



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



westcol
Western College for Technical, Vocational Education and Training

WESTERN TVET COLLEGE

Herein referred to as (WESTCOL)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
SUPPLY, DELIVERY, LEASING AND MAINTENANCE OF ONE HUNDRED AND FIFTY-
SEVEN (157) BARCODED LAPTOPS, INCLUDING BRANDED LAPTOP BAGS AND MICE,
FOR THIRTY-SIX (36) MONTHS.**

Tender No: PU4321/110

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU4321/110 THE SUPPLY, DELIVERY, LEASING AND MAINTENANCE OF ONE HUNDRED AND FIFTY-SEVEN (157) BARCODED LAPTOPS, INCLUDING BRANDED LAPTOP BAGS AND MICE, FOR THIRTY-SIX (36) MONTHS.**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU4321/110** is at 11h00 AM on **Monday, 12 October 2026**.

Tender number	PU4321/110	
Date issued	11 September 2026	
Tender closing date	12 October 2026	11h00 am
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-compulsory Information Session	21 September 2026	09h00 am
	An online non-compulsory briefing session will be facilitated via MS Teams	

Company name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

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

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description	Requirement	YES	NO
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed Technical specifications and pricing	Attach fully signed technical specifications and pricing (Don't change the pricing schedule and specification)	Yes	No
Proof of Bank Account	Signed or electronically stamped letter from bank (not be older than 6 months)	Yes	No
Company registration documents	Submit copy of company registration documents	Yes	No
Tax Compliance Certificate	Copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
B-BBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Board resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Bank Rating Letter	Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
Original Equipment Manufacturer (OEM)	Submit valid copy of certificate/letter/Agreement from OEM	Yes	No
COIDA (Relevant industry)	Submit valid letter of good standing from the department of labour	Yes	No
SBD Forms	Copy of completed and signed SBD 1, SBD 4, SBD5, SBD 6.1	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.1 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 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three (3) contactable reference letters Proven track record with contactable reference letters for similar projects completed within five (5) years in the successful leasing, support and maintenance of laptops. The reference letters must be on legitimate letterhead and clearly indicate the type of service provided, contract duration, contract value, and the relevant contact person's name, surname, position, and contact number(s). Reference letters that are not signed and dated will not be acceptable.		40
4 or more - Appointment and reference letters for similar project 3 - Appointment and reference letters for similar project 2 - Appointment and reference letters for similar project 1 – Latest contactable reference letters for similar projects completed within five (5) years	= 40 Points = 30 Points = 20 Points = 10 Points	
Project Team and key account manager Project team comprising skilled officials to successfully complete the project. Service providers must attach certified copies of three years' qualifications and CV of the technicians and account manager.		20
4 or more qualified Technicians 3 - qualified Technicians 2 - qualified Technicians 1 – project manager qualifications	= 20 Points = 15 Points = 10 Points = 05 Points	
Vendor Partnerships Manufacturer Partnership or Distributor Letter		20
- OEM Authorization plus Platinum/Gold Partner - OEM Authorization or Distributor Letter	= 20 Points = 10 Points	
Implementation and Support Methodology Submit a detailed implementation and support plan describing procurement, delivery, asset barcoding, deployment, warranty management, replacement process, preventative maintenance, helpdesk support, response times, reporting, and SLA management.		20

• Comprehensive methodology addressing all requirements with implementation schedule • Good methodology covering most requirements • Methodology with limited detail	= 20 Points = 15 Points = 10 Points	
Total Points		100

1. Terms of reference

For supply, delivery, leasing and maintenance of hundred and fifty-seven (157) laptops (barcoded) for a period of thirty-six (36) months and once-off procurement of 157 laptop bags branded with the college logo and mouse at Western TVET college.

