

KZN GROWTH FUND TRUST
REQUEST FOR QUOTATION (RFQ)
RFQ REFERENCE NUMBER – KGFT RFQ 2021-013
PURCHASE OF LAPTOPS FOR THE KZN GROWTH FUND TRUST

Closing date : 04 November 2021
Time : 12:00
Submission format : email accounts@kzngf.co.za

Name of the respondent:

Late bids will not be accepted

BID DETAILS

Bid title : Request for quotation for Laptops
Procurement Reference Number : KGFT - RFQ 2021/013
Description of Goods & Services : LAPTOPS
Date of TENDER : 28 October 2021
Date of Tender CLOSING : 04 November 2021

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: accounts@kzngf.co.za

BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

Signature of Bidder Date

1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to invite quotations for the Purchase of laptops for the KwaZulu-Natal (KZN) Growth Fund Trust.

2. BACKGROUND

KZN Growth Fund Trust (Trust) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objectives of the Trust is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

2.1 Procurement Philosophy

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing

3. SCOPE OF SERVICES REQUIRED

KGFT seeks to appoint a suitably qualified and experienced service provider to purchase laptops for the KZN Growth Fund Trust.

	Description of items	Units
1	Lenovo Flex 5 Ryzen 7 4700U 8GB RAM 512GB SSD Storage FHD 2-in-1 Laptop	10

4. EVALUATION OF PROPOSALS

4. All proposals must be completed and accompanied by:

4.1.1 Company Profile

4.1.2 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);

4.1.3 Tax Compliance Status Pin

4.1.4 Valid BEE Certificate (**only BBBEE Level 1 and 2 will be considered**)

4.1.5 Proof of bank details

4.1.6 A completed supplier database form (attached);

4.1.7 Provide three written letters of reference for similar work performed or 3 purchase orders of similar work

Failure to submit any of the above documents will disqualify the bidder from further evaluation

4.2. Price and B-BBEE Evaluation

- 4.2.1 Quotations will be subject to an evaluation based on an 80/20 price / BBEE allocation - 80 points for price and 20 points for B-BBEE status of contribution.
- 4.2.2 Fixed price quotations are required; price must be inclusive of VAT and all costs relating to disbursements

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
B-BBEE*	20
Total Price and B-BBEE Points	100

5. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a quotation, by **no later than 12:00pm on Thursday 04 November 2021.**

6. SUBMISSION DETAILS

- Submissions must be emailed to accounts@kzngf.co.za attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Sijabulile Ntshangase during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

Approved by

Lwazi Zondi
Chief Financial Officer

