



Address: JD House, 27 Stiemens Street
Braamfontein, Johannesburg, 2001
P.O. Box 31533
Braamfontein, Johannesburg, 2017
Email: Enquiries@infoeregulator.org.za
Tel :010 023 5200

BRANCH: INFORMATION REGULATOR: GAUTENG

Tel: 010 023 5200

Fax:

SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Directorate	Information Regulator	
Date of Specification	03 March 2025	
Closing Date	19 March 2025	
Contact Number	010 023 5200	
Venue for delivery of goods /services	JD House Bulding, 27 Stiemens Street, 4 th Floor, Braamfontein, Johannesburg, 2001	
Contact E-mail	scm@infoeregulator.org.za	
Contact Person	Phindulo Maphangula / Lesego Korae / Kido Lofafa	
REQUEST TO APPOINT A SUITABLE SERVICE PROVIDER TO SUPPLY FIVE (5) i7 LAPTOPS AND TWENTY-EIGHT (28) i5 LAPTOPS		
Specification to be supplied	Qty	Description
FIVE (5) i7 LAPTOPS AND TWENTY-EIGHT (28) i5 LAPTOPS	Refer to Page 2&3	Refer to Page 2&3



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SPECIFICATION FOR FIVE (5) x i7 LAPTOPS AND TWENTY-EIGHT (28) x i5 LAPTOPS TO THE INFORMATION REGULATOR

The Information Regulator would like to appoint a service provider for the supply and delivery of Five (5) x Intel i7 Mid-Range Laptops and Twenty-eight (28) x Intel i5 Entry-Level Laptops.

1. SPECIFICATION FOR FIVE (5) MID-RANGE LAPTOPS

1.1 Five (5) Mid -Range Laptops:

ITEMS TO BE SUPPLIED	QTY	ITEM MINIMUM SPECIFICATION	
Laptops	5	Model	HP, Dell, or Similar
		Processor	Intel Core Ultra 7
		Memory	16GB 5600 MHz
		Hard Drive	1 TB SSD
		Display	14-17" Anti-Glare, non-Touch Screen, 250 nits FHD RGB with Microphone
		Networking	Gigabit Network Connection; 3G, 4G,5G
		Wireless LAN	Intel WI-FI 6E 2x2 AX & Bluetooth 5.3
		Keyboard	English International backlit AI hotkey - 79-key
		Warranty	3 Years Repair/Replace, next business day onsite support
		Software	Information Regulator Image to be provided
		Locks	Cable Lock (compatible)
		Operating System	Windows 11 Pro
		Port	Minimum of 5 ports, USB 3.0 and above, minimum of 5 ports, HDMI and 2 Type C port
		Power Adapter	65W AC Adapter -USB Type C Eco-Design
		Built-in SIM card Slot	Yes



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2. SPECIFICATION FOR TWENTY-EIGHT (28) ENTRY-LEVEL LAPTOPS

2.1 Twenty-eight (28) Entry-Level Laptops:

ITEMS TO BE SUPPLIED	QTY	ITEM MINIMUM SPECIFICATION	
Laptops	28	Model	HP, Dell, or Similar
		Processor	Intel Core Ultra 5
		Memory	8GB 5600 MHz
		Hard Drive	512 GB SSD
		Display	14-17" Anti-Glare, non-Touch Screen, 250 nits FHD RGB with Microphone
		Networking	Gigabit Network Connection; 3G, 4G,5G
		Wireless LAN	Intel WI-FI 6 & Bluetooth 5.1 or above
		Keyboard	English International backlit AI hotkey - 79-key
		Warranty	3 Years Repair/Replace, next business day onsite support
		Software	Information Regulator Image to be provided
		Lock	Cable Lock (compatible)
		Operating System	Windows 11 Pro
		Port	USB 3.0 and above, minimum of t5 ports, 1 HDMI and 1 Type C port
		Power Adapter	65W AC Adapter -USB Type C Eco-Design
		Built-in SIM card slot	Yes



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3. Others - Important

- Only official distributors, listed in the Original Equipment Manufacturers (OEM) websites, should respond to this RFQ.
- Service providers must note that the base operating system on all devices is Windows 11 Enterprise/Pro and NOT Home Edition
- Service Level Agreement will be entered into with the appointed Service Provider.
- **Pricing:** Include detailed pricing breakdown (unit price, total price, taxes, and any additional costs).
- **Delivery:** Laptops must be delivered within two (2) weeks of the signed Service Level Agreement

4. REQUIREMENTS:

4.1. Request for Quotation Requirements

To guarantee an objective and fair evaluation process, all quotations submitted must be in accordance with the format described in the Request for Quotation. Failure to provide all or any part of the requested information in the required format may result in a quotation being excluded from the evaluation process.

