

SASSA: 04-25-ICT-EC

INVITATION TO BID

INVITATION OF PROSPECTIVE BIDDERS FOR THE SUPPLY, CONFIGURATION AND DELIVERY OF 952 STANDARD LAPTOPS, 10 DESKTOPS, 5 ALL-IN-ONE DESKTOPS, 325 BIOMETRIC FINGERPRINT READERS (SENSITIVE) AND 510 BIOMETRIC FINGERPRINT READERS (STANDARD), 550 BARCODE SCANNERS AND 23 MULTIFUNCTION PRINTERS FOR SASSA EASTERN CAPE REGION AS PER SITA RFB 740.

A COMPULSORY SITE BRIEFING WILL BE REQUIRED AND WILL BE HELD AT THE ADDRESS BELOW ON THE 28 November 2025 at 10:00

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**SASSA EC REGIONAL OFFICE
OLD BKB BUILDING,
CNR FITZPATIRCK & MERINO ROAD,
ARCADIA
EAST LONDON
5201**

CLOSING DATE: 11 December 2025

CLOSING TIME: 11h00

ENQUIRIES CAN BE DIRECTED TO:

Technical Enquiries:

Name: Mr R. Mahomed

Tel: 043 707 6357

Email: TenderQueriesEC@sassa.gov.za

Supply Chain Management Enquiries

Name: Mr T. Tyaliti

Tel: 043 707 6328

Email: TenderQueriesEC@sassa.gov.za

BID DOCUMENTS CAN BE OBTAINED FROM:

www.etenders.gov.za

<https://www.sassa.gov.za>

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INVITATION OF PROSPECTIVE BIDDERS FOR THE SUPPLY, CONFIGURATION AND DELIVERY OF 952 STANDARD LAPTOPS, 10 DESKTOPS, 5 ALL-IN-ONE DESKTOPS, 325 BIOMETRIC FINGERPRINT READERS (SENSITIVE) AND 510 BIOMETRIC FINGERPRINT READERS (STANDARD), 550 BARCODE SCANNERS AND 23 MULTIFUNCTION PRINTERS FOR SASSA EASTERN CAPE REGION AS PER SITA RFB 740.

NO	DESCRIPTION OF DOCUMENT
1	SBD 1
2	SBD 3.1 for Category 1 – Category 3
3	SBD 4
4	SBD 6.1
5	GENERAL CONDITIONS OF CONTRACT
6	TERMS OF REFERENCE
7	ANNEXURE A – CHECKLIST
8	ANNEXURE B – PRICING SCHEDULE

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:04-25-ICT-EC	CLOSING DATE	11 December 2025	CLOSING TIME:	11:00
DESCRIPTION	INVITATION OF PROSPECTIVE BIDDERS FOR THE SUPPLY, CONFIGURATION AND DELIVERY OF 952 STANDARD LAPTOPS, 10 DESKTOPS, 5 ALL-IN-ONE DESKTOPS, 325 BIOMETRIC FINGERPRINT READERS (SENSITIVE) AND 510 BIOMETRIC FINGERPRINT READERS (STANDARD), 550 BARCODE SCANNERS AND 23 MULTIFUNCTION PRINTERS FOR SASSA EASTERN CAPE REGION AS PER SITA RFB 740.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA, BKB BUILDING, CNR FITZPATIRCK & MERINO ROAD, QUIGNEY, EAST LONDON, 5201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. T. Tyaliti		CONTACT PERSON	Mr. R. Mahomed	
TELEPHONE NUMBER	043 707 6366		TELEPHONE NUMBER	043- 707 6357	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	TenderQueriesEC@sassa.gov.za		E-MAIL ADDRESS	TenderQueriesEC@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[IF YES ENCLOSE PROOF]</i>		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</i>
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:.....

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

CATEGORY 1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SASSA: 04-25-ICT-EC
Closing Time 11:00	Closing date: 11 December 2025

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
1.	952	Laptops	
2.	10	Desktops	
3.	5	Desktops (AIO)	
			R

- Required by: **SASSA EASTERN CAPE**
- At: **SASSA Regional Office East London**
- Brand and model **Not Applicable**
- Country of origin **Not Applicable**
- Does the offer comply with the specification(s)? ***YES/NO**
- If not to specification, indicate deviation(s)
- Period required for delivery **3 month contract**
*Delivery: Firm
- Delivery basis **As and When Required**

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

***Delete if not applicable**

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

CATEGORY 2

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SASSA: 04-25-ICT-EC
Closing Time 11:00	Closing date: 11 December 2025

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
1.	325	Fingerprint readers (Sensitive)	
2.	510	Fingerprint & smart card readers	
3.	550	2D / QR Barcode Scanners	
			R

- Required by: **SASSA EASTERN CAPE**
- At: **SASSA Regional Office East London**
- Brand and model **Not Applicable**
- Country of origin **Not Applicable**
- Does the offer comply with the specification(s)? ***YES/NO**
- If not to specification, indicate deviation(s)
- Period required for delivery **3 month contract**
*Delivery: Firm
- Delivery basis **As and When Required**

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

***Delete if not applicable**

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

CATEGORY 3

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SASSA: 04-25-ICT-EC
Closing Time 11:00	Closing date: 11 December 2025

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
1.	23	Multifunction Printers	

R

- Required by: **SASSA EASTERN CAPE**
- At: **SASSA Regional Office East London**
- Brand and model **Not Applicable**
- Country of origin **Not Applicable**
- Does the offer comply with the specification(s)? ***YES/NO**
- If not to specification, indicate deviation(s)
- Period required for delivery **3 month contract**
*Delivery: Firm
- Delivery basis **As and When Required**

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

***Delete if not applicable**

BIDDER'S DISCLOSURE

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

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.

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;
- 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.

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.

- 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.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & \mathbf{Ps} = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Non-compliant	0	
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points		

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium

- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

JULY 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and**
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government**

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended**
- Special Conditions of Contract (SCC) relevant to a specific bid, should be complied separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail**

GENERAL CONDITIONS OF CONTRACT

A. TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for defaults

24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
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29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
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34. Prohibition of Restrictive Practices

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 **“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **“Contract”** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **“Contract price”** means the price payable to the provider under the contract for the full and proper performance of his contractual obligations.
- 1.4 **“Corrupt practice”** means the offering, giving, receiving, or soliciting of any thing of the value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **“Day”** means calendar day.
- 1.8 **“Delivery”** means delivery in compliance of the conditions of the contract or order.
- 1.9 **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.

- 1.10 **“Delivery into consignees store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **“Dumping”** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **“Force majeure”** means an event beyond the control of the provider and not involving the provider’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 **“GCC”** means the General Conditions of Contract.
- 1.15 **“Goods”** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
- 1.16 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the organization purchasing the goods.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.
- 1.25 **“Written” or “in writing”** means hand-written in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X 85, Pretoria 001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the success bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packaging

- 9.1 The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where

appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in the SCC

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in the SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 1) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
 - 2) in the event of termination of production of the spare parts:
 - a) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - b) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the

provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the provider under this contract shall be specified in SCC
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

21. Delays in the provider's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination For Default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in art, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer/Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and/or person restricted by the purchaser
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction

These details will be loaded in the National Treasury's central database of suppliers or person prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offense as contemplated in section 12 or 13 of the Prevention and Combatting of Corrupt Activities Act, No 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-Dumping And Counter-Vailing Duties And Rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for Insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser,

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC
- 27.5 Notwithstanding any reference to mediation and / or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation Of Liability

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and
 - (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable Law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. TAXES AND DUTIES

- 32.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local provider shall be entirely responsible for all taxes, duties, and license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services. .

33. National Industrial Participation Programme (NIP)

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are or a contractor (s) was/were involved in collusive bidding (or bid rigging).

- 34.2 If a bidder (s) or contractor (s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No 89 of 1998.
- 34.3 If a bidder (s) or contractor (s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid (s) for such item (s) offered, and/ or terminate the contract in whole or part, and/or restrict the bidder (s) or contractor (s) from conducting business with the public sector for a period not exceeding ten (10) years and/or claim damages from the bidder (s) or contractor (s) concerned.

TERMS OF REFERENCE

INVITATION OF PROSPECTIVE BIDDERS FOR THE SUPPLY, CONFIGURATION AND DELIVERY OF 952 STANDARD LAPTOPS, 10 DESKTOPS, 5 ALL-IN-ONE DESKTOPS, 325 BIOMETRIC FINGERPRINT READERS (SENSITIVE) AND 510 BIOMETRIC FINGERPRINT READERS (STANDARD), 550 BARCODE SCANNERS AND 23 MULTIFUNCTION PRINTERS FOR SASSA EASTERN CAPE REGION AS PER SITA RFB 740.

1. Purpose

The purpose of these terms of reference is to invite and appoint a qualified service provider/s for the supply, configuration and delivery of 952 standard laptops, 10 desktops, 5 All-in-one desktops, 325 biometric fingerprint readers (sensitive), 510 biometric fingerprint readers (standard), 550 barcode scanners and 23 multifunction printers for SASSA Eastern Cape. The successful service provider will have to comply with all the requirements agreed with SASSA Eastern Cape. ***Note that items from 5.1 to 7.1 forms part of the SASSA computing standards version 3.***

2. Background

The Agency has been established as a specialist institution to take responsibility for the management, administration and disbursement of social grants. The Agency is mandated to address the complex issue of ensuring effective and efficient delivery of high-quality service. This requires that the entire payment process and system from application to receipt of social grants by the beneficiaries is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well as the integrity of the whole system.

For the Agency to effectively deliver on this mandate, it needs to create an environment which supports the tools and services required to enhance efficiency.

4. Scope of the Project

The role of the successful service provider is to supply, configure and delivery of 952 standard laptops, 10 desktops, 5 All-in-one desktops, 325 biometric fingerprint readers (sensitive), 510 biometric fingerprint readers (standard), 550 barcode scanners and 23 multifunction printers to the SASSA Eastern Cape Regional Office before or on the 13th March 2026 as per the agreed specifications.

4.1 Summary of items required

No:	Description:	Quantity:
4.1.1	Standard Laptops	952
4.1.2	Desktops	10
4.1.3	Desktops (AIO)	5
4.1.4	Biometric Fingerprint Readers (Sensitive)	325
4.1.5	Biometric Fingerprint Readers (Standard)	510
4.1.6	2D/QR Barcode Scanners	550
4.1.7	Multi-function Printers	23

Note that items 4.1.1 to 4.1.3 are part of the SASSA Computing Standards V3.0

4.2 Items will be awarded per category. Refer to section 19.1

4.3 Bidders are required to submit pricing schedule per category as reflected below.

Categories	Description:	Quantity:
Category 1	Standard Laptops	952
	Desktops	10
	Desktops (AIO)	5
Category 2	Biometric Fingerprint Readers (Sensitive)	325
	Biometric Fingerprint Readers (Standard)	510
	2D/QR Barcode Scanners	550
Category 3	Multi-function printers and scanners	23

The categories reflected above are in line with the SITA RFB 740 transversal contract as only certain suppliers are allowed to provide specific items. Refer to the SITA website for further information: <https://www.sita.co.za/content/hardware>

NB: Bidders to take note that SBD 3.1 will need to be completed for each category.


4.4 Items to be delivered to the following address:

SASSA Eastern Cape Regional Office
Old BKB Building
8 Merino Street
Arcadia
East London
5201

5. Standard Laptop Specifications and Requirements as per SASSA Computing Standards V3.0

5.1 Quantity required: 952 (nine hundred and fifty-two) 14-inch laptops


Laptop - Standard Unit Specification	
Screen Size	14" FHD (1920 x 1080)
Screen Features	Anti-Glare
CPU	AMD Ryzen™ 7 bv PRO 7530U Processor (2.00 GHz up to 4.50 GHz)
Chipset	AMD Chipset
Memory	16GB DDR5
Video	Integrated with HDMI Port
Audio	Integrated Microphone and Speaker
Network	Integrated Gigabit Ethernet
	Integrated Wireless – WiFi 6
	Integrated LTE WWAN with integrated WWAN Antenna
Optical Drive	None
HDD	512GB NVMe SSD
I/O Support	Minimum of 2 x USB 3 Ports with at least 1 being a Type-C
	Bluetooth 5.2
Security	TPM 2.0
	Cable Lock Slot
Camera	Integrated 1080P FHD minimum
Keyboard	US Layout
Mouse	Touchpad
Power	57Whr Battery with Power Adapter to enable Fast Charging Red dedicated plug to be supplied (<i>not the standard plug</i>)
Energy Compliance	Energy Star Compliant
Warranty	3 Year NBD Onsite Repair
Software	Microsoft Windows 11 Professional 64-bit pre-installed (SASSA will upgrade in accordance with its MS Enterprise Agreement)
	All relevant OEM Drivers and Applications
Form Factor	Unit must not be a slim line i.e. Ethernet and Video must not require a cable to use

Laptop Accessories	
External Security	Combination Cable Lock
	Security mount to wall or desk
External Input Device	Wireless keyboard and mouse
	USB 3.0 Hub with min 6 Ports
External Docking Station	USB-C Docking Station/Port Replicator: <ul style="list-style-type: none"> • 3 x USB 3.1 Ports with a min of 1 Charging Port • 2 x USB 2.0 Port • 1 x USB-C Port • 2 x Display Ports min with at least 1 HDMI • 1 x Gigabit Ethernet Port • Cable Lock Slot <i>External docking station to be same brand as OEM for compatibility purposes</i>
Laptop Bag	Backpack <ul style="list-style-type: none"> • PC compartment must be able to support laptops between 15" to 16", with a separate padded pocket for an additional smaller device • Large main compartment must include workstation and storage pockets for accessories and personal items • Two front-panel storage pockets • Rear features must include premium padding, a convenient trolley strap, and a lumbar pocket for easy, secure storage of travel essentials • Left- and right-side zipped water bottle pocket
SASSA Laptop BIOS	
BIOS/Start-up Logo	The following Logo to be embedded in the BIOS and appear on start-up: <div style="text-align: center;">  sassa <small>SOUTH AFRICAN SOCIAL SECURITY AGENCY</small> </div>

NB: External branding or etching on the laptop is NOT required

6. Desktop Specification and Requirements as per SASSA Computing Standards V3.0


6.1 Quantity required: 10 (ten)

Desktop Standard Unit Specification	
Size	Tiny Form Factor
CPU	AMD Ryzen 5 8500GE Processor (3.40 GHz up to 5.00 GHz)
Chipset	AMD
Memory	Minimum 16GB (DDR 5 preferred) Upgradable
Video	Integrated HDMI
Audio	Integrated Speakers
Network	Integrated Gigabit Ethernet
HDD	512 GB SSD
I/O Support	None
Keyboard	Standard US Keyboard Layout
Mouse	Optical Mouse
Energy Compliance	Star Energy Rating
Warranty	3 Year NBD Onsite Repair
Software	Microsoft Windows 11 Professional 64-bit pre-installed (SASSA will upgrade in accordance with its MS Enterprise Agreement) All relevant OEM Drivers and Applications
Desktop Standard Unit Accessories	
Monitor	21" HDMI LED
Security	Combination Cable Lock
	Security Mount to Wall or Desk
Wireless NIC	Support Wireless – Wi-Fi 6
SASSA AIO Desktop BIOS	
BIOS/Start-up Logo	<p>The following Logo to be embedded in the BIOS and appear on start-up:</p> 

NB: External branding or etching on the desktop is NOT required

7. All-in-One Desktop Specification and Requirements as per SASSA Computing Standards V3.0


7.1 Quantity required: 5 (five)

All-In-One (AIO) Desktop Specification	
Main Case	Luna Grey
Motherboard	Remote Initial Program Load (RPL)
Processor	13th Generation Intel® Core™ i5-13420H Processor (E-cores up to 3.40 GHz P-cores up to 4.60 GHz) or equivalent.
DIMM Memory	16 GB DDR5-5200MHz (SODIMM)
Storage Selection	512 GB SSD M.2 2280 PCIe Gen4 QLC
Graphics	Integrated Graphics
Display	23.8" FHD (1920 x 1080), IPS, Anti-Glare, Touch Screen, 99% sRGB, 250 nits, 100Hz, Narrow Bezel
Camera & Mic	5MP IR with Dual Microphone
Internal Speakers	3W x 2, Audio
AIO Stand	Monitor Stand, Luna Grey
Keyboard	USB, Calliope, Black - English (EU)
Mouse	USB Calliope Mouse (Black)
Wireless LAN	Realtek Wi-Fi 6 RTL8852BE 2x2 AX & Bluetooth® 5.1 or above
Power Adapter	90W 89% Adapter Black
HDMI In Port	HDMI In Port
Warranty	3 Year NBD Onsite Repair
Software	Microsoft Windows 11 Professional 64-bit pre-installed (SASSA will upgrade in accordance with its MS Enterprise Agreement) All relevant OEM Drivers and Applications
SASSA AIO Desktop BIOS	
BIOS/Start-up Logo	The following Logo to be embedded in the BIOS and appear on start-up: 

