

08 August 2022

Dear Tenderer

RFB NO. 00422/2022: APPOINTMENT OF THREE PREFERRED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF LAPTOPS AND DESKTOPS TO NBCRFLI FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

SUBJECT:

You are hereby invited to tender for the abovementioned Services in accordance with the documents of enquiry contained herein.

Elucidation of the Enquiry

Should any part or parts of the enquiry require further explanation, be ambiguous or contradictory, elucidation prior to submission of your proposal, and is to be obtained from:

All Commercial and Technical queries:

Thabisile Gumede Tel: 011 703-7136 or e-mail: Thabisile.Gumede@nbcrfi.co.za

Submission of Tender

Your tender is to be submitted in the manner described in the **Instructions to Tenderers** contained in **Section A** of the enquiry document by not later than the **29 August 2022 @ 16h00. Late submissions will not be submitted.**
Further to note-the intension to tender closing date is 15 August 2022 @ 16h00.

Yours faithfully

Nozililo Nzamela
Procurement Manager

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NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS INDUSTRY

RFB NO. 00422/2022

APPOINTMENT OF THREE PREFERRED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF LAPTOPS AND DESKTOPS TO NBCRFLI FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

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SECTION A

RFB NO. 00422/2022

APPOINTMENT OF THREE PREFERRED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF LAPTOPS AND DESKTOPS TO NBCRFLI FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

INSTRUCTIONS TO TENDERER

NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS INDUSTRY

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INSTRUCTIONS TO TENDERERS

TENDERS THAT CONSIST OF ONE ORIGINAL MUST BE SENT VIA A LINK THAT WILL BE PROVIDED

BY THE TIME AND DATE STIPULATED IN THIS ENQUIRY.

NB: TENDERS MUST NOT BE ADDRESSED OR DELIVERED TO INDIVIDUALS.

1. CLARIFICATION OF ENQUIRY DOCUMENTS

Should there be doubt as to the meaning of the enquiry document; the Tenderer shall seek clarification before submitting a tender. All additional information supplied shall be made available to all other Tenderers. All queries shall be submitted by not later than **15 August 2022 @ 16h00.**

2. AGREEMENT CONDITIONS

The Conditions of Contract shall be the Conditions of Contract contained in the enquiry document. The Tenderer may submit a tender containing proposed variations or qualifications to the Contract Conditions.

3. MAIN OFFER AND ALTERNATIVE PROPOSALS

Tenderers shall submit a main offer on the forms provided in accordance with the requirements set out in the enquiry.

Tenderers may in addition submit alternative offers, which shall clearly indicate either technical and/or financial advantages to the NBCRFLI.

4. SUFFICIENCY OF TENDER

No alterations will be allowed once a tender has been submitted. In the event of any discrepancies occurring between the prices and particulars detailed by the Tenderer in the forms provided with the enquiry and those contained in any additional letter or document by the Tenderer, the former shall prevail.

5. TENDERER TO INFORM THEMSELVES FULLY

The Tenderer is to examine the scope of services provided. Should there be any doubt as to the meaning of the scope of services, or ambiguity as to the scope of the enquiry, the Tenderer is to immediately notify the NBCRFLI and have the matter rectified, otherwise it will be taken that the enquiry is fully understood, and no liability for errors will be admitted due to the foregoing.

6. EXTENSIONS TO TENDER CLOSING DATE

Under no circumstances will requests for extensions to the tender closing date be considered unless there are delays in providing additional information that is due from NBCRFLI.

7. REJECTION OF TENDERS

A tender may be rejected if: -

- 7.1 It is received after the time and closing date stipulated in the enquiry or a subsequent official amendment thereto;
- 7.2 It contains any omission, erasure, alteration, text addition or irregularity;
- 7.3 It does not include the required information necessary for proper comparison and evaluation;
- 7.4 It is not in accordance with the commercial and technical requirements of the evaluation;

8. CONFIDENTIALITY OF ENQUIRY DOCUMENTS

The enquiry document shall be treated as strictly confidential by the Tenderer.

