



REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE
SUPPLY AND DELIVERY OF GOODS/SERVICES

SECTION 1 Section to be completed by bidder

BIDDER NAME		
BIDDER CONTACT PERSON		
BIDDER CONTACT DETAILS	FAX :	E-MAIL :
	TEL :	CELL :

SECTION 2 Section to be completed by SCM

RFQ NUMBER:	RFQ 22/23/20/LAPTOPS	
ISSUE DATE:	2022/08/11	
CLOSING DATE AND TIME:	2022/08/19	11:00
RFQ VALIDITY PERIOD:	90 DAYS (from closing date)	
SEND YOUR PROPOSAL TO:	TO BE HAND DELIVERED OR COURIERED TO: SCM, C/O MORELETA STREET AND JAMES DRIVE, SILVERTON, PRETORIA ON OR BEFORE THE CLOSING DATE AND TIME.	
ENQUIRIES: PURCHASING SPECIALIST NAME:	ANTON VAN WYK	

THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

Stage 1: Price & B-BBEE

Stage 1 – Price & B-BBEE Evaluation

The RFQ will be evaluated on the the 80/20 preference point system

The following formula will be used to calculate the points for price in respect of bids / procurement with a Rand value up to a Rand value of R1 000 000.00 (Including VAT)

Formula

$$PS = 80 \left[1 - \frac{Pt - P \min}{P \min} \right]$$

(2) A maximum of 20 points may be awarded to a bidder based on the BBEE contributor level. I

B-BBEE Status Level of Contributor	Number of Points
1	20
2	16
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Terms and Conditions

1. SAPO'S standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. No bid may be awarded to any supplier if the tax clearance certificate is not valid.
4. No services must be rendered or goods delivered before an official SAPO Purchase Order has been issued by and accepted by the bidder.
5. Bidders are required to complete Annexure A (Pricing Schedule) for all quotations. Failure to complete Annexure A will disqualify the bid. The bid price shall be fixed. It must include all escalations but excluding VAT.
6. Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be firm for a period of fourteen (14) days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
7. Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a period of twelve (12) months or more depending on the requirement of the bid.
9. The bid will not be regarded as an acceptable bid if it fails to achieve the minimum qualifying score of 70% for functionality.
10. The RFQ will be awarded to the bidder who scores the highest total number of points for price and B-BBEE.
11. The South African Post Office reserves the right:
 - ✓ Not to award or cancel this RFQ at any time and shall not be bound to accept the lowest or any bid.
 - ✓ To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
 - ✓ To accept part of a bid rather than the whole bid. To benchmark prices of items that are contracted and should these items be available at a competitive price than the contracted price, SAPO will request the current bidder to reduce their price to be inline failing which, these will be purchase out of contract.
 - ✓ To split the award of the bid between two or more Bidders.
 - ✓ To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
 - ✓ To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bid for, whether before or after adjudication of the bid.
 - ✓ To award the contract to a Bidder whose bid was not the lowest in price.
 - ✓ To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
12. Poor performing suppliers will be removed from the SAPO database.
13. Bid price is as per the requirements in the specification.

Abbreviations: is as the Procurement policy and procedure

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 22/23/20/LAPTOPS
NAME OF BIDDER:	
CLOSING DATE:	2022/08/19 @ 11h00



Description of Services	Qty	UNIT PRICE	TOTAL PRICE
1. LAPTOPS AS PER SPECIFICATION (PRICING SHOULD INCLUDE DELIVERY TO SCM SILVERTON, PRETORIA)	16	R	R
TOTAL PRICE Excluding VAT			R

SEE MINIMUM SPECIFICATIONS BELOW AS PER TABLE – DO NOT QUOTE ON EQUIPMENT THAT DOESN'T COMPLY WITH THE MINIMUM SPECIFICATIONS. YOUR RESPONSE WILL BE IMMEDIATELY DISQUALIFIED IF TO BE FOUND THAT IT'S NOT IN LINE WITH THE SPECIFICATIONS.

