



## REQUEST FOR QUOTATION

<b>YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO THE WATER RESEARCH COMMISSION.</b>	
<b>RFQ NUMBER:</b>	<b>0020105/18-19</b>
<b>RFQ ISSUE DATE:</b>	<b>02 MAY 2018</b>
<b>CLOSING DATE AND TIME:</b>	<b>10 MAY 2018 @ 11.00 AM</b>
<b>RFQ VALIDITY PERIOD</b>	<b>30 DAYS (COMMENCING FROM RFQ CLOSING DATE)</b>
<b>DESCRIPTION OF SERVICES</b>	<b>REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF FIFTEEN (15) NOTEBOOKS</b>
<b>SUBMISSION EMAIL ADDRESS</b>	<a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a>
<b>ENQUIRIES</b>	Name: The SCM Practitioner Tel: (012) 761 9300 Email: <a href="mailto:nhlanhlac@wrc.org.za">nhlanhlac@wrc.org.za</a>

**BIDDER NAME:** .....

**COMPANY REGISTRATION**

**NUMBER**.....

**ADDRESS:**.....

.....

**CONTACT PERSON:**.....

**TEL:**.....

**FAX:**.....

**E-Mail :** .....

**Mobile:** .....

**TOTAL RFQ PRICE R .....Inclusive of VAT**

## **SPECIFICATION FOR SUPPLY AND DELIVERY OF FIFTEEN (15) NOTEBOOKS**

### **1. BACKGROUND**

The Water Research Commission ("WRC") is listed as a Schedule 3A public entity that operates and accounts for its activities in accordance with the Public Finance Management Act (PFMA) Act No 1 of 1999 as amended.

### **2. REQUIREMENT**

The WRC requires **fifteen (15) notebooks** as per the specification below. The supplier must have stock of the items and have the ability to deliver **within five (5) working days** from receipt of order

#### **Technical Specifications:**

- Latitude 5590/Core i5-8250U/8GB/256GB SSD/15.6" FHD/Intel UHD 620/SmtCd/Cam & Mic/WLAN + BT/Backlit Kb/3 Cell/W10Pro/
- Intel Core i5-8250U (6M Cache, 1.6GHz)
- 256GB SSD M.2
- Backlit keyboard
- 15.6" FHD (1920 x1080)
- Intel UHD 620 graphics
- Windows 10 Pro (64bit) English,
- Intel DualBand WirelessAC 8265 Wi-Fi + BT,
- 4.2 Wireless Card (2x2)
- 2MP Webcam;
- HDMI;
- USB Type C,
- 3 Year Next Business Day,
- Onboard 3G/4G

#### **Additional Options**

- Dell 8GB Certified Memory Module
- Dell Wireless Keyboard and Mouse-KM636- US International {QWERTY}
- Targus Campus Backpack
- Dell Dock- WD15 with 130W Adapter
- Dell19 Monitor E1916H 47CM 18.51NCH Black SAF 3YR NBD

### 3. INFORMATION SESSION

None

### 4. PERIOD / DURATION OF PROJECT / ASSIGNMENT

Once off procurement

### 5. PAYMENT

WRC will be invoiced and pay after the service has been rendered

### 6. PREFERENTIAL PROCUREMENT POINTS ALLOCATION

The Preferential Procurement Regulations points to be allocated to this RFQ is: **80/20**

### 7. EVALUATION CRITERIA

The RFQ will be evaluated in accordance with the PPPFA 80/20 principle

### 8. PRICING

The RFQ will be evaluated in terms of the Preferential Procurement Regulations (2011).

Bidders to provide a VAT inclusive pricing.

#	Items/Service Description	Unit or	Price	Total
	<b>Total Vat Excl</b>			
	<b>VAT</b>			
	<b>Total VAT Incl</b>			

## 9. STANDARD CONDITIONS OF THE TENDER

- i. **Bidders must complete SBD 4, SBD 6.1, SBD 8 and SBD 9 if their quote exceeds R30 000;**
- ii. Bidders must also submit a **valid and tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices prior to the closing date, if the WRC is not already in possession of these certificates;
- iii. If not registered on our supplier database, WRC Supplier application form must be completed and signed (copy attached)
- iv. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- v. The WRC reserves the right to award or not to award this contract;
- vi. The WRC will enter into a formal contract with one successful bidder;
- vii. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- viii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- ix. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- x. Any change of information provided in the tender document that may affect delivery of the service should be brought to the WRC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- xi. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
- xii. Service providers who have been declared insolvent and wish to do business with the WRC must have been rehabilitated and provide the necessary proof thereof;
- xiii. The WRC reserves the right to award, cancel or partially award this contract.
- xiv. The National Treasury General Conditions of Contract will be applicable to this RFQ/P (available on the National Treasury website);

- xv. Bidders must complete and attach all relevant standard bid document as applicable;
- xvi. All prices quoted must be VAT inclusive;
- xvii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
- xviii. For those bidders who have met the minimum functional criteria, as stipulated above, the WRC has the right to visit the business premises to verify the information provided in the tender documents; please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.

## **10. CLOSING DATE AND TIME**

The closing date for the RFQ is 10 May 2018 at 11h00.

Quotations should be sent to [quotations@wrc.org.za](mailto:quotations@wrc.org.za) to reach the WRC before 11h00 on the closing date and time.

## **11. ENQUIRIES**

For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at [quotations@wrc.org.za](mailto:quotations@wrc.org.za)