

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------



The University of Limpopo (the “University”)

REQUEST FOR QUOTATION (RFQ)

RFQ Number	UL2021/01/02
RFQ for	THE SUPPLY AND DELIVERY OF ONLINE LEARNING AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO

Issue Date	15 January 2021
Due Date	25 January 2021 @ 15H00

Primary Contact Person	Them bani Bodirwa
Contact Number	015 268 4063
Email Address	them bani.bodirwa@ul.ac.za

This is official and documents form part of your response. It must be completed, signed and returned to the University in its entirety. Please ensure that each page is initialled.

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

Contents

ANNEXURE A.....	3
SECTION A – THE RFQ PROCESS	3
1. Background.....	3
1.1 Purpose of this Assignment	3
1.2 Objective.....	3
1.3 Deliverables.....	4
1.4 Scope of Services – Supply and Delivery of Devices and Accessories	4
1.5 No Guarantee of Volume of Work or Exclusivity of Contract	5
2. CONTACT PERSON	5
3. CANVASSING.....	6
4. COSTS	6
5. RFQ RESPONSES.....	6
6. CONFIDENTIALITY	7
7. CONFLICT OF INTEREST	7
8. REQUESTS FOR ADDITIONAL INFORMATION	7
9. ADDENDUM TO THE RFQ	8
10. GENERAL TERMS AND CONDITIONS.....	8
11. AMPLIFICATION OF RESPONSES	8
12. EVALUATION PROCESS	9
13. GENERAL COMPETENCE	12
14. SPECIAL TERMS AND CONDITIONS.....	12
15. DISCLAIMER	13
ANNEXURE B.....	14
SECTION A: BASIC INFORMATION.....	14
SECTION B: SIGNATORY’S AUTHORITY (Ignore if not a registered company)	15
SECTION C: DECLARATION OF INTEREST.....	16

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

ANNEXURE A

SECTION A – THE RFQ PROCESS

1. Background

The University of Limpopo (UL) was established in 1959 as the University of the North. Currently the UL has population of about 22 000 students with a staff compliment of approximately 1300. The Turfloop Campus in Mankweng Township serves as the main campus of the University.

Due to the increased number of infections arising from the Covid-19 virus; the University of Limpopo has decided to continue with the online teaching and thereby limit the face to face teaching and interactions. In keeping with this mandate, the university is looking at assisting first entering students with the necessary tools/equipment(s) to enable them to gain access to online teaching.

The university is therefore looking for a suitable service provider to partner with in the supply and rolling out of online learning Devices that could be used for remote education.

1.1 Purpose of this Assignment

- The purpose of this assignment is to **Facilitate Online Teaching** at the University of Limpopo by;
 - creating an environment that is conducive for online learning for students and making resources available for this purpose.
 - Considering the respective needs of a diverse student population and to acquire tools to accommodate these individual needs.

1.2 Objective

The University of Limpopo seeks to appoint a Service Provider or an Original Equipment Manufacturer (OEM) for the supply of devices that meet the requirements for online learning. The Service Provider/OEM should also provide technical assistance for a minimum period of two (2) years onsite or collect and return with an option to extend.

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

1.3 Deliverables

- a. Fully functional Device Image comprising all software/s required by the University of Limpopo
- b. The supply of 5265 laptops.
- c. **Minimum Technical Specification/s for Laptops;**
 - Processor: Celeron N4000 / Intel/AMD
 - Operating System: WIN 10 HOME
 - Memory: 4GB RAM
 - Hard Disk Drive: 500GB HDD
- d. **The value of learning device/s and accessories for students should not exceed the total value R6000 (Six Thousand Rand) including delivery**
- e. Online learning device must be able to connect to the internet.
- f. Detailed ETA schedule for the delivery of the online learning devices
- g. Detailed support and maintenance plan
- h. Details of the proposed Channels for Support Services
- i. **Logistics and Distribution of Online Learning Devices to the University Limpopo;**
 - Logistics Plan that include the packaging and delivery of Devices to UL warehouse.
 - An inventory report detailing number of Devices and the serial number of every device delivered, tested and accepted by the University

1.4 Scope of Services – Supply and Delivery of Devices and Accessories

- a. Bidders will provide a detailed delivery plan for Devices.
- b. **A minimum of two (2) years extended warranty.**
- c. The bidder must demonstrate a local presence to provide the following channels of support services;
 - Call Logging Facility
 - Call Resolution Helpdesk
 - Online Support; and
 - Carry in service facility
- d. The support services shall be inclusive of but not limited to;
 - Diagnostic and troubleshooting of hardware defect

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

- Replacement of parts (inclusive of transport and labour)
 - Reinstalled of Pre-installed software
- e. Bidder shall provide a detailed support and maintenance plan containing of critical information pertaining, but not limited to; reporting, logging, resolution and closure of support related challenges
- f. All Mobile Devices must be accompanied with Help Desk contact information and other necessary information

1.5 No Guarantee of Volume of Work or Exclusivity of Contract

The University of Limpopo makes no guarantee of the value or volume of work to be assigned to the successful bidder. The Agreement to be negotiated with the successful bidder will not be an exclusive contract for the provision of the described Deliverables. UL may contract with other for the same or similar Deliverables to those described in the RFQ.

