NEMISA NPC
National Electronic Media Institute of South Africa

REQUEST FOR BID
GOODS

BID DETAILS

BID NUMBER:		**NEMISA/2026/COMPUTER EQUIPMENT/RFP001**
Date issued		**MONDAY 16 NOVEMBER 2026**
CLOSE	**Date:**	**TUESDAY 8 DECEMBER 2026**
	Time:	**11:00**
DESCRIPTION:		**SUPPLY OF COMPUTER EQUIPMENT.**
BRIEFING SESSION:	**Yes** ☐	**No** ☒

See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Organisation/ Individual: ----------

Contact person: ----------

Telephone/ Cell number: ----------

E-mail address: ----------

CSD Registration no.: ----------

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
Bid	Written offer in a prescribed or stipulated form in response to an invitation by NEMISA for the provision of goods, works or services
Contractor	Organisation with whom NEMISA will conclude a contract and potential service level agreement after the final award of the contract based on this Request for Bid
dti	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
NEMISA	National Electronic Media Institute of South Africa (SOC) Ltd
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.

- ❒ Section A 1: Bid Submission Conditions and Instructions
- ❒ Section A 2: Evaluation Process/Criteria
- ❒ Section A 3: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract (The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- ❒ Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- ❒ Section B 2: Declaration of Interest
- ❒ Section B 6: Invitation to Bid
- ❒ Section B 7: Pricing Schedule (Goods)

SECTION A

(This section must not be returned as part of the bid document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OFF.

1 FRAUD AND CORRUPTION

1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

2.1 No Briefing session will be held.

2.2 BIDS MUST BE SUBMITTED AT 26 CANARY STREET, AUCKLAND PARK, SABC GATE 13

3 CLARIFICATIONS/ QUERIES

3.1 Any clarification required by a Bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile, or e-mail) from SCM Manager by not later than **27 November 2026.** A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

Contact details for SCM Manager:
Telephone: 011 484 0583
E-Mail: hensonm@nemisa.co.za

4 SUBMITTING BIDS

Bid to be submitted as follows:

1. One hard copy to be submitted at 26 Canary Street, SABC Gate 13, Auckland Park, Johannesburg (Tender box), and another via email

* EMAIL TO: Scm@nemisa.co.za

NB – Ensure both hard copy and soft copy are submitted

5 LATE BIDS

5.1 Bids received late shall not be considered. A bid will be considered late if it arrives even one second after 11:00 or any time thereafter.

5.2 The official Telkom time, which can be observed by dialing 1026 from any phone, will be used to verify the exact closing time.

6 PAYMENTS

6.1 NEMISA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the NEMISA to the Contractor.

6.1.1 The Contractor shall from time to time during the duration of the contract, invoice NEMISA for the services rendered.

6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as NEMISA may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.

6.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to NEMISA.

6.1.4 Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).

6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

7 GENERAL CONDITIONS OF CONTRACT

7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf

SUPPLY OF COMPUTER EQUIPMENT.

TERMS OF REFERENCE (TOR)
PROVISION OF COMPUTER EQUIPMENT

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1. BACKGROUND

The National Electronic Media Institute of South Africa was established as a non-profit institute for education in terms of the Companies Act (1973) and is listed as a schedule 3A public entity in terms of the Public Finance Management Act (1999). NEMISA derives its mandate from the Department of Communications and Digital Technologies (DCDT), formed after the merger of the Department of Telecommunications and Postal Services (DTPS) and the Department of Communications.

2. PURPOSE

The purpose of the bid is to appoint a supplier with proven experience in supplying and delivering computer equipment as specified in this document.

3. REQUIREMENTS FOR BIDDING

NEMISA requires the following **34** computer equipment items to be supplied with the following specifications:

Laptop Specification 1 – Quantity: 18

Specification	Details
Product	Equivalent to OmniBook X Flip 14-fm0011ni 14-inch Next Gen AI PC
Product Type	Hybrid (2-in-1)
Form Factor	Convertible (Folder)
Processor Family	Series 2 Intel Core Ultra 7
Processor Model	258V
Processor Frequency	2.20 GHz / Up to 4.80 GHz (12 MB Cache, 8 Cores)
NPU	Intel AI Boost, up to 47 TOPS
Display Diagonal	35.6 cm (14-inch)
HD Type	2K
Display Resolution	1920 x 1200
Display	Touchscreen, OLED, UWVA, Anti-glare, Edge-to-edge glass, Micro-edge, Corning Gorilla Glass 3, Low Blue Light, 0.2 ms response time, 300 nits, 95% DCI-P3
Internal Memory	32 GB 8533 MHz (Onboard)
Internal Memory Type	LPDDR5X-SDRAM
Memory Slots	Onboard (Not Upgradable)
Max Memory	Up to 32 GB
Total Storage Capacity	1 TB M.2 PCIe Gen4 NVMe
Storage Media	SSD
Storage Slot	1 x M.2
Max Storage Support	Up to 2 TB
On-board Graphics Card Model	Intel Arc 140V GPU
Discrete Graphics Card Model	Not Supported
Keyboard	Backlit, Full-size, Soft Grey keyboard
Camera	5 MP IR camera with temporal noise reduction and integrated dual array digital microphones
Fingerprint Reader	Not Supported
Smartcard Reader	Not Supported
Security Chip	Firmware TPM
Stylus Pen	Supports Microsoft Pen Protocol 2.0 (MPP 2.0) pens

Specification	Details
Operating System Installed	Windows 11 Professional
Connectivity	Intel Wi-Fi 7 BE201 (2x2), Bluetooth 5.4
Mobile Broadband	Not Supported
Battery	3-cell, 59 Wh Li-ion Polymer
Battery Life	Up to 16 hours and 30 minutes
Power Adapter	65 W USB Type-C power adapter
Product Colour	Meteor Silver Aluminium
Weight	1.38 kg
Warranty	3-year on-site
Mouse	Laptop Brand Wireless Mouse
Laptop Bag	Laptop Brand Padded Backpack
Ports and Slots	• 2 x USB Type-A 10Gbps ports • 1 x USB Type-C 10Gbps port with USB Power Delivery 3.1, DisplayPort 1.4a and Sleep and Charge • 1 x Thunderbolt 4 port with USB Type-C 40Gbps, USB Power Delivery 3.1, DisplayPort 2.1 and Sleep and Charge • 1 x HDMI 2.1 • 1 x Headphone/microphone combo jack

Laptop Specification 2 – Quantity: 1

Specification	Details
Product	Equivalent to ProBook 4 G1iR
Product Type	Laptop
Form Factor	Clamshell
Processor Family	Series 1 Intel Core 7
Processor Model	150U
Processor Frequency	1.20 GHz / Up to 5.40 GHz (12 MB Cache, 10 Cores)
vPro Security	Not Supported
NPU	Not Supported
Display Diagonal	40.6 cm (16")
HD Type	WUXGA
Display Resolution	1920 x 1200
Display	Non-Touch, IPS, Anti-glare, 300 nits, 62.5% sRGB
Internal Memory	24 GB 5600 MHz (1 x 24 GB)
Internal Memory Type	DDR5-SDRAM
Memory Slots	2 x SODIMM
Max Memory	Up to 32 GB
Total Storage Capacity	1 TB M.2 PCIe NVMe
Storage Media	SSD
Storage Slot	1 x M.2
Max Storage Support	Up to 1 TB
On-board Graphics Card Model	Intel Graphics
Discrete Graphics Card Model	Not Supported
Keyboard	Backlit, Full-size, spill-resistant keyboard with AI key and numeric keypad
Camera	1080p FHD camera with integrated dual array microphones
Fingerprint Reader	Included
Smartcard Reader	Not Supported
Security Chip	TPM 2.0 Embedded Security Chip
Operating System Installed	Windows 11 Pro
Connectivity	Intel Wi-Fi 6E AX211 (2x2), Bluetooth 5.3
Mobile Broadband	Not Supported
Power Adapter	45 W USB Type-C adapter
Weight	Starting at 1.74 kg
Warranty	3-year on-site
Mouse	Laptop Brand Wireless Mouse
Laptop Bag	Laptop Brand Padded Backpack
Ports and Slots	• 2 x USB Type-C 20Gbps (USB Power Delivery 3.0, DisplayPort 1.4, Sleep and Charge) • 2 x USB Type-A 5Gbps (powered) • 1 x HDMI 2.1 • 1 x RJ-45 • 1 x Stereo headphone/microphone combo jack • 1 x Security lock slot