Mobile Personal Computers (Laptops)

	CATEGORY 1
PLATFORM/CPU ARCHITECTURE	Minimum 64 Bits
CPU	<ul style="list-style-type: none"> • Minimum i5 latest generation • Quad Core
RAM	Minimum 4 GB DDR
STORAGE	Minimum 500GB SATA
OPERATING SYSTEM	Windows 10 Pro 64 bit or latest
MONITOR	Minimum 15 inch
CONNECTIVITY	<ul style="list-style-type: none"> • Gigabit Ethernet • WIFI • Bluetooth
SECURITY	Universal Lock Slot
BATTERY	Minimum 8 Hours
WARRANTY	1 YEAR On site NBD, To be registered into SAPO name.
CARRY CASE	Top Load Case

Key Requirements

Requirements	Yes	No
• Valid Tax Clearance Certificate		
• Valid BEE Certificate		
• Proof of CSD Registration		
• SBD4		
• Declarations of interest		
• Declarations of Past SCM Practices		

Please tick yes or no above.

In any of the above answers is NO please supply reason below.

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- The bidder warrants that the pricing quoted is free of any errors and that the pricing is in compliance to the specification.
- The bidder provides the South African Post Office with an **unconditional discount** of _____%

SIGNATURE

CAPACITY

COMPANY STAMP

BIDDER'S DECLARATION OF INTEREST

In re: RFQ NO: 22/23/20/LAPTOPS

1. Any legal person or persons having a kinship with persons employed by the South African Post Office may make an offer or offers in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to a South African Post Office employee, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluation/adjudication authority declaring his/her interest where –
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation/adjudication of the bid (s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

Question	Answer Yes / No	If yes, state particulars
2.1 Are you or any person connected with the bidder, employed by the South African Post Office?		
2.2 Do you or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the South African Post Office and who may be involved with the evaluation and or adjudication of this bid?		
2.3 Are you or any person connected with the bidder, aware of any relationship (family, friend, other) with a person employed by the South African Post Office		

and who may be involved with the evaluation and or adjudication of this bid?		
2.4 Were you or any person in your company involved or assisted SAPO employees in the development and/or drafting of the specification for this bid		
2.5 Shareholders of the Company		
Name	Identity Number (ID)	
2.6 Directors		
Name	Identity Number (ID)	
2.7 Trustees		
Name	Identity Number (ID)	
2.8 Employee of SAPO: If the employee of SAPO is a Shareholder / Director / Trustee it must be declared as follows:		
Name	Identity Number (ID)	Persal Number / Employee Number

3. Non disclosure shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.

4. The Bidder acknowledges that the stipulations of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting from a breach by the Bidder shall be payable by the Bidder should he be proven guilty.

DECLARATION

I, the undersigned (Full Name) _____

Certify that the information furnished in paragraph 2.1 to 2.8 above is correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE :

NAME OF DELEGATED SIGNATORY:
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :
(PRINT) who warrants his authority to sign on behalf of the bidding company

DATE :

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

In re: RFQ NO: 22/23/20/LAPTOPS

1. The bid of any bidder may be disregarded if the bidder, or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.

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

Question	Answer Yes / No	If yes, furnish particulars
2.1 Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied.)		
2.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters".)		
2.3. Was the bidder or any of its directors convicted by a court of law		

(including court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
2.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		

- 3. Non disclosure shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.
- 4. The Bidder acknowledges that the stipulations of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting from a breach by the Bidder shall be payable by the Bidder should he be proven guilty.

DECLARATION

I, the undersigned (Full Name) _____

Certify that the information furnished in paragraph 2.1 to 2.4 above is correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE :

NAME OF DELEGATED SIGNATORY:
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :
(PRINT) who warrants his authority to sign on behalf of
the bidding company

DATE :

BIDDER'S DISCLOSURE (SBD4)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature	Date
.....
Position	Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.