TRANS-CALEDON TUNNEL AUTHORITY

TCTA was established by Government Notice No 2631 in Gazette No 10545 dated 12 December 1986 and then revised by Government Notice No 277 in Gazette No 21017 dated 24 March 2000

It is a specialized liability management body for bulk water supply development in the most cost-effective manner to the benefit of the water consumer. TCTA is based in Centurion.

For more information on TCTA, please visit our website www.tcta.co.za

RFB NO: 019/2026/EWSS/LAPTOPS/RFB APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF DESKTOPS, LAPTOPS AND ACCESSORIES, INCLUDING WARRANTY AND SUPPORT FOR A PERIOD OF THREE (3) YEARS	
Bid Number	**RFB NO: 019/2026/EWSS/LAPTOPS/RFB**
Title of this RFB	Appointment of a service provider for the provision of Desktops, Laptops and accessories, including warranty and support for a period of three (3) years.
RFB Issue Date	06 October 2026
Clarification and enquiries	NB: Kindly send all clarification questions or enquiries to the receiving officers at tenders09@tcta.co.za on or before 05 November 2026 @ 16h00
Non-Compulsory Briefing Session	**Online: Microsoft Teams** Link: **https://teams.microsoft.com/meet/357914635923179?p=Yl6qp2RpMOXVmTpPuG** **Meeting ID: 357 914 635 923 179** **Passcode: bU2gr2Zo**
Non-Compulsory Briefing Session Date and Time	20 October 2026 @10H00AM
RFB Closing Time & Date	06 November 2026 @ 11H00AM
Bid Validity Period	120 calendar days commencing from the RFB closing date
Delivery Address	Bids must be hand delivered at TCTA's offices located at the address indicated below and addressed to The Receiving Officer, and marked **RFB NO: 019/2026/EWSS/LAPTOPS/RFB:** on or before the closing date and time: Trans Caledon Tunnel Authority (TCTA), 1st Floor, Building 9, Byls Bridge Office Park, Olievenhoutbosch Rd, Centurion, 0157
Communication	All communication relating to the RFB must be addressed to the following e-mail address: tenders09@tcta.co.za. TCTA shall not be held responsible for any eventuality resulting from the sending of RFB related communication to a different e-mail address.

Envelope System – Technical & Financial Proposal	1 original hard copy and 1 soft copy in a **USB** to be submitted

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1 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
B-BBEE STATUS LEVEL OF CONTRIBUTOR	Means the B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
BID SUBMISSION	A bidder's written proposal in response to an Invitation for Bids (Request for Proposals/Request for Quotations/Request for Information etc)
BLACK PEOPLE	African, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
CONSORTIUM or JOINT VENTURE OR CONSORTIUM	An association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
CONSULTANT	A consultant means a professional person appointed to provide Technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
CONTRACT	A legal agreement or National Treasury issued Standard Bid Document signed by TCTA and a successful bidder. This term does not refer to the actual bid process.
CONTRACT MANAGER	A representative from the Requesting Department that will be responsible for monitoring the day to day activities related to the contract.
DESIGNATED SECTORS	Sectors, sub-sectors or industries that have been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
EME	means exempt micro enterprises with an annual total revenue of R10 million or less in terms of the B-BBEE Codes of Good Practice of 2019 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
QSE	means qualifying small enterprises with an annual total revenue of R10 million or more but less than R50 million. in terms of the B-BBEE Codes of Good Practice of 2019 and the amended B-BBEE Codes;
PROCUREMENT SPECIALIST	Duly appointed person in the Procurement unit responsible for Procurement related transactions and processes, including RFBs
PO	A Purchase Order generated by the Procurement Unit after the conclusion of a successful bid process authorizing the expenditure against an awarded contract.
RD	A requesting department within TCTA or its representative
ROE	Rate of Exchange
SUPPLIER	A juristic person or legal entity that provides goods or services to TCTA.
OEM	Original Equipment Manufacturer

1. PREPARATION OF BID SUBMISSIONS

1.1. Bidders are required to comply fully with this Request for Bid including annexures and the relevant appendix during submission to TCTA;

1.2. For a Bid Submission to be acceptable, it must:

1.2.1. Not be late and delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the Bidder's control;

1.2.2. Clearly reflect the Bid description and bid number on the outer packaging;

1.2.3. Contain a firm price in Rands. Bidders are not allowed to submit multiple quotations .

1.2.4. The proposal for The Laptops, All -in One Desktops, External 27" Monitors, keyboard & mouse and Docking station/port Replicator must preferably be of the same brand.

