



SCI-BONO DISCOVERY CENTRE NPC

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PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS (RFP):
PROCUREMENT OF LAPTOPS
CFO/SCM/IT/R21-22/04**

1. DETAILS OF THE RFP

RFP NO	CFO/SCM/IT/R21-22/04
RFP FOR	Procurement of Laptops and Bags
ADVERTISEMENT DATE	19 July 2021
COMPULSORY BRIEFING	None
SUBMISSION DEADLINE	10 August 2021 @ 12H00 PM
RFP SUBMISSION DATE	corner Miriam Makeba & Helen Joseph Street, Newtown, Johannesburg, 2017

2. DISCLAIMER ON THE RFP

- 2.1. The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidders, whether verbally or in documentary form, by or on behalf of Sci-Bono Discovery Centre NPC ("Sci-Bono"), is provided to the Bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- 2.2. This RFP document is not an agreement and is not an offer or invitation by Sci-Bono to any Parties other than the applicants who are qualified to submit the Bids ("Bidders"). The purpose of this RFP document is to provide Bidders with information to assist in the formulation of their proposals. This RFP document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document, and where necessary obtain independent advice. Sci-Bono makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. Sci-Bono may

in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

3. BACKGROUND INFORMATION

3.1. The Sci-Bono Discovery Centre is an independent Non-Profit Company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg. Sci-Bono envisions a society with the capacity to compete in the global world of science and technology and that is equipped with the skills, attitudes and values needed to improve the quality of life of all South Africans. It works closely with the Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

4. CHARACTERISTICS OF THE BIDDER

4.1. Status

The provider shall be a registered entity operating in the field of ICT and other Technology aspects with proven expertise in Supply and Delivery of devices.

4.2. Language of the Proposal and other Documents

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged between the bidder and Sci-Bono shall be written in the English language.

4.3. Cost of Proposal

The bidder shall bear all costs associated with the preparation and submission of the proposal up to the final award of the contract. Sci-Bono will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

4.5 Due diligence

4.5.1. Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders risk and may result in rejection of the bid.

4.5.2. The Bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/ or discrepancy in the RFP document, the Bidder should seek necessary clarifications by e-mail.

4.6. Communications during the RFP Period

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify SCI-BONO via email at the following address: **Email for submissions of all queries to tenders@sci-bono.co.za**

5. SCOPE OF THE PROJECT

5.1. Supply and Delivery of laptops

#	Description	Device	Qty	Bag and Mouse
Laptop	Core i7 11th Gen 16 GB Memory 1 TB Storage 13" HD Touch Display Windows 10 Pro 64-bit 3Yr Warranty	XPS 13 2-in-1	4	Include docking station, device pouch, bag (backpack) and wireless mouse
Laptop	Core i7 11th Gen 16 GB Memory 1 TB Storage 15.6" HD Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5521	1	Include bag (backpack) and wireless mouse
Laptop	Core i7 11th Gen 16 GB Memory 1 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5520	4	Include bag (backpack) and wireless mouse
Laptop	Core i5 11th Gen 8 GB Memory 1 TB Storage 15.6" HD Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5520	19	Include bag (backpack) and wireless mouse
Laptop	Core i5 11th Gen 8 GB Memory 1 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5520	28	Include bag (backpack) and wireless mouse

Laptop	Core i5 11th Gen 8 GB Memory 1 TB GB Storage 14" HD Touch Display Windows 10 Pro 64-bit 3Yr Warranty	Latitude 3420	2	Include bag (backpack) and wireless mouse
Laptop	Core i7 11th Gen 32 GB Memory 2 TB Storage 15.6" HD Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Precision 3561	1	Include bag (backpack) and wireless mouse
Laptop	Core i7 11th Gen 16 GB Memory 2 TB Storage 15.6" HD Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Precision 3550	8	Include bag (backpack) and wireless mouse
Laptop	Core i7 11th Gen 16 GB Memory 2 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Precision 3550	11	Include bag (backpack) and wireless mouse
Laptop	Core i7 11th Gen 16 GB Memory 1 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Precision 3550	2	Include bag (backpack) and wireless mouse
Laptop	Core i5 11th Gen 8 GB Memory 1 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5520	21	Include bag (backpack) and wireless mouse

Laptop	Core i3 11th Gen 8 GB Memory 1 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5520	13	Include bag (backpack) and wireless mouse
All-in-one	Core i5 11th Gen 8 GB Memory 1 TB Storage 24" HD Non-Touch Display Windows 10 Pro 64-bit 3Yr Warranty	Optiplex 5490 All-in-one	48	
Monitor	24" HD Non-Touch Display	UltraSharp 24 Monitor: U2419H	26	

Warranties

- 3-5 years warranty

5.2 MINIMUM REQUIREMENTS

5.2.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall automatically constitute disqualification:

Suppliers must submit the following (Submit two envelopes as follows):

Envelop 1:

- A Formal Written Quotation (clear & unambiguous; including VAT)
- Quotation form obtained from the Sci-Bono website.