LAPTOP SPECIFICATION	
DESCRIPTION	SPECIFICATION
Quantity	17 = 7
Notebook	TravelMate TMP414RN
Operating System	Windows 11 Professional
Processor Type	Intel Core Ultra 7 processor
Screen Size	14" WUXGA TOUCH (1920 X 1200) 16:10 IPS Display + Active Stylus Pen
HDMI	YES
Standard Memory	16 GB DDR5 Memory
Solid State Drive Capacity	512 SSD PCIe NVMe
Number of Total Memory Slots	2
Intel® Iris® Xe Graphics	• Yes
Keyboard	Keyboard: • 80-/81-/84-Key backlight keyboard layout with international language support including indicators of CapsLock and F4/Microphone mute. • Backlit keyboard
SD Card Reader	• YES
Military Standard	(MIL-STD 810G)
Wireless LAN (WLAN)	• Intel® Wi-Fi 6E Wireless LAN • 802.11 a/b/g/n/ac/ax • Bluetooth Standard: Bluetooth 5.0

Ethernet Technology	- Gigabit Ethernet - Network (RJ-45): YES
LTE	YES
Speakers:	YES
Audio	- Purified Voice technology with AI noise reduction in dual built-in microphones. - Features include far-field pickup, dynamic noise reduction through neural network, adaptive beam forming, and predefined personal and conference call modes. - TrueHarmony technology for lower distortion, wider frequency range, headphone-like audio and powerful sound. - DTS Audio, featuring optimized bass response and micro-speaker distortion prevention
USB 3.0 Port	3.2 Gen 1 Type-A Ports: 2 - Type-C Thunderbolt™ 4 - YES
Power adapter and Battery	Power adapter: USB Type-C 100 W Adapter Battery: Up to 10.5 hours
Warranty	3 years Onsite warranty
Web Cam	5MP - T-Type USB FHD camera + IR camera - Camera Shutter-YES
Security	- Trusted Platform Module 2.0 (TPM) - YES - Kensington lock slot – YES - Fingerprint reader – YES
TCO Certified	Yes
Accessories	Volkano indigo 15.6 laptop backpack black (Branded with the college logo) (7) - Stylish two-tone design - Fits 15.6" laptops - Padded laptop protection - Lightweight & durable

	• Spacious 18L capacity • Comfortable carry straps • Sleek modern look Wireless mouse (7) • Volkano Chrome Series Wireless Mouse with DPI Adjustment
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LAPTOP SPECIFICATION	
DESCRIPTION	SPECIFICATION
Quantity	I5 = 150
Notebook	TravelMate TMP214-55T
Operating System	Windows 11 Professional
Processor Type	Intel Core Ultra 5 processor
Screen Size	16" WUXGA 1920 x 1200 resolution LED-backlit TFT LCD with integrated multi-touch 16:10 aspect ratio
HDMI	YES
Standard Memory	16 GB DDR5 Memory
Solid State Drive Capacity	512 SSD PCIe NVMe
Number of Total Memory Slots	2
Intel® Iris® Xe Graphics	Yes
Keyboard	Keyboard: • 80-/81-/84-Key backlight keyboard layout with international language support including indicators of CapsLock and F4/Microphone mute. • Backlit keyboard
SD Card Reader	• YES
Military Standard	(MIL-STD 810G)

Wireless LAN (WLAN)	• Intel® Wi-Fi 6E Wireless LAN • 802.11 a/b/g/n/ac/ax • Bluetooth Standard: Bluetooth 5.0
Ethernet Technology	• Gigabit Ethernet • Network (RJ-45): YES
LTE	• YES
Speakers:	• YES
Audio	• Purified Voice technology with AI noise reduction in dual built-in microphones. • Features include far-field pickup, dynamic noise reduction through neural network, adaptive beam forming, and predefined personal and conference call modes. • TrueHarmony technology for lower distortion, wider frequency range, headphone-like audio and powerful sound. • DTS Audio, featuring optimized bass response and micro-speaker distortion prevention
USB 3.0 Port	• 3.2 Gen 1 Type-A Ports: 2 • Type-C Thunderbolt™ 4
Power adapter and Battery	Power adapter: • USB Type-C 65 W Adapter Battery: Up to 10.5 hours
Warranty	• 3 years Onsite warranty
Web Cam	• 5MP • T-Type USB FHD camera + IR camera • Camera Shutter-YES
Security	• Trusted Platform Module 2.0 (TPM) - YES • Kensington lock slot – YES • Fingerprint reader – YES
TCO Certified	• YES
Accessories	Volcano indigo 17" laptop backpack black (Branded with the college logo) (150)