1.3. TCTA reserves the right to reject bids that are not acceptable and to not evaluate them. This section is subject to the provisions of the Conditions of Bid.

1.4. This Bid has 6 stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

2. BACKGROUND

TCTA intends to appoint a reputable, well-resourced, experienced accredited ICT partner, to provide Desktops, Laptops, Accessories, Warranty, and Support for a period of three (3) years to replace the current desktop and laptop equipment.

3. PURPOSE

The purpose of this RFB is to solicit proposals from potential bidder(s) for the Appointment of a service provider for the provision of Desktops, Laptops and accessories, including warranty and support for a period of three (3) years.

4. SCOPE OF WORK

The Planned Units listed in Table 1 below, and the specifications listed in Annexure A, are required to be delivered within six (6) weeks (or as agreed to with TCTA) from date of TCTA Purchase Order as follows:

Table1 - The quantities to be provisioned as follows:

Description	Year 1	Year 2	Year 3
Minimum 13.3" Laptops	65	25	25
16" Laptops	90	25	20
All-in-One Desktops (27")	2	0	0
27" Desktop Screens	50	10	10
Keyboards & Mouse	120	65	65
Port Replicator/Docking Station	115	50	50
Laptop Bags	155	50	45
Minimum 13.3" Dual Screen	40	20	20
16" Dual Screen	55	20	25
Accessories (Travel charger – to complement recommended laptops)	10	20	30

***NB The successful bidder will be required to provide a central portal where devices are registered and can be managed (warranty status, security, analytics, remediations etc.)**

- All primary equipment supplied under this contract, including notebooks and related peripherals, will preferably be of the same manufacturer brand where possible, to ensure standardisation, compatibility, and ease of support. The dual-screen accessory for the 13.3" and 16" specified is a specialised product that is sometimes not manufactured or distributed by the notebook/laptop OEMs. Accordingly, an equivalent dual-screen solution from an alternative manufacturer may be supplied, provided that it is fully compatible with the notebooks offered, supports the required functionality and performance specifications, and does not compromise the overall operation, warranty, or user experience of the solution. The proposed dual-screen solution has been selected solely to meet the specialised functional requirements of the specification and will be fully integrated, tested, and supported as part of the overall solution.
- All equipment must be brand new, original OEM and not refurbished.

5. COMPANY EXPERIENCE REQUIRED

Bidders must demonstrate experience in respect of the supply and delivery of desktops, laptops including warranty and support, in the last six (6) years. Accordingly, bidders must submit a minimum of three (3) signed reference letters on client letterheads. The signed client reference letters must cover the following information:

a. Name of client

b. Description of Services Offered

c. Number of devices supplied

d. Start and end date

e. Contact person

f. Contact Number

g. Email address

Alternatively, bidders must complete their projects on Annexure B in full. No points will be allocated for an incomplete or a partially completed Annexure B.

6. CONTRACT DURATION

The contract duration is three (3) years

7. DELIVERABLES

The Successful bidder will be required to deliver as per the scope of work. The Deliverables listed below must comply with the specification and agreed timelines.

Images to be bundled at factory with the following:

- Basic (Operating System – Windows 11 64 Bit Enterprise (25H2 or higher – TCTA will confirm latest version) activated (TCTA has volume license), Microsoft Office 365 64 bit (TCTA will provide license), Acrobat Pro DC while the service Provider will provide the appropriate drivers relative to the proposed equipment to be supplied.
- The responsibility for delivering a working solution shall reside with the Supplier, not TCTA. The Supplier shall be fully accountable for the system configuration, correct implementation of the final solution, service, and support.

i. Submit model numbers for all equipment as listed in Annexure A at the time of award. The serial numbers of delivered equipment must appear on the delivery notes for TCTA asset verification purposes.

ii. Delivery of all equipment within 6weeks from the date of the Purchase Order or as agreed with TCTA. The delivery notes must be signed by the service provider and TCTA at time of receipt of order

iii. Three-year OEM Warranty from delivery date

iv. Cloud Portal for the management of all devices (where devices are registered and can be managed (warranty status, security, analytics, remediations etc).

v. Demonstrate the compatibility of the Dual Screens to the laptops recommended in the bid prior to contract award.

vi. Turnaround time to be strictly 48 hours for Repairs/Replacements of faulty equipment from time of call logged.

vii. The support is on the 2nd Floor, Building No. 9, Byls Bridge Office Park, 11 Byls Bridge Boulevard, Cnr Olievenhoutbosch Road and Jean Avenue, Highveld Extension 73, CENTURION or at an employee's place of residence within a 50km radius of TCTA. Employees outside of the radius will be required to bring the equipment to TCTA so that the repair/replacement can be attended to.

