

**REQUEST FOR QUOTATION – IT 10/2020**

**SUPPLY AND DELIVERY OF LAPTOPS FOR THE DURBAN ICC**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world and hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level.

**2. Purpose**

The Durban ICC requires a service provider for the supply and delivery of Laptops (once off supply), as per specifications listed below:

**3. Minimum product specifications**

Please attach detailed product specifications / product code with the bid submission for the laptops quoted on for the purposes of the evaluation. Failure to provide the information will result in the service provider being deemed non-responsive.

<b>Does the Laptop comply with the minimum specifications? Please acknowledge as illustrated.</b>	Yes	No
	✓	X
<p><b>3.1</b></p> <ul style="list-style-type: none"> <li>• HP 650 G5 or equivalent</li> <li>• Intel Core i5-8265U Processor Minimum 500GB HDD</li> <li>• On-board webcam</li> <li>• 15.6 HD AG SVA 220 WWAN HD</li> <li>• 8GB RAM</li> <li>• DVD-Writer</li> <li>• Docking Station</li> <li>• 4G active SmartCard</li> <li>• VGA port</li> <li>• Minimum 3 Year Next Business Day onsite warranty</li> </ul>		
<p><b>3.2</b></p> <ul style="list-style-type: none"> <li>• HP Elitebook 830 G7 or equivalent</li> <li>• Intel Core i7-10310U Processor</li> <li>• Onboard webcam</li> <li>• Intel UHD Graphics 12.5 FHD UWVA AG</li> <li>• VGA port</li> <li>• Laptop carry case</li> <li>• DVD writer</li> <li>• Ultra slim docking station</li> <li>• 8GB RAM</li> <li>• 4G active SmartCard</li> <li>• Minimum 3 Year Next Business Day onsite warranty</li> </ul>		

<b>3.3</b> <ul style="list-style-type: none"><li>• HP 650 G5 or equivalent</li><li>• Intel Core i7-8665U Processor</li><li>• On-board webcam</li><li>• 15.6 HD AG SVA 220 WWAN HD</li><li>• 16GB Ram</li><li>• DVD-Writer</li><li>• Docking Station</li><li>• 4G active SmartCard</li><li>• VGA port</li><li>• Minimum 3 Year Next Business Day onsite warranty</li></ul>		
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**4. Preconditions**

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 4.1. Full name
- 4.2. Identification or company or other registration number
- 4.3. Tax reference number and VAT number, if any
- 4.4. Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 4.5. Valid BBBEE Certificate
- 4.6. MBD 4 Declaration of Interest form must be completed
- 4.7. The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

**CSD registration website:** <https://secure.csd.gov.za>

**EThekwini Vendor Portal registration:** <https://ethekwivendor.durban.gov.za>

**Or contact 031 322 7011 / 7154**

**[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)**

**5. Compulsory Pricing Schedule (official form of offer)**

Description	Quantity	Unit cost	Total (unit cost x quantity)
HP Elitebook 830 G7 Core i7 or equivalent	4 units	R	R
HP 650 G5 Core i5 or equivalent	1 units	R	R
HP 650 G5 Core i7 or equivalent	1 units	R	R
Please state any additional costs:			R
<b>Total (VAT Excl.)</b>			<b>R</b>
<b>VAT @ 15%</b>			<b>R</b>
<b>Total (VAT Incl.)</b>			<b>R</b>

- The Durban ICC is not liable to make any deposit payments upfront.
- No payment will be made prior to the goods or services being received by the Durban ICC.
- The laptops must be delivered within 2 weeks from date of official purchase being issued by the Durban ICC.

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: failure of a service provider to complete and sign this page will invalidate the quotation**

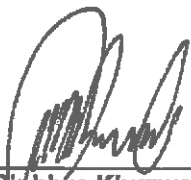


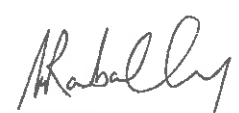
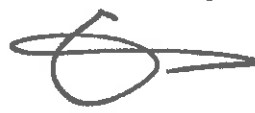
**6. Contact Person**

Preshan Haripershadh – IT Manager  
 Tel: 031 3601344  
 Email: [Preshanh@icc.co.za](mailto:Preshanh@icc.co.za)

7. Closing Date

Quotations, together **with** this document and supplier registration forms are to be placed **in** a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00** on **30<sup>th</sup> November 2020**.

8. Request approved by:

 18/11/2020
Siphwe Khuzwayo Facilities Director

Sibusiso Mngadi Acting SCM Compliance Officer

SCM Compliance Manager Thenashree Naidoo

Chief Financial Officer Melanie Rambally
 19 November 2020
Chief Executive Officer Lindwe Rakharebe

**9. Past experience in similar assignments**

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto by .....do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: **(Block Capitals)** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**10. Declaration of Municipals Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
(Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

**11. MBD4 Declaration of Interest**

**11.1** No bid will be accepted from persons in the service of the state<sup>1</sup>

**11.2** Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**11.3** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

**11.3.1** Full name of bidder or his/her representative .....

**11.3.2** Identity number: .....

**11.3.3** Position occupied in the Company (director, trustee, shareholder):  
.....

**11.3.4** Company Registration Number: .....

**11.3.5** Tax Reference Number: .....

**11.3.6** VAT Registration Number: .....

**11.3.7** The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

**References:**

<sup>1</sup> *MSCM Regulations: "in the service of the state" means to be –*

- (a) *a member of –*
  - *any municipal council*
  - *any provincial legislature*
  - *the National Assembly or the National Council of Provinces*
- (b) *a member of the board of directors of any municipal entity;*
- (c) *an official of any municipality or municipal entity;*
- (d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*
- (e) *a member of the accounting authority of any national or provincial public entity;*
- (f) *an employee of parliament or a provincial legislature.*

<sup>2</sup> *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

**DURBAN ICC**

11.3.8 Are you presently in the service of the state?  
If yes, furnish particulars: 

YES	NO
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11.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
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11.3.10 Do you have any relationship (family, friend, other) with persons in the  
service of the state and who may be involved with the evaluation and/or  
adjudication of this bid? If yes, furnish particulars: 

YES	NO
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11.3.11 Are you aware of any relationship (family, friend, other) between any  
other bidder and any persons in the service of the state who may be  
involved with the evaluation and/or adjudication of this bid? If yes,  
furnish particulars: 

YES	NO
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11.3.12 Are any of the company's directors, trustees, managers, principal  
shareholders or stakeholders in service of the state? If yes, furnish particulars: 

YES	NO
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11.3.13 Is any spouse, child or parent of the company's directors, trustees,  
managers, principal shareholders or stakeholders in service of the  
state? If yes, furnish particulars: 

YES	NO
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11.3.14 Do you or any of the directors, trustees, managers, principal  
shareholders or stakeholders of this company have any interest in any  
other company or business whether or not they are bidding for this  
contract? If yes, furnish particulars: 

YES	NO
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**12. Full details of directors / trustees / members / shareholders**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**

