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REQUEST FOR QUOTATION (RFQ)

PROVISION OF TWELVE (12) COMPUTER LAPTOPS FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)

RFQ	RFQ/2023/24/61
RFQ ISSUE DATE	12 OCTOBER 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF TWELVE (12) COMPUTER LAPTOPS FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)
CLOSING DATE & TIME	20 OCTOBER 2023 @12H00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Service providers must submit responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

Ports Regulator of South Africa requests your quotation on the services listed above. 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: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED RFQ:

PROVISION OF TWELVE (12) COMPUTER LAPTOPS FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)

1. BACKGROUND

- 1.1 Ports Regulator of South Africa (PRSA) is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005). In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
- Exercise economic regulation for the ports system in line with government's strategic objectives.
 - Promote equity of access of ports and facilities and service provider by ports.
 - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
 - Hear appeals and complaints contemplated in terms of Section 48 of the Act.

2. PURPOSE

The purpose of this Request for Quotation is to request service provider/s to submit their proposals for the provision of twelve (12) computer laptops for the Ports Regulator of South Africa (PRSA).

3. MOTIVATION

The Regulator is required to source twelve (12) computer laptops, and therefore the issuance of this RFQ is motivated by the need to identify suitable suppliers, obtain competitive pricing, ensure quality and compliance, mitigate risks, and promote fairness and transparency in the procurement process.

4. SCOPE OF WORK

- Service provider/s are required to submit their proposal for the following laptop detailed specification:

Detailed Specification

Category	Features
Base Unit	OEM IDS UMA i7-1165G7 14 G8 Base NB PC
Packaging	Standard Packaging
OS Localization	OS Localization

OS & Documentation	Windows 11 Pro 64
Operating System	Corporate-Ready Image
Image Optimization	
Integrated Camera	Integrated HD 720p DualAryMic Webcam
Display	14-inch FHD (1920x1080) Anti-Glare LED UWVA 250 for WWAN for HD Webcam bent
System Memory	16GB (1x16GB) DDR4 3200
M,2 Storage	512GB PCIe NVMe Self Encrypted OPAL2 Three Layer Cell Solid State Drive
Near Field Communication	No Near Field Communication (No NFC)
Communication WLAN and Bluetooth	Intel Wi-Fi 6 AX201 ax 2x2 MU-MIMO nvP 160MHz +Bluetooth 5 WW with 2 Antennas
Wireless WAN	Intel XMM 7360 LTE-Advanced (Cat 9)
Fingerprint Sensor	Fingerprint Sensor
Smart Card Reader	Active SmartCard
Battery	3 Cell 53 WHr Long Life
AC Adapter	65-Watt nPFC USB-C Straight AC Adapter
Power Cord	C5 1,0m Tag Conventional Power Cord
Warranty	3/3/0 Warranty
Adobe Productivity Software	DIB No Adobe Software
Out-Of-Band Manageability	No vPro AMT supported
Drop In Box Hardware	DIB OEM Executive 15,6 laptop bag
Drop In Box Hardware	DIB HDMI to VGA Adapter
Country/Hardware Kit	Country Localization
Keyboard	Dual Point Backlit spill-resistant Premium Keyboard
TechnicalAV	Electronic TCO Certified labelling
TechnicalAV	EU RED Pictogram Label
TechnicalAV	InTile Capable
TechnicalAV	Electronic Energy Star labeling (EStar)
Processor Labels	Core i7 sz3 G11 Label
OEM Care Pack Services - CTO/BTO only (E)	Five (5) year Next Business Day Response Onsite Notebook Hardware Support
OEM Proactive Management	Five (5) Year Proactive Insights Services E-LTU
Top Seller After Market Option	OEM Univ USB-C Multiport Hub

5. EVALUATION CRITERIA

5.1 SCM ADMINISTRATIVE

The service provider must submit the following supply chain management administrative documents:

- 5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database).
- 5.1.2 The SBD 4 form must be completed, initialled, and signed by the authorised company representative and be submitted.

5.2 MANDATORY REQUIREMENTS

The service provider must submit the following **Mandatory** documents:

- 5.2.1 Quotation in a company letterhead.
- 5.2.2 Proof of accreditation as a distributor from the manufacturer.
- 5.2.3 Proof of accreditation by the State Information Technology Agency (SITA) as part of the current transversal contract to supply laptops.

Failure to provide these mandatory requirements will lead to bidder's proposal not being considered further.

6. PRICE COMPARISON

The RFQ responses will be evaluated based on price only.

6.1 PRICE CONSIDERATIONS

Bidder's price quotations must include all applicable taxes **(including VAT)**

Price schedule:

Product description	Unit Price	Quantity	Price
Laptop- Bill of material in accordance with the specification indicated in section 4.	R_____	Twelve (12)	R_____
Total			R_____
15% VAT (if applicable)			R_____
Total Inclusive of VAT			R_____

NB: Tax matter for the recommended service provider will be verified on the Central Supplier Database (CSD) or SARS e-filing prior to awarding. If the service providers' tax matters are non-

compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

7. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

8. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

9. COSTS OF BIDDING

The service provider shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead.
- Completed and signed Declaration of Interest (SBD 4).
- Copy of CSD Report or MAAA Number (National Treasury).
- Proof of accreditation as a distributor from the manufacturer
- Proof of accreditation by the State Information Technology Agency (SITA) as part of the current transversal contract to supply laptops.