



Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

OFFICE OF THE CHIEF FINANCIAL OFFICER

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst • East London • Eastern Cape • RSA
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REQUEST FOR QUOTATIONS

SCMU11-24/25-113: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE HUNDRED (100) LAPTOPS WITH 100 BACKPACKERS, TWENTY (20) DESKTOPS, AND FIFTEEN (15) MOBILE PRINTERS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS

COMPILED FOR:

Eastern Cape Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, EAST LONDON

COMPILED BY: GICTM

Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, EAST LONDON

JUNE 2024

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Acronyms

SITA - State Information Technology Agency

TPM - Total Productive Maintenance

TPM 2.0 – Trusted Platform Module version 2.0

TB – Tera Byte

GB - Giga Byte

GPU – Graphic Processing Unit

SSD - Solid State Drive

LPDDR4 - Low Power Double Data Rate

SODIMM - Small Outline Dual In Line Memory Module

DDR4 SDRAM - Double Data Rate 4 Synchronous Dynamic Random-Access Memory

LED - Light Emitting Diode

G8 - Generation Eight

Pro - Professional

HD - High Definition

UHD – Ultra High Definition

WLAN - Wireless Local Area Network

RSA - Republic of South Africa

VAT - Value Added Tax

RFQ - Request for Quotation

RAM – Random Access Memory

CSD - Central Supplier Database

OEM - Original Equipment Manufacturer

ID - Identity Document

GICTM - Government Information Communication Technology Management

SCM - Supply Chain Management

ECDHS - Eastern Cape Department of Human Settlements

1. INTRODUCTION

The Eastern Cape Department of Human Settlements hereby invites **SITA registered 740-2020** accredited resellers registered to supply in the Eastern Cape Province to supply and deliver One hundred (100) laptops with One hundred (100) backpackers, Twenty (20) desktops, and Fifteen (15) mobile printers for the Department of Human Settlements.

2. SCOPE OF WORKS

In awarding this bid, the Department expects to, at minimum achieve the following objectives:

2.1 Supply and deliver

- 2.1.1 10 * Note_tab1 (Highly portable touch- or pen-based laptop with 2-in-1, convertible or detachable design for touch or pen-based use)
- 2.1.2 80 * Note4 (Professional laptop with a good balance between mobility and performance)
- 2.1.3 8 * Note5 (Advanced laptop with high performance and less emphasis on mobility)
- 2.1.4 2 * Note_WS1 (Technical/engineering mobile workstation for CAD, GIS, DTP, etc; high-end technical workers with high data volumes and processing requirements. OpenGL- and ISV-certified)
- 2.1.5 100 * DevMgmt (Device management tools/software, offering alerts, tracking, deployment support or remote control to enable cost and labour reduction and/or value-added services for PCDs)
- 2.1.6 100 * Backpackers.
- 2.1.7 20 * PC3 /Mid-range PC (Midrange PC for higher-end applications (e.g. business intelligence, ECM, development); power users/knowledge workers with higher data/volume requirements, larger applications, multitasking)
- 2.1.8 15 * Prn_Port1 (mobile printers) (Portable, battery-powered printer for mobile colour printing) including 15 extra black cartridges.
- 2.1.9 12 * Mon_DT_Adv2 (Screens/Monitors) (Advanced desktop monitor with advanced features and ergonomics, 23"+ diagonal size)
- 2.1.10 Provision of Five (5) years next business day on-site warranty and accidental damage, protection warranty on each Laptop.

3. SPECIFICATIONS

3.1 The specifications and provisions included in this Request for Quotations (RFQ) shall, along with the successful Service Provider's response, constitute the full and complete contract for the goods and services specified herein and in the proposal.

3.2 All computer accessories must be business grade and designed to be used in a managed network environment.

3.3 Upgrade Microsoft Windows 11 Professional to Enterprise. Installation media (Image software) for Laptops and Desktops to be collected from the Department.

3.4 The Department prefers to standardize the PC-compatible computer system of a single manufacturer if such systems meet the broad range of computing needs at the Department with a high level of reliability and quality.

3.5 The specifications of the Laptops should be equivalent to the following requirements:

3.5.1. The specification of **Ten (10) Laptops (Note_Tab1)** should be equivalent to the following requirements: Highly portable touch- or pen-based laptop with 2-in-1, convertible or detachable design for touch or pen-based use.

3.5.1.1 **ProBook X360 435 G8**

3.5.1.2 **Processor:** Minimum intel 11th Gen i7

3.5.1.3 **Internal memory (RAM):** 16GB DDR4 RAM SODIMM / 8GB LPDDR4x-4266 MHz

3.5.1.4 **Storage Capacity:** Minimum 500 GB SSD

3.5.1.5 **Display:** 13.0 HD led include Touch Pen.