	• Stylish two-tone design • Fits 15.6" laptops • Padded laptop protection • Lightweight & durable • Spacious 18L capacity • Comfortable carry straps • Sleek modern look Wireless mouse (150) • Volcano Chrome Series Wireless Mouse with DPI Adjustment
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2. Outcomes and deliverables

- Supply of new equipment and not refurbished equipment.
- The bidder will be responsible for providing on-site maintenance, assessment and technical support. The bidder must respond to reported faults within forty-eight (48) hours and provide replacement laptop within five (5) working days where the equipment is deemed defective and cannot be repaired within the agreed service levels. In addition, the bidder will provide twenty-four (24/7) technical support via phone and email for the duration of the warranty period.
- Replacement of equipment must be new and not refurbished.
- The service provider should provide an Original Equipment Manufacturer (OEM) credential letter together with supporting documents of commitment to having stock and capacity to deliver within 30 days of appointment.

3. Conditions of lease

Bidder must take note that Westcol shall only pay a fixed lease amount per unit, and bidders must ensure that the additional conditions as set out hereunder must be included in the monthly lease amount per unit.

Device Failing to perform or operate	The successful bidder will be required to issue a loan laptop equivalent to the specification provided within five (5) working days of being notified
Insurance	The successful bidder will be responsible for providing insurance for the leased laptops, any such insurance will be on the account of the bidder
Manufacturer Warranty Cover	All leased laptops must carry a three (3) year manufacturer warranty cover
Product Lifespan	If any of the products required are discontinued during the duration of the contract, it should be replaced with an equivalent product, and the escalation value should not be more than five (5) percent
Leasing amount	Rental amount must be fixed for a period of thirty-six (36) month

Tracking device	The successful bidder shall supply, install, configure, and activate a laptop tracking and recovery solution on all laptops delivered under this contract.
Identification/Barcodes	The successful bidder shall ensure that all laptops are labelled with unique asset identification numbers and barcodes.

4. Service level agreement (SLA)

The bidder will enter into an SLA that will be used to monitor and manage the service. The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between the College and the successful service provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the parties.

Until such time that an appropriate service level agreement has been concluded between the TVET College and the successful service provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

5. Pricing schedule

No.	Description	QTY	Rental Amount per Month (INCL. VAT)	Total = Quantity x Rental Amount per Month (INCL. VAT)
1.	Laptops	7	R	R
2.	Tracking device	7	R	R
3.	Insurance	7	R	R
4.	Once-off procurement of 7 laptop bags with college branding	7	R	R
5.	Once-off procurement of 7 Mouse	7	R	R
SUB-TOTAL (INCL. VAT)				R
TOTAL RENTAL PRICE FOR 36 MONTHS (INCL. VAT & DELIVERY)				R

6. Pricing schedule

No.	Description	QTY	Rental Amount per Month (INCL. VAT)	Total = Quantity x Rental Amount per Month (INCL. VAT)
1.	Laptops	150	R	R
2.	Tracking device	150	R	R
3.	Insurance	150	R	R
4.	Once-off procurement of 157 laptop bags with college branding	150	R	R
5.	Once-off procurement of 157 mice	150	R	R
SUB-TOTAL (INCL. VAT)				R
TOTAL RENTAL PRICE FOR 36 MONTHS (INCL. VAT & DELIVERY)				R

SUMMARY PRICING SCHEDULE

No.	Description	Total Rental Price for 36 Months (INCL. VAT & Delivery)
1	Total Rental of 7 Laptops for 36 Months	R
2	Total Rental of 7 Laptops for 36 Months	R
TOTAL BID PRICE FOR THIRTY-SIX (36) MONTHS (INCL. VAT & DELIVERY)		R