGISTRATION ON CSD**

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.

## MICT SETA: CHECKLIST INFORMATION

### RETURNABLE DOCUMENTS CHECKLIST

**Request For Quotation 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 RFQ submission.

**(Tick in the relevant block below)**

| DESCRIPTION   | YES | NO |
|---|-----|----|
| <b>CSD</b> Central Supplier Database (CSD) Registration Report  |     |    |
| Pricing Schedule  |     |    |
| Valid Tax Clearance Certificate(s) and/or proof of application endorsed by <b>SARS</b> and/or <b>SARS-issued</b> verification pin |     |    |
| <b>SBD 4 – Bidder's Disclosure</b>  |     |    |
| <b>SBD 6.1 - Preferential Procurement Claim Form</b>  |     |    |
| Certified Copy of director(s) ID(s) not older than six (06) months  |     |    |
| CIPC Document   |     |    |
| Shareholding Certificate  |     |    |
| <b>Bidder's eligibility: Form A</b>   |     |    |

**Note: This RFQ must be completed by the authorised company representative**

### 1. QUOTATION CONDITIONS

NOTE: Quotation 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/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, 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 RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

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

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 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 RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, 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 processes.

## FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ 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: \_\_\_\_\_

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

### **REQUIREMENT DESCRIPTION: APPOINTMENT OF A RECYCLING SERVICE PROVIDER TO DISPOSE THE MICT SETA REDUNDANT ICT ASSETS**

#### **1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority ("MICT SETA") is established in terms of section 9(1) of the Skills Development Act, 1998 (Act No. 97 of 1998), and is responsible for achieving South Africa's skills development and economic growth within the following five sub-sectors: advertising, film and electronic media, electronics, information technology and telecommunications.

#### **2. PURPOSE**

The MICT SETA intends to appoint a credible service provider to conduct secure disposal and recycling of its ICT equipment in an appropriate and environmentally friendly manner. The appointment of an ICT disposal/recycling service provider will ensure that the disposal of the MICT SETA ICT assets comply with the necessary legal requirements under environmental and data laws. See detailed list of these ICT Assets in annexure "A".

#### **3. SCOPE OF WORK**

**The Successful bidders will be responsible for the below-mentioned scope of works but not limited to:**

3.1. Provide collection and transportation service of assets at MICT SETA (Head office).

3.2. The service provider is required to give MICT SETA an offer on these ICT assets as one lot.

3.3. The appointed service provider must provide the MICT SETA with a certificate of destruction to ensure that the disposal of the ICT assets complied with the environmental standards and regulations. Destruction certificate must be issued within five (5) working days post collection.

3.4 The appointed service provider will work with MICT SETA staff to compile a list of assets collected from the premises in order for MICT SETA to remove the assets from the asset register.

3.5. Awarded may be made to the service provider that will give a competitive / higher offer to MICT SETA.

3.6. Transaction should be at no cost to the MICT SETA.

3.7. The awarded service provider will be expected to remove the assets within ten (10) working days upon receipt of proof of payment.

3.9. Awarded bidder will provide MICT Seta with proof of payment to the MICT SETA account within Five days upon receipt of acceptance letter.

#### **4. List of ICT assets to be disposed:**

| <b>NO</b> | <b>Description</b>               | <b>Extended description/ Serial number</b> | <b>Short Asset ID</b> | <b>Current location</b> |
|-----------|----------------------------------|--|-----------------------|-------------------------|
| <b>1.</b> | Laptop                           | HP Laptop, SN:2CE042238D                   | 4096                  | ICT Server room         |
| <b>2.</b> | Laptop                           | HP Laptop, SN:2CE0451FRH                   | 4100                  | ICT Server room         |
| <b>4.</b> | Mecer 18.5" 16X9 TFT LCD Monitor | 1012090195                                 | 1165                  | ICT Server room         |

