**TERMS OF REFERENCE**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE** **SUPPLY AND DELIVERY OF LAPTOPS, SCREENS/MONITORS AND ACCESSORIES**

1. **PURPOSE**
   1. The Ports Regulator of South Africa (PRSA) invites bidders for the Supply and Delivery of Laptops, Screens/Monitors and accessories.

1. **SCOPE / SPECIFICATIONS**

Ports Regulator of South Africa requires a suitable service provider for the supply and delivery of laptops and accessories as per the below specifications.

Supply and deliver of thirty-one (31) Laptops, and twenty-three (23) screens/monitors in accordance with the specifications as indicated below.

The bidder must submit a proposal of the HP laptop or equivalent to as per below specification and for the screens/monitors must be Samsung or equivalent to as per below specification:

* 1. **Laptop Specification: Bill of material (AMD and Intel Chipset)**

**Quantity: 31**

|  |  |
| --- | --- |
| Base Unit | OEM IDS UMA Ryzen 7 5825U for WWAN 655 G9 Base NB PC |
| ID/Mechanical | Pike Silver Aluminum |
| Packaging | Standard Packaging |
| OS Localization | OS Localization |
| OS & Documentation | Windows 11 Pro 64 |
| Operating System Image Optimization | Corporate-Ready Image |
| Integrated Camera | Dual AryMic HD USB2 IR WFOV Integrated Camera |
| Display | 15.6 inch FHD AG LED UWVA 250 fWWAN fHDC IR bnt LCD Panel |
| System Memory | 16GB (1x16GB) DDR4 3200 |
| M.2 Storage | 512GB PCIe-4x4 2280 NVME SED OPAL2 TLC SSD |
| Near Field Communication | No Near Field Communication (No NFC) |
| Communication WLAN and BlueTooth | Qualcomm Fast Connect 6900 Wi-Fi 6E AIM-T 160 MHz +Bluetooth 5.3 WW WLAN |
| Wireless WAN | Intel XMM 7560 R+ LTE-Advanced Pro WWAN |
| Fingerprint Sensor | Fingerprint Sensor |
| Smart Card Reader | Active SmartCard |
| Battery | Long Life 51Whr Fast Charge 3 cell Battery |
| AC Adapter | 65 Watt nPFC USB-C Straight AC Adapter |
| Power Cord | C5 1.0m Sticker Conventional Power Cord |
| OEM Tamper Lock | OEM Tamper Lock |
| Warranty | 1/1/0 Warranty |
| Drop In Box Hardware | OEM Prelude Pro 15.6 Backpack |
| Drop In Box Hardware | DIB OEM Nano Lock |
| Drop In Box Hardware | Drop In Box OEM Z3700 Wireless Mouse with batteries |
| Drop In Box Hardware | Drop In Box OEM Thunderbolt 120W G4 Dock |
| Country/Hardware Kit | Country Localization |
| Keyboard | Clickpad Backlit with **numeric keypad** spill-resistant |
| TechnicalAV | EU RED Pictogram Label |
| TechnicalAV | Wolf Grey Security Unit Label |
| TechnicalAV | Electronic Energy Star labeling (EStar) |
| TechnicalAV | Electronic TCO Certified labelling |
| OEM Care Pack Services - CTO/BTO only (E) | OEM 5 year Next Business Day Response Onsite w/Defective Media Retention NB HW Supp |
| Software | OEM 5 year Proactive Insights |

* 1. **Screen/Monitor Specification**

**Quantity: 23**

|  |  |
| --- | --- |
| Model | S24A310NHU |
| Diagonal display | 61 CM (21”) |
| Display resolution | 1920 x 1080 Pixels |
| HD Type | Full HD |
| Display technology | LED |
| Response time | 9 ms |
| Native aspect ratio | 16:9 |
| Viewing angle, horizontal | 178 degrees |
| Viewing angle, vertical | 178 degrees |
| Color | Black |
| Drop-in box | High speed HDMI with Ethernet (Resolution: 1080p or 4k @30 Hz, plus dedicated ethernet channel) |

*Bidder must deliver all the required goods to the Ports Regulator of South Africa offices within eight (8) weeks after the issue of the Purchase Order.*

1. **EVALUATION CRITERIA**

**The bid will be evaluated in three (3) different stages outlined below**

* 1. **SCM Administrative (Phase 1)**
     1. The SBD forms should be completed, signed by the authorised company representative.
     2. The bidder should complete Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017 (SBD 6.1).
  2. **Mandatory Requirement (Phase 2)**

3.2.1 A minimum of two (2) reference letters indicating similar experience in providing laptops. Reference letters must be for work conducted within the last five (5) years and must be dated and signed by the referee also it must be in the referee’s letterhead.

3.2.2 Bidders must provide proof that they are accredited as distributors from the manufacturer.

3.2.3 Bidders must provide proof that they are accredited by State Information Technology Agency (SITA) as part of transversal contract to supply laptops.

3.2.4 The bidder must submit proof of registration on CSD (Central Supplier Database).

***Failure to provide this mandatory information will lead to bidder’s proposal not being considered further on price and BBBEE.***

**3.3 Price & B-BBEE (Phase 3)**:

Evaluation will be based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBBEE and Price. RFQ responses will be evaluated on the 80/20 Price & BBEE preference point system. Completed SBD 6.1. Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2017 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate in order to claim BBBEE points. Failing to submit both will results in your company scoring zero (0) points for BBBEE.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFilling prior to awarding. If the bidders’ tax matters are non-compliant after being given seven days to rectify tax matters, clause 4.2 & 4.3 of National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification) will be exercised.

**3.4 Pricing Considerations:**

3.4.1 The service provider must provide a price quotation as per the scope of work detailed in section 2 of this TOR’s.

3.4.2 Bidders’ price quotations must be inclusive of all applicable taxes **(including VAT)** as well as delivery costs. **See list of items in Section 2 of this TOR’s.**

**Pricing Schedule:**

| **Description** | **Unit Price** | **Quantity** | **Price** |
| --- | --- | --- | --- |
| Laptop – Bill of material (AMD and Intel Chipset)) in accordance with the specification indicated in section 2.1 | R\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 31 | R\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Screen/Monitor, in accordance with the specification indicated in section 2.2 | R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 23 | R \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total** | | | **R** |
| **15% VAT** | | | **R** |
| **Total Inclusive of VAT** | | | **R** |

**NB:** Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFilling prior to awarding. If the bidders’ tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

1. **ADJUDICATION USING A POINT SYSTEM**
   1. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
   2. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.

4.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

* 1. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
  2. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

1. **COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [tenders@portsregulator.org](mailto:tenders@portsregulator.org)

1. **CONDITIONS TO BE OBSERVED WHEN RFQING**

No bid shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the Bid Enquiry.

1. **Cost of Bidding**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

**END OF TOR’S DOCUMENT**

**Annexed to this document for completion and return with the document:**

* Quotation on a company letterhead
* Declaration of Interest (SBD 4),
* Preference Points Claim Form (SBD 6.1),
* Two (2) Reference Letters
* Copy of Sworn Affidavit or BBBEE Certificate
* Proof that the bidder is accredited as distributors from the manufacturer
* Proof that the bidder is accredited by State Information Technology Agency (SITA) as part of transversal contract to supply laptops.
* Copy of CSD Report or MAAA Number (National Treasury)