

TOR: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF LAPTOPS

Background and Introduction

AQUITY Innovations NPC was appointed by the National Department of Health to serve as one of the GLOBAL FUND TB Sub-Recipients (SRs) in South Africa. The project activities are implemented in Mpumalanga (Ehlanzeni district) and Eastern Cape provinces (OR Tambo, Amathole District and Buffalo City Metro districts). Amongst other objectives, the program seeks to improve TB testing at community level.

AQUITY Innovations NPC, through this grant, seeks to appoint a service provider to supply and deliver laptops. This contract will remain in force until 31 March 2025, the termination date. The successful service provider(s) shall deliver the required goods as indicated in this TOR. This tender is subject to Section 5 special conditions.

1. BID RESPONSES

It is the responsibility of each supplier to ensure that complete documents are submitted for their intended bid on or before the closing date and time. No late submissions will be accepted.

Phase 1

Phase 1 consists of the mandatory section to be complied with in full before advancing to Phase 2. Failure to adhere to these requirements will result to an automatic disqualification, negating a need to proceed to Phase 2 evaluation.

2. MANDATORY ADMINISTRATIVE REQUIREMENTS

2.1 The supplier must submit all required documents indicated hereunder:

- 2.1.1 Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- 2.1.2 Certified Director IDs copies (certified within the last 3 months).
- 2.1.3 Proof Central Supplier Database registration not older than 30 days.
- 2.1.4 Valid **SARS Tax Pin** confirming full compliance with all tax related matters including VAT and other statutory taxes. The **VAT registration letter** must also be attached as confirmation of VAT registration.
- 2.1.5 Signed Global Fund Code of Conduct of Suppliers of Services.
- 2.1.6 Proof of accreditation or authorised dealer certification for products tendered.

- 2.1.7 Certification & Manufacturers Warranties for Laptops in line with ISO 9001
- 2.1.8 Company's Bank Verification Letter not older than three (3) months
- 2.1.9 Completed and Signed Standard Bidding Documents (SBD Forms)

2.2 The supplier must submit a profile of the entity which includes, but is not limited to, the following:

- 2.2.1 Company profile detailing organisational technician and distribution experience of the tendered ICT equipment, warranties, after sales support and product return policies.
- 2.2.2 Detailed specification / brochures of the proposed devices.
- 2.2.3 Complete Pricing Schedule
- 2.2.4 Three (3) testimonials/ reference letters, on company letterhead, from companies where similar work or supplies have been successfully completed and supported. **See Annexure 1.**

The following SBD forms must be attached (These are downloadable from http://ocpo.treasury.gov.za/Buyers_Area/Pages/Standard-Bidding-Forms.aspx):

- 2.2.5 SBD 1
- 2.2.6 SBD 4
- 2.2.7 SBD 6.1
- 2.2.8 SBD 7.1
- 2.2.9 SBD 8
- 2.2.10 SBD 9

Product Warranties

- 2.2.11 Bidders must submit a declaration that the products will be delivered with warranties with a copy of a similar warranty submitted.

Applicants who do not submit the above mandatory requirements will automatically be disqualified.

3. SCOPE OF WORK AND SCORING MATRIX

3.1 Specifications

The successful service provider will be expected to supply laptops to AQUITY offices. The identified quantities in Table 1 include the following:

HIGH LEVEL REQUIREMENTS TABLE 1			
#	Categories	Description	Indicative Order Quantities *
1	Category 1	i7 processor	5 – 10 units
2	Category 2	i5 processor	30 - 50 Units

***Please note, orders will be made based on need from the shortlisted service providers.**

3.2 Below is the detailed specification for Category 1 and Category 2:

Category 1: Core i7 Specifications

The Core i7 specification are detailed below in Table 2

DETAILED SPECIFICATIONS CORE I7 – TABLE 2	
Laptop Feature	Recommended
Operating System	Windows 11 Pro
Processor Family	7th Gen Intel® Core™ i7 Processor (or newer)
RAM	16 GB DDR4 RAM
Internal Storage	500 GB PCIe® SSD
Display	15.6" diagonal FHD Display 1366 x 768 Pixels
Graphics	Intel® integrated Graphics
Camera	HD IR Webcam
Network	Integrated Intel® Wi-Fi and RJ-45
Battery type	Long Life 3-cell, 56 Wh Li-ion
Energy efficiency	ENERGY STAR® certified
Warranty	2-year next business day onsite warranty

Category 1: Core i5 Specifications

The Core i5 specification are detailed below in Table 3

DETAILED SPECIFICATIONS CORE 5i – TABLE 3	
Laptop Feature	Recommended
Operating System	Windows 11 Pro
Processor Family	7th Gen Intel® Core™ i5 Processor (or newer)
RAM	8 GB DDR4 RAM
Internal Storage	500 GB PCIe® SSD
Display	14" diagonal FHD Display 1366 x 768 Pixels
Graphics	Intel® integrated Graphics
Camera	HD IR Webcam
Network	Integrated Intel® Wi-Fi and RJ-45
Battery type	Long Life 3-cell, 56 Wh Li-ion
Energy efficiency	ENERGY STAR® certified
Warranty	2-year next business day onsite warranty

4. EVALUATION CRITERIA

This part consist of two phases which are Functionality and Pricing.