|     |                                       |                             |      |          |        |
|-----|---------------------------------------|-----------------------------|------|----------|--------|
| 5.  | Mecer 18.5" 16X9 TFT LCD Monitor      | SN: VGA19391012091149       | 1279 | ICT room | Server |
| 6.  | Mecer Proficient PTM with C15-650 CPU | 1012090131                  | 1156 | ICT room | Server |
| 7.  | Monitor - Mecer                       | 1012091075                  | 1122 | ICT room | Server |
| 8.  | Colour LazerJet Printer               | HP LazerJet, SN: CNCF329782 | 0322 | ICT room | Server |
| 9.  | IPAD                                  | DN6G3F14DFJ3                | 0521 | ICT room | Server |
| 10. | Laptop                                | 5cb2280pbk                  | 1173 | ICT room | Server |
| 11. | Laptop MacBook Pro 17 inch            | Serial no. SC02H22SDDV11    | 4408 | ICT room | Server |
| 12. | Laptop                                | 5CB2280PHH                  | 1215 | ICT room | Server |
| 13. | Ipad                                  | DMPK23D1F18Y                | 1219 | ICT room | Server |
| 14. | CPU                                   | Mecer Desk Sn: IW310H0373   | 1183 | ICT room | Server |
| 15. | CPU                                   | IW018Z0433                  | 4636 | ICT room | Server |
| 16. | Laptop                                | 2CE3120C92                  | 4632 | ICT room | Server |
| 17. | Monitor - Mecer                       | VGA17031209142009           | 4642 | ICT room | Server |
| 18. | CPU                                   | iw213hi1719                 | 1200 | ICT room | Server |
| 19. | Laptop                                | HP Laptop, SN:2CE3250C66    | 1185 | ICT room | Server |
| 20. | CPU Mecer                             | iw411h2277                  | 1157 | ICT room | Server |
| 21. | CPU Mecer                             | CPU Mecer, SN:IW328H1098    | 1159 | ICT room | Server |
| 22. | Monitor - Mecer                       | SN:VGA20551309031834        | 0593 | ICT room | Server |
| 23. | Desktop - CPU                         | IW411H2108                  | 0047 | ICT room | Server |
| 24. | Ipad                                  | dmpn14ycf4yg                | 1227 | ICT room | Server |
| 25. | Laserjet Printer - HP                 | HP printer CP 1525nColour   | 0427 | ICT room | Server |
| 26. | Ipad                                  | dmpn155mf4yg                | 1226 | ICT room | Server |
| 27. | Laptop - HP                           | CND4330YRQ                  | 0148 | ICT room | Server |
| 28. | Laptop                                | CND507268M                  | 5032 | ICT room | Server |
| 29. | Ipad - Board member                   | DMPPCFEMG5YL                | 5093 | ICT room | Server |
| 30. | Ipad - Board member                   | DMPP72LSG5YL                | 1211 | ICT room | Server |
| 31. | Ipad - Board member                   | dn6g3ckqdfj3                | 1217 | ICT room | Server |

|     |                     |              |      |          |        |
|-----|---------------------|--------------|------|----------|--------|
| 32. | Ipad - Board member | dmpp62vzg5yl | 1220 | ICT room | Server |
| 33. | Ipad - Board member | DMP532R2G5YL | 1212 | ICT room | Server |
| 34. | Ipad - Board member | dmpp99tmg5yl | 1218 | ICT room | Server |
| 35. | Ipad - Board member | DMQNV86QG5YL | 1221 | ICT room | Server |
| 36. | Ipad - Board member | F6QRM0QLG5YL | 1225 | ICT room | Server |
| 37. | Meccer Screen       | Screen       | 1179 | ICT room | Server |
| 38. | Laptop              | CND52393MT   | 1207 | ICT room | Server |
| 39. | Laptop              | CND52393MK   | 5312 | ICT room | Server |
| 40. | CPU- Mecer          | IW533H0518   | 5142 | ICT room | Server |

