



**LEASING OF DESKTOPS AND LAPTOPS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**CONTRACT NO: UGU-05-1708-2025**

NAME OF BIDDER:

CONTACT PERSON:

TELEPHONE N° :

FAX N° /EMAIL ADD.:

ADDRESS :

**BID CLOSES: 12H00 ON FRIDAY, 26 SEPTEMBER 2025**

*Note: This bid document must NOT be separated;*

*Annexures are to be attached to the back of the document.*

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**Bid Notice**

**LEASING OF DESKTOPS AND LAPTOPS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**Contract no: UGU-05-1708-2025**

Bids are hereby invited from accredited service providers for the Provision of Leasing of Desktops and Laptops for a period of thirty-six (36) months.

Bid documents are obtainable from the Ugu District Municipality office in Port Shepstone at No. 28 Connor Street as from **Tuesday, 26 August 2025**, at a non-refundable payment of R250.00 (No cheques will be accepted). The bid will also be advertised on the municipality's website and documents can be downloaded from the website and the e-tender portal, free of charge.

Bids completed in accordance with the conditions indicated in documents, must be sealed and endorsed with the relevant contract number and be deposited in the official tender box at the foyer of Ugu District Municipality on 96 Marine Drive, Phase 2 Building, Oslo Beach not later than **12h00 on Friday, 26 September 2025**, at which time bids will be opened in public. Bids that are submitted late, incomplete, unsigned or by facsimile, electronically, couriered or not completed in black ink will be rejected and not accepted for further evaluation. Bids submitted must be valid for a period of **90 days**.

There will be no briefing session for this bid.

All bid enquiries are to be directed to Manager ICT, Ms Norma Grobler on [Norma.Grobler@ugu.gov.za](mailto:Norma.Grobler@ugu.gov.za) or ICT Operations Administrator, Ms Athabile Yali on [Athabile.Yali@ugu.gov.za](mailto:Athabile.Yali@ugu.gov.za)

**The bid will be evaluated on Price and Preference.**

Ugu District Municipality subscribes to the Preferential Procurement Regulations **2022**, pertaining to the Preferential Procurement Policy Framework Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and **Specific Goals**.

Price and Preference will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals (*See below table*), in terms of revised Preferential Procurement Regulation in effect from **16 January 2023 Gazette Notice No. 47452 dated 04 November 2022**.

Points to be allocated as follows:

	Categories	Weight	80   20	Supporting Documents
1	Ownership	60%	12	
2	Reconstruction & Development Programme	30%	6	
3	Other Specific Goals-	10%	2	
		<b>100%</b>	<b>20</b>	
#	Specific Goal(s)	Weight	80   20 PP	
	<b>Ownership Categories:</b>			
1.	1. an EME or QSE which is at least 100% owned by black people;	100%	12	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
	2. an EME or QSE which is at least 51% owned by black people;	50%	8	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
2	<b>Promotion of Local Business(s)</b>			
	1. Enterprise Located within the District Municipality - Rural	100%	6	CSD & Utilities: POR*: SAPS Affidavit

LEASING OF DESKTOPS AND LAPTOPS FOR A PERIOD OF THIRTY-SIX (36) MONTHS  
CONTRACT NO: UGU-05-1708-2025

	2. Enterprise Located within the District Municipality - Urban	67.7%	4	CSD & Utilities: POR*: SAPS Affidavit
	3. Enterprise Located within the Province	33.3%	2	CSD & Utilities: POR*: SAPS Affidavit
3	<b><i>Other Specific Goals</i></b>			
	1. Enterprise 100% owned by Youth/Women/Disabled	100%	2	CIPC: Shareholders Certificate and Directors ID

The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to tender.

**Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations states that the Municipality may not make any award to a person who is in the service of the state.**

VO MAZIBUKO  
MUNICIPAL MANAGER  
UGU DISTRICT MUNICIPALITY

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF UGU DISTRICT MUNICIPALITY</b>					
BID NUMBER:	UGU-05-1708-2025	CLOSING DATE:	26 SEPTEMBER 2025	CLOSING TIME:	12H00
DESCRIPTION	<b>LEASING OF DESKTOPS AND LAPTOPS FOR A PERIOD OF THIRTY-SIX (36) MONTHS</b>				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)

<b>UGU DISTRICT MUNICIPALITY</b>					
<b>93 MARINE DRIVE</b>					
<b>PHASE 2 BUILDING</b>					
<b>OSLO BEACH</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS ISERVICES IWORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS ISERVICES IWORKS OFFERED?		Yes      No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE			
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SCM Unit	CONTACT PERSON	Ms N Grobler		
CONTACT PERSON	Ms N Mabaso	TELEPHONE NUMBER	039-688 3465		
TELEPHONE NUMBER	039-688 5906	FACSIMILE NUMBER	N/A		
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	<a href="mailto:Norma.Grobler@ugu.gov.za">Norma.Grobler@ugu.gov.za</a>		
E-MAIL ADDRESS	<a href="mailto:Ntabiso.Mzotho@ugu.gov.za">Ntabiso.Mzotho@ugu.gov.za</a>				

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
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)
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS AND ARE REQUIRED TO SUBMIT VALID TAX CLEARANCE CERTIFICATE.
2.2	IN BIDS WHERE CONSORTIA I JOINT VENTURES I SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. LEAVE NO BLANKS – WHERE N/A INDICATE AS SUCH. ANY BLANKS DISQUALIFIES THE BID.**

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.