NB: External branding or etching on the desktop is NOT required


8. Biometric Fingerprint Readers (Sensitive) Specification and Requirements

8.1 Quantity required: 325 (three hundred and twenty-five)

Biometric Fingerprint Reader (Sensitive) Specification	
Biometric Fingerprint Reader:	Similar or equivalent to the Lumidigm 302-40
Technology:	Optical Multispectral Imaging
Image resolution / bit depth:	500 dpi / 8-bit, 256 grayscale
Platen area:	0.7" x 1.1" (18mm x 28 mm) ellipse
Housing:	Magnesium alloy, IP65 rating
Supply current - operational:	ANSI 378, ISO 19794-2:2005, ANSI 381, ISO 19794-4:2005, NFIQ compliant, MINEX-certified algorithm
Device certifications:	CE, FCC Part 15 Class B, EN 60950, IEC 62471, RoHS, DEA EPCS, Certified support for thin clients
Interface:	USB 1.1
Image out:	ANSI 381 compliant
Template out	ANSI 378 compliant
Finger placement to image	1.3 sec. (typical)
Finger placement to template / score	2.0 sec. (typical)
Finger placement to identification	2.1 sec. (typical, V30x-30 only)
Operating systems supported	Windows 10 / Windows 11
Compatibility:	The fingerprint scanner must be compatible with the SASSA Beneficiary Biometric Enrollment system (BBE).
Picture:	 <p><i>The above picture is for illustration purposes only</i></p>


9. Biometric Fingerprint & Smart Card Reader Specification and Requirements

9.1 Quantity required: 510 (five hundred and ten)

Biometric Fingerprint and Smart Card Reader Specification	
Biometric Fingerprint Reader:	Similar or equivalent to the Futronic FS82HC
General:	<ul style="list-style-type: none">• USB 2.0 compatible interface, plug and play device• With a 2M standard USB cable
Fingerprint Scanner:	<ul style="list-style-type: none">• Fingerprint scanning window size is 16x24mm• Image resolution is 320x480 pixel, 500 DPI• Image format is 8-bit 256 grayscale• Raw fingerprint image file size is 150K byte• Live Finger Detection (LFD) feature
Smart Card Reader:	<ul style="list-style-type: none">• AB Circle CIC115 Reader Chip• Full speed interface to PC with simple command structure• Supports SLE4418/28/32/42 memory cards• Compliance/Certifications: ISO7816, PC/SC, EMV 2000 Level1• Support PPS (Protocol and Parameters Selection) with 2.343-826kbps in reading and writing smart card
Picture:	 <p><i>The above picture is for illustration purposes only</i></p>


10. 2D/QR Barcode Scanners Specification and Requirements

10.1 Quantity required: 550 (five hundred and fifty)

2D/QR Barcode Scanners Specification	
2D/QR Barcode Scanner:	Similar or equivalent to the Zebra DS2208 (Corded)
Keyboard Support:	To support more than 90 international keyboards
Decode Capabilities – 1D:	Code 39, Code 128, Code 93, Codabar/NW7, Code 11, MSI Plessey, UPC/EAN, I 2 of 5, Korean 3 of 5, GS1 DataBar, Base 32 (Italian Pharma)
Decode Capabilities – 2D:	PDF417, Composite Codes, TLC-39, Aztec, DataMatrix, MaxiCode, QR Code, Micro QR, Han Xin, Postal Codes
Drop Specification:	Withstand multiple drops at 5.0 ft./1.5 m to concrete
Tumble Specification:	Designed to withstand 250 tumbles in 1.5 ft./1.5 m
Cable Specification:	USB Cable Required
Warranty:	5 Years Warranty
NB:	<i>Cradle for the barcode scanner is <u>not</u> required. Barcode scanner must <u>not</u> be wireless</i>
Picture:	<div></div> <p><i>The above picture is for illustration purposes only</i></p>

11. Multifunction Printers Specification and Requirements

11.1 Quantity required: 23 (twenty-three)

Multifunction 3 in 1 Printers Specification	
Functions:	Print, Scan, Copy
Print Speed:	Up to 30 ppm
Paper Size:	A4, Letter, A5(Long Edge), A6, Executive, Legal, Folio
Print Resolution:	600 x 600 dpi, HQ1200 (2400 x 600 dpi) quality
Toner and drum yield:	2,600 Page toner 12,000 Page drum unit
Scan Resolution (Feeder):	600 x 600 dpi
Scan Resolution (Scanner Glass):	Up to 600 x 2400 dpi
Connectivity:	Hi-Speed USB 2.0, Ethernet 10Base-T/100Base-TX, Wireless LAN IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode), IEEE 802.11g/n (Wi-Fi Direct)
Operating System:	Windows 10 / Windows 11
Warranty:	5 Years Warranty
Toner & Drums	Multifunction unit to be supplied with toner and drum
Cables:	Multifunction unit to be supplied with USB Cable and SA power cord
Recommended Dimensions:	409 mm × 398.5 mm × 316.5 mm (Width X Depth X Height)
Picture:	 <p><i>The above picture is for illustration purposes only</i></p>

12. Supply of Professional Services

SASSA Eastern Cape Regional Office is procuring 952 standard laptops, 10 desktops, 5 All-in-one desktops, 325 biometric fingerprint readers (sensitive), 510 biometric fingerprint readers (standard), 550 barcode scanners and 23 multifunction printers as per the requirement listed above. The procurement includes the following requirements:

12.1 Branding in the form of Internal BIOS start-up

12.1.1 The Service Provider will be required to implement the mentioned Branding options on the equipment:

- 12.1.1.1 Internal BIOS Start-up for 952 x laptops
- 12.1.1.2 Internal BIOS Start-up for 10 x desktops
- 12.1.1.3 Internal BIOS Start-up for 5 x AIO desktops
- 12.1.1.4 SASSA to provide the Agency's logo to the successful bidder

NB: External branding or etching on the laptop & desktop is NOT required

12.2 Imaging and configuration

12.2.1 The Service Provider will be required to:

- a) Provide SASSA with a single laptop, desktop and AIO desktop to setup as the Master Image to be used for further Imaging of the requirement
- b) Image the Standard Laptops as per the stated quantity (952)
- c) Image the Standard Desktop as per the stated quantity (10)
- d) Image the AIO Desktop as per the stated quantity (5)
- e) Ensure that the laptops, desktops, biometric readers, barcode scanners and printers are in a functional state, i.e. SASSA does not expect to receive any dead-on arrival units.

13. Bid Evaluation Process

Proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). The evaluation shall be conducted in two stages, which will be as follows:

Stage One	Phase 1: Mandatory Requirements Phase 2: Administrative Requirements
Stage Two	Price and Specific Goals

14. Stage One: Phase One - Mandatory Requirements

Phase One – Mandatory Requirements		
No:	Activity:	Yes/No
14.1	Compulsory briefing attendance NB: To avoid misrepresentation, each bidder must return the attendance briefing certificate with the bid document. The attendance briefing certificate will be received during the compulsory briefing session and they will be duly completed and signed by both the bidder and SASSA nominated representative.	
14.2	This tender will be regarded as a close bid as per the SITA RFB 740. Only SITA Accredited Service Providers on SITA RFB 740 transversal contract from the Eastern Cape are required to respond.	
14.3	Proposals (Bids) submitted must be detailed in line with the specifications as per Paragraphs 5 to 11 of this terms of reference document.	

14.4	Service Providers are required to fully complete and sign Annexure A (sections 1 to 7) to confirm compliance with the specification.	
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NB: Service Providers who do not meet abovementioned Mandatory Requirements will result in their bid being disqualified.

15. Stage One: Phase Two - Administrative Compliance

Phase Two – Administrative Requirements		
No:	Activity:	Yes/No
15.1	Fully Completed and signed (SBD 1, SBD 3.1, SBD 4, SBD 6.1)	
15.2	Provide proof of registration in the form of a Central Supplier Database (CSD) report.	
15.3	Tax compliance status verification pin issued by the South African Revenue Services (SARS).	
15.4	Certified ID Copies for all Company Directors (not older than 3 months).	
15.5	Bidders are required to submit proof of B-BBEE Status Level of contributor with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of codes of good practice. Proof includes valid –B-BBEE Status Level Verification Certificates together with their tenders to substantiate their B-BBEE rating claims.	

16. Stage Two: Evaluation in terms of the 80/20 preference point system

The applicable preference point system for this tender is the 80/20 preference point system:

Specific Goals	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

Specific goal points will be awarded to a bidder accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Non-compliant	0
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points	

Note: In the event of a bidder claiming more than one specific goal category, the Agency will allocate points based on specific goal with the highest points. The highest points will be confirmed with the BBBEE Certificate/Sworn Affidavit submitted by bidder.

- (a) Bidder(s) must submit a BBBEE Verification Certificate from a verification agency accredited by the South African National Accreditation System (SANAS), or sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths, together with the bid.
- (b) Failure to submit will be interpreted to mean that preference points for BBBEE status level of contribution are not claimed.

17. Deliverables

- 17.1 Service Providers are expected to supply, configure and deliver 952 standard laptops, 10 desktops, 5 All-in-one desktops, 325 biometric fingerprint readers (sensitive), 510 biometric fingerprint readers (standard), 550 barcode scanners and 23 multifunction printers as per the specifications before or on the 13th March 2026.
- 17.2 Bidders must provide the Agency a commitment in writing stating that delivery of the items mentioned in 17.1 are delivered within the stipulated time frame.
- 17.3 If at any time the supplier should encounter conditions impeding timely delivery of goods and performances of services, the supplier shall promptly notify the purchaser in writing of the fact of delay, its likely duration and its cause(s).
- 17.4 As soon as practicable after receipt of the suppliers notice, the purchaser shall evaluate the situation and may at his discretion extend the suppliers delivery time.
- 17.5 Bidders are further advised to:
 - 17.5.1 Examine specifications prior to submitting proposals.
 - 17.5.2 Assess the extent and nature of requirements.
 - 17.5.3 Allow for the delivery, supply and configuration of 952 standard laptops, 10 desktops, 5 All-in-one desktops, 325 biometric fingerprint readers (sensitive), 510 biometric fingerprint readers (standard), 550 barcode scanners and 23 multifunction printers.

Note: No claim on the grounds of lack of knowledge in respect of the aforementioned will be entertained.

18. Conditions of the BID:

- 18.1 The General Conditions of Contract will apply (obtainable from a Government website)
- 18.2 All information and documents, must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Agency.

18.3 Any shortcoming in this specification must be identified by the supplier prior to the closure of the bid. Any short coming identified by the supplier after the contract has been awarded and that would have an impact on the contract price will be for the account of the supplier.