| NO  | Description                   | Extended description/ Serial number | Short Asset ID | Current location |        |
|-----|-------------------------------|-------------------------------------|----------------|------------------|--------|
| 41. | Monitors - Mecer              | 1012091130                          | 1020           | ICT room         | Server |
| 42. | Monitors - Mecer              | SN: VGA20551504071181               | 1139           | ICT room         | Server |
| 43. | Laptop- Dell                  | FZ4FS32                             | 0169           | ICT room         | Server |
| 45. | Laptop                        | 5cd62953jk                          | 1171           | ICT room         | Server |
| 46. | Laptop HP                     | Laptop HP 5CD62953H1                | 0579           | ICT room         | Server |
| 47. | HP Laptop 15.6"               | 5CD72605VO                          | 5441           | ICT room         | Server |
| 48. | HP Laptop 450 G4              | 5cd747fgf1                          | 1194           | ICT room         | Server |
| 49. | HP Laptop 450 G4              | 5CD72605V8                          | 0512           | ICT room         | Server |
| 50. | HP Laptop 450 G4              | 5CD72605SW                          | 0357           | ICT room         | Server |
| 51. | HP Laptop 450 G4              | 5CD72605TG                          | 0348           | ICT room         | Server |
| 52. | HP Laptop 450 G4              | 5CD72605RW                          | 0580           | ICT room         | Server |
| 53. | Mecer prelude micro ATX Tower | IW720N1188                          | 0106           | ICT room         | Server |
| 54. | Mecer Tower - Monitor         | VGA20551500471233                   | 1047           | ICT room         | Server |
| 55. | HP Laptop 450 G4              | 5CD72605TF                          | 5463           | ICT room         | Server |
| 56. | HP Laptop 450 G4              | 5CD72605SM                          | 1184           | ICT room         | Server |
| 57. | Mecer prelude micro ATX Tower | IW720N1178                          | 1243           | ICT room         | Server |

|     |                                  |                              |      |          |        |
|-----|----------------------------------|------------------------------|------|----------|--------|
| 58. | Mecer prelude micro ATX Tower    | IW720N1179                   | 1118 | ICT room | Server |
| 59. | Mecer prelude micro ATX Tower    | IW720N1194                   | 1260 | ICT room | Server |
| 60. | Mecer prelude micro ATX Tower    | IW720N1217                   | 1117 | ICT room | Server |
| 61. | Mecer Tower - Monitor            | VGA1012019163                | 1119 | ICT room | Server |
| 62. | HP Laptop                        | 5cd8024wfr                   | 0878 | ICT room | Server |
| 63. | Apple iPad Pro 10,5"/64          | DMPVC2MVJ2D1                 | 5506 | ICT room | Server |
| 64. | Laptop HP                        | CND8120G8J                   | 1214 | ICT room | Server |
| 65. | Dell Inspiron                    | 5M7WCL2                      | 1162 | ICT room | Server |
| 66. | Dell Laptop                      | 10 February 1900             | 5685 | ICT room | Server |
| 67. | Dell Laptop                      | 8LK9YQ2                      | 0522 | ICT room | Server |
| 68. | Dell Laptop                      | GCCQXR2                      | 0292 | ICT room | Server |
| 69. | Dell Desktop                     | 75DKZT2                      | 0048 | ICT room | Server |
| 70. | Dell Desktop                     | SERVICE TAG- 75GCZT2         | 5717 | ICT room | Server |
| 71. | Dell Desktop                     | Service Tag:75BCZT2          | 1384 | ICT room | Server |
| 72. | Dell Monitor                     | CND-01M2XX-QDC00-8711PMU-A05 | 0323 | ICT room | Server |
| 73. | Dell Laptop                      | FY271W2                      | 1023 | ICT room | Server |
| 74. | Dell Laptop                      | GWM41W2                      | 0924 | ICT room | Server |
| 75. | HP ProBook                       | CND919619X                   | 0513 | ICT room | Server |
| 76. | HP ProBook                       | CND91961C9                   | 0232 | ICT room | Server |
| 77. | HP Notebook                      | CND93308S8                   | 5792 | ICT room | Server |
| 78. | HP Notebook                      | CND93019MO                   | 0391 | ICT room | Server |
| 79. | HP Notebook                      | CND93019MD                   | 5794 | ICT room | Server |
| 80. | HP Notebook                      | CND93308NK                   | 5788 | ICT room | Server |
| 81. | Apple 11inch iPad Pro WiFi 128GB | DMPCV1XDPTRK                 | 0014 | ICT room | Server |
| 82. | Laptop Asus X543U                | L5N0GR01871420B              | 0002 | ICT room | Server |
| 83. | Laptop Asus X543U                | L5N0GR018588520A             | 0024 | ICT room | Server |
| 84. | Laptop Asus X543U                | L5N0GR018553206              | 0023 | ICT room | Server |



