



## African Parks Network

Africa House, Fairway Office Park, 52 Grosvenor Road, Bryanston 2191, RSA

Tel: +27 11 465 0050

Reg no. 2007/030803/08

[www.africanparks.org](http://www.africanparks.org)

### OVERVIEW

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities.

### OBJECTIVES AND SCOPE

We have therefore decided that we would like to offer organizations a chance to Tender for our business. As a non-profit solely focusing our funding on protected area management, communities, Law enforcement and tourism. We need the following from you, the leading competitive pricing vs market distributors.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

### **Quote - African Parks on the following: (Annexure I)**

- **Dell Pro 16 – Ultra 5 32gb Ram, 1TB m.2 HDD (Qwerty and Azerty)**
- **Dell Pro 16 – Ultra 7, 32gb Ram, 1TB m.2 HDD (Qwerty and Azerty)**
  
- **Dell Pro 14 – Ultra 5, 32gb Ram, 1TB m.2 HDD (Qwerty and Azerty)**
- **Dell Pro 14 – Ultra 7, 32gb Ram, 1TB m.2 HDD (Qwerty and Azerty)**
  
- **Dell Pro 13 – Ultra 7, 32gb Ram, 1TB m.2 HDD (Qwerty)**
  
- **Dell 14 Premium – Ultra 7, 32gb Ram, 1TB m.2 HDD (Qwerty)**
  
- **Dell Pro 15 Essential Ultra 5, 16gb Ram, 1TB m.2 HDD (Qwerty and Azerty)**
- **Dell Pro 15 Essential Ultra 7, 16gb Ram, 1TB m.2 HDD (Qwerty and Azerty)**

## CURRENCY

- Tenders must be presented in ZAR

## PRICING

- Keyboard type (Qwerty and Azerty) must be clearly specified in quotations/ proposals
- All submitted documents must reflect consistent pricing, with no discrepancies between the technical and financial proposals
- Quoted unit prices shall remain valid up to the date of contract signature.

## TIMETABLE

|  | DATE          | TIME*   |
|--|---------------|---------|
| <b>Deadline for requesting clarifications from the contracting authority</b>     | 11 March 2026 | 5:00pm  |
| <b>Last date on which clarifications are issued by the contracting authority</b> | 13 March 2026 | 12:00pm |
| <b>Deadline for submission of tenders</b>  | 20 March 2026 | 5:00pm  |
| <b>Notification of award to the successful tenderer</b>                          | 3 April 2026  | -       |
| <b>Signature of the contract</b>   | 8 April 2026  | -       |

## PERIOD OF VALIDITY

Tenderers will be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.

## SUBMISSIONS OF TENDER

10.1 Tenders must be sent to the African Parks Network before the deadline specified in 10.3. They must include all the documents specified in point 11 of these Instructions and be sent to the following address:

If the tenders are hand delivered they should be delivered to the following address:

African Parks Network  
Fairway Office Park  
52 Grosvenor Road  
Bryanston  
Johannesburg  
Gauteng  
2191

If tender documents are to be emailed, it should be emailed to:

[tendershq@africanparks.org](mailto:tendershq@africanparks.org)

Tenders must comply with the following conditions<sup>1</sup>:

10.2 All tenders must be submitted in one original, marked 'original', and HQ-TEN-TECH-001 (in view of environmental considerations, as few copies as possible should be requested, with double side printing, degradable material for folders, presentation, etc...) copies signed in the same way as the original and marked 'copy'.

10.3 All tenders must be submitted before the deadline 1 April 2026,

(a) either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip

(b) or by hand-delivery to the premises of the contracting authority by the participant in person or by an agent, in which case the evidence shall be constituted by the acknowledgment of receipt.

The contracting authority may, for reasons of administrative efficiency, reject any application or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting applications or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

10.4 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- a) the above address;
- b) the reference code of this tender procedure, (i.e. HQ-TECH-TEN-001);
- c) the words 'Not to be opened before the tender opening session' in the language of the tender dossier.
- d) the name of the tenderer.

The technical and financial offers must be placed together in a sealed envelope. The envelope should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot.

## CONTENTS OF TENDER

Failure to fulfil the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise:

### **Part 1: Technical offer:**

- a detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required, including if applicable:
    - OEM {Dell} approved warranty for a minimum period of 3 years.
    - a list of the spare parts and consumables recommended by the manufacturer;
-

- a proposal for after-sales service over 5 years.

