

**REQUEST FOR QUOTATION (RFQ) #2021 #02**  
**JOHN VORSTER TECHNOLOGICAL HIGH SCHOOL**  
**(the School or The School)**

**1072 Meyer Street, Rietfontein, Pretoria**

**Supply of and Delivery of new IT Equipment**  
**for a new Electronic-Learning (E-Learning) Centre**

All required bid documents/copies must be submitted electronically,  
no later than Monday, 29 November 2021 at 13H00.

Address all bid to:  
The Chairperson  
HTS John Vorster E-learning Committee  
Email: [tender@htsjv.co.za](mailto:tender@htsjv.co.za)

## **INTRODUCTION**

John Vorster Technological High School is situated in Pretoria and is the leading technological high school in the city. As part of our continuous improvement process for providing the best technological education to high school learners in Pretoria, we are in the process of establishing a second E-learning classroom at the School.

To this extend, the School need to equip a new E-Learning classroom with new personal computer equipment. Applicable dates for the supply of and delivery of new computer equipment is no later than Friday 14 January 2022.

The school's IT outsource partner will then install the equipment and networking infrastructure in the new E-learning classroom at the school for it to be operational by no later than Friday 28 January 2022.

## OBJECTIVE OF THE ASSIGNMENT/SCOPE OF WORK

The School currently has an immediate need for the quantities of the respective items listed in Table 1 (below). In recognition of this, a Purchase Order will result from this bid.

**Table 1: List of Requested Goods/Services**

<b>Student Workstations (Machine) - Quantity: 34</b>	
<b>Item</b>	<b>Details</b>
PC Case	Standard Black Case
Power Supply	Standard 400W Power Supply
Processor	AMD RYZEN 5 4650G PRO With Radeon Vega Graphics
Heatsink @ CPU Fan	Standard Heatsink & CPU Fan
Motherboard	MSI X470 Gaming Plus MAX Ryzen ATX Motherboard
Memory	16GB DDR4 2666Mhz High Performance Gaming RAM
Graphics Card	Geforce GT 730 2GB Dedicated DirectX 12 Graphics Card
Sound Card	Integrated High Quality HD Sound Card
Primary Hard Drive	512GB Ultra-Fast NVME SSD Upto 2000MB/s+ Speed
Secondary Hard Drive	Not included
Main Optical Drive	Not included
Secondary Optical Drive	Not included
External Hard Drive	Not included
Memory Card Reader	Not included
Network Adapter	Integrated Gigabit Network
Bluetooth	Not included
Fan Controller	Not included
Case Lighting	Not included
Fire Wire	Not included
2nd LCD Monitor	Not included
Keyboard & Mouse Combo	Not included
Keyboard	Standard Black Keyboard
Mouse	Standard Optical Mouse
Mouse Pad	Not included
Headset	Not included
Speakers	Not included
Operating System	Not included
Antivirus & Security Software	Not included
Office Software	Not included
Warranty	Minimum 2 years (please specify included Warranty details)

<b>Student Workstations (Display) - Quantity: 34</b>	
LCD Monitor	Dell SE2417HGX 24" Gaming Monitor

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<b>File Server (Machine) - Quantity: 1</b>	
<b>Item</b>	<b>Details</b>
PC Case	Standard Black Case
Power Supply	Standard 400W Power Supply - Included
Processor	AMD RYZEN 7 4750G PRO With Radeon Vega Graphics
Heatsink @ CPU Fan	Standard Heatsink & CPU Fan
Motherboard	MSI X470 Gaming Plus MAX Ryzen ATX Motherboard
Memory	32GB DDR4 2666Mhz High Performance Gaming RAM
Graphics Card	Geforce GT 730 2GB Dedicated DirectX 12 Graphics Card
Sound Card	Integrated High Quality HD Sound Card
Primary Hard Drive	[NVMe] Hikvision E2000 2TB M.2 SSD Read Upto 3500MB/s
Secondary Hard Drive	Not included
Main Optical Drive	Not included
Secondary Optical Drive	Not included
External Hard Drive	Not included
Memory Card Reader	Not included
Network Adapter	Integrated Gigabit Network
Bluetooth	Not included
Fan Controller	Not included
Case Lighting	Not included
Fire Wire	Not included
2nd LCD Monitor	Not included
Keyboard & Mouse Combo	Not included
Keyboard	Standard Black Keyboard
Mouse	Standard Optical Mouse
Mouse Pad	Not included
Headset	Not included
Speakers	Not included
Operating System	Not included
Antivirus & Security Software	Not included
Office Software	Not included
Warranty	Minimum 2 years (please specify included Warranty details)

