



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN COLLABORATION
WITH BOLAND TVET COLLEGE (BTVETC) herein referred to as BTVETC
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
SUPPLY AND DELIVERY OF LAPTOPS FOR A 48 MONTH OPERATIONAL LEASE AND
MAINTENANCE AGREEMENT (400 UNITS IN ALL)**

TENDER NO: PU4321/080 CLOSING DATE 18/10/2024 at 11h00

Prospective Suppliers who are interested in participating in the afore-mentioned tender are invited to submit their proposal in full compliance to the requirement of this tender document. The completed document with all attachments must be signed and submitted in a clearly labelled sealed envelope together with one USB and deposited in the tender box at the following address.

BOLAND TVET COLLEGE, Ground Floor, 85 Bird Street, Stellenbosch, Western Cape

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Tender number	PU4321/080
Date issued	27/09/2024
Tender closing date	18/10/2024 (18 October 2024) Time 11:00 am
Compulsory Information Session	07/10/2024 (07 October 2024) Time 11h00 am An online compulsory briefing session will be facilitated via MS Teams on Monday, 07 October 2024 at 11h00 am Link to join the information session is on our website and advert (www.purcosa.co.za)

1.1 Pre-qualification/Mandatory information requirement

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Appendix	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix B	Technical specifications and pricing	A signed copy of the print out of each page of the electronic document
Appendix C	Proof of Bank Account	Cancelled cheque or signed letter from
Appendix D	Company registration documents	Company registration documents
Appendix E	Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.
Appendix E	Tax clearance certification	An original valid tax clearance certificate
Appendix F	Financial Statements	Annual financial statement for the last 2 financial year
Appendix G	BBBEE certification	A valid BBBEE certificate
Appendix H	Board Resolution	Signed Board Resolution
Appendix I	Letter of good standing from Bank	Provides a Letter of Good Standing from Tenderer's bankers or letter of going concern from Accounting officer (Accountant) which indicates the Tendering company's financial health and liquidity
Appendix J	FEM or COID	Letter of good standing FEM or COID
Appendix K	Declaration of Interest	Please this tender document
Appendix L	Service Providers SLA	The Service Providers standard SLA is required
Appendix M	Registration licences/registered bodies/OEM relationships	Certified Copy of relationships in SA Industry to be provided

The response deadline is **18/10/2024 at 11h00**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 60% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1: References table

The references must be current clients that have done business with your company for a minimum of Five (5) years and more for contracts of a similar size or more with a proven track record.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<p>Provide three (3) contactable references of contracts of similar size for the past two (2) years: Must be rental Agreements and not Sales agreements of stock provided on Client eltterheads</p> <p>3 References verified 2 References verified 1 Reference verified</p> <p>Referances are with Higher Education Instatutes 5 points per referance</p>	<p>= 15 Points = 10 Points = 5 Points</p> <p>15 Points</p>	30
<p>Company’s experience (Submit company profile)</p> <p>More than 15 years of experience Experience between 5 and 15 years Experience below 5 years</p>	<p>= 10 points = 5 points = 2.5 points</p>	10
<p>Company offices in the Western Cape(send proof of address)</p> <p>Yes No</p>	<p>= 20 points = 0 points</p>	20
<p>Delivery, Lead and Set up time for this offer</p> <p>Within 4 weeks Within 4 to 6 weeks More than 6 weeks</p>	<p>= 10 points = 5 points = 2.5 points</p>	10
<p>Maintenance/Waranties/Next day Service included in the Contract - including 4 year onsite assistance</p> <p>Yes No</p>	<p>= 10 points = 0 points</p>	20

Proof of Insurance included in the contract		
Included	= 10 points	10
Not Included	= 0 points	
Total Points		100

1.3 SPECIFICATIONS

Type A:

- 14" FHD WVA 2-in-1 Touch Screen (1920 x 1080)
- Intel Core i7 14th generation
- 32 Gb Ram
- 1 Tb NVMe solid state drive
- Windows 11 Home single language
- 4 year on-site warranty
- Bluetooth mouse
- Computer backpack with limited lifetime warranty
- 5 units

Type B:

- 15" FHD Touch Screen
- Intel Core i7 14th generation
- 64 Gb Ram
- 1 Tb NVMe solid state drive
- Windows 11 Home single language
- 4 year on-site warranty
- Bluetooth mouse
- Computer backpack with limited lifetime warranty
- 10 units

Type C:

- 15" FHD Screen
- Intel Core i5 14th generation
- 32 Gb Ram
- 1 Tb NVMe solid state drive
- Windows 11 Home single language
- 4 year on-site warranty
- Bluetooth mouse
- Computer backpack with limited lifetime warranty
- 30 units

Type D:

- 15" FHD Screen
- Intel Core i3 14th generation
- 16 Gb Ram

- 500Gb NVMe solid state drive
- Windows 11 Home single language
- 4 year on-site warranty
- Bluetooth mouse
- Computer backpack with limited lifetime warranty
- 365 units

Options

- Tracker – Indicate how this affect the insurance