3.5.1.6 **Network:** Intel Wi-Fi 6 AX201 802.11a/b/g/n/ac and Bluetooth 5

3.5.1.7 **Keyboard:** Full-size Backlit

3.5.1.8 **Operating System:** Windows 11 Enterprise.

3.5.1.9 **Security Device:** Trusted Platform Module (TPM) 2.0

3.5.1.10 Webcam.

3.5.1.11 Next business day onsite and accidental damage protection warranty for a period of five (5) years.

3.5.2. The specifications of the other **Eighty (80) Laptops (Note4)** should be equivalent to the following requirements: Professional laptop with a good balance between mobility and performance.

3.5.2.1 ProBook 450 G8

3.5.2.2 Processor: Minimum intel core 11th Gen i5.

3.5.2.3 Internal memory (RAM): 8GB DDR4 RAM SODIMM.

3.5.2.4 Storage Capacity: Minimum 500 GB SSD.

3.5.2.5 Display: 15.0 HD led.

3.5.2.6 Network: Intel Wi-Fi 6 AX201 802.11a/b/g/n/ac and Bluetooth 5

3.5.2.7 Ethernet: Realtek 10/100/1000 GbE.

3.5.2.8 Webcam.

3.5.2.9 Operating System: Windows 11 Enterprise.

3.5.2.10 Security Device: TPM 2.0

3.5.2.11 Next business day onsite and accidental damage protection warranty for a period of five (5) years.

3.5.3. The specifications of the other **Eight (8) laptops (Note5)** should be equivalent to the following requirements: Advanced laptop with high performance and less emphasis on mobility.

3.5.3.1 ELITEBOOK 830 G8

3.5.3.2 Processor: intel 11 or 13th Gen Intel Core i7 (Up to 4.20GHz Boost Clock)

3.5.3.3 GPU: Integrated Intel Iris Xe Graphics

3.5.3.4 Internal memory (RAM): 8GB (1x8GB) DDR4-3200MHz Memory

3.5.3.5 Storage Capacity: Minimum 500GB SSD

3.5.3.6 On-board graphics adapter model: Intel Iris Xe Graphics

3.5.3.7 Display: 13.3 INCH Full HD (1920x1080)

3.5.3.8 Network: WLAN Dual Band Wi-Fi 6 AX 201 Wireless LAN

3.5.3.9 Keyboard: Full-size Backlit

3.5.3.10 Webcam.

3.5.3.11 Operating System: Windows 11 Enterprise.

3.5.3.12 Security Device: TPM 2.0.

3.5.3.13 Next business day onsite and accidental damage protection warranty for a period of five (5) years.

3.5.4. The specifications of the **Two (2) high spec Laptops (Note_WS1)** should be equivalent to the following requirements: Technical/engineering mobile workstation for CAD, GIS, DTP, etc; high-end technical workers with high data volumes and processing requirements. OpenGL- and ISV-certified.

3.5.4.1 EliteBook 860 G10 (ENVY)

3.5.4.2 Processor: intel 11 or 13th Gen i7 (12M Cache, up to 5.20 GHz)

3.5.4.3 GPU: Integrated Intel Iris Xe Graphics

3.5.4.4 Internal memory (RAM): 32 GB DDR4-SDRAM / 16 GB LPDDR4x-4266 MHz

3.5.4.5 Storage Capacity: 1000GB (1TB) SSD

3.5.4.6 On-board graphics adapter model: Intel Iris Xe Graphics

3.5.4.7 Display: 16"/15.6" UHD 3840 x 2160 With Touchscreen Display

3.5.4.8 Network: WLAN Dual Band Wi-Fi 6 AX 201 Wireless LAN

3.5.4.9 Keyboard: Full-size Backlit

3.5.4.10 Webcam.

3.5.4.11 Operating System: Windows 11 Enterprise.

3.5.4.12 Security Device: TPM 2.0

3.5.4.13 Additional Software: ADOBE Creative Cloud All Apps software, Black Magic DaVinci Resolve 18, Canva Pro. With related license keys.

3.5.4.14 Next business day onsite and accidental damage protection warranty for a period of five (5) years.

3.5.5. The specifications of the **Twenty (20) Desktop (PC3)** should be equivalent to the following requirements: Midrange PC for higher-end applications power users/knowledge workers with higher data/volume requirements, larger applications, and multitasking.