Tenders received will be treated as confidential and no aspect of any tender will be disclosed to third parties by NBCRFLI

9. ACCEPTANCE OF TENDERS

The NBCRFLI reserves the right to reject any tender, or accept portions of tenders received, without being obliged to give reasons.

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10. VALIDITY

Tenders shall remain open for acceptance for 90 (ninety) days from the closing date.

11. EXPENSE IN PREPARATION OF TENDERS

The NBCRFLI will not be responsible for any expenses or losses, which the Tenderer may incur in the preparation of the tender.

12. CONDITIONS UNDER WHICH TENDERS WILL BE CONSIDERED

No tender will receive consideration unless it is complete and in accordance with the requirements of this enquiry specification. Should the Tenderer wish to offer services which in his opinion is considered an improvement arrangement or selection the Tenderer may submit such an offer as an alternative to the main offer.

13. SUBMISSION OF TENDERS

13.1 Tender - Soft Copy

An online link will be effected by the NBCRFLI specifically for the Service Providers who have submitted their details for the Intention to Tender to be submitted to Thabisile.Gumede@nbcrcfi.co.za by **the 15 August 2022 at 16:00 PM.**

RFB NO. : **00422/2022**

DESCRIPTION : **APPOINTMENT OF THREE PREFERRED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF LAPTOPS AND DESKTOPS TO NBCRFLI FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

CLOSING DATE : **29 August 2022 @ 16h00**

The Tenderer shall prepare and submit electronically one original set and of the documents comprising the Tender and supplementary information.

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14. EVALUATION

14.1 All tenders will be evaluated by a bid evaluation committee.

14.2 The evaluation of the bids will be done in a two stage process:

14.2.1 The **first stage** will be the evaluation of bids on functionality.

14.2.2 The **second stage** of evaluation will be on the 80/20 principle, where 20 points is allocated for preference and 80 points for price only.

STAGE 1: FUNCTIONALITY – 100 Points

- A total point of 100 is allocated for Functionality.
- Tenderers shall score a minimum of **70** points on functionality from submitted document and in conjunction with presentation in order to move on to the next stage where they will be evaluated on Price and Price and Preference Points.

15. EVALUATION CRITERIA

- *Pricing, Declaration of Stock availability and Delivery lead time commitment.*
- *Suppliers that deviate from their delivery lead time commitment may be eliminated from participating in any future IT Equipment tenders*

No	Criteria	Weight
1	<p>Compliance with Technical Specification provided</p> <p><i>This is a mandatory requirement, failure to comply with it, the bidder will be disqualified.</i></p> <ul style="list-style-type: none"> • Needs to be 100% Compliant with the Specification otherwise the tender will be discarded. 	<p>Mandatory</p> <p>Needs to be 100% Compliant otherwise bid will be discarded</p>
2	<p>Large Account Partner of two (2) of the four (4) Local Importers / Distributors - <i>Tarsus, Axiz Pinnacle or Drive Control for at least 5 Years</i></p> <p><i>This is a mandatory requirement, failure to comply with it, the bidder will be disqualified.</i></p> <p>Reference letters from Distributors (Tarsus, Axiz Pinnacle or Drive Control) stating specifically that the supplier is:</p> <ul style="list-style-type: none"> • A Large Account Partner with the Distributer directly for at least 5 Years 	<p>Mandatory</p> <p>If no reference letters of Tarsus, Axiz Pinnacle or Drive Control are attached then bid will be discarded</p>

