REQUEST FOR QUOTATIONS

SUPPLY OF COMPUTER AND OFFICE EQUIPMENT
BID NUMBER: ISI2021-COMP

1. BACKGROUND

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Our programs focus is on HIV, TB, Non-Communicable diseases and Capacity development for community-based organization and government departments.

Isibani Development Partners is one of the three Sub-Recipients of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV programmes from the 1st April 2019 to 31st March 2022.

Isibani is inviting service providers to submit quotations for the procurement of computer and printing equipment.

2. ITEMS AND QUANTITIES TO BE QUOTED ON

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<tr>
<th>PRODUCT</th>
<th>PRODUCT SPECIFICATION</th>
<th>QUANTITY</th>
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</thead>
<tbody>
<tr>
<td>LAPTOPS &amp; BAGPACK</td>
<td>- Dell Inspiron 14-inch screen&lt;br&gt;- 10th Gen Intel Comet Lake Core i7&lt;br&gt;- 8 GB RAM&lt;br&gt;- Hard Drive =&gt; 500 GB&lt;br&gt;- Windows 10 Pro&lt;br&gt;- Colour: preferably Black</td>
<td>50</td>
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<tr>
<td>PRODUCT</td>
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<tr>
<td>PRINTER</td>
<td>MFC-L3750CDW Colour Laser Printers</td>
<td>10</td>
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<tr>
<td>PRINTER</td>
<td>Bizhub C257i Multi-function printer/copier. A4/A3 Colour Black &amp; White.</td>
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3. MANDATORY ADMINISTRATIVE REQUIREMENTS

It is the responsibility of each service provider to ensure that complete documents are submitted on or before the closing date and time.

The bidders must submit all required documents indicated hereunder:

3. The supplier must submit the Tax Clearance Certificate or Tax pin status report for confirmation of Value Added Tax (VAT) and other Tax related matters.
4. The supplier must submit a profile of the entity which includes but is not limited to the following:
   a. Name, structure and strategies,
   b. Names and identity numbers of all directors, chief operating officers,
   c. Business: products and/or services which the entity is trading
5. Only suppliers based/operating in Gauteng will be considered

A service provider that does not meet the above requirements will automatically be disqualified automatically.

4. EVALUATION CRITERIA

<table>
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<tr>
<th>Criterion</th>
<th>Weighting</th>
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<tr>
<td>1</td>
<td>10%</td>
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<tr>
<td>2</td>
<td>20%</td>
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Criterion 1: Company profile including previous experience with similar project.
Criterion 2: Delivery schedule and Continuity of Supply.
5. SPECIAL CONDITIONS

- Isibani Development Partners reserves the right to award multiple bidders and may procure the required stock, either in whole or in part, from anyone of the appointed bidders.
- Quotations should be valid for at least 30 days.
- The expected delivery of 5 working days after the issue of the purchase order.

The bidding process:

Closing Date: All bid documents that address the requirements must be emailed to rfp@isibani.org.za, REF : ISI2021-COMP by Friday, 19 March 2021 at 16:00.