



Good to Great Together



Registration number: LR2/6/6/1
275 Kent Avenue, Ferndale, Randburg 2125
PO Box 2578, Randburg
+27 (0) 861 664 226
www.mibco.org.za

REQUEST FOR PROPOSAL (RFP)

Request for proposal for: Supply Framework for the delivery of laptops

RFP Issued: 2026/06/08

Submissions close: 2026/07/08

1. INTRODUCTION

The Motor Industry Bargaining Council (MIBCO) is a bargaining council as envisaged in the Labour Relations Act, with the mission to create and maintain peace and stability in the South African motor industry. The parties to the council are employer parties, namely, the Retail Motor Industry Organisation (RMI) and the Fuel Retail Association (FRA) and employee parties, namely, the Motor Industry Staff Association (MISA) and the National Union of Metalworkers of South Africa (NUMSA).

MIBCO provides services to approximately 21 000 employers and 300 000 employees in the motor industry throughout South Africa. The services provided by MIBCO include a forum and facilities for collective bargaining, settlement of labour disputes, provision of social benefits to persons falling within the motor industry, i.e. Provident, Sick, Accident, Maternity and Holiday Pay Funds.

The Agreements negotiated by the Council are extended by the Department of Labour to the entire motor industry.

MIBCO employs over around 340 employees nationally with 7 main centres and 14 satellite offices. 78% of our employees are office bound while 22% are mobile.

2. MIBCO INFRASTRUCTURE LANDSCAPE

MIBCO runs combination of virtual and physical servers on the Windows platform. The main datacentre is located at the MIBCO Head Office in Randburg with Disaster Recovery (DR) in the cloud (Azure). The network is an SDWAN that consists of fibre or wireless connections. The aim of MIBCO ICT is to create and deliver innovative solutions that foster a technology enabled organisation to best serve our staff and stakeholders.

The Regional and Satellite offices connect to line of business applications that are hosted in the Data Centre at MIBCO Head Office in Randburg, this Data Centre will replicate to a Disaster Recovery site in the cloud (Azure).

Internet break-out is at each regional office and satellite office. All branches host a Cisco Meraki firewall that provides network security and control for the MIBCO network.

3. RFP Purpose

The purpose of this Request for Proposal (RFP) is to invite qualified and capable suppliers to submit proposals for the provision of laptops to MIBCO under a 12-month structured supply arrangement.

The RFP aims to:

- Establish a framework agreement with a selected service provider for the supply 72 laptops over a defined contract period of 12 months, between July 2026 and June 2027.



- Ensure procurement is conducted in a fair, transparent, competitive, and cost-effective manner, in full compliance with the MIBCO Procurement Policy;
- Enable standardised and comparable bidding through a uniform technical specification and mandatory pricing structure;
- Implement a controlled and transparent pricing model, including a foreign exchange (FX) adjustment mechanism, to mitigate the impact of currency volatility while ensuring value for money;
- Facilitate monthly procurement and invoicing aligned to actual delivery, thereby improving cash flow management and financial control;
- Appoint a supplier capable of delivering consistent quality, performance, and support, supported by clearly defined service level agreements (SLAs);
- Ensure strong governance, auditability, and compliance, including adherence to purchase order processes, budget controls, and supplier performance monitoring.

Ultimately, this RFP seeks to secure a reliable, cost-efficient, and contractually sound supply arrangement that supports MIBCO's operational requirements while managing financial and supply chain risks.

4. SCOPE OF WORK

4.1 Supply Requirements

The Service Provider shall:

- Supply a total of 72 laptops over 12 months subject to operational requirements.
- Provide laptops that meet agreed technical specifications
- Ensure continuity of supply throughout the contract period



4.2 Technical Specifications

Laptops must meet or exceed:

Component	Minimum Requirement
Model Reference	Pro level laptop
Processor	Intel Core Ultra 5 (latest generation) or equivalent
Memory (RAM)	16 GB DDR4/DDR5
Storage	512 GB NVMe SSD
Display	16" Full HD (or higher resolution)
Graphics	Integrated graphics (minimum)
Operating System	Windows 11 Pro (64-bit)
Connectivity	Wi-Fi 6 or higher
Cellular	Built-in LTE module (SIM-enabled)
Ports	USB-C, USB-A, HDMI (or equivalent modern configuration)
Camera	Integrated HD webcam
Battery	OEM standard battery (minimum 8-hour business usage target)
Warranty	Three years, next business day Onsite

Any deviation must be approved by MIBCO prior to delivery.

4.3 Delivery Requirements

- Delivery to be completed within 10 working days from purchase order
- Delivery location: MIBCO Head Office or designated sites
- Goods must be accompanied by:
 - Delivery note
 - Serial numbers

- Asset information

4.4 Warranty & Support

The Service Provider shall:

- Provide 3-year OEM onsite warranty
- Replace faulty units within 48 hours
- Provide escalation support for warranty failures

4.5 PRICING & PAYMENT STRUCTURE

4.5.1 Pricing Model

The contract shall operate on a rate-based pricing model, consisting of:

- A base unit price (ZAR)
- A controlled foreign exchange (FX) adjustment mechanism

4.5.2 FX Adjustment Formula

Adjusted Price = Base Price × (Current FX / Base FX)

Where:

- Base FX = Rate at RFP closing date
- Current FX = Rate at invoice date

4.5.3 FX Collar

To manage volatility:

- Maximum increase: +10%
- Maximum decrease: -10%

4.5.4 Invoicing & Payment

- Supplier shall invoice monthly after delivery
- Each invoice must:
 - Reference an approved Purchase Order



- Match delivered quantities
 - Payment terms: 30 days from invoice date

4.6. PROCUREMENT GOVERNANCE

4.6.1 Purchase Orders

- Each monthly delivery must be supported by a valid purchase order
- No goods may be delivered without an approved PO

4.6.2 Documentation Requirements

The following must be submitted for payment:

- Approved purchase order
- Delivery note
- Supplier invoice

All documentation will be verified by Finance prior to payment

4.7. SERVICE LEVEL AGREEMENT (SLA)

The Service Provider shall comply with the following:

Service Metric	Requirement
Delivery	≤10 working days
Warranty support	Next business day

Failure to meet SLA requirements may result in penalties or corrective action.

4.8. CONTRACT MANAGEMENT

4.8.1 Contract Type

- Framework Agreement with monthly call-off orders

4.8.2 Duration

- Fixed term: 12 months
- No automatic renewal (in line with policy)

4.8.3 Performance Monitoring

MIBCO will monitor:

- Delivery performance
- Product quality
- Compliance with pricing model

4.8.4 Audit Rights

MIBCO reserves the right to:

- Audit pricing components
- Verify FX adjustments
- Review supplier performance

4.9. VENDOR OBLIGATIONS

The Service Provider must:

- Maintain compliance with MIBCO procurement requirements
- Ensure accurate and transparent pricing
- Deliver products meeting specification
- Maintain ethical conduct and declare conflicts of interest

4.10. RISK MANAGEMENT

4.10.1 Exchange Rate Risk

- Managed through FX-linked pricing model
- Shared risk between MIBCO and supplier

4.10.2 Supply Risk

- Supplier must ensure consistent stock availability
- Substitutions require prior approval



4.10.3 Performance Risk

- SLA enforcement mechanisms in place
- Corrective action required for repeated failures

4.11. CHANGE MANAGEMENT

Any changes to:

- Specifications
- Volumes
- Delivery schedules

Must be:

- Approved in writing
- Supported by updated purchase orders

4.12. TERMINATION

MIBCO reserves the right to terminate the agreement:

- In case of material breach
- For non-performance
- For failure to comply with contract terms

4.13. REPORTING

The Service Provider shall provide:

- Monthly delivery reports
- Incident and fault reports
- Pricing adjustment reports (FX calculations)

5. SUBMISSION OF PROPOSAL

- MIBCO will award the contract to a qualified service provider(s) whose proposal is determined to be the most advantageous to MIBCO, taking into consideration the technical (functionality) solution, price and B-BBEE.



- Interested service providers should submit a proposal including references detailing relevant experience and details of similar work performed.
- Payment terms/payment milestones if applicable must be stipulated clearly in the RFP.
- A vendor quote must be submitted
- The following mandatory documentation must also be submitted with your proposal:
 - Copy of company registration certificate.
 - Original valid Tax Clearance Certificate or Letter of Good Standing from SARS, and
 - Evidence to support BEE status. For Large Enterprises and Qualifying Small Enterprises (QSE) this shall be in the form of a valid BEE Certificate produced by a SANAS approved verification agency. For Exempted Micro Enterprise (EME) sufficient evidence of qualification is an auditor's certificate or similar certificate issued by an accounting officer or verification agency.
 - Sample contract and service level agreement that contains the MIBCO contractual requirements.
 - A proposal addressing all the elements in the statement of work, including references detailing relevant experience and details of similar work performed.

6. DEADLINE FOR SUBMISSION

- Submit electronic copy to Dan Mkwazi at Dan.Mkwazi@mibco.org.za by 8 July 2026 at 15H00.
- Virtual meetings for clarification can be arranged with Dan Mkwazi at Dan.Mkwazi@mibco.org.za between 8 June 2026 and 8 July 2026.

7. REJECTION OF PROPOSALS

- Late submissions will be rejected.
- Non-compliance with RFP conditions will lead to rejection.
- The Motor Industry Bargaining Council reserves the right to accept or reject any application.

8. EVALUATION PROCESS

- All proposals will be evaluated by an evaluation team as per the table below, price and B-BBEE.
- Based on the results of the evaluation process, MIBCO will approve the awarding of the contract to the successful service provider, in full.
- Pricing proposals will only be considered after evaluation of functionality has been adjudicated and accepted.



