



***Request for Quotation (RFQ) for the supply of laptops and accessories to the  
CSIR Pretoria campus***

***RFQ No. 5860/22/07/2022***

Date of Issue	Friday, 08 July 2022	
Closing Date	Friday, 22 July 2022 by 16h30	
Electronic submission	Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> If the size of the documents exceed 25MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Closing date for enquires	Friday, 15 July 2022	
CSIR business hours	08h00 – 16h30	

## **1 INVITATION FOR QUOTATION**

Quotations are hereby invited from suitably qualified and experienced contractors for the supply and delivery of laptop to CSIR Pretoria campus.

## **2 QUOTATION REQUIREMENTS**

- 2.1 All quotations must be submitted to: [tender@csir.co.za](mailto:tender@csir.co.za) with “RFQ number: 5860/22/07/2022” as the subject.
- 2.2 The tenderer should indicate an estimated time of delivery of the equipment from the time the official order is placed.
- 2.3 The laptop must come with a manufacturer’s warranty.

2.4 The quotation should be inclusive of delivery to: The CSIR Scientia, Meiring Naude Drive, Brummeria, Pretoria.

2.5 The supplier must quote as per the table below:

**Table 1: BOQ**

<b>Description</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total Amount</b>
Dell Mobile Precision 5570 CTO – Standard configurations	3		
M.2 1TB PCIe NVMe Class 40 Solid State Drive	2		
64GB, 2 x 32GB, DDR4 2933Mhz Non-ECC M.2 1TB PCIe NVMe Class 40 Solid State Drive	1		
Dell Wireless Keyboard and Mouse (KM636) Black	1		
Dell Thunderbolt Dock WD19DCS, 240W	1		
Dell Slim Soundbar –SB521A	1		
Dell Premier Backpack 15 –PE1520P	1		
Dell UltraSharp 24 Infinity Edge Monitor – U2422H –60.47cm (23.8”) Black	2		
Freight			
<b>Sub-Total</b>			
<b>Vat (15%)</b>			
<b>Grand Total</b>			

**Table 2: Laptops Specification**

Category	Item Description	Qty
	<b>Dell Mobile Precision 5570 CTO – Standard configurations</b>	<b>3</b>
<b>Standard Components</b>	<ul style="list-style-type: none"> <li>• Intel Core i7-12800H vPro with NVIDIA RTX A2000 8 GB graphics</li> <li>• EPEAT 2018 Registered (Gold)</li> <li>• Intel Core i7-12800H vPro (24 MB cache, 14 cores, 20 threads, 2.40 GHz to 4.80 GHz, 45W)</li> <li>• 15.6" FHD+ 1920 x 1200, 60Hz, 500 nits, non-touch,w/Prem Panel Guar, 100% sRGB, Low BL w/ IR Cam</li> <li>• 32 GB, 2 x 16 GB, DDR5, 4800Mhz, Non-ECC SODIMM</li> <li>• M.2 2280 512 GB, Gen 4 PCIe x4 NVMe, Solid State Drive</li> <li>• No Additional Hard Drive</li> <li>• E5 Power Cord 1M SAF Red Top</li> <li>• 6-cell 86 Whr Lithium Ion battery with ExpressCharge</li> <li>• USB Type-C to USB Type-A/HDMI Dongle, Black</li> <li>• No UPC Label</li> <li>• NVIDIA RTX A2000, 8 GB DDR6</li> <li>• 130W E5 Type C Power Adapter (EPEAT)</li> <li>• Wireless Intel AX211 WLAN Driver w/Bluetooth South Africa</li> <li>• International English Backlight Keyboard</li> <li>• Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)</li> <li>• Waves Maxx Audio</li> <li>• Dell Power Manager</li> <li>• Dell SupportAssist OS Recovery Tool</li> <li>• SupportAssist</li> <li>• Bottom Door</li> </ul>	
<b>Software</b>	Windows 10 Pro 64bit English	
<b>Service</b>	3YR Basic Onsite Service <ul style="list-style-type: none"> <li>• 3YR ProSupport Plus and Next Business Day Onsite Service Upgrade</li> <li>• 3YR ProSupport Plus Keep Your Hard Drive</li> <li>• 3YR ProSupport Plus Accidental Damage Protection Commencing on Invoice Date</li> </ul>	

### 3 EVALUATION CRITERIA

3.1 Quotations received after the closing date will not be considered.

3.2 Submissions received by tenderers who do not submit a signed Declaration by Tenderer form, will not be considered.

- 3.3 Selection of suppliers will be based on the **80/20** preference point system.
- 3.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register. Neither a purchase order will be issued, nor will a contract be signed without a valid CSD number.
- 3.5 Provide valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; or Valid sworn affidavits made on dtic designed templates; or dtic issued sworn affidavit. No B-BBEE status will equal zero points during the evaluation.

#### **4 Elimination Criteria**

- 4.1 Suppliers will be eliminated under the following conditions:
  - Late submission of quotes;
  - Submission at the wrong location or incorrect email address (Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za))
  - If supplier does not quote on all items in the BOQ and according to specifications as per Table 1 and Table 2.
  - Non-submission of quotes on company letterhead.
  - Quotes not provided on prescribed format.

#### **5 PROCEDURE FOR SUBMISSION OF QUOTATIONS**

- All quotations must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)
- Respondents must use the RFQ number as the subject reference number when submitting their bids.
- The email and file sizes should not exceed a total of 25mb per email.
- The naming / labelling of files or documents must be short and simple (e.g. BBBEE Certificate).

#### **6 PRICING QUOTATION**

- 6.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

- 6.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3 Payment will be according to the CSIR Payment Terms and Conditions.
- 6.4 Clearly indicate VAT charged where applicable (if not VAT registered, please state so clearly).

## **7 OTHER TERMS AND CONDITIONS**

- 7.1 The tenderer shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 7.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

**8 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

**9 Note: This is NOT a Purchase Order.**

**10 DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFQ No: 5860/22/07/2022**

I hereby undertake to render goods/services described in the attached tendering documents to CSIR in accordance with the requirements and task directives/quotation specifications stipulated in **RFQ No.** \_\_\_\_\_ at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this RFQ as the principal liable for the due fulfilment of this RFQ process.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other RFQ proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	