

**SCI-BONO DISCOVERY CENTRE NPC**

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

**REQUEST FOR PROPOSALS (RFP):
SUPPLY AND DELIVERY OF LAPTOPS
CFO/SCM/IT/R23-24/02**

1. DETAILS OF THE RFP

RFP NO	CFO/SCM/IT/R23-24/02
RFP FOR	Supply and Delivery of Laptops
ADVERTISEMENT DATE	20 April 2023
COMPULSORY BRIEFING	None
SUBMISSION DEADLINE	10 May 2023 @12H00 PM
RFP SUBMISSION ADDRESS	corner Miriam Makeba & Helen Joseph Street, Newtown, Johannesburg, 2017
FOR MORE INFORMATION	www.sci-bono.co.za (Tenders) and SA-Tenders
TENDER VALIDITY	90 Days

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 tshepo.zitha@sci-bono.co.za**

5. SCOPE OF THE PROJECT

5.1. Supply and deliver of laptops

Code	Device	Base Spec	Pref Device	Qty
E1	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	1
E2	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 5530	1
MO1	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 5530	3
MO2	Laptop	Core i5 11th Gen 8 GB Memory 512 GB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5530	16

MO3	Laptop	Core i5 11th Gen 8 GB Memory 512 GB Storage 14" HD Non-Touch Display Windows 10 Pro 64-bit 3Yr Warranty	Latitude 3420	39
MO-T1	Laptop	Core i7 11th Gen 32 GB Memory 2 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Precision 3570	2
MO-T2	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 3570	17
ADM01	Laptop	Core i5 11th Gen 8 GB Memory 512 TB Storage 15.6" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Latitude 5530	39
ADM02	All-in-one Desktop	Core i5 11th Gen 8 GB Memory 1 TB Storage 24" HD Non-Touch Display Numeric Keypad Windows 10 Pro 64-bit 3Yr Warranty	Optiplex 5400 All-in-one	16
DISO1	Monitor	24" HD Non-Touch Display	UltraSharp 24 Monitor: U2419H	12

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:

- A Formal Written Quotation (clear & unambiguous; including VAT)
- 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.
- OEM Letter
- Guarantee letter where applicable.

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

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:

8.1 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 Status Level of Contributor	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

- 12.2. Submissions should be hand delivered by on or before **10 May 2023 @12h00PM deposited into the tender box marked "PROCUREMENT OF LAPTOPS"**. **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 & President Street, Johannesburg, 2107.
- 12.3. 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. AWARDING OF THE BIDDER

After all evaluation and approvals are completed, Sci-Bono will than send award letter to the accepted bidder. Sci-Bono reserve the right to appoint more than one Bidder for this project (RFQ)

14. DISCLAIMER

- 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.
- Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 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.
- Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but will give written.