



REQUEST FOR QUOTATION – IT 23/2023

SUPPLY OF LAPTOPS FOR THE DURBAN ICC (ONCE OFF)

1. Background

The Durban ICC is one of the world’s leading events and meetings destinations. In order to maintain the extremely high international standards as a facility and to ensure customer satisfaction, it is important that we have the correct tools of trade made available to staff.

2. Purpose

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

3. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• 2 positive references required		
• Minimum 3 Year Next Business Day onsite warranty		

Please Note: failure to comply with all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for further evaluation.

4. Minimum specifications

Does the service provider comply with the minimum specifications? Please acknowledge as illustrated.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• HP Laptop ProBook 450 G9 LTE (Or equivalent)		
• Intel Core i5-1235U		
• Onboard webcam		
• Intel UHD Graphics		
• PIKE Silver Aluminum		
• 512GB ssd		



• USB –C G5 Essential docking station – EURO		
• 16GB RAM		
• Minimum 3 year next business day onsite warranty		

5. Preconditions

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

- 5.1 Full name
- 5.2 Identification or company or other registration number
- 5.3 Tax reference number and VAT number, if any
- 5.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 5.5 Valid BBBEE Certificate
- 5.6 MBD 4 Declaration of Interest form must be completed
- 5.7 The service provider must be registered on the CSD database and EThekweni 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>

EThekweni Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

6. Compulsory Pricing Schedule (Please advise on the brand and model quoted on)

Description	Quantity	Unit cost	Total (unit cost x quantity)
HP ProBook 450 G9 LTE (Or equivalent as per minimum product specifications)	9 units	R	R
Please state any additional costs and ETA:			R
Total (VAT Excl.)			R
VAT @ 15%			R
Total (VAT Incl.)			R



6. **Terms and Conditions**

6.1 It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

6.2 The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.

6.3 The entity will only make a final award should the bidder be tax compliant at time of award.

7. **Protection of Personal Information**

7.1 By responding to this Request for quotation you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 (“POPIA”).

7.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

8. **Contact Person**

Kelvin Dorosami– IT and Systems Specialist
Tel: 031 360 1204
Email: kelvind@icc.co.za

9. **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 **12h00 on 8th September 2023**.





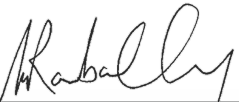

I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature:

Date:

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

11. **Request approved by:**

	07.08.2023
<hr/>	
IT Manager Preshan Haripershadh	
	07/08/2023
<hr/>	
Chief Corporate Services Officer Brenden Chettiar	
	23.08.2023
<hr/>	
SCM Compliance Officer Adwoa Milumba	
	23/08/2023
<hr/>	
Finance Executive Thenashree Naidoo	
	31/08/2023
<hr/>	
Chief Financial Officer Melanie Rambally	
	01.09.2023
<hr/>	
Chief Executive Officer Lindiwe Rakharebe	



12. 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: _ _

13. 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)

14. MBD4 Declaration of Interest

- 14.1 No bid will be accepted from persons in the service of the state¹.
- 14.2 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.
- 14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 14.3.1 Full name of bidder or his/her representative
- 14.3.2 Identity number:
- 14.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 14.3.4 Company Registration Number:
- 14.3.5 Tax Reference Number:
- 14.3.6 VAT Registration Number:
- 14.3.7 The names of all directors / trustees / shareholders, members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ *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.*

² *"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.*

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

YES	NO
-----	----

14.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

YES	NO
-----	----

14.3.10 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
-----	----

14.3.11 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
-----	----

14.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
-----	----

14.3.13 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
-----	----

14.3.14 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
-----	----

15. **Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder