

# Letaba TVET College



## SPECIFICATION

**RFQ LET-IT-07-01-2022**

**REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF  
LAPTOPS FOR LECTURERS AT TZANEEN CAMPUS**

**Closing date: 25 January 2021**

**Time: 11:00 a.m.**

## TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF LECTURER'S LAPTOPS AT TZANEEN CAMPUS.

### INTRODUCTION

Letaba TVET College is looking for service provider to supply and delivery of lecturer's laptops at Tzaneen campus.

### PROFILE OF THE SERVICE PROVIDER

Any service provider who has capacity to deliver the service as per customer's requirements has the opportunity to bid for this offer.

### SCOPE OF WORK

The scope of the project work covers the supply and delivery of lecturer's laptops for Tzaneen campus.

- **In scope**
  1. Supply and deliver 20 laptops for Tzaneen campus.
  2. All equipment's been supplied should SABS approved.
  3. Service provider to submit a project plan for delivery and installation.
  
- **Out of scope**
  - Supply of any item not listed under the **pricing schedule** list.

## EVALUATION CRITERIA

LETABA TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

The following evaluation criteria will be utilized to determine a suitable service provider.

All bids will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a two-stage evaluation process comprising of:

- Stage 1- Prequalification evaluation,
- Stage 2- 80/20 Preference Point Scoring System where 80 points out of 100 allocated for price and 20 points out of 100 will be for B-BEEE.

### Stage 1: Prequalification

1. Valid Tax Clearance Certificate.
2. CIPC Registration documentation
3. Certified ID copies of all directors/shareholders
4. Central Supplier Database (CSD) Registration Report
5. Business municipal account or lease agreement or proof of Business address. The business should ensure they are not indebted with the organ of state (Municipal)
6. Fully Completed SBD 1, 4,8 & 9
7. Signed Quotation/Pricing schedule

### Stage 2: 80/20 Preference point system

- Price 80
- B-BBEE status level of contributor 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Letaba TVET College will adhere to its policy on the appointment of service providers.

## BID CONDITIONS

- 1.Submissions after closing date will not be accepted.
2. No quotes greater than R30 000 will be accepted without a valid TAX CLEARANCE CERTIFICATE.

3. For quotations above R30 000; B-BBEE certificate should be submitted to claim points.

4. The Treasury Regulations stipulate that all service providers dealing with public institutions will be paid not later than 30 days after receiving all required documentation.

**5. The college reserve the right to not accept or return products that are not according to the specification or as per the required standard**

6. The **General Conditions of Contract** issued by National Treasury applies.

7. No payment for the provision of a service, the supply of goods or the execution of work shall be processed unless a tax invoice containing a reference to the relevant purchase order and delivery note if applicable, has been received.

8. All payment shall as far as possible be affected by means of electronic transfer and not by cheque.

9. Goods to be delivered within 30 days working day after the order has been issued

10. Quotes will only be considered if it is according to the specifications given. Please ensure that all relevant information is stated on quote e.g., Vat, Transport cost, delivery period and validity of quotation. **NB Quotation should be valid for at least 60 days**

11. It is assumed that you agree with these conditions by quoting.

#### **MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION**

1. Valid Tax Clearance Certificate.
2. CIPC Registration documentation
3. Certified ID copies of all directors/shareholders
4. Central Supplier Database (CSD) Registration Report
5. Business municipal account or lease agreement or proof of Business address. The business should ensure they are not indebted with the organ of state (Municipal)
6. Fully Completed SBD 1, 4, 8 & 9
7. Signed Quotation/Pricing schedule.
8. Project plan that indicates the timelines.

#### **SUBMISSION OF BIDS AND ENQUIRIES**

Quotations can be emailed to [matjeh@letcol.co.za](mailto:matjeh@letcol.co.za) or hand delivered at SCM office at the following address:

Letaba TVET College

1 Claude Wheatley Street

Tzaneen

0850

The closing date is **25 January 2022 at 11: 00 am. No late submissions will be accepted!**

Technical Enquiries: Kgothatso Mothibi at Tel No: (015) 307 5440 and or

[mothibik@letcol.co.za](mailto:mothibik@letcol.co.za).

### PRICING SCHEDULE

This pricing schedule must not be modified at all and if retyped all line items in order as stated below to be included. The successful Service Provider is expected to supply items as indicated in the Specification table below:

Install items as indicated in the Specification table below:

Description	Item	DOQ	QTY	Amount	Total
<b>Tzaneen Campus</b>					
Laptops	1. TMP215-53-55F5 15.6"FHD i5-1135G7 8GB (1x open slot) 256GB PCIe 2. NVMe SSD+1000GB BT FPR TPM 2.0 B/L KB WIn 10 Pro 64Bit 3. 4 NON-STOCK Acer TravelMate TMP215-53-55F5 4. 15.6" FHD Acer Comfy View LCD 5. Intel® Core™ i5-1135G7 6. SO8GB Memory   1 X Open Memory 7. 256GB PCIe NVMe   1000GB 7.2 SATA 8. 3-pin 45W AC adapter   SD card reader	Per laptop	20		

	<p>9. No ODD   Wireless   BT   FPR   TPM 2.0</p> <p>10. Back Light   HD Camera with 2Mic   UMA</p> <p>11. Windows 10 Professional 64Bit</p> <p>12. 1YR to 3YR Onsite for Aspire TMP/Extensa/Swift and Spin; virtual warranty</p> <p>13. SLIM EXTERNAL USB2.0 SLIM SUPERMULTI DVDRW (Shelf A2) 1 0 399.00 399.00</p> <p>14. Carry Bag 15.6" - Carry Case</p>				
Warranty	3 Year On-Site Warranty including 3 years of parts, labour, and next business day onsite service	Each	20		
				<b>SUB TOTAL</b>	
				<b>VAT</b>	
				<b>G-TOTAL</b>	

**Grand total = R.....**

**NB: All prices should be inclusive of VAT if applicable.**