



**Province Of The Eastern  
Cape**

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Department of Social  
Development  
Private Bag X 7191  
Queenstown  
5320  
SOUTH AFRICA

**BID SPECIFICATION DOCUMENT**

**SPECIFICATION FOR PROVISION OF TWENTY SEVEN (27) LAPTOPS FOR CHRIS HANI  
DISTRICT – DEPARTMENT OF SOCIAL DEVELOPMENT**

## 1. BACKGROUND

The Eastern Cape Department of Social Development – Chris Hani District needs to provide working tools for all officials. Laptops are considered as a working tool for Chris Hani District.

The Department invites prospective service provider to submit proposals for supply, delivery and imaging of twenty-seven laptops with bags and locks for the District.

## 2. OBJECTIVE

The main objective of this bid is to appoint a Service Provider registered on SITA RFB 740 transversal contract to supply and deliver TWENTY-SEVEN (27) laptops for the District.

## 3. SCOPE

The bidders must submit proposals for the supply, delivery and imaging of twenty seven (27) laptops as per the minimum specifications provided in Table 1 below.

Bidders will be expected to:

- Supply and deliver 27 laptops with bags and locks to the Chris Hani District, no 6 Ebden Street, Queenstown.
- Image all laptops with a standardized image provided by the Department. The successful bidder will deliver a laptop to the Provincial Office, the Department will install and configure all required software and the bidder will collect the laptop once the installation is completed and after deliver them at Chris Hani District Office.
- Compile a register of all equipment delivered.
- Laser etch the Departmental Logo and “Property of Eastern Cape Department of Social Development” on all computers and screens. See Annexure A for the design.
- Supply and attach a sticker with the serial number, warranty expiry date and Departmental call center detail on all laptops. See annexure B for design.

Table 1: Minimum Specifications:

No		Specification	Quantity
1	Standard Business Laptop	14.0" FHD Touch 360 degrees convertible MPP 2.0 garaged stylus LTE i5-1135G7 16GB DDR4 OB; 512GB M.2 PCIE 3.0 SSD Windows 11 Professional 64Bit Combination Lock Carry Bag Laser etching Imaging Warranty labels  3 Year Next Business Day onsite warranty. Equipment will be distributed to offices around the Eastern Cape, the entire Eastern Cape must be covered by the warranty.	27

#### **4. DELIVERY PERIOD**

Laptops must be delivered at Chris Hani District, no 6 Ebden Street within one month after the receipt of an official order.

#### **5. PRICES**

- 5.1 Service Providers must quote per laptop and give the brand name that they have quoted for as indicated in the attached pricing schedule (Annexure C).
- 5.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12 month period to register for VAT.
- 5.3 Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply:
  - 5.3.1 If the correct price is higher than the quoted price, the department will only pay the quoted price and the obligation of the bidder will remain unchanged.
  - 5.3.2 If the correct price is lower than the quoted price, the department will only pay the correct price and bidder's obligations will remain unchanged.
- 5.4 The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by Department and the appointed service provider prior to contract acceptance.
- 5.5 Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- 5.6 All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluated

#### **6. PAYMENT**

- 6.1 The successful bidder will bill the Department after all the goods have been delivered.
- 6.2 Payment will be made within 30 days of submission of a properly completed invoice.

#### **7. SPECIAL CONDITIONS**

- 7.1 Preference will be given to service providers based in the Eastern Cape Province who can deliver the product, subject to compliance with the SCM regulatory framework. Proof thereof will be required.
- 7.2 Only service providers that are registered under SITA RFB 740 transversal contract will be considered, that is they must appear on SITA's RFB 740 vendor list.
- 7.3 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.

## 8. LOCAL ECONOMIC DEVELOPMENT

To support Local Economic Development within the Province, the department allocated points to be acquired by service providers that are based in the Eastern Cape Province, in line with the Preferential Procurement Regulations 2022.



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**DISTRICT DIRECTOR**

**DATE:** 28/05/2024

## 9. EVALUATION

The bid will be evaluated in two phases, pre-evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2022 (PPPFA) as indicated below:

### 9.1 PRE-EVALUATION CRITERIA

- 9.1.1 Service providers must appear on SITA's RFB 740 vendor list.
- 9.1.2 Copy of signed agreement in the case of Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 11.1
- 9.1.3 Fully Completed and signed SBD 4
- 9.1.4 Correction fluid of any kind **MUST NOT** be used. In cases where corrections are necessary; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same, and subsequently endorsing the entry with the bidder's signature.
- 9.1.5 Fully completed and signed Annexure C

### 9.2 EVALUATION AS PER PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Quotations will be evaluated on price and Specific Goals.

Criteria	Points
Points for price	80
Points for specific goals	20
<b>SPECIFIC GOALS</b>	<b>NUMBER OF POINTS</b>
1 Gender (Women ownership)	6
2 No Franchise (Black ownership)	2
3 Disability	3
4 Youth	3
5 Locality (Eastern Cape)	6
<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

- 9.2.1 In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.
- 9.2.2 Locality will be confirmed as follows:
  - a. The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.



- b. If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.
- c. A lease agreement where offices are lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published.
- d. Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.
- e. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV,

9.2.3 In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.

## **10. BID POLICIES, PROCEDURES AND CONDITIONS:**

- 10.1 Quotations are valid for 60 days.
- 10.2 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- 10.3 Service Providers must complete the preferential points claim forms (SBD 6.1) in order to claim preference points. Service Providers who have completed (SBD 6.1) will not be eliminated but will not qualify for rating points.
- 10.4 The Department reserves a right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- 10.5 The Department may, if necessary, negotiate a market related price.
- 10.6 The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.
- 10.7 The Department reserves the right not to appoint a Service Provider with two or more similar contracts running concurrently within the Department.
- 10.8 This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions Of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
- 10.9 Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.

## 11. CONSORTIUM / JOINT VENTURE

It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements: -

- 11.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium;
- 11.2 All parties must be registered on CSD;

## 12. DISCLAIMER

- 12.1 Whilst all due care has been taken in connection with the preparation of this RFQ, the Department makes no representations or warranties that the content in this RFQ or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 12.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFQ or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).

  
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**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**DATE:** 30/05/24

ANNEXURE A



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Property of the EASTERN CAPE  
DEPARTMENT OF SOCIAL DEVELOPMENT  
If found please contact the Department  
Email: [itsupport@ecdsc.gov.za](mailto:itsupport@ecdsc.gov.za)



## ANNEXURE B

**Department of Social Development**

**Serial No: XXXX XXXX**

**Warranty Expiry Date:**

**Call Center: 043 605 5800**

**Email: [itsupport@ecdsd.gov.za](mailto:itsupport@ecdsd.gov.za)**



**ANNEXURE C**  
**PRICE SCHEDULE**

Description of Item	Quantity	Brand Name Quoted for	Unit Price	Sub Total
Standard Business Laptops	27			
Imaging of Laptops	27	N/A		
Laser etching of Laptops	27	N/A		
Laptop Bags	27			
Laptop Lock Cable	27			
VAT				
Grand Total				

**Name of Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ANNEXURE D**



**LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM**

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

<b>NAME OF MANUFACTURER/SERVICE PROVIDER</b>	<b>COMMODITY/SERVICE</b>	<b>LOCATION</b>

I, the undersigned (Bidder's representative)

.....commit in procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available. I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....  
**Signature**

.....  
**Date**

.....  
**Name of bidder**

.....  
**Position**

