

ANNEXURE A: TERMS OF REFERENCE

1. Background

ICASA is currently using laptops with the minimum specification technical specifications in Section 4 below. The technical specifications/ terms of reference below will be necessary to enable ICASA users to perform their functions.

2. Objectives

The Authority intends to appoint an eligible service provider for the supply and delivery of desktops and laptops including accessories for a period of three years at the Authority Head Office (350 Witch Hazel Avenue, Eco Point, Centurion). The supplied hardware must have 3 years next business day onsite service warranty and accidental damage cover.

3. Scope of Work

The successful bidder will:

- 3.1. Supply and deliver 55 laptops including accessories to ICASA head office (350 Witch Hazel Avenue, Eco Point, Centurion) as outline in Section 4 - Technical Specifications.
- 3.2. Activate Windows 10 Pro x64 on laptops supplied.
- 3.3. Provide 3-year next business day onsite service warranty and accidental damage.

4. Technical Specifications

			COMPLY		
4.1.	50 X i7 MEDIUM SPECIFICATION LAPTOPS <i>(minimum specification requirement)</i>		YES	NO	Provide Details
4.1.1.	Operating system	<i>Preinstalled Windows 10 Pro x64</i>			

4.1.2.	Processor	<ul style="list-style-type: none"> 12th Generation Intel® Core™ i7-8700T with vPro Processor (2.40GHz, up to 4.0GHz with Turbo Boost, 12MB Cache) 			
4.1.3.	Display	<ul style="list-style-type: none"> 14" diagonal LED -Backlit HD multi-touch, anti-reflective / anti-smudge 			
4.1.4.	Graphics	<ul style="list-style-type: none"> Integrated Intel HD Graphics Camera HD 720p with Shutter privacy cover 			
4.1.5.	Memory	<ul style="list-style-type: none"> 16GB DDR4 2666MHz 			
4.1.6.	Storage and Drives	<ul style="list-style-type: none"> 256GB Solid State Drive PCIe-NVMe OPAL2.0 M.2L2.0 M.2 			
4.1.7.	Networking / Communications	<ul style="list-style-type: none"> Intel® Ethernet Connection Intel 802 .11ac Bluetooth 5.0 Combo 2 x USB-C Thunderbolt™ 3 LTE SIM Card Reader 1 x HDMI 1.4 HD 720p with Shutter Backlit with white LED lighting keyboard 			
4.1.8.	Accessories	Keyboard , Mouse & Laptop Bags <ul style="list-style-type: none"> USB Keyboard & USB Optical Mouse Laptop Backpack Bags 			
4.1.9.	Warranty	3 year- next business day onsite service warranty			
4.1.10.	Warranty	Accidental Damage			

			COMPLY		
4.2.	5 X i7 HIGH SPECIFICATION LAPTOPS (minimum specification requirement)		YES	NO	Provide Details
4.2.1.	Operating system	Preinstalled Windows 10 Pro x64			

4.2.2.	Processor	<ul style="list-style-type: none"> 12th Generation Intel® Core™ i7-8700T with vPro Processor (2.40GHz, up to 4.0GHz with Turbo Boost, 12MB Cache) 			
4.2.3.	Display	<ul style="list-style-type: none"> 15.6" diagonal LED -Backlit HD multi-touch, anti-reflective / anti-smudge 			
4.2.4.	Graphics	<ul style="list-style-type: none"> Integrated Intel HD Graphics Camera HD 720p with Shutter privacy cover 			
4.2.5.	Memory	<ul style="list-style-type: none"> 32GB DDR4 2666MHz 			
4.2.6.	Storage and Drives	<ul style="list-style-type: none"> 1TB Solid State Drive PCIe-NVMe OPAL2.0 M.2L2.0 M.2 			
4.2.7.	Networking / Communications	<ul style="list-style-type: none"> Intel® Ethernet Connection Intel 802 .11ac Bluetooth 5.0 Combo 2 x USB-C Thunderbolt™ 3 LTE SIM Card Reader 1 x HDMI 1.4 HD 720p with Shutter Backlit with white LED lighting keyboard 			
4.2.8.	Accessories	Keyboard, Mouse & Laptop Bags <ul style="list-style-type: none"> USB Keyboard & USB Optical Mouse Laptop Backpack Bags 			
4.2.9.	Warranty	3 year- next business day onsite service warranty			
4.2.10.	Warranty	Accidental Damage			

5. Bid Evaluation

5.1. Evaluation of the Bids

Bids will be evaluated on the 80/20 procurement principle as per the Supply Chain Management Policy and the relevant Treasury Regulations. The following evaluation approach will be applied:

- Phase 1 will be the screening of mandatory documents, ensuring compliance thereof.
- Phase 2 will be evaluation on Functionality.
- Phase 3 will be Price and Specific goals.

Phase 2. Special Mandatory Condition and Functionality

The following is a special mandatory condition for the proposed equipment to be rented. Bidders who fail to meet this mandatory condition will be disqualified.

Special Condition		
Proof of Original Equipment Manufacturer Relationship Bidders must supply evidence of an OEM relationship together with their proposals.	Comply	Not Complied
Warranty and Insurance Bidder must include 3 year- next business day onsite service warranty and accidental damage cover on the pricing.	Comply	Not Complied

No		Points
A.	Functionality: Pre-qualification criteria (cut-off 80%)	
	Functional Proposal	
5.1.1.	<ul style="list-style-type: none"> • Bidder should attach three testimonial(s) from the current/previous clients, in the form of reference letter(s) where similar services were provided on a letterhead that describe the following: <ol style="list-style-type: none"> 1. Lessee/customer's experience (delivery of the laptops & desktops, quantity and quality of support service) 	20

2. Period of service offered (preferably in the last three years).
3. Contact details.

Evaluation Criteria

No	Functionality	Score
1	Attached 3 testimonial(s), in the form of reference letter(s) that fulfil all the requirements as stipulated above	5
5	Attached testimonial(s), in the form of reference letter(s) that did not fulfil all of the requirements stipulated above.	1

- Key requirements in Annexure A: 55 * i7 Specification Laptops included:

Evaluation Criteria

No	Functionality	Score
1	Complies with all 10 requirements	5
2	Complies with 9 requirements including desktops specification (Processor, RAM, Storage and operating system) not being lower than the minimum requirement	4
3	Complies with 8 requirements including desktops specification (Processor, RAM, Storage and operating system) not being lower than the minimum requirement	3
4	Complies with 7 requirements including desktops specification (Processor, RAM, Storage and operating system) not being lower than the minimum requirement	2
5	Complies with less than 7 requirements	1

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- Key requirements in Annexure A: 5 * i7 High Specification Laptops included:

Evaluation Criteria

No	Functionality	Score
1	Complies with all 10 requirements	5
2	Complies with 9 requirements including desktops specification (Processor, RAM, Storage and operating system) not being lower than the minimum requirement	4
3	Complies with 8 requirements including desktops specification (Processor, RAM, Storage and operating system) not being lower than the minimum requirement	3
4	Complies with 7 requirements	2
5	Complies with less than 7 requirements	1

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Only bidders who meet the cut-off score of 80 points out of 100 points for functionality criteria as described above will be considered further for price evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle as prescribed by National Treasury Regulations.