



RFP NUMBER:	RFP C06/2024
DESCRIPTION:	Supply and delivery of Computer Equipment at ORBIT TVET College.
PUBLISH DATE:	06 June 2024
CLOSING DATE:	28 June 2024
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	90 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE HAND-DELIVERED:	Proposals to be submitted or be couriered OR hand delivered to ORBIT TVET College Central Office Security Gate Tender Box at C/O Bosch & Fatima Bhayat Str Rustenburg, 0299 for the attention of Mr. Thapelo Motlhaga, Quoting the reference: RFP (C06/2024)
ATTENTION:	Mr. Thapelo Motlhaga
NB: Bidders to ensure that they sign the tender register at the security gate when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation. Queries related to this tender are to be sent to tmotlhaga@orbitcollege.co.za	

NB: The ORBIT TVET College logo should not be displayed in any shape or form on proposals sent to ORBIT TVET College for consideration.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Specifications
3. Selection Process

SECTION B- STATUTORY NON-TECHNICAL MANDATORY REQUIREMENTS

1. Certified CIPC Registration Documentation and ID Copies of directors
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.2)
4. Bidder's Disclosure (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Valid proof of business address (**Lease Agreement or Utility bill of Municipal Account on director's names**)
7. Valid Tax Compliance Status Certificate with PIN
8. Bank Rating Letter "Code C"
9. The bidder must be certified as a preferred partner or accredited agent by the manufacturer (In the event that the bidder is not the manufacturer) for the Computer Equipment. The evidence of certification / accreditation (valid at the time of bid closure and appointment) must be submitted with the proposal. Failure to submit certificate will render the bid non-responsive.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr. Thapelo Motlhaga** at tmotlhaga@orbitcollege.co.za by **19 June 2024**. The bid number should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted in a:

Hard-copy document and USB (**in pdf format**) to be hand-delivered to Orbit College Security Gate, C/O Bosch & Fatima Bhayat street, Rustenburg, 0299 for the attention of Mr. Thapelo Motlhaga, Quoting the reference (C06/2023)

❖ Closing date and time: **28 June 2024 @ 11h00**

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)

1.6 FORMAT OF BIDS

- 1.6.1 Bidders to complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

1.6.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders to complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.2)

Bidders to complete SBD 3.1 as attached to this request in full and to submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference. **Bidders to attach their quotation on the company letterhead as part of SBD 3.2**

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable

Part 3: Bidder's Disclosure (SBD 4) – attached as Annexure "A"

Each party to the bid to complete and submit the Bidder's Disclosure.

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) – Attached as Annexure "D"

Bidders to complete and submit the Preference Points Claim Form.

A trust, consortium, or joint venture:

- ❖ will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B- BBEE scorecard is prepared for every separate bid.

Part 5: Quotation on the Company letterhead of the Bidding Company

Bidders are to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with SBD 3.2.

Part 6: Reference letters

Bidders are to submit two (2) or more signed reference letters on a client's letterhead demonstrating experience in the supply and delivery of Computer Equipment.

Part 7: Bank Rating Letter Code C – (Financial Credibility)

Bidders will be required to submit a bank rating letter "Code C"

1.7 NEGOTIATION

- 1.7.1 ORBIT TVET College has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.7.2 ORBIT TVET College shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.7.3 ORBIT TVET College issues this bid invitation in good faith; however, it reserves the right to:
 - ❖ Cancel or delay the selection process at any time, without explanation,
 - ❖ Not to select any of the respondents to this bid invitation, without explanation,
 - ❖ Exclude certain services, without explanation.
- 1.7.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.8 REASONS FOR REJECTION

- 1.8.1 ORBIT TVET College shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.8.2 ORBIT TVET College may disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.9.2.1 have abused the Supply Chain Management systems of ORBIT TVET College.
 - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.8.3 Such actions shall be communicated to the National Treasury.

2. SPECIFICATION

2.1. INTRODUCTION AND BACKGROUND

2.1.1. Public TVET Colleges form part of the Department of Higher Education & Training (DHET) together with public Universities, National Institutes for Higher Education, Trade Testing Centres, Skills Development Institutes and Sector Education and Training Authorities (SETAs). ORBIT College is one of three public TVET Colleges in the North West Province. The mandate of the public TVET Colleges is to steadily increase the number of students enrolled and trained in priority and critical skills areas, putting TVET Colleges at the centre of skills development and more specifically, the artisan development agenda of South Africa. This relates to equipping the unemployed, (specifically youth who is Not in Education, not in Employment and Training) i.e. NEETs with the requisite skills base to overcome poverty and the economic challenge of unemployment. The specific focus of public TVET Colleges is to address the skills shortages in SA, by offering relevant and responsive vocational and occupational programmes. Vocational Programmes are quality assured by Umalusi and Occupational Programmes are quality assured by the Quality Council for Trades and Occupations (QCTO).

2.2. PURPOSE

2.2.1. ORBIT TVET College would like to appoint a supplier to supply and deliver Computer Equipment to ORBIT TVET College.

2.3. TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.3.1. The items are expected to be delivered 10 days upon receipt of a Purchase Order.
- 2.3.2. ORBIT TVET College reserves a right to enter into price negotiation with successful service providers.
- 2.3.3. Request will be issued on ad-hoc basis to the appointed service providers.

