

Request for Quotation

Supply of UAT unit-price laptop 20260915 1235

Closing Date: Tuesday 22 September 2026 at 00:00 Africa/Johannesburg

PUBLIC PROCUREMENT SUMMARY

Reference	VVOB/ZA/RFQ/2026/008
Object	Supply of UAT unit-price laptop 20260915 1235
For VVOB	VVOB South Africa
Nature	Supplies
Description of the services/supplies to be provided	Supply the complete package of items listed in the price schedule.
Procedure	Simplified procedure for assignments of limited value
Deadline for submitting quotations	22 September 2026 00:00 Africa/Johannesburg
Contract duration	Deliver the complete order by 30 September 2026.
Estimated start date	30 September 2026
Information session and/or site visit	No information session is planned.
Conditions to participate	Answer every qualification question and submit a complete quotation for every listed item.
Content of the quotation	Complete the portal price schedule and upload a signed PDF with matching prices. Include every payable cost and applicable tax.
Technical and financial evaluation criteria	Price: 40%. Non-price: 60%. The highest raw non-price score receives the full non-price weight; other bids are scaled against it. Price includes VAT.
Contact person for questions	Alice Koopedi (Musa), musa.koopedi@vvob.org, +27 10 000 0027
Other	To delete if not applicable

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1. GENERAL PROVISIONS

1.1. CONTRACTING AUTHORITY

The contracting authority of this public procurement contract is VVOB Belgium, non-profit organisation, with its registered office at Julien Dillensplein 1, 1060 Brussels, Belgium, acting through its office VVOB South Africa.

For this procurement contract the leading office is VVOB South Africa, represented by , of VVOB South Africa who will sign the award letter, and if applicable the service contract following the procurement process, who is mandated to do so and to represent VVOB towards third parties.

1.2. RULES GOVERNING THE PROCUREMENT

The specific administrative and contractual provisions that apply to public procurement contract and procedure are among others:

- The Law of 17 June 2016 on Public Procurement contracts (Law Public Procurements)
- The law of 17 June 2013 on justifications, notifications and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the award of Public Procurement contracts in the classic sectors (RD 2)
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works (RD 1)

An all-encompassing overview of all applicable Belgian regulations regarding the public contracts is available for consultation through the website .

This contract is equally subject to:

- The specifications in this call and in its appendices, and any notes, standards or documents referred to. The tenderer is deemed to have taken note of this and to have taken it into account when preparing his bid.
- All laws and regulations concerning the requested products and materials (e.g. CE conformity etc.)
- The General Data Protection Regulation: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data;
- VVOB's Codes of Conduct;

Any additions, amendments, and replacements to the aforementioned laws and other documents on the date of their entry into force with due observance of any transitional provisions.

1.3. PROCESSING OF PERSONAL DATA BY THE CONTRACTING AUTHORITY

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Quotations with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

The bidder undertakes to comply strictly with the obligations provided for by the GDPR and Belgian law on the protection of personal data, regarding the processing of data entrusted to it by the Contracting Authority or collected by the bidder on behalf of and at the request of the Contracting Authority.

If the bidder reasonably considers that other agreements should be concluded in order to comply with the applicable legislation, the bidder will proactively inform the contracting authority. In any case, the bidder must cooperate in good faith with the contracting authority in order to comply with the applicable legal provisions at all times.

For all questions regarding the protection of personal data, the bidder may contact the Contracting Authority's Data Protection Officer or his designate.

We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

1.4. CONFIDENTIALITY

The bidder and/or contractor as well as the contracting authority are bound to secrecy towards third parties with regards to any confidential information obtained within the framework of this procurement and will not disclose this information without obtaining the necessary written prior consent of the other party. An exception is made for the disclosure of confidential information to third parties that are involved in the assignment, in which case parties undertake to adequately inform the involved parties of their confidentiality obligations and their required compliance as such.

1.5. GENERAL CONDITIONS OF SALE

OPTION 1: *The service contract is attached to the call for quotations*

By participating in this procurement, the bidder waives its sales conditions and endorses the purchase conditions of VVOB.

See service contract in Annex.

OPTION 2: *The service contract is NOT attached to the call for quotations*

By participating in this procurement, the bidder waives any terms of its general conditions that conflict with the administrative and technical conditions of VVOB for this contract. Any contrary condition will result in a substantial irregularity in the tender.

2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

The supplier must quote for the complete package and every line. Partial quotations are not accepted.

3. PROCEDURES FOR THE PROCUREMENT CONTRACT

3.1. AWARD PROCEDURE

This public contract is a negotiated procedure without prior publication in accordance with Belgian public procurement law.