<b>File Server (Display) - Quantity: 1</b>	
LCD Monitor	Dell SE2417HGX 24" Gaming Monitor

<b>LAN Switch - Quantity: 1</b>	
LAN Switch	48-Port Gigabit Switch

The above-mentioned equipment will be used for a reading program at the school to improve the learners technical reading skills as well as for CAD lessons. For the CAD lessons the school requires a learner PCs that can facilitate the use of SolidWorks, Fusion 360 etc. If the vendor can supply equipment with better specifications than the minimum requirements specified in Table 1 these bids will be considered favourably if at a reasonable price. A further positive attribute would be extended warranties.

Each table above must be quoted separately, the school may opt to change the quantities on the displays of machines before finalising the purchase order or may opt to buy certain items from different vendors.

## **TERMS ON OPTION QUANTITY**

Failure to deliver within agreed time frame will result in cancellation of the contract. Each Order placed by the School shall state the items to be purchased, the location to which the items should be delivered, specify the timeframe within which the Order should be completed, and a fixed price for the items to be purchased (including delivery costs).

Each individual Order will become a legally binding contract when it has been formally signed by the School and received by the Vendor. The School now invites eligible vendors to submit competitive quotes for the applicable items listed above. If applicable, each item must meet the minimum required specifications listed in Table 1 above. Failure to provide a quote for any of the items or meet the minimum required specifications as listed in Table 1 may lead to disqualification of a bidder from selection.

## **EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

The School will accept the quotation from the qualified vendors that is BEST VALUE (i.e. the vendor that provides the most economically advantageous goods and/or services to the School and meet all the minimum required specifications as outlined in Table 1). Any exceptions to the specifications, requirements, or terms and conditions of this the School must be included in your quote. All proposals will be evaluated against the following Evaluation Criteria. Each proposal should contain the items listed in the Submission Requirements column in the following chart.

**Table 2: EVALUATION CRITERIA**

Evaluation Criteria	Submission/Evaluation Requirements	Weight
Vendor meeting mandatory submission requirements	All applicants are required to be registered and comply with all the laws of doing business in South Africa. Failure to provide this information at that time may automatically disqualify a Vendor from selection	Pass/Fail
Meets Minimum Required Specifications as outlined in Table 1	Bidder's Confirmation of Specifications (see Table 1) Please see for the minimum required specifications of all the goods in question	50%
Price	A Valid Quote and/or Price Schedule including rates for options.	30%
Manufactures' Authorization dealership certificate	Attachment of proof of dealership certificate/s	20%
Terms of Sale	<ul style="list-style-type: none"><li>➤ Payment terms</li><li>➤ Delivery period</li><li>➤ Photos, if available</li><li>➤ Warranty period against manufacturer defects</li></ul>	10%

Please submit the following Submission Requirements:

- A Valid Quote and/or Price Schedule, including estimated time to delivery for each item and rates for options as applicable.
- Fees, Discounts, or Extra Fees, but priced as a separate line item in the submitted quote. It will be assumed that all quotes will be inclusive of all applicable fees if the bidder fails to separate out these costs.
- Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the final Contract and not subject to variation on any account.
- Completed submission packages must be sent electronically to:  
[tender@htsjv.co.za](mailto:tender@htsjv.co.za).
- Bids will be accessed by the Internal Procurement Committee upon expiration of the stated submission deadline. The deadline for submission is: Monday, 29 November 2021 at 13H00
- **Any late submissions may be disqualified from selection.**

## **ADDITIONAL INFORMATION**

The School will issue a Purchase Order to the selected winner(s) that shall state the items to be purchased, the location to which the items should be delivered, the specific timeframe within which the order should be completed, and a fixed price for the items to be purchased (including delivery costs).

