



REQUEST FOR QUOTATION (RFQ)
APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY NEW LAPTOPS

RFQ	SAC2023IT-001
RFQ ISSUE DATE	28 APRIL 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO NEW LAPTOPS
CLOSING DATE & TIME	11 MAY 2023 BEFORE 11:00 am
LOCATION FOR SUBMISSIONS	ALL SUBMISSIONS SHOULD BE EMAILED TO: scm@sacnasp.org.za SUBJECT: PROCUREMENT OF LAPTOPS (SAC2023IT-001)

Bidders must submit responses via e-mail at: scm@sacnasp.org.za before or on the stipulated date and time. For any queries or questions, please use above mentioned email address. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME : _____

POSTAL ADDRESS : _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY LAPTOPS

1. BACKGROUND

The South African Council for Natural Scientific Professions (SACNASP) is a registration and regulatory body for natural science professionals. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). To date, it has 26 fields of practice, represented by 47 accredited voluntary associations (VAs). The Council represents over 16 000 registered natural scientists.

2. SPECIFICATIONS

The below-mentioned items are required to be delivered within two weeks (or as agreed to with SACNASP) from the date of issuing the Purchase Order:

Description	Quantity
Laptops Specifications: • An Intel Core i5 • At least 8GB of RAM • 512GB SSD • At least 3 USB ports • At least 1 HDMI port • Full-Size keyboard with Numpad • Upgradable to windows 11	7

3. EVALUATION CRITERIA

3.1 SCM Administrative (Phase 1)

The bidder must submit the following:

- Proof of registration on the Centralised Supplier Database held by the National Treasury.
- An original SARS tax clearance certificate.
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.
- 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.

Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified.

3.2 Price & B-BBEE (Phase 2)

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.

Table 2. Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
Total		100

4. CONDITIONS OF THE RFQ

4.1 SACNASP reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any formal quotation or to accept a part of it.

4.2 No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed.

5. SUBMISSION OF QUOTATIONS

All technical inquiries should be sent in writing, to the specified person below:

Contact Person : Mr Puckson Mhlongo

Designation : IT Technician

E-mail : puckson.mhlongo@sacnasp.org.za

All submissions should be sent to scm@sacnasp.org.za.

The closing date for the submission of bids is Thursday, 11 May 2023 by 11:00 am. No late bids will be considered. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address.