3.2. CONTACT PERSON, SITE VISIT AND INFORMATION SESSION

Contact persons for questions about this call : See the Public Procurement Summary table at the beginning of this Call for Quotations.

Any questions can be sent by mail to the contact person, by mentioning the reference of the call for quotations in the subject of the mail. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc.).

Site visit : (Choose one of the following options)

- Without object: no site visit provided.
- Site visit mandatory for submission of the quotation.

By appointment (see point 1: Contact person)

- Site visit optional for the submission of the quotation

By appointment (see point 1: Contact person)

Information session : (Choose one of the following cases)

- Without object: no information session provided.
- Information session compulsory before submission of quotation

Date and time: _____

Place: _____

- Information session optional before submission of the quotation

Date and time: _____

Place: _____

3.3.1. Data to be included in the quotation

The quotation must consist of the following documents and information:

(The enumeration proposed below should be adapted to the scope and specificity of the contract and the stipulations in points 2 and 3.3.8)

- **Administrative section of the quotation, including at least**
- identity of the bidder: business name, legal form, nationality, address, telephone number, e-mail address, contact person and Tax Identification Number, Social Security Number.
- proof regarding compulsory grounds for exclusion (see requested documents in point 3.3.8.1.a)
- proof of compliance with the tenderer's obligations regarding the payment of taxes and social security contributions (see requested documents in point 3.3.8.1.b)
- declaration on honour concerning compliance with VVOB's Codes of Conduct (see point 3.3.8.1.c) and compliance with Sanctions Laws (see point 3.3.8.1.d) *(to mention if applicable)* and compliance with United Nations regulations (see point 3.3.8.1.e)
- proof regarding the first qualitative selection criterion (see point 3.3.8.2)
- proof regarding the second qualitative selection criterion (see point 3.3.8.2)
- proof regarding the qualitative selection criterion, etc
- proof that the signatory is authorised to sign for the company
- account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/SWIFT code
- **Technical section of the quotation**

- Technical offer with the description of the proposed supplies/services

It must also include:

- (e.g. for supplies :) brand, type and model of the supplies and their technical characteristics, warranty period, ...
- (e.g. for services :) approach, description of the services, justification of proposed choices, workplan, timeline and adherence to timeline, proposed experts or consultants (CV's, ...) for the execution of the contract, ...
- delivery or execution period
-
- **Financial section of the quotation, consisting of**
- (only if use of detailed price list – see point 2 case 1) the completed and signed price list provided in ANNEX ..)
- (Unit) price, exclusive VAT
- VAT amounts per unit
- (Unit) price, inclusive VAT
- Total amount of the quotation, inclusive VAT, expressed in numbers and in full characters.

3.3.2. Subcontracting, price reductions, variants and options

- Recourse to subcontractors : (Choose one of the following cases)

OPTION 1: The use of subcontracting is not allowed.

OPTION 2 : The use of subcontracting is allowed and the bidder indicates in his quotation the part of the contract he may intend to subcontract and the subcontractors proposed.

OPTION 3: The use of subcontracting is allowed and the bidder is not required to indicate in his quotation the part of the contract he intends to subcontract or mention the subcontractors.

CAN BE ADDED IN THE OPTION OF WORKS, SERVICES AND SITING OR INSTALLATION OPERATIONS IN A SUPPLY CONTRACT

However, the contracting authority require that the critical tasks be performed directly by the tenderer itself. The critical tasks are : [TO COMPLETE]

WHEN OPTION 2 OR 3 ARE SELECTED INCLUDE:

The fact that the contractor entrusts all or part of his commitments to subcontractors does not release him of his responsibility towards the contracting authority. The latter does not recognize any contractual relation with these third parties. The contractor remains, in any case, the only party liable towards the contracting authority. The contractor commits to having the contract performed by the persons indicated in the tender, except for force majeure. The persons mentioned or their replacements are all deemed to effectively be involved in the performance of the contract. Any replacements must be approved by the contracting authority. When the contractor uses a subcontractor to carry out specific processing activities on behalf of the contracting authority, the same data protection obligations as those of the contractor are imposed on that subcontractor by contract or any other legal act. In the same way, the contractor will respect and enforce to his subcontractors, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR). The contracting authority may conduct an audit of the processing carried out in order to validate compliance with this legislation.

- The proposal of price reductions is not allowed. (can however be allowed if procurement with lots; for procurments with lots, contact Head Office)
- VVOB does not allow the submission of free variants. (if variants possible : see the guidelines for calls for quotations)
- VVOB does not allow the submission of options. (if options possible : see the guidelines for calls for quotations)

3.3.3. Validity of the quotations

Submitted quotations shall be valid for 90 calendar days from the final date for submission of offers. The same deadline shall apply to the BAFO from the final date of submission of BAFO.

3.3.4. Pricing and price components

Enter unit prices in the portal schedule. Prices must include every payable cost. State VAT separately where it applies.

3.3.5.1. Offers Submitted by VVOB Operations Portal

Submit the completed portal price schedule and upload a signed quotation PDF with the same prices.

3.3.5.2. Derogation from Article 14, § 7 of the Law on Public Procurements

Considering article 14, §2, 1° of the law on public procurements, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, §7 of the law.

The nature of the underlying contract in question is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal "e-Procurement" platform. The technical characteristics may therefore be discriminatory and may restrict economic operators' access to the award procedure, particularly with regards the speed and quality of the internet connection, as well as the quality of the electricity transmission network. Moreover, the particular formats of electronic signatures envisaged by this platform are not yet compatible with the information and communications technology in use.

3.3.5.3. Languages

The offers can be submitted in English.

3.3.5.4. A single quote per order

Irrespective of any variants, the tenderer may only submit one tender per contract.

In this case, each participant in a group of economic participants without legal status as identity considered as a tenderer.

However, submitting an initial offer does not constitute an obstacle to negotiating, submitting subsequent offers or submitting a BAFO.

The tenderer shall submit its tender in a single copy.

3.3.5.5. End date for the receipt of the offers

Quotations must be submitted to VVOB before the end date and time for receipt of the quotations.

This limit is specified in the quotation request.

3.3.5.6. Late offers

Offers submitted late will not be accepted.

3.3.5.7. Modification or withdrawal of an already submitted offer

The amendment or withdrawal of an offer that has already been submitted must comply with the provisions of Article 43 of the RD.

3.3.6. Opening of the quotations

The quotation must be in the possession of the contracting authority before the final submission date and time specified in point 2.3.5 "Submission of the quotations". The tenders shall be opened behind closed doors.

3.3.7. Overview of the evaluation procedure and negotiations

In a first phase, the quotations will be evaluated as to selection (see 3.3.8.1. exclusion grounds and 3.3.8.2. qualitative selection criteria) and to regularity (see 3.3.1. data to be included in the quotation). In application of the art. 76 of the Law, regularizing substantial irregularities is possible.

In order to be compliant,

- the quotation must be signed,
- the quotation must contain all the information and documents requested in this call for quotations,
- the quotation must propose supplies/services that conform to what is expected and described by VVOB,
- the provider must meet the minimal selection criteria referred to in points 3 and 4 of this call

If any information or documents provided by the bidder appear to be incomplete or incorrect, or if certain documents are missing, VVOB may request the bidder in question to submit, supplement, clarify or explain the information or documents concerned within an appropriate time period. This option in no way obliges VVOB to give bidders this opportunity.

Quotations that are not conform could be rejected notably in application of article 76 of the Royal decree of 18 april 2017 and could not be admitted tot the technical and financial evaluations.

If the bidder does not use the documents (forms, pricelist, etc if any) attached to this call for quotations, he shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

In a second phase, the formally and materially regular quotations will be evaluated as to content by an evaluation commission by applying the award criteria stated in the procurement documents (see 3.3.8.1)

During the second phase, VVOB reserves the right to negotiate on the conditions of the quotations or not (improvement of the proposed conditions: price or other).

In case of negotiations, VVOB will conclude the negotiations by proposing to submit a BAFO (best and final offer). No changes/adjustments/regularisations whatsoever can be made to the BAFO submitted.

The award criteria and the minimum requirements certainly do not qualify for negotiations.

VVOB may or may not conduct negotiations in stages, whereby the number of offers to be negotiated is limited by applying the award criteria. Since the contracting authority reserves the right to negotiate only with the best placed candidates, tenderers are invited to indicate their best price in their tenders.

3.3.8.1. Exclusion criteria

Suppliers must answer every required qualification question. An answer that does not match the required answer excludes the quotation.

3.3.8.2. Qualitative selection criteria

(Unlike the award criteria (see further in the call for quotations), which concern the price and technical aspects of the execution of the contract, qualitative selection criteria concern the ability of the bidding company to perform the contract, imposing, where necessary, minimum criteria that are, however, proportionate to the size of the contract.)

OPTION 1: No use of qualitative selection criteria

No qualitative selection criterion is foreseen in the context of this contract

OPTION 2: Use of qualitative selection criteria

The selection criteria (qualitative selection) are the following. *(examples: see guidelines for calls for quotations)*

- First qualitative selection criterion :
- description
- Evidence to be submitted by the tenderer : specify evidence to provide
- Second qualitative selection criterion:
- description
- Evidence to be submitted by the tenderer : specify evidence to provide

Bidders who do not meet the(se) selection criteri(on)(a) will be rejected and their offer will not be admitted to the technical and financial evaluations.

3.3.8.3. Award criteria

Criterion	Max points	Scoring levels
Criterion	40	Calculated from eligible bid price:
Criterion	60	Meets delivery requirements:

3.3.8.4. Possibility of not awarding or concluding the contract

The conclusion of the procedure does not imply an obligation to award or conclude the contract. The contracting authority may refrain from awarding or concluding the contract, or may reopen the procedure in another way, if necessary.

3.3.8.5. Concluding the procurement contract

The contract is concluded by sending an order form / a notification letter by e-mail or post, possibly preceded by an information message. The call for quotations with any annexes and the quotation of the bidder with the annexes and order form or notification letter together constitute the contract.

3.21. Qualification Questions

Answer every question. An answer that does not match the required answer excludes the quotation.

1. Can your company supply every listed item in the stated quantity and meet every specification shown? **Required answer: Yes.**
2. Can your company deliver the complete order to the stated location by the stated delivery date? **Required answer: Yes.**

4. SPECIAL CONTRACTUAL PROVISIONS

4.1. PLACE OF DELIVERY, DURATION AND END OF THE CONTRACT

Deliver the complete order to UAT South Africa office by 30 September 2026.

4.2. EXTENSIONS AND REPETITIONS

Extensions: Without object (*if extensions wanted : see the guidelines for calls for quotations*)

Repetitions: Without object (not possible)

4.3. TERMS OF PAYMENT

Payment method: bank_transfer.

4.4. BIDDERS RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT

The bidder commits him(her)self to have the assignment carried out by the persons stated in the quotation, except in the event of force majeure. The persons mentioned or their replacements are all deemed to effectively participate in the execution of the contract.

The bidders personnel must be sufficient in number and must, each in her(hi)s field, possess the requisite competence to perform the contract regularly and correctly. The bidder must immediately replace all members of staff whom VVOB vzw has designated as an objection to the proper execution of the contract due to their incompetence, bad will or generally known misconduct.

The bidder shall assume full responsibility for errors or defects in the services performed, in particular in the examinations, calculations, plans and all other documents drawn up by him for the execution of the contract.

The services that do not correspond to the terms and conditions of the contract or that were not provided in accordance with the rules of the art must be restarted by the bidder. If not, VVOB will take ex officio measures at the bidders' expense and risk through one of the means of intervention mentioned in the applicable law. In addition, the bidder is exposed to fines and penalties for non-compliance with the terms and conditions of the contract.

Consequently, the bidder must indemnify VVOB against any damages that it may owe to third parties on account of its delay in performing the contract, insofar as the bidder is responsible for such delay.

4.5. DELAY PENALTIES

(Choose one of the following cases. Not mandatory for contracts under value 30.000 EUR, and strongly recommended for contracts for which VVOB pays advances)

Option 1: for supplies The imposition of delay penalties for failure to comply with the execution period is done in accordance with Article 123 of the Belgian Royal Decree of 14 January 2013.

Option 1: for services The imposition of delay penalties for failure to comply with the execution period is done in accordance with Article 154 of the Belgian Royal Decree of 14 January 2013.

4.6. BAIL

No bail is required for this contract.

4.7. DISPUTES

The procurement contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract. In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution. If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

4.9. INTELLECTUAL PROPERTY

(To be adapted on a case-by-case basis but catch all clause hereunder.)

The contracting authority acquires the intellectual property rights created, developed or used during performance of the contract.

Without prejudice to abovementioned, and unless otherwise stipulated in the procurement documents, when the subject-matter of the procurement contract consists of the creation, manufacture or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the procurement contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

4.10. MODIFICATIONS OF THE CONTRACT (ART 37 TO 38/19 RD 1)

4.10.1 The value of the change is minimal (38/4)

The contracting authority has the right to change the initial tender unilaterally, if the following conditions are respected: 1° the scope of the contract remains unaltered; 2° the modification is limited to 10 % of the initial awarded amount. The essential terms and conditions can only be modified with reasons, to be mentioned in an amendment.

4.10.2 Replacement of the contractor (Art. 38/3)

Provided that he meets the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial procurement contract was agreed in cases other than those provided for in Art. 38/3. The contractor submits his request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of supplies and services already performed, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge. The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the procurement contract.

4.10.3. Price revision (Art. 38/7)

Option 1

Prices are fixed for the duration of the contract (no price revision allowed). *(only possible for contracts under EUR 120,000 and less than 120 working days or 180 calendar days)*

Option 2

Insert price revision formula and procedure *(see guidelines point 2.3.10 for examples - mandatory for contracts above EUR 120,000 and more than 120 working days or 180 calendar days)*

4.10.4. Unforeseen circumstances (Art. 38/9)

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian Government or donors to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article.