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Education, Training and Development Practices Sector Education and Training Authority

**BID NO: SCMU NO: 13- 2025/26**

## REQUEST FOR BIDS

### TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL WIRELESS NETWORK INFRASTRUCTURE SOLUTION FOR ETDP SETA

#### 1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a **NON-COMPULSORY** virtual briefing session for **BID NO: SCMU: 13 – 2025/26** - *Appointment of a service provider to supply, install wireless network infrastructure solution for ETDP SETA* on **04 March 2026** at **11h00**. Access details will be available on [www.etdpseta.org.za](http://www.etdpseta.org.za) as at **02 March 2026**. Kindly note that interested service providers may submit their questions until at **05 March 2026** at **12h00**. **No further questions will be accepted after this date.** We thank you for your cooperation.

#### 2. PURPOSE & OBJECTIVES OF THE PROJECT

##### 2.1. PURPOSE

The ETDP SETA is looking for a suitably qualified service provider to supply and install secure wireless network solution for ETDP SETA.

##### 2.2. OBJECTIVES

The main goal of this project is to implement a secure and stable wireless network infrastructure for all ETDP SETA offices.

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### 3. PROJECT SCOPE, REQUIREMENTS AND DELIVERABLES

#### 3.1. Project scope

The ETDP SETA is in the final stages of implementing ICT infrastructure upgrade to improve organisational performance, flexibility and productivity. The successful bidder will be required to upgrade wireless network to meet the growing demands and ensure easy and secure access to ICT services.

The ETDP SETA staff complement is ±200 with the Head Office situated in Johannesburg and provincial offices in major cities across the country. The organisation heavily depends on its high-performing ICT network to execute its duties.

#### 3.2. Background and current infrastructure.

ETDP SETA has offices in each of the nine provinces, and its head office is in Johannesburg. Each of the provincial offices has an average of 7 users, with 80 at the head office. Sites are configured as follows:

- Nine provincial offices each having one Cisco 48 port Power over Ethernet (PoE) switches and Dynamic Host Configuration Protocol (DHCP) configured on the Forti Gate router devices.
- Each provincial site has stand-alone and unmanaged Aruba wireless Access Points (AP).
- Microsoft Azure virtual infrastructure with Active Directory (AD) and Domain Naming Services (DNS) server.
- The head office has one Aruba ClearPass wireless controller, AD, DNS, and DHCP servers, and multiple Cisco 48 port switches. Various models of Aruba wireless APs have reached end-of-life and need replacement.

### 4. REQUIREMENTS

Bidders are required to submit a proposal for implementing Cisco based or equivalent integrated, secure, reliable, and robust wireless network for ETDP SETA, meeting the minimum requirements below.

#### 4.1. Hardware requirements

- A. 18 x ceiling-mount Access Points for provincial offices (2 per office) with the following features:
  - 1. 1GB ethernet ports.
  - 2. Support for PoE.
  - 3. Dual radio (2.4 GHz and 5 GHz).
  - 4. Include ceiling-mount brackets.
  - 5. Support Wi-Fi 6 standard (802.11ax).
- B. 8 x ceiling-mount Access Points for head offices with the following features:
  - 1. 1GB ethernet ports.
  - 2. Support for PoE.

3. Dual radio (2.4 GHz and 5 GHz).
4. Include ceiling-mount brackets.
5. Support Wi-Fi 6 standard (802.11ax).

C. 1 x Wireless Network controller with the following features:

1. Support for Wi-Fi 6 standard Access Points.
2. Central management for the entire wireless network.
3. Support for up to 300 client connections.
4. Rackmount with brackets.
5. Ethernet ports

#### **4.2. Configuration requirements**

1. Wireless networks must be centrally managed in one web platform.
2. ETDP SETA staff wireless network SSID with AD integration.
3. Staff wireless connection should be secured and encrypted with an internal AD certificate authority server, and authentication must be automatic.
4. Only domain-joined devices with internally issued certificates should be able to access the staff wireless network.
5. ETDP SETA staff should be able to access the wireless network automatically from any of the 10 sites.
6. Guest wireless network SSID with a self-service web registration portal for access and authentication for visitors.
7. Guest wireless connection must be secured with public-issued SSL certificates (ETDP SETA will provide a wildcard certificate).
8. Restrict guest users to access the internet only.
9. All issued guest access must expire every 24 hours.
10. Guest wireless must not have access to ETDP SETA Local Area Network (LAN).
11. Wireless network SSIDs must support multiple VLANs across sites.
12. The proposed solution must support seamless connection between APs.
13. All hardware equipment must have a 3-year warranty.
14. The proposed solution must include necessary software licenses covering a period for 3 years.

## **5. DELIVERABLES**

- 5.1. A detailed project execution plan outlining the implementation processes, approach, resources, and tools.

- 5.2. Provide training and skills transfer to ETDP SETA administrators at no costs, to be able to manage wireless network post-implementation

#### 6. COSTING MODEL (PRICING SCHEDULE)

The Bidders are required to provide the following:

- A detailed quotation covering all requirements of the terms of reference.
- A summarized and signed costing proposal in the company letterhead using the format below:

Item	Unit cost	Quantity	Total (excl VAT)
Hardware equipment costs			
Once-off implementation costs			
Total			
VAT@ 15%			
Grand contract Value			

**NB:** Bidders must not charge travelling costs to remote offices (Provincial Offices), devices will be pre-configured at head office and shipped to provincial offices at ETDP SETA's costs, final configurations will be done remotely.

**NAME OF BIDDER:** \_\_\_\_\_

**POSITION/ ROLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

***All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.***

## 7. METHOD OF SUBMISSION

Bidders must submit a bid proposal in a USB stick, in a clearly marked envelope with bidder's details and bid reference number. **Documents for Stage 1 (Administrative, Mandatory and Functionality requirements and Pricing) must be submitted in a USB stick.**

There must be three folders in the USB cover the following stages.

