



<b>RFQ NUMBER</b>	SACQ03/02/2025
<b>RFQ DESCRIPTION</b>	THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER NEW LAPTOPS
<b>RFQ ISSUE DATE</b>	19 February 2025
<b>BRIEFING SESSION</b>	NONE
<b>CLOSING DATE &amp; TIME</b>	05 March 2025, 11:00AM.
<b>SUBMISSIONS</b>	EMAIL TO: <a href="mailto:scm@sacnasp.org.za">scm@sacnasp.org.za</a> <b>SUBJECT:</b> NEW LAPTOPS - SACQ03/02/2025

## 1. PURPOSE

The purpose of this RFQ is to provide new high-quality laptops to enhance the productivity and efficiency of our operations. These devices will be used to support day-to-day tasks and ensure seamless communication and documentation within the organization.

## 2. BACKGROUND

The SACNASP is a statutory body established through the National Scientific Professions Act (No 27 of 2003) to register natural scientific professionals working in South Africa.

**3. SPECIFICATION****a) Laptops x 4**

Quantity	4
Processor	Intel Core i7 – Latest Generation
RAM	16GB
Storage	512GB NVMe SSD
Operating System	Window 11 pro/Enterprise
Screen Size	>15.0"
Battery Life	>7 hours
Warranty	3 Year Warranty (On-Site by Manufacturer's Authorized Service Partner)
Keyboard	Full-size Keyboard
Ports	2x USB Type-A ,2x USB Type-C, 1x HDMI, 1x Audio Jack
Network	Wi-Fi 6 (802.11ax) + Bluetooth

**b) Laptops x 2**

Quantity	2
Processor	Intel Core i7 – latest generation
RAM	16GB
Storage	512GB NVMe SSD
Operating System	Window 11 pro/Enterprise
Screen Size	14" or less
Battery Life	>7 hours
Warranty	3 Year Warranty (On-Site by Manufacturer's Authorized Service Partner)
Display	Display 14" FHD (1920 x 1080) Touch screen
Ports	2x USB Type-A ,2x USB Type-C, 1x HDMI, 1x Audio Jack
Network	Wi-Fi 6 (802.11ax) + Bluetooth

#### 4. TERMS AND CONDITIONS

- SACNASP undertakes to pay in full within 7 working days after the delivery of goods.
- No payment will be made where there is outstanding information or work by the service provider.

#### 5. REQUIREMENTS FOR RFQ

##### 5.1 STAGE 1: MANDATORY REQUIREMENTS

- Service providers must submit proof of registration on the Centralized Supplier Database (CSD) held by National Treasury.
- The service provider must submit proof of Business Registration with CPIC.
- The contracted service provider is required to provide an original SARS tax clearance certificate that must be provided.
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status that has been provided.
- Standard Bidding Document (SBD) 4 – Declaration of interest.
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- SBD 8 – Declaration of bidder's past supply chain management practices.
- SBD 9 – Certificate of independent bid determination.
- Quotations must reflect the breakdown cost where applicable as well as the total cost of the project (rates per hour will not be accepted). Prices quoted must be inclusive of VAT.

**Failure to submit ANY of the required documentation above will lead to disqualification.**

##### 5.2 STAGE 2: POINTS AWARDED FOR B-BBEE STATUS LEVEL CONTRIBUTOR

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations. Stage 3 will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system).
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 6. SUBMISSIONS

**Submission must have a minimum of 2 documents organized and labelled as follows:**

- 1) Mandatory Documents
- 2) Quotation

All documents should be forwarded via email to:

Email: [scm@sacnasp.org.za](mailto:scm@sacnasp.org.za)

Tel: 012 748 6500

All technical enquires should be directed to:

Contact Person: Puckson Mhlongo

Designation: IT Technician

Email: [Puckson.Mhlongo@sacnasp.org.za](mailto:Puckson.Mhlongo@sacnasp.org.za)

SACNASP reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposals received. This RFQ content provides a comprehensive outline for potential service providers to understand the organization's requirements and submit proposals accordingly.