



an agency of the  
Department of Arts and Culture

10 MAY 2021

## TERMS OF REFERENCE

### APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR ICT END USER EQUIPMENT

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#### 1. PURPOSE

1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit quotations for computer hardware.

#### 2. BACKGROUND

2.1 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 GOODS REQUIRED

##### 3.1 The following is required from potential service provider:

10 x HP 250 G8 (or similar) with below spec:

- **Warranty for 3 Years - On-site**
- Windows 10 Pro 64-bit
- CPU: Core i5 Processor
- RAM: 8GB DDR4-2133
- Intel Dual Band Wireless
- Bluetooth
- 250GB SSD (Solid State Drive)
- Integrated HD 720p DM Webcam
- Display: 15.6-inch LED HD
- 3G Sim Slot
- USB & HDMI ports

##### 3.2 Bidders to specify Estimated time of delivery (ETD)



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#### 4. TERMS AND CONDITIONS OF QUOTATIONS

- a. All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the 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.
- b. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- c. SAHRA may require responsive bidders to present and discuss their proposals in person.
- d. SAHRA reserves the right not to make any appointment from the proposals submitted.
- e. 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.
- f. 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.
- g. 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.
- h. Any and all project proposals shall become the property of SAHRA and shall not be returned.
- i. The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- j. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l. 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.
- m. 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.
- n. 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.



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- o. 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.
- p. 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 references for companies, to whom the service provider has supplied the same service.
- q. 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 to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule (Breakdown of pricing)
- 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 6.2 Declaration certificate for Local Production and Content for Designated Sectors
- g. SBD 7.2 Contract Form (Rendering Services).
- h. General Conditions of Contract
- i. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- j. SBD 9 Certificate of Independent Bid Determination.
- k. Company profile

**NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.**

## 6. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for Quotation Issued</b>	SAHRA Website/ eTender	<b>12 May 2021</b>
<b>Closing date &amp; Opening of RFQ</b>	BIDs opened at SAHRA Head Office	<b>19 May 2021</b>

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.



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## 7. EVALUATION CRITERIA

7.1 All quotation offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the quotation. Failure to meet any of the conditions of the quotation will automatically disqualify your quotation on this phase.
- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

No	Criteria	Points Allocated
2.	<b>Ability to deliver within 3 weeks of quotation being awarded:</b> Ability to deliver within 7 days = 5 points Ability to deliver within 14 days = 3 points Ability to deliver within 21 days = 2 points Ability to deliver within 30 days = 1 point Estimated time of delivery (ETD) not specified = 0 point	60
3	<b>Proof of capacity to perform required services e.g. warranty and repairs</b> 5 similar projects of required services e.g. warranty and repairs = 5 4 similar projects of required services e.g. warranty and repairs = 4 3 similar projects of required services e.g. warranty and repairs = 3 2 similar projects of required services e.g. warranty and repairs = 2 1 similar projects of required services e.g. warranty and repairs = 1  <b>Include contactable references.</b>	40
	<b>Total:</b>	<b>100</b>

**A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your quotation non-responsive.**



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- **Phase three:** 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

#### 8. PRICE (VAT INCLUDED)

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

#### 9. SUBMISSION OF QUOTATIONS

Quotations must be submitted in a sealed envelope, marked as confidential and for the attention of

**Supply Chain Management - Bid No: SAHRA/ICT/01/05/2021**

**Project Name: ICT Equipment (Laptops)**

**BIDS must be placed in the Tender Box located at: SAHRA's Head Office, 111 Harrington Street,**

**Bids may also emailed to: [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za)**

SAHRA takes no responsibility for emailed documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.



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## 10. CLOSING DATE AND TIME

**Closing Date: Wednesday, 19 May 2021 at 11h00 – No late Bids will be accepted.**

**For Technical information, please contact:**

**Ms Linda Mabaso**

ICT Manager

South African Heritage Resources Agency

111 Harrington Street, Cape Town

8000

Tel: 021 462 8681 / 021 462 4502

Email: [lmabaso@sahra.org.za](mailto:lmabaso@sahra.org.za)

**For the Supply Chain related enquiries, please contact:**

**Ms Ayanda Mkhize**

Supply Chain Management

South African Heritage Resources Agency

111 Harrington Street, Cape Town

8000

Tel: 021 462 4502

E-mail: [amkhize@sahra.org.za](mailto:amkhize@sahra.org.za)