- **Company registration documents.**
- **Tax Reference Number and Pin**
- **All Declarations Forms**
- **ID Document (for sole proprietors)**
- **Joint Venture Agreement (where applicable)**
- **Proof of payment for MUNICIPAL Services**
- **Central Supplier Database Registration**
- **Form of Offer**
- **OEM Lenovo Letter in the name of the Bidder**
- **Letter of intent to finance or confirmation of finance by the bidder or the bidders banker**
- **Pricing Schedule**

**SBD 4**

### **3 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 interest<sup>1</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

**2.2** Do you, or any person connected with the bidder, have a relationship

---

<sup>1</sup> 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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish 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? **YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

**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 consortium<sup>2</sup> 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> 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.



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.

- 3.6 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

## 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, TENDERS 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 invitations to tender:

- 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**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) 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 tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

### 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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) <b>PART A B</b>	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Ownership:</b>		
BBBEE Level 1	12	
BBBEE Level 2	10	
BBBEE Level 3-8	6	
<b>Empowerment</b>		
1. an EME or QSE which is at least 100% owned by black people;		
2. an EME or QSE which is at least 51% owned by black people;		
3. an EME or QSE which is at 25% - 50% owned by black people;		
<b>RDP</b>		
1. Enterprise Located within the District Municipality - Rural	6	
2. Enterprise Located within the District Municipality - Urban	4	
2. Enterprise Located within the Province	2	
<b>Other Specific Goal</b>		
1. Enterprise 100% owned by Youth/Women/Disabled/Military V	2	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. 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:	.....
	.....
	.....
	.....

## MBD 7.2

### CONTRACT FORM · RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### **PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) \_\_\_\_\_ in accordance with the requirements and task directives I proposals specifications stipulated in Bid Number \_\_\_\_\_ at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Specific Goal(s) Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of
  - Contract; (ii) General Conditions of
  - Contract; and (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT) : \_\_\_\_\_

CAPACITY: \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESSES	
1	_____
2	_____
DATE: _____	



CONTRACT FORM · RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1.     **■** \_ \_ \_ \_ \_ in my capacity I in my capacity as  
.....accept your bid under reference  
number.....
- dated \_ \_ \_ \_ \_ for the rendering of services indicated hereunder  
and/or further specified in the annexure(s).
2.     An official order indicating service delivery instructions is forthcoming.
3.     I undertake to make payment for the services rendered in accordance with the terms and  
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	SPECIFIC GOAL LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4.     I confirm that I am duly authorized to sign this contract.

SIGNED AT \_ \_ \_ \_ \_ ON \_ \_ \_ \_ \_

NAME (PRINT) \_ \_ \_ \_ \_

SIGNATURE \_ \_ \_ \_ \_

OFFICIAL STAMP

WITNESSES

1 \_ \_ \_ \_ \_

2 \_ \_ \_ \_ \_

**CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56**

**OF 2003) - (To be signed in the presence of a Commissioner of Oaths)**

***\*FAILURE TO SUBMIT ANY PROOF AS REQUIRED, WILL INVALIDATE THE TENDER***

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to Ugu District Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct.

The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified.

Director / Shareholder /  
partner.....

Physical /residential address of the Director /shareholder /  
partner.....

Municipal Account  
number(s).....

Director / Shareholder /  
partner.....

Physical /residential address of the Director /shareholder /  
partner.....

Municipal Account  
number(s).....

Physical address of the  
Business.....

Municipal Account number(s).....

.....

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**NB: Bidders who reside/whose businesses are situated in the rural area and are not liable for any Municipal Payment for Services MUST submit an Affidavit (SAPS) in confirmation of their declaration.**

**NB: Bidders who are tenants and are not liable for any Municipal Payment for Services MUST submit a valid Lease Agreement**

**NB: Bidders who reside/operating their businesses in a property situated in an urban/ township area that they do not own or rent MUST submit the Municipal Account for the owner and an Affidavit from the owner confirming same.**

**COMMISSIONER OF OATHS**

Signed and sworn to before me at....., on this .....day of  
.....2025

by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**COMMISSIONER OF OATHS:-**

**Name & Surname**.....

**Signature**.....

**Position:** .....

**Address:**.....

**COMMISSIONER OF OATHS  
STAMP**

**ATTACH COPY OF THE LATEST MUNICIPAL ACCOUNT OR AFFIDAVIT OR LEASE AGREEMENT**

*[Failure of a Bidder to submit this will invalidate the bid]*

## FORM OF OFFER AND ACCEPTANCE

### A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

### LEASING OF DESKTOPS AND LAPTOPS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

**Contract Number: UGU-05-1708-2025**

The Bidder, identified in the Offer Signature block below, has examined the documents listed in the Specifications and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value Added Tax is: R.....(in figures).....  
.....(in words)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature:** *(of person authorized to sign the bidder):*.....

**Name:** *(of signatory in capitals):*.....

**Capacity:** *(of Signatory):*.....

**Name of Bidder:** *(organisation):*.....

**Address:** .....

**Telephone number:** ..... **Fax number:** .....

**Witness**

**Signature:** .....

**Name:** *(in capitals):*..... **Date:**.....

***[Failure of a Bidder to fully complete and sign this form will invalidate the bid]***

## B. ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement. The terms of the contract are contained in

Part 1 Agreement, and Specifications (Agreement to be finalised after award)

Part 2 Pricing Schedule

and the schedules, forms and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Specifications and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

**Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.**

Signature:.....

Name: *(in capitals)*.....

Capacity: .....

Name of Employer *(organisation)* .....

Address: .....

### **Witness:**

Signature: .....

Name: .....

Date: .....

## TERMS OF REFERENCE

### 1. INTRODUCTION:

Ugu District Municipality seeks to lease computer desktop and laptop equipment for a period of 36 months. This requirement is specific to the **LEASING** only of the hardware as per the specifications below.

*The bidder needs to arrange the finance and rates of this bid at time of bidding taking cognisance of the financial position of the Municipality, as the pricing cannot be changed after tender award. The Municipality's annual reports are available on the Municipal Website with the annual financial statements included therein. **The financing will need to be obtained for and in the name of the bidding company and the Municipality will pay the awarded bidder via debit order on a monthly basis.***

**A 0% ANNUAL ESCALATION is expected.**

### 2. INFORMATION

	Part numbers	Qty	Description
4.1	21S9S0SV00	60	Notebook ThinkPad L14 Gen6
4.2	21SDS0DJ00	220	Notebook ThinkPad L16
4.3	21MDS1NV00	40	NB TP T14 AMD G5 R7_PRO 32G 512G 11P 300
4.4	21Q1S13C00	7	Notebook ThinkPad X1 2-in-1 Gen 10 21Q1C 300
4.5	12RRS13900	20	Desktop TC M75q Gen 5
4.6	12TJS04100	240	Desktop TC M90q Gen 5 I714700 32GB 512G 300
	<b>PERIPHERAL ITEMS</b>		
4.7	4X41Q27251	127	ThinkPad Professional 14-inch Topload Gen 2
4.8	4X41C12468	240	ThinkPad Essential 16 inch Backpack (Eco)
4.9	4X30M56887	360	ThinkPad Essential Wireless Mouse
4.10	LS24D300GAAXXA	250	Samsung 24" Monitor
4.11	LS27D300GAAXXA	50	Samsung 27" Monitor
4.12	40AY0090SA	22	ThinkPad Universal USB-C Dock (ICT Admin and Managers)

	Part numbers	Qty	Description
4.13	4X20M26275	30	Lenovo 65W Standard AC Adapter (USB Type- C)- RSA/
4.14	4X71M23186	15	ThinkPad 16GB DDR5 5600MHz So DIMM Memory

### 3. **DELIVERY and BRIEFING SESSION IMPORTANT INFORMATION**

The Municipality requires a **DELIVERY AND LEASING ONLY OF THE DEVICES** above, therefore

- A compulsory briefing session will not be held for this tender.
- All questions must be e-mailed to: Norma Grobler at [Norma.Grobler@ugu.gov.za](mailto:Norma.Grobler@ugu.gov.za) or [Athabile.Yali@ugu.gov.za](mailto:Athabile.Yali@ugu.gov.za)

### 4. **SPECIFICATIONS**

- All hardware specified above must include the following in the pricing;
- Windows 11 Professional Operating system 64 bit
- The Municipality is in possession of a valid Microsoft Enterprise Agreement, therefore software should not be included in the pricing.
- Term of Leasing: 36 Months including an on-site warranty for the period

#### 4.1 **Notebook ThinkPad L14 Gen6 (QTY 60)**

Model		Part Number
Notebook ThinkPad L14 Gen6		21S9S0SV00
Component	Description	
Country/Region	South Africa	
Preload Type	Standard Image (Preload)	
Preload OS	Windows 11 Pro 64	
Operating system	W11 Pro	
Preload Language	Windows 11 Pro 64 English (US)/English (UK)	
System Unit	L14G6A R7 PRO 250 IG+7925 PL	
Processor	AMD Ryzen™ 7 PRO 250 Processor (3.30 GHz up to 5.10 GHz)	
Dash Manageability	Dash Manageability	
Graphics	Integrated Graphics	
1st Graphic Dongle	No Graphics Dongle	
Security Chip Setting	Enabled Discrete TPM2.0	
Display Shell	14" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 45%NTSC, 400 nits, 60Hz, DBEF5, 5MP RGB+IR with Dual Microphone, WWAN, ABS	
Display	14" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 45%NTSC, 400 nits, 60Hz, DBEF5	
Top Cover	Material PC/ABS	
Base Cover	Material PC/ABS	