4.1 FUNTIONALITY EVALUATION (Phase 2)

The functionality scoring table below summarises the basic requirements for this tender and the relevant scoring matrix to be used at evaluation. Bidders are to ensure that their submission clearly details information required for scoring purposes in their proposal and should be supported by appropriate documentation deemed relevant for a successful bid. Any bidder who fails to score 70 out of 100 will not proceed to be evaluated in Phase 03 Price evaluation (80/20).

Bid proposals should be in line with the functional scoring matrix detailed in Table 4.

FUNCTIONALITY SCORING MATRIX						TABLE 4
REQUIREMENTS TO BE EVALUATED.	Maximum Score	Criteria 1	Criteria 2	Criteria 3	Criteria 4	
Laptop Specification	65 Points	Meet all required specification 65 points	Substantially meets the required specifications 40 points	Minimally meets the required specifications 20 points	Does not meet the required specification 0 Points	
Lead time	15 Points	Delivery within 7 days 15 Points	Delivery within 7 to 14 days 10 Points	Delivery time more than 14 days 5 points	Delivery time more than 30 days 0 points	
Warranty Period	10 Points	24 months warranty 10 points	18 months warranty 5 Points	Less than 18 months 0 Points	N/A	
Contactable reference letters, on company letterhead, from companies where similar work was successfully completed.	10 Points	Positive response from three (3) references 10 Points	Positive response from two (2) references 8 Points	Positive response from one (1) reference 5 Points	N/A	
Total	100 Points					

4.2 PRICE EVALUATION (Phase 3)

Once the functionality evaluation is complete, bidders scoring 70% or more will proceed to the price evaluation stage. The bid will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PFMA) outlined in the SBD 6.1 documentation based on an 80/20 principle (20 Specific Goal and 80 Price).

Pricing evaluation will be on the SBD 6.1 form evaluation matrix as indicated below.

PREFERENTIAL PROCUREMENT SCORING OVERVIEW – TABLE 5	
	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

A maximum of 80 points is allocated for price on the following 80/20 basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Bidders must submit information substantiating points allocated by the tender in Table 6. No information will be considered if it is not adequately substantiated by credible third party documentation.

PREFERENTIAL POINT SCORING MATRIX – TABLE 6			
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historical Disadvantaged Individuals	8		
Female	6		
People with disability (provide proof)	2		
Promotion of SMMEs	2		
Promotion of SA owned Enterprise	2		

5. SPECIAL CONDITIONS

5.1 AQUITY reserves the right to award according to the most economical service option submitted.

5.2 AQUITY reserves the right to appoint one or more services providers to fulfil requirements of this tender at its discretion.

- 5.3 AQUITY reserves the right to appoint or cancel the tender and the continuity of the work published that is subject to the availability of funding from the funder.
- 5.4 AQUITY reserves the right not to make an award.
- 5.5 AQUITY reserves the right to conduct price negotiations, where deemed necessary.
- 5.6 All suppliers are bound to protect the confidentiality of all data (including the protection of personal information) and information gathered and accessed through the work on assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications.
- 5.7 AQUITY reserves the right to request any relevant documentation at any stage of implementation.
- 5.8 AQUITY reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.
- 5.9 The bid is valid for 90 days.

6. SUBMISSION AND FURTHER ENQUIRIES

- 6.1 Both email and physical submissions will be accepted.
- 6.2 **Physical submission** should be submitted at the AQUITY office located on address number - 114 Sovereign Drive, Route 21 Office Park, Irene, Centurion, 0157 on or before the closing date and time as per 6.9 below. The sealed envelope must be clearly marked with the reference for the tender being bided as per references on point 6.5 below.
- 6.3 **Emailed submissions** must submit all required documents relating to this proposal by email to tenders@aquity.org quoting the reference of this tender bided for as per 6.5 below on the email subject to allow ease of processing.
- 6.4 An email size limit of 10mb per email will apply. If the bidder needs to submit more documentation, emails should clearly be marked Email 1 of 2, Email 2 of 3 as an example. Please note that SharePoint or OneDrive, Google Drive or similar links will NOT be accepted.
- 6.5 The following referencing should be used for both physical and emailed submissions.

Bidding Reference
BIDER NAME_ AQUITY 05 /2022 -2025

Bidders to replace bidder name with own name. Example: XYZ PTY_ AQUITY 05 /2022 -2025

- 6.6 All pages in the bid submission must be initialled by the same person with black ink.
- 6.7 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
- 6.8 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled.
- 6.9 All bid documents must be submitted on or before **the closing time of the bid, 18th of September 2023, 16:00 hours**. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.

6.10 Incomplete bids will be deemed non-responsive and rejected at bid opening.

6.11 It is the responsibility of each supplier to ensure that complete documents are submitted on or before the closing date and time.

Annexure 1. Supplier references: Bidders to complete the table below.

#	Reference Client Name	Contract Number and Description of services rendered	Contract Duration	Contactable reference Contact Details.	
1				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
2				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
3				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
				Contact No:	
<i>Add as may be necessary</i>					