|      |                               |                 |      |          |        |
|------|-------------------------------|-----------------|------|----------|--------|
| 85.  | Laptop Asus X543U             | L5N0GR01866520C | 0025 | ICT room | Server |
| 86.  | Laptop Asus X543U             | L5N0GR01B358203 | 0026 | ICT room | Server |
| 87.  | Laptop Asus X543U             | L5N0GR018539208 | 0036 | ICT room | Server |
| 88.  | Laptop Asus X543U             | L5N0GR018716201 | 1354 | ICT room | Server |
| 89.  | Laptop Asus X543U             | L5N0GR018720208 | 0035 | ICT room | Server |
| 90.  | Laptop Asus X543U             | L5N0GR018708207 | 0028 | ICT room | Server |
| 91.  | Laptop Asus X543U             | L5N0GR018537200 | 0031 | ICT room | Server |
| 92.  | Laptop Asus X543U             | L5NOGR018629204 | 0027 | ICT room | Server |
| 93.  | Laptop Asus X543U             | L5NOGRO1865120C | 0297 | ICT room | Server |
| 94.  | Laptop Asus X543U             | L5N0GR01862820B | 0034 | ICT room | Server |
| 95.  | Laptop Asus X543U             | L5N0GR018705208 | 0003 | ICT room | Server |
| 96.  | Laptop Asus X543U             | L5N0GR01868920A | 0004 | ICT room | Server |
| 97.  | Laptop Asus X543U             | L5N0GR01859620A | 0033 | ICT room | Server |
| 98.  | Latitude 7410 Business Laptop | SN:DCNH353      | 0524 | ICT room | Server |
| 99.  | Dell Laptop                   |                 | 0581 | ICT room | Server |
| 100. | HP Laptop                     |                 | 0655 | ICT room | Server |
| 101. | HP Laptop                     |                 | 1213 | ICT room | Server |
| 103. | HP Laptop                     |                 | 1172 | ICT room | Server |
| 104. | MacBook Laptop                |                 | 1201 | ICT room | Server |
| 105. | HP Laptop                     |                 | 1169 | ICT room | Server |
| 106. | HP Laptop                     |                 | 1235 | ICT room | Server |
| 107. | Lenovo Laptop                 |                 | 0560 | ICT room | Server |
| 108. | Lenovo Laptop                 |                 | 0555 | ICT room | Server |
| 109. | HP Laptop                     |                 | 0140 | ICT room | Server |
| 110. | HP Laptop                     | S/N: 5CD8024WJK |      | ICT room | Server |
| 111. | HP Laptop                     |                 |      | ICT room | Server |
| 112. | HP Laptop                     | S/N: SCD72605SG |      | ICT room | Server |