Model		Part Number
Notebook ThinkPad L14 Gen6		21S9S0SV00
Component	Description	
Camera	5MP RGB+IR with Dual Microphone	
DIMM Memory	16 GB DDR5-5600MT/s (SODIMM)	
Storage Selection	512 GB SSD M.2 2280 PCIe Gen4 TLC Opal	
Wireless LAN	MediaTek Wi-Fi 7 MT7925 2x2 BE & Bluetooth® 5.4	
Wireless WAN	Quectel EM061K-GL 4G CAT6	
Pointing Device	Trackpad, No NFC, WWAN, No Smart Card Reader	
NFC	No NFC	
System Expansion Slots	No Smart Card Reader	
Fingerprint Reader	Fingerprint Reader	
Battery	3 Cell Rechargeable Li-ion 57Wh	
Keyboard	Backlit Keyboard Black US International (EURO)	
Publication	Publication - Polish/Portuguese/English	
CO2 Offset Label	No CO2 Offset Label	
Package Box Type	Single Standard Packaging	
Endpoint Management	No Endpoint Management	
AI Agent	No AI Agent	
Offering Model	Relationship Model	
OS Type	Windows 11 Pro	
GEO	EMEA	
Publication	2 PUB POL/POR/BUL/BRL/SPA/ENG	
CPU Label	AMD Ryzen 7 PRO	
Microsoft Label	Windows GML	
MB FRU	Label WIN Y-DASH Y-dTPM	
L14G6	HWK AMD Others4 None	
L14G6	HWK AMD Others5 None	
Base Warranty	3 Year Courier or Carry-in	
WARRANTY	3 Year Premier Pub Seg Promo (CPN) 300	
Warranty	3 Year Sealed Battery	

#### 4.2 Notebook ThinkPad L16 (Qty 220)

Model		Part Number
Notebook ThinkPad L16 Gen2		21SDS0DJ00
Component	Description	
Country/Region	South Africa	
Preload Type	Standard Image (Preload)	
Operating system	W11 Pro	
Preload	OS Windows 11 Pro 64	
Preload Language	Windows 11 Pro 64 English (US)/English (UK)	
System Unit	L16G2A R7 PRO 250 IG+7925 PL	
Processor	AMD Ryzen™ 7 PRO 250 Processor (3.30 GHz up to 5.10 GHz)	
Dash Manageability	Dash Manageability	
DIMM Memory	16 GB DDR5-5600MT/s (SODIMM)	
Storage Selection	512 GB SSD M.2 2280 PCIe Gen4 TLC Opal	

Model		Part Number
Notebook ThinkPad L16 Gen2		21SDS0DJ00
Component	Description	
Graphics	Integrated Graphics	
1st Graphic Dongle	No Graphics Dongle	
Security Chip Setting	Enabled Discrete TPM2.0	
Display Shell	16" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 45%NTSC, 400 nits, 60Hz, 5MP RGB+IR with Dual Mic, WWAN	
Display	16" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 45%NTSC, 400 nits, 60Hz	
Top Cover	Material PC/ABS	
Camera	5MP RGB+IR with Dual Microphone	
Wireless LAN	MediaTek Wi-Fi 7 MT7925 2x2 BE & Bluetooth® 5.4	
WWAN Selection	WWAN	
Wireless WAN	Quectel EM061K-GL 4G CAT6	
Pointing Device	Trackpad, No NFC, WWAN, No Smart Card Reader	
NFC	No NFC	
System Expansion	Slots No Smart Card Reader	
Fingerprint Reader	Fingerprint Reader	
Battery	3 Cell Rechargeable Li-ion 57Wh	
Power	Adapter 65W USB-C 90% PCC 3pin AC Adapter - ZAF	
Keyboard	Backlit, Black with Number Pad - US International (EURO)	
Publication	Publication - Polish/Portuguese/English	
AI Agent	No AI Agent	
Absolute BIOS	Selection BIOS Absolute Enabled	
Adobe Creative Cloud	No Adobe Creative Cloud	
Adobe Elements	No Adobe Elements	
Microsoft Office	No Microsoft Office	
Security Software	No Security Software	
Second Security	Software None	
Third Security	Software None	
Cloud Security	Software No Cloud Security Software	
CO2 Offset Label	No CO2 Offset Label	
Endpoint Management	No Endpoint Management	
Premier	Asset Tag None	
Keyboard Patch	No Keyboard Patch	
Image Management	None	
Cloud Recovery	None	
Drop In	Box None	
OS Type	Windows 11 Pro	
GEO	EMEA	
Publication	2 PUB POL/POR/BUL/BRL/SPA/ENG	
CPU Label	AMD Ryzen 7 PRO	
Microsoft	Label Windows GML	
MB FRU Label	WIN Y-DASH Y-dTPM Y-ABS	
Region	ROW	
System Unit	2nd D Cover w/SIM Tray PC/ABS	
Base Warranty	3 Year Courier or Carry-in	
WARRANTY	3 Year Premier Pub Seg Promo (CPN) 300	

