

APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY AND DELIVER LAPTOPS, DESKTOPS, MONITORS AND PERIPHERALS ON AN “AS AND WHEN” REQUIRED BASIS OVER THREE YEARS

BID NO.: IRBA/02/2024/RFT

CLOSING DATE: 26/04/2024 at 12h00PM (South African Time)

BID DESCRIPTION: Bidders are hereby invited to submit their proposals for the supply and delivery of laptops, desktops, monitors and peripherals on an “as and when” required basis, for a period of three years.

- This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
- Kindly note that the bid offers should be submitted as follows:
 - Via hand delivery and be deposited in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.
- No bids forwarded via email, fax or a similar medium will be considered.
- Late bids will not be accepted.



DIRECTOR: OPERATIONS

26 March 2024

DATE:

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SECTION A: GENERAL CONDITIONS OF THE BID

The Independent Regulatory Board for Auditors (IRBA) would like to invite suitably qualified independent bidders to submit their bids for the supply and delivery of laptops, desktops, monitors and peripherals on an “as and when” required basis, for a period of three years.

1. PROPRIETARY INFORMATION

The IRBA will consider this Request for Tender (RFT) and all related information, either written or verbal, that have been provided to the bidder to be proprietary to the IRBA. Such information shall be kept confidential by the bidder and its officers, employees, agents and representatives. Additionally, the bidder shall not disclose, publish or advertise this RFT, or the related information, to any third party, without the IRBA’s prior written consent.

2. ENQUIRIES

2.1. All communication and attempts to solicit information of any kind in relation to this RFT should be channelled **in writing** to:

RFT Enquiries

Simphiwe Ngcobo

Email address: sngcobo@irba.co.za

2.2. Enquiries in relation to this RFT will not be entertained after 16h00 on 08/04/2024.

2.3. All enquiries will be consolidated and the IRBA will then issue one response that will be posted on 10/04/2024 on the IRBA website (www.irba.co.za), under the section on tenders.

2.4. The IRBA may, in its absolute discretion, respond to any enquiry; and the bidder acknowledges that it will have no claim against the IRBA on the basis that its bid was disadvantaged by lack of information, or the inability to resolve ambiguities.

3. BID VALIDITY PERIOD

Responses to this RFT from bidders will be valid for a period of 120 days, from the bid closing date.

4. BACKGROUND

4.1. The IRBA was established in terms of Section 3 of the Auditing Profession Act No. 26 of 2005, as amended (the Act), which had an effective date of 1 April 2006.

The objectives of the Act, as set out in Section 2, are as follows:

- a) To protect the public in the Republic by regulating audits performed by registered auditors;

- b) To provide for the establishment of an Independent Regulatory Board for Auditors;
- c) To improve the development and maintenance of internationally comparable ethical standards and auditing standards for auditors that promote investment and as a consequence employment in the Republic;
- d) To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession; and
- e) To provide for procedures for disciplinary action in respect of improper conduct.

5. MINIMUM REQUIREMENTS FOR A BID

- 5.1. Interested bidders must comply with the minimum conditions set out below, for their proposals to be evaluated on functionality. Failure to submit or comply will render the bid non-compliant.
- 5.2. The IRBA maintains independence from the registered auditors it regulates. As such, no bids will be considered from any entity or person that is regulated by the IRBA, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors. In view of this, bidders must be free from any relationship that could result in any undue influence from auditors and audit firms that the IRBA regulates. Consequently, bidders are required to submit the declaration, as per **Annexure B**, that confirms that they are independent of the auditing profession in that:
 - They are not employed by an audit firm and/or a network firm; and
 - They do not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.
- 5.3. Interested bidders are required to complete and submit the following appropriately signed (by authorised signatories) Standard Bid Documents (SBDs), failing which their bid responses will be disqualified:
 - a) SBD 1: Invitation to Bid.
 - b) SBD 3.1: Pricing Schedule – Firm Prices **OR** SBD 3.2: Pricing Schedule Non-Firm Prices.
 - c) SBD 4: Declaration of Interest Form.
 - d) SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act (PPPFA) of 2022.
- 5.4. **National Treasury – Central Supplier Database (CSD):** Bidders must submit confirmation of the company or individual registration on the CSD. The IRBA will not award any contract to a bidder that is not registered as a supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 9 of 2017/2018. The

CSD registration requirement applies to all companies/individuals. Bidders may register on the CSD through the National Treasury website (www.csd.gov.za).