All-In-One Desktop Specification – Quantity: 15

Specification	Details
Product	Equivalent to ProOne 240 G10
Product Type	All-in-One PC
Processor Family	13th Generation Intel Core i7
Processor Model	i7-1355U
Processor Frequency	3.70 / 5.00 GHz (12MB Cache, 10 Cores)
NPU	Not supported
Display Diagonal	60.5 cm (23.8")
HD Type	Full HD
Display Resolution	1920 x 1080 pixels
Display	Non-Touch, IPS, Three-sided Micro-edge, Anti-glare, 250 nits, 72% NTSC
Internal Memory	16 GB 3200 MHz (1 x 16 GB)
Internal Memory Type	DDR4
Total Storage Capacity	512 GB PCIe NVMe SSD
Storage Media	SSD
On-board Graphics Card Model	Intel UHD Graphics
Connectivity	Wi-Fi 6 and Bluetooth 5.3
Keyboard and Mouse	125 USB Wired Keyboard and Mouse Combo
Camera	5MP (pull-up) with integrated dual array digital microphones
Operating System Installed	Windows 11 Pro
Weight	5.37 kg
Product Colour	Iron Grey
Warranty	3-year on-site
Ports and Slots	• 1x USB Type-C 5Gbps signalling rate • 2x USB Type-A 5Gbps signalling rate • 2x USB 2.0 Type-A • 1x HDMI 1.4 • 1x Headphone/microphone combo • 1x RJ-45 • 1x Power connector

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
Bidder Experience The bidder must have been in existence for 3 years or more, supplying the required technology products and services. The bidder shall submit letters from companies with similar provisions and delivery of computer equipment for the past 3 years or more. • 3 or more letters – 15 points • 2 letters – 10 points • 1 letter – 5 points • no letter – 0 points	15
OEM, Partner, or Reseller The bidder must be the Original Equipment Manufacturer (OEM), Partner, or Reseller of the proposed devices. The bidder must provide a letter or certificate from the Distributor/Vendor/Original Equipment Manufacturer confirming that they are a partner or reseller, or the original equipment manufacturer of the proposed devices. • letter/certificate provided – 15 points • no letter – 0 points	15
Required Specification Before submitting a bid, it is essential to verify that all the necessary specifications are met. Any failure to meet these requirements will lead to a zero score. • Bidder meets all the specifications as supported by the submissions (supporting evidence with model, specifications and images) – 50 points • Any specification not met fully – 0 / no points	50
Delivery of goods This bidder must state the ETA for delivery of required goods. • ETA within 4 weeks – 20 points • ETA within 6 weeks – 10 points • ETA within 8 weeks – 5 points • ETA > 8 weeks – 2 points	20
Maximum total for functionality	**100**
Minimum threshold	**80**

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

1 EVALUATION PROCESS

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest		
Part 4	Completed and signed Invitation to Bid		
Part 5	Completed Pricing Schedule		
Part 6	Completed Specifications		
Part 7	Proof of registration on the CSD (CSD report)		

1.2 COMPLIANCE WITH MINIMUM SPECIFICATION REQUIREMENTS

All remaining bids will be assessed in terms of compliance with the minimum specification requirements.

Bids which do not comply with the minimum specification requirements will be eliminated from further consideration.

1.3 PRICE AND SCM EVALUATION CRITERIA

1.3.1 All remaining bids will be evaluated as follows:

1.3.2 The 80/20 preference point system will be applied. Points for price and SCM evaluation criteria will be awarded .

1.3.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.

1.3.4 The Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined by 1.3.4 or to a lower scoring bid on justifiable grounds.

1.4 ADJUDICATION OF BID

1.4.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

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/we hereby undertake to render services described in the attached bidding documents to NEMISA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number 1BNEMISA/2026/COMPUTER EQUIPMENT/RFP001 at the price/s quoted. My/our offer/s remain binding upon me/us 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:

2.1 Bidding documents, viz

- ❒ Invitation to bid
- ❒ Tax clearance certificate
- ❒ Pricing schedule(s)
- ❒ Filled in terms of reference/task directive/proposal
- ❒ Declaration of interest
- ❒ Declaration of bidder's past SCM practices
- ❒ Special Conditions of Contract

2.2 General Conditions of Contract

2.3 Other (specify)

3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our 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/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.