Model		Part Number
Notebook ThinkPad L16 Gen2		21SDS0DJ00
Component	Description	
Warranty	3 Year Sealed Battery	

#### 4.3 NB TP T14 AMD G5 R7\_PRO 32G 512G 11P 300 (Qty 40)

Model		Part Number
NB TP T14 AMD G5 R7_PRO 32G 512G 11P 300		21MDS1NV00
Component	Description	
Country/Region	South Africa	
Preload Type	Standard Image	
OS DPK	W11 Pro	
Preload Language	W11 P64-ENG	
Preload OS	Windows 11 Pro 64	
System Unit	T14G5A R7PRO 8840U+725A PL	
Processor	Ryzen 7 PRO 8840U 3.3G 8C 16T	
Dash Manageability	Dash Manageability	
Display Shell	T14G5A WUXGA FS 5MPBIR MC BK	
Display	14 WUXGA AG 400N	
Camera	5MP RGB+IR Camera w/Mic	
DIMM Memory	32GB(16+16) DDR5 5600 SoDIMM	
WWAN	Selection WWAN	
Wireless WAN	Quectel EM061K-GL 4G CAT6 ROW	
Wireless LAN	QCOM NFA725A 2x2ax 6E+BT MB	
Graphics	Integrated Graphics	
Graphic Dongle	No Graphic Dongle	
Graphic Dongle	2 No Graphic Dongle	
Storage Selection	512GB SSD M.2 2280 G4 TLC OP	
Battery	4Cell 52.5WH CRUABLE	
Pointing Device	Fingerprint NO NFC BK WW	
Fingerprint Reader	Fingerprint Reader	
NFC	No NFC	
System Expansion Slots	No Smart Card Reader BK	
Ethernet	Ethernet Dongle USB-C to RJ45	
Rapid Charge	RAPID CHARGE	
Power Adapter	65W USB-C LC 90% 3Pin BK ZAF	
Security Chip Setting	Enabled Discrete TPM2.0	
Electronic Privacy Filter	No ePrivacy Filter	
Color	Black	
Color Calibration	No Factory Color Calibration	
Human Presence Detection	No Human Presence Detection	
Keyboard	BKLT KB BK EURO ENG	
Publication	PUB POL/POR/ENG	
Microsoft Office	No Microsoft Office	
Security Software	No Security Software	
Second Security Software	No Second Security Software	
Third Security Software	No Third Security Software	
ASCII PW S	Support on BIOS KBL ID EURO ENG:KBLang=8409	

Model		Part Number
NB TP T14 AMD G5 R7_PRO 32G 512G 11P 300		21MDS1NV00
Component	Description	
Offering Model	Relationship Model	
OS Type	Windows 11 Pro	
GEO	EMEA	
CPU Label	AMD Ryzen 7 PRO	
PRO Manageability	None	
Warranty	3Y SBTY Add On 300	
WARRANTY	3Y Premier Pub Seg Promo (CPN)	

#### 4.4 Notebook ThinkPad X1 2-in-1 Gen 10 21Q1C 300 (7)

Model		Part Number
Notebook ThinkPad X1 2-in-1 Gen 10 21Q1C 300		21Q1S13C00
Component	Description	
Country/Region South Africa		
Preload Type Standard Image (Preload)		
Preload OS Windows 11 Pro 64		
Operating system W11 Pro		
Preload Language Windows 11 Pro 64 English (US)/English (UK)		
System Unit X1Y10A U7 255U+16G+AX211NE		
vPro Certified Model Non vPro		
Processor Intel® Core™ Ultra 7 255U Processor (E-cores up to 4.20 GHz Pcores up to 5.20 GHz)		
Onboard Memory 16 GB LPDDR5X-8533MT/s (Soldered)		
Storage Selection 512 GB SSD M.2 2280 PCIe Gen4 TLC Opal		
Display Shell 14" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch, 100%sRGB, 500 nits, 60Hz, Low Power, 1080P FHD RGB+IR		
Display 14" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch, 100%sRGB, 500 nits, 60Hz, Low Power		
Graphics Integrated Graphics		
1st Graphic Dongle No Graphics Dongle		
Security Chip Setting Enabled Discrete TPM2.0		
Wireless LAN Intel® Wi-Fi 6E AX211 2x2 AX & Bluetooth® 5.3		
WWAN Selection WWAN		
Wireless WAN Quectel EM160R-GL 4G CAT16		
WWAN SIM Card No WWAN SIM Card		
Pointing Device Trackpad, No NFC, WWAN		
NFC No NFC		
Fingerprint Reader Fingerprint Reader		
Camera 1080P FHD RGB+IR		
Microphone 2 x Microphone		
Battery 3 Cell Rechargeable Li-ion 57Wh		
Color Grey		
Lenovo Pen Lenovo Yoga Pen		

