

Annexure A: Applicable to all requests above R2000 but below R1 million (Incl VAT) for the appointment of a service provider for period of less than a month (1) month.

REQUEST FOR QUOTATION FOR:																						
1. RFQ NUMBER:	PSA/RFQ 20/03/2026	INVITE DATE: 20/03/2026	CLOSING DATE: 31/03/2026	CLOSING TIME: 16h30																		
<u>Terms of Reference:</u> <u>REQUEST FOR QUOTATION (RFQ):</u> <u>SUPPLY AND DELIVERY OF LAPTOPS AND CARRY BAGS AS PER BELOW</u> <table border="1"> <thead> <tr> <th>SKU (Mode no)</th> <th>QTY</th> <th>SPECIFICATION</th> </tr> </thead> <tbody> <tr> <td>C67G8EA</td> <td>22</td> <td>HP ProBook 4 G1i 14-inch AI Intel Core Ultra 7 255U (1.70–5.20 GHz, 12MB Cache, 12 Cores) 14" WUXGA (1920x1200), IPS, Anti-glare, 300 nits 24GB DDR5 RAM (5600 MHz) 1TB PCIe NVMe SSD Intel Integrated Graphics 1080p FHD Camera Backlit, spill-resistant keyboard with AI Key Fingerprint Reader Windows 11 Pro HP R15 4G LTE Advanced NPU: Intel AI Boost (up to 12 TOPS)</td> </tr> <tr> <td>C67G8EA</td> <td>8</td> <td>HP ProBook 4 G1i 14-inch AI Intel Core Ultra 7 255U (1.70–5.20 GHz, 12MB Cache, 12 Cores) 14" WUXGA (1920x1200), IPS, Anti-glare, 300 nits 16GB DDR5 RAM (5600 MHz) 1TB PCIe NVMe SSD Intel Integrated Graphics 1080p FHD Camera Backlit, spill-resistant keyboard with AI Key Fingerprint Reader Windows 11 Pro HP R15 4G LTE Advanced NPU: Intel AI Boost (up to 12 TOPS)</td> </tr> <tr> <td></td> <td></td> <td>Ports & Connectivity Requirements (Applicable to All Devices) 1x HDMI 2.1 1x Stereo headphone/microphone combo jack 2x USB Type-A (5Gbps, powered) 2x USB Type-C (20Gbps, USB-PD 3.0, DisplayPort 1.4, Sleep & Charge) 1x Security lock slot 1x SIM card slot</td> </tr> <tr> <td>3E2U5UT</td> <td>30</td> <td>Laptop Carry Bags X30 HP Renew Business 17.3-inch Notebook Backpack</td> </tr> <tr> <td></td> <td>30</td> <td>Warranty 5-Year On-site Warranty, next business day preferred.</td> </tr> </tbody> </table> Mandatory Requirement The Service Provider must indicate, for each item quoted: • Stock availability (in stock / out of stock) including quantities on hand and • Estimated delivery lead time (ETA).					SKU (Mode no)	QTY	SPECIFICATION	C67G8EA	22	HP ProBook 4 G1i 14-inch AI Intel Core Ultra 7 255U (1.70–5.20 GHz, 12MB Cache, 12 Cores) 14" WUXGA (1920x1200), IPS, Anti-glare, 300 nits 24GB DDR5 RAM (5600 MHz) 1TB PCIe NVMe SSD Intel Integrated Graphics 1080p FHD Camera Backlit, spill-resistant keyboard with AI Key Fingerprint Reader Windows 11 Pro HP R15 4G LTE Advanced NPU: Intel AI Boost (up to 12 TOPS)	C67G8EA	8	HP ProBook 4 G1i 14-inch AI Intel Core Ultra 7 255U (1.70–5.20 GHz, 12MB Cache, 12 Cores) 14" WUXGA (1920x1200), IPS, Anti-glare, 300 nits 16GB DDR5 RAM (5600 MHz) 1TB PCIe NVMe SSD Intel Integrated Graphics 1080p FHD Camera Backlit, spill-resistant keyboard with AI Key Fingerprint Reader Windows 11 Pro HP R15 4G LTE Advanced NPU: Intel AI Boost (up to 12 TOPS)			Ports & Connectivity Requirements (Applicable to All Devices) 1x HDMI 2.1 1x Stereo headphone/microphone combo jack 2x USB Type-A (5Gbps, powered) 2x USB Type-C (20Gbps, USB-PD 3.0, DisplayPort 1.4, Sleep & Charge) 1x Security lock slot 1x SIM card slot	3E2U5UT	30	Laptop Carry Bags X30 HP Renew Business 17.3-inch Notebook Backpack		30	Warranty 5-Year On-site Warranty, next business day preferred.
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2.QUOTE OR PROPOSAL DOCUMENTS MAY BE EMAILED TO: scm@productivitysa.co.za																						

BOARD MEMBERS:

Ms Z.B Tshetu (Chairperson); Ms A. A Naidoo (Acting CEO); Ms B.Jack; Ms M.S.R. Mosehla; Ms N. Sigaba; Mr G.M Selematsela; Mr G. Dlamini; Mr T.J Mmoneri.