The successful Bidder will be required to provide a central portal where devices are registered and can be managed (warranty status, security, analytics, remediations etc).

8. BRIEFING SESSION (NON-COMPULSORY)

TCTA will refer to the attendance register of the Compulsory Briefing Session to confirm if a bidder attended the compulsory briefing session, if applicable. This does not apply to a non-compulsory briefing session.

9. STAGE 1: RETURNABLES

One Envelope System will be followed. Bidders must submit documentation in accordance with the numbering set out in this RFB. Bid submissions must follow system as detailed in **Table 2: Envelope A – Technical & Financial Proposal**

SECTION	DESCRIPTION	SUBMISSION REQUIREMENT
Section 1	Valid certificate or letter indicating the bidder's partnership with the OEM or Distributor in respect of all the brands proposed.in Annexure A. TCTA reserves the right to verify the authenticity of the accreditation letters or certificates with the OEM. Failure to provide the valid OEM or Distributor certificates or letters will result in disqualification	Mandatory
Section 2	SBD 1: Invitation to bid and terms and conditions for bidding	Non-Mandatory
	SBD 4: Declaration of Interest	Non-Mandatory
	SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022	Non-Mandatory
Section 2	Proof of registration on National Treasury Central Supplier Database	Non-Mandatory
Section 4	BBBEE Certificate issued by a registered Auditor approved by SANAS, or a sworn Affidavit for EME and QSE. Consolidated BBBEE for Joint Venture tenderers issued by a registered Auditor approved by SANAS, or a sworn Affidavit for EME and QSE	Non-Mandatory

SECTION	DESCRIPTION	SUBMISSION REQUIREMENT
Section 5	Annexure A MUST be completed to adhere to the Scope of Work as described in the RFB. Bidders must indicate their compliance by selecting "YES" or "NO". Failure to indicate "YES" on all the requirements will result in the bid being non-responsive	Mandatory
Section 6	Company Track Record: Annexure B to be completed for points allocation.	Non- Mandatory but will be used for the functionality evaluation
Section 7	Financial Proposal (Price and Preference) • Bidders must price their bid submission according to the scope of work. Annexure C MUST be completed. Pricing must be inclusive of ALL costs.	Mandatory
Section 8	Annexure I: Request for Access to TCTA premises	Non-Mandatory

Any bidder who fails to submit a non-mandatory document will receive 0 where that document is linked to specific functionality criteria. Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.

10. STAGE 3: FUNCTIONAL EVALUATION

The evaluation criteria set out below in table 3 will be used to evaluate the bidder's functional requirements.

Table 3: Evaluation Criteria

FUNCTIONALITY EVALUATION		
SECTION	**Evaluation criteria**	**Points**
Company experience	Bidders must complete Annexure B in respect of the supply and delivery of desktops, laptops including warranty and support, in the last six (6) years. Alternatively, bidders may provide a minimum of three (3) signed client reference letters covering the following information: 1. Name of client 2. Description of Services Offered 3. Number of devices supplied 4. Start and end date 5. Contact person 6. Contact Number 7. Email address Annexure B must be completed in full. No points will be allocated for an incomplete or a partially completed Annexure B. For Bidders who opt to submit client reference letters, no points will be allocated for references that do not address point 1-7 above.	40

FUNCTIONALITY EVALUATION		
SECTION	**Evaluation criteria**	**Points**
	Points will be allocated as follows: 2 references or less = 0 3 references = 20 points 4 references = 30 points 5 or more references = 40 points TCTA reserves the right to contact the companies that are listed in Annexure B and the reference letters to confirm the authenticity of the information provided.	
	Size and Magnitude of the project Points will be awarded as follows 199 and less devices supplied = 0 points 200 – 250 devices supplied to 1 client = 25 points Above 250 devices supplied to 1 client = 30 points Bidders are advised to complete Annexure B with all the required information. Alternatively, the client reference letters must state the number of devices delivered.	30
TOTAL		70

A total of 70 points is allocated to this section. Bidders will have to achieve a minimum score of **45 points** out of 70 points to proceed to the next stage of the evaluation process. Bidders scoring less than the **45 points** thresholds will be disqualified at this stage.

11. EVALUATION STAGE 4: SPECIFIC GOALS

The specific goals for this bid are as follows:

11.1. BBBEE

The table below will be used to calculate the score out of 20 for preference points.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

A joint venture or consortium must submit a consolidated B-BBEE certificate to earn B-BBEE points.