- 5.5. Bidders are required to complete and submit the compulsory Pricing Proposal (**Annexure C**), without changing the structure. Failure to complete it in the prescribed manner and with unauthenticated alterations may result in the disqualification of the bid.

6. INSTRUCTIONS ON THE SUBMISSION OF BIDS

- 6.1. The IRBA requires two printed copies – one original hard copy and one additional copy – of the complete bid documentation that support the criteria, as stated in section B of this document.
- 6.2. The **Annexure C** documentation (SBD 3.1, Financial Proposal and Pricing Schedule) must be submitted in a separate sealed envelope, with the printed copies of the bid response.
- 6.3. The bid document must be hand-delivered and placed in the bid box on the Ground Floor of Building No. 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than 12h00PM (South African time) on **26/04/2024**.
- 6.4. The bid register, which is located where the tender box is, must be signed by the person making the delivery.
- 6.5. The bid closing date, bidder's name and the return address must also be reflected on the envelope.
- 6.6. No bid response received by email, fax or similar medium will be considered.
- 6.7. Any bid response that is not in the bid box at the bid closing date and time will be regarded as a late bid. It is the IRBA's policy not to consider late bids for tender evaluations.
- 6.8. Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time.

7. PREPARATION OF THE BID RESPONSE

- 7.1. All documentation submitted in response to this RFT must be in English.
- 7.2. The bidder is responsible for all costs that they shall incur regarding the preparation and submission of the bid document.
- 7.3. Bids submitted by bidders that are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable board of directors, a copy of which resolution, duly certified, must be submitted with the bid.

- 7.4. The bidder should check the numbering of the pages on their bid, to satisfy themselves that no pages are missing or duplicated. The IRBA will accept no liability regarding anything arising from the fact that pages of a bid are missing or duplicated.
- 7.5. The information required in paragraphs 5.2-5.4 above must be included in the bid response.
- 7.6. A financial proposal, as indicated in **Annexure C**, must be included in the bid response.

8. REQUIREMENT TO CONCLUDE A CONTRACT

This bid document, all the appended documentation and the proposal in response thereto, together with the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations, shall form the basis for formal contracts to be negotiated and concluded between the IRBA and the successful bidder(s) to whom this bid will be awarded.

9. CONTRACT PERIOD

- 9.1. The contract shall be for a period of three years, on an “as and when” required basis, subject to an annual performance review of the service provider(s).
- 9.2. The successful bidder(s) shall, upon receipt of a written notification of an award, be required to conclude a contract with the IRBA, inclusive of a Service Level Agreement (SLA). The SLA will serve as a tool to measure, monitor and assess the performance of the service provider(s) and ensure an effective delivery of the services, quality and value-add to the IRBA’s business.

10. ASSIGNMENT OF OBLIGATIONS, INDEPENDENCE AND CONFLICT OF INTEREST

- 10.1. The successful bidder(s):
 - a) May not assign their own obligations.
 - b) Shall conduct their business from the Republic of South Africa.
 - c) Shall, in rendering the services to the IRBA, maintain independence and must not have any conflicts of interest.
 - d) Must immediately advise the IRBA, in writing, when it seems like unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances, as well as the period of delay, must be furnished to the IRBA.
 - e) Shall restrict the use of the IRBA information and documentation to the purpose for which such information and documentation were disclosed to the bidder(s) by the IRBA.
 - f) Shall ensure that the credentials of the individuals presented to the IRBA are in line with the proposals submitted, and that these individuals shall not be substituted without the IRBA’s prior approval.

11. REPORTING

The successful bidder(s) shall meet with the IRBA team to discuss reporting and account queries, as and when requested by the IRBA.

12. CANCELLATION OF THE CONTRACT

12.1. The IRBA may, in its sole discretion and without limitation to any of its other rights elsewhere in law, cancel the contract, if it is satisfied that any person (including an employee, partner, director or shareholder of the interested company or a person acting on behalf of or with the knowledge of the interested person or entity):

- a) Is executing a contract with the IRBA unsatisfactorily;
- b) Has, in any manner, been involved in a corrupt act or offered a gift or remuneration to any officer or employee of the IRBA in connection with obtaining or executing a contract;
- c) Has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;
- d) Has, in any manner, influenced or attempted to influence the awarding of the IRBA's bid process;
- e) Has, when advised that their proposal has been accepted, given notice of their inability to execute or sign the contract;
- f) Has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, entity or company to refrain from quoting for this contract, or relating to the bid to be submitted by either party; and/or
- g) Has disclosed to any other person any information relating to this bid, except where disclosure in confidence was necessary to obtain quotations required for the preparation of the bid.

