



THE BIDDER

TENDER NO. : IRBA002/2020/RFT
CLOSING DATE : 18 DECEMBER 2020 AT 12H00
VALIDITY PERIOD : 145 DAYS (CALCULATED FROM CLOSING DATE)

BID DESCRIPTION : SUPPLY AND DELIVERY OF COMPUTER EQUIPMENT TO THE IRBA

1. Bidders are invited to submit their bids for the supply of the abovementioned goods, according to the Terms of Reference and conditions, as outlined in the tender documentation.
2. This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
3. Kindly note that the bid offers should be submitted as follows:
 - **Via electronic submission** and should be emailed to tenders@irba.co.za before or on the closing date and time of the bid. **Email size have been restricted to 15MB per email.**
 - **Documents must be submitted in pdf format and must be signed by an authorised signatory.**
4. Bidders must not have any links to an audit firm (or network firm) nor an individual employed and/or registered with the IRBA.
5. No late bids will be accepted.

DIRECTOR: OPERATIONS

DATE:26 November 2020

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF COMPUTER EQUIPMENT TO THE IRBA

The Independent Regulatory Board for Auditors (IRBA) invites bids for the supply and delivery of computer equipment from suitable bidders.

1. BACKGROUND OF THE IRBA

The IRBA was established in terms of Section 3 of the Auditing Profession Act, 2005 (Act No. 26 of 2005).

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

- To provide for the establishment of an Independent Regulatory Board for Auditors;
- To protect the public in the Republic by regulating audits performed by registered auditors;
- To improve the development and maintenance of internationally comparable ethics standards and auditing standards for auditors that promote investment and, as a consequence, employment in South Africa;
- To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession; and
- To provide for procedures for disciplinary action in respect of improper conduct.

OVERVIEW

The IRBA functions in terms of the Auditing Profession Act, 2005 (Act 26 of 2005). The members of the Board are appointed by the Minister of Finance, who must appoint competent persons, including registered auditors (RAs), to effectively manage and guide the activities of the Regulatory Board, based on their knowledge and experience.

The IRBA is funded through:

- The collection of prescribed fees and levies from RAs and firms;
- All other monies that may accrue to the Regulatory Board from any other legal source, including sanctions imposed by the Regulatory Board; and
- Monies appropriated for that purpose by Parliament.

The IRBA is a schedule 3 public entity in terms of the PFMA and is accountable to the Minister of Finance, who is the IRBA's Executive Authority.

2. COMPUTER EQUIPMENT REQUIREMENTS AND SPECIFICATIONS

Interested bidders are invited to submit bids for the supply and delivery of computer equipment to the IRBA [hereinafter referred to as "goods"] as set out below:

- 23 x 15" Laptops
- 23 x 15" Topload - notebook carrying cases
- 2 x 13" Laptops

- 2 x 13" Topload - notebook carrying case
- 1 x Desktop

Minimum specification requirements for the 15" Laptops:

Screen size	15.6"
MEMORY	12GB
WIFI	Required
Lan	Required
Operating System	Windows 10 Pro 64bit
Hard drive	500GB SSD
CPU	I5
Webcam	Required
SIM SLOT	4G (LTE)
Touch screen	Not Required
USB – Minimum	2 x 3.0
Ear Phone jack	Required
Backlight keyboard	Required
Thunderbolt port / USB-C	1
Display ports	HDMI/VGA
Warranty	3 year onsite

Minimum specifications for the 13" Laptops:

Screen size	13.3"
MEMORY	12GB
WIFI	Required
Lan	Optional
Operating System	Windows 10 Pro 64bit
Hard drive	500GB SSD
CPU	I5
Webcam	Required
SIM SLOT	4G (LTE)
Touch screen	Not Required
USB – Minimum	2 x 3.0
Ear Phone jack	Required
Backlight keyboard	Required
Thunderbolt port / USB-C	1
Display ports	HDMI/VGA
Warranty	3 year onsite

Minimum specification for the – Desktop computer:

MEMORY	8GB
WIFI	Optional
Lan	Required
Operating System	Windows 10 Pro 64bit
Hard drive	500GB SSD
CPU	I5
USB – Minimum	2 x 3.0
Ear Phone jack	Required

Display ports
Warranty

HDMI/VGA
3 year onsite

Bidder's access to goods

Bidders are expected to have the computer equipment stock on-hand or able to deliver within a maximum of a 6-week lead time, at the time of submitting bids.

Delivery of the Goods

The successful bidder will be expected to deliver the goods to the IRBA offices, located at Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.

