

## 1. SCOPE AND DEFINITION OF WORK

The College would like to appoint a suitably qualified supplier **for the supply, delivery and installation of ICT EQUIPMENT, FURNITURE AND MOBILE COMPUTER LABORATORIES** at KWAZULU- NATAL Community Education and Training College.

**REFERENCE: KZNCETC 16/2022**

**OPENING DATE: 22 NOVEMBER 2022**

**CLOSING DATE: 02 DECEMBER 2022**

The College's primary objective in issuing this RFP is to enter into a once off supply agreement with a suitable service provider to provide ICT at KWAZULU- NATAL Community Education and Training College.

### Compulsory Briefing session:

VENUE	DATE	TIME	CONTACT PERSON	CONTACT DETAILS
17 Kosi Place; Springfield; DURBAN; 4001	28 November 2022	10:00	Mr Vinati	031 350 4377/PVinati@KZN.CETC.edu.za

**Quotations received from Bidders that attended the Compulsory briefing session only will be accepted!**

### Equipment requirements:

For all relevant equipment, including computers, monitors and networking devices, please include dealer- or manufacturer-provided specifications including at a minimum as describe in the BOQ in addition one (1) basic technician's toolkit, sufficient to open relevant computing equipment, remove and install modular components such as RAM, hard disk or add-on card, to safely remove dust and obstructions from external ports and to clean interior and exterior surfaces and contacts.

### Installation requirements:

- Tables: Tables should be immovable for fix lab and movable for mobile lab.
- Cable Management: All tables must have wire management to avoid cables being run across the floor.
- Chairs: One per workstation.
- Lockdowns: All computers must be locked down.
- Disability Considerations: There must be ample space for a wheelchair to turn around between rows.
- All workstations and desktop computer must be supported with Original
- Microsoft Windows-10 academic license in conformance with dept. of Education requirements, and with the following minimum software application set:

\* Microsoft Office and/or equivalent.

\* Google Chrome and Mozilla Firefox web browser applications.

\* Outlook email client software or equivalent.

\* Graphics development software (e.g. GIMP, Photoshop or equivalent).

- \* Video recording, playback and editing software.
  - \* Music and sound recording, playback and editing software.
  - \* Other software as required by the department of Education
- The Local or Cloud based server solutions should cater for the five computer laboratories, have software installed to facilitate files sharing and Web Apps(Applications) to run and provide administrative user role control.

## Mobile laboratories

The mobile laboratories proposed should meet the following minimum requirement not limited to:

- 1 size and 7m x 7m
- 2 Minimum features – Aircon, 2 windows, blinds and electricity.
- 3 Network cable
- 4 Connectivity

### 1.1 Pre-Qualification Criteria

The following criteria will form the basis of evaluating all bids received and failure to comply with the pre-qualification criteria may result in the disqualification of the bid:

1	<p>: A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission. Failure to submit may result in your bid being disqualified.</p> <p>: Provide a minimum of three current (3) contactable references letters on current ICT tender or executed successfully within the last 5 years.</p>
2	<b>The following proof of Accreditation / Registration must be attached:</b>
	: Letter of good standing from Department of labour.
3	The company that is awarded the tender must provide the complete installation of all networking and required software. Must be indicated in a letter of commitment.

Only qualifying bids meeting the Pre-Qualification Criteria will be further evaluated for Functionality on Phase 1.

### 1.2 FUNCTIONALITY CRITERIA

Respondents must score 80 points and above to be assessed on their financial offer and preference score.

To ensure simplification, the total functionality score will be rated out of a total of 100.

Suitably qualified and experienced evaluators will evaluate the bids received and the average score will be carried forward as the Total Functionality Score.

The allocation of points for the evaluation of quality is set out in the table below.