The Purchase Order will become a legally binding contract when it has been formally signed by the School and received by the Vendor.

A full list of the Purchase Order Terms and Conditions attachment A included to this RFQ.

Quotation Must Indicate VAT separately and state the following.

- The delivery time frame after receiving a confirmed order
- Validity Period of Quotation
- Payment terms for the goods/services
- Attach a copy of business Registration Certificate
- Manufacturers Authorisation & Certificate of dealership
- Attach a copy of Annual Tax Clearance Certificate

## **PENALTY**

Should the agreed delivery or completion dates not be met due to the fault of the Contractor; the School shall be entitled to demand payment penalties amounting to 10 % of the value of the late deliveries/services per week of delay up to a maximum amount of 20% of the entire value of the contract unless both parties are aware of the challenges as being beyond parties' control.

## **KEY THE SCHOOL TERMS AND CONDITIONS**

The following terms and conditions apply to this the School. Preference will be given to bidders who can meet the School's terms. Any exceptions to the requirements or terms of the School must be noted in your submission.

- All submissions and/or communications should be identified by the unique RFQ Reference Number reflected on the first page of the Quotation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
- Participation in this bid is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of the School that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. the School may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.

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- The School reserves the right to terminate the final contract should the selected bidder be unable to fulfil its expected obligations.
- By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
- The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/ services outlined in the released solicitation document. Such submissions shall be considered and treated by the School as offers to enter into an agreement.
- Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. the School reserves the right to consider any exceptions to be non-responsive. the School reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
- the School shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
- All items or deliverables provided to the School must be furnished for the use of the School without royalties or any additional fees. All Materials will be owned exclusively by the School. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of the School.
- **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, the School embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and the School employees, or other unethical practices. Any vendor or consultant who attempts to engage, or engages, in corrupt practices with the School will have their bid disqualified and will not be solicited for future work.
- Unless otherwise specified in the final contract, full payment will be made by the School to the Vendor within 60 days of receipt of invoice from the Vendor and either delivery of goods or completion of required deliverable. If applicable, within this 60-day period, the School will inspect the commodities or services performed to verify the acceptable receipt of goods/services as promised by the submitted quote or notify the Vendor of any problems with the goods/services that were not caused by the School's negligence or misuse. If the goods/services provided to the School are deemed unacceptable or fail to meet any of the conditions or specifications described in the submitted quote, the School will have the opportunity to cancel the order without penalty and receive full payment for any potential costs already incurred and paid to the Vendor.

- All quotes should be valid for a minimum of 90 days.

## **ATTACHMENT A: PURCHASE ORDER TERMS AND CONDITIONS AUTHORIZED SIGNATURE AND ACCEPTANCE.**

This Purchase Order is the School's offer to the Vendor. This Purchase Order will only become legally binding when all required signatures have been obtained. The Vendor accepts this Purchase Order and any amendments by signing the acceptance copy and returning it to the School promptly. However, even without such written acknowledgment, the Vendor's full or partial performance under this Purchase Order binds the Vendor to comply with all the terms and conditions of this Purchase Order, which includes any supplements to it, and all specifications and other documents referred to in this Purchase Order.

### **ORDER OF PRECEDENCE.**

In the event of any inconsistency between any parts of this Purchase Order, the inconsistency shall be resolved by giving precedence in the following order:

1. Body of the Purchase Order
2. Attachment A. Terms and Conditions
3. Attachment C. Donor Terms, if applicable
4. Attachment B. Final Scope/Budget or Quote
5. Attachment D. Other, Additional Attachments, if applicable

### **PRICES.**

All prices are firm unless otherwise agreed to by the School in writing.

### **ADDITIONAL CHARGES.**

No additional charges of any kind will be allowed unless specifically agreed to by the School in advance and in writing.