18.4 Any damages to items incurred while delivering or configuring of equipment will be for the supplier's account and must be replaced with the same item(s) within 14 days.

18.5 The successful bidder is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Agency.

18.6 No service provider shall deliver or install items on this tender before an official purchase order has been issued by this Agency.

18.7 The Agency will endeavor to pay the Service Provider within **30 days** from the date of receipt of the Original Tax Invoice confirming quantity, compliance and the price.

18.8 Bids containing misrepresentation of any facts will upon discovery be immediately disqualified. SASSA reserves the right to cancel the contract of the winning bidder/s if this misrepresentation is discovered.

19. Awarding of tender:

19.1 SASSA reserves the right to award the tender in

19.1.1 whole or

19.1.2 per category or

19.1.3 more than one bidder or

19.1.4 not to award the tender at all.

- 19.2 The Agency intends to award to the highest point scorer per proposal.
- 19.3 The Agency will not be held liable for any expenses incurred by bidders during this bid process.
- 19.4 All prices must be fully inclusive of all costs and Value Added Tax. No additional costs other than the agreed amounts will be paid by the Agency.
- 19.5 The Agency reserves the right to terminate this contract at any stage. Payment will only be made on goods delivered and fully installed and configured as per order. Successful bidders will be allowed to complete all orders within the stipulated timeframe.
- 19.6 SASSA will take ownership once the equipment is fully delivered and configured.
- 19.7 The successful service provider will be held liable for not delivering within the specified time frames (4 – 8 weeks from date of order acceptance). Failure to comply with this set time frame will lead to the following penalties schedule being instituted:
- 19.7.1 The purchase order may be cancelled for any overruns in excess of one (01) week period to the maximum time frame stipulated and non-compliance to specifications with all cost for alternative supplies incurred by the defaulting party. No delivery will exceed the 13th March 2026.
- 19.8 When completing the tender document, the bidder may not deviate from the detailed specifications provided unless allowed doing so by the Agency in writing.

- 19.9 Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.
- 19.10 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the Services on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.
- 19.11 All bid prices accepted from the successful bidder will remain fixed and firm from date of acceptance of appointment until delivery.
- 19.12 To ensure fairness in respect to pricing of items that are linked to the Rand/Dollar Exchange Rate, the Rand/Dollar Exchange Rate on the day of the submission of the bid will be adopted. All Bidders are to clearly state adherence to this by stating the exchange rate used in compiling their Bid.
- 19.13 The successful Service Provider will be required to, in writing within 7 business days of receiving a Purchase Order, provide the Agency with an amended Quotation listing the Quoted Exchange Rate versus the Exchange Rate on date of issued Purchase Order. Only items identified as being linked to the Exchange Rate may be permitted to be amended.
- 19.14 The Agency reserves the right to refer components for testing to ensure that all specifications have been met.
- 19.15 Bidders to be held responsible for any shortcoming/s picked up after delivery within 90 days.

20. Validity Period of Bid

- 20.1 All Bids remain valid for a period of 90 days from the closing date of the bid.

21. Compulsory Briefing Session

A compulsory site briefing will be required and will be held as follows:

Date: 28 November 2025

Time: 10:00

Venue: SASSA EC REGIONAL OFFICE

SECOND FLOOR BOARDROOM

OLD BKB BUILDING,

CNR FITZPATIRCK & MERINO ROAD,

ARCADIA

EAST LONDON

5201

22. Closing Date

22.1 Proposal must be submitted on or before:

Date: **11 December 2025**

Time: 11h00

Address: **SASSA EC REGIONAL OFFICE**

OLD BKB BUILDING

CNR FITZPATIRCK & MERINO ROAD,

ARCADIA

EAST LONDON

5201

Note: No late bids will be accepted by the Agency.

23. Bid Enquiries

23.1 The Following SASSA employees can be contacted in writing if clarity is required:

Specifications / Technical Contact Details:

Name: Mr Reza Mahomed

Tel: 043 707 6357

Email: TenderQueriesEC@sassa.gov.za

Office Hours: 08:00 – 16:00 Mon-Fri

Supply Chain Management Related Enquires:

Name: Mr Tanduxolo Tyaliti

Tel: 043 707 6328

Email: TenderQueriesEC@sassa.gov.za

Office Hours: 08:00 – 16:00 Mon-Fr



ANNEXURE A

COMPLIANCE / NON-COMPLIANCE EQUIPMENT SCHEDULE

- Bidders are required to complete the Annexure A to confirm compliance with the specification
- Bidder's proposals that do not meet the specifications will be eliminated

SECTION 1 OF 7 – Standard Laptop Specifications (Qty: 952)

Standard Laptop Unit Specification		Compliance	
		Yes	No
Screen Size	14" FHD (1920 x 1080)		
Screen Features	Anti-Glare		
CPU	AMD Ryzen™ 7 bv PRO 7530U Processor (2.00 GHz up to 4.50 GHz)		
Chipset	AMD Chipset		
Memory	16GB DDR4 (DDR5 preferred)		
Video	Integrated with HDMI Port		
Audio	Integrated Microphone and Speaker		
Network	Integrated Gigabit Ethernet		
	Integrated Wireless – WiFi 6		
	Integrated LTE WWAN with integrated WWAN Antenna		
Optical Drive	None		
HDD	512GB NVMe		
I/O Support	Minimum of 2 x USB 3 Ports with at least 1 being a Type-C		
	Bluetooth 5.2		
Security	TPM 2.0		
	Cable Lock Slot		
Camera	Integrated 1080P FHD minimum		
Keyboard	Backlit Keyboard Black US International (EURO)		
Mouse	Touchpad		
Power	57Whr Battery with Power Adapter to enable Fast Charging		
	Red dedicated plug to be supplied (not the standard plug)		
Energy Compliance	Energy Star Compliant		