All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

12. STAGE 5: PRICE EVALUATION

TCTA will evaluate the bids in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

12.1. If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder.

12.2. Price must be reflected of Excluding and Including VAT.

12.3. All prices must include all costs applicable.

12.4. Prices must be unconditional.

12.5. Price adjustments based on ROE fluctuations, would be allowed only on the imported contents of the commodity and to meet only the suppliers' additional costs of the imported content. Bidders are required to submit proof of such fluctuations (receipts for goods purchased at higher ROE as compared to the ROE at the time of submitting a tender) with their application for ROE adjustment. TCTA will only consider such applications after 120 days validity of the bid

12.6. Preferential Points Calculation

12.6.1. The following formula must be used to calculate the points out of 80 for price in bids with a Rand value below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where-

Ps = Points scored for price of bid under consideration;

Pt = Price of bid under consideration; and

Pmin = Price of lowest acceptable bid.

12.6.2. The 80/20 preference point system may apply and that the lowest acceptable tender will be used to determine the applicable preference point system

12.6.3. The weighting of the Preferential points calculation is as follows:

Specific Goals	=	20
Price	=	80
Total Points	**=**	**100**

13. STAGE :6 SUPPLIER VETTING

TCTA reserves the right to disqualify a successful bidder who/whose:

13.1. Submits fraudulent information or information that they do not have to authority to submit;

13.2. Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;

13.3. Poses a risk in terms of any vetting process conducted either by TCTA agent internally or the National Intelligence Agency;

13.4. Has a director and/or shareholder who is employed by any organ of state. This does not apply to any organ of state acting as a bidder. If a bidder has a director and/or shareholder who is employed by an organ of state, they must submit a letter from the relevant organ of state stating that they are allowed to do remunerative work outside of their employment contract and that they are not prohibited from doing business with other organs of state; and

13.5. Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.

14. CONDITIONS OF BID

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

14.1. COSTS OF BIDDING

14.1.1. Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the non- compulsory briefing session.

14.1.2. TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

14.2. CLARIFICATIONS

14.2.1. All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.

14.2.2. TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.

14.2.3. Should a Bidder fail to submit and/or complete non-mandatory annexures, TCTA will call upon the Bidder to complete and submit such annexures. TCTA reserves the right to request clarity to remove any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested non-mandatory documents or schedules within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder and no mandatory annexures, mandatory documents and/or mandatory schedules shall be requested after the tender closing date and time.

14.3. AMENDMENTS

14.3.1. TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid and/or to stipulate additional requirements, provided that such amended terms and conditions and/or additional requirements are placed on TCTA's website at least ten (10) working days prior to the stipulated closing date and time.

14.3.2. Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.

14.3.3. TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.

14.3.4. TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.

14.3.5. TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.

14.3.6. In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

14.4. MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION

14.4.1. Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.

14.4.2. Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special conditions of Bid. The words "Amendment to Bid" and the description of the Bid must be clearly reflected on the envelope containing the documents or courier packaging as referred to in Condition 2.2.2.

14.4.3. No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.

14.4.4. TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder's responses will be made in writing.

14.5. VALIDITY PERIOD

14.5.1. All Bid Submissions must remain valid for **120 days** from the stipulated closing date and time of the Request for Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.

14.5.2. If TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.

14.5.3. If a bidder rejects the extension of validity period with no further comments. The bidder's rejection shall be accepted as a withdrawal from the bid process.

14.5.4. If a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment must be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

14.6. CONFIDENTIALITY

All Bid Submissions received by TCTA will remain in TCTA's possession. Save as may be required by law or by any court of competent jurisdiction or similar body having appropriate jurisdiction, no information contained in or relating to any Bid Submissions will be disclosed to any other parties.

14.7. RIGHT NOT TO AWARD

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid.

14.7.1. Due to changed circumstances; there is no longer a need for the goods or the services specified in the invitation;

14.7.2. Funds are no longer available to cover the total envisaged expenditure;

14.7.3. No acceptable Bid is received; or

14.7.4. There is material irregularities in the Bid process

14.8. TERMS AND CONDITIONS OF CONTRACT

14.8.1. Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:

14.8.1.1. The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;

14.8.1.2. The relevant Bid Submissions;

14.8.1.3. The letter of acceptance to the successful Bidder/s; and

14.8.1.4. Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and

14.8.1.5. The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.

14.8.2. The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable

14.8.3. In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA's requirements.

14.9. VARIATIONS

No variations to the contract price will be accepted within 6 months from the date of award, unless otherwise stipulated in the Letter of Award.

