

REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES



National Prosecuting Authority
South Africa

REQUEST FOR QUOTATION

National Prosecuting Authority South Africa

REQUEST DATE:	27 AUGUST 2025
BUSINESS UNIT:	PRETORIA
RFQ NUMBER:	01-2025/2026
REGION/AREA:	GAUTENG
DESCRIPTION OF GOODS/SERVICES:	SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES – SITA CONTRACT RFB 740
CLOSING DATE:	12 SEPTEMBER 2025
SUPPORTING DOCUMENTS	1. SBD 3.1 PRICING SCHEDULE – FIRM PRICES (PURCHASES) 2. SBD 4 (BIDDERS' DISCLOSURE) 3. SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022)
BRIEFING SESSION: Time Date Venue	N /A
TECHNICAL ENQUIRIES:	MANITH JUGMOHAN (tenders@npa.gov.za)
RFQ ENQUIRIES:	KABELO MAREE (tenders@npa.gov.za)
SUBMISSION:	Complete Proposal together with the applicable supporting documents must be delivered to the following address: VGM Building, 123 Westlake Avenue, Weavind Park, Silverton, 0184

The NPA requests your quotations on the goods/services listed hereunder. Kindly furnish all the information as requested and return your quotation on or before the date stipulated. Late and incomplete / missing documentation will invalidate the proposal submitted. The NPA is not obliged to accept the lowest price or any submission received. The NPA reserves the right to accept the whole or any portion of a proposal.
Where applicable, this RFQ will be evaluated based on the 80/20 or 90/10 points system as stipulated in the Preferential Procurement Regulations 2022.

REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES

DOCUMENTS CHECK LIST

Bidders are requested to use the checklist below for documents to be submitted with the RFQ.

NO	DOCUMENTS	TICK
1.	Central Supplier Database (CSD) Registration Report	
2.	SITA appointment letter (RFB 740)	
3.	Relevant product certification (i.e. Note4- HP EliteBook 6 G1i laptop)	
4.	One (1) original and two (2) copies of the RFQ document	

RFQ 01-2025/2026

Company name:	
CSD supplier number:	MAAA
Contact person:	
Position of the contact person:	
Physical address of the company:	
E-mail address:	
Tel number:	
Fax number:	
Quotation validity:	Ninety (90 days) commencing from the closing date

CONDITIONS

1. All goods or services will be procured through SITA's Contract RFB 740 and is subject to the NPA Policies & Procedures and SITA Engagement Model and Guidelines.
2. It is the responsibility of the bidder to ensure that they are successfully registered on the Central Supplier Database and that they are compliant in all aspects of their registration.
3. The quotations supplied for the laptops and accessories must be for HP (Hewlett-Packard).
4. All purchases will be made through an official order form. Therefore, no goods must be supplied **without an official order.**
5. Only suppliers who are registered as VAT vendors are entitled to quote prices which are VAT inclusive
6. I certify that the information supplied is correct and I have read and understood the General Conditions of the Contract and accept it. The GCC's are available on the National Treasury website - http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/Practice-Notes.aspx
7. I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.

SIGNATURE / NAME OF BIDDER: _____ CAPACITY: _____

REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES

RFQ 01-2025/2026

ITEM NO	DESCRIPTION	QUANTITY	PRICE PER UNIT OF MEASURE	TOTAL PRICE (VAT INCLUSIVE)
	<i>SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES SEE ATTACHED ANNEXURE A (SCOPE OF WORK)</i>			
1	NOTE4- HP EliteBook 6 G1i LAPTOPS	2299 UNITS		
	TOTAL ESTIMATED PRICE INCLUSIVE OF VAT			R _____

Conditions:

1. In the event of a mistake having been made on the pricing, it shall be crossed out in ink and accompanied by signature.
2. All goods or services purchased will be subject to the General Conditions of Contract as issued by the National Treasury.
3. All prices quoted must be inclusive of Value Added Tax (VAT of 15%) – where applicable.
4. Prices quoted must include delivery charges and goods must be delivered to the address provided.
5. The NPA reserves the right to decline any quotations/proposals received from the supplier.
6. The NPA will not consider quotations/proposals from suppliers who are **NOT** invited to submit quotes for this RFQ.

NAME OF BIDDER: _____

SIGNATURE: _____

CAPACITY: _____

DATE: _____

ANNEXURE A**1. PURPOSE**

- 1.1 The purpose of this RFQ is to invite the suppliers (Contract RFB 740 accredited service providers) to submit quotations for the once-off procurement of laptops and accessories including on-site warranty support for a period of three (3) years.

2. BACKGROUND

- 2.1 The NPA requires additional laptops to be procured through the laptop renewal program to ensure that the NPA meets operational and overall service delivery through the effectiveness of digital communication.

3. SCOPE OF WORK

- 3.1 The scope of work by the supplier is to:
- 3.1.1 Once-off supply and delivery of 2299 (Note4 – HP EliteBook 6 G1i) laptops and accessories including an on-site warranty support cover and maintenance plan for a period of (3) years.
 - 3.1.2 Option for extended warranty.
 - 3.1.3 For details of the requirements please refer to Table A below.