### **OWNERSHIP OF DELIVERABLES/WARRANTIES.**

All Deliverables will be owned exclusively by the School. The Vendor will not use or allow the use of the Deliverables for any purpose other than the Vendor's performance of the services without the prior written consent of the School. The Vendor represents and warrants to the School that the Vendor owns all right, title and interest in all Intellectual Property created or provided by the Vendor to the School in performance of this Purchase Order, and such Intellectual Property does not and will not infringe any patent, copyright, trade secret, trademark, right of privacy or any other right of any third party.

### **AGREEMENT AND MODIFICATION.**

This Purchase Order, including all Attachments, shall constitute the entire agreement between the Parties, and no obligations not written in the agreement are binding upon them. No alteration of any of the provisions shall be binding, unless in writing and signed by the School.





## **SUB-CONTRACTING.**

The Vendor shall not sub-contract nor delegate performance called for under this Purchase Order without the prior written consent of the School.

## **FORCE MAJEURE.**

Any delay or failure of either party to perform its obligations hereunder shall be excused if caused by an event or occurrence beyond the reasonable control of the party and without its fault – provided that written notice of such delay shall be given by the affected party to the other party within ten (10) days of the event or occurrence. During the period of such delay by the Vendor, the School may buy services from other sources and reduce its fees to the Vendor without liability to the School, or have Vendor provide the services from other sources at the price set forth in this order.

## **DELIVERY.**

Except as hereinafter provided, delivery shall be made in accordance with the time stated on this Purchase Order and the School reserves the right to cancel the order at no cost to the School if delivery is not made as specified. If the Vendor has reason to believe that deliveries will not be made as requested in the School's Purchase Order, the Vendor shall provide written notice setting forth the cause and period of the anticipated delay

## **SHIPPING TERMS.**

Where applicable, unless otherwise specified in the Body of the Purchase Order, the shipping terms shall be Delivered Duty Paid. The Vendor shall deliver the goods to the School at the specified delivery destination. The Vendor shall bear all costs and risks of moving the goods to the delivery destination, include the payment of Customs duties and taxes.

## **INSPECTION AND ACCEPTANCE.**

All goods and services shall be subject to inspection by the School prior to final acceptance. Final acceptance or rejection of the goods or services will be made as promptly as practical after delivery. Failure to immediately detect defects by inspection will not relieve the Vendor from its responsibility to provide acceptable and non-defective goods or services. At the School's option, if goods or services do not conform to the requirements of this Purchase Order, the School may (1) return the non-conforming goods or services to the Vendor for a refund or credit, (2) require the Vendor to replace the non-conforming goods or services, or (3) require the Vendor to repair the non-conforming goods or services so that they meet the requirements.

## **DEFAULT.**

The School may by written notice terminate all or any part of this Purchase Order if: • the Vendor fails to provide the goods or perform the services, with suitable quality, within the time specified, or • the Vendor fails to perform any other requirement of this Purchase Order and does not cure such failure within ten (10) days after receipt of notice from the School specifying such failure. In cases of termination for default, the Vendor is not entitled to any compensation for foregone profit, undelivered goods/services, or unacceptable goods/services.



## **NON-DISCLOSURE.**

The Vendor expressly agrees not to disclose, copy, or otherwise distribute to any third party, any portion of the content of any document/data received from the School without the School's prior written approval.

## **LIABILITY FOR INJURY.**

The Vendor shall indemnify the School against any liability for all personal injury and property damage caused by the services performed by the Vendor.

## **NON-WAIVER.**

The failure of the School to enforce any of the provisions does not waive these provisions nor the right of the School to enforce every provision.

## **APPLICABLE LAW AND FORUM.**

This Purchase Order shall be interpreted in accordance with and shall be governed by the laws of the South African and the laws of the country in which the work is being performed. In case of discrepancy, the local law shall prevail.

## **COMPLIANCE WITH LAWS.**

The Vendor agrees to comply with the provisions of all present and future laws, ordinances, and all other rules, and regulations applicable to this Purchase Order and its performance. Vendor certifies that neither its firm or Directors are presently debarred, suspended, or otherwise ineligible to conduct business.