

**REQUEST FOR QUOTATION**

**Supplier Name:** .....

**GOODS**

**SERVICE**

Request for Quotation	iLABS/RFQ 2025/26:239
Date Issued:	12 March 2026
Description of Services/ Goods:	Appointment of a qualified service provider to supply and deliver point of sale hardware to the canteen at NRF iThemba LABS, Old Faure Road, Faure, Cape Town.
Closing Date:	18 March 2026
Closing Time:	11:00 am
Delivery Address:	Old Faure Road,
<b>Submit RFQ to:</b>	<b>scm2@tlabs.ac.za</b>
Date Goods or Service Required:	End March 2026
For More Information (Technical):	Elizma van Zyl Email: e.vanzyl@ilabs.nrf.ac.za
For More Information (Supply Chain Management):	Khanyisa Maqwara Email: scm2@tlabs.ac.za

**THE FOLLOWING CONDITIONS WILL APPLY:**

- **Where quotations/proposals are R 2 000.00 or more, the preferential Procurement System Applicable is 80/20**
- Price(s) quoted must be valid for at least sixty (60) days from closing date of the RFQ.
- Price(s) quoted must be firm and must be inclusive of VAT.
- **No advance payment without a payment guarantee**
- **Payment terms are 30 days from date of invoice received**
- A firm delivery period **must** be indicated.
- Late proposals/quotations / bids will be not be accepted.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for specific goals.**
- **Bidder / service provider / supplier that fails to provide mandatory RFQ requirements may be disqualified.**
- **Changes made by the / service provider/supplier to the RFQ template and its terms and conditions will not be considered after the closing date and time**
- Provide CSD Summary Report ([www.csd.gov.za](http://www.csd.gov.za) )
- The attached forms to be completed by the Bidder (where applicable):
  - SBD 4 – Bidder disclose
  - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act (PPPFA) and The Preferential Procurement Regulations, 2022, **The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.**

**REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):**

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD ([www.csd.gov.za](http://www.csd.gov.za)) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email [csd.support@treasury.gov.za](mailto:csd.support@treasury.gov.za)

## SCHEDULE 1 - SPECIFICATION

### **Introduction to the NRF**

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

### **Introduction to the Business Unit responsible for this RFQ**

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
  
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

### **Evaluation Process**

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, this request is automatically cancelled".

**Supplier Response**

<b>Name of Supplier:</b>	
<b>Address of Supplier:</b>	
<b>Contact Person:</b>	
<b>Contact Tel:</b>	
<b>Email Address:</b>	
<b>CSD Supplier Number:</b>	MAAA.....
<b>Lead Time for delivery</b>	
<b>Currency:</b>	ZAR
<b>Payment terms:</b>	30 days from the date of receiving invoice

<b><u>Administrative Compliance Returnable Documents</u></b> <b>(M – Mandatory); (O – Optional)</b>	<b>Submitted</b>	
Bidders Disclosure (SBD 4), signed and completed.	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed	<b>O</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
B-BBEE Certificate / Sworn Affidavit	<b>O</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>(M – Mandatory); (O – Optional)</b>	<b>Submitted</b>	
Pricing schedule completed (May be supported by detailed quotation)	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hardware specifications/ brochure to be supplied and warranty to be stipulated in pricing schedule	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **SPECIFICATIONS:**

iThemba LABS requires: A qualified service provider to supply and deliver point of sale hardware to the canteen at NRF|iThemba LABS Cape Town.

### **1. HARDWARE FOR 2 X POINT OF SALE TERMINALS**

1.1. Hardware for two complete POS terminals must be supplied and delivered. The POS Terminals will be standing on a counter/ tabletop.

- All new hardware must carry a warranty of at least 12 - 36 months from date of delivery. Warranty must be specified in pricing schedule for each item.
- Specifications / Brochures must be attached to proposal for all items quoted on.
- Please quote both options outlines below and in pricing schedule. iThemba LABS reserves the right to select most sustainable option based on proposals received
- Completion of the pricing schedule is compulsory. Bidders may submit a customized proposal in addition

DESCRIPTION	OPTION 1	AMOUNT
<b>All in one point-of-sale terminal with touchscreen 15.6 inch – Flytech POS337N3 OR EQUIVALENT:</b>		<b>2</b>
<b>Motherboard</b>	<b>MINIMUM SPECIFICATIONS:</b>	
System	Processor: i3 minimum Memory: 8GB DDR4 Storage: 128GB SSD M.2	
Expansion	M.2 (E Key): 1	
Display	Display Size and resolution: 15.6" 1920 x 1080 Touchscreen: True-Flat PCAP multi-touch	
I/O Ports	USB Type-A – 2 x USB3.0, 4 x USB 2.0 USB Type C – 1 x USB 3.0 full functioned (DP/PD 5V/3A, 12V/3A) Serial Port: 3 x RJ48 (standard RS232) (default) V; 5 V, 12V) LAN: 1 x RJ45 Cash Drawer: 1 x RJ11 FeDP Jack: 2 (1 x main screen, 1 x for second display) DC Jack 1 x 4Pin (with latch)	
Communication	WLAN + BT: 802.11 series + BT5.2	

Certificate	EMC & Safety: FCC Class A, CE Mark, LVD	
Environment	Operating Temperature: 0°C ~ 35°C (32°F ~ 95°F) Storage Temperature: -20°C ~ 60°C (-4°F ~ 140°F) Humidity: 20% ~ 85% RH non-condensing	
Operating system:	Windows 11 IOT- to be included/installed	

DESCRIPTION	OPTION 2	AMOUNT
<b>All in one point-of-sale terminal with touchscreen 15.6 inch – Citqa N1 OR EQUIVALENT:</b>		<b>2</b>
<b>Motherboard</b>	<b>MINIMUM SPECIFICATIONS:</b>	
System	Processor: Intel® Celeron J6412 Gemini Lake Quad-core 2.0 GHz up to 2.6GHz Memory: 4GB DDR4 Storage: M.2 SATA 128GB	
Display	Display Size and resolution: 15.6" 1920 x 1080 Customer touchscreen: 10.1"1024*600	
I/O Ports	1 x 12V/24V C/D (RJ11), 1 x COM (RJ50) 4 x USB 2.0 2 x USB 3.0 1 x VGA (J1900) 1 x HDMI (RK3568) 1 x Giga LAN (RJ45), 1 x Video Display Port 1 x Audio w/MIC	
Other	Built-in Bluetooth and Wi-Fi Internal Speaker 1W	
Operating system:	Windows 11 IOT- to be included/installed	

DESCRIPTION	PERIPHERALS APPLICABLE TO BOTH OPTIONS	AMOUNT
	Wap Point (PrintPos) Credit/Debit Card Machine – outright purchase.	<b>2</b>
Peripheral	Fingerprint reader (USB) 2D Scanner (USB) Keyboard (USB) - Compact design and easy to attach Cash Drawer (USB) – Compact design, Printer RG45 port	<b>2</b>
Thermal Slip Printer	USB, Web-print enabled/ Ethernet (Network) interface Cash draw connection, 80 mm, ESR/POS compatible	<b>2</b>
Delivery/ Courier Fees	To NRF iThemba LABS Cape Town	<b>1</b>

**PRICING SCHEDULE – OPTION 1**

No.	Description AS PER SPECIFICATIONS OR EQUIVALENT TO	Quantity	WARRANTY	Price per Item	Total Cost
1	WapPoint (PrintPos) Credit/Debit Card Machine	2			
2	All in one Pos terminal (i3 minimum) with touchscreen Windows IOT installed	2			
3	Compact keyboard	2			
4	Compact cash drawer	2			
5	Fingerprint scanner	2			
6	Barcode scanner	2			
7	Thermal receipt printer	2			
8	Delivery/ Courier Fees	1			
<b>Sub - Total</b>					
<b>Vat</b>					
<b>TOTAL COST INCLUDING VAT</b>					

**PRICING SCHEDULE – OPTION 2**

No.	Description AS PER SPECIFICATIONS OR EQUIVALENT TO	Quantity	WARRANTY	Price per Item	Total Cost
1	WapPoint (PrintPos) Credit/Debit Card Machine	2			
2	All in one Pos terminal (Celeron) with touchscreen and customer screen Windows IOT installed	2			
3	Compact keyboard	2			
4	Compact cash drawer	2			
5	Fingerprint scanner	2			
6	Barcode scanner	2			
7	Thermal receipt printer	2			
8	Delivery/ Courier Fees	1			
<b>Sub - Total</b>					
<b>Vat</b>					
<b>TOTAL COST INCLUDING VAT</b>					

## STANDARD BIDDING DOCUMENT (SBD) 4

### 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<sup>1</sup> 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

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<sup>1</sup> 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> 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.

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

### STANDARD BIDDING DOCUMENT (SBD) 6.1

#### 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**

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#### 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

- 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:



$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$$

$$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or}$$

$$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 (B-BBEE Status Level of Contributor)	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)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

#### 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.

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**Note: It is advised that documents be returned in PDF**