



Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ Number: IDT-WC REGION – 06 May 2026

Description: PROCURE AND DELIVERY FOR LAPTOP AND PROJECT

Closing Date and Time: **15 May 2026 @12:00PM**

Submission of quotations: All quotations must be emailed to Quotations@idt.org.za on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. Name of Company _____
2. National Treasury Central Supplier Database number MAAA _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

DETAILED SPECIFICATIONS/ TERMS OF REFERENCE FOR THIS RFQ

Description of item	Qty																																										
EliteBook 640 14 inch G10 Notebook PC																																											
<table border="0"> <tr> <td data-bbox="172 439 699 472">Operating system</td> <td data-bbox="699 439 1286 472">Windows 11 Pro ¹</td> </tr> <tr> <td data-bbox="172 495 699 528">Processor family</td> <td data-bbox="699 472 1286 539">13th Generation Intel® Core™ i7 processor</td> </tr> <tr> <td data-bbox="172 584 699 618">Processor</td> <td data-bbox="699 539 1286 651">Intel® Core™ i7-1355U (up to 5.0 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads) ^{2 3}</td> </tr> <tr> <td data-bbox="172 674 699 707">Graphics</td> <td data-bbox="699 651 1286 719">Integrated, Intel® UHD Graphics</td> </tr> <tr> <td data-bbox="172 741 699 775">Memory</td> <td data-bbox="699 719 1286 763">16 GB DDR4-3200 MT/s (2 x 8 GB)</td> </tr> <tr> <td data-bbox="172 797 699 831">Memory Slots</td> <td data-bbox="699 797 1286 831">2 SODIMM</td> </tr> <tr> <td data-bbox="172 831 699 864">Internal Storage</td> <td data-bbox="699 831 1286 875">512 GB PCIe® NVMe™ SSD</td> </tr> <tr> <td data-bbox="172 909 699 943">Display</td> <td data-bbox="699 875 1286 987">14" diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC ^{4 5 6 7}</td> </tr> <tr> <td data-bbox="172 1021 699 1055">Display</td> <td data-bbox="699 987 1286 1099">35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC ^{4 5 6 7}</td> </tr> <tr> <td data-bbox="172 1099 699 1133">Touchscreen</td> <td data-bbox="699 1099 1286 1133">No</td> </tr> <tr> <td data-bbox="172 1133 699 1167">Color gamut</td> <td data-bbox="699 1133 1286 1167">45% NTSC</td> </tr> <tr> <td data-bbox="172 1167 699 1200">Brightness</td> <td data-bbox="699 1167 1286 1200">250 nits</td> </tr> <tr> <td data-bbox="172 1200 699 1234">Dimensions (W x D x H)</td> <td data-bbox="699 1200 1286 1234">32.19 x 21.39 x 1.99 cm</td> </tr> <tr> <td data-bbox="172 1245 699 1279">Weight</td> <td data-bbox="699 1245 1286 1312">Starting at 1.41 kg (Weight will vary by configuration. Does not include power adapter.)</td> </tr> <tr> <td data-bbox="172 1379 699 1413">Software included</td> <td data-bbox="699 1312 1286 1491">Connection Optimizer; Hotkey Support; Power Manager; my; Privacy Settings; Notifications; PC Hardware Diagnostics Windows; Services Scan; Smart Support (download)</td> </tr> <tr> <td data-bbox="172 1626 699 1659">Management features</td> <td data-bbox="699 1491 1286 1783">Client Management Script Library (download); Driver Packs (download); Client Catalog (download); Manageability Integration Kit Gen4 (download); Image Assistant Gen5 (download); Patch Assistant (download); Cloud Recovery; Connect for Microsoft Endpoint Manager ^{8 9 10}</td> </tr> <tr> <td data-bbox="172 1783 699 1816">Battery type</td> <td data-bbox="699 1783 1286 1816">Long Life 3-cell, 51 Wh Li-ion</td> </tr> <tr> <td data-bbox="172 1827 699 1861">Battery life</td> <td data-bbox="699 1816 1286 1883">(Battery is internal and not replaceable by customer. Serviceable by warranty.)</td> </tr> <tr> <td data-bbox="172 1917 699 1951">Wireless</td> <td data-bbox="699 1883 1286 1984">Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate)</td> </tr> <tr> <td data-bbox="172 1984 699 2018">Product color</td> <td data-bbox="699 1984 1286 2018">Pike silver aluminum</td> </tr> <tr> <td data-bbox="172 2029 699 2063">Keyboard</td> <td data-bbox="699 2029 1286 2092">Premium Keyboard – spill-resistant, backlit keyboard</td> </tr> </table>	Operating system	Windows 11 Pro ¹	Processor family	13th Generation Intel® Core™ i7 processor	Processor	Intel® Core™ i7-1355U (up to 5.0 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads) ^{2 3}	Graphics	Integrated, Intel® UHD Graphics	Memory	16 GB DDR4-3200 MT/s (2 x 8 GB)	Memory Slots	2 SODIMM	Internal Storage	512 GB PCIe® NVMe™ SSD	Display	14" diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC ^{4 5 6 7}	Display	35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC ^{4 5 6 7}	Touchscreen	No	Color gamut	45% NTSC	Brightness	250 nits	Dimensions (W x D x H)	32.19 x 21.39 x 1.99 cm	Weight	Starting at 1.41 kg (Weight will vary by configuration. 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Camera	720p HD camera
Audio	Dual stereo speakers, dual array microphones
Pointing device	Clickpad with multi-touch gesture support, taps enabled as default
Ports	1 smart card reader
Power	Smart 65 W External AC power adapter ¹¹
Security management	Absolute persistence module; Secure Erase; Sure Click; Sure Sense; BIOS Update via Network; Sure Admin; BIOSphere Gen6; Client Security Manager Gen7; TPM 2.0 embedded security chip (Common Criteria EAL4+ and FIPS 140-2 Level 2 Certified); Sure Start Gen7; Wake on WLAN; Tamper Lock; Sure Run Gen5; Sure Recover Gen5; Secured-Core PC Enable ^{12 13 14 15 16 17 18 19 20 21}
Fingerprint reader	Fingerprint sensor
Ecolabels	TCO Certified
Sustainable impact specifications	Low Halogen; Bulk packaging available; Molded paper pulp cushion inside box is 100% sustainably sourced and recyclable; Outside box and corrugated cushions are 100% sustainably sourced and recyclable; 5% post-consumer recycled plastic; Ocean-bound plastic in speaker enclosure(s); 50% recycled metal ^{22 23 24 25}
Manufacturer Warranty	1 year (1/1/0) limited warranty includes 1 year of parts and labor. No on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.
Please include 3 year next business day onsite warranty!!	

