



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](http://www.idt.org.za)

## Request for Quotation

**RFQ Number:** IDT-WC REGION – 23 FEBRUARY 2026

**Description:** PROCURE AND DELIVERY FOR LAPTOP AND PROJECT

**Closing Date and Time:** **26 February 2026 @12:00PM**

Submission of quotations: All quotations must be emailed to [Quotations@idt.org.za](mailto: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
<b>ProBook 4 G1iR 14 inch Notebook PC (C38KZAT)</b>	
<p>Operating system: Windows 11 Pro <sup>1</sup></p> <p>Processor family: Intel® Core™ 7 processor</p> <p>Processor: Intel® Core™ 7 150U (up to 5.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads) <sup>2 3</sup></p> <p>Graphics: Integrated, Intel® Graphics</p> <p>Memory: 16 GB DDR5-5600 MT/s (1 x 16 GB)</p> <p>Memory Slots: 2 SODIMM</p> <p>Internal Storage: 512 GB PCIe® NVMe™ SSD</p> <p>Display: 14" diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, low power, 62.5% sRGB <sup>4 5 6 7 8</sup></p> <p>Display: 35.6 cm (14") diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, low power, 62.5% sRGB <sup>4 5 6 7 8</sup></p> <p>Touchscreen: No</p> <p>Color gamut: 62.5% sRGB</p> <p>Brightness: 300 nits</p> <p>Dimensions (W x D x H): 31.86 x 22.43 x 1.09 cm (front); 31.86 x 22.43 x 1.7 cm (rear) (Front height measurement is near the front edge where the chassis bottom cover taper begins. Back height measurement is near the back edge where the chassis bottom cover taper ends.)</p> <p>Weight: Starting at 1.4 kg (Weight will vary by configuration. Does not include power adapter.)</p> <p>Battery type: Long Life 3-cell, 56 Wh Li-ion polymer</p> <p>Battery life: (Battery is internal and not replaceable by customer. Serviceable by warranty. Fast charging 50% in 30 minutes.)</p> <p>Wireless: Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card</p> <p>Network interface: Realtek RTL8111HSH-CG GbE</p> <p>Product color: Pike silver aluminum</p> <p>Keyboard: Spill-resistant, backlit keyboard</p> <p>Keyboard color: Soft gray</p> <p>Camera: 1080p FHD camera</p> <p>Audio: Audio by Poly Studio, dual stereo speakers, dual array microphones</p> <p>Pointing device: Clickpad with multi-touch gesture support, taps enabled as default</p>	1

Ports	1 HDMI 2.1; 1 stereo headphone/microphone combo jack; 1 RJ-45; 1 security lock slot; 2 USB Type-A 5Gbps signaling rate (powered); 2 USB Type-C® 20Gbps signaling rate (USB Power Delivery 3.0, DisplayPort™ 1.4, Sleep and Charge) 9	
Power Fingerprint reader	45 W USB Type-C™ adapter 10 Fingerprint reader	
Input devices	Sure Platform; Thermal sensor; Tamper Lock; Hall effect sensor	
Ecolabels	TCO Certified	
Sustainable impact specifications	Low halogen; Bulk packaging available; 20% post-consumer recycled plastic; 50% ocean-bound plastic; 50% recycled metal; 100% of paper-based packaging is from recycled or certified sustainable sources; Product Carbon Footprint	
Manufacturer Warranty	1-year warranty and 90 day software limited warranty options depending on country. Batteries have a default one year limited warranty. On-site service and extended coverage is also available. Care Pack Services are optional extended service contracts that go beyond the standard limited warranties. To choose the right level of service for your product, use the Care Pack Services Lookup Tool at: <a href="http://www.hp.com/go/cpc">http://www.hp.com/go/cpc</a> .	
<b>NB : PLEASE INCLUDE 3 YEARS NEXT BUSINESS DAY ONSITE WARRANTY</b>		
<p align="center"><b>Epson EB-X49   3LCD Portable Projector-3600 Lumens</b></p> <p><b>Specifications:</b></p> <p>Product: Epson EB-W49</p> <p>Projector brightness: 3800 ANSI lumens</p> <p>Projection technology: 3LCD</p> <p>Projector native resolution: WXGA (1280×800)</p> <p>Light source type: Lamp</p> <p>Service life of light source: 8000 h</p> <p>Service life of light source (economic mode): 17000h</p> <p>Focus: Manual</p>		1

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	

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](mailto:Juniorm@idt.org.za)
- All **Technical** related Queries must be directed in writing to: [Molatelo.Makgatho@idt.org.za](mailto: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**

## 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.

3.5 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.

3.6 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.

3.7 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.

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

**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	
<b>PRICE</b>	<b>90</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>10</b>	<b>20</b>
<b>TARGETED GROUP</b>		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>	<b>100</b>

- 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:** .....

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