Model		Part Number
Notebook ThinkPad X1 2-in-1 Gen 10 21Q1C 300		21Q1S13C00
Component	Description	
Ethernet No Wired Ethernet		
Ethernet Dongle USB-C to RJ45		
Electronic Privacy Filter No ePrivacy Filter		
Human Presence Detection Human Presence Detection		
Power Adapter 65W USB-C Slim GaN 90% PCC 3pin AC Adapter - ZAF		
Keyboard Backlit Keyboard Grey with Fingerprint + WWAN - US		
International (EURO)		
OS Type Windows 11 Pro		
GEO EMEA		
Region ROW		
System Unit 2nd D Cover WWAN GY		
CPU Label Core Ultra 7 Evo Edition		
Microsoft Label Windows GML		
KB Derive EURO ENG		
MB FRU Label WIN N-AMT Y-dTPM Y-ABS EI		
II PW Support on BIOS KBL_ID_EURO_ENG_KBLANG_8409		
CPU Derive List F		
ICPS ICPS Enabled		
Endpoint Management No Endpoint Management		
Base Warranty 3 Year On-site		
S5 WARRANTY 3Y Premier Pub Seg Promo (CPN) 300		
S5 Warranty 3Y SBTY Add On		

#### 4.5 Desktop TC M75q Gen 5 (20)

Model		Part Number
Desktop TC M75q Gen 5		12RRS13900
Component	Description	
Country/Region	South_Africa	
Preload Type	Standard Image	
Preload	OS Windows 11 Pro 64	
Preload Language	W11 P64-ENG	
Platform	Tiny Phoenix	
Processor	Ryzen 7 P 8700GE 3.65G 8C 16T	
DIMM Memory	16GB DDR5 5200 SoDIMM	
RAID	No RAID	
Storage Selection	512GB SSD M.2 2280 G4 TLC OPAL	
Second Storage Selection	No Second Storage Selection	
Optical Drive	No Optical Drive	
Graphics	Integrated Graphics	
Graphic Dongle	No Graphic Dongle	
Second Graphic Dongle	No Second Graphic Dongle	
Wireless	LAN RTL8852BE 2x2ax+BT WW	
Ethernet	Integrated Ethernet	

Model		Part Number
Desktop TC M75q Gen 5		12RRS13900
Component	Description	
Internal Speakers	Internal Speaker Tiny	
Optional USB Port	No Optional USB Port	
Rear Com Port	No Rear Com Port	
Second Rear	Com Port No Second Rear Com Port	
DP Port	No DP Port	
VGA Port	No VGA Port	
VGA Cable	No VGA Cable	
USB-C Port	No USB-C Port	
HDMI Port Optional	HDMI Port	
Dust Shield	Dust Shield TINY	
Cable	Lock	
External Adapter	Cage No External Adapter Cage	
Power Adapter	90W 89% Adapter BK	
VESA Mount	No VESA Mount	
Education Sticker	No Education Sticker	
Tool-less for Open Chassis	No Tool-less for Open Chassis	
Vertical Stand	Vertical Stand Tiny	
MS Secured Core	L3 No MS Secured Core L3	
Endpoint Management	No Endpoint Management	
Modern Standby	Modern Standby Disabled	
Keyboard USB	TRDTNL KB BK EURO ENG	
Mouse	USB Calliope Mouse BK	
Publication	PUB FRA/ARA/ENG	
Bulk Package	No Bulk Package	
Microsoft Office	No Microsoft Office	
Absolute BIOS	Selection BIOS Absolute Enabled	
Adobe	No Adobe	
TUV Low Noise Certificate	No TUV Low Noise Certificate	
EPEAT Gold Certificate	No EPEAT Gold Certificate	
CO2 Neutral Label	No CO2 Neutral Label	
Premier Asset	Tag None	
BIOS	Customization None	
Memory_D	PK_DERIVE DT&AIO_GT 8G & LT E to 16G	
HDD DPK	Derive GT 256G LT&E 512G SSD	
CPU DPK	Derive Pro Other CPU	
RDVD Type	No RDVD Type	
China Energy	Categogy None	
KB TYPE	USB Traditional KB BK	
Package	PKG Tiny w/o ODD-WW	
OS DPK	W11 Pro DPK WW	
DPK TYPE	Win11 Pro DPK	
CPU Type AMD	Ryzen 7 Pro	
Platformtype	TINY	
Thermal Thermal	Kit 35W Tiny	
WARRANTY	3 Year Premier Pub Seg Promo (CPN)	

