



## REQUEST FOR QUOTATION (RFQ)

### SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES FOR TRADE & INVESTMENT KWAZULU-NATAL.

RFQ No.	RFQ/202526/07
RFQ ISSUE DATE	25 April 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES FOR TRADE & INVESTMENT KWAZULU-NATAL
CLOSING DATE & TIME	05 May 2025 @ 12h00 pm
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@tikzn.co.za">quotations@tikzn.co.za</a> (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE)

Bidders must submit responses via e-mail at: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za) before or on the stipulated date and time. For any queries or questions, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods 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: \_\_\_\_\_

**KwaZulu-Natal Office**  
Trade & Investment House, 1 Arundel Close,  
Kingsmead Office Park, Durban, 4001,  
South Africa  
PO Box 4245, Durban, 4000, South Africa  
+27 (0) 31 368 9600  
+27 (0) 31 368 5888

**Gauteng Office**  
Financial Place, 99 George Storrar Avenue,  
Groenkloof, Pretoria, 0181  
+27 (0) 12 346 4386/6763  
+27 (0) 12 346 4774  
info@tikzn.co.za  
www.tikzn.co.za / www.exportkzn.co.za

**DIRECTORS:** Mr B M Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Ms J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Ms N M Sajini (Acting Company Secretary).



## DETAILED SPECIFICATION

### SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES FOR TRADE & INVESTMENT KWAZULU-NATAL.

#### 1. INTRODUCTION

- 1.1. Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal, must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2. Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
  - Develop the export capacity of the province.
  - Develop the export market of the province.
  - Foster trade and investment within the province.
  - Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province; and
  - Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

#### 2. BACKGROUND

- 2.1 The laptops currently in use within TIKZN have reached the end of their useful life. They are outdated, underperforming, and no longer supported by the respective vendors. This lack of support restricts access to critical security patches, software updates, and technical assistance, thereby posing significant operational and cybersecurity risks.

These aging devices have become a barrier to productivity, with frequent system crashes, slow performance, and incompatibility with modern applications used in our day-to-day operations. As TIKZN continues to promote trade and investment in the province, it is essential that our internal systems are efficient, secure, and aligned with current technological standards.

Information and Communication Technology, therefore, requests the procurement of 13 new laptops to replace the obsolete units. The new laptops will enhance staff performance, and reduce IT maintenance demands, and ensure that the organisation remains compliant with the industry's best practices in terms of information security and software capability.

This investment is crucial to support TIKZN's mission of driving economic growth and development through effective service delivery and stakeholder engagement.

### 3. PURPOSE

3.1 The purpose of this Request for Quotation (RFQ) is to request suitable service providers to supply and deliver laptops and accessories for Trade & Investment KwaZulu-Natal.

### 4. SCOPE OF WORK

No	Description	Quantity
1	<b>13.3- inch touch screen (slim and light) laptop – Similar to Dell Latitude 7320 Licensed with win 11 enterprise operating systems)</b> <ul style="list-style-type: none"> <li>Intel i7 Processor, 8GB RAM, 500GB SSD, Wi-Fi &amp; LAN card, with USB, HDMI, Mic, C-type ports, C-type power adapter.</li> </ul>	04
2	<b>14 - inch (slim and light) laptop – Similar to Lenovo ThinkPad E14 Licensed with win 11 enterprise operating systems)</b> <ul style="list-style-type: none"> <li>Intel i7 Processor, 8GB RAM, 500GB SSD, Wi-Fi &amp; LAN card, with USB, HDMI, Mic, C-type ports, C-type power adapter.</li> </ul>	02
3	<b>14- inch screen laptop – Similar to HP ProBook 440 G10, Licensed with win 11 enterprise operating systems)</b> <ul style="list-style-type: none"> <li>Intel i5 Processor, 8GB RAM, 500GB SSD, Wi-Fi &amp; LAN card, with USB, HDMI, Mic, C-type ports, C-type power adapter.</li> </ul>	07
4	ME-33 Boundary Microphone (Olympus)	01
5	Wireless mouse	13
6	Backpack bags	10
<b>**Please Quote as per the above specifications. NB: The laptops must come with a minimum of 24-months and maximum of 36 months onsite warranty.</b>		

### 5. EVALUATION PROCESS

#### 5.1 Phase 1: SCM Administrative requirements

- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.
- The SBD1 form must be completed, signed by the authorised company representative.
- The POPIA consent form must be completed, signed by the authorised company representative.
- The bidder must submit the SBD 6.1 preference points claim form.

*Failure to provide the above information may lead to bidder's proposal not being considered further.*

## 5.2 Phase 2: Compliance with RFQ specifications

- Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

## 5.3 Phase 3: Price and Specific Goals Scoring

### Pricing Considerations:

- Bidders' price quotations must be inclusive of all applicable taxes (**including VAT**).
- Bidders' total price weighs 80 points.

### Specific Goals

- The bidder must submit the SBD 6.1 preference points claim form.
- B-BBEE Certificate / Affidavit.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	20
<b>1. Black Ownership: 100% black ownership = 10 points</b> Proof of claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
<b>2. Promotion of enterprises located in KZN province for work to be done or services to be rendered = 05 points</b> Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	
<u><b>NYDA Goals</b></u>	
<b>3. Youth Ownership: 51% or more = 05 points</b> Proof of claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
<b>Total Points</b>	<b>20</b>

*RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.*

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' 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).

## 6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za)

## 7. 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 Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

## 8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal 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).
- Completed and signed Invitation to bid (SBD1 -Part A & B)
- Completed and signed POPIA consent form.
- Completed and signed preference points claim form (SBD6.1).
- Copy of CSD Report or MAAA Number (National Treasury).
- Information requested as per the administrative requirements.