|      |                   |                 |      |                 |
|------|-------------------|-----------------|------|-----------------|
| 113. | HP Laptop         | S/N: 5CD72605TC |      | ICT Server room |
| 114. | HP Laptop         | S/N: 5CD72605H  |      | ICT Server room |
| 115. | ProBook HP Laptop |                 | 0576 | ICT Server room |
| 116. | HP Laptop         |                 | 0569 | ICT Server room |
| 117. | HP Laptop         | no tag number   |      | ICT Server room |
| 118. | HP Laptop         | S/N: CZC118ILND |      | ICT Server room |
| 119. | HP Laptop         | no tag number   |      | ICT Server room |

| NO   | Description   | Extended description/Serial number | Short Asset ID | Current location |
|------|---------------|------------------------------------|----------------|------------------|
| 120. | HP Laptop     |                                    | 5031           | ICT Server room  |
| 121. | HP Laptop     | no tag number                      |                | ICT Server room  |
| 122. | HP Laptop     | S/N: 5CD72605V1                    |                | ICT Server room  |
| 123. | HP Laptop     |                                    | 0126           | ICT Server room  |
| 124. | HP Laptop     |                                    | 1208           | ICT Server room  |
| 125. | Meccer Laptop |                                    | 1202           | ICT Server room  |
| 126. | HP Laptop     |                                    | 0573           | ICT Server room  |
| 127. | CPU Mecer     |                                    | 1271           | ICT Server room  |
| 128. | CPU Mecer     |                                    | 1182           | ICT Server room  |
| 129. | CPU Mecer     |                                    | 1123           | ICT Server room  |
| 130. | CPU Mecer     |                                    | 4133           | ICT Server room  |
| 131. | CPU Mecer     |                                    | 1180           | ICT Server room  |
| 132. | CPU Mecer     |                                    | 1167           | ICT Server room  |
| 133. | CPU Mecer     |                                    | 1177           | ICT Server room  |
| 134. | I Pad         |                                    | 5512           | ICT Server room  |
| 135. | I Pad         |                                    | 5513           | ICT Server room  |
| 136. | I Pad         |                                    | 5504           | ICT Server room  |
| 137. | I Pad         |                                    | 5699           | ICT Server room  |

|      |                |                 |      |                 |
|------|----------------|-----------------|------|-----------------|
| 138. | CPU Mecer      |                 | 1158 | ICT Server room |
| 139. | CPU Mecer      |                 | 1265 | ICT Server room |
| 140. | CPU Mecer      |                 | 1199 | ICT Server room |
| 141. | Meccer Monitor |                 | 1944 | ICT Server room |
| 142. | MacBook Laptop |                 | 0520 | ICT Server room |
| 143. | HP Laptop      | 5CG6223XT2      |      | ICT Server room |
| 144. | HP Laptop      |                 | 0650 | ICT Server room |
| 145. | HP Laptop      | C02Z20Z20EFLVCG |      | ICT Server room |
| 146. | Ipad           | DNG120TDFJ3     |      | ICT Server room |
| 147. | HP Laptop      |                 | 0602 | ICT Server room |
| 148. | HP Laptop      |                 | 0614 | ICT Server room |
| 149. | MacBook Laptop |                 | 1699 | ICT Server room |
| 150. | MacBook Laptop |                 | 1170 | ICT Server room |
| 151. | HP Laptop      |                 | 1540 | ICT Server room |
| 152. | HP Laptop      |                 | 0675 | ICT Server room |
| 153. | HP Laptop      |                 | 0663 | ICT Server room |
| 154. | HP Laptop      |                 | 2305 | ICT Server room |
| 155. | HP Laptop      |                 | 0606 | ICT Server room |
| 156. | Meccer Monitor |                 | 0224 | ICT Server room |
| 157. | Meccer Monitor |                 | 1022 | ICT Server room |
| 158. | Meccer Monitor |                 | 0172 | ICT Server room |
| 159. | Meccer Monitor |                 | 1166 | ICT Server room |
| 160. | Meccer Monitor |                 | 0105 | ICT Server room |
| 161. | Meccer Monitor |                 | 0181 | ICT Server room |
| 162. | Meccer Monitor |                 | 1261 | ICT Server room |
| 163. | Meccer Monitor |                 | 1224 | ICT Server room |
| 164. | Meccer Monitor |                 | 1239 | ICT Server room |

