

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF 30X LAPTOPS FOR THE DNS PRACTITIONER SHORT COURSE PROGRAMME FOR THE ZA DOMAIN NAME AUTHORITY

Ref Number	RFQZA2022/05
RFP Scope	Supply and Delivery of 30x Laptops for the DNS Practitioner Short Course Programme
Issue Date	28 July 2022
Closing Date for Submission	4 August 2022
Non-compulsory Briefing Session	N/A
Physical Address	44 Grand Central Blvd, Sanofi House Halfway house, Midrand
Inquiries	zadnafinance@zadna.org Telephone: 010 020 3910

TERMS OF REFERENCE: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY LAPTOPS FOR THE DNS PRACTITIONER SHORT COURSE PROGRAMME FOR ZA DOMAIN NAME AUTHORITY (NPC)

1. RFP BACKGROUND

The .ZA Domain Name Authority (ZADNA) is a not-for-profit company established in terms of section 59 of the Electronic Communications and Transactions Act, 2002 (Act 25 of 2002). ZADNA's mandate is to regulate the .za namespace and ensure its efficient use, management, and administration. ZADNA is accountable to its members and the South African Department of Communications and Digital Technologies (DCDT).

2. PURPOSE

The objective of this bid is to appoint a suitable service provider to supply and deliver to ZADNA the following laptops:

3. SCOPE OF WORK

Once off supply and delivery of laptops:

Item Details/specifications of the desired laptop(s)	Quantity
Lenovo Intel Core i5-1135G7 Processor (11 TH Generation Laptop) <ul style="list-style-type: none">• 256GB Hard Drive Capacity• Windows 10 Home• 8GB RAM• 15.6" FHD Screen Size	30
Antivirus (12 Months Subscription)	
Microsoft Office 365 (12 Months Subscription)	
Laptop Bags (Bag packs)	30

The offered product should match the specifications above. Failure to meet the minimum specifications above will result in an automatic disqualification.

Bidders should have available stock and be able to deliver within the desired turnaround time. Failure to meet our delivery times will result in the order being automatically cancelled.

4. PROJECT TIMELINES

- Friday, 29 July 2022: ZADNA hosting Onboarding and Induction with candidates
- Wednesday, 08 August 2022: Service provider to deliver requested items above.

5. RESOURCES EXPERIENCE

The bidder should provide ZADNA with a Company Profile, Tax Clearance Certificate, BEE Certificate, and three contactable references.

6. CLOSING DATE OF PROPOSAL

A comprehensive proposal together with pricing schedule must reach ZADNA by no later than **Thursday 04 July 2022** at **17H00**. Please note that no late proposals will be considered.

7. SPECIAL CONDITIONS

- ZADNA reserves the right not to appoint any service provider.
- For any laptops, softwares or any other items indicated above will be returned if found with any defects and replaced within five (5) working days.

8. SUBMISSION OF THE RFP INFORMATION

Submissions should be emailed to **zadnafinance@zadna.org.za**. Submitted documents should be bidden together electronically and be in pdf format.

Inquiries should be directed to Ms. Kedibone Mpholeng (Finance Manager) at telephone number 010 020 3910 or at the aforementioned email addresses.

It is responsibility of each provider to ensure that its proposal reaches ZADNA no later than the aforementioned deadline. Proposals received after the deadline will not be accepted.