Envelop 2:

- Comprehensive description Project plan (Time frame on delivery). (no prices)
- Proof of Company Registration.
- A valid Tax Clearance Certificate
- B-BBEE certificate (SANAS) or Sworn Affidavit.
- Fully completed SBD forms (SBD 4, SBD 8, and SBD 9) obtained from the Sci-Bono website.
- Stamped Letter Confirming Bank Details.
- Proof of Business Address.
- References of Previous Projects/Services Successfully Completed.
- Guarantee Letter where applicable.
- OEM Letter

5.3. REFERENCES

5.3.1. Bidders must further supply Sci-Bono Discovery Centre at most with two (2) contactable references where the bidder has delivered the similar services by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and Work performed.

5.3.2. The failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

6. PRICING SCHEDULE AND DELIVERY

6.1 GENERAL PRICING FEE

6.1.1 The bidder must provide a clear and unambiguous price schedule (quotation).

6.1.2 All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.

6.1.3 Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.

6.1.4 Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

6.2 DELIVERY

6.2.1 The delivery address will be provided to successful bidder. Any changes for the delivery will be communicated with the successful bidders.

7. CONDITIONS FOR SHORT LISTING

7.1 Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.

7.2 All bids shall be subjected to the preliminary evaluation process. Bidders who shall not meet the minimum requirements (item 5) set by this RFP shall automatically be disqualified and shall not be evaluated for functionality, price and preference.

7.3 Service providers are required to submit all documents specified on item 5.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.

8. PRICE EVALUATION

8.1 All proposals / bids that will qualify (accepted) during the evaluation stage shall be evaluated for Price & Preference Points. The **evaluation criterion** shall be as follows:

8.2 The proposals / bids shall be evaluated using the 80/20 preference point scoring system. Where a 80/20 preference point system, which will be calculated be calculated as follows

$$PS = 80 \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Point scored for comparative price of bid under consideration;

Pt = Comparative price of bid under consideration; and

Pmin = Comparative price of the lowest acceptable bid.

9. POINTS FOR B-BBEE

9.1 An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

B-BBEE Contributor	Status Level of	Number of points
1		20
2		18
3		16
4		12
5		8
6		6
7		4
8		2
Non-compliant contributor		0

10. AWARD CRITERIA

10.1 The bidder with the highest number of procurement points shall be awarded the contract, unless there are factors that may lead to a different decision.

10.2 In the event of two or more bids score equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.

10.3 However, in the event the two or more bids have equal B-BBEE points, the tender will be awarded to the bidder with the highest points on functionality, if applicable.

10.4 Qualifying proposals will be evaluated according to the following criteria:

- Price: 80%
- PDI / BEE rating 20%

10.5 Prequalification criteria:

- Level 1 to Level 3 B-BBEE Contributors; or
- Exempt Micro Enterprises (EME); or
- Qualifying Small Enterprises (QSE)

(In terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

11. Period of Validity of Proposals

The offer outlined in the proposal must be valid for a minimum period of **90 calendar** days after the closing date. A proposal valid for a shorter period may be rejected by Sci-Bono. In exceptional circumstances, Sci-Bono may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting the request will not be required nor permitted to modify its proposal.

12. CLOSING DATE AND TIME

- 12.1. Submissions should be hand delivered by hand on or before **10 August 2021 at 12:00pm, deposited into the tender box marked "Procurement of Laptops an"**. **NO LATE PROPOSALS / BIDS shall be accepted**. Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2107.
- 12.2. All correspondences shall be done by e-mail tenders@sci-bono.co.za; no telephonic correspondences shall be done before and after the closing of bid. Bidders may be informed in writing of the outcome of the bid adjudication process.

13. DISCLAIMER

- 13.1. Sci-Bono reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.
- 13.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 13.3. Sci-Bono reserves the right not to appoint a provider, to accept and/or award the whole or any portion of the tender and is also not obliged to provide reasons for the rejection of any tender.
- 13.4. Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but will give written reason for action upon request to do so.