- Proposals that scores less than 90 out of 100 points (90%) will be rejected and will not be evaluated for price and B-BBEE.
- The evaluation of functionality will be scored as follows:

Criteria	Weight
Technical Compliance	25
Delivery & Supply Capability	20
Service & Support	15
Pricing Model Compliance	15
Supplier Experience	15
Governance & Risk	10
TOTAL	100



Explanation of Functionality Evaluation Criteria

8.1. Technical Compliance (25 Points)

This criterion evaluates how well the proposed laptop solution meets the minimum technical specifications defined in the RFP.

Bidders will be assessed on:

- Alignment with required hardware specifications (CPU, RAM, storage, etc.)
- Performance equivalence (including processor benchmarks)
- Inclusion of required features such as integrated LTE
- Compliance with warranty requirements (3-year NBD onsite)
- Full compliance with specifications will score highest; partial compliance may reduce scoring.

8.2. Delivery & Supply Capability (20 Points)

This criterion assesses the bidder's ability to consistently deliver laptops as per the required schedule.

Bidders will be evaluated on:

- Ability to supply 72 laptops over 12 months, subject to operational requirements.
- Delivery lead times and adherence to timelines
- Availability of stock and supply chain reliability
- Suppliers demonstrating strong planning, stock availability, and reliable delivery timelines will score higher.

8.3. Service & Support (15 Points)

This criterion evaluates the quality and responsiveness of the bidder's after-sales support and warranty services.

Bidders will be assessed on:


- Warranty support structure and escalation processes
- Fault resolution turnaround times
- Availability of dedicated account management or support services

Bidders offering structured, responsive, and well-defined support models will score higher.

8.4. Pricing Model Compliance & Transparency (15 Points)

This criterion assesses how well the bidder complies with the mandatory pricing structure defined in the RFP.

Bidders will be evaluated on:

- Adherence to the FX adjustment formula
- Application of the FX collar (+/-10%)
- Transparency of cost breakdown (OEM cost, margins, logistics)
-  Bidders must strictly follow the pricing template; deviations or unclear pricing may be penalised.

8.5. Supplier Experience & Track Record (15 Points)

This criterion evaluates the bidder's experience, capability, and reliability based on past performance.

Bidders will be assessed on:

- Experience in delivering similar contracts
- Quality and relevance of client references
- OEM partnerships or authorised reseller status

Suppliers with proven experience in similar engagements and strong references will score higher.

8.6. Governance, Compliance & Risk (10 Points)

This criterion evaluates the bidder's overall compliance, financial soundness, and risk management capability.

Bidders will be assessed on:

- Completeness and compliance of submission
- Financial stability and business viability
- Ability to identify and manage risks (e.g., supply disruptions, FX exposure)

Bidders demonstrating strong governance, compliance, and risk mitigation will achieve higher scores.

9. GENERAL EVALUATION PROCESS

- The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.
- In terms of activities in the Preferential Procurement element of the scorecard, MIBCO will calculate its score based on code series 500 of the ICT Sector Code.
- Only enterprises with a B-BBEE status from level four (4) to level one (1) will be considered.
- Based on the overall performance of an enterprise using the scorecard, it receives one of the following B-BBEE statuses:

RECOGNITION LEVEL PER BEE CONTRIBUTOR		
B-BBEE Status	Qualification	B-BBEE recognition level
Level One	100 points or more	135%
Level Two	95 points or more but less than 100 points	125%
Level Three	90 points or more but less than 95 points	110%
Level Four	80 points or more but less than 90 points	100%
Level Five	75 points or more but less than 80 points	80%
Level Six	70 points or more but less than 75 points	60%
Level Seven	55 points or more but less than 70 points	50%
Level Eight	40 points or more but less than 55 points	10%



Non-Complaint	Less than 40 points	0%
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10. SUB-CONTRACTING

- A service provider will not be awarded points for B-BBEE status level if it is indicated in the proposal that such a service provider intends sub-contracting more than 25% of the value of the contract to any other enterprises that does not qualify for at least the points that such a service provider qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- A service provider awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

11. VALIDITY PERIOD OF PROPOSAL

Proposal must be valid for a minimum of 4 months from closing date.

12. CONTRACT

- The contract will be awarded to an enterprise that scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within a mutually agreed date after a provisional appointment date, MIBCO reserves the right to appoint, or not appoint, the service provider who was rated second, and so on.

13. QUESTIONS REGARDING THE RFP

Submit enquiries to Dan Mkwanzazi at Dan.Mkwanzazi@MIBCO.org.za with subject "Supply Framework for the delivery of laptops.



14. TERMS AND CONDITIONS

- Right to amend RFP conditions and specifications.
- Right to verify information and request proof.
- Right to vary or cancel RFP without liability.

15. DISCLAIMER

This RFP is issued in good faith. No warranties are made regarding its accuracy or completeness. Submission of a proposal implies acceptance of all terms and conditions.