14.10. PERFORMANCE MANAGEMENT

14.10.1. This contract shall be subject to performance management in line with TCTA's Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder's blacklisting within TCTA or other organs of state.

14.10.2. If the final signed contract between the parties does not stipulate the number of times performance management meetings that shall be held, they must be held as outlined below.

More than 3 years	once every month;
1 year to 3 years	once every 3 (three) months
6 months to 1 year	at least twice in the contract's duration
Less than 6 months	at least once in the contract's duration

14.11. COMMUNICATION

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

14.12. SUBCONTRACTING AFTER AWARD

The successful bidder:

14.12.1. May only subcontract with the prior written approval from the Contract Manager appointed by TCTA

14.12.2. Who intends to subcontract a part of the scope of work, must provide a list of their subcontractor(s) to TCTA prior to the commencement of the contract.

14.12.3. Shall take full responsibility of their subcontractors

.

14.13. CESSION OF RIGHTS

14.13.1. The successful bidder may cede their rights to a third-party provided that:

14.13.1.1. The cession does not take place less than 6 (six) months from the date of award;

14.13.1.2. The third-party is registered on the CSD;

14.13.1.3. The third-party has a BBBEE status level of contributor equal to or higher than that of the successful bidder;

14.13.1.4. The parties prepare a draft a cession agreement that meets all the legal requirements on a template of their own choosing and at their own legal costs; and

14.13.1.5. The cession agreement is submitted for vetting by TCTA prior to signature.

14.13.2. TCTA may reject the cession should it not meet the requirements set out above and provide reasons to the supplier.

14.14. NOTIFICATION OF UNSUCCESSFUL BIDDERS

If no correspondence or communication is received from TCTA within the validity period, the relevant Bid Submissions submitted will be deemed to be unsuccessful.

14.15. PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES

14.15.1. No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:

14.15.2. Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or

14.15.3. Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the Bidder and/or any other party; and/or

14.15.4. Bribing, or attempting to bribe, any TCTA's employees or agents to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.

14.15.5. TCTA shall be entitled to disqualify any Bidder/s if it has reason to believe that any conduct relating to that set out in Condition 16.1 above has occurred.

14.16. FRONTING

14.16.1. The TCTA supports the spirit of Broad Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.

14.16.2. TCTA, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.

14.16.3. Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

14.17. JOINT VENTURE OR CONSORTIUM

14.17.1. TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.

14.17.2. The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:

14.17.2.1. Control

14.17.2.2. Management

14.17.2.3. Operations

14.17.3. The joint venture or consortium agreement:

14.17.3.1. Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.

14.17.3.2. Must record the percentage participation by each member.

14.17.3.3. Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;

14.17.3.4. Must provide for the establishment of a management body for the joint venture or consortium;

14.17.3.5. Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;

14.17.3.6. Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;

14.17.3.7. Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and

14.17.3.8. Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;

14.17.4. Right to review the joint venture or consortium agreement

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out in 11.14 above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

14.17.5. Amendment of the joint venture or consortium agreement

The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Employer.

14.18. PAYMENT PROCESS

14.18.1. Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.

14.18.2. Invoices must be submitted with supporting documents, where requested. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.

14.18.3. No payment shall be made unless the following information has been presented to TCTA to its satisfaction:

14.18.3.1. VAT registration certificate, if the successful Bidder is a VAT vendor;

14.18.3.2. Without deduction of PAYE and/or SITE, if the successful Bidder is not registered for VAT; or

14.18.3.3. Statement setting out details of services rendered, accompanying invoice.

14.18.3.4. Statement of account detailing cumulative costs claimed from contract inception against the contract amount.

14.18.4. All invoices shall contain a Purchase Order number, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due, services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.

14.18.5. Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA.

ANNEXURE A: COMPLIANCE WITH SPECIFICATION

Note: Bidders to meet the requirements of the Specification. Failure to indicate ”YES” on all the requirements will result in the bid being non-responsive. Bidders must provide below the brand and model number that fits the description and requirements.

TECHNICAL SPECIFICATIONS FOR MINIMUM 13.3” LAPTOPS AND ACCESSORIES

BRAND NAME	
MODEL NUMBER	

DESCRIPTION	Minimum 13.3” Laptops	Requirement met (Yes / No)
CPU	Intel® Core™ Ultra 7 (12M Cache, up to 5.20 GHz)	
Operating System	Windows 11 25H2 with the latest build	
Memory	64GB DDR5	
Graphics	Intel® Graphics	
Hard Disk (256GB min)	512 GB PCIe NVMe SSD	
Keyboard	Spill resistant backlit keyboard	
Fingerprint Reader	Sensor	
Warranty	3-year standard OEM warranty.	
Display Size	Minimum 13.3” Full High Definition (FHD) Anti-Glare, Touch Screen	
Pointing Device	Clickpad	
Ports	1x USB-A (USB 5Gbps / USB 3.2 Gen 1) 1x USB-A (USB 5Gbps / USB 3.2 Gen 1), Always On 1 x HDMI 1 x Headphone/Microphone combo jack 2 x UsB-C (Thunderbolt 4/USB4 40gbps) 1x USB 3.1 & Display Port 2.1	
Webcam/Camera	5MP or Higher with Microphone and Privacy Shutter	
Network	Integrated Gigabit Ethernet Wifi7 & Bluetooth capabilities	
Security	TPM 2.0 Security slot	
Battery Life	8 hours	
Audio	High-Definition Audio	
External Keyboard and Mouse	Wireless full-size keyboard + optical mouse	
Docking Station	USB C to host (charging + connectivity) AC power in HDMI + DisplayPort, VGA preferred USB 3 Type A (at least 3) 100/1000 Ethernet Port	
Laptop Bags	Backpack (3 compartments + 2 pockets)	

TECHNICAL SPECIFICATIONS FOR 16" LAPTOPS

BRAND NAME	
MODEL NUMBER	

DESCRIPTION	16" Laptops	Requirement met (Y/N)
CPU	Intel® Core™ Ultra 7 (12M Cache, up to 5.20 GHz)	
Operating System	Windows 11 25H2 with the latest build	
Memory	64GB DDR5	
Graphics	Intel® Graphics	
Hard Disk (256GB min)	512 GB PCIe NVMe SSD	
Keyboard	Spill resistant backlit keyboard	
Fingerprint Reader	Sensor	
Warranty	3-year standard OEM warranty.	
Display Size	16" Full High Definition (FHD) Anti-Glare, Touch Screen	
Pointing Device	Clickpad	
Ports	1x USB-A (USB 5Gbps / USB 3.2 Gen 1) 1x USB-A (USB 5Gbps / USB 3.2 Gen 1), Always On 1 x HDMI 1 x Headphone/Microphone combo jack 2 x UsB-C (Thunderbolt 4/USB4 40gbps) 1x USB 3.1 & Display Port 2.1	
Webcam/Camera	5MP or Higher with Microphone and Privacy Shutter	
Network	Integrated Gigabit Ethernet Wifi7 & Bluetooth capabilities	
Security	TPM 2.0 Security slot	
Battery Life	8 hours	
Audio	High Definition Audio	
External Keyboard and Mouse	Wireless full-size keyboard + optical mouse	
Docking Station	USB C to host (charging + connectivity) AC power in HDMI + DisplayPort, VGA preferred USB 3 Type A (at least 3) 100/1000 Ethernet Port	
Laptop Bags	Backpack (3 compartments + 2 pockets)	

TECHNICAL SPECIFICATIONS FOR 27" ALL-IN-ONE DESKTOPS

BRAND NAME	
MODEL NUMBER	

DESCRIPTION	ALL-in-ONE DESKTOPS	Requirement met (Y/N)
CPU	Intel® Core™ Ultra 7 (up to 5.3 GHz)	
Operating System	Windows 11 25H2 with the latest build	
Memory	64GB DDR5	
Graphics	Intel® Graphics	
Hard Disk (256GB min)	512 GB PCIe NVMe SSD	
Keyboard	Wireless full-size keyboard + optical mouse	
Warranty	3-year standard OEM warranty.	
Display Size	27" Anti-Glare	
Ports	Minimum 4 x USB ports, of which at least 2 must be USB 3.2 Gen 1 or higher Minimum 1 x USB-C port with DisplayPort support HDMI input or output Headphone/Microphone combo jack	
Webcam/Camera	5MP or Higher with Microphone and Privacy Shutter	
Network	Integrated Gigabit Ethernet Wifi7 & Bluetooth capabilities	
Security	TPM2.0 Security slot	
Battery Life	N/A	
Audio	High Definition Audio	

TECHNICAL SPECIFICATIONS FOR 27” DESKTOP SCREENS

Description	Desktop Screens	Requirement met (Y/N)
Warranty	3-year standard OEM warranty.	
Physical Security Features	Security lock-ready	
Connectivity	1 x DisplayPort™ 1.2 1 x HDMI 1.4 1 x USB-C 4 x USB-A 3.2 Gen 1	
Display Features	**Panel Type:** IPS **Size:** 27-inch (68.6 cm) **Refresh Rate:** 75 Hz **Response Time:** 5ms GtG (with overdrive) **Brightness:** 300 nits **Color Gamut:** 99% sRGB **Other:** anti-glare screen, 3-sided micro-edge bezel.	
Resolution	1920 x 1080	
Power & Connectivity Cable	• 1 x AC power cord • 1 x DisplayPort™ cable • 1 x HDMI cable • 1 x USB Type-A to B	