4.3 Service Providers interested in this Project should submit the following documents.

- 4.3.1 Bank rating / codes providing valuable insight into the financial status of a business or entity, allowing you to determine the terms of business and risk involved when extending credit.
- 4.3.2 Signed two letters of reference for similar work done within the last three (3) years.
- 4.3.3 The service provider to provide OEM Certificate/Letter confirming that they are an official distributor
- 4.3.4 Company Profile Company Profile comprising of bidder's primary business activities, clients, management, partners, etc.



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5 RFQ Terms and Conditions

- 5.1 Bidders must be registered with the National Treasury (CSD) Central Supplier Database and attach a copy of their CSD report, or Unique number and Tax Pin in their bids in order to enable Information Regulator to confirm suppliers' tax status.
- 5.2 Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act.
- 5.3 Bidders must complete, sign, and submit updated SBD 4, SBD 6.1 and SBD 6.2 forms.
- 5.4 The quotation and required documents must be submitted through email to SCM@infoeregulator.org.za or as prescribed elsewhere in the RFQ.
- 5.5 The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulation of 2022
- 5.6 Bidders must indicate estimated delivery of goods / service

6 Evaluation Process and Criteria

The quotes will be evaluated in 3 (three) stages.

- SCM Pre-qualification criteria
- Functional criteria, and
- Price and Specific Goals



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6.1 The first stage will be pre-qualification in line with SCM requirements:

- Tax Compliance Status Pin;
- Original certified BBBEE Certificate/ Sworn Affidavit;
- CSD registration report not older than three (3) months
- Completed and signed SBD 4, SBD 6.1 and SBD 6.2

Bids not in compliance with the above-mentioned and received after the closing date of request for quotation will **NOT** be considered.

Quotations that qualify will proceed to the second stage of evaluation.

A panel representing the Regulator will evaluate the quotations received according to a set of evaluation criteria.

6.2 The second stage will evaluate functionality, and the minimum threshold will be 70 points. Evaluation of quotations will be done according to the following criteria (sufficient information should be provided):

Evaluation Criteria	Description	Score Guidelines	Weight	Points
Reference Letters (Past Relevant Experience) NB NO PURCHASE ORDERS	Bidders must have specific experience and submit similar work done within the last three (3) years, (the reference letters must be in the form of written proof(s) on the referees' letterheads. The reference letters must include the relevant contact person, nature of service, telephone number, and email addresses. Reference letters should state how satisfactory the service / goods provided were to the company / organization. Reference letters should not be from the same company or person.	• Submission of two (2) reference letters demonstrating provable experience in supplying the same services/goods within the last three (3) years.	(30)	30
		• Submission of one (1) reference letter demonstrating provable experience in supplying the same services/goods within the last three (3) years	(15)	
		• Non-submission of a reference letter, demonstrating provable experience in supplying the same services/goods within the last three (3) years	(0)	
Support Services	Provide comprehensive information on support services, contact details for Onsite technical assistance.	• Submission of comprehensive information on Support services, contact details for Onsite	(10)	10



**INFORMATION
REGULATOR
(SOUTH AFRICA)**
Ensuring protection of your personal information
and effective access to information

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		technical assistance.		
		• Non-submission of comprehensive information on Support services, contact details for Onsite technical assistance.	(0)	
Original Equipment Manufacturer (OEM) Certificate / Letter	The service provider to provide OEM Certificate or letter confirming that they are an official distributor.	• Submission of OEM Certificate/Letter • Non- Submission of OEM Certificate/Letter	(20) (0)	20
Bank rating / Coding	Providing valuable insight into the financial status of a business or entity, allowing you to determine the terms of business and risk involved when extending credit	• Rating A • Rating B • Rating C • Rating D	(20) (15) (10) (0)	20
Company Profile	Company Profile comprising of bidder's primary business activities, clients, management, partners, etc.	• Excellent summary of the company profile comprising of bidder's primary business activities, clients, management, partners, etc. • Good summary of company profile comprising a few of the aspect required. • No company profile submitted.	(20) (15) (0)	20



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TOTAL	100
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NB**Service Providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.**

6.3. The third stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality.

In accordance with the Preferential Procurement Regulations, 2022 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points, and 20 points will be awarded as per points allocated to a bidder on the specific goals: (In reference to SBD 6.1)

- Enterprises with ownership of 51% or more by person/s who are black person/s – 10 points
- Enterprises with ownership of 51% or more by person/s who are women – 5 points
- Enterprises with ownership of 51% or more by person/s who are youth – 3 points
- Enterprises with ownership of 51% or more by person/s with disability – 2 points