

***Request for Quotation (RFQ) for Computer Equipment for Worcester
Community Learning Centre***

RFQ No: WCCETC 08/2022

Date of issue:	15/09/2022
Closing Date and Time	22/09/2022 at 11:00
Contact details	For submission of quotations or any other enquiries: e-mail address: SCM@WC.CETC.edu.za

INVITATION FOR QUOTATION

1. You are hereby invited to submit quotations for Computer Equipment for Worcester CLC, in Gray Street, Worcester.

QUOTATION REQUIREMENTS

1. A quotation is required to the providing of the following IT equipment with the following specifications:

- 1 x i5 Desktop computer (complete with mouse, keyboard and 20" HDMI Screen)
 - o 16 GB DDR4 Ram
 - o 240 GB SSD
 - o Windows 11 Pro Operating system
 - o 2 x USB Ports
 - o 1 x DVD Writer/optical drive

- 30 x i5 Desktop computer (complete with mouse, keyboard and 20" HDMI Screen)
 - o 8 GB DDR4 Ram
 - o 500 GB Hard Drive
 - o Windows 11 Pro Operating system
 - o 2 x USB Ports

1 x UPS to manage 2 computers and a printer during power failure

1 x 3-in-1 Ink tank printer the following minimum specifications:

- Functions: Print, Scan, Copy
- 8 ppm black printing
- 4ppm colour printing
- USB Connectivity

EVALUATION CRITERIA

3.1 Selection of suppliers will be based on the 80/20 preference point system.

3.2 Provide valid B-BBEE certificate with the quotation. No B-BBEE status will equal zero points.

PRICING QUOTATION

4.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

4.3 Payment will be according to the WCCETC Payment Terms and Conditions.

OTHER TERMS AND CONDITIONS

5.1 The supplier shall under no circumstances offer, promise, or make any gift, payment, loan, reward, inducement, benefit, or another advantage, which may be construed as being made to solicit any favour, to any WCCETC employee or its representatives. Such an act shall constitute a material breach of the Agreement and the WCCETC shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

No goods and/or services should be delivered to the WCCETC without an official WCETC Purchase order. WCCETC purchase order number must be quoted on the invoice. Invoices without WCCETC purchase order numbers will be returned to the supplier.

6 Note: This is not a Purchase Order.

7 Companies to submit the following documentation when applying for the quotations:

- Company documents (CIPC)
- BBBEE level verification letter
- Tax compliance letter
- Bank confirmation letter
- CSD report, if applicable
- Supplier Database Form



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N. MULLER
DEPUTY PRINCIPAL: SKILLS, PARTNERSHIPS, INNOVATION AND DEVELOPMENT

15 September 2022
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DATE

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