

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

SPECIFICATION FOR LAPTOPS

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites you to submit quotations to supply and deliver laptops.

Closing date of submission	22 nd July 2022
Closing time of submission	16:00
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	7 Wessels Road, Rivonia, Johannesburg

All queries/ clarifications can be sent in writing, citing the bid reference above to the under mentioned person before the closing date for the quote:

Queries address to	Lunga Mokoena
Telephone Number: Landline	011 253 7300
e-mail address to send queries	Lungam@Foodbev.co.za

1. BACKGROUND

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessels Road, Rivonia. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector.

FoodBev SETA is one of 21 Sector Education and Training Authorities (SETAs) across the economy mandated to facilitate the delivery of skills development in the country in line with National Skills Development Plan (NSDP) outcomes.

2. PURPOSE

FoodBev SETA is seeking a reputable service provider to assist with supply and delivery of laptops, bags, wireless mice, keyboards and docking stations. The required laptops, laptop bags, docking stations, wireless mice, and keyboards will need to be HP or Dell.

NOTE: The service provider is required to indicate Expected Time of Delivery for the laptops in the quote.

3. SCOPE OF WORK

3.1. Laptops

Specification	Quantity
<ul style="list-style-type: none">• HP Spectre x360 Convertible Notebook• CPU: Intel Core i7 minimum 11th generation• Screen: 14" FHD display (Touchscreen)• HDD: minimum 512GB SSD• RAM: minimum 32GB• OS: Windows 11 Pro 64-bit• Fingerprint sensor• 3 years warranty with next business day and onsite hardware support (With Proof of warranty activated)• Sim Card slot for LTE broadband• Backlit keyboard• Laptop Bag: Business backpack for a notebook, preferably the same as laptop brand and to fit the 14" laptop.• Wireless mouse and Keyboard: preferably the same as laptop brand.• Docking Station: preferably the same as laptop brand	1
<ul style="list-style-type: none">• HP EliteBook x360 Notebooks• CPU: Intel Core i7 minimum 11th generation• Screen: 14" FHD display (Touchscreen)• HDD: minimum 512GB SSD• RAM: minimum 16GB• OS: Windows 11 Pro 64-bit• Fingerprint sensor• 3 years warranty with next business day and onsite hardware support (With Proof of warranty activated)• Sim Card slot for LTE broadband• Backlit keyboard• Laptop Bag: Business backpack for a notebook, preferably the same as laptop brand and to fit the 14" laptop.• Wireless mouse and Keyboard: preferably the same as laptop brand.• Docking Station: preferably the same as laptop brand	4



<ul style="list-style-type: none"> • HP ProBook Notebooks • CPU: Intel Core i7 minimum 11th generation • Screen: 14" FHD display • HDD: minimum 512GB SSD • RAM: minimum 16GB • OS: Windows 10 Pro 64-bit • Fingerprint sensor • 3 years warranty with next business day and onsite hardware support (With Proof of warranty activated) • Sim Card slot for LTE broadband • Backlit keyboard • Docking Station: preferably the same as laptop brand 	11
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4. THE BID EVALUATION PROCESS

4.1. This RFQ will be evaluated in based on price and points as follows:

Price and Points	The 80/20 preference points system for the acquisition of goods or services with a Rand value equal to or above R30 000 and up to R50 million
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5. ADMINISTRATIVE

The suppliers are required:

- a) To be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za
- b) provide FoodBev SETA their CSD registration number; and
- c) provide the FoodBev SETA with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process

6. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- a) To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- b) Not to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the Chief Executive Officer of the FoodBev SETA or her delegate;
- c) Not to copy or duplicate any software or documentation for private use;
- d) To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project;
- e) General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract;
- f) Parking and travel between the prospective service provider's office and the venue selected by the SETA will be borne by the Service Provider;
- g) Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- h) The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Chief Executive Officer of the



FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service;

- i) Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.


7. PROCEDURES FOR SUBMITTING PROPOSALS

The closing date for proposals is 22 July 2022 at 16:00.

8. SIGN OFF

Compiled by Goitseona Mmope

Date: 01/07/2022

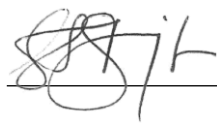
Signature: _____

Recommended and supported by:

Siyabonga Dyosiba

Senior Manager: ICT

Date: 01/07/2022



Signature:

Approved by:

Magugu Maphiwa

Chief Financial Officer (CFO)

Date: _____

Signature: _____