4.6 Desktop TC M90q Gen 5 I714700 32GB 512G 300 (QTY 240)

Model		Part Number
Desktop TC M90q Gen 5 I714700 32GB 512G 300		12TJS04100
Component	Description	
Country/Region South_Africa		
Preload Type Standard Image		
Preload OS	Windows 11 Pro 64	
Preload Language	W11 P64-ENG	
Platform Tiny	1L RPL Q670 WW	
Processor	Core i7-14700 2.1G 20C 28T vP	
DIMM Memory	32GB(16+16) DDR5 5600 SoDIMM	
RAID	No RAID	
Storage Selection	512GB SSD M.2 2280 G4 TLC OPAL	
Second Storage Selection	No Second Storage Selection	
Optical Drive	No Optical Drive	
Graphics	Integrated Graphics	
Graphic Dongle	No Graphic Dongle	
Wireless	LAN AX201 2x2ax+BT WW	
Ethernet	Integrated Ethernet	
Second Ethernet	No Second Ethernet	
Internal Speakers	Internal Speaker Tiny	
Default USB Port	USB-C+Frontx2+Rearx4 USB Ports	
Rear Com Port	No Rear Com Port	
Second Rear Com Port	No Second Rear Com Port	
Expansion Card	No Expansion Card	
DP Port	No DP Port	
Second DP Port	No Second DP Port	
VGA Port	No VGA Port	
Second VGA Port	No Second VGA Port	
USB-C Port	No USB-C Port	
HDMI Port Optional	HDMI Port	
I/O Box	No I/O Box	
Dust Shield	Dust Shield TINY	
Cable Lock	No Cable Lock	
External Adapter Cage	No External Adapter Cage	
Power Adapter	230W 89% Adapter BK	
VESA Mount	VESA Mount	
Vertical Stand	No Vertical Stand	
Endpoint Management	No Endpoint Management	
Modern Standby	Modern Standby Disabled	
Keyboard	USB TRDTNL KB BK EURO ENG	
Mouse	USB Calliope Mouse BK	
DVD Type	No DVD Type	
China Energy	Category None	
KB TYPE	USB Traditional KB BK	

Model		Part Number
Desktop TC M90q Gen 5 I714700 32GB 512G 300		12TJS04100
Component	Description	
Package	PKG Tiny w/o ODD-WW	
OS DPK	W11 Pro DPK WW	
DPK TYPE	Win11 Pro DPK	
Recovery USB	No Recovery USB	
CPU Type	CORE I7 vPro 14Gen	
Platformtype	TINY	
Thermal	Thermal Kit 65W ILM Tiny	
WARRANTY	3 Year Premier Pub Seg Promo (CPN)	

#### 4.7 – 4.14 PERIPHERALS (AS PER SCHEDULE AND PART NUMBERS)

##### 5. DURATION OF CONTRACT:

36 MONTHS

##### 6. NORM / QUALITY

- 6.1 The norm / quality of the security service to be rendered, must be in accordance with the acceptable standards of the trade concerned.
- 6.2 All possible steps must be taken by the Contractor to ensure that the correct intended execution of this agreement will take place. These steps include, inter alia, the following:
- 6.3 The protection of property of the Municipality at the intended site and the protection of the said property against theft, vandalism and any other unlawful act.
- 6.4 The protection of the Municipality's officials against unlawful acts, including offences referred to in schedule 1 of the Criminal Procedure Act, 1977 (Act 512 of 1977).

##### 7. TERMINATION OF SERVICE

The stipulations of the Supply Chain Management Policies and Procedures and General Conditions of contract apply in particular to cases of any failure with any of the conditions of contract, or where an unsatisfactory service is rendered. The contracts are **NOT** automatically renewable upon the end of the 36-month period and should be considered **TERMINATED** at contract expiry.

**There is an expectation that at the end of the contract period, that the devices on lease can be sold directly to Ugu employees at the cost of the equivalent of 3 months rental value per device.**

NOTE: Any amendment(s) or waiving from the stipulations of this contract must occur in writing by mutual consent with the prior approval of the National Municipal Bid Committee.

##### 8. INDEMINIFICATION



Ugu District Municipality accepts no responsibility for any loss or damage to the equipment and materials of the contractor and the contractor should ensure that insurance is in place.

#### 9. INSURANCE

**PLEASE NOTE:**

***Insurance is covered under the Municipality's insurance contract and should not be included in the bid price.***

#### 10. MINIMUM SPECIFICATIONS

These specifications are only minimum specifications. Any shortcomings in the specifications should be pointed out in the quote/bid and provided for in the price. Any additional costs incurred by the service provider because of shortcomings in the quote specifications will be for the service provider's own account.

#### 11. COMPLIANCE

Where necessary the service provider must attach explanatory information reference to a paragraph number. The service provider must fully describe how the required functionality will be achieved. Failure to provide sufficient information may disqualify the service provider. Any condition imposed by the service provider that is restrictive or contrary to any part of this tender will automatically disqualify the service provider.