TECHNICAL SPECIFICATIONS FOR MINIMUM 13.3” DUAL SCREEN

DESCRIPTION	MINIMUM 13.3” Dual Screen	Requirement met (Y/N)
Warranty	3-year standard OEM warranty.	
Physical Security Features	clips onto the top of the laptop screen and unfolding to extend the display outwards	
Connectivity	2 USB-C or 1 USB-C and 1 HDMI	
Display Features	Minimum 13.3 inches x 2, IPS	
Resolution	1920x1080	
Power & Connectivity Cable	External power source using the included power adapter	

TECHNICAL SPECIFICATIONS FOR 16" DUAL SCREEN

DESCRIPTION	16" Dual Screen	Requirement met (Y/N
Warranty	3-year standard OEM warranty.	
Physical Security Features	Retractable adjustable rear stand and elastic safety clips	
Connectivity	USB-C and 1 HDMI	
Display Features	16" 1080P screens. Supports Mirror, Extend & Hybrid display modes for maximum productivity	
Resolution	1920x1080 resolution, HDR10 support, and LED backlighting	
Power & Connectivity Cable	laptop's USB-C ports support DisplayPort Alt Mode and power delivery.	

Failure to indicate yes on all the requirements will result in the bid being non-responsive.

ANNEXURE B: COMPANY EXPERIENCE

NAME OF CLIENT	SERVICE OFFERED (PLEASE INDICATE)	NUMBER OF DEVICES SUPPLIED	CONTRACT DURATION PERIOD (FROM – TO DD/MM/YY)	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS

ANNEXURE C: PRICING SCHEDULE

Mandatory Requirements – Pricing Schedule as per Table 1

NO	Description	Unit Price	Quantity	Total Price (Ex Vat)
1	Minimum 13.3” Laptops	R	115	R
2	16 “Laptops	R	135	R
3	All-in-One Desktops	R	2	R
4	27” Desktop Screens	R	70	R
5	Keyboards & Mouse	R	250	R
6	Port Replicator/Docking Station	R	215	R
7	Laptop Bags	R	250	R
8	Minimum 13.3” Dual Screen	R	80	R
9	16” Dual Screen	R	100	R
10	Accessories (Travel charger – to complement recommended laptops)	R	60	R
11	Disbursements			R
	VAT @15%			R
TOTAL AMOUNT inclusive of disbursement and VAT				R
Bidders are to price at $ 16.4139. to the Rand.				

ANNEXURE D: SBD 1 – INVITATION TO BID

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFB NO: 019/2026/EWSS/LAPTOPS/RFB**	CLOSING DATE:	06 November 2026	CLOSING TIME:	11h00
DESCRIPTION	**Appointment of a service provider for the provision of Desktops, Laptops and accessories, including warranty and support for a period of three (3) years**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
Trans Caledon Tunnel Authority (TCTA), **Building 9,** **Byls Bridge Office Park, Olievenhoutbosch Rd, Centurion, 0157**

BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**ITUMELENG MATJIE**	CONTACT PERSON	**ITUMELENG MATJIE**
TELEPHONE NUMBER	**083 461 6057**	TELEPHONE NUMBER	**083 461 6057**
FACSIMILE NUMBER	**n/a**	FACSIMILE NUMBER	**n/a**
E-MAIL ADDRESS	**Tenders09@tcta.co.za**	E-MAIL ADDRESS	**Tenders09@tcta.co.za**

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURE OR CONSORTIUMS / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

ANNEXURE E: SBD 4 – 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 interest1 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**

2.2.1 If so, furnish the following 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?

2.3.1 If so, furnish the following particulars:

……...……

……...……

……

[1] 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.

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 I 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 consortium2 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

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ANNEXURE F– VALID SWORN AFFIDAVIT REQUIREMENTS

The following information is required:-

a) Name/s of deponent as they appear in the identity document and the identity number;

b) Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;

c) Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;

d) Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

e) Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;

f) Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;

g) B-BBEE Status level. An enterprise can only have one status level;

h) Nature of business;

i) VAT Number;

j) Date deponent signed and date of Commissioner of Oath must be the same;

k) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;

l) Correct Sector Codes Affidavit to be used.