12.2. The IRBA may, in its sole discretion, resolve that for a specified period it will not consider any bid from a bidder whose contract has been cancelled for fraud, dishonesty or contravention of supply chain management legislation. If the IRBA is satisfied that any person is or was a shareholder or a director of an entity or company, which in terms of paragraph 12.1 is one from which no bid will be favourably considered for a specified period, it may also decide that no bid from such a person, entity or company shall be favourably considered for a specified period.

12.3. Any restriction imposed upon any person/entity shall apply to any other person/entity with which such a person/entity is associated.

- 12.4. The IRBA reserves the right to unilaterally terminate the contract with the successful bidder with at least one month's notice, in the event of circumstances beyond its control and those that render continuation with the contract undesirable or unnecessary.

13. SUPPLIER PERFORMANCE MANAGEMENT

The IRBA views supplier performance management as a critical component in ensuring quality, in as far as the acquisition of services and the maintenance of good relations between the organisation and all its service providers are concerned.

14. DISCLAIMER

- 14.1. Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The IRBA will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.
- 14.2. The IRBA reserves the right to not appoint any bidder that does not comply with the conditions of this bid, or if it obtains information about the bidder that could put the organisation at risk.
- 14.3. The IRBA reserves the right to cancel this bid, should the budget to cover its full costs not be available at the time of awarding the contract, or if the need no longer exists, or the specifications have changed.

15. ABSENCE OF OBLIGATIONS

- 15.1. No legal or other obligation shall arise between the bidder and the IRBA, unless and until the formal appointment, contract and SLA have been signed.
- 15.2. The IRBA is not obliged to proceed with any submitted bids.

16. EVALUATION CRITERIA AND POINTS ALLOCATION

Bids shall be evaluated in terms of the process and conditions that are detailed below.

16.1 Phase 1 – Eligibility Criteria/Mandatory Requirements

The first stage of the evaluation will be to assess compliance with the submission of the mandatory documents/information. Only proposals that are 100%-compliant with the first stage evaluation process will be evaluated further.

During this phase, bid responses will be reviewed for the purposes of assessing compliance with the RFT requirements, including the general bid conditions that require the following:

- a) **National Treasury – CSD:** Bidders must submit confirmation of their company or individual registration on the CSD and provide a CSD registration summary report.
- b) **Tax Compliance Status:** A valid tax clearance certificate or pin issued by the South African Revenue Service must be provided.
- c) **Consortiums and Joint Ventures:** If the bidding unit emanates from a joint venture (JV) or a collaborative partnership (including a newly formed company) that does not have a joint track record, the individual entities that make up the tendering unit/JV should each meet all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities (as the case may be) not be met, then the JV will be disqualified. It is recognised that bidders may wish to form consortia to provide the services. In that case, submit the JV agreement that has been signed by both parties.
- d) Bidders must complete and submit the compulsory Pricing Proposal (Annexure C), without changing the structure. Failure to complete it in the prescribed manner and with unauthenticated alterations will result in the disqualification of the bid.
- e) The completion of all Standard Bidding Documents and other requirements, as reflected in paragraph 5 above, including the following:
 - SBD 1: Invitation to Bid.
 - SBD 3.1: Pricing Schedule – Firm Prices **OR** SBD 3.2: Pricing Schedule – Non-Firm Prices.
 - SBD 4: Declaration of Interest Form.
 - SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act of 2022.
- f) Complete and submit the declaration (Annexure B) that confirms independence from the auditing profession.
- g) A valid letter from the original equipment manufacturer (OEM) confirming that the bidder is either the OEM or an approved OEM supplier/reseller of the relevant information

technology (IT) equipment proposed. The term relevant IT equipment refers to all IT equipment that has a warranty. The OEM letter must be active at the closing date of the tender and must contain a validity period.

Failure to comply with the requirements assessed in Phase 1 (compliance) will lead to the disqualification of a bid.