3. Epson EB-X49 | 3LCD Portable Projector-3600 Lumens

Specifications:

Product: Epson EB-W49

1

Projector brightness: 3800 ANSI lumens

Projection technology: 3LCD

Projector native resolution: WXGA (1280×800)

Light source type: Lamp

Service life of light source: 8000 h

Service life of light source (economic mode): 17000h

Focus: Manual

Focal length range: 16.9 – 20.28 mm

Aperture range (F-F): 1.49 – 1.72

Video processing: 10 bit

Video colour modes: Dynamic, Cinema, Presentation, sRGB, Blackboard

Serial interface type: RS-232C

HDMI connector type: Full-size

COLOR LASERJET PRO MFP 3303FDW DESCRIPTION

- A4 Colour Laser Multifunction Printers
- Print, scan, copy and fax, ADF, Duplex
- Dynamic security enabled printer
- Print speed up to 25 ppm (black) and 25 ppm (black) and 25 ppm (colour)
- Ethernet, USB, WI-FI

1

Warranty: 1 Year



Note at the delivery place at :

IDT Head Office

Glenwood Office Park

Cnr. Oberon & Sprite Streets

Faerie Glen

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (90) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: Juniorm@idt.org.za
- All **Technical** related Queries must be directed in writing to: Molatelo.Makgatho@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: *The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents*

CONFIDENTIAL

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 interest in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

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 consortium 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.

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
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	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:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{Or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

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 (90/10 system) (To be completed by the organ of state)	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

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:

