



PROVISION OF 2 LAPTOPS

FOR EASTERN CAPE LIQUOR BOARD

10 Beacon Bay Crossing
Beacon Bay
East London

Ref No: 006/2025-26

Date of Issue: 07 July 2025

Closing date: 14 July 2025

1.Purpose

The Eastern Cape Liquor Board invites suitable qualified service providers to submit quotations with regards to provision of a 2x Laptops.

2.Background

2.1 Eastern Cape Liquor Board is a statutory entity established in terms of Eastern Cape Liquor Act 10 of 2003. Its mandate is to regulate the registration of retail sales and micro-manufacturing of liquor and support the industry in the management and reduction of negative socio-economic impacts caused by the alcohol abuse and to promote new entrants into the industry.

2.2 ICT is entrusted with providing computing solutions and support for the organization.

2.3 ICT needs to purchase a laptop for the administration at Social Accountability, as one was recently stolen. The insurance refund will help facilitate the acquisition of a replacement, we also need to purchase a laptop for the newly advertised position of ICT Technician.

3.Specifications and Requirements

The service provider will be expected to deliver as detailed below:

2x Laptop

Quantity	Description
2	Equivalent to HP EliteBook 640 G9 Notebook Intel® Core™ i5, 12 MB L3 cache, 10 cores, 12 threads)
	16 GB DDR4-3200 MHz RAM (1 x 16 GB)
	512 GB PCIe® NVMe™ SSD
	Integrated, Intel® Iris® Xe Graphics
	Dual stereo speakers, dual array microphones
	<ul style="list-style-type: none">• 35.6 cm (14") diagonal,• FHD (1920 x 1080),• IPS,• narrow bezel,• anti-glare,• 250 nits, 45% NTSC
	65 W USB Type-C™ adapter 720p HD IR camera

	Pike silver aluminum 3-year onsite warranty Accidental Damage Protection Preferably with local warranty support with 8-hour response
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3. COMPULSORY TERMS AND CONDITIONS

3.1 The costs/pricing must include all costs as detailed in item 4 above and VAT (no hidden costs will be accepted) inclusive of production and setup costs.

3.2 All prices shall be quoted in South African currency inclusive of VAT and will hold good for 90 days (validity period of bids).

3.3 Failure to provide the information above will result in the quote not being considered.

3.4 Products must be from an authorized licensed reseller.

4. OTHER TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATION (RFQ)

4.1 Eastern Cape Liquor Board reserves the right not to make any appointment from the submitted bid.

4.2 ECLB does not bind itself to accept the bid with the cheapest price.

4.3 Eastern Cape Liquor Board reserves the right to cancel this request for quotation and pursue an alternative course of action at any time without incurring any liability towards any bidder.

4.4 Prospective service providers are advised that submission of bids give rise to no contractual obligations on the part of ECLB.

4.2 All bids shall become the property of ECLB and shall not be returned.

4.3 The successful service provider will sign a Service Level Agreement.

4.4 Service Providers should register in the National Treasury Central Supplier Database. Tax compliance PIN CODE from the SARS is required and should be provided by the service provider.

4.5 Electronic quotations shall be accepted.

4.6 SBD 6.1 for the Specific goals must be submitted. Service providers must submit the SBD4 and SBD 6.1 form together with their quotations.

4.6.1 Bids received after the specified time and date **14 July 2025 at 16H30 close of business hours** will not be considered and accepted.

5 Protection of Personal information Act 4 of 2013 Disclaimer

5.1 By providing a quote or bid and/or related documentation to the Eastern Cape Liquor Board, the bidder/quoter consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the procurement purpose, including but not limited to the evaluation, adjudication and appointment of a successful bidder/quoter. The submitted information may also be utilized for any audit and/or legislative reporting purposes.

5.2 Where applicable, the bidder/quoter warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for the bid /quotation. In addition, the bidder/quoter consents that Eastern Cape Liquor Board to

5.2.1 Verify any personal information with the National Treasury CSD website, including verification of references.

5.2.2 Verify any other regulatory/ industry or any accredited/certification bodies.

5.3 At any stage should the bidder/quoter wish to withdraw its consent as detailed here above, it must do so in writing and address such notification to the Senior Manager of Corporate Services. The personal information collected for the purpose of this bid/quotation will be retained for the period after the finalization of the procurement process in accordance with the Eastern Cape Liquor Board Records Retention Policy and POPIA Policy.

6. N.B: Completion of the returnable form below is mandatory and failure to do so will render the quotation invalid. This form must be completed in full on the original and must be signed.

- I. SBD 4: Declaration of Interest
- II. SDB 6.1: Declaration of Interest

7. Pricing: 80/20

Price must be in South African currency and must be inclusive of VAT. Prospective service providers are further requested to indicate their price in all elements listed in their pricing schedule (**no hidden costs/ unknown costs will be accepted**). Price will be evaluated based on 80 points and applicable formula of calculating points.

8. Evaluation Criteria

All quotations received shall be evaluated based on **price and preferential point system**

Criteria	Points
Price	80
Specific goals	20
Total	100

Specific Goal Category	Allocation of Points 20
Black Ownership: Enterprise Owned by Black Persons <i>i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa</i> <ul style="list-style-type: none"> 51% or more Black owned enterprises 50% - 10% Black ownership Less than 10% Black ownership 	8 4 0
Women Ownership <ul style="list-style-type: none"> 51% or more Women Ownership 50%- 10% Women Ownership Less than 10% Women Ownership 	3 1.5 0
Youth ownership <ul style="list-style-type: none"> 51% or more Youth ownership 50%- 10% Youth ownership Less than 10% Youth ownership 	3 1.5 0
Disability <ul style="list-style-type: none"> 51% or more Disability ownership 50%- 10% Disability ownership Less than 10 % Disability ownership 	2 1 0
Locality Enterprise located in the Eastern Cape Province or Enterprise located in the area where goods are required	2
SMME/ EME SMME constitutes turnover less than 50 million per annum. EME an enterprise that has an enterprise that has a turnover of no more than 10 million per Annum.	2

NB: Provide proof for the specific goals categories in order to claim points (e.g. Company registration, ID copies, proof of disability, relevant proof of residence etc.)

Closing date for quotations: 14 July 2025

FOR ANY ENQUIRIES	PROCUREMENT RELATED ENQUIRIES	FOR SUBMISSION OF QUOTES
Mr. A. Kawa	Ms. Hlengiwe Vakele	Mrs. X. Masakane
Eastern Cape Liquor Board	Eastern Cape Liquor Board	Eastern Cape Liquor Board
Shop No. 10 Bacon Bay Crossing	Shop No. 10 Bacon Bay Crossing	Shop No. 10 Beacon Bay Crossing
Bonza Bay Road	Bonza Bay Road	Bonza Bay Road
Beacon Bay	Beacon Bay	Beacon Bay
East London	East London	East London
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