|      |                |              |           |                 |
|------|----------------|--------------|-----------|-----------------|
| 167. | Meccer Monitor |              | 0050      | ICT Server room |
| 168. | Meccer Monitor |              | 0120      | ICT Server room |
| 169. | Dell Monitor   |              | 1152      | ICT Server room |
| 170. | Meccer Monitor |              | 0596      | ICT Server room |
| 171. | Meccer Monitor |              | 5778      | ICT Server room |
| 172. | Meccer Monitor |              | 1178/1957 | ICT Server room |
| 173. | Meccer Monitor |              | 1244      | ICT Server room |
| 174. | Meccer Monitor |              | 1961      | ICT Server room |
| 175. | Meccer Monitor |              | 1264      | ICT Server room |
| 176. | Meccer Monitor |              | 1882      | ICT Server room |
| 177. | Meccer Monitor |              | 1223      | ICT Server room |
| 178. | Meccer Monitor |              | 0327      | ICT Server room |
| 179. | IPAD           | F9FYKOFHJF89 |           | ICT Server room |
| 180. | Meccer Monitor |              | 0324      | ICT Server room |
| 181. | IPAD           |              | 1667      | ICT Server room |
| 182. | Dell Desktop   |              | 1147      | ICT Server room |
| 183. | Vostro Desktop |              | 1274      | ICT Server room |
| 184. | Meccer Desktop |              | 0590      | ICT Server room |
| 185. | Meccer Desktop |              | 1262      | ICT Server room |
| 186. | Meccer Desktop |              | 0564      | ICT Server room |
| 187. | Projector      |              | 1011      | ICT Server room |
| 188. | Meccer Desktop |              | 1238      | ICT Server room |
| 189. | Dell Desktop   |              | 0519      | ICT Server room |
| 190. | Dell Desktop   |              | 0562      | ICT Server room |
| 191. | HP Laptop      |              | 0444      | ICT Server room |
| 192. | Dell Laptop    |              | 1491      | ICT Server room |
| 193. | HP Laptop      | CM05510RTV   |           | ICT Server room |

|      |                |              |         |                 |
|------|----------------|--------------|---------|-----------------|
| 194. | Meccer Desktop |              | 1238    | ICT Server room |
| 195. | HP Laptop      |              | 0591    | ICT Server room |
| 196. | HP Laptop      |              | 0369    | ICT Server room |
| 197. | HP Laptop      | CN04355PK9   |         | ICT Server room |
| 198. | HP Laptop      | LSN050185902 |         | ICT Server room |
| 199. | HP Laptop      | CN05510R60   |         | ICT Server room |
| 200. | HP Laptop      | 1186/4471    |         | ICT Server room |
| 201  | HP Laptop      | CND43510ZT   |         | ICT Server room |
| 202. | HP Laptop      |              | 1175    | ICT Server room |
| 203. | HP Laptop      |              | 1195    | ICT Server room |
| 204. | HP Laptop      |              | 1168    | ICT Server room |
| 205. | HP Laptop      | 3271JG5      | 3271JG5 | ICT Server room |
| 206. | Dell Desktop   | GWM41W2      |         | ICT Server room |
| 207  | HP Laptop      | 5CD7051P42   |         | ICT Server room |
| 208. | HP Laptop      | 5CD8024WJ5   |         | ICT Server room |
| 209. | HP Laptop      |              | 1174    | ICT Server room |
| 210. | HP Laptop      |              | 0578    | ICT Server room |
| 211. | HP Laptop      | CND81911RV   |         | ICT Server room |
| 212. | Meccer Laptop  | KKW950JU000  |         | ICT Server room |
| 213  | HP Laptop      | 5CD72605T9   |         | ICT Server room |
| 214. | Meccer Laptop  |              | 1193    | ICT Server room |
| 215. | Ipad Apple     | DMPCT7WKPTRK | 0021    | ICT Server room |
| 216. | Ipad Apple     | DMPCL3JEPTK  | 0020    | ICT Server room |
| 217. | Lenovo Laptop  |              | 0553    | ICT Server room |
| 218  | CPU Mecer      |              | 1256    | ICT Server room |
| 219. | Zbook Laptop   |              | 0724    | ICT Server room |
| 220. | Dell Monitor   |              | 1275    | ICT Server room |