16.2 Phase 2: Functionality Evaluation

A minimum of 75 points is required in terms of this phase. All bidders who achieve 75 points or more will be evaluated further under Phase 3: Specific Goals and Pricing.

*In addition, it should be noted that a minimum qualifying score per element must be met, as set out in the evaluation criteria. Failure to achieve any of these minimum scores per element will result in a disqualification for further consideration, even if the overall minimum total score has been achieved. **The bidder will be evaluated in accordance with the weight scoring set out in paragraph 4.2 under section B below.***

Bid responses will be evaluated in accordance with the functional criteria listed below (as set out in more detail in section B of this RFT), and the associated points are also indicated.

Element	Minimum Points	Maximum Points
Company Background – State the length of your experience in the supply and delivery of the specified IT equipment.	5	10
Locality – Location of the service provider’s support services.	10	10
Bidder Certification – The bidder <i>must</i> be a Microsoft Gold Certified Partner.	20	20
Project Management Qualifications and Experience – The bidder must provide a curriculum vitae (CV) for the Project Manager, and this individual must have a minimum of three years’ experience in the project management of the supply and delivery of IT equipment and an IT-related qualification.	20	30
Company References – Provide at least three contactable written reference letters from clients (on the clients’ letterheads) not older than three years, for the successful completion of projects in the supply and delivery of the specified IT equipment.	20	30
Total Points	75	100

16.3 Phase 3: Specific Goals and Pricing

16.3.1 Specific Goals

All bids that achieve the minimum qualifying scores for functionality (acceptable bids) and are shortlisted under Phase 2 will be evaluated further as follows:

Criteria	Points
Specific Goals	20
Pricing	80
Total Points	100

A maximum of 20 points will be awarded to a bidder for the specific goals of people who were historically disadvantaged by unfair discrimination, based on the following:

Specific Goal Allocated Points in terms of this Tender	Points Allocated (80/20 system)
1. Enterprise with ownership of 51% or more by person/s who are Black	10
2. Enterprise with ownership of 51% or more by person/s who are women	5
3. Enterprise with ownership of 51% or more by person/s who are youth	3
4. Enterprise with ownership of 51% or more by person/s with a disability	2
TOTAL	20

The documents required for the verification of the points allocation are:

No.	Procurement Requirement	Proof Documents
A.	Black people/ownership	CSD Report/Black Economic Empowerment (BEE) Certificates/Sworn Affidavit
B.	Women	CSD Report/BEE Certificates
C.	Youth	CSD Report
D.	Disabled (living with a disability)	CSD Report Medical Certificate/Report
The CSD Report will be used to verify the ownership percentage		

Note: Please refer to the Annexure C, annexed to this document, for the format in which the required proposal must be provided.

16.3.2 Pricing

Pricing requirements for this bid

- a) Bidders are required to price for laptop and desktop computers, as per the technical specifications, Section B paragraph 2: Scope of Work, contained in this bid. The IRBA's laptop and desktop computers consist, mainly, of the Hewlett-Packard (HP), Dell and Lenovo brands. In keeping with this standardised IT hardware, bidders may provide pricing for **ALL** or **ANY** of these three categories (brands) – **HP, Dell and Lenovo** – of computers.
- b) The IRBA's intention is to award the contract to the highest scoring bidder for each category (brand) of laptop and desktop computers, based on the price and specific goals achieved.
- c) The bidder must clearly specify in their proposal the category (brand) of laptop and desktop computers for which they are bidding. Any bids that are of a brand not listed above will not be considered and the bid will be disqualified.
- d) Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in this bid, with the exception of any price adjustments that are outlined BY THE BIDDER in the response; and provided such adjustments are in accordance with the rules stated below.
 - For each category of devices, the bidder must indicate whether the prices quoted are fixed and firm **OR** non-firm for the period of the contract. To this effect:
 - The bidder must complete the SBD 3.1, Pricing Schedule, form where the quoted prices are fixed and firm;
 - or**
 - The bidder must complete the SBD 3.2, Pricing Schedule, form where the quoted prices are non-firm prices. Any price adjustments, where appropriate, shall be subject to an increase of not more than the applicable Consumer Price Index (CPI) for each consecutive year of the contract period. (The actual CPI published by Statistics South Africa should be used in the annual adjustment of rates.)
 - Unit prices should be fully inclusive of all applicable taxes, including Value-added Tax (VAT), less all unconditional discounts, plus all costs to deliver the services and/or goods to the specified delivery point and must be stated in South African rands. Where imported goods/services are to be used, and

pricing is subject to changes in the exchange rate, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate.