**Part 2: Financial offer:**

- A financial offer calculated on a DAP<sup>2</sup> basis for the supplies tendered, including if applicable:
  - financial proposal for spare parts and consumables for use for 3 years with itemised price list;
  - financial proposal for after-sales **services for 3 years**;
  - financial proposal for any other amount not directly related to the intrinsic value of the product in question (such as, but not limited to, import duties and taxes, entry-import customs clearance, transport costs).

This financial offer should be presented as template (Budget breakdown), adding separate sheets for details if necessary.

- An electronic version of the financial offer

**Part 3: Documentation:**

To be supplied:

- A description of the warranty conditions
- A statement by the tenderer attesting the origin of the supplies tendered (or other proofs of origin).
- The details of the bank account into which payments should be made. This should be done through the completion of the financial identification form or the submission of a bank letter on a bank letterhead confirming the bank details.
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so.
- Tax clearance certificate
- Proof of registration of the company. If Natural person, certified copy of ID
- A minimum of two references must be provided from previous customers who have received similar quantities within the past 12 months, including full contact details for verification.

Yours Sincerely,

African Parks Procurement

---

<sup>2</sup> DAP (Delivered At Place — Incoterms 2020 International Chamber of Commerce  
<http://www.iccwbo.org/incoterms/>

## ANNEXURE I

| Model               | Screen size | O/S | CPU     | Memory | HDD  | Keyboard | Total Quantity |
|---------------------|-------------|-----|---------|--------|------|----------|----------------|
| <b>Medium Level</b> |             |     |         |        |      |          |                |
| Dell Pro 14         | "14         | Pro | Ultra 5 | 32 Gb  | 1 TB | Qwerty   | 34             |
| Dell Pro 14         | "14         | Pro | Ultra 7 | 32 Gb  | 1 TB | Qwerty   | 33             |
| Dell Pro 14         | "14         | Pro | Ultra 5 | 32 GB  | 1 TB | Azerty   | 25             |
| Dell Pro 16         | "16         | Pro | Ultra 7 | 32 Gb  | 1 TB | Azerty   | 7              |
| Dell Pro 16         | "16         | Pro | Ultra 5 | 32 Gb  | 1 TB | Azerty   | 13             |
| Dell Pro 16         | "16         | Pro | Ultra 5 | 32 Gb  | 1 TB | Qwerty   | 8              |
| Dell Pro 16         | "16         | Pro | Ultra 7 | 32 Gb  | 1 TB | Qwerty   | 14             |

### Exec Level/ High Spec

|                     |       |     |         |      |     |        |    |
|---------------------|-------|-----|---------|------|-----|--------|----|
| Dell Pro 13 Premium | "13   | Pro | Ultra 7 | 32Gb | 1TB | Qwerty | 20 |
| Dell 14 Premium     | 14.5" | Pro | Ultra 7 | 32Gb | 1TB | Qwerty | 15 |

### Low Level

|                       |     |     |         |      |       |        |    |
|-----------------------|-----|-----|---------|------|-------|--------|----|
| Dell Pro 15 Essential | "15 | Pro | Core i5 | 16Gb | 512GB | Azerty | 2  |
| Dell Pro 15 Essential | "15 | Pro | Core i7 | 16Gb | 1TB   | Azerty | 48 |
| Dell Pro 15 Essential | "15 | Pro | Core i7 | 16Gb | 1TB   | Qwerty | 6  |

### MFF

|   |  |     |         |      |     |        |   |
|---|--|-----|---------|------|-----|--------|---|
| Dell Pro Micro QCM1250 (Dell MFF 7020 ) |  | Pro | Ultra 5 | 32Gb | 1TB | Qwerty | 2 |
| Dell Pro Micro QCM1250 (Dell MFF 7020 ) |  | Pro | Ultra 7 | 32Gb | 1TB | Azerty | 2 |

229

|              |            |
|--------------|------------|
| <b>TOTAL</b> | <b>229</b> |
|--------------|------------|

| Fleet Requirements     | QTY        |
|------------------------|------------|
| Dell Pro 16 Models     | 42         |
| Dell Pro 14 Models     | 92         |
| Dell Pro Micro QCM1250 | 4          |
| Dell Premium 13 Models | 20         |
| Dell 14 Premium        | 15         |
| Dell Pro Essential     | 56         |
|                        |            |
| <b>Total</b>           | <b>229</b> |