Standard Laptop Unit Specification		Compliance	
		Yes	No
Warranty	3 Year NBD Onsite		
Software	Microsoft Windows 11 Professional 64-bit pre-installed (SASSA will upgrade in accordance to its MS Enterprise Agreement) All relevant OEM Drivers and Applications		
Form Factor	Unit must not be a Slim line i.e. Ethernet and Video must not require a cable to use		
Laptop Accessories			
External Security	Combination Cable Lock		
	Security mount to wall or desk		
External Input Device	Wireless keyboard and mouse		
	USB 3.0 Hub with min 6 Ports		
External Docking Station	USB-C Docking Station/Port Replicator: <ul style="list-style-type: none"> • 3 x USB 3.1 Ports with a min of 1 Charging Port • 2 x USB 2.0 Port • 1 x USB-C Port • 2 x Display Ports min with at least 1 HDMI • 1 x Gigabit Ethernet Port • Cable Lock Slot External docking station to be same brand as OEM for compatibility purposes		
Laptop Bag	Backpack <ul style="list-style-type: none"> • PC compartment must be able to support laptops between 15" to 16", with a separate padded pocket for an additional smaller device. • Large main compartment must include workstation and storage pockets for accessories and personal items • Two front-panel storage pockets • Rear features must include premium padding, a convenient trolley strap, and a lumbar pocket for easy, secure storage of travel essentials • Left- and right-side zipped water bottle pocket 		


Initial: _____

SASSA Laptop BIOS			
<i>BIOS / Start-up logo</i>	<p>Only the following Logo to be embedded in the BIOS and appear on start-up:</p> 		

Signature of Bidder:	
Date:	

Company Stamp:


SECTION 2 OF 7 – Standard Desktop (Qty: 10)

Standard Desktop Specification		Compliance	
		Yes	No
Size	Tiny Form Factor		
CPU	AMD Ryzen 5 8500GE Processor (3.40 GHz up to 5.00 GHz)		
Chipset	AMD		
Memory	Minimum 16GB (DDR 5 preferred) Upgradable		
Video	Integrated HDMI		
Audio	Integrated Speakers		
Network	Integrated Gigabit Ethernet		
HDD	512 GB SSD		
I/O Support	None		
Keyboard	Standard US Keyboard Layout		
Mouse	Optical Mouse		
Energy Compliance	Star Energy Rating		
Warranty	3 Year NBD Onsite Repair		
Software	Microsoft Windows 11 Professional 64-bit pre-installed (SASSA will upgrade in accordance with its MS Enterprise Agreement All relevant OEM Drivers and Applications		
SASSA Desktop Accessories			
Monitor	21" HDMI LED		
Security	Combination Cable Lock		
	Security Mount to Wall or Desk		
Wireless NIC	Support Wireless – Wi-Fi 6		
SASSA Desktop BIOS			
BIOS / Start-up logo	Only the following Logo to be embedded in the BIOS and appear on start-up: 		

Signature of Bidder:	
Date:	

Company Stamp:

SECTION 3 OF 7 – All-in-one (AIO) Desktop (Qty: 5)

All-in-one (AIO) Desktop Specification		Compliance	
		Yes	No
Main Case	Luna Grey		
Motherboard	Remote Initial Program Load (RPL)		
Processor	13th Generation Intel® Core™ i5-13420H Processor (E-cores up to 3.40 GHz P-cores up to 4.60 GHz) or equivalent.		
DIMM Memory	16 GB DDR5-5200MHz (SODIMM)		
Storage Selection	512 GB SSD M.2 2280 PCIe Gen4 QLC		
Graphics	Integrated Graphics		
Display	23.8" FHD (1920 x 1080), IPS, Anti-Glare, Touch Screen, 99%sRGB, 250 nits, 100Hz, Narrow Bezel		
Camera & Mic	5MP IR with Dual Microphone		
Internal Speakers	3W x 2, Audio		
AIO Stand	Monitor Stand, Luna Grey		
Keyboard	USB, Calliope, Black - English (EU)		
Mouse	USB Calliope Mouse (Black)		
Wireless LAN	Realtek Wi-Fi 6 RTL8852BE 2x2 AX & Bluetooth® 5.1 or above		
Power Adapter	90W 89% Adapter Black		
HDMI In Port	HDMI In Port		
Warranty	3 Year NBD Onsite Repair		
Software	Microsoft Windows 11 Professional 64-bit pre-installed (SASSA will upgrade in accordance with its MS Enterprise Agreement All relevant OEM Drivers and Applications		
SASSA AIO Desktop BIOS			
BIOS / Start-up logo	Only the following Logo to be embedded in the BIOS and appear on start-up: 		

Signature of Bidder:	
Date:	

Company Stamp:

SECTION 4 OF 7 – Biometric Fingerprint Reader (Sensitive) Specification (Qty: 325)

Biometric Fingerprint Reader (Sensitive) Specification		Compliance	
		Yes	No
Biometric Fingerprint Reader:	Similar or equivalent to the Lumidigm 302-40		
Technology:	Optical Multispectral Imaging		
Image resolution / bit depth:	500 dpi / 8-bit, 256 grayscale		
Platen area:	0.7" x 1.1" (18mm x 28 mm) ellipse		
Housing:	Magnesium alloy, IP65 rating		
Supply current - operational:	ANSI 378, ISO 19794-2:2005, ANSI 381, ISO 19794-4:2005, NFIQ compliant, MINEX-certified algorithm		
Device certifications:	CE, FCC Part 15 Class B, EN 60950, IEC 62471, RoHS, DEA EPCS, Certified support for thin clients		
Interface:	USB 1.1		
Image out:	ANSI 381 compliant		
Template out	ANSI 378 compliant		
Finger placement to image	1.3 sec. (typical)		
Finger placement to template / score	2.0 sec. (typical)		
Finger placement to identification	2.1 sec. (typical, V30x-30 only)		
Operating systems supported	Windows 10 / Windows 11		

