



16 January 2020

REQUEST FOR QUOTATION (RFQ)
THE SUPPLY OF AN ASSET MANAGEMENT SCANNER, SOFTWARE AND INTEGRATION INTO ANY ERP (FINANCE) SYSTEM

RFQ	RFQ/SCM/01/2019
RFQ ISSUE DATE	16TH JANUARY 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	THE SUPPLY OF AN ASSET MANAGEMENT SCANNER, SOFTWARE AND INTEGRATION INTO ANY ERP (FINANCE) SYSTEM
CLOSING DATE & TIME	23rd JANUARY 2020 @ 11:00

Submissions must be **hand delivered and dropped in the MICT SETA tender box:** Block 2, Level 3 West, Gallagher Estate, 19 Richards Drive, Midrand **on or before the closing date of this RFQ.**

For queries, please contact: rfqs@mict.org.za

The MICT SETA 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: _____

DETAILED TECHNICAL SPECIFICATION

THE SUPPLY OF AN ASSET MANAGEMENT SCANNER, SOFTWARE AND INTEGRATION INTO ANY ERP (FINANCE) SYSTEM

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications

MICT SETA is looking to source an Asset Management Scanner, Software and Integration into any ERP (Finance) System

2. SCOPE OF WORK

- 2.1** Assets management wireless scanner (including built-in software) that can integrate into any ERP system (**Hand held**)
- 2.2** Scanner must include printable aluminium tags 39X13X0.5mm in size
- 2.3** Aluminium tags must reflect barcode and assets number, fitted with acetone activated adhesive which allows a strong, permanent bond to the asset.
- 2.4** Users – Asset control and 1 finance official
- 2.5** Training for 3 people, training manual (to include Setup and installation)
- 2.6** Once off Software assurance licence and must be compatible with any Microsoft software.
- 2.7** Build in assets tracking system for assets movement.

3. Assets register module/ default allocation or categorization

- 3.1** Office description
- 3.2** Assets type
- 3.3** Supplier
- 3.4** Location
- 3.5** Cost or profit centre or customer name
- 3.6** Employee/Owner.
- 3.7** Assets condition
- 3.8** Purchased price

3. COSTING

The quotation must reflect a detailed cost breakdown indicating the following:

See table below as reference: (Pricing must include a detailed cost breakdown but not limited to)

NO.	DESCRIPTION	AMOUNT (Including VAT)
1.	Assets Management Scanner (Hand held)	
2.	Aluminium tags	
3.	Once off licence compatible to Microsoft	
4.	Integration to ERP system	
5.	Training of 3 people (including manuals)	
6.	Maintenance	
7.	Support	
Sub – total		
Vat		
Total (including VAT)		

3. CONTRACT CONDITION

- 3.1 Bidder must clearly must include any all associated total cost of delivery of goods including but not limited to the list above.

5. PRE-QUALIFICATION CRITERIA

- 5.1 Proof of registration on CSD (**Central Supplier Database**)
- 5.2 Bidder must provide proof **and must be** an EME or QSE **only (level 1 or level 2 BBEE contributor)** status will be considered (**no generic companies will be considered**)
- 5.3 RFQ bid document must be completed, signed and initialled by the authorised company representative
- 5.4 Bidder must provide proof of authority to distribute within boundaries of South Africa from the Original Equipment Manufacturer (OEM) **or** provide proof of authority from the authorised distributor to reseller.

Note: All bidders who do not comply with the items listed above will be disqualified.

6. FUNCTIONAL EVALUATION CRITERIA

6.1 BBEE and Price

6.1.1 As the RFQ price is estimated to be between R 30 000.00 and R 50 million, therefore RFQ responses will be evaluated on the **80/20** Price & BBEE preference point system.

Functional Evaluation

- 6.2 The RFQ submission will be technically evaluated out of a maximum of **100**.
- 6.3 A threshold of **70** out of the **100** has been set

Note: All bidders achieving less than the set threshold will be declared non-responsive.

6.4 Assessment of evaluation of the functional criteria will be based on the table below.

Category	Comments	Max Points
Bidder to demonstrate experience	<p>Previous experience on the Supply delivery of Asset Verification Scanners:</p> <p>1 x Client Reference Letter = 10 points 2 x Client Reference Letters = 15 points 3 or More Client Reference Letters = 20 points</p> <p>Less than minimum requirement = 0 points Note: Bidders to attach contactable reference letters with their bid in order to claim points.</p>	20
Bidder to provide brochures	<p>Bidder to must provide brochures of the Scanner offered to be attached with bid including full detailed of the manual aligned to RFQ specification section two (2)</p>	40
Delivery	<p>Bidder to clearly indicate the expected delivery lead-time. The quoted price should include delivery to the site location: (MICT SETA –Midrand office)</p> <p>The delivery lead-time: 1- 2 weeks = 20 points 2 – 4 weeks delivery = 15 points 4 – 6 weeks delivery = 10 points</p>	20
Warranty Period	<p>Warranty period:</p> <p>(State whether warranty will be applicable on delivery)</p> <p>- 12-month standard warranty = 10 points - <i>Extended warranty (at no cost to the SETA) = 20 points</i></p> <p>Non-compliance with above = 0 points</p>	20
TOTAL		100

6.5 Bidders are required to pass the minimum threshold of **70 points** on the functional criteria in order to be considered for the final phase which is **price and BBBEE**.

6.6 Bidders who score less than **70 points** will not be considered for the final phase, thus be disqualified.

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.
- 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 intend 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 MICT- SETA 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

The Corporation 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. The Corporation 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.

MICT SETA reserves the right to:

- 11.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 11.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 11.4** Award a contract to one or more bidder(s).
- 11.5** Accept any RFQ in part or full at its own discretion.
- 11.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.7** 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.

12. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA 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

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)

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of MICT- SETA, may make an offer or offers in terms of this RFQ invitation. In view of possible allegations of favouritism, should the resulting RFQ, or part thereof be awarded to-
 - (a) any person employed by the MICT- SETA in the capacity of bidder, consultant or service provider; or
 - (b) any person who acts on behalf of MICT- SETA; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of MICT- SETA; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The bidder or his/her authorised representative shall declare his/her position *vis-à-vis* MICT- SETA and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the bidder and a person employed by MICT- SETA in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:
POSITION	:
OFFICE WHERE EMPLOYED	:
TELEPHONE NUMBER	:
RELATIONSHIP	:

2. Failure on the part of a bidder to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a bidder with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, MICT- SETA may, in addition to any other remedy it may have:
 - recover from the bidder all costs, losses or damages incurred or sustained by MICT- SETA as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which MICT- SETA may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT	RFQ NUMBER	DATE
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POSITION OF DECLARANT	NAME OF COMPANY OR RFQER
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CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 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.
- 1.2 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 RFQ.

2 SUB-CONTRACTING

- 2.1 A bidder will not be awarded points for B-BBEE status if it is indicated in the RFQ 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 the bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A bidder awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3 DECLARATION OF SUB-CONTRACTING

3.1 Will any portion of the contract be sub-contracted? YES / NO

3.2 If yes, indicate:

3.2.1 The percentage of the contract will be sub-contracted%

3.2.2 The name of the sub-contractor

3.2.3 The B-BBEE status level of the sub-contractor.....

3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

RFQ NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR RFQER