## 5. PRICING SCHEDULE

Name of bidder: \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date: \_\_\_\_\_

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

**Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:**

| Item                        | Requirement Description  | Quantity | Unit Price | Total Cost<br>(Excl. VAT) |
|-----------------------------|--|----------|------------|---------------------------|
| 1.                          | APPOINTMENT OF A RECYCLING SERVICE<br>PROVDER TO DISPOSE THE MICT SETA<br>REDUNDANT ICT ASSETS |          | R          | R                         |
| Sub-Total                   |  | R        |            |                           |
| VAT@15%                     |  | R        |            |                           |
| TOTAL PRICE (INCLUDING VAT) |  | R        |            |                           |

Complete below:

1. Delivery Address: **MICT SETA Head office**  
**Level 3 West wing, Gallagher House**  
**19 Richards Drive, Halfway House**  
**Midrand**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: \_\_\_\_\_

Capacity under which this quote is signed: \_\_\_\_\_

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

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

## 7. 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.

RFO received will be evaluated on Mandatory requirements and highest price offer.

### 7.1 Stage 1– Mandatory Requirements

#### a) Compulsory site inspection

Compulsory site inspection will be part of the acquisition process for all participating Service Providers. Non-attendance will thereof automatically disqualify any prospective bidder.

##### **Evidence required:**

Signing of attendance Register of the Compulsory Site Inspection to be held on **18 February 2026 from 10:AM UNTIL 11:00AM**. Representatives are required to sign the attendance register and write name of the bidder, name of representative, and contact details on Compulsory site Inspection attendance register

#### b) Accreditation

Bidder must be accredited by the e-Waste Association of South Africa (eWASA) or the Institute of Waste Management of Southern Africa (IWMSA).

##### **Evidence required:**

The Bidder must submit a valid a copy Membership Certificate from the e-Waste Association of South Africa (eWASA) e-waste association of South Africa (EWASA) or the Institute of Waste Management of Southern Africa (IWMSA).

#### c) Experience

Bidders must have a 2 years experience in recycling Information Communication Technology equipment (ICT).

##### **Evidence required:**

The bidder must submit two (2) signed reference letters with contactable references indicating in recycling Information Communication Technology equipment (ICT) in the past ten (10) years. The reference letters must be from Bidder's clients, must be signed on clients' letterhead.

**NOTE: BIDDERS THAT DO NOT MEET THE MANDATORY CRITERIA WILL BE ELIMINATED FROM FURTHER EVALUATION PROCESS.**

## 8. STAGE 2: PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

| Criteria  | Points    |
|---|-----------|
| Enterprise owned by historically disadvantaged persons. | 10        |
| Enterprise owned by historically disadvantaged women.   | 05        |
| Enterprise owned by historically disadvantaged youth.   | 05        |
| <b>Total</b>  | <b>20</b> |

**\*\* Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

**Bidder must submit the following documents:**

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).
- CIPC Documents and/or share certificate (for companies with more than one (01) Director).

**Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.**



## 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.1.2. 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**

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;

<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.

- 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.

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

---

<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.

## 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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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>  |  |
| $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | or        | $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |  |

**Where:**

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = 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>  |  |
| $P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$ | or        | $P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$ |  |

**Where:**

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|
| Enterprise owned by historically disadvantaged persons.     | 10   |  |
| Enterprise owned by historically disadvantaged women.       | 05   |  |
| Enterprise 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:** .....  
.....  
.....  
.....