Signature of Bidder:	
Date:	

Company Stamp:

SECTION 5 OF 7 – Biometric Fingerprint Reader (Standard) Specification (Qty: 510)

Biometric Fingerprint Reader (Standard) Specification		Compliance	
		Yes	No
Biometric Fingerprint Reader:	Similar or equivalent to the Futronic FS82HC		
General:	<ul style="list-style-type: none"> • USB 2.0 compatible interface, plug and play device • With a 2M standard USB cable 		
Fingerprint Scanner:	<ul style="list-style-type: none"> • Fingerprint scanning window size is 16x24mm • Image resolution is 320x480 pixel, 500 DPI • Image format is 8-bit 256 grayscale • Raw fingerprint image file size is 150K byte • Live Finger Detection (LFD) feature 		
Smart Card Reader:	<ul style="list-style-type: none"> • AB Circle CIC115 Reader Chip • Full speed interface to PC with simple command structure • Supports SLE4418/28/32/42 memory cards • Compliance/Certifications: ISO7816, PC/SC, EMV 2000 Level1 • Support PPS (Protocol and Parameters Selection) with 2.343-826kbps in reading and writing smart card 		

Signature of Bidder:	
Date:	

Company Stamp:

SECTION 6 OF 7 – 2D / QR Barcode Scanner Specification (Qty: 550)

2D / QR Barcode Scanner Specification		Compliance	
		Yes	No
2D/QR Barcode Scanner:	Similar or equivalent to the Zebra DS2208 (Corded)		
Keyboard Support:	To support more than 90 international keyboards		
Decode Capabilities – 1D:	Code 39, Code 128, Code 93, Codabar/NW7, Code 11, MSI Plessey, UPC/EAN, I 2 of 5, Korean 3 of 5, GS1 DataBar, Base 32 (Italian Pharma)		
Decode Capabilities – 2D:	PDF417, Composite Codes, TLC-39, Aztec, DataMatrix, MaxiCode, QR Code, Micro QR, Han Xin, Postal Codes		
Drop Specification:	Withstand multiple drops at 5.0 ft./1.5 m to concrete		
Tumble Specification:	Designed to withstand 250 tumbles in 1.5 ft./1.5 m		
Cable Specification:	USB Cable Required		
Warranty:	5 Years Warranty		
NB:	<i>Cradle for the barcode scanner is not required. Barcode scanner must not be wireless</i>		

Signature of Bidder:	
Date:	

Company Stamp:

SECTION 7 OF 7 – Multifunction 3 in 1 Printers Specification (Qty: 23)

Multifunction 3 in 1 Printers Specification		Compliance	
		Yes	No
Functions:	Print, Scan, Copy		
Print Speed:	Up to 30 ppm		
Paper Size:	A4, Letter, A5(Long Edge), A6, Executive, Legal, Folio		
Print Resolution:	600 x 600 dpi, HQ1200 (2400 x 600 dpi) quality		
Toner and drum yield:	2,600 Page toner 12,000 Page drum unit		
Scan Resolution (Feeder):	600 x 600 dpi		
Scan Resolution (Scanner Glass):	Up to 600 x 2400 dpi		
Connectivity:	Hi-Speed USB 2.0, Ethernet 10Base-T/100Base-TX, Wireless LAN IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode), IEEE 802.11g/n (Wi-Fi Direct)		
Operating System:	Windows 10 / Windows 11		
Warranty:	5 Years Warranty		
Toner & Drums	Multifunction unit to be supplied with toner and drum		
Cables:	Multifunction unit to be supplied with USB Cable and SA power cord		
Recommended Dimensions:	409 mm × 398.5 mm × 316.5 mm (Width X Depth X Height)		

Signature of Bidder:	
Date:	

Company Stamp:



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

COMPULSORY BRIEFING SESSION CERTIFICATE

BID NO: _____

BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, CONFIGURATION AND DELIVERY OF 952 STANDARD LAPTOPS, 10 DESKTOPS, 5 ALL-IN-ONE DESKTOPS, 325 BIOMETRIC FINGERPRINT READERS (SENSITIVE), 510 BIOMETRIC FINGERPRINT READERS (STANDARD), 550 BARCODE SCANNERS AND 23 MULTIFUNCTION PRINTERS FOR SASSA EASTERN CAPE REGION AS PER SITA RFB 740.

I/We have attended the briefing session for the above-mentioned bid at the date specified below.

I/We have thoroughly studied the bid documents, and I/We have brought myself/ourselves fully conversant with all aspects which could possibly influence negatively its evaluation and adjudication by the relevant authorities.

I/We further certify that I/We am/are satisfied with the description of the bid and the explanation given to me/us by the SASSA Official/s at the briefing session and I/We fully understand the extent of the work to be done as specified and implied for the execution of this contract.

Date of briefing session:	28 November 2025
Time of briefing session:	10h00
Venue of briefing session:	SASSA Regional Office Second Floor Boardroom OLD BKB BUILDING, Cnr Fitzpatirck & Merino Road, Arcadia EAST LONDON 5201

Name of the bidding company: _____

Name of the company representative: _____

Signature of the company representative: _____

Name of SASSA representative: _____

Signature of SASSA representative: _____

Date: _____