

BIDDING FORM

PROJECT	Procurement of Dell Pro 15 Essential Laptops, Accessories, Asset Tagging and Nationwide Delivery		
REFERENCE	CFP-NACOSA-08-2026	CLOSING DATE	4 September 2026
INSTRUCTIONS			
Bids must be submitted by email to: proposals@nacosa.org.za using the reference number in the email subject line. No telephonic queries will be entertained by any NACOSA staff member. Written questions may be emailed to queries@nacosa.org.za with the tender reference in the subject line. The system automatically allocates questions to the relevant person based on the reference number. Without a reference number, your question may not be answered. The successful bidder may be required to fill in and sign a written contract. THE FOLLOWING INVITATION TO BID FORM MUST BE COMPLETED AND SIGNED. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED.			

INVITATION TO BID			
NAME OF BIDDER			
REGISTRATION NUMBER			
POSTAL ADDRESS			
STREET ADDRESS			
PHONE		CELL	
EMAIL		VAT NUMBER	

BIDDER DECLARATION				
SUB-CONTRACTING <i>Will any portion of the contract be sub-contracted? TICK</i>		YES		NO
If YES, please indicate				
1. What percentage of the contract will be sub-contracted?			%	
2. Name of sub-contractor/s				
3. B-BBEE status level of sub-contractor/s				
4. Are the sub-contractor/s either an Emerging Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)		YES		NO
5. Specify, by ticking the appropriate box below, if sub-contracting with an enterprise in terms of Preferential Procurement Regulations (2017).				
Designated Group: An EME or QSE which is at least 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				

DECLARATION FOR A COMPANY			
TYPE OF COMPANY <i>(tick appropriate box)</i>			
Partnership/ Joint Venture / Consortium		One-person business/sole proprietorship	
Close Corporation (CC)		Non-Profit Company (NPC)	
(Pty) Limited		Company	
Describe your principal business activities			
COMPANY CLASSIFICATION <i>(tick appropriate box)</i>			
Manufacturer		Professional service provider	
Supplier		Other service provider	
Total number of years the company has been in business			
TOTAL VALUE OF BID	R	<i>Exclusive of VAT</i>	

DECLARATION			
I, the undersigned have read the terms of reference for the above-mentioned project and further represent and warrant that I am duly authorised to execute this bid on behalf of the bidder and that the information I have provided in this bidding form is a true and accurate representation, to the best of my knowledge.			
SIGNATURE		DATE	
NAME OF SIGNATORY			
DESIGNATION			

CONTENTS

1.	COMPANY PROFILE.....	4
2.	SARS ISSUED TAX COMPLIANCE PIN	5
3.	VALID BBBEE CERTIFICATION/AFFIDAVIT.....	6
4.	DECLARATION OF INTEREST	7
5.	SIGNED CODE OF CONDUCT FOR SUPPLIERS	8
6.	TECHNICAL RESPONSE	9
7.	DETAILED QUOTATION	10
8.	REFERENCE LETTERS AND TESTIMONIALS	11
9.	SUPPORTING DOCUMENTS: COMPANY/CC	12
10.	SUPPORTING DOCUMENTS: SOLE PROPRIETORS.....	13

1. COMPANY PROFILE

2. SARS ISSUED TAX COMPLIANCE PIN

3. VALID BBBEE CERTIFICATION/AFFIDAVIT

4. DECLARATION OF INTEREST

The bidder or their authorized representative must declare their interest or any relationship with NACOSA, any of its employees or persons who are known to be involved with the evaluation/ adjudication of the bid.

1. Are you or any person connected with the bid, employed by NACOSA, any of its employees or persons who are known to be involved with the evaluation or adjudication of the bid?	YES	NO
<i>If, YES, provide details</i>		

2. Do you or any person connected with the bid, have a relationship (family, friend, other) with a person employed by NACOSA or persons known to be involved with the evaluation or adjudication of this bid?	YES	NO
<i>If, YES, provide details</i>		

3. In signing and submitting this tender document you further certify that this bid has been independently completed without collusion with any other bidder or competitor and that no person employed by NACOSA has been involved in this bid preparation.
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SIGNATURE OF DECLARANT		DATE	
POSITION		BIDDER	

5. SIGNED CODE OF CONDUCT FOR SUPPLIERS

6. TECHNICAL RESPONSE

The technical response must include the following:

- Detailed Product Specifications
- Authorised Dell partner/reseller accreditation
- Proposed lead times and stock availability.
- Capability to perform asset tagging, serial number recording, and reporting before delivery
- Ability to deliver to multiple locations nationally within required timelines.
- Projected timelines
- One (1) reference letter from courier or documentation indicating own fleet

7. DETAILED QUOTATION

8. REFERENCE LETTERS AND TESTIMONIALS

Demonstrated experience supplying Laptops/ ICT hardware

- List of similar projects within the last five (5) years including the year, value and description of each.
- Relevant reference letters not older than five (5) years

9. SUPPORTING DOCUMENTS: COMPANY/CC

- Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members
- Certified copy of ID documents of the Directors or Members
- Bank confirmation letter.

10. SUPPORTING DOCUMENTS: SOLE PROPRIETORS

- Certified copy of ID document of the Owner
- Proof of Public Indemnity Cover for minimum of R1 million
- Most recent year's financial statements showing comparative figures (2024-2025)
- Bank confirmation letter