REQUEST FOR QUOTATIONS TO APPOINT A SUITABLE, COMPETENT, EXPERINCED AND QUALIFIED SERVICE PROVIDER TO SUPPLY LAPTOPS AND DATA FOR THE CONTINUATION OF TEATING AND LEANING DURING COVID-19 PERIOD

CLOSING DATE : 05 JULY 2020
TIME : 16:00

1. PURPOSE
The purpose of the terms of reference is to appoint a suitable, competent, experienced and qualified service provider to supply laptops and data for the continuation of teaching and learning during the COVID-19 period.

2. PROJECT EXPECTED MINIMUM DELIVERABLES
The Prospective service provider is requested to provide the following;

STUDENT LAPTOP SPECIFICATIONS/REQUIREMENTS (2850 units)

Laptop Specifications should be at least:

- Intel OR AMD Dual Core Processor
- 4GB Random Access Memory (RAM)
- 500GB SATA Hard Disk Drive HDD
- OPTIONALLY depending on price an HDSPA or 3G capability
- Door to door delivery to students
- Project administration
- Turnaround times

All units should also include at least:

- 3 Year next day Business onsite warranty
- Standard campus backpack
- Standard cable lock
### STAFF LAPTOP SPECIFICATIONS/REQUIREMENTS (100 units)

Laptop Specifications should be at least:

- Intel i5 OR AMD RYZEN 5 Processor
- 8GB Random Access Memory (RAM)
- 512GB Solid State Drive
- LTE or HDSPA functionality embedded
- Turnaround times

All units should also include at least:

- 3 Year next day Business onsite warranty
- Standard campus backpack
- Standard cable lock

### 3. PROJECT REQUIREMENTS

<table>
<thead>
<tr>
<th>Order</th>
<th>Mandatory Documents to be Submitted</th>
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<tbody>
<tr>
<td>1</td>
<td>A detailed methodology approach and project plan of action to achieve the scope of work.</td>
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<td>2</td>
<td>Detailed pricing structure inclusive of VAT, etc.</td>
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<td>3</td>
<td>Valid B-BBEE Verification Certificate.</td>
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<td>4</td>
<td>A detailed project plan for review, delivery process, commissioning process, technical Support and finalization of the project.</td>
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<td>5</td>
<td>SARS Tax Clearance Certificate</td>
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<td>6</td>
<td>Company Registration Document</td>
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4. **SERVICE PROVIDER SELECTION CRITERIA**

The 80/20 principle of evaluation will be applicable; service providers must score 70 points on functionality before they can be considered for Price and BBBEE

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<tr>
<th>Criterion</th>
<th>Key Components</th>
<th>Score</th>
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| Lead time and detailed methodology of delivery | • Lead time within four (4) days – 30 points together with delivery plan.  
• Lead time within four (4) days no delivery plan – 20 points  
• More than 4 days or no information provided – 0 points | 30 points |
| Organizational Experience, a detailed company profile outlining the track record in supplying the required technological hardware and must provide reference letters. | Must have at least 2 detailed and relevant reference letters from other clients (on the client’s letter head), detailing the bidders’ involvement in delivery of a similar project  
• Two (2) Reference letters from two Higher Education Institutions – 25 points  
• One reference letter from a Higher Education Institution – 20 points  
• Two (2) reference letters from other organisations -15 points  
• One Reference letter from other organisations – 10 points  
• No reference letters submitted – 0 point | 25 points |
| Project Administration / Management after procurement | • Detailed proposal of delivery to students in all provinces and supply to SMU where necessary – 10 points  
• Project Plan to Deliver to Students including support thereafter – 10 points  
• No Project Methodology / Contract Implementation submitted. – 0 point | 20 points |
On-site support – provide details of how this will be achieved across all the provinces.

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<tr>
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<th>Within 4 hours – 25 points</th>
<th>Next business day – 15 points</th>
<th>Turn-around-time more than 48 hours – 10 points</th>
<th>No Info Provided – 0 point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>25</td>
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Evaluation in terms of PPPFA (Price and B-BBEE - calculation of points): only bidders that meet the stipulated mandatory compliance requirements will be further evaluated in terms of Price and B-BBEE components

i. Pricing Evaluation

A maximum of 80 points is allocated for price. The evaluation for price will be done based on the following formula:

\[ Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \]

Where:

- \(Ps\) = Points scored for price of tender under consideration
- \(Pt\) = Rand value of tender under consideration
- \(Pmin\) = Rand value of lowest acceptable tender

ii. B-BBEE Evaluation:

A bidder must submit proof of its B-BBEE status level contributor. Failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified and will score 0 points out of 20 for B-BBEE. The allocation of points for B-BBEE is as follows:

<table>
<thead>
<tr>
<th>BBBEE Status Level of Contributor</th>
<th>Number of Points</th>
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<tbody>
<tr>
<td>1</td>
<td>20</td>
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<tr>
<td>2</td>
<td>18</td>
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<tr>
<td>3</td>
<td>14</td>
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<td>4</td>
<td>12</td>
</tr>
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<td>5</td>
<td>8</td>
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5. Pricing schedule

Bidders are requested to prepare a pricing schedule for laptops, data and delivery cost to per province.

Please note that Sefako Makgatho Health Sciences University reserves the right not to appoint/appoint partially or accept any lowest quotation. RFQ’s will be evaluated on price and functionality. (80/20 principle will be applicable, 80 points for price and 20 points for preferential Points).

Technical Enquiries must be directed to Mr Ignatius Makgoka, email: Ignatius.makgoka@smu.ac.za
Procurement Enquiries must be directed to Ms. Kgomotso Molete on 012 521 4999 or email Kgomotso.molete@smu.ac.za

The proposal with a detailed price breakdown as per scope of work/requirement, as well as terms, conditions of delivery must be STRICTLY sent to laptop.rfq@smu.ac.za.

Noxolo Tshutsha
Supply Chain Management Department
Sefako Makgatho Health Sciences University
Date: 2/7/2020