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No	Criteria	Weight
	<ul style="list-style-type: none"> Has a dedicated account manager with the Distributer? The supplier is a Large Value-Added Reseller for HP Equipment <p><i>Only letters form Tarsus, Axiz Pinnacle or Drive Control will be accepted as reference letter. If no reference letters are supplied form Tarsus, Axiz Pinnacle or Drive Control the bid will be rejected</i></p>	
3	<p>Three Client reference letters</p> <p><i>This is a mandatory requirement, failure to comply with it, the bidder will be disqualified.</i></p> <p>The reference letters need to be specific and indicate clearly</p> <ul style="list-style-type: none"> Supplier acts as preferred supplier for Laptop / Desktop equipment for period of at least 12-month uninterrupted (within the last 24 months) A minimum of 100 units per year were supplied to each of clients Equipment must be specific – HP Laptops / Desktop Delivery was on-time within maximum of 10 calendar day <p><i>(Generic reference letter, without the above detail stated specifically as requested, will be rejected – letter like “supplier supplied 20 units to organization a” will be rejected and bid discarded as not supplying sufficient references)</i></p>	<p>Mandatory</p> <p>If no reference letters with the required information are provided, then bid will be discarded</p>
4	<p>Company Profile</p> <p>Company Profile indicating clearly that the supplier is a Large Value-Added Reseller of HP Equipment</p> <ul style="list-style-type: none"> Annual Financial Statements for 3 Years Company needs to be a HP Reseller for at least 5 Years Annual Turnover from HP Laptop / Desktop equipment in Rands and units Estimated Rand value of HP Equipment stock on-hand National footprint 	55%

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No	Criteria	Weight
	<ul style="list-style-type: none"> • Staff compliment • List of References as Supplier to JSE listed companies (exclude Municipalities, NGOs, and Government) <p>Score: (1) = No or One reference letter from Tarsus, Axis, Pinnacle or Drive Control indicating, less than 5 years HP reseller Status. Company less than 5 Year as HP Reseller. Less than 3 years Audited Financial Statements</p> <p>(2) = Two reference letters from Tarsus, Axis, Pinnacle or Drive Control indicating less than 5 Years Large Account Partner status. Company less than 5 Year as HP Reseller. Less than 3 years Audited Financial Statements</p> <p>To Score (3) to (5) All of the following needs to be submitted and clearly indicated. The only difference in the Score would be determined by period 5, 8 or +10 years</p> <ul style="list-style-type: none"> • 3 Years Audited Financial Statements • Company exists for more than 5 years as HP Reseller – this needs to be confirmed by a letter from HP or indicated in the letter from one of the Distributers - Tarsus, Axis, Pinnacle or Drive Control • Two reference letters from either Tarsus, Axis, Pinnacle or Drive Control indicating 5 Years or more Large Account Partner status with a dedicated Account Manager at the Distributer. <p>(3) = 5 Years (4) = 8 Years (5) = +10 Years</p>	
5	<p>Accreditations and Certifications</p> <ul style="list-style-type: none"> • HP Reseller accreditation (reference letter from HP South Africa) • HP Repair Partner (accreditation / certification from HP South Africa) • Other HP Equipment accreditations and certifications <p>HP Repair Partner (accreditation / certification from HP South Africa) – <i>provide certification for number of years certified</i> – certificates for past 5 years</p> <p>Score: (1) = No Accreditation letters or certificates</p>	25%

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No	Criteria	Weight
	<p>(2) = Reference Letter from HP but no certification as Repair Partner</p> <p>(3) = Reference Letter from HP and certification as Repair Partner – proof for 2 Year of certification Provided</p> <p>(4) = Reference Letter from HP and certification as Repair Partner – proof for 3 Year of certification Provided 1 Year Certification Provided</p> <p>(5) = Reference Letter from HP and certification as Repair Partner – proof for +5 Year of certification Provided</p>	
6	<p>Availability of Stock</p> <p>The Supplier needs to provide a declaration as part of their Bid to indicate if the stock is on hand (secured) or still needs to be secured otherwise the Tender will be discarded.</p> <ul style="list-style-type: none"> • Declaration on Stock Availability in writing as per the specification or better. • Declaration form re the abovementioned to be sent to potential Service Providers for them to complete also stipulating the mandatory 14-day delivery lead time. This will be for the initial bill of material as above. 	<p>10%</p> <p>No Declaration on the Availability of stock or delivery lead time – Discard Bid</p>
7	<p>Delivery Lead-Time</p> <ul style="list-style-type: none"> • Supplier needs to clearly indicate if they can deliver within <i>14 Calendar Days</i> from the Date of the Order otherwise the Tender will be discarded. <p>This will be for the initial bill of material as above</p>	<p>10%</p> <p>Suppliers that do not provide a commitment on lead-Time of 1-14 Calendar days will be outright discarded.</p>
	Total	100%

The percentage for functionality will be calculated as follows

$$Ps = \frac{So}{Ms} \times AP$$

Where:

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Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms= maximum possible score, i.e. 5x (a) 100=

Ap = percentage allocated for functionality (in this bid = 100)

- i. The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
- ii. The scores for each criterion will be added to obtain the total score.
- iii. This score will be converted to a percentage and only bidders that have met or exceeded the minimum qualifying score of 70 percent of 100 percent on functionality will be evaluated further.
- iv. Bidders not meeting a minimum qualifying score of 70 percent on functionality will be disqualified.

Sub-Contracting

A tenderer will not be awarded points for BBEE status level if it indicated in their proposal/tender document submitted that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise (EME) that has the capability and ability to execute the sub-contract.

A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher BBEE status level than the successful tenderer concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

The tenderer is required to provide information regarding sub-contracting on the schedule of proposed sub-contractors form as well as the schedule for transformation requirements in Section B of this enquiry.

General

During the evaluation process NBCRFLI may engage with one or more tenderers for clarification of their tender. Tenderers must also note that presentations may be required and as a result they must be always prepared when submitting their tender documents. Based on the results of the evaluation process, NBCRFLI will approve the awarding of the contract to the successful tenderer subject to a due diligence being conducted

SECTION B

FORM OF TENDER

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FORM OF TENDER

INDEX

A. Proposed Solution and Standard Forms

Item Title

1. Company's Profile and Proposed Solution
2. Tenderer's references
3. Schedule of Proposed Sub-Contractors
4. Alterations by Tenderer
5. BEE and Tax Clearance Certificate
6. Supplier Registration Form
7. Declaration of Interest

B. Financial Proposal

Item Title

1. Offer
2. Summary of Costs

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A. PROPOSED SOLUTION and STANDARDS FORMS

A 1. COMPANY PROFILE AND PROPOSED SOLUTION

Tenderers to provide the company profile and the Solution.

A.2 TENDERER'S REFERENCES

Tenderers to provide three (3) contactable references of relevant services carried out in the last five years that best illustrate the experience of the tenderer. Use the below example.

Tenderers are requested to provide three (3) references of relevant services carried out in the last five years that best illustrate the experience of the tenderer		
Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.		
Assignment Name:		Country:
Location within Province:		Professional Staff Team Provided by Your Company /Entity (Profiles):
Name of Entity/Client:		Types of Funds Managed:
Address:		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Fund:
Name of Associated Companies, If any:		No. of months of Professional Staff Provided by Associated Companies:
Comment:		

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A.3 SCHEDULE OF PROPOSED SUB-CONTRACTORS

The Tenderer shall detail below all Sub-contractors that he proposes to employ to render of any part of the Services, together with a description of the service he proposes to sub-contract. Notwithstanding the inclusion of any Sub-contractor herein, this shall be read in conjunction to clause 14 [Evaluation] above in Section A of this enquiry as well as the schedule for transformation requirements.

NAME	WORK TO BE SUB-CONTRACTED	APPROXIMATE VALUE

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A.4 ALTERATIONS BY TENDERER

Should the Tenderer desire to make any departures from or modifications to the Conditions of Contract, Schedule of Prices, or to qualify his tender in any way, he shall set out his proposals clearly hereunder, or alternatively state them in a covering letter attached to his tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

PAGE	CLAUSE OR ITEM	PROPOSED ALTERATIONS

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A.5 BEE AND TAX CLEARANCE CERTIFICATE

Tenderers are required to provide a valid BEE and Tax Clearance Certificate.

