

**Request for Quotation (RFQ) for the supply and delivery of a laptop to the
CSIR Pretoria Campus.**

RFQ No. 5886/15/08/2022

Date of issue	Monday, 01 August 2022
Closing Date and Time	Monday, 15 August 2022 At 16h30
For submission of quotations or any other enquiries:	Email tender@csir.co.za (Please use RFQ No. as subject reference)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply and delivery of a laptop to the CSIR Pretoria campus.

2 QUOTATION REQUIREMENTS

The supplier must quote as per the below Bill of Quantities (BOQ):

Item	Description	Unit	Qty.	Rate	Amount
1	Dell Latitude 7330 Rugged Standard Component: <ul style="list-style-type: none"> Intel Core vPro i7-1185G7, 16GB memory, with Iris Xe Graphics. 	Each	1		

	<ul style="list-style-type: none"> • EPEAT 2018 Registered (Silver). • 13.3" Touch 1400 nits WVA FHD (1920 x 1080) 100% sRGB Anti-Glare, Outdoor Viewable, Stylus included. • No Fingerprint, no Contacted Smartcard Reader, No NFC. • Mic + IR FHD camera for WWAN/WLAN antennae; Pogo vehicle docking and RF passthrough. • No Express Card. • Additional TBT/Type-C po. • 16GB 4266MHz LPDDR4x Memory. • 1TB M.2 PCIe NVMe Class 40 Solid State Drive. • South African Power Cord. • Primary 3 Cell 53.5 Whr Long-lifecycle Battery. • Additional 3 Cell 53.5 Whr Long-lifecycle Battery. • Hot surface warning label. • Intel(R) Core(TM) i7 non-vPro Processor Label. • 65W Type-C EPEAT Adapter. • Intel AX210 Wireless Card with Bluetooth. • Intel AX210 WLAN Driver. • 4G eSIM DW5821E WWAN Card Snapdragon X20 LTE WW SAF. • English International RGB Backlit Sealed Internal keyboard. • Additional USB-A rear port. • Rigid handle. 				
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	Software <ul style="list-style-type: none"> • No Resource USB Media. • Windows 11 Pro, English, Dutch, French, German, Italian. • Microsoft Office 30 Day Trial - Excludes Office License. • ME Lockout MOD – Manageability. • Dell Applications for Windows 11. • No Anti-Virus Software. 				
	Warranty <ul style="list-style-type: none"> • 3YR Prosupport Plus and Accidental Damage. • 3YR Collect and Return Service. • 3YR ProSupport Plus and Next Business Day Onsite Service Initial. • 3YR ProSupport Plus and Keep Your Hard Drive. • 2YR Extended Battery 				
2	Delivery				
	Sub-Total				
	Vat (15%)				
	Total				

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services exactly as listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The laptop must come with a manufacturer's warranty.
- Delivery is to be made at CSIR Pretoria.

Mandatory documents required / returnable:

- Fully Completed and signed Standard Bidding Document (SBD 1) Form.
- Fully completed and signed Standard Bidding Document (SBD 4) Form.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a SANAS certified copy of a valid B-BBEE Certificate, or valid sworn affidavit on DTIC Template. (RSA suppliers only).
- 3.3 No B-BBEE status will equal zero points.
- 3.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.

4.6 Elimination Criteria

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not quote on all items in the BOQ;

- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
- Failure to submit mandatory documents.
- If supply does not submit quotation on their official company letterhead.
- If the supplier on National Treasury list of restricted suppliers.
- If the supplier is on National Treasury register of tender defaulters.
- If the supplier does not sign a declaration (Declaration by the tenderer).

4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 The supplier 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.

5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

6 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.

7 **Note: This is not a Purchase Order.**

ANNEXURE A –Standard Bidding Document (SBD) 1 FORM
(Form must be completed and sent back with the quotation)

ANNEXURE B –Standard Bidding Document (SBD) 4 FORM
(Form must be completed and sent back with the quotation)

DECLARATION BY TENDERER

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

RFQ No: 5886/15/08/2022

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives quotation specifications stipulated in RFQ No 5886/15/08/2022 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 quotation as the principal liable for the due fulfilment of this quotation.

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

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 quotation.

NAME (PRINT)
 CAPACITY
 SIGNATURE
 NAME OF FIRM
 DATE

WITNESSES

1

2

DATE: