



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

SAHRA/ICT/05/08/2022

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA)
INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE
PROVIDERS FOR THE SUPPLY AND DELIVERY OF ICT END USER
EQUIPMENT (LAPTOPS)



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TERMS OF REFERENCE

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit bids for the supply and delivery of ICT End User Equipment (Laptops).

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sports, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.

2.2 SAHRA is a statutory organisation established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.

3. SCOPE AND SERVICES REQUIRED

3.1 The following is required from potential service provider:

8 x Notebooks/laptops with the below specification:

Warranty for 5 Years - On-site (Manufacturer Warranty + Extended Warranty)

Windows 11 Pro 64-bit

CPU: 10/11/12th gen Core i7 Processor

RAM: 16GB DDR4

Intel Dual Band Wireless

Bluetooth

512GB SSD (Solid State Drive)

Integrated HD 720p DM Webcam

Display: 15.6-inch LED UHD monitor

WWAN Module (To access 3G or 4G networks)

USB (Minimum 3), HDMI and Ethernet ports (RJ45)

Headphone/Microphone combo jack



40 X Notebooks/Laptop with the below specification:

Warranty for 5 Years - On-site (Manufacturer Warranty + Extended Warranty)

Windows 11 Pro 64-bit

CPU: 10/11/12th gen Core i5 Processor

RAM: 8GB DDR4-2400

Intel Dual Band Wireless

Bluetooth

256GB SSD (Solid State Drive)

Integrated HD 720p DM Webcam

Display: 15.6-inch LED UHD (1920 x 1080)

WWAN Module (To access 3G or 4G networks)

USB, HDMI and Ethernet ports

Headphone/Microphone combo jack

7 x Notebooks/Laptops (or similar) with the below specification

Warranty for 5 Years - On-site (Manufacturer Warranty + Extended Warranty)

Windows 11 Pro 64-bit

CPU: 10/11/12th gen Core i5 Processor

RAM: 16GB DDR4

Intel Dual Band Wireless

Bluetooth

256GB SSD (Solid State Drive)

Integrated HD 1080p FHD Webcam

Display: 13.3-inch/14" Touchscreen display

WWAN Module (To access 3G or 4G networks)

USB, HDMI and USB Type-C

Headphone/Microphone combo jack

Touch Screen Pen



8 x Notebooks/Laptops with the below specification:

Warranty for 5 Years - On-site (Manufacturer Warranty + Extended Warranty)

Windows 11 Pro 64-bit

CPU: 10/11/12th gen Core i7 Processor

RAM: 16GB DDR4

Intel Dual Band Wireless

Bluetooth

512GB SSD (Solid State Drive)

Integrated HD 720p DM Webcam

Display: 15.6-inch LED UHD monitor

WWAN Module (To access 3G or 4G networks)

USB (Minimum 3), HDMI and Ethernet ports (RJ45)

Headphone/Microphone combo jack

NVIDIA® GeForce RTX™ 3060 Laptop GPU (6 GB GDDR6 dedicated)

1x Desktop with the below specification

MOTHERBOARD: MSI or Gigabyte or ASUS – Z490 LGA 1200, DDR4 Motherboard

Microsoft Windows 10 or 11 PRO Edition

Professionally built

Included Configuration –

- CASE: Coolermaster Silencio S600
- CPU COOLER: Corsair Hydro Series™ H60 120mm Liquid CPU Cooler
- CPU: Intel Core I7 11900K – 5.3 GHz
- RAM: 32GB 3200Mhz
- SSD: 512GB NVMe Solid State Drive – M.2
- GRAPHICS: PNY NVIDIA QUADRO RTX4000 8GB
- Power Supply : 650w – 80+ Certified

Mouse, Keyboard and Headsets and speakers-

- Redragon Kumara Mechanical Keyboard (or something similar)
- Redragon Centrophorus 3200DPI Gaming Mouse (or something similar)
- Redragon Ares Gaming Headset (or something similar)
- Redragon Archelon Medium Gaming Pad (or something similar)
- Logitech Z200 PC Speakers, Stereo Sound, 10 W, Adjustable Bass, Vol Controls (or something similar)

10 X Laptop Backpacks (Targus \ Everest \ Similar) with the below spec:

Campus Backpack 15 - 16"

Nylon Black 2.5 kg

Limited Lifetime warranty

3.2 Estimated Time of Delivery

- a. SAHRA will expect the delivery of the equipment **four (4) WEEKS** after the Acceptance of the Contract.
- b. Bidders need to stipulate the estimated time of delivery for the equipment.

3.3 The following must be submitted with the bid:

- a) The Final Offer inclusive of VAT
- b) Company Profile
- c) Track record of similar projects undertaken (Provide full details including references with names and contact numbers)

4. TERMS AND CONDITIONS OF BIDS

- 4.1 All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- 4.2 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 4.3 SAHRA may require responsive bidders to present and discuss their proposals in person.
- 4.4 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.5 Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.6 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- 4.7 SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.

- 4.8 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.9 The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 4.10 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.11 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.12 Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.13 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- 4.14 All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- 4.15 The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- 4.16 The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- 4.17 After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

5. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation Bid
- b. SBD 2 Tax Clearance Certificate Requirements
- c. SBD 3.1 Pricing Schedule
- d. SBD 4 Declaration of Interests form

- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
- f. SBD 7.2 Contract Form – (Rendering of Services)
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices
- i. SBD 9 Certificate of Independent Bid Determination

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your bid.

6. EVALUATION CRITERIA

6.1 All bid offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid on this phase.
- Phase two: preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

7. PRICE (VAT INCLUDED)

80 Points for price will be awarded with reference to the total fixed bid amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

8. SUBMISSION OF BIDS

Project bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/ICT/05/08/2022**



Bids may be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time.

**9. CLOSING DATE AND TIME: 02 SEPTEMBER 2022 at 11:00
NO LATE TENDERS WILL BE ACCEPTED**

10. For Technical information, please contact:

Ms. Linda Mabaso

Information and Communications Technology Manager

South African Heritage Resources Agency

P.O. Box 4673

Cape Town

8000

Tel: 021 462 4502

Email: lmabaso@sahra.org.za

For the Supply Chain Management related enquiries, please contact:

Mr. Disang Kolwane

Supply Chain Management Manager

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

Email: dkolwane@sahra.org.za