- Pricing for the imported goods/service must be calculated based on a rand/US dollar exchange rate of R18.94/USD for the evaluation of this bid.
- e) To allow for a standardised price comparison for the Bid Evaluation Committee's evaluation, the bidder is required to complete the tables in **Annexure C**. The tables are based on the unit price for one item per category (brand) of laptop and desktop computers and the category of monitors, screens and peripherals for each of the three years. The total for the unit prices for each category of devices for the three years (incl. VAT and warranty) will be used in the Price and Specific Goals evaluation assessment, in accordance with the PPPFA regulations.

16.3.3 Award Strategy

- a) The IRBA's intention is to award contract(s) to the highest scoring bidder(s) for each of the following category of devices:
- i. Category A: Lenovo brand of laptop and desktop computers.
 - ii. Category B: HP brand of laptop and desktop computers.
 - iii. Category C: Dell brand of laptop and desktop computers.
 - iv. Category D: Monitors, screens and peripherals.
- b) Therefore, the total for the unit prices for each category of devices for the three years (incl. VAT and warranty) will be used in the Price and Specific Goals evaluation of each category, in accordance with the PPPFA regulations.

SECTION B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS

1. BACKGROUND TO THE RFT

The purpose of this RFT is to appoint a service provider(s) to supply and deliver laptops, desktops, monitors and peripherals, for a period of three years, on an “as and when” required basis.

2. SCOPE OF WORK

2.1. Laptop Minimum Specifications/Requirements

1.	Group A – Laptop	<ul style="list-style-type: none"> • i7 Intel Core, 13 Gen or higher Processor • 1 x 32GB DDR5 RAM • 13.3" and 14" and 15" OLED touchscreen 8K/4k, 3840x2160 Pixels or more, anti-glare • 512 GB, M.2, PCIe NVMe, SSD • HDMI Port • USB Ports (minimum 1 x USB 3.0) • USB-C (Thunderbolt) • 802.11a/b/g/n/ac (2x2) Wi-Fi and Bluetooth • 1080P FHD IR Hybrid Camera with Privacy Shutter, Dual-array microphones • Sound Dolby Atmos or Bang & Olufsen audio technology • Windows 11 Pro (or the latest version) • Three-year Onsite Warranty, Next Business Day • 3G/LTE Built-in • Approximate Weight 1.2kg to 1.8Kg • English US backlit keyboard with numeric keypad • Chassis – aluminium or similar durable material
2.	Group B – Laptop	<ul style="list-style-type: none"> • i5 Intel Core, 13 Gen or higher Processor • 1 x 32GB DDR5 RAM • 13.3" and 14" and 15" OLED touchscreen 8K/4k, 3840x2160 Pixels or more, anti-glare • 512 GB, M.2, PCIe NVMe, SSD • HDMI Port • USB Ports (minimum 1 x USB 3.0) • USB-C (Thunderbolt) • 802.11a/b/g/n/ac (2x2) Wi-Fi and Bluetooth

		<ul style="list-style-type: none"> • 1080P FHD IR Hybrid Camera with Privacy Shutter, Dual-array microphones • Sound Dolby Atmos or Bang & Olufsen audio technology • Windows 11 Pro (or the latest version) • Approximate Weight 1.2kg to 1.8Kg • Three-year Onsite Warranty, Next Business Day • 3G/LTE Built-in • English US backlit keyboard with numeric keypad • Chassis – aluminium or similar durable material
3.	Group C – Laptop	<ul style="list-style-type: none"> • i3 Intel Core, 13 Gen or higher Processor • 1 x 16GB DDR5 RAM • 14" and 15" Screens • 512 GB, M.2, PCIe NVMe, SSD • HDMI Port • USB Ports (minimum 1 x USB 3.0) • USB-C (Thunderbolt) • 802.11a/b/g/n/ac (2x2) Wi-Fi and Bluetooth • HD Webcam - 720p at 30 fps • Windows 11 Pro (or the latest version) • Three-year Onsite Warranty, Next Business Day • 3G/LTE Built-in • English US backlit keyboard with numeric keypad
4.	Group D – Laptop	<ul style="list-style-type: none"> • i7 Intel Core, 13 Gen or higher Processor • 1 x 32GB DDR5 RAM (optional, depending on the requirement) • 13.3" and 14" and 15" OLED touchscreen 8K/4k, 3840x2160 Pixels or more, anti-glare • 5GB Graphics Card • 512 GB, M.2, PCIe NVMe, SSD • 802.11a/b/g/n/ac (2x2) Wi-Fi and Bluetooth • 1080P FHD IR Hybrid Camera with Privacy Shutter, Dual-array microphones • Sound Dolby Atmos or Bang & Olufsen audio technology • Windows 11 Pro (or the latest version) • 3G/LTE Built-in

