

## REQUEST FOR PROPOSALS

<b>BID NUMBER</b>	MKI01/2024
<b>Description</b>	Leasing of laptops, desktops, and software solutions.
<b>Business addresses</b>	<ol style="list-style-type: none"> <li>1. Ground Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399</li> <li>2. 1 University Road, Derby Downs Office Park, 14 Lakeside, Westville.</li> </ol>
<b>Compulsory Online briefing is scheduled for</b>	<ul style="list-style-type: none"> <li>• 13 March 2024 at 10h00AM</li> <li>• Use link to register and receive meeting link: <a href="https://forms.office.com/r/MDv9U5suhk">https://forms.office.com/r/MDv9U5suhk</a></li> </ul>
<b>Closing date and time to submit quotation</b>	22 March 2024 at 16h30 PM
<b>Technical queries must be emailed to:</b>	<a href="mailto:Asanda.tose@moseskotane.com">Asanda.tose@moseskotane.com</a>
<b>Proposals and SCM queries must be emailed to:</b>	<a href="mailto:quotations@moseskotane.com">quotations@moseskotane.com</a>
<b>Proposals must be emailed to:</b> Hand delivered submissions will not be considered	<a href="mailto:Quotations@moseskotane.com">Quotations@moseskotane.com</a>
<b>Proposal validity period</b>	90 Days

## SUPPLIER INFORMATION

<b>Name of bidder</b>	
<b>Contact person</b>	
<b>Physical address</b>	
<b>Telephone number</b>	
<b>Cellphone number</b>	
<b>Email address</b>	

**1. Disclaimer:**

- a) MKI reserves the right not to appoint.
- b) MKI reserves its right to negotiate the price with the successful bidder, should it be necessary.
- c) MKI reserves the right to terminate the mandate should a pre-existing conflict of interest be found at any stage of the project.
- d) Proposals received after the closing date and time will not be considered.

**2. The following documents to be submitted with the quotation.**

- a) Proof of company registration (CIPC), where applicable i.e unless a sole proprietor.
- b) Valid BBBEE certificate by SANAS accredited agency/company or an affidavit.
- c) Valid tax clearance/Pin
- d) Bank account confirmation letter
- e) Proof of registration on the Treasury Central Supplier Database (CSD)
- f) Supplier declaration of interest form (attached here into)
- g) Preference points claim form (attached here into)

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

### 3. Background

Moses Kotane Institute (MKI) is an entity of the KZN Department of Economic Development, Tourism & Environmental Affairs (EDTEA). Its mandate is to provide internationally recognised quality research driving economic development and innovation in the province. It does this by providing timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with the public and private sectors. It is also funded mainly by EDTEA and other stakeholders.

#### 1. Purpose

The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider with a proven track record to lease laptop and desktop computers as well as supply and deliver software solutions for VoIP (Telecommunications) and email protection services for 12 months (1 year). The software solutions need to be provided with a CAPEX quotation covering 12 months.

#### 2. Scope of Work

##### 3.1 Laptop and Desktop Procurement (leasing):

Laptop and desktop leasing is a service offering MKI the option to rent computer hardware for a designated period of 12 months (1 years), usually monthly. This approach is designed to provide the organization with a cost-effective alternative to outright purchasing these devices, ensuring financial efficiency.

##### 3.2 VoIP Services (Telecommunications):

Voice over Internet Protocol (VoIP) services empower MKI to harness voice and multimedia communication via the Internet. This enables internal stakeholders to engage in voice and video calls, along with messaging, utilising IP networks instead of conventional telephone lines. MKI seeks a cost-effective VoIP solution that provides flexibility for internal configuration needs, encompassing tasks such as establishing DIDs for remote sites and delivering a user-friendly interface enriched with features.

### 3.3 E-Mail Protection:

MKI is actively pursuing a solution to fortify the security of organizational emails through a set of measures and practices meticulously crafted to shield email communications from diverse threats and vulnerabilities. Given the prevalence of email as a primary communication tool within the Moses Kotane Institute, it is essential to address the common risks associated with cyberattacks and potential data breaches. Safeguarding email systems and the information they encompass stands as a critical imperative for ensuring the seamless delivery of efficient internal stakeholder services at MKI.

