



## **REQUEST FOR PROPOSAL**


**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER HEWLETT PACKARD LAPTOP COMPUTERS FOR THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD OF SIX MONTHS**

**RFQ NO: PR10066916**

**CLOSING DATE: 16 February 2026**

**TIME: 11:00 AM**

**RFQ SUBMISSION: [VLetshokota@gpl.gov.za](mailto:VLetshokota@gpl.gov.za)**

 <b>GAUTENG</b> LEGISLATURE <small>Your View — Our Vision</small>	<b>ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS</b>	<b>Section 1</b>
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These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	Yes		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3	Preference Point Claim form (SBD 6.1) Original completed and signed.	Yes		
4	Did you submit copies of full Company Registration documents?	Yes		
5	Did you submit copies of South African IDs' for shareholders?	Yes		
6	Did you submit your company profile?	Yes		
7	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
8	Did you submit one (1) electronic copy of the RFQ ?	Yes		
9	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> <li>Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed?               <ul style="list-style-type: none"> <li>✓ Certified copies of shareholders certificates</li> <li>✓ Certified copy of Company Registration documents</li> <li>✓ Certified copy of ID documents of the Directors or Members</li> </ul> </li> </ul>	Yes		

**Service Provider's Name :** .....

**Completed by :** .....

**Signature:** .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors/ trustees/shareholders/members/partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars: .....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

### 3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative

penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{\min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. Points awarded for price

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{80/20}{P_{max}} (P_t - P_{max}) \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{90/10}{P_{max}} (P_t - P_{max}) \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 3.2.2. Points awarded for specific goals

- 3.2.2.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2.2.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



### 3.2.2.3 Specific Goals

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

GROUPINGS	POINTS	VERIFICATION
<b>1. Black Ownership (7)</b>		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
<b>2. Women Ownership (5)</b>		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
<b>3. Youth Ownership (5)</b>		Registration documents and ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Youth Owned	0	
<b>4. PWDs Ownership (3)</b>		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

## 4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm.....

4.2 Company registration number: .....

4.3 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

4.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.


.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

 <p><b>GAUTENG</b> LEGISLATURE <small>Your View — Our Vision</small></p>	<b>Terms of Reference</b>	<b>Section 2</b>
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## **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OF HEWLETT PACKARD LAPTOP COMPUTERS FOR THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD OF SIX MONTHS**

GPL seeks to appoint a service provider to supply, deliver and configure cost-effective, and reliable laptops. The successful bidder must include valid support and warranties with the laptops and match warranty with laptop life cycle of 3 years.

### **CONDITIONS OF SALE**

1. The required laptops must be delivered in batches as per the delivery schedule below.
2. Guarantee safe storage and availability of such laptops as and when the batches are requested until the full consignment is delivered in full.
3. No invoice will be paid if the service provider fails to submit proof that equipment was delivered and who signed the batch. A signed Equipment Acceptance Forms must be attached as evidence of the delivery of each batch of laptops delivered to GPL.
4. All the ordered consignment will be barcoded with GPL Asset code and kept in storage by the service provider (Proof that service provider has a secured storage facility to safeguard the laptops must be submitted. GPL reserves the right to conduct in loco inspection of the storage facilities).
5. The recommended bidder must provide an agreement between themselves and the distributor before the final award can be made. This agreement must provide for the following:
  - 5.1 Storing, insurance and dispatching of laptops as per the GPL stipulated consignment schedule.
  - 5.2 Guarantee that the procured assets will be the property of the GPL, once the GPL has paid the awarded bidder and that GPL is entitled to all the rights associated with the right of ownership.
  - 5.3 warranty will be reset from the distributor only when the GPL receives the batches or takes custody of the batch delivery. Supplier must provide details of all warranty and support services.
6. The first batch of 91 devices must be delivered and invoiced on or before 31<sup>st</sup> March 2026 upon receipt of the official Purchase Order.

## ACCEPTANCE OF CONDITIONS OF SALE

I \_\_\_\_\_ (Authorised person) and the  
\_\_\_\_\_ (title) hereby on behalf of \_\_\_\_\_ (name of  
company) accept/decline the Conditions of Sale as stipulated above.

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

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

## **SPECIFICATIONS**

1. Supply and deliver **280** standardized and configured i5 HP laptops and accessories as per detailed specifications below.

### **1.1 Device Hardware peripherals**

- ✓ HP IDS UMA Ultra 7 255U 16GB 8 13-inch G1i Base NB PC
- ✓ Electronic Energy Star labeling (EStar)
- ✓ Dual AryMic 5MP USB2 IR AI WFOV Integrated Camera
- ✓ 13.3-inch AG WUXGA (1920x1200) LED UWVA 300 for WWAN for 5MP IR ISP+ 60Hz Touchscreen bnt LCD Panel
- ✓ 512GB PCIe-4x4 2280 NVMe SED OPAL2 TLC Solid State Drive
- ✓ No Near Field Communication (No NFC)
- ✓ Intel BE201 Wi-Fi 7 +Bluetooth 5.4 non-vPro WW WLAN
- ✓ HP R15 5G Solution WWAN
- ✓ Fingerprint Sensor
- ✓ Active SmartCard
- ✓ MC Long Life 62Whr Fast Charge 3 cell Battery
- ✓ 65-Watt nPFC USB-C Straight AC Adapter
- ✓ Clickpad Backlit spill-resistant Premium Keyboard
- ✓ C5 1.0m Sticker Conventional Power Cord
- ✓ Pre-Boot UEFI Wi-Fi support

### **1.2 Physical Device Security Lock**

- ✓ HP Tamper Lock

### **1.3 Standard Device Software**

- ✓ No vPro AMT supported
- ✓ Windows 11 Pro 64
- ✓ OS Localization SA
- ✓ Country Localization
- ✓ HP Protect and Trace Wolf Connect for WWAN (MBB+) modules - 3 Year.
- ✓ HP Protect and Trace Wolf Connect for WWAN (MBB+) modules - 3 Year.
- ✓ HP Workforce Experience PRO License+Support 3y: PC FleetMgmt and EmployeeEngage E-LTU

#### 1.4 Device packaging

- ✓ DIB HP Renew Executive 16 Laptop Backpack Plant Fiber Packaging
- ✓ DIB HP Universal USB-C Multiport Hub Plant Fiber Packaging
- ✓ DIB HP Nano Lock Plant Fiber Packaging
- ✓ DIB HP 515 Ultra-Fast Rechargeable Wireless Mouse Plant Fiber Packaging EURO
- ✓ Standard Packaging
- ✓ DIB HP Laptop bag

#### 1.5 Device Labeling

- ✓ EU RED Pictogram Label
- ✓ Electronic TCO Certified labeling
- ✓ Core Ultra 7 sz3 G16 Label

#### 1.6 Device warranty and onsite services

- ✓ Manufacturer 1/1/0 Warranty
- ✓ HP 3y Onsite w/Predictive Detection Alerts/ADP/DMR Notebook
- ✓ HP 3 years Priority Access Service for PCs (250+ seats)
- ✓ 3-year onsite warranty for next business day.

**NB: A 3-year standard parts and labour warranty (i.e., hardware provided should include a warranty for faulty or damaged equipment).**

## 2. DELIVERY SCHEDULE

First Consignment (March 2026)	Second Consignment (July 2026)	Third Consignment (August 2026)	Total
91	95	94	280

## 3. ADDITIONAL INFORMATION

The winning bidder shall indicate names and addresses of manufacturers, with documented evidence of partnership, and provide detailed description of appropriate warranties, terms & conditions.

**THE END**