		<ul style="list-style-type: none"> • Three-year Onsite Warranty, Next Business Day • Approximate Weight 1.2kg to 1.8Kg • English US backlit keyboard with numeric keypad • Chassis – aluminium or similar durable material
5.	Group E – Desktop	<ul style="list-style-type: none"> • OptiPlex 7070 Ultra Form • Intel® Core™ i5, 13 Gen or higher (4 Cores/8MB/1.8GHz to 4.8GHz/25W, vPro) • RAM 1 x 16GB DDR5, non-ECC Memory • 512 GB, M.2, PCIe NVMe, SSD • HDMI • VGA • Ports: SuperSpeed USB Type-A 5Gbps signalling rate Rear: 2 SuperSpeed USB Type-A 5Gbps signalling rate; 2 USB 3.0 Type-A; 1 HDMI-out 1.4; 1 headphone/microphone combo • RJ45 LAN Port and 802.11a/b/g/n/ac (2x2) Wi-Fi and Bluetooth • Keyboard • Mouse • Windows 11 Pro (or the latest version) • Three-year Onsite Warranty, Next Business Day
6.	Docking Station	<ul style="list-style-type: none"> • Docking Station – Integrated USB Type-C Cable (100W) • 1 x USB 3.0 Type-C Port (15W), 4 x USB 3.0 Type-A Ports, 2 x DisplayPort 1.4 Ports, 1 x HDMI 2.0 Port, 1 x RJ45 Ethernet Port, 1 x 3.5mm Combo Audio Jack, SKU: 72C71AA

2.2. Monitors/Screen Specifications/Requirements

Diagonal Size	21"/23"/25"
Display Type	LED-backlit LCD Monitor/TFT Active Matrix
Energy Class	Class E
Panel Type	Vertical Alignment (VA)
Aspect Ratio	16:9
Resolution	Full HD (1080p) 1920 x 1080
Brightness	250 cd/m ²
Contrast Ratio	3000:1
Colour Support	16.7 Million Colours
Horizontal Viewing Angle	178

Vertical Viewing Angle	178
Input	HDMI (Type-C and Display Port Optional)

2.3. Portable Monitors Specifications/Requirements

Diagonal Size	14"/15.6"/16"
Display Type	LED-backlit LCD Monitor/TFT Active Matrix
Energy Class	Class E
Panel Type	IPS/WLED
Aspect Ratio	16:9
Resolution	Full HD (1080p) 1920 x 1080
Brightness	300 - 320 cd/m ²
Contrast Ratio	3000:1
Colour Support	16.7 Million Colours
Horizontal Viewing Angle	178
Vertical Viewing Angle	178
Input	HDMI (Type-C and Display Port Optional)

2.4. Peripherals

a) Bluetooth keyboard
b) Bluetooth mouse
c) RAM 8GB/16GB/32GB laptops and desktops
d) Laptop chargers (for HP/Dell/Lenovo), including generic/universal chargers
e) HDMI/VGA/Display Port/USB C extension cables (ranging from 1m-5m)
f) Laptop stands
g) Adjustable desk mount screen brackets with USB/USB C ports
h) Laptop bags for 13" and 15" devices
i) Webcams (HD webcam)
j) USB memory sticks (ranging from 8GB-64GB)
k) Laptop/monitor cable locks (for HP/Dell/Lenovo)
l) Microsoft Teams headsets with noise cancelling microphones & mute buttons

3. OUT-OF-BOX WARRANTY

Out-of-box faulty equipment must be replaced within seven working days from its commissioning for use.

4. PROJECT TIMELINES

The appointed service provider(s) will be required to start immediately after signing the contract, and all the related documentation, and will provide IT equipment goods for a period of three years, subject to an annual review of their performance.