#### 3.1.1 Computer Hardware

<b>Laptop Leasing Options Device Specification</b>		
	<b>Option 1</b>	<b>Option 2</b>
Processor Intel	Intel i7	Intel i5
Storage Space	256 SSD GB	256 SSD GB
Ram	16GB	8GB
Screen Size	13-16 Inches	16 Inches
Graphics Card	Integrated Graphics Card	Integrated Graphics Card
Windows	10 Professional 64 bit	10 Professional 64 bit
Accessories	Wireless Keyboard and Mouse	Wireless Keyboard and Mouse
High-Quality Laptop Bag		

<b>Desktop Leasing Option</b>	
	<b>Option 3</b>
Processor Intel	Intel i5
Storage Space	256 SSD GB
Ram	8GB
Screen Size	20 Inches
Graphics Card	Integrated Graphics Card
Windows	10 Professional 64 bit
Wi-Fi	Integrated Wifi
Camera	Integrated onboard camera
Accessories	Keyboard and Mouse Combo

<b>Printer Leasing Option</b>	
<b>Option 4</b>	
Multifunctional Printer	<ul style="list-style-type: none"> <li>• Scan Destination – E-mail/Internet FAX, SMB, FTP</li> <li>• Scan File Format – TIFF, JPEG, PDF, XPS, Office Open XML</li> <li>• Operating System – Windows/ MAC</li> <li>• Print Speed: 80/40 PPM – A4/A3</li> <li>• Control Panel - 10.1" Intuitive user interface</li> <li>• Resolution: 1200 x 1200 dpi</li> <li>• Network Printing, Colour Scanning &amp; Duplex Standard</li> <li>• 4.5 GB RAM + 320 GB HDD</li> </ul>

**Special Conditions:**

Bidders must take note that the Moses Kotane Institute shall only pay a fixed lease amount per unit and bidders must ensure that the additional conditions as set out hereunder must be included in the monthly lease amount per unit.

- If the supplied device fails to perform or operate normally, the successful bidder will be required to issue a loan Unit equivalent in specification to the failed unit within three hours.
- The successful bidder will be responsible for providing insurance for the leased devices, any such insurance shall be for the account of the bidder.
- The successful bidder will be responsible for the Operating Software Licenses of the leased devices.
- All leased devices must be upgraded to the latest hardware platform of the supplied product when required.
- All leased devices must carry a 3-year manufacturer warranty cover.
- The Moses Kotane Institute must be allowed to install customised software and external hardware configuration on the supplied devices e.g. Anti-Virus, MS Office applications, and printers including adding customised network configurations.
- Only the OEM-supplied laptop chargers will be acceptable.

Software Solution		
Product	Specifications	QTY
VoIP (Telecommunication)	<ul style="list-style-type: none"> <li>• 100 extensions</li> <li>• Voicemail to email</li> <li>• Call recording feature</li> <li>• Soft Phone</li> <li>• IVR (Interactive Voice Recording)</li> <li>• Cloud-based PABX Environment</li> <li>• SIP Configuration</li> <li>• Initial extension Configuration</li> <li>• Access to a management console for user configuration.</li> <li>• DID Configuration</li> <li>• Video Conferencing feature</li> </ul>	1 product
Email Security	<ul style="list-style-type: none"> <li>• <b>Block ransomware</b></li> <li>• <b>Protection against business email compromise</b></li> <li>• Deep inspection for zero attach protection</li> <li>• Stop malware, credential harvesting, and impersonation attacks.</li> <li>• DNS authentication</li> <li>• Machine learning protection</li> <li>• <b>Insider Risk</b></li> <li>• Internal threat analysis and remediation</li> <li>• Real-life de-weaponized attacks for phishing simulation</li> <li>• Real-time, predictive scoring</li> </ul>	1 product

### 3.1.2 Software Solutions

#### 4. Price Schedule

##### 4.1 Computer Hardware

###### Option 1:

DESCRIPTION	QUANTITY	AMOUNT
Option 1: Hire per month	2	
Laptop bags	2	
Other costs: delivery, collection etc.	1	
	SUBTOTAL	
	VAT @ 15%	
	TOTAL	