5. I/we declare that I/we 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 authorised to sign this contract.

NAME (PRINT)	_____	WITNESSES	
CAPACITY	_____	1	_____
SIGNATURE	_____	2	_____
NAME OF FIRM	_____	DATE:	_____
DATE	_____		

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. 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 annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. 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 (VAT INCL)	COMPLETION DATE

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT _____ ON _____

NAME (PRINT) _____

SIGNATURE _____

OFFICIAL STAMP

WITNESSES

1 _____

2 _____

DATE: _____

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

SPECIAL CONDITIONS OF BID AND CONTRACT
Return as Part 1

	SPECIAL CONDITIONS
1	**GENERAL**
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the NEMISA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	NEMISA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	**CANCELLATION OF PROCUREMENT PROCESS**
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of NEMISA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	**BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA**
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	**NEGOTIATION AND CONTRACTING**
4.1	NEMISA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award[1] or promise/ undertaking to award the contract.
4.3	NEMISA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of NEMISA is the CEO.
4.5	NEMISA also reserves the right to enter into one contract with a Bidder for all required goods or into more than one contract with different Bidders for different goods.
5	**ACCESS TO INFORMATION**
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the NEMISA SCM Policy and relevant legislation.
6	**REASONS FOR REJECTION**
6.1	NEMISA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The NEMISA may disregard the bid of any bidder if that bidder, or any of its directors: ❒ Have abused the SCM system of the NEMISA. ❒ Have committed proven fraud or any other improper conduct in relation to such system. ❒ Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	**GENERAL CONDITIONS OF CONTRACT**
7.1	The General Conditions of Contract must be accepted.

[1] See GLOSSARY.

8	**ADDITIONAL INFORMATION REQUIREMENTS**
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	**CONFIDENTIALITY**
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	**INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT**
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	**NON-COMPLIANCE WITH DELIVERY TERMS**
11.1	As soon as it becomes known to the contractor that he/ she will not be able to deliver the goods within the delivery period and/or against the quoted price and/or as specified, NEMISA must be given immediate written notice to this effect. NEMISA reserves the right to implement remedies as provided for in the GCC.
12	**WARRANTS**
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of NEMISA.
13	**PARTIES NOT AFFECTED BY WAIVER OR BREACHES**
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	**CENTRAL SUPPLIER DATABASE**
14.1	It is a requirement that all suppliers/ services providers to NEMISA shall be registered on the National Treasury Central Supplier Database (CSD).
14.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
14.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
14.4	No bid will be awarded and a contract concluded with a bidder who is not registered on the CSD.
15	**FORMAT OF BIDS**
15.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
15.2	**Bidders are to set out their proposal in the format prescribed hereunder**. This means that the proposal must be structured in the parts noted below. Information not submitted in the relevant part, may not be considered for evaluation purposes.
15.3	**Part 1: Special Conditions of Bid and Contract**
15.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1). Bids submitted without a completed Special Conditions of Bid form may be deemed to be non-responsive.

15.4	**Part 2: SARS Tax Clearance Requirement(s)**
15.4.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za. Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above particulars **will** be deemed to be non-responsive.
15.5	**Part 3: Declaration of Interest**
15.5.1	**Each party** to the bid must complete and return the "Declaration of Interest" (Section B-2). Bids submitted without a complete and signed Declaration of Interest **will** be deemed to be non-responsive.
15.6	**Part 7: Invitation to Bid**
15.6.1	Bidders must complete, sign and return the full "Invitation to Bid" (Section B-6) document. Bids submitted without a completed and signed Invitation to Bid maybe be deemed to be non-responsive.
15.7	**Part 8: Pricing Schedule**
15.7.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
15.7.2	All costs related to this bid are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7). Bids submitted without a price or with an incomplete price, **will** be deemed to be non-responsive.
	❒ VAT: Value Added Tax must be included and shown separately.
15.8	**Part 9: Specifications**
15.8.1	Bidders must complete, sign and return the full "Specifications" (Section B-8) document. Bids submitted without a fully completed and signed Specifications **will** be deemed to be non-responsive.
15.9	**Part 10: Registration on the CSD**
15.9.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. (CSD report) Bids submitted without the required proof, **will** be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

DECLARATION OF INTEREST

Return as Part 3

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder

Return as Part 4

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE AS PRESCRIBED IN THE PREFERENCE POINTS

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 applicabletaxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicabletaxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) andtherefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Evaluation criteria

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SCM evaluation criteria	20
Total points for Price and	100

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at anytime subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.