International Business Gateway, Cnr New and Sixth Roads, Midrand, South Africa
Private bag 235, Midrand, Gauteng, 1685
Telephone +27 (0) 11 848 5300 Facsimile +27 (0) 11 848 5555
Productivity SA

3.BACKGROUND	Productivity SA instituted under the <u>Employment Service Act 4 of 2014</u> , Productivity SA is mandated by Government, Organised Labour and Organised Business to improve the productive capacity of the economy and thus contribute to South Africa's socio-economic development and competitiveness. Productivity SA is a schedule 3A Public Entity in terms of the PFMA. Productivity SA must perform accordance with the socio-economic development, promote a culture of productivity in the work, the Public Finance Management Act (PFMA), the Broad-Based Black Economic Empowerment Act (B-BBEEA), any other relevant legislation.
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4. QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Bongi Kakana	CONTACT PERSON	Brennan Rose
TELEPHONE NUMBER	0833004824	TELEPHONE NUMBER	0610546277
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	bongik@productivitysa.co.za	E-MAIL ADDRESS	brennanr@productivitysa.co.za
NB. SMME FORM TO BE POPULATED BY SERVICE PROVIDER (AS PER ATTACHED).			

5.COMPLIANCE DOCUMENTS	
VALID TAX CLERANCE CERTIFICATE – VALIDITY WITHIN A YEAR.	SBD4 FORM – NOT OLDER THAN 90 DAYS.
VALID BBBEE CERTIFICATE - VALIDITY WITHIN A YEAR.	

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- **CSD REPORT – NOT OLDER THAN 30 DAYS**

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO
FILL IN AND SIGN AN APPOINTMENT LETTER FORM.**

EVALUATION CRITERIA

PRICE AND SPECIFIC GOALS EVALUATION

GENERAL CONDITIONS

1. The following preference point systems are applicable to invitations of 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).
 2. To be completed by the organ of state
 - a. The applicable preference point system for this tender is the 80/20 preference point system.
 - b. The 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.
 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.
- **THE BIDDERS MUST SUBMIT ALL COMPLIANCE DOCUMENTS AS PER SECTION 5 ABOVE TABLE (REQUEST FOR QUOTATION).**
 - **THE SBD4 FORMS MUST BE COMPLETED, SIGNED BY THE AUTHORISED COMPANY REPRESENTATIVE.**
 - **THE BIDDERS WILL BE EVALUATED ACCORDING TO THE SECTION 6 BELOW TABLE (PRICE AND SPECIFIC GOALS) IN A 80/20 POINTS SYSTEM.**
 - **NOT MEETING THE SPECIFIC GOALS WILL NOT DISQUALIFY THE BIDDER BUT THE BIDDER WILL NOT EARN POINTS.**

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4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS**	20
Total points for Price and SPECIFIC GOALS	100

*** Point allocation break down provide below*

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5. SPECIFIC GOALS: 20

Specific Goals for this RFQ and points that may be claimed are indicated as per table below:

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a. who had no franchise in national elections before the 1983 and 1993 Constitutions	7
b. who is a female	5
c. who has a disability	2
Goal 2: who is youth	3
Goal 3: Locality (PROVINCE)	3
TOTAL	

6. POINTS AWARDED FOR SPECIFIC GOALS

1. Specific goals for the bid and points claimed are indicated per the table below.

	SPECIFIC GOAL & SUPPORTING DOCUMENTS FOR VERIFICATION	Maximum points	How many percent of the maximum points are you claiming between 0-100%?
HDI	Equity ownership by persons who had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC BBEE certificate)	7	
	Equity ownership by women (ID copies of ALL listed owner/s, BBEE certificate)	5	

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	Equity ownership by disabled persons (Medical certificate/ Assessment)	2	
	Equity ownership by youth (ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (Proof of address not older than 3 months)	3	

**** Points can only be allocated where supporting documents have been provided.**

6.2 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.

6. 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).

Requested by:	Brennan Rose	Signature:		Date	20/03/2026
Approved by:	Bongi Sigasa	Signature:		Date	20/03/2026

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