#### 12. BID PRICE

Please give all the prices, itemized as far as possible and as indicated in the attached spreadsheet format:

***(to be completed on the Price Schedule)***

#### 13. BID FORMAT

1 (one) original bid must be submitted in the following format :-

- must be SIGNED IN INK by an authorized employee, agent or representative of the Bidder and all pages of the Bid must be initialled
- Bid response and supporting documents must be neatly bound in one file.
- The written delegation of authority to sign all documents must form part of the Bid.
- All documents as required MUST be included in the bid in order for the bid to be considered.

**Ugu District Municipality reserves the right to investigate and verify all the information supplied by the bidder.**

#### DOMICILIUM

The parties hereby choose as their domicilium citandi et executandi for the service of notices and legal document the following street addresses:

**Bidder :**

.....

.....

.....

Tel/Fax Number:- .....

**Ugu District Municipality**

The Municipal Manager

28 Connor Street

Port Shepstone

4240

**CONTACT DETAILS**

The following person may be contacted for more information:-

Ms Norma Grobler

E-mail : [Norma.Grobler@ugu.gov.za](mailto:Norma.Grobler@ugu.gov.za)

Tel: 039 688 3465

**I/We hereby declare that all the information supplied is true and exact.**

\_\_\_\_\_  
SIGNATURE OWNER / MANAGER DIRECTOR

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ (State occupation in company)

DATE: \_\_\_\_\_

*If it is found that any of the above-mentioned information provided is false, the Municipality reserves the right to terminate this contract with immediate effect. The Municipality may VET the successful bidder.*

CERTIFIED CK DOCUMENT OR ID DOCUMENT (FOR SOLE PROPRIETORS)

***[Failure of a Bidder to submit this will invalidate the bid]***

TAX REFERENCE NUMBER AND PIN

***[Failure of a Bidder to submit this will invalidate the bid]***

JOINT VENTURE AGREEMENT (WHERE APPLICABLE)

***[Failure of a JOINT VENTURE Bidder to submit this will invalidate the bid]***

CERTIFIED VALID BBBEE CERTIFICATE

***[Bidder that does not submit this will not be awarded BBBEE points]***

## CENTRAL SUPPLIER DATABASE REGISTRATION

***[Failure of a Bidder to submit this will invalidate the bid]***

## SPECIFIC GOALS SUPPORTING DOCUMENTS

***[Non-submission will result in no points being scored]***



## OEM LENNOVO LETTER

*[Failure of a Bidder to submit this will invalidate the bid]*

## PRICING SCHEDULE

N o.	Description	Part no.	Qua ntit y	Unit of mea sur e	TOTAL COST YEAR 1			TOTAL COST YEAR 2			TOTAL COST YEAR 3			BID TOT AL		GRA ND TOT AL FOR 36 MON THS, VAT INCL
					Pri ce eac h (pe r mon th (Y 1)	To tal pe r mon th (Y 1)	T ot al Y ea r 1	Pri ce eac h (pe r mon th (Y 2)	To tal pe r mon th (Y 2)	T ot al Y ea r 2	Pri ce eac h (pe r mon th (Y 3)	To tal pe r mon th (Y 3)	T ot al Y ea r 3	TOT AL FOR 36 MON THS, VAT EXC L	V A T 1 5 %	
4.1	Notebook ThinkPad L14 Gen6	21S9S0SV00	60	eac h												
4.2	Notebook ThinkPad L16 Gen 2	21SDS0DJ00	220	eac h												
4.3	NB TP T14 AMD G5 R7_PRO 32G 512G 11P 300	21MDS1NV00	40	eac h												
4.4	Notebook ThinkPad X1 2-in-1 Gen 10 21Q1C 300	21Q1S13C00	7	eac h												
4.5	Desktop TC M75q Gen 5	12RRS13900	20	eac h												
4.6	Desktop TC M90q Gen 5 I714700 32GB 512G 300	12TJS04100	240	eac h												
4.7	ThinkPad Professional 14-inch Topload Gen 2	4X41Q27251	120	eac h												
4.8	ThinkPad Essential 16 inch Backpack (Eco)	4X41C12468	240	eac h												
4.9	ThinkPad Essential Wireless Mouse	4X30M56887	360	eac h												
4.10	Samsung 24" Monitor	LS24D300GAAXXA	250	eac h												
4.11	Samsung 27" Monitor	LS27D300GAAXXA	50	eac h												
4.12	ThinkPad Universal USB-C Dock	40AY0090SA	22	eac h												
4.13	Lenovo 65W Standard AC Adapter (USB Type- C)-RSA/	4X20M26275	30	eac h												
4.14	ThinkPad 16GB DDR5 5600MHz SoDIMM Memory	4X71M23186	15	eac h												
4.15	Contingency sum (for use in the contract on authorisation)		1	eac h												
	<b>SUB TOTAL</b>															
	<b>VALUE ADDED TAX</b>															
	<b>TOTAL CARRIED TO FORM OF OFFER &amp; FRONT PAGE OF TENDER DOCUMENT</b>															
	<i>All escalations should be included in the bid price, All pricing to be given in South African Rands.</i>															
	<i>Bid price must be include the specifciations found in the tender specification</i>															