2.4. EXPERIENCE OF THE BIDDER

2.4.1. The bidder to submit two (2) reference letters demonstrating experience in the supply and delivery of Computer Equipment from current/ previous clients.

2.5. PRICING

- 2.5.1. Bidders are requested to quote ORBIT TVET College on a unit cost basis as defined in SBD 3.2 for all items.
- 2.5.2. Bidders are required to submit a separate quotation on their letterhead duplicating the information on SBD 3.2

2.6. INTELLECTUAL PROPERTY

- 2.6.1. The service provider will be contracting with ORBIT TVET College. All products and data of this project, in whatever format raw or analysed, will be confidential information for utilisation by ORBIT TVET College. All information and documents, received from ORBIT TVET College or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of ORBIT TVET College. To this end, the service provider will be required to sign a confidentiality agreement within the contract.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance requirements

- 3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

3.2 Conditions for selection/short listing

- 3.2.1 All submissions will be evaluated as follows:

3.2.1.1 Phase 1 – Required items, Service Providers to:

- Submit their proposal by the closing date and time. **Proposals received after the closing date and time will be automatically disqualified.**
- Register their hard-copy submission in the tender register at ORBIT TVET College Security Gate. **Proposals not registered in the tender submission register will be automatically disqualified.**
- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.2, SBD4, SBD 6.1.
- Initial each page of the General Condition of Contract and submit with your proposal.

3.2.1.2 Phase 2 – Functionality evaluations

- All shortlisted proposals from phase 1 will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 1 as follows:
 - 0: Unacceptable, does not meet set criteria
 - 1: Exceptional mastery of the requirement should ensure extremely effective performance.

PROPOSED SELECTION CRITERIA

ELEMENT		FUNCTIONALITY EVALUATION	Weight
Suitability of bidder to perform the task	Rating 0-1	Evaluation criteria	
A bidder to submit a minimum of two (2) signed reference letters on a client's letterhead demonstrating experience in supply and delivery of computer equipment (100 points)	0	Non-submission of signed reference letters or less than two (2) relevant signed letters relating to supply and delivery of computer equipment submitted.	100%
	1	The bidder submitted two (2) signed reference letters demonstrating experience in the supply and delivery of computer equipment from current/previous clients.	

Bidders are required to obtain 100% functionality threshold for them to be shortlisted for phase 3 of the evaluation process. **Bidders who do not score 100% for functionality will be disqualified from further evaluation.**

3.2.1.3. Phase 3 – Price and Specific goals

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific goals as follows:

Evaluation Criterion on Price and Specific goals	
Relative competitiveness of proposed price	80
Specific goals	20
TOTAL FOR PRICE AND PREFERENCE	100

3.3. ADJUDICATION OF BID

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	C06/2024	CLOSING DATE:	28 June 2024	CLOSING TIME:	11h00am
DESCRIPTION	Appointment of a supplier for the supply and delivery of computer equipment at ORBIT TVET College				
PROPOSALS TO BE EMAILED:					
Proposals to be hand delivered or be couriered to ORBIT TVET College Central Offices Security Entrance, C/O Bosch & Fatima Bhayat Str, Rustenburg, 0299 for the attention of Mr. Thapelo Motlhaga.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Thapelo Motlhaga		CONTACT PERSON	Mr. Thapelo Motlhaga	
E-MAIL ADDRESS	tmotlhaga@orbitcollege.za		E-MAIL ADDRESS	tmotlhaga@orbitcollege.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:				
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

SBD 3.2

Supply and delivery of Computer Equipment at ORBIT TVET College

Name of bidder: _____	Bid number: C06/2024
Closing Time: 11h00	Closing date: 28 June 2024

ITEM	DESCRIPTION	QTY	COST PER UNIT	TOTAL PRICE OF ITEM (R)
1	I5 Desktop Computers TML02 PROFICIENT MICRO ATX TOWER 300W ENERGY STAR 6.0 PSU, INTEL COMET LAKE i5-12400 2.9GHz W/12MB CACHE, 8GB RAM , AX3000 WI-FI 6 PCIe Card Intel 802.11 AX, Samsung 870 EVO 500GB SATAIII SSD, WIN-11- SLMIDRANGE , KEYBOARD, MOUSE, & CABLE LOCK A2057N - MECER 19.5" LED MONITOR WITH VGA+HDMI PORT 3 YEARS ONSITE WARRANTY	240		
2	I7 Desktop Computers TML02 PROFICIENT MICRO ATX TOWER 300W ENERGY STAR 6.0 PSU, Ci7-12700 INTEL ROCKET LAKE CORE i7-12700 2.5GHz / 4.9GHz W/16MB CACHE, 8GB RAM, AX3000 WI-FI 6 PCIe Card Intel 802.11 AX , Samsung 870 EVO 500GB SATAIII SSD, WIN-11-SLMIDRANGE , KEYBOARD, MOUSE, & CABLE LOCK A2057N - MECER 19.5" LED MONITOR WITH VGA+HDMI PORT 3 YEARS ONSITE WARRANTY	120		
3	Delivery costs for Rustenburg Campus	120		
4	Delivery costs for Brits Campus	120		
5	Delivery costs for Mankwe Campus	120		
	TOTAL			
	VALUE ADDED TAX			
	TOTAL INCLUSIVE OF VALUE ADDED TAX			

**(NB Suppliers must submit a price schedule in which they set out the total cost breakdown of the prices they have
Quoted in their Proposals).**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate

