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**REQUEST FOR QUOTATION (RFQ)**

**PROCUREMENT, SUPPLY, DELIVERY OF IPADS, MACBOOK AND ACCESSORIES FOR INSETA  
(INCLUDING ALL APPLICABLE WARRANTY AND SUPPORT)**

RFQ	<b>RFQ/2021/22/36</b>
RFQ ISSUE DATE	<b>13<sup>th</sup> May 2021</b>
BRIEFING SESSION	<b>N/A</b>
RFQ DESCRIPTION	<b>PROCUREMENT, SUPPLY, DELIVERY OF IPADS, MACBOOK AND ACCESSORIES FOR INSETA (INCLUDING ALL APPLICABLE WARRANTY AND SUPPORT)</b>
CLOSING DATE & TIME	<b>18<sup>th</sup> May 2021 @ 11:00</b>
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za), before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

The INSETA 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: \_\_\_\_\_

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

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

FAX NO: \_\_\_\_\_

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

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

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

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

**Board Members:** Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. S.J. Kruger (Business), Ms. Z. Motsa (Business), Mr. R.P. Motlhabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

**CEO: G. Mkhize**

## DETAILED SPECIFICATION

### PROCUREMENT, SUPPLY, DELIVERY OF IPADS, MACBOOK AND ACCESSORIES FOR INSETA (INCLUDING ALL APPLICABLE WARRANTY AND SUPPORT)

#### 1. BACKGROUND

**1.1** The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.

#### 2. PURPOSE:

The Insurance Sector Education and Training Authority (INSETA) seeks to appoint a service provider for the Procurement, Supply, Delivery of IPADS, MACBOOK and Accessories for INSETA (including all applicable warranty and support) as per the detailed specifications.

#### 3. SCOPE OF WORK:

3.1.1 Supply and deliver **iPad Pro 11 (Quantity: 11)** in accordance with the specifications as indicated in the table below: (including all applicable warranties)

No.	Colour	Silver	Model	Wi-Fi+ Cellular
1	Capacity	128GB	Size and Weight	Length: 247.6 mm, Width: 178.5 mm, Depth: 5.9 mm Weight: 473grams
2	Display	<ul style="list-style-type: none"> <li>- Liquid Retina display, 11-inch (diagonal) LED-backlit multi-Touch display with IPS technology,</li> <li>- 2388-by-1668-pixel resolution at 264 pixels per inch (ppi),</li> <li>- ProMotion technology</li> <li>Wide color display (P3)</li> <li>True Tone display,</li> <li>- Fingerprint-resistant oleophobic coating Fully laminated display,</li> <li>- Antireflective coating 1.8% reflectivity, 600 nits brightness,</li> <li>- Supports Apple Pencil (2nd Generation)</li> </ul>	Chip	A12Z Bionic chip with 64-bit architecture, Neural Engine Embedded M1 2 coprocessor
3		Camera		

	<p><b>Camera, Photo and Video</b></p>	<ul style="list-style-type: none"> <li>- 12-megapixel camera <i>f</i>/1.8 aperture,</li> <li>- Digital zoom up to 5x, Five-element lens Quad-LED True Tone flash Panorama (up to 63 megapixels),</li> <li>- Sapphire crystal lens cover,</li> <li>- Backside illumination sensor Hybrid IR filter,</li> <li>- Autofocus with Focus Pixels Tap to focus with Focus Pixels Live Photos with stabilization,</li> <li>- Wide color capture for photos and Live Photos Improved local tone mapping,</li> <li>- Exposure control Noise reduction Smart HDR for photos,</li> <li>- Auto image stabilization Burst mode,</li> <li>- Timer mode Photo geotagging, Image formats captured: HEIF and JPEG, <b>Video Recording</b> - 4K video recording at 30 fps or 60 fps,</li> <li>- 1080p HD video recording at 30 fps or 60 fps</li> </ul>	<p><b>Cellular and Wireless</b></p>	<p><b>Wi-Fi &amp; Cellular</b> (802.11a/b/g/n/ac); simultaneous dual band (2.4GHz and 5GHz); HT80 with <b>MIMO Bluetooth 5.0 technology</b></p>
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3.1.2 Supply and deliver **iPad Pro 11 (Quantity: 11) accessories** in accordance with the specifications as indicated in the table below: (including all applicable warranties)

No.	Accessories	Qty
1	<b>Body Glove iPad Bluetooth Keyboard Product Features</b>	<b>11</b>
2	Bluetooth: Yes	
3	Keyboard: Yes	
4	Type: Simple	
5	Case type: Bluetooth Keyboard	
6	Rechargeable keyboard	
7	Magnetic closure	
8	Lightweight	
9	Magnetically attaches and pairs with iPad	
10	Colour of product Black/Brown	
11	<b>Weight &amp; dimensions</b>	

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12	Width - 22.100	
13	Depth - 29.46 cm	
14	Height- 1.270	
15	<b>Stylus Pen (Size and Weight)</b>	<b>11</b>
16	Length: 166 mm	
17	Diameter: 8.9 mm	
18	Weight: 20.7 grams	
19	<b>Other Features</b>	
20	Bluetooth Connection	
21	Charge wireless	
22	Note-taking	
23	Change tools	
24	Attaches magnetically and pairs with the iPad	
25	All-new seamless design	
26	<b>OptiGuard Glass Protect for iPad</b>	<b>11</b>
27	Colour: Clear, Material - 0.3mm thin, premium Japanese tempered glass screen protection	
28	Works with: IPAD InBox: QDOS OptiGuard Glass Protect Screen-cleaning wipe Super-soft microfiber screen cleaning cloth Dust-remover sticker Application instructions	

3.1.3 Supply and deliver **iPad Pro 12.9 (Quantity: 1)** in accordance with the specifications as indicated in the table below: (including all applicable warranties)

No.	Colour	Silver	Model	Wi-Fi+ Cellular
1.	<b>Capacity</b>	128GB	<b>Size &amp; Weight</b>	Length: 280.6 mm Width: 214.9 mm Depth: 5.9 mm Weight: 643 grams
2.	<b>Display</b>	Liquid Retina display 12.9-inch (diagonal) LED-backlit Multi-Touch display with IPS technology. 2732-by-2048-pixel resolution at 264 pixels per inch (ppi) ProMotion technology Wide colour display (P3) True Tone display Fingerprint-resistant oleophobic coating Fully laminated display	<b>Chip</b>	A12Z Bionic chip with 64-bit architecture Neural Engine



		<p>Antireflective coating 1.8% reflectivity 600 nits brightness Supports Apple Pencil (2nd generation)</p>		
3.	<p><b>Camera, Photo &amp; Video</b></p>	<p><b>Camera</b> Wide: 12MP, <i>f</i>/1.8 aperture Ultra-Wide: 10MP, <i>f</i>/2.4 aperture, and 125° field of view 2x optical zoom out; digital zoom up to 5x Five-element lens (Wide and Ultra-Wide) Brighter True Tone flash Panorama (up to 63MP) Sapphire crystal lens cover Backside illumination sensor Hybrid IR filter Autofocus with Focus Pixels (Wide) Tap to focus with Focus Pixels (Wide) Wide color capture for photos and Live Photos Exposure control Noise reduction Smart HDR for photos Auto image stabilization Burst mode Timer mode Photo geotagging Image formats captured: HEIF and JPEG</p> <p><b>Video Recording</b> 4K video recording at 30 fps or 60 fps 1080p HD video recording at 30 fps or 60</p>	<p><b>Cellular &amp; Wireless</b></p> <p><b>Sim card</b></p>	<p><b>Wi-Fi &amp; Cellular</b></p> <p>(802.11a/b/g/n/ac); simultaneous dual band (2.4GHz and 5GHz); HT80 with MIMO Bluetooth 5.0 technology</p> <p>UMTS/HSPA/HSPA+/D C-HSDPA (850, 900, 1700/2100, 1900, 2100 MHz); GSM/EDGE (850, 900, 1800, 1900 MHz)</p> <p>Gigabit-class LTE (Models A2068 and A2069: bands 1, 2, 3, 4, 5, 7, 8, 12, 13, 14, 17, 18, 19, 20, 25, 26, 29, 30, 34, 38, 39, 40, 41, 42, 46, 48, 66, 71)</p> <p>Nano-SIM</p>



		<p>fps 720p HD video recording at 30 fps Quad-LED True Tone flash Slo-mo video support for 1080p at 120 fps and 720p at 240 fps Time-lapse video with stabilization Cinematic video stabilization (1080p and 720p) Continuous autofocus video Noise reduction Take 8-megapixel still photos while recording 4K video Playback zoom Video geotagging Video formats captured: HEVC and H.264</p> <p><b>TrueDepth Camera</b> 7-megapixel photos Portrait mode Portrait Lighting Animoji and Memoji 1080p HD video recording at 30 fps or 60 fps Retina Flash <i>f</i>/2.2 aperture Wide color capture for photos and Live Photos Smart HDR Backside illumination sensor Auto image stabilization Burst mode Exposure control Timer mode</p>		
4.	<b>Buttons &amp; Connectors</b>	Volume up/down USB-C connector Magnetic connector Smart Connector	<b>Power &amp; Battery</b>	Built-in 36.71-watt-hour rechargeable lithium-polymer battery Up to 10 hours of

		On/Off/Sleep/Wake Four Speakers Three microphones		surfing the web on Wi-Fi, watching video, or listening to music Charging via power adapter or USB-C to computer system
5.	<b>Sensors</b>	Face ID LiDAR Scanner Three-axis gyro Accelerometer Barometer Ambient light sensor	<b>Connector</b>	USB-C
6.	<b>System Requirements</b>	Apple ID (required for some features) Internet access  <b>Syncing with iTunes on a Mac or PC requires:</b> <b>Mac:</b> macOS Catalina 10.15 using the Finder. macOS El Capitan 10.11.6 through macOS Mojave 10.14.6 using iTunes 12.8 or later. Windows 8.1 or later using iTunes 12.10	<b>Additional</b>	USB-C Charge Cable (1 meter) 18W USB-C Power Adapter
7.	<b>AppleCare + coverage</b>	3 years NBD		

3.1.4 Supply and deliver **iPad Pro 12.9 (Quantity: 1) accessories** in accordance with the specifications as indicated in the table below: (including all applicable warranties)

No.	Accessories	Qty
1	<b>Body Glove iPad Bluetooth Keyboard Product Features</b>	<b>1</b>
2	Bluetooth: Yes	
3	Keyboard: Yes	
4	Type: Simple	
5	Case type: Bluetooth Keyboard	
6	Rechargeable keyboard	
7	Magnetic closure	
8	Lightweight	
9	Magnetically attaches and pairs with iPad	

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10	Colour of product Black/Brown	
11	<b>Weight &amp; dimensions</b>	
12	Width - 22.100	
13	Depth - 29.46 cm	
14	Height- 1.270	
15	<b>Stylus Pen (Size and Weight)</b>	<b>1</b>
16	Length: 166 mm	
17	Diameter: 8.9 mm	
18	Weight: 20.7 grams	
19	<b>Other Features</b>	
20	Bluetooth Connection	
21	Charge wireless	
22	Note-taking	
23	Change tools	
24	Attaches magnetically and pairs with the iPad	
25	All-new seamless design	
26	<b>OptiGuard Glass Protect for iPad</b>	<b>1</b>
27	Colour: Clear, Material - 0.3mm thin, premium Japanese tempered glass screen protection	
28	Works with: IPAD InBox: QDOS OptiGuard Glass Protect Screen-cleaning wipe Super-soft microfiber screen cleaning cloth Dust-remover sticker Application instructions	

3.1.5 Supply and deliver **MacBook Pro 13"** in accordance with the specifications as indicated in the table below: (including all applicable warranties)

No.	Colour	Gray
1.	<b>Capacity</b>	512GB
2.	<b>Display</b>	Retina display 13.3-inch (diagonal) LED-backlit display with IPS technology; 2560x1600 native resolution at 227 pixels per inch with support for millions of colours Supported scaled resolutions: 1680x1050 1440x900 1024x640 500 nits brightness Wide colour (P3) True Tone technology)
3.	<b>Chip</b>	Apple M1 chip 8-core CPU with 4 performance cores and 4 efficiency cores 8-core GPU



		6-core Neural Engine
4.	<b>Memory</b>	16 GB
5.	<b>Keyboard &amp; Trackpad</b>	65 (US) or 66 (ISO) keys including 4 arrow keys in an inverted “T” arrangement Touch Bar Touch ID sensor Ambient light sensor Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing and Multi-Touch gestures
6.	<b>Wireless</b>	<b>Wi-Fi</b> 802.11ax Wi-Fi 6 wireless networking IEEE 802.11a/b/g/n/ac compatible <b>Bluetooth</b> Bluetooth 5.0 wireless technology
7.	<b>Camera</b>	720p FaceTime HD camera
8.	<b>Audio</b>	Stereo speakers with high dynamic range Wide stereo sound Support for Dolby Atmos playback Studio-quality three-mic array with high signal-to-noise ratio and directional beamforming 3.5mm headphone jack
9.	<b>AppleCare+ coverage</b>	3 years warranty NBD

#### 4. PREQUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (Central Supplier Database). The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.
- 4.2 Bidder must submit proof and must be an EME or QSE only (**level 1 or level 2 BBEE contributor**) status will be considered – **no Generic servicer providers will be considered.**
- 4.3 Bidders are required to initial each page and sign the RFQ document.

**Note: Noncompliance with the above-mentioned prequalification criteria will mean automatic disqualification.**

#### 5. MANDATORY REQUIREMENTS:

- 5.1 A minimum of two (2) reference letters indicating similar experience in providing Information Technology Equipment - reference letters must be for work conducted within the **last three (3) years** and must **be dated and signed in the referring company’s letterhead.**

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- 5.2 Detailed technical specification of the proposed laptops must be provided with the proposal as per the scope work – noncompliance will lead to disqualification.
- 5.3 **A minimum of Two (2) years warranty must be provided for the iPads and Three (3) years warranty must be provided for the MacBook.**
- 5.4 **Bidders are required to commit delivery by the end of May 2021.**

**Note: Noncompliance with the above-mentioned mandatory requirements will mean automatic disqualification.**

## 6. PRICING SCHEDULE

- 6.1 The service provider must provide a price quotation as per the scope of work.
- 6.2 The total cost must be including VAT and should be quoted in South African currency (i.e., Rands).

Items	Description Unit	Quantity	Unit Price	Total Cost
1.	iPad Pro 11	11	R	R
2.	iPad Pro 11 Accessories including Stylus Pens	11	R	R
3.	iPad Pro 12.9	1	R	R
4.	iPad Pro 12.9 Accessories including Stylus Pens	1	R	R
5.	MacBook Pro 13	1	R	R
<b>Sub - Total</b>				<b>R</b>
<b>VAT @ 15%</b>				<b>R</b>
<b>Total</b>				<b>R</b>

## 7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

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

Where:

$P_s$  = Points scored for comparative price of bid under Consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

## 9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 9.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 9.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 9.3** 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.
- 9.4** A trust, consortium or joint venture 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.

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- 9.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 9.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

## **10. COMMUNICATION**

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## **11. CONDITIONS TO BE OBSERVED WHEN RFQING**

INSETA 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 his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

### **INSETA reserves the right to:**

- 10.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 10.2** Make a selection solely on the information received in the RFQs and Enter into negotiations
- 10.3** with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 10.4** Contact any bidder during the evaluation process, in order to clarify any information, without
- 10.5** informing any other bidders. During the evaluation process, no change in the content of the
- 10.6** RFQ shall be sought, offered or permitted.
- 10.7** Award a contract to one or more bidder(s).
- 10.8** Accept any RFQ in part or full at its own discretion.
- 10.9** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.


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**10.10** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

**11. Cost of Bidding**

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

**END OF RFQ DOCUMENT**





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**Annexed to this document for completion and return with the document:**

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)
- Bidders bank confirmation letter reflecting company registration number.

**Non – compliance in returning above mentioned documents, will deem the bid nonresponsive.**

