



DEPARTMENT OF SPORT, ARTS AND CULTURE

REQUEST FOR PROPOSALS (OPEN BIB)

REF NO: DSAC2025/26-B10

Limpopo Provincial Government Institution of Department of Sport, Arts and Culture.

REQUEST FOR WRITTEN PRICE QUOTATION FOR SUPPLY AND DELIVERY OF LATOPS AND ALL-IN-ONE PCs.

Kindly furnish the Department with a written price quotation for supply and delivery of goods and services as detailed in the enclosed schedule.

The quotation and bid documents must be printed and submitted to the Department not later than

8th August 2025 @ 11h00 and send to the physical address provided **below**:

Tender box at 21 Biccard Street, Olympic Towers Building Department of Sport, Arts and Culture, Polokwane 0699.

The following administrative conditions will apply:

- Price(s) quoted must be valid for a period of (120) days after date of closure.
- Price(s) quoted must be firm and must be VAT inclusive (VAT vendors).
- Quotation must be in a company letterhead and signed by the authorized representative.
- This bid will be evaluated in terms of Functionality Compliance, Price and Specific goals, 80/20 principle.
- Non-completion, non-signing, and non-submission of the enclosed SBD 1, SBD 3.1, SBD 4, SBD 6.1, and non-disclosure in terms of paragraph 1,2,3 of the SBD 4 will result in the disqualification of the quotation. Not indicating if your period for delivery is firm or not firm on SBD 3.1 will disqualify your bid. Disclose other company(ies) using Central Supplier Database number(s). i.e MAAA
- However, non-completion, partial completion, and non-signing of SBD 6.1 will not lead to the disqualification of the bidder but will result in the non-awarding of the Specific Goals.
- The successful bidder will be the one scoring the highest number of points for Price and Specific Goals.
- The successful bidder accepts the General Conditions of Contract.

Item No.	Designated Group / Specific Goals	Points	Means of Verification
1	Black People	10	To be verified through CSD report
2	Women	02	To be verified through CSD report
3	Youth	02	To be verified through CSD report
4	Disabled People	02	To be verified through CSD report (Attach medical certificate with practice number from the registered doctor or hospital not older than 12 months of issue)
5	Military Veterans	02	To be verified through CSD report (Attach proof from Department of Military Veterans)
6	Rural / Township Business	02	To be verified through CSD report (Attach letter from tribal authority and / municipal bill not more than 12 months)



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Specification compliance requirements:

Bidders who fail to comply with the administrative conditions and specification's requirements will automatically be disqualified.

Does your offer comply with the specifications as per the Table 1 below? Tick applicable box below

YES		NO	
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TABLE 1: SPECIFICATION REQUIREMENTS: REQUEST FOR WRITTEN PRICE QUOTATION FOR SUPPLY, AND DELIVERY OF LATOPS AND ALL-IN-ONE PCs

ITEM NO.	DESCRIPTION	QTY
1	SUPPLY, AND DELIVERY OF LAPTOPS SPECIFICATION/ REQUIREMENTS <ul style="list-style-type: none"> Intel® Core™ i7-Processor 11th Generation CPU 14" inch ultra-book screen, 16GB – DDR4 RAM, Dust Filter, Tool-less HDD/SSD Cage 1TBGB 2.5-inch 5400 RPM, DVD/RW Recordable (external) 3G Embedded slot, USB Optical Wheel Mouse (1000DPI) Integrated Gigabit Ethernet with M.2 SSD and WLAN Technology, USB 3.0 Ports, Windows 11 Professional 64Bit Intel HD Graphics, Health Indicator Backpack 3 Years On-Site Service Next Business 	70
2	SUPPLY, AND DELIVERY OF ALL-IN-ONE PC SPECIFICATION/ REQUIREMENTS <ul style="list-style-type: none"> Intel® Core™ i5-Processor, 11th Generation CPU 23,8" FHD Non-Touch All-in-one PC 8GB RAM, 1TBGB SSD Integrated DVD Writer USB Slim Keyboard and USB Optical Wheel Mouse (1000DPI) included Windows 11 Professional 64Bit Integrated Gigabit Ethernet and Wi-Fi Technology USB 3.0 Ports 3-Years On-Site Service 	250

FUNCTIONALITY COMPLIANCE CRITERIA

Bids must meet the minimum eligibility criteria in respect of functionality of **70 points out of 100** points to be evaluated further to Phase 3.

Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

The functionality criteria together with the maximum points to be awarded are set out below:

The weight that will be allocated to each functionality criteria is as follows:

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent (0 = non-compliance)

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	BIDDER SCORE
1	Methodology	Provide a detailed methodology including the capacity of the company to execute the required services (supply and delivery of Laptops and All In One PCs) as per the following:	(40)	
		<ul style="list-style-type: none"> • Delivery period. (expected delivery period is up to 8 weeks after the receipt of purchase order). Outline a detailed plan indicating the method of delivery and adhere to timelines. • Source of equipment. Outline if all products are sourced from manufacturers or authorized distributors. OEM certified resellers of products must be attached. • Specification Compliance. Outline if your offer complies with specifications and indicates the brands offering. • Verification. Outline how products will be tested and verified for quality and compliance before dispatched. 		
		4 out of 4 points above outlined.		
		3 out of 4 points above outlined.		
		2 out of 4 points above outlined.		
		1 out of 4 points above outlined.		
2	Company Experience and Track Record in supply and delivery of Outright Purchase for Personal Computers, Mobile Devices, and Services, Outright Purchase of	Reference letters must indicate - Duration of service, and value.	(60)	
		Excellent: 5 References		
		Very good: 4 References		
		Good: 3 References		
		Average: 2 References		
		Poor: 1 Reference		
		Nothing provided		

Computer Peripherals, Consumables and Services			
Attach contactable reference letters with your client's letterhead and signed by authorized persons, from government entities or departments or municipalities or private institutions not older than three years			

TOTAL**100 points****SPECIAL CONDITIONS OF CONTRACT**

1. The Department reserves the right to negotiate a fair market-related price.
2. The service provider must be registered and accredited by the State Information Technology Agency (SITA), RFB740: Transversal Contract for the Provision of Outright Purchase for Personal Computers, Mobile Devices, and Services, Outright Purchase of Computer Peripherals, Consumables and Services for Government Departments for a period of three years.
3. Service providers must be registered under the list of accredited SITA Contract, RFB740 service providers, to supply and deliver in the region (Limpopo).
4. Financial Capacity, attach either of the following:
 - An undertaking by a bank as recognized by the Banks Act 94 of 1990 to provide a minimum value of two million rands (R2 000 000.00) revolving credit or bank overdraft facility to the prospective bidder;
 - In the case of a self-funding company, a stamped bank statement reflecting a minimum value of two million rands (R2 000 000.00) not older than one month from the date the bid was advertised must be provided;
 - A valid guaranteed letter of a minimum value of two million rands (R2 000 000.00) or Revolving Credit from the financial institution accredited by National Credit Regulator (NCR), not older than one month of the date the bid was advertised.
5. Payment will be made after service is rendered.

6. TIMELINE OF THE BID PROCESS

The validity period of the tender is 120 days after the closing date and time. The project timeframes of this bid are set out below:

Advertisement of bid on tender portal / tender bulletin

18th July 2025

Bid closing date.

8th August 2025 at 11:00

Compulsory Briefing Session date

29th July 2025 @ 10h00

21 Biccard Street, Olympic Towers building, Department of Sport, Arts and Culture.

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