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A.6 SUPPLIER REGISTRATION FORM

<p>It is expected of tenderers who are not registered on the NBCRFLI's accredited Supplier Database to register using the prescribed form. Once the form is completed it may be submitted together with the tender. The NBCRFLI reserves the right not to award tenders to tenderers who are not registered on the Database.</p>	<p>NBCRFLI <small>Member Agency, Council for the Road Freight and Logistics Industry</small> <i>Your Road Freight Partner.</i></p> <p>SUPPLIER REGISTRATION FORM</p> <p><i>All sections marked with an apteryx “*” are compulsory to complete</i></p> <p><u>Please Note</u></p> <ul style="list-style-type: none">◇ This form must be completed by all applicants wishing to register as suppliers on the NBCRFLI supplier database. Please reflect all the resources the firm has such as: Years of Experience, No of employees etc. Also reflect the expertise and experience that the company has. Other relevant additional documentation may also be attached. The NBCRFLI will determine the suitability of firms for entry into its database, based on the information provided.◇ All sections of the application form must be completed in full.◇ The application form is to be completed by the duly authorised official of the contracting firm. <p><u>Registration pre-requisites</u></p> <ul style="list-style-type: none">◇ Proof of company registration and/or any other form of legal standing must be submitted.◇ A <i>current and original</i> Tax Clearance Certificate from South African Receiver of Revenue Service [SARS] certifying that the taxes of the applicant are in order or that suitable arrangements have been made with SARS to bring them in order. The Tax Certificate will be reworded at the allocated space for the VAT number with the words “compulsory if turnover is more than R1, 000 000”. Where the person is not required to be registered for VAT, the Receiver of Revenue will write issue the certificate with blank VAT reference number.◇ Submit proof of Professional Registration with the relevant Professional Body.◇ Submit Company composition on the form attached as Section “C” also referred to a CK1◇ Attach Black Economic Empowerment (BEE) Strategy/Transformation Strategies/ strategies to empower the Disabled/physically challenged.◇ Company Profile◇ Proof of banking details
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A.7 DECLARATION OF INTEREST

DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY NBCRFLI)

In terms of the Procurement Policy, no person or persons employed by the NBCRFLI may be awarded a bid by the Council.

Any legal person, or persons having a kinship with persons employed by the NBCRFLI including a blood relationship, may make an offer in terms of any bid invitation. In view of possible allegations of favouritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of the NBCRFLI, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on whose behalf this application signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarer acts and persons who are involved with the evaluation of the bid.

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

Do you, or any person have any relationship (family, friend, other) with a person employed with the NBCRFLI or its Administration and who may be involved with the evaluation, preparation and/or adjudication of bids?

Yes/No

If so, state particulars

.....
.....

Are you or any other person connected with this application, employed the NBCRFLI?

Yes/No

If so, state particulars

.....
.....
.....

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER
APPLICANT

NAME OF COMPANY OR

I/we, the undersigned (Print name/s) _____	
Certify that the information as finished in this document is correct.	
_____ Signature/s	_____ Date
_____ Designation (Please initial all other pages of this document)	

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B. FINANCIAL PROPOSAL

B.1 BID PRICE / OFFER

Having examined the Specifications and all other documentation contained in the Enquiry document for the above named Services, we the undersigned, offer to carry out the whole of the said Services in conformity with the said Enquiry document, which includes all these documents for the sum of:

NOTE: REFER TO SUMMARY OF COSTS ATTACHED HERETO.

R..... (In words).....

.....

.....

.....

(INCLUDING 15% VAT)

We undertake to commence the Services on receipt of the NBCRFLI's representative's instruction to commence.

We agree to abide by the terms and conditions of this Tender for a period of 90 days from the closing date and undertake that it will not be withdrawn and shall remain open for acceptance by you up to the expiration of the said 90 days.

Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Agreement between us.

Dated this..... day ofyear

Signature..... in the capacity of

Duly authorised to sign tenders for and on behalf of: Bidder Name

.....

