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Education, Training and Development Practices Sector Education and Training Authority

**BID NO: SCMU: 04 - 2026/27**

## **REQUEST FOR BIDS**

### **TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER LAPTOPS**

#### **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 not host a briefing session for **BID NO: SCMU: 04 – 2026/27 - Appointment of a service provider to supply and deliver laptops for ETDP SETA**. Interested service providers may however submit questions to [tenderers@etpseta.org.za](mailto:tenderers@etpseta.org.za) within ten (10) days of the publication of this tender.

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

##### **2.1. PURPOSE**

The ETDP SETA is looking for a suitable service provider to supply and deliver laptops on a once off basis.

##### **2.2. OBJECTIVES**

The ETDP SETA has established a hardware refresh cycle that requires the periodic replacement of laptops and other end-user devices. The primary objectives of this initiative are to enhance employee productivity, reduce long-term IT maintenance and support costs, and minimise security risks associated with ageing hardware and outdated technology. By ensuring that employees have access to reliable, modern, and efficient computing equipment, the refresh cycle supports business continuity, improves system performance, and strengthens the organisation's overall cybersecurity posture. This proactive approach contributes to a stable, secure, and digitally enabled workplace that can effectively meet current and future operational requirements.

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### 3. REQUIREMENTS

The bidders are required to supply ETDP SETA with the following 150 laptops.

#### 3.1. STANDARD LAPTOPS: 136 business laptops with the following minimum specifications:

| Item             | Description                                                              |
|------------------|--------------------------------------------------------------------------|
| Laptop           | Standard business laptop                                                 |
| Processor        | Minimum Intel i7 265U Processor                                          |
| Operating System | Windows 11 Pro 64                                                        |
| Display          | 14.0-inch non-glare screen display                                       |
| Keyboard         | Backlit Keyboard                                                         |
| Camera           | Minimum 5MP USB2 Integrated Camera                                       |
| Networking       | Wi-Fi, Bluetooth, and built in 5g connectivity (built in sim card modem) |
| Battery          | Long Life fast charging 3 cell Battery                                   |
| Charger          | Laptop charger with 3 pin South African power cord                       |
| Memory           | 16GB RAM                                                                 |
| Warranty         | 3y Onsite next business day warranty                                     |
| Internal Storage | 512GB SSD                                                                |
| Laptop bag       | 15-inch Laptop Backpack (black)                                          |

#### 3.2. EXECUTIVE LAPTOPS: 13 laptops for executives with the following minimum specifications:

| Item             | Description                                                              |
|------------------|--------------------------------------------------------------------------|
| Laptop           | Executive laptop with foldable\flip screen.                              |
| Processor        | Minimum Intel i7 265U Processor                                          |
| Operating System | Windows 11 Pro 64                                                        |
| Display          | 14.0-inch non-glare and touch display                                    |
| Keyboard         | Backlit Keyboard                                                         |
| Camera           | Minimum 5MP USB2 Integrated Camera                                       |
| Networking       | Wi-Fi, Bluetooth, and built in 5g connectivity (built in sim card modem) |
| Battery          | Long Life fast charging 3 cell Battery                                   |
| Charger          | Laptop charger with 3 pin South African power cord                       |
| Memory           | 16GB RAM                                                                 |
| Warranty         | 3y Onsite next business day warranty                                     |
| Internal Storage | 512GB SSD                                                                |
| Laptop bag       | 15-inch Laptop Backpack (black)                                          |

### 3.3. DESIGNER LAPTOPS: 1 graphic designer laptop with minimum specifications below:

| Item              | Description                                                              |
|-------------------|--------------------------------------------------------------------------|
| Laptop            | Graphic designer laptop                                                  |
| Processor         | Minimum Intel i7 265U Processor                                          |
| Operating System  | Windows 11 Pro 64                                                        |
| Display           | 18.0-inch Anti-Glare, 165Hz, 500nit, for 5MP+IR                          |
| Keyboard          | Backlit Keyboard                                                         |
| Integrated Camera | Minimum 5MP USB2 Integrated Camera                                       |
| Networking        | Wi-Fi, Bluetooth, and built in 5g connectivity (built in sim card modem) |
| Battery           | Long Life fast charging 3 cell Battery                                   |
| Charger           | Laptop charger with 3 pin South African power cord                       |
| Memory            | 32GB RAM                                                                 |
| Warranty          | 3y Onsite next business day warranty                                     |
| Internal Storage  | 1TB SSD                                                                  |
| Laptop bag        | 17-inch Laptop Backpack (black)                                          |

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

The following costing model serves as a guideline. Bidders are required to provide a costing model aligned to the proposed laptops as indicated on Annexure A.

A full laptop description must be inserted in the description column below and the pricing schedule must be signed. Bidders are welcome to use their own quotations template on their company letter heads provided the laptops description, quantities, price per laptop and VAT is clearly indicated on the quotation and the quotation is signed.

| Item                  | Description                                    | Quantity | Price (excl. VAT) |
|-----------------------|------------------------------------------------|----------|-------------------|
| 1.                    | STANDARD LAPTOPS: <insert laptop description>  | 136      |                   |
| 2.                    | EXECUTIVE LAPTOPS: <insert laptop description> | 13       |                   |
| 3.                    | DESIGNER LAPTOPS: <insert laptop description>  | 1        |                   |
| Total (excl. VAT)     |                                                |          |                   |
| VAT @15%              |                                                |          |                   |
| BID Total (incl. VAT) |                                                |          |                   |

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

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

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

**All pricing shall be in South African Rand (ZAR). All items must be listed on the pricing schedule.**

## 5. METHOD OF SUBMISSION

Bidders must submit a bid proposal on a USB stick, in a clearly marked envelope with bidder's details and bid reference number.

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

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

**Folder B: Stage 2:** Mandatory Requirements.

**Folder C: Stage 3:** 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.

## 6. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. The bidders that meets the mandatory requirements will be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

**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 procurement policy.**

**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.**

### 6.1. 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> |                  |

### 6.2. STAGE 2: MANDATORY REQUIREMENTS [Folder B (USB)]

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

| Mandatory Requirement                                                                                                                                                                                            | Method of Evaluation                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Bidder must submit an Original Equipment Manufacturer (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 the OEM letterhead) stating that the bidder is an approved partner.</li> </ul> |
| b. Confirmation that the proposed product specifications meet the minimum requirements of the terms of reference by completing the attached Annexure A in full.                                                  | <ul style="list-style-type: none"> <li>Completed and signed Annexure A</li> </ul>                                                                  |

### 6.3. STAGE 3: PRICE AND SPECIFIC GOALS [Folder C (USB)]

#### PRICING SCHEDULE DOCUMENTS

- Costing Model (*Price must be final, include VAT and signed*)
- 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> |

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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.

## 7. 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 reserves 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.

## 8. 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.*

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

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".

## 9. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal as from **12h00** on **23 July 2026**.

Bidders must submit administrative, mandatory and financial proposals in **one (1) USB** clearly marked "**Folder A-Admin Compliance, Folder B-Mandatory Requirements**" 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] No hard copies will be accepted, the 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 19 August 2026**.

**No late submission will be accepted!**

## 10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 19 August 2026**.

## 11. 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.**