2. DEFINITIONS

Historically Disadvantaged Individual
"Historically Disadvantaged Individual" (HDI) is defined as a South African citizen –
1) who, due to the apartheid policy that was in place, had no voting rights in the national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 100 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) ("the interim Constitution"), and/or
2) who is a woman and/or
3) who has a disability

With the understanding that any person who received South African citizenship on or before the introduction of the interim Constitution will not be deemed to be HDI.
• "A woman" refers to a female person who is a South African citizen.
• "Disability" refers to a person with a permanent physical disability, mental disability, or awareness disability, which leads to confinement or disability or the inability to perform bodily functions in the manner or within the capacity of a normal person.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

80/20

Where

Ps = Points scored for price of bid under consideration
Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

The specific goals allocated points in terms of the tender and Request for quotation.	**Total Number of points allocated (20)**
Historical disadvantaged individuals (HDI) (51 % 0wnership)	10
Small, Medium and Micro Enterprises	10
Total maximum points	**20**

2. SUB-CONTRACTING

2.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	

2.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted? .....%

ii) The name of the sub-contractor ……

iii) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	**EME** √	**QSE** √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

3. **DECLARATION WITH REGARD TO COMPANY/ FIRM**

3.1 Name of company/firm: ……

3.2 VAT registration number: ……

3.3 Company registration number: ……

3.4 TYPE OF COMPANY/ FIRM

(***Tick applicable box***)
- ϒ Partnership/ Joint Venture/ Consortium
- ϒ One person business/ sole propriety
- ϒ Close corporation
- ϒ Company
- ϒ (Pty) Limited

3.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……

……

……

……

3.6 COMPANY CLASSIFICATION

(***Tick applicable box***)
- ϒ Manufacturer
- ϒ Supplier
- ϒ Professional service provider
- ϒ Other service providers, e.g. transporter, etc.

3.7 Total number of years the company/firm has been in business: …..……

3.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the SCM evaluation criteria indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
iv) If the SCM evaluation criteria has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
   (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES 1. …… 2. ……	…….. SIGNATURE(S) OF BIDDERS(S) DATE: ……..…. ADDRESS: ……..…….. ……..…….. ……..……..

INVITATION TO BID
Return as Part 5

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENT OF NEMISA

BID NO	1BNEMISA/2026/COMPUTER EQUIPMENT/RFP001	**CLOSING DATE**	8 December 2026	**CLOSING TIME**	11:00
PROVISION OF COMPUTER EQUIPMENT -SUPPLY AND DELIVERY OF COMPUTER EQUIPMENT.					

All Bidders must furnish the following particulars and include it in their submission.
(Failure to do so may result in your bid being disqualified)

Name of Bidder: _____

Postal address: _____

Street address: _____

: _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

VAT Registration No: _____

TAX COMPLIANCE REQUIREMENTS (Tick applicable box)

Printed TCS ☐ SARS PIN ☐ CSD No ☐

An Accounting Officer as contemplated in the Close Corporation Act (CCA)? ☐

A verification Agency accredited by the South African National Accreditation System (SANAS)? ☐

A registered Auditor? ☐

Contact details of Bidder's representative:

Name and Surname _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Confirmation

Are you the accredited representative in South Africa for the services offered by you? **YES / NO**

Declaration

I/ We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder: _____

Date: _____

Are you duly authorised to commit the Bidder? **YES / NO**

Capacity under which this bid is signed _____

TOTAL BID PRICE (INCLUSIVE OF VAT) R _____

PRICING SCHEDULE

Return as Part 6

NAME OF BIDDER:
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

No	**Description**	**QTY**	**UNIT PRICE**	**Rate ZAR (Excl VAT)**	**Total ZAR (Excl. VAT)**
1					
2					
3					
4					
5					
6					
Sub Total (Excluding VAT)					
Value Added Tax (VAT) @ 15%					
Total (Including VAT) (Carried forward to Invitation to Bid)					