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B.2 SUMMARY OF FEES

Summary of proposed fees.	
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SECTION C

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CONDITIONS OF AGREEMENT

(Any resultant Service Level Agreement will be subject to NBCRFLI's generic terms and Conditions of Agreement)

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SECTION D

SCOPE OF SERVICES

FOR

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SPECIFICATIONS

1. Background

The organization that is today known as the National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) has been in existence since 1946. The Council is governed by the Labour Relations Act of 1995, which allows for employer and employee organizations to establish a bargaining council for an industry and area. Through collective bargaining, trade unions and employer organizations, which are party to the Council, are able to negotiate matters that are of mutual interest to the Road Freight and Logistics Industry. This approach allows for better regulation of matters which affect the Industry as a whole, thereby enforcing minimum standards and conditions of employment within the Road Freight and Logistics Industry, which ultimately contributes to labor stability. The Council also supports its members through managing the Industry's annual leave, sick leave, holiday bonus funds, and by providing health and wellness as well as dispute resolution management services.

2. SPECIFICATION

The Specification and Bill of Quantity for evaluation purposes and to establish a pricing baseline will include the following:

- NBCRFLI standardize on volume leading HP Laptops (HP 450 and HP 650 range) and HP Desktops. Stock should therefore be readily available at the Distributors and with the 30-day planning horizon a 5-day delivery lead time should be easily attainable.
- The below bill of material will be used for price evaluation purposes and to set a pricing baseline. RoE assumptions needs to be clearly stated as part of the pricing.
- As was stated above the below is only for evaluation purposes and not a fixed commitment
- Once the preferred suppliers have been appointed the above planning and call-off process will be activated as described in the Agreement Mechanism above to agree and confirm exact volumes for the first month's delivery.

RFB NO. 00422/2022: APPOINTMENT OF THREE PREFERRED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF LAPTOPS AND DESKTOPS TO NBCRFLI FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

ITEM CO1DE	DESCRIPTION
34P88ES	HP ProBook 450 G8 - Intel Core i5-1135G7 8GB, 3200MHz DDR4 2D 256GB PCIe NVMe 15.6" HD AG SVA (1366x768) Webcam kbd FPR Intel AX201 ac 2x2 +BT5 Clickpad numpad Win10 Pro 64 1-1-0 SEA QUANTITY = 10
UK703E	HP Care Pack - 3 Year Next Business Day Onsite Notebook Only Service QUANTITY = 10
286H8AA	HP Accessories -8GB DDR4-3200 SODIMM Notebook QUANTITY = 10

ITEM CODE	DESCRIPTION
3S8T7EA	HP ProBook 650 G8 15.6-inch FHD Laptop - Intel Core i5-1135G7 512GB SSD 8GB RAM Win 10 Pro 3S8T7EA QUANTITY = 10
UK703E	HP Care Pack - 3 Year Next Business Day Onsite Notebook Only Service QUANTITY = 10
286H8A A	HP Accessories -8GB DDR4-3200 SODIMM Notebook QUANTITY = 10

Please note:

- No deviations from the above specification will be allowed. Suppliers that deviate from the specification will be automatically disqualified.
- Bid Price needs to be for the full bundles that consist of - Laptop with a HP 3year onsite care pack / warranty, additional 8GB of Memory (over and above the 8GB Memory in the Laptop) and a Rate of Exchange (RoE) should be clearly quoted.
- The Supplier needs to provide HP part numbers as part of the quote for NBCRFLI to easily compare the accuracy of the respective suppliers' offerings.
- No upfront payments, 30-day Invoice payment terms.

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3. Requirements of Bid Submission / Quote

- Reference letters from Distributors (Tarsus, Axiz Pinnacle or Drive Control)
- Company Profile with detail as described above
- Three Client Reference letters with specifics as described above
- Pricing Schedule for the Laptop Bundles itemized as above with RoE assumption.
- HP Part Numbers for each item.
- Declaration of Stock Availability – secured in the Suppliers own name.
- Delivery Lead-Time commitment
 - Desired Lead-Time = 14 Calendar Days
 - Otherwise indicate best alternative Lead-Time in Calendar Days

Note:

All days in this document refers to calendar days *and not working days*