3.5.5.1 ProOne 200 G4 All-in-One

3.5.5.2 Processor: minimum intel core i5

3.5.5.3 Internal memory (RAM): Minimum 8GB

3.5.5.4 Storage Capacity: minimum 1TB SSD

3.5.5.5 Display: 21.5-inch Non-Touch (1920 x 1080) FHD

3.5.5.6 WLAN: Intel Wi-Fi

3.5.5.7 Ethernet: Realtek 10/100/1000 GbE

3.5.5.8 WLAN 5MP WebCam

3.5.5.9 Operating System: Windows 11 Enterprise.

3.5.5.10 Security Device: TPM 2.0

3.5.5.11 3-year extended warranty for 20 desktops.

3.5.6. The specifications of the **Fifteen (15) Mobile printers (Prn_Port1)** should be equivalent to the following requirements: Portable, battery-powered printer for mobile colour printing

3.5.6.1 OfficeJet 250 Mobile All-in-One

3.5.6.2 Mobile Print, Scan, Copy

3.5.6.3 Print speed ISO: Up to 10 ppm black, up to 7 colour

3.5.6.4 Long battery life

3.5.6.5 Up to 500 pages

3.5.6.6 Display: 2.65" CGD DISPLAY, IR Touch

3.5.6.7 Number of print cartridges: 2:1 black, 1 color (cyan, magenta, yellow).

3.5.6.8 15 extra black cartridges for **Prn_Port1** (Mobile Printers).

3.5.6.9 15 extra colour cartridges for **Prn_Port1** (Mobile Printers).

3.5.6.10 3-year extended warranty for 15 mobile printers.

3.5.7. The specification for **Tracking device** for the One Hundred (100) laptops (**DevMgmt**) should be equivalent to the following requirements: Device management tools/software, offering alerts, tracking, deployment support, or remote control to enable cost and labour reduction and/or value-added services for PCDs.

3.5.7.1 Asset management

3.5.7.2 Track Hardware

3.5.7.3 Monitor Software

3.5.7.4 Monitor Device Location

3.5.7.5 Remotely Control Devices

3.5.7.6 Investigate and Recover Stolen Devices

3.5.8. The specification for One Hundred (100) Backpacker for laptops should be equivalent to the following requirements:

3.5.8.1 2 x Main Compartments.

3.5.8.2 1 x Front Compartment.

3.5.8.3 2 x Side Compartment for beverages with clip.

3.5.8.4 Water-resistant.

3.5.8.5 USB charging port and cable for Laptop or Phone.

3.5.8.6 Adjustable shoulder straps.

3.5.8.7 Carry handle.

3.5.8.8 Size: 33 x 13 x 44cm (L x W x H)

3.5.8.9 Material: Polyester.

3.5.9. The specification of Ten (12) Screens/Monitors should be equivalent to the following requirements:

3.5.9.1 Z24m G3 (23.8") QHD HDR IPS USB-C Conferencing Monitor

3.5.9.2 Display: 4K resolution (3840 x 2160) pixels

3.5.9.3 3-year extended warranty for 12 Monitors

4. KEY COMPETENCIES OF THE BIDDER(S)

- 4.1.** Ability to provide products compatible with Departmental specifications.
- 4.2.** Ability to deliver precisely as ordered.
- 4.3.** Ability to deliver quality and reliability of laptops and computer systems.
- 4.4.** Registration under **SITA RFB 740-2020 and accredited to supply in the Eastern Cape Province.**
- 4.5.** Proof of Availability of stock in RSA

5. FINANCIAL PROPOSAL

5.1. The Financial Proposal provided shall specify and state a **firm and fixed** price, including total fees and expenses (**VAT Included**), in order to complete the project.

5.2. Bidders must ensure that they fill in the following document as part of the Financial Proposal:

Table 1: FINANCIAL PROPOSAL

No.	LAPTOPS	QTY	UNIT PRICE	AMOUNT
5.2.1.	Note_Tab1 (Highly portable touch) with backlit keyboard	10	R	
5.2.2.	Note4 (Professional laptop)	80	R	
5.2.3.	Note5 (Advanced laptop)	8	R	
5.2.4.	Note_WS1 (Technical/engineering mobile workstation for CAD, GIS, DTP, etc)	2	R	
5.2.5.	DevMgmt (Tracking)	100	R	
5.2.6.	Adobe Creative Cloud All Apps Software. With license	2	R	
5.2.7.	Black Magic Davinci Resolve 18. With license	2	R	
5.2.8.	Canva Pro. With license	2	R	
5.2.9.	PC3 (Mid-Range PC)	20	R	
5.2.10.	Prn_Port1 (Mobile Printers)	15	R	
5.2.11.	15 extra black cartridges for Prn_Port1 (Mobile Printers).	15	R	
5.2.12.	15 extra colour cartridges for Prn_Port1 (Mobile Printers).	15	R	
5.2.13.	Backpackers	100	R	
5.2.14.	Mon_DT_Adv2 (Screens/Monitors)	12	R	
5.2.15.	NEXT BUSINESS DAY ONSITE AND ACCIDENTAL DAMAGE PROTECTION WARRANTY FOR 100 LAPTOPS FOR A PERIOD OF FIVE (5) YEARS.		R	
5.2.16.	3-YEAR EXTENDED WARRANTY FOR 12 MONITORS, 15 MOBILE PRINTERS AND 20 DESKTOPS		R	
SUBTOTAL			R	

6. EVALUATION CRITERIA

6.1. Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders.

6.2. Regulation 5 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

7. THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

8. POINTS AWARDED FOR SPECIFIC GOALS

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 the table below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 2: SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women-owned Organizations	8	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	5	
Military Veterans	1	

9. CLAIMING OF PREFERENCE POINTS

- 9.1.1.** Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in a form of certified ID copies in line with Central Supplier Database (CSD) profile that outlines the ownership of the organisation.

- 9.1.2.** Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in the form of a medical certificate. The Medical certificate will only be used for evaluation purposes.

- 9.1.3.** Preference points allocated for the promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.

Bidders must submit the proof in the form of certified ID copies of ownership in line with the Central Supplier Database (CSD) supplier profile that outlines the ownership of the organization.

- 9.1.4.** Preference points for Locality may be allocated for the promotion of enterprises located within the Eastern Cape Province and may be claimed by submission of

proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within the Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoint agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement, or confirmation of locality from local authority.

- 9.1.5. Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in terms of confirmation letters from the Department of Military Veterans.

- 9.1.6. In the case of a joint venture/consortium bidders are required to submit a joint venture/consortium agreement that clearly stipulates the shareholding and roles and responsibilities of the Joint venture consortium parties.

10. SPECIFIC CONDITIONS OF THE CONTRACT

Special Conditions that apply to this contract are as follows:

- 10.1. The Service Provider must deliver precisely as ordered.
- 10.2. The service provider must deliver within fourteen (14) days after issuing of the purchase order.
- 10.3. The service provider must deliver the goods together with the invoice.
- 10.4. The Service Provider will furnish the Department of Human Settlements with an invoice upon delivery of goods (along with other required supporting documentation);
- 10.5. Both the delivery note and invoice must contain serial numbers of each delivered goods.
- 10.6. The Department reserves the right to cancel the Terms of Reference.
- 10.7. The Department is not obliged to appoint the bidder with the highest points scored.
- 10.8. A service provider shall not be appointed to provide a service for which they are not accredited

10.9. Suppliers must provide the relevant product certificates as part of their quotation response. Departments can verify these certificates by accessing the SITA Product Database at www.sita.co.za/sites/default/files/documents/Product_Certification/SITA_Product_Database.pdf

10.10. Proof of manufacturer's authorization to provide the proposed hardware/service e.g., Accreditation Certificate.

11. COLLECTION OF BID DOCUMENTS

11.1. Bid document will be available on the Departmental Website (www.ecdhs.gov.za) as from the 07 June 2024

12. DOCUMENTS TO BE SUBMITTED

12.1. The following documents **MUST** be submitted with the proposal and failure to submit them may lead to elimination:

12.1.1. Submit Proof of registration with the Original Equipment Manufacturer (**OEM**)

12.1.2. Submit Proof of registration with the **SITA RFB 740-2020**

13. RETURNABLE SCHEDULES

The Service Provider must ensure that the following documents are completed and returned with the bid proposal:

13.1. SBD 1: INVITATION TO TENDER.

13.2. SBD 2: TAX CLEARANCE CERTIFICATE.

13.3. SBD 4: DECLARATION OF INTEREST.

13.4. SBD 6.1: PREFERENCE POINTS CLAIM FORM.

13.5. COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) CERTIFICATE.

14. SUBMISSION OF BID PROPOSAL

14.1. Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Building, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.

14.2. Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Houses, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.

14.3. It is the responsibility of the bidder and that of the courier in case of couriered bids to ensure that the bid is deposited in the bid box and not submitted to officials. The Department will not take any responsibility for bids not deposited in the bid box.

14.4. The Department will not take any responsibility for the posted bids that are not in the bid box during the closing time and date it is therefore the responsibility of the bidder to ensure that the bid is delivered on the bid box on or before the closing date and time.