###### Option 2:

DESCRIPTION	QUANTITY	AMOUNT
Option 2: Hire per month	10	
Laptop bag	10	
Other costs: delivery, collection etc.	1	
	SUBTOTAL	
	VAT @ 15%	
	TOTAL	

###### Option 3:

DESCRIPTION	QUANTITY	AMOUNT
Option 3: Hire per month	4	
Other costs: delivery, collection etc.	1	
	SUBTOTAL	
	VAT @ 15%	
	TOTAL	

**Option 4:**

DESCRIPTION	QUANTITY	AMOUNT
Option 3: Hire per month	1	
Other costs: delivery, collection etc.	1	
	SUBTOTAL	
	VAT @ 15%	
	TOTAL	

**4.2 Computer Software (CAPEX) Capital Expenditure**

DESCRIPTION	QUANTITY	AMOUNT (CAPEX)
VoIP (Telecommunication) (1 Year)	1	
Email Security (1 Year)	1	
	SUBTOTAL	
	VAT @ 15%	
	TOTAL	

## 5. Conditions of Tender

All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. MKI is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.

5.1 MKI reserves the right not to make an appointment from the proposals submitted.

5.1 Prospective service providers shall not issue any press release or other public announcement about the details of their project proposal without the prior written approval of Moses Kotane Institute.

5.3 Any project proposals shall become the property of Moses Kotane Institute and shall not be returned.

## 6. Competencies and requirements

### 6.1 Company:

- a. Three reference letters where the bidder conducted a similar service in the past 5 years.
- b. A minimum of 5 years in the leasing of similar devices and software services.
- c. Service providers are required to produce an OEM letter of partnership and good standing.

## 7. Financial proposal

The service provider is required to submit a company proposal, a roll-out plan, and a detailed financial proposal. Service providers are expected to provide a quote only on the mentioned services inclusive of VAT where applicable.

## 8. Duration

The successful bidder is required to supply and deliver the project within 30 days of being awarded the contract. The awarded contract is for a term of 12 months, with the option for renewal.

## 9. Technical evaluation

	Maximum score	Evaluator's score	Comments
<ul style="list-style-type: none"> <li><b>Understanding the Assignment</b> <ul style="list-style-type: none"> <li>Good understanding and context of assignment expressed in own words = 10</li> <li>Average understanding and context of assignment expressed in own words = 5</li> <li>Poor understanding of context and assignment = 0</li> </ul> </li> </ul>	10		
<b>Company</b>	40		
<ul style="list-style-type: none"> <li><b>Experience in similar projects</b> <ul style="list-style-type: none"> <li>5 years and above = 10</li> <li>Less than 5 years = 0</li> </ul> </li> </ul>	20		
<ul style="list-style-type: none"> <li><b>Reference letters</b> <ul style="list-style-type: none"> <li>3 reference letters = 10</li> <li>Less than 3 reference letters = 0</li> </ul> </li> </ul>	20		
<b>Total</b>	50		

Bidders are expected to score a minimum of 40 points to proceed to next evaluation stage.

## SUPPLIER DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
  
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

2.6.2

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
 trustees / shareholders / members or their spouses conduct  
 business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
 any relationship (family, friend, other) with a person  
 employed by the state and who may be involved with  
 the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
 .....

.....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Peral Number

**3. DECLARATION**

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## 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 APPLICABLES IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### GENERAL CONDITIONS

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).

**To be completed by the organ of state** (*delete whichever is not applicable for this tender*)

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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.

1.1. 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.

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

The maximum points for this tender are allocated as follows:

	POINT S
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.1 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.
- 1.2 The organ of state reserves the right to request a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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. FORMULATE 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:

**80/20**

or

**90/10**

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

or

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

*P min*

*Pmin*

Where

e

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:

80/20 or 90/10

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*80/20 preference point system is applicable, corresponding points must also be indicated as such. 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)
51% Black owned enterprise	8	
51% Black female owned enterprise	6	
51% Youth owned enterprise	6	

#### 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  
Company  
(Pty) Limited

[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:
- 5 The information furnished is true and correct.
- 6 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 7 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.
- i) 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 favorable 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:** .....

.....

.....