2. CONTACT PERSON

2.1 Thembani Bodirwa (the “**Contact Person**”) is the sole point of contact for Proposers.

All enquiries and contact regarding this RFQ should be in writing and directed to the Contact Person.

She will arrange any necessary contact with the appropriate University personnel.

2.2 The Contact Person’s details are as follows:

Ms. Thembani Bodirwa
 Finance Department
 University of Limpopo
 Email: thembani.bodirwa@ul.ac.za

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

3. CANVASSING

3.1 Canvassing by the Proposer in any form, of any member of staff or student of the University, for purposes of influencing the evaluation process, will automatically disqualify the Proposer from the evaluation process.

3.2 The University of Limpopo (UL) is committed to maintaining a culture of ethical compliance. If you have information regarding fraud, corruption or collusion by suppliers, service providers, UL employees or any of its representatives, please contact toll free UL Whistle Blowing Hotline on 0800 26 26.

4. COSTS

The University shall not be liable for any costs incurred by any Proposer in connection with its Response to this RFQ.

5. RFQ RESPONSES

5.1 Responses to this RFQ should provide sufficient information to address the University's requirements as set out in this RFQ document, together with all attachments and addenda hereto.

Proposers are required to complete sign this RFQ document, together with all attachments and addenda hereto.

5.2 The university shall request documents from the successful bidder, to be submitted as part of a Response.

5.3 The University shall not be responsible for, or pay for, any expenses or losses, which may be incurred by the Proposer in the preparation and delivery of its Responses.

5.4 All material submitted in reply to this RFQ shall become the property of the University and may only be returned to a Proposer at the University's discretion.

5.4.1 Responses submitted to the University may be reviewed and evaluated by any person appointed thereto by the University acting in its sole and absolute

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-----------------------------	--	-----------------

discretion, except for competitor Proposers.

5.4.2 The University has the right to use any or all of the information presented to it in any Response to the RFQ as it deems fit.

6. CONFIDENTIALITY

6.1 The University considers this RFQ and all information, either written or verbal, which is provided to the Proposer in connection with this RFQ, to be proprietary to the University.

6.2 By responding to this RFQ, the Proposer undertakes to:

6.2.1 keep strictly confidential and not to disclose, publish or advertise to any third party without the prior written consent of the University:

- any information either written or verbal relating to the Response or any contract concluded with the University prior to or subsequent to the RFQ evaluation process; or any information either written or verbal disclosed to the Proposer which the Proposer should reasonably have known to be confidential or proprietary; and
- procure that its officers, employees, agents and representatives shall keep all information referred to in 6.2.1 above confidential.

7 CONFLICT OF INTEREST

Each Proposer must declare any actual or potential conflict of interests relating to the rendering of the Services to the University.

8 REQUESTS FOR ADDITIONAL INFORMATION

The University will respond to reasonable requests for additional information relating to this RFQ. If a change or further explanation is deemed necessary by the University, the Contact Person will notify all Proposers that an addendum to the RFQ has been prepared.

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

9 ADDENDUM TO THE RFQ

Any changes or modifications to this RFQ shall be made by a written addendum issued by the University. Proposers will be informed via email that an addendum to the RFQ has been prepared. It is the responsibility of the Proposer to complete and return the addendum.

10 GENERAL TERMS AND CONDITIONS

10.1 The University may undertake a preliminary evaluation of Responses received and may decide to exclude Responses from further consideration at that stage. The University will not be obliged to give reasons for such exclusions unless required by law to do so.

10.2 The University does not bind itself to accept the lowest priced response.

10.3 No Response shall be deemed to have been accepted unless and until a formal contract for the rendering of the Services is executed between the University and the Proposer.

10.4 Responses shall remain open for acceptance by the University for a period of 90 (ninety) days from the Closing Date.

10.5 The University reserves the right to inspect the Proposer's facilities and review the Proposer's quality assurance program during the adjudication period of this RFQ.

10.6 The University shall have the absolute right to:

- i. accept a Response; or
- ii. reject a Response; or
- iii. disqualify a Response / a Proposer; or
- iv. not consider a Response at all.

10.7 The University shall have no obligation to provide reasons for the exercise of the above rights unless required by law to do so.

10.8 The University reserves its right to request for a clarity seeking presentation session at the sole discretion of the University.

