



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

SUPPLY, DELIVERY, INSTALLATION, LEASING AND MAINTENANCE OF FIVE HUNDRED AND SIXTY (560) ALL-IN-ONE BARCODED DESKTOP COMPUTERS FOR THIRTY-SIX (36) MONTHS

Tender No: PU4321/111

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 **PU4321/111 SUPPLY, DELIVERY, INSTALLATION, LEASING AND MAINTENANCE OF FIVE HUNDRED AND SIXTY (560) ALL-IN-ONE BARCODED DESKTOP COMPUTERS FOR THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU4321/111** is at 11h00 AM on **Monday, 12 October 2026**.

Tender number	PU4321/111
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 14h00 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	

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

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, SBD 5, 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.

The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each tenderer to successfully execute the contract according to specifications. Failure to score minimum of 70 out 100 points will lead to non-compliance and non-responsiveness.

These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price. If any criterion is rated zero (0) points, the tenderer will be rejected, even if the required 70 out of 100 points are achieved.

For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Experience Proven track record with contactable reference letters for similar projects completed within five (5) years in the successful leasing, support and maintenance of desktops computers. 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. 5 - Appointment and reference letters for similar project 4 - 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	= 50 Points = 40 Points = 30 Points = 20 Points = 10 Points	50
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. 4 or more qualified Technicians 3 - qualified Technicians 2 - qualified Technicians 1 – Project manager qualification	= 30 Points = 20 Points = 10 Points = 05 Points	30

Vendor Partnerships Manufacturer Partnership or Distributor Letter In order to claim points, the bidder must attach an original certified certificate or a letter from Manufacturer confirming the Service Provider Partnership	= 20 Points	20
Total Points		100

1. Terms of reference

For supply, delivery, installation, leasing and maintenance of five hundred and sixty (560) desktop computers (barcoded) for a period of thirty-six (36) months at Western TVET college.

DESCRIPTION	MINIMUM SPECIFICATION
Operating System	Windows 11 Professional
Monitor	All-in-One-PC 23.8" FHD (1920 X 1080) IPS Non-Touchscreen Display
CPU and Chipset	14th Generation Intel Core i5 Processor (Minimum) Intel UHD Graphics 770 Intel B660 Chipset
Display	Size (inches): 23.8" Display max. resolution: 1920 x 1080 Brightness (cd/m2): 250 nits Aspect ratio: 16:9
Memory	16GB DDR4 3200 MHz soDIMM (Minimum)
Hard Disk Drive	512 GB SSD
Wireless network card	WIFI6E-802. 11ax wireless networking Bluetooth 5-802.11 ac/a/b/g/n compatible
I/O (Input/Output) Port	HDMI, Media Reader, USB 3.2 Gen 2x2 Type-C port, USB 3.2 Gen 1 Type A port, USB 3.2 Gen 1 Type A port (with charge support), Two USB 3.2 Gen 2 ports, Ethernet (RJ-45) port
Webcam	Integrated 5.0 MP+ Webcam with 2 stereo microphones Integrated wide viewing angle QHD camera and dual microphones with AI noise reduction feature
Audio	Built-in stereo speakers
Keyboard & Mouse	USB keyboard and Optical mouse, same brand as All-in-One-Pc
Mouse pad	Logitech G series MOUSE PAD (340mm*280mm*4mm)
Expansion slot(s)	M.2 slot (for SSD): 2 M.2 slot (for WLAN): 1
Power supply and adapter	3-pin 135 W AC adapter
Security	TPM V2.0 (Trusted Platform Module) Webcam Shutter One-button recovery (OBR) Kensington lock slot
Warranty service	Three (3) Years warranty

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 desktop units 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 desktop 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 desktops, any such insurance will be on the account of the bidder
Manufacturer Warranty Cover	All leased desktops 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 desktop tracking and recovery solution on all desktops delivered under this contract.
Identification/Barcodes	The successful bidder shall ensure that all desktop computers 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. Conditions

A briefing session will be held to address any clarification questions.

PRICING SCHEDULE

No.	Description	QTY	Rental Amount per Month (INCL. VAT)	Total = Quantity x Rental Amount per Month (INCL. VAT)
1	Supply, Delivery, Installation, Leasing AND Maintenance OF Five Hundred AND Sixty (560) Desktop Computers All in one.	560	R	R
	Insurance	560	R	R
	Tracking device	560	R	R
TOTAL BID PRICE FOR RENTAL, INSURANCE AND TRACKING DEVICE, DELIVERY FOR A PERIOD OF THIRTY-SIX (36) MONTHS. TOTAL (VAT INCLUSIVE)				R

Signature of person authorized to sign the tender

Date