**Folder A: Stage 1:** Administrative Requirements.

**Folder B [PHASE A]: Stage 2:** Mandatory Requirements.

**[PHASE B]: Stage 3:** Functionality

**Folder C: Stage 4:** Price and Specific Goals.

It is the responsibility of the bidder to ensure that all relevant documents are included in the USB to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the tender submissions.

## 8. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA SCM policy.

### 8.1. STAGE 1: ADMINISTRATIVE COMPLIANCE [Folder A (USB)]

*Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.*

Description	Comply/Submitted
Completion of all SBD Forms: <ul style="list-style-type: none"> <li><b>SBD 1</b> - Invitation to Bid</li> <li><b>SBD 4</b> - Declaration of Interest</li> </ul>	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" <b>which the SETA will use to verify the bidder's tax matters prior to the award</b>	

## 8.2. STAGE 2: MANDATORY REQUIREMENTS [Folder B (PHASE A) (USB)]

Failure to comply with these requirements will lead to disqualification from further evaluation.

Mandatory Requirement	Method of Evaluation
a. Bidder must submit an OEM partner letter confirming their status as a reseller for the proposed laptop brand. (Confirmation letter from distributors will not be accepted)	<ul style="list-style-type: none"> <li>A letter of confirmation (on OEM letterhead) stating that the bidder is an approved partner.</li> </ul>

## 8.3. STAGE 3: FUNCTIONALITY [Folder B (PHASE B) (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

The minimum qualifying score for functionality will be **80 points** and bids that fail to achieve the minimum qualifying score will be disqualified.

Only bids that achieve a minimum score of **80 points** will be evaluated further on price and specific goal in accordance with the 80/20 preference point system prescribed in the Preferential Procurement Regulations, 2022 and the ETDP SCM Policy.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING		POINTS
1.	<b>Company experience:</b> Company's proof of implementing IT network infrastructure. (Provide signed proof on the referee's company letterhead)	Five (5) or more references	<b>10</b>
	<b>1.1. Number of similar projects by the company (Provide signed reference letter for each project in the clients' letterhead): 10</b>	3 to 4 references	<b>8</b>
		1 to 2 references	<b>5</b>
		No references	<b>0</b>
	<b>1.2. The cumulative experience in implementing IT network infrastructure (to be derived from the above letters): 10</b>	5 years and above	<b>10</b>
		3 – 4 years	<b>8</b>
		1 – 2 years	<b>5</b>
		Less than 1 year	<b>0</b>
2.	<b>Proposed Approach: 30</b>  2.1 Bidders are required to submit a detailed proposal indicating all hardware and software requirements including brand, model number, and capabilities. The proposal should show clearly how the proposed solution will address requirements listed in <b>section 3.3</b> of the ToR as follows: <b>(30)</b>	Solution Proposal addresses all the requirements <b>5.1 and 5.2.</b>	<b>30</b>
		Solution Proposal addresses all the requirements <b>5.1</b> and any 90% of <b>5.2.</b>	<b>25</b>
		Solution Proposal addresses all the requirements of <b>5.1</b> and any 80% of <b>5.2.</b>	<b>20</b>
		Solution Proposal addresses all the requirements <b>5.1</b> and any less than 80% of <b>5.2</b>	<b>0</b>
3.	<b>Project Manager and Technical Lead Engineer (Attach CVs)</b>  3.1 Relevant experience of the Project Manager in managing IT projects <b>(submit a detailed CV). (15)</b>	5 years and above	<b>15</b>
		4 years	<b>10</b>
		3 years	<b>5</b>
		2 years	<b>2</b>
	3.2 Technical Lead engineer certification. <b>(The engineer must be certified in networking and provide copy of the certificate. (15))</b>	Below 2	<b>0</b>
		Certification provided = 15	<b>15</b>
	3.3 Relevant experience of the technical lead engineer in implementing IT network infrastructure. <b>(submit a detailed CV). (20)</b>	No certification	<b>0</b>
		3 years and above	<b>20</b>
		2 but less than 3 years	<b>15</b>
		1 but less than 2 years	<b>10</b>
		Below 1	<b>0</b>
<b>TOTAL</b>			<b>100</b>

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Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted

#### 8.4. STAGE 4: PRICE AND SPECIFIC GOALS [Folder C (USB)]

##### PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022  
*- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals*

**80/20** preference point system shall be applicable as follows:

✓	Price	<b>80</b>
✓	Allocation of specific goals	<b>20</b>

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

## 9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **120 days**.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Companies that are in the process of de-registration in the CIPC will not be considered.

## 10. DISCLAIMER

### **Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer**

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
  - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*
2. *Therefore:*

*Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.*
3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*
4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: [www.etdpseta.org.za](http://www.etdpseta.org.za) "ETDP SETA PAIA Manual and POPIA Manual".*

#### 11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open Tenders as from **12h00** on **19 February 2026**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked “**Folder A-Admin Compliance, Folder B-Technical Proposal**” and “**Folder C- Financial Proposal**”.

*The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.*

All Bids/Proposals (**completed in [one (1) USB]**) must be **courier or hand delivered to:**

**The ETDP SETA – Gauteng Provincial Office**  
**112 Main Street**  
**9<sup>th</sup> Floor**  
**Johannesburg CBD**  
**2091**

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **16 March 2026**.

***No late submission will be accepted!***

#### 12. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **16 March 2026**.

#### 13. CONTACT PERSON

**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:**

**Supply Chain Manager: Email: [Tenderers@etdpseta.org.za](mailto:Tenderers@etdpseta.org.za)**

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.**