Goods shall be delivered within a 6 week lead time, subsequent to the award of the tender.

In view of the above, bidders are required to clearly reflect the lead time for delivery on the detailed pricing schedule document where goods are not in stock.

3. EVALUATION AND ADJUDICATION OF THE BID

Phase 1: Technical Evaluation

Bids will be subject to a responsiveness criterion to determine which bid responses are compliant or noncompliant with Supply Chain Management bid requirements as listed in point 5 below.

Following the compliance assessment, responsive bids will be evaluated against the specific technical specifications and requirements as indicated in paragraph 2 above, to ensure full compliance.

The ICT equipment must be 100% compliant to the minimum specifications as indicated in paragraph 2. Bidders must ensure that their bids clearly identify the specifications relative to the specific computer equipment.

Non-compliant bids will be disqualified and shall not proceed to phase 2 of the evaluation.

Phase 2: Price and B-BBEE score

The bidders that qualify under Phase 1 will be evaluated in terms of the 80/20 preference points system, where 80 points will be used for rating pricing and 20 points will be awarded to the bidder for being a B-BBEE status level contributor, in accordance with their BEE Certificate/Affidavit document.

4. COMPULSORY DOCUMENTATION TO BE SUBMITTED

- 4.1. Bidders must comply with the minimum conditions below, if they would like their bids to be evaluated on functionality. Failure to submit or comply will render the bids noncompliant and thus not eligible for evaluation.
- 4.2. The bidders are required to complete and submit **all** Standard Bid Documents (SBD), failing which their bid will be disqualified. The standard bid documents are as follows:
 - SBD 1: Invitation to Bid.

- SBD 3.3: Pricing Schedule – a detailed cost breakdown must be included in the bid.
- SBD 4: Declaration of Interests Form.
- SBD 6.1: Preference Points Claim Form in terms of PPPFA, 2011.
- SBD 8: Abuse of Supply Chain Management System.
- SBD 9: Certificate of Independent Bid Determination.
- Certified copy of the bidder's BEE Certificate/Affidavit as signed by a Commissioner of Oaths.
- Certified copy of the bidder's Tax Clearance Certificate/or pin obtainable from SARS.

4.3. **National Treasury – Central Supplier Database:** Suppliers must submit confirmation of the company or individual registration on the Central Supplier Database (CSD). The IRBA will not award any bid to a supplier 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 4 of 2016/2017. The CSD registration requirement applies to all companies/individuals, including joint ventures and sub-contracted companies.

4.4. **VAT:** Bidders must submit bids that are **inclusive of VAT** (if applicable) with their bids.

4.5. **GCC:** The General Conditions of Contract will be applicable to all bids, and these are available on the IRBA website.

5. **DISCLAIMER**

5.1. 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.

5.2. The IRBA reserves the right to not appoint any particular contracted partner that does not comply with the conditions of this bid, or if information that could put the IRBA at risk is obtained by the IRBA about a bidder.

5.3. The IRBA reserves the right to cancel this bid should the budget to cover the full quote of this bid not be available at the time of awarding the bid or if the need does not exist anymore or the specifications have changed.

6. **ABSENCE OF OBLIGATION**

6.1. No legal or other obligation shall arise between bidders and the IRBA, unless and until the formal appointment documentation has been signed. The IRBA is not obliged to proceed with any bids. The IRBA reserves the right to request changes to any proposed criteria.

7. TENDER SUBMISSION REQUIREMENTS

- 7.1. The IRBA requires only **one (1) submission** of the complete bid documentation supporting the criteria as stated above to be emailed to tenders@irba.co.za .
- 7.2. All the documentation submitted in response to this Request for Tender (RFT) must be in English.
- 7.3. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 7.4. 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. The authorised signature may be done electronically or hand-written signature, through a scanned version of the document, and must be accompanied by the abovementioned resolution.
- 7.5. The bidder should check the numbering of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by the IRBA in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 7.6. Completed documents must be clearly marked and submitted with the correct reference and tender number.

8. PRICING SCHEDULE

- 8.1 Bidders are requested to provide the pricing schedules for the product, as detailed in the SBD 3.3 form.
- 8.2 For ease of evaluation, the pricing schedule must be submitted separately from the technical proposal. The pricing schedule must also be submitted in the format as set out in the SBD3.3 form and must be **clearly marked**.
- 8.3 The IRBA will not be responsible for expenses incurred by the successful bidder for operational and/or other requirements to supply and deliver the goods.

9. OTHER

Enquiries may be directed as follows:

Bid Enquiries

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Specification Enquiries

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