Criteria	Maximum Points
<p><b>Company experiences in ICT Services</b></p> <ul style="list-style-type: none"> <li>• 3 Project completion certificates = 40 points</li> <li>• 2 Project completion certificates = 30 points</li> <li>• 1 Project completion certificate = 10 points</li> </ul>	40
<ul style="list-style-type: none"> <li>• <b>Competency, of the tendering service provides key staff to be deployed.</b></li> </ul> <p><b>Organizational and Staffing proposal (5 points)</b></p> <p><b>Qualifications of team leader.</b></p> <ul style="list-style-type: none"> <li>• Diploma in Computer technical support. (5 points)</li> <li>• Degree in Information Technology or Computer Engineering (10 points)</li> </ul> <p><b>Comptia A+ (5 points)</b></p> <p><b>Comptia N+ (5 points)</b></p> <p>Or Any other relevant certification</p>	30
<p><b>Execution plan</b></p> <ul style="list-style-type: none"> <li>• <b>Proposed work plan including proposed methodology of staffing schedule, monitoring, and co-ordination mechanism. – 10 points</b></li> <li>• <b>Participation of rural partner in the execution of the project.- 5 points</b></li> </ul>	15
<p><b>Company profile</b></p> <ul style="list-style-type: none"> <li>• <b>Photocopied and packaged product (Completion of material and equipment)</b></li> <li>• <b>Provision of a list of the Equipment to be supplied by the bidding company.</b></li> <li>• <b>Bidder is required to provide drawings plans and pictures of proposed mobile labs</b></li> <li>• <b>Bidder is required to provide a profile of themselves for evaluation of their capacity to supply the required equipment</b></li> </ul>	15

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<b>Total evaluation points for quality</b>	100

Preference will be given to tribal and rural SMME's or companies that provide a skills transfer plan for a tribal or rural SMME.

**Evaluation Schedule: Company experience in ICT services.**

<b>Non-Responsive (Score 0)</b>	Service provider has no experience, or one testimonial of current or previous ICT projects with contactable reference.
<b>Poor (Score 10)</b>	Service provider has limited experience, or one testimonial of the current or previous ICT project with contactable reference.
<b>Good (Score 30)</b>	Service provider has fair experience, or two testimonials of the current or previous ICT project with contactable reference. Detailed list of current and or completed contracts of ICT are not older than five years.
<b>Excellent (Score 40)</b>	Service provider has enough experience, or more than three testimonials of current or previous ICT projects with contactable reference. Detailed list of current and or completed contracts of ICT are not older than five years.

**Evaluation Schedule: qualification and skills**

<b>No submission (score 0)</b>	No Organizational and Staffing proposal submitted.
<b>Poor (score 10)</b>	The organization chart is sketchy; the staffing plan is weak in important areas. There is no clarity in allocation of tasks and responsibilities. The team leader meets the minimum qualification criteria.
<b>Satisfactory (score 15)</b>	The organizational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate. The team leader possesses . The team leader meets the minimum qualification criteria.
<b>Good (score 25)</b>	Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities. Some members of the project team have worked together before on limited occasions. The Team leader meets or exceeds the minimum Qualification criteria and has a Comptia A+ and/or a Comptia N+ certificate

<b>Very good (score 30)</b>	Besides meeting the “good” rating, the proposed team is well integrated and several members have worked together extensively in the past.
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**Evaluation Schedule: Execution plan**

<b>Non-Responsive (Score 0)</b>	Service provider has not provided a proposal covering methodology of staffing schedule, monitoring and co-ordination mechanism. Not proposed any sort of customer service
<b>Poor (Score 5)</b>	Service provider has provided a poor methodology of staffing schedule, monitoring and co-ordination mechanism. Proposed a poor customer service (No meetings and reporting) to the agency
<b>Good (Score 10)</b>	Service provider has provided a proposal covering methodology of staffing schedule, monitoring and co-ordination mechanism in a rotational basis. Proposed customer service (meetings and reporting) to the agency.
<b>Excellent (Score 15)</b>	Service provider has provided a proposal covering methodology of staffing schedule, monitoring and co-ordination mechanism with each staff duties and roles split to meet the agency requirement supported by graphs. Proposed more than good customer service (meetings and reporting) to the agency as well as a comprehensive skills transfer program of a rural ICT smme.

**Evaluation Schedule: Company profile**

<b>Non-Responsive (Score 0)</b>	Service provider has not provided a proposal with a detailed profile of all equipment specifications.
<b>Poor (Score 5)</b>	Service provider has provided a proposal with a list of material and equipment. Bidder provided a profile of themselves but is not comprehensive.
<b>Good (Score 10)</b>	Service provider has provided a proposal with a list of material and equipment. Bidder provided a profile of themselves and is comprehensive.
<b>Excellent (Score 15)</b>	Service provider has provided a proposal with a list of material and equipment Bidder provided a profile that is comprehensive meeting the requirements and beyond.



