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PROCUREMENT OF 140 LAPTOPS

SUMMARY

Title	PROCUREMENT OF 140 LAPTOPS
Reference	BZ-GF-2022-09-03
Description <i>(Summary for website - 100 words max)</i> Submission by email only to	Beyond Zero seeks to appoint a service provider to supply and deliver 140 laptops crs-procurement@beyondzero.org.za
Submission must include	<ol style="list-style-type: none">1. Certified ID Copies of the Directors2. B-BBEE certificate/ Sworn Affidavit3. SARS Tax Clearance Status/pin4. Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million5. Company's Bank Verification Letter6. Signed Global Fund Code of Conduct for Suppliers of Services7. Completed and Signed Declaration of Interest8. CIPC Registration Documents9. Completed and signed bid document10. Complete Pricing Schedule11. The service provider must provide three (3) written contactable reference letters of similar work done in the past five (5) years.
Deadline for submission	19 October 2022, 13h00pm





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1. PURPOSE

1.1 The purpose of this terms of reference (ToR) is to appoint a suitable and reputable service provider for a once-off supply and delivery of 140 laptops for Beyond Zero (BZ). The successful service provider shall deliver the required goods in line with high quality standards and shall follow all applications and directives as indicated in this TOR.

2. BACKGROUND

2.1 BZ is one of three (3) Principal Recipients (PRs) of funding support by the Global Fund (GF) for AIDS, TB, and Malaria (GFATM) in South Africa to lead and provide strategic management, oversight, monitoring, and evaluation on the implementation of the GF grant for the period April 2022 until March 2025. BZ is implementing interventions that address the Acquired Immune Deficiency Syndrome (AIDS) and Tuberculosis epidemics in South Africa and focuses more specifically on the following programs:

- Prevention programs for Adolescent and Young People (AYP), in and out of school;
- Comprehensive prevention programs for Men who have sex with other Men (MSM);
- Comprehensive prevention programs for Transgender (TG) people and
- Community response systems (CRS).

3. SCOPE OF WORK

3.1 The successful service provider will be expected to deliver 140 laptops to BZ offices. The required quantities include the following categories:

#	Categories	Description	Quantity
1	Category 1	i7 processor	25
2	Category 2	i5 processor	115

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

Category 1



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Table 1: i7 Laptops Specification

Laptop Feature	Recommended
Operating System	Windows 10/11 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	3-year next business day onsite warranty

Category 2

Table 2: i5 Laptops Specification

Laptop Feature	Recommended
Operating System	Windows 10/11 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



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Laptop Feature	Recommended
Network	Integrated Intel® Wi-Fi and RJ-45
Battery type	Long Life 3-cell, 56 Wh Li-ion
Energy efficiency	ENERGY STAR® certified
Warranty	3-year next business day onsite warranty

- 3.3 Service providers are requested to submit detailed specification / brochures of the proposed devices.
- 3.4 The service provider shall provide proof of stock availability.
- 3.5 The requested laptops must have three-year onsite warranty which will be transferred to BZ on delivery day.

4. EVALUATION CRITERIA

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. The evaluation process will be conducted according to the following stages:

- **Stage 1:** Assessment of administrative compliance with eligibility criteria. Applications that do not comply will not be evaluated further.
- **Stage 2:** The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.

4.1. ELIGIBILITY EVALUATION STAGE 1

Table 1: Eligibility evaluation criteria

CRITERIA	SUB-CRITERIA	Comply/Not Comply
ELIGIBILITY	Valid BBB-EE Certificate (from SANAS Accredited Verification Agency)/Sworn Affidavit	Pass/Fail
	SARS Tax Clearance Status/pin	



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CRITERIA	SUB-CRITERIA	Comply/Not Comply
	In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	
	Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million	
	Confirmation of Banking Details not older than three (3) months, by means of a stamped letter from the bank or bank statement	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Completed and signed Declaration of Interest	
	Completed and signed bid document	
	Complete Pricing Schedule	
	CIPC Registration Documents	
	The service provider must provide three (3) written contactable reference letters of recent and current similar projects. Reference letters must not be older than five (5) years, must be on the letterhead of the previously serviced clients and should at least reflect name of the clients, title of the related work conducted, contactable reference name and contact number and signed by the appropriate delegate.	

4.2. PRICE AND B-BBEE EVALUATION STAGE 2

Service Providers that have successfully met all the eligibility requirements on stage 1 will be evaluation on stage 2 (Price and B-BBEE). It is recognized that it is difficult for a prospective service provider to be firm about the extent of the work based solely on the terms of reference. However, to assist with assessments, a service provider will be provided with scenarios in the pricing schedule for evaluation purposes whilst a rate card will be provided and must be completed to be used during delivery of the services.

NB: Service Providers should note that the scenarios provided below are for the purposes of



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evaluation of the tender and a rate card unit price will be used during execution of the services. The service providers' tender response will be evaluated based on a combination of price and BBBEE in accordance with the ratios set out below:

Price and B-BBEE	Weighting
Price	80
B-BBEE	20
Total	100

Price evaluations will be conducted using the following formula:

$$\text{Lowest bid price} = 80$$

$$\text{Price under calculation} = 80 \left(1 - \frac{\text{Price under consideration} - \text{Lowest bid price}}{\text{Lowest bid price}} \right)$$

BBBEE evaluations will be conducted in accordance with the following table:

B-BBEE Status	Number of Points (80/20 system)
Level 1	20
Level 2	18
Level 3	12
Level 4	10
Level 5	8
Level 6	6
Level 7	4
Level 8	1
Non-compliant	0



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5. PRICING SCHEDULE

The format for submitting the financial proposal for supply and delivery of 140 laptops to BZ should be as follows:

Table 2: Pricing Schedule

Description	Qty	Unit Price (VAT Excl.)	Total Price
i7 Laptops	25	R	R
i5 Laptops	115	R	R
3 Years Warranty	140	R	R
Total Price (VAT Excl.)			R
VAT @15% (if applicable)			R
Total Price (VAT Incl.)			R