APPENDIX G: SBD 6.1: 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

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

(a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goals

1.4 **To be completed by the organ of state:**

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 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.

1.6 The organ of state 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. 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.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor	Number of Points	
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm…….

5.2. Company registration number: ……...

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

☐ Partnership/Joint venture or consortium / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

5.4. 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: ……

……

……

……

ANNEXURE G: EME SWORN AFFIDAVIT

SWORN AFFIDAVIT– B-BBEE ICT EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a ☐ Member ☐ Director ☐ Owner **(Select one)** of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name *(If applicable)*	
Registration Number:	
Vat Number *(If applicable)*	
Nature of Business	
Enterprise physical address	
Type of entity (CC, (Pty) Ltd. Sole Proprietor, etc.)	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians– (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"

3. I hereby declare under Oath that:

- The Enterprise is _____**% Black Owned** using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____**% Black Female Owned** as per Amended Code Series 100 of the

Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- I hereby confirm the above ownership was achieved using the flow through principle.

Definition of "Black Designated Groups"	"Black Designated Groups mean: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. (d) Black people living in rural and underdeveloped areas. (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011."

4. The Enterprise is _____**% Black Designated Group Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- **Black Designated Group Owned % Breakdown** as per the definition stated above:
    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas _____%
    - Black Military Veterans % =_____%

- Based on the ☐ Financial Statements ☐ Management Accounts and other information available on the latest

financial year-end of _____ **(DD/MM/YYYY),** the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
More than 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6. The affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Deponent Signature:_____

Date: _____

_____

Commissioner Oaths

Signature & Stamp Date:

ANNEXURE G1: QSE SWORN AFFIDAVIT

SWORN AFFIDAVIT– B-BBEE ICT Qualifying Small Enterprise

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a ☐ Member ☐ Director ☐ Owner **(Select one)** of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name *(If applicable)*	
Registration Number:	
Vat Number *(If applicable)*	
Nature of Business	
Enterprise physical address	
Type of entity (CC, (Pty) Ltd. Sole Proprietor, etc.)	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians– (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"

3. I hereby declare under Oath that:

- The Enterprise is _____**% Black Owned** using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is _____**% Black Female Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- I hereby confirm the above ownership was achieved using the flow through principle.

Definition of "Black Designated Groups"	"Black Designated Groups mean: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. (d) Black people living in rural and underdeveloped areas. (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011."

4. The Enterprise is _____**% Black Designated Group Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- **Black Designated Group Owned % Breakdown** as per the definition stated above:
    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas _____%
    - Black Military Veterans % =_____%

- Based on the ☐ Financial Statements ☐ Management Accounts and other information available on the latest

financial year-end of _____ **(DD/MM/YYYY),** the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
More than 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6. The affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Deponent Signature:_____

Date: _____

_____

Commissioner Oaths

Signature & Stamp Date:

ANNEXURE H: REQUEST FOR ACCESS TO TCTA PREMISES

BID NUMBER: RFB NO: 019/2026/EWSS/LAPTOPS/RFB

BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF DESKTOPS AND LAPTOPS, INCLUDING WARRANTY AND SUPPORT FOR A PERIOD OF THREE (3) YEARS.

CLOSING DATE: 06 November 2026

TIME: 11:00 AM

I hereby request for a pin code to access TCTA premises to submit the above-mentioned tender.

NAME OF BIDDER :

_____

FULL NAME & SURNAME OF BIDDER'S REPRESENTATIVE:

_____

ID NUMBER OF BIDDER'S REPRESENTATIVE:

_____

_____

SIGNATURE OF BIDDER'S AUTHORISED PERSON

DATE: _____

ANNEXURE I: TENDER RECEIVING FORM

Tender Receiving Form

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF DESKTOPS AND LAPTOPS, INCLUDING WARRANTY AND SUPPORT FOR A PERIOD OF THREE (3) YEARS.

TENDER No: RFB NO: 019/2026/EWSS/LAPTOPS/RFB

Company Name: _____

Telephone Number: _____

Fax Number: _____

Authorised Representative: _____

Name of Person Delivering Tender: _____

Signature of Person Delivering Tender: _____

Describe Package: _____

(Additional remarks)

☐ Package broken? ☐ Seal tempered with? ☐ Number of packages

Date of Receipt: _____ Time _____

Name of TCTA representative: _____

Signature of TCTA representative: _____

Duplicate to Consignee

☐ Yes ☐ No

Original retained by TCTA

☐ Yes ☐ No

Compliance officer_____Signature_____ __

Date of opening_____