11 AMPLIFICATION OF RESPONSES

11.1 The University may, after the opening of all Responses, call on the Proposer to amplify in writing or orally any matter which is not clear in the Proposer's Response, and such amplification shall form part of the original RFQ.

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-----------------------------	--	-----------------

- 11.2** The University may require Proposers to give a presentation in support of their Responses. The Contact Person will schedule any such presentation at a mutually agreed time and, further, will agree the format and content of such presentation with individual Proposers.
- 11.3** In the event of the Proposer failing to supply such further information or to give such presentation, the Response will be rejected.

12 EVALUATION PROCESS

- 12.1.1 University of Limpopo will apply a multi-criteria approach in evaluating the prospective quotations.
- 12.1.2 University of Limpopo may request additional information, clarification or verification in respect of any information contained in or omitted from a quotation. This information will be requested in writing.
- 12.1.3 University of Limpopo may conduct a due diligence on any Quotation, which may include interviewing customer reference or other activities to verify a quotation or other information and capabilities (including visiting the premises and/or sites to verify certain stated information or assumptions) and in this instances the bidder will be obliged to provide UL with all necessary access, assistance and/or information which UL may reasonably request and respond within the given time frame set by UL.
- 12.1.4 University of Limpopo may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Quotation.
- 12.1.5 University of Limpopo will evaluate the quotations with reference to UL set and approved evaluation criteria as indicated in the quotation document. UL reserves the right to appoint a specialist/consultant to assist in performing evaluations.

12.2 Mandatory Requirements

- 12.2.1 UL has defined minimum pre-qualification/mandatory criteria listed in the table below must be met by the bidder in order for UL to accept a Quotation for evaluation.
- 12.2.2 The pre-qualification evaluation will be carried out by University's appointed evaluation committee to determine which quotation responses are compliant or non-compliant with the quotation specifications issued by UL as part of the quotation process.
- 12.2.3 Where there is failure to comply with the pre-qualification criteria of UL for any reason or unable to verify whether the pre-qualification criteria is fully complied

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

with, UL will disqualify the quotation.

12.2.4 No points will be allocated for mandatory requirements. Quotations not meeting these mandatory requirements will be disqualified

12.3 Pre-qualification /screening evaluation

The purpose of this pre-qualification evaluation is to determine which bid responses are compliant or non-compliant with the bid pre-qualification documentation as issued by UL as part of the bid process. It will entail a compliance check and the screening of mandatory documents, ensuring compliance thereof in respect of the following:

12.4 Mandatory Requirements Checklist

I/We have attached to this document:	Tick submitted		Office use
	Yes	No	
Financial Offer including Vat and accessories – Appendix A	Yes	No	
Proof of my/our company/closed corporation registration and a copy of my/our CM/CK certificates – Appendix B	Yes	No	
Signed Declaration of Interest – Annexure B, Section C	Yes	No	
Maintenance Plan – Appendix C	Yes	No	
Pricing schedule – Appendix D	Yes	No	
Valid (at the closing of the bid) SARS Tax Clearance Certificate and SARS Pin – Appendix E	Yes	No	
Submit valid B-BBEE Verification Certificate by a SANAS accredited verification agency Appendix F	Yes	No	

12.4.1 Additional Requirements and/or Conditions of Contract

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
Proof of Bank Account, Submit letter from bank or cancelled cheque	Yes	No	
Formal Quotation or Price Proposal	Yes	No	
VAT Registration Certificate	Yes	No	
Signed Joint Venture Agreement (if bidding as joint venture) - Include under Appendix (Mandatory for Joint Ventures)	Yes	No	

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

PLEASE NOTE:

Bids that do not meet the Pre-Qualification requirements will not advance to the next stage of assessment. No points allocated to this stage.

The above mandatory documents must be inserted in a separate file or separate section of the quotation document referred to as 'mandatory documents'.

Note: documents submitted in support of this quotation must be documents of the bidding unit. It is not permitted that documents submitted pertain to different companies or units within a group. As an example, a Service Provider cannot submit its own BBBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a Service Provider cannot submit its own financial statement, but the BBBEE certificate, SARS certificate, etc. of other companies in the group

12.5 Stage 2 (PRICE AND BBBEE)

POINTS	CRITERIA	DOCUMENTS REQUIRED
80	Price Points for price will be allocated in accordance with the formula	Price schedule to be completed
20	BBBEE Points on BBBEE will be allocated in accordance with the Service Provider BBBEE status	Valid BBBEE Certificate from a SANA accredited verification agency

12.5.1 B-BBEE SCORE CARD

B-BBEE Status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non – complaint contributor	0

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

13 GENERAL COMPETENCE

13.1. UL shall use a combination of factors to determine them successful company with whom it wishes to negotiate a final contract. The criteria used shall include but not necessarily be restricted to:

- a) Completion and correctness of Response
- b) Capacity (viz. its perceived capacity to handle the required services)

The Vendor must satisfy the University that they have the necessary financial capacity including working capital and other required resources

14 SPECIAL TERMS AND CONDITIONS

- a) The university reserves the right to make an award based on the availability of devices
- b) Please complete the attached spreadsheet and submit together with this RFQ
- c) Total All Inclusive Price MUST NOT exceed R6000.00 per device
- d) Service provider must deliver to University of Limpopo's warehouse
- e) Service provider must provide the University with a complete fixed assets register for all devices delivered to the University.
- f) A minimum of two (2) years extended warranty (On-site or Collect and Return) whichever falls within the price range.
- g) Extended Warranty must be transferred into the name of the student upon collection
- h) For the duration of the extended warranty, the service provider must provide repair services in the event that the device requires repairs and provide a loan device whilst the student's device is under the repair process
- i) Purchase order will be self-terminating, meaning that if not delivered to the University by the agreed date, the purchase order is no longer effective and the purchase order will be transferred to the next available supplier
- j) The supplier whose purchase order self terminates will have NO claim against the University whatsoever.

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

15 DISCLAIMER

- a) The University of Limpopo is not compelled to accept any of the proposals and reserves the right to negotiate further with non, one or more bidders
- b) The University of Limpopo is under no obligation to provide reasons for rejecting proposals where there are reasonable and justifiable reasons not to accept the proposals
- c) No contract may be awarded to any person who has failed to submit an Original Tax Clearance Certificate or Tax Pin Number from the South African Revenue Service (SARS) certifying that the taxes of that person are in order or that suitable arrangements have been made with SARS.
- d) Where it is discovered that an advantaged company used a disadvantaged person, as a front to acquire a quotation, such company will be disqualified and the quotation will be withdrawn

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

ANNEXURE B

SECTION A: BASIC INFORMATION

FORM 1: BASIC INFORMATION		
1.	Name of Vendor (or Owner)
2.	Type of organisation e.g. Limited Liability Company/Joint Venture/Consortium/Other Company Registration No / ID Number:
3.	Registered address:
4.	Postal address: Street address:
5.	Contact Details Telephone No: Cellphone No: E-mail:
6.	Contact Persons Name(s): Telephone No(s): Facsimile No(s): E-mail:

All information in this RFQ is strictly confidential

Initial Here

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-----------------------------	--	-----------------

SECTION B: SIGNATORY’S AUTHORITY (Ignore if not a registered company)

SIGNATORY’S AUTHORITY

The signatory for a company, joint venture or consortium must establish his/her authority by enclosing a copy of the relevant resolution(s) of the Board of Directors for each constituent company, duly signed and dated. An example is shown below:

COMPANY NAME

By resolution of the Board of Directors at a meeting on the (day)
of..... (month

and year)

at.....
.....

..... (name) whose signature appears below, has been
duly authorized to sign all documents in connection with University of Limpopo

On behalf of

.....
[COMPANY NAME - BLOCK CAPITALS]

SIGNED FOR AND ON BEHALF OF THE COMPANY

.....
.....

IN HIS/HER CAPACITY AS

DATE

..... SPECIMEN
SIGNATURE OF SIGNATORY

.....

WITNESSES:

1. (Name)
..... (Signature)
2. (Name)
..... (Signature)

All information in this RFQ is strictly confidential	Initial Here
--	--------------

RFQ no: UL2021/01/02	THE SUPPLY AND DELIVERY OF ONLINE LEARNING DEVICES AND ACCESSORIES FOR STUDENTS AT THE UNIVERSITY OF LIMPOPO	Jan 2021
-------------------------	--	-------------

SECTION C: DECLARATION OF INTEREST

1. Any person, including persons employed by the University, or persons having a kinship with persons employed by the University, including a blood relationship, may submit a Response in terms of this RFQ. In view of possible allegations of favoritism, should any resulting contract or part thereof be awarded to persons employed by the University, or to persons connected with or related to them, it is required that the Proposer or his/her authorized representative declare his/her position to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where the Proposer is employed by the University; and/or the legal person on whose behalf the Response is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the Response(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the representative acts and persons who are involved with the evaluation and/or adjudication of the Response.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the Response.

2.1 Are you or any person connected with the Response employed by the University?

Yes / No. If so, please state particulars.....

2.2 Do you, or any person connected with the Response have any relationship (family, friend, other) with a person employed by the University and who may be involved with the evaluation and or adjudication of the Response?

Yes / No. If so, please state particulars
.....

2.3 Are you or any person connected with the Response aware of any relationship (family, friend, other) between the Proposer and any person employed by the University, who may be involved with the evaluation and or adjudication of this Response?

Yes / No. If so, please state particulars
.....

All information in this RFQ is strictly confidential	Initial Here
--	--------------