4. DELIVERY TIMEFRAME

- 4.1 The supplier must supply equipment within sixty (60) days period of the awarding of the RFQ.

5. DELIVERY ADDRESS

No	Address
1.	VGM Building, 123 Westlake Avenue, Weavind Park, Silverton, 0184

6. CUSTOMER INFRASTRUCTURE AND ENVIRONMENT REQUIREMENTS

- 6.1 The NPA is currently working with the Windows 11 Operating System.

7. PRODUCT/ SERVICE / SPECIFICATION REQUIREMENTS**Table A**

NOTE 4 - HP EliteBook 6 G1i, 14 Inch	
Display	14.0-inch AG WUXGA (1920x1200) LED UWVA 300 for WWAN
CPU	Intel® Core™ Ultra 5 225H (up to 2.5 GHz LP E-core Max Turbo frequency, up to 4.2 GHz E-core Max Turbo frequency, up to 4.9 GHz P-core Max Turbo frequency, 18 MB L3 cache, 4 P-cores, 2 LP E-cores and 8 E-cores, 14 threads) with Intel® Arc™ Graphics and Intel® AI Boost (13 NPU TOPS)
Chipset	Intel Ultra Series 2

REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES

Memory	16GB DDR5-5600 (Factory Upgradable to 64 GB)
Camera	5 MP Camera
Video Onboard	Intel® Graphics, HDMI
Audio	Audio by Poly Studio, dual stereo speakers, dual array microphones
Network Onboard	Gigabit Ethernet Controller
	Intel® Wi-Fi 7 BE201 (2x2) and Bluetooth® 5.4 wireless card
	Bluetooth® 5.4 with 2 Antennas
	4000 4G LTE Advanced Pro for SA Cellular Networks (built in)
Communication WLAN	Intel® Wi-Fi 7 BE201 (2x2) and Bluetooth® 5.4 wireless card
Storage	512GB PCIe® Gen4 x4 NVMe™ M.2 2280 SSD
I/O Support	2 x Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 2 x USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 x HDMI 2.1; 1 x stereo headphone/microphone combo jack; 1 x RJ-45
Security	HP Nano Lock
Imaging	YES, NPA Image to be Supplied
Keyboard	Premium Keyboard – spill-resistant with optional backlit keyboard and Durakeys; Clickpad with multi-touch gesture support,
Energy Compliance	Energy Star Compliance
Power	Wall Socket Plug to conform to Dedicated Power Specifications I.e. Red Plug (65 W USB Type-C® slim adapter)
Battery	HP Long Life 3-cell, 56 Wh Li-ion polymer, 3 Year Battery Warranty
Dimensions and Weight	31.86 x 22.44 x 1.09 cm (front); 31.86 x 22.43 x 1.7 cm (rear);; 1.4kg;
Warranty	3-Year OEM Next Business Day Onsite with Accidental Damage Protection and Disk Media Retention (keep your hard drive) Warranty with battery and power supply unit
Physical Security	HP Nano Lock
Accessories	Business Backpack, Wireless Rechargeable Mouse
Adapters to be supplied	HDMI to VGA Adapter
Software	Windows 11 Professional OEM License must be supplied (Upgrade in accordance with NPA MS Enterprise Agreement)
	Sita Certificate to be supplied Note 4 – HP EliteBook 6 G1i,

8. THE PROPOSAL DOCUMENT SHOULD INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- 8.1 Prospective supplier to ensure that their response is accompanied by a SITA appointment letter.
- 8.2 In terms of the National Treasury Instruction Note 4A of 2016/17 Supplier must be registered on the Central Supplier Database (CSD). Submit a copy of your CSD Report with your response.
- 8.3 The relevant product certification with the quotation as per SITA Transversal Contract RFB 740 must be submitted. **Failure to submit will result in disqualification.**
- 8.4 The Standard Bidding Document (SBD 3.1- Pricing Schedule) must be completed and the total price(s) be transferred to page 4 of 15.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder:	Bid number: <u>RFQ 01-2025/2026</u>
Closing Time: <u>11:00 am.</u>	Closing date: <u>12 SEPTEMBER 2025</u>

OFFER TO BE VALID FOR NINETY (90) DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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

- (a) Either the 90/10 or 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:

- (b) Price; and
(c) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	90	80
SPECIFIC GOALS	10	20
Total points for Price and SPECIFIC GOALS	100	100

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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 claimed (90/10 system) (To be completed by the tenderer)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black persons	5		10	
Enterprises with ownership of 51% or more by person/s who are women	2		05	
Enterprises with ownership of 51% or more by person/s who are youth	2		03	
Enterprises with ownership of 51% or more by person/s with disability	1		02	

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.

REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 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.
- 1.2 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 ¹ 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**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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:

- 1.1 I have read and I understand the contents of this disclosure;
- 1.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 1.3 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 ² will not be construed as collusive bidding.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES

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