

P.O. Box 3209,  
Houghton, 2041  
Block A,  
Riviera Office Park,  
6-10 Riviera Road,  
Riviera



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**REQUEST FOR QUOTATIONS**

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**TOSHIBA LAPTOPS: PORTEGE R700- 18C**  
**RFQ/JHB/016**

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**PROPOSALS TO BE SUBMITTED BY**  
**NOT LATER THAN**  
**12 NOON ON FRIDAY 04 NOVEMBER 2011**

October 2011

## 1. Introduction

The HDA is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements.

## 2. Scope of work

Description	Quantity
<b>Toshiba Laptop Portege R700-18C</b> <ul style="list-style-type: none"><li>➤ Memory: 4GB</li><li>➤ I5 Processor</li><li>➤ 3 years on-site warranty</li></ul>	16

## 3. Bid evaluation process

Quotations will be solely evaluated on BEE and Price system (80/20)

*It is important to note that only Bids with a minimum threshold of 80 points being stipulated per service area will be considered.*

### 6.2. BEE and cost evaluation criteria

The following table demonstrates the criteria to be used for allocation of BEE and cost points.

**Price and BEE – Table 1**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Price of the bid	80
BEE	Equity ownership by HDI	12
	Equity ownership by women	4
	Equity ownership by disabled (proof to be provided from a qualified practitioner)	4
<b>TOTAL</b>		<b>100</b>

HDI evaluation

The HDI proposal will be evaluated as per PPPFA regulations.

***\*If points are claimed for disabled persons, indicate nature of impairment and medical certificate/proof must be submitted.***

**7. General**

**7.1. Below are compulsory requirements for this service**

7.1.1. It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organisational guidelines.

7.1.2. Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

Valid original tax clearance certificate.

SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.

Quotation

**7.2. Further information regarding technical matters can be sent an email to: [garrard.connor@thehda.co.za](mailto:garrard.connor@thehda.co.za) or at tel: 011 544 1000, and**

**7.3. Further information regarding supply chain matter and queries can be send via email to: [Jabulile.Mndebele@thehda.co.za](mailto:Jabulile.Mndebele@thehda.co.za) or at tel: 011 544 1000.**

**8. Terms and conditions**

8.1. The HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

8.2. No payment will be made where there is an outstanding information/work by the service provider/s.

**9. Submission of proposal**

9.1. Proposals should be submitted on or before the 04 November 2011 by no later than 12h00 to the following address:

**The Procurement Officer**

**The Housing Development Agency**

**Block A, 6-10 Riviera Road, Killarney, 2193**

**Tel: 011 544 1000**

9.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.