5. EVALUATION CRITERIA

5.1. Eligibility Criteria/Mandatory Requirements

A proposal that fails to meet the eligibility criteria/mandatory requirements, as set out in paragraph **Error! Reference source not found.** under section A above, will be deemed unacceptable and not be evaluated further in terms of functionality.

5.2. Functional Evaluation Requirements

Proposals will be evaluated against the indicated criteria and points for functionality, as depicted in the tables below. The total points are 100.

The functional evaluation will be based on a threshold, where bidders that fail to achieve an overall minimum of 75 points will not be considered further. Also, it should be noted that a minimum qualifying score per element must be met, as set out in the evaluation criteria. Failure to achieve any of the minimum scores for each element will result in a disqualification for further consideration, even if the overall minimum total score has been obtained.

No.	Evaluation Criteria	Scoring Points
5.2.1	<i>Company Background</i>	
	State the length of your experience in the supply and delivery of the specified IT hardware, per the tender document. Provide the following documents as evidence: a) Company registration documents; and b) Company profile.	Maximum = 10 Minimum = 5 <i>Experience</i> Weight scoring: <ul style="list-style-type: none">• More than five years' relevant experience = 10• Between three and five years' relevant experience = 5• Less than three years' relevant experience = 0

No.	Evaluation Criteria	Scoring Points
5.2.2	Locality	Total = 10
	<p>The bidder must have a local support footprint to cover the majority of the IRBA users.</p> <p>Submit proof of location for the support offices in the form of a valid municipal statement (not older than one month) or a valid lease agreement (active at the closing date of the bid). The municipal statement or lease agreement must be in the name of the bidder.</p>	<p>Locality</p> <p>Weight scoring:</p> <ul style="list-style-type: none"> • Office within the 100km radius of the IRBA offices = 10 • Offices beyond the 100km radius of the IRBA offices, or outside South Africa = 0
5.2.3	Bidder Certification	Total = 20
	<p>The bidder <i>must</i> be a Microsoft certified gold partner or higher.</p>	<p>Microsoft Certified Gold Partner or higher</p> <p>Weight scoring:</p> <ul style="list-style-type: none"> • Certificates, accreditation letter or license = 20 • Non-submission = 0
5.2.4	Qualifications and Experience	Maximum = 30
	<p>For account management experience, the bidder must provide a CV detailing the Accounts Manager's experience and qualifications. The IRBA requires that the Accounts Manager must have a minimum of three years' experience as an Accounts Manager in the supply and delivery of IT equipment.</p> <p>The Accounts Manager must be in possession of a minimum NQF 6 qualification in the field of commerce IT or equivalent.</p> <p>(CVs and proof of qualifications must be attached.)</p>	<p>Minimum = 20</p> <p>Accounts Manager</p> <p>Submit a detailed CV.</p> <p>Experience & Qualification of the Accounts Manager</p> <p>Weight scoring:</p> <ul style="list-style-type: none"> • More than three years' experience and the relevant qualifications = 30 • Three years' experience and the relevant qualifications = 20 • Less than three years' experience and without the relevant qualifications = 0

No.	Evaluation Criteria	Scoring Points
5.2.5	References	
	<p>Bidders must provide contactable client references where the supply and delivery of the IT hardware, specifically relating to laptops, have been provided. They must supply reference letters of similar projects that are not older than three years from the closing date of the tender.</p> <p>The reference letters should be able to respectively demonstrate experience in the supply and delivery of laptops.</p>	<p>Maximum = 30</p> <p>Minimum = 20</p> <p>Provide a minimum of three positive, written and contactable client references on the referees' letterheads in relation to the supply and delivery of laptops, which your company successfully supplied, accompanied by contact details.</p> <p>The IRBA reserves the right to contact these companies, without prior notice to the bidder.</p> <p>Weight scoring:</p> <ul style="list-style-type: none"> • Bidder with four and more contactable client references for the supply and delivery of laptops = 30 • Bidder with three contactable client references for the supply and delivery of laptops = 20 • Bidder with less than three contactable client references for the supply and delivery of laptops = 0 <p>Please refer to Table B in Annexure A of this document for the format in which the required information must be provided.</p>

SUPPORTIVE INFORMATION

The information provided underneath must support the bidder's bid. The forms herein below may be reproduced, and the information typed in.

Table A: Details of the Individuals Assigned to the Team

Name	Position	Qualification	Relevant Experience

Table B: Relevant Previously Completed Projects

In the table below, list a minimum of three previously completed projects (preferably, provide a detailed company profile for each, specifying the information mentioned below). This must be supported by the contactable client references, with the information listed below from the respective clients on their letterheads, as per the Functional Evaluation Requirements under paragraph 5.2 of this RFT.

Project Description/Name	Client Contact Name	Client Email Address & Contact Number	Project Start Date	Project Completion Date

NOTE: The IRBA undertakes to keep the information provided confidential and to use it solely for the purpose of evaluating the bidder's proposal in respect of the provision of the services set out in this document.

DECLARATION OF INDEPENDENCE FROM THE AUDITING PROFESSION

1. Purpose of the Form

The Independent Regulatory Board for Auditors is a statutory body established in terms of Section 3 of the Auditing Profession Act 26 of 2005, as amended. It maintains independence from the registered auditors it regulates. As such, no bids will be considered from any entity or person that is regulated by the IRBA, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors.

Thus, any bidder with any direct or indirect financial or personal ties to an auditor or an audit firm that the IRBA regulates will be deemed ineligible to participate in the bidding process. So, bidders are required to declare and confirm that they are independent of the auditing profession in that:

- They are not employed by an audit firm and/or a network firm; and
- They do not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

To this end, all bidders are required to make this declaration in respect of the details required hereunder.

2. Bidder's Declaration

By appending their signature herein below, the bidder declares and confirms that they are independent of the auditing profession in that:

- They are not employed by an audit firm and/or a network firm, as defined in the IRBA Code of Professional Conduct for Registered Auditors.
- They do not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

The bidder understands that any misrepresentation of their independence will result in a disqualification from the bidding process.

.....

Name

.....

Position

.....

Entity Name

.....

Date

FINANCIAL PROPOSAL

Pricing schedules for each device category are available as follows:

- 01a - Annexure C. 1 Pricing Schedule - Lenovo Computing Devices
- 01a - Annexure C. 2 Pricing Schedule - Hewlett Packard Computing Devices
- 01a - Annexure C. 3 Pricing Schedule - Dell Computing Devices
- 01a - Annexure C. 4 Pricing Schedule - Monitors, Screens and Peripherals

COMPLIANCE WITH PERSONAL INFORMATION PROCESSING LAWS

The Protection of Personal Information Act 4 of 2013 (POPIA) restricts the processing of personal information to circumstances that are lawful, legitimate, responsible and that comply with the provisions of the POPIA.

The IRBA will have to process certain personal information, which is owned or held by bidders; and thus, in order to comply with the POPIA, the IRBA must provide bidders, whose personal information is processed, with a number of details pertaining to such processing, prior to the information being processed, which details are housed under the IRBA Procurement Processing Notice found on the IRBA website: <https://www.irba.co.za/library/popi-act>. You are requested to download and read the Notice. Please note that most of your personal information, which we will be processing, is required for lawful purposes and, as a result, your consent to process will not be required. Where we do, however, require your consent, which is indicated in the Notice, the handing over of such personal information to the IRBA will be viewed as consent to the IRBA's processing of such personal information.

Where the IRBA's personal information is provided for processing, the IRBA consents to the processing thereof, provided that you or any other recipient who processes it undertakes to process all and any such personal information strictly in compliance with the POPIA, and subject further that where the IRBA's personal information is not processed in accordance with the POPIA, then the person handling such information indemnifies and holds the IRBA and/or any third parties that may be or will be affected by such non-compliance harmless against all and any liabilities, loss or damages, including pecuniary, non-pecuniary and/or aggravated damages, which the IRBA or any data subject or other person may incur in consequence of such non-compliance, such person (who is processing the personal information) agreeing to pay to the IRBA and/or any affected data subject/s or third party/ies all and any such damages which they may have incurred as a result of such non-compliance, on demand, and NO LIMITATION OF LIABILITY CLAUSES housed under this document or elsewhere WILL UNDER ANY CIRCUMSTANCES LIMIT THE ABOVEMENTIONED DAMAGES.

Where the IRBA provides personal information to you in terms of this document and you are tasked with processing it on behalf of the IRBA in your capacity as an "Operator", as defined under the POPIA, then in such case, the provisions set out under the IRBA standard "Operator Agreement/Addendum" found on the IRBA website will apply to such processing, which terms will be incorporated into and read together with this document.