14.5. Faxed or emailed bid proposals will not be accepted.

15. BID VALIDITY

15.1. This bid will be valid for one hundred and twenty (120) days after the closing date.

16. PROJECT DURATION

16.1. The duration of this project is expected to be for a maximum period of one (01) month.

17. CLOSING DATE

13.1 All bid proposals in response to this bid should reach the Department not later than the **01 July 2024 at 11H00**. Bids received after **11H00** will not be accepted or considered.

18. CONTACT DETAILS ON TERMS OF REFERENCE

Mr. Masibulele Thakatha: LAN/Desktop Support Technician – Networks & Infrastructure (ICT),
Department of Human Settlements, Head Office, **EAST LONDON**

Tel: (043) 711 9875

Email: MasibuleleT@ecdhs.gov.za

All **Supply Chain Management** related inquiries regarding this bid may be directed to: Mr.
Loyiso Dukashe: Demand Management; Department of Human Settlements, **EAST LONDON**

Tel: (043) 711 9643

Cell: (082) 838 3208

E-mail: LoyisoD@ecdhs.gov.za

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MR M. THAKATHA

LAN/DESKTOP SUPPORT: GICTM

03/06/2024

DATE

RECOMMENDED/NOT RECOMMENDED



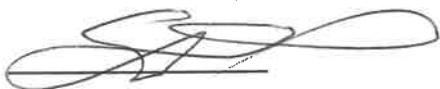
MR B. SKWEIYA

CHAIRPERSON: BID SPECIFICATION COMMITTEE

03/06/2024

DATE

APPROVED/NOT APPROVED



MR. E.D.Q. VENN

ACTING HEAD OF DEPARTMENT

04/06/24

DATE

19. FINAL SUMMARY

Table 3: FINAL SUMMARY & FORM OF OFFER

FINAL SUMMARY & FORM OF OFFER				
SCMU11-24/25-113: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE HUNDRED (100) LAPTOPS WITH 100 BACKPACKERS, TWENTY (20) DESKTOPS, AND FIFTEEN (15) MOBILE PRINTERS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS				
NO.	ITEM	QTY	AMOUNT	TOTAL
A.	Note_Tab1 (Highly portable touch) with backlit keyboard	10		
B	Note4 (Professional laptop)	80		
C	Note5 (Advanced laptop)	8		
D	Note_WS1 (Technical/engineering mobile workstation for CAD, GIS, DTP, etc)	2		
E	DevMgmt (Tracking)	100		
F	ADOBE CREATIVE CLOUD ALL APPS SOFTWARE	1		
G	BLACK MAGIC DAVINCI RESOLVED 18	1		
H	CANVA PRO	1		
I	PC3 (Mid-Range PC)	20		
J	Prn_Port1 (Mobile Printers)	15		
K	15 extra black cartridges for Prn_Port1 (Mobile Printers).	15		
L	15 extra colour cartridges for Prn_Port1 (Mobile Printers).	15		
M	Backpackers	100		
N	Mon_DT_Adv2 (Screens/Monitors)	12		
O	NEXT BUSINESS DAY ONSITE AND ACCIDENTAL DAMAGE PROTECTION WARRANTY FOR 100 LAPTOPS FOR A PERIOD OF FIVE (5) YEARS.			
P	3-YEAR EXTENDED WARRANTY FOR 12 MONITORS, 15 MOBILE PRINTERS AND 20 DESKTOPS			
TOTAL = CARRIED FROM FINANCIAL PROPOSAL				

SIGNED BY/ON BEHALF OF THE BIDDER

NAME

SIGNATURE

DATE

COMPANY STAMP

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU11-24/25-113	CLOSING DATE:	01 JULY 2024	CLOSING TIME:	11: 00
DESCRIPTION	SCMU11-24/25-113: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE HUNDRED (100) LAPTOPS WITH 100 BACKPACKERS, TWENTY (20) DESKTOPS, AND FIFTEEN (15) MOBILE PRINTERS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF HUMAN SETTLEMENTS					
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR					
WAVERLY PARK					
EAST LONDON					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON	MASIBULELE THAKATHA		
TELEPHONE NUMBER		TELEPHONE NUMBER	043 711 9875		
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS	MasibuleleT@ecdhs.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**

Select the applicable option

Tenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no

VAT registration no

SDL ref no

Customs code

UIF ref no

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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Audit

Are you currently aware of any Audit Investigation against you/the company? ☐ YES ☐ NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of ☐ Tenders or ☐ Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

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 interest¹ 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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 consortium² 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

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.

- 3.6 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

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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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:

.....

.....

.....