



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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## **TERMS OF REFERENCE**

**SAHRA/NIUE/03/05/2023**

**APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR  
THE SUPPLY AND DELIVERY OF ICT END USER EQUIPMENT  
(LAPTOPS & MONITORS) - NIU**



## TERMS OF REFERENCE

### 1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit proposals for the supply and delivery of computer hardware (Laptops and Monitors).

### 2. BACKGROUND

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.

SAHRA is looking for a suitable Service provider for the supply and delivery of computer hardware (Laptops and Monitors) at its Head Office in Cape Town.

### 3. SCOPE AND SERVICES REQUIRED

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

**3 X** Lenovo ThinkPad P16 Gen 1 Notebooks/Laptops or similar with the below specification:

Warranty for 5 Years – Next Business Day On-site (Manufacturer Warranty + Extended Warranty)

Windows 11 Pro 64-bit

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

RAM: 16GB DDR4-3200

Intel Dual Band Wireless (Wi-Fi 6)

Bluetooth

512GB SSD (Solid State Drive)

Integrated HD 720p DM Webcam

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

Intel Iris Xe Graphics with shared graphics memory

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

USB, HDMI and Ethernet ports

Headphone/Microphone combo jack



### 3.2 4 x 24" Full HD Monitors

### 3.3 Estimated Time of Delivery

- a) SAHRA will expect the delivery of the equipment six (6) WEEKS after the Acceptance of the Contract.
- b) Bidders need to stipulate the estimated time of delivery for the equipment.

## 4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 All costs and expenses incurred by 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 While SAHRA endeavors to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 4.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.
- 4.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 4.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 4.9 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.10 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.



- 4.11 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.12 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.
- 4.13 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 4.14 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.15 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 4.16 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- 4.17 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; **kindly submit fully completed Bid Documents**
  - a) SBD 1 Invitation Bid
  - b) SBD 3.1 Pricing Schedule
  - c) SBD 4 Declaration of Interests form
  - d) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
  - e) SBD 8 Declaration of Bidder's Past Supply Chain Management Practices
  - f) SBD 9 Certificate of Independent Bid Determination

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

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



## 5. EVALUATION CRITERIA

5.1 All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two:** Preference points on specific goals as follows.

Preference Point System	Points
<b>Price</b>	<b>80</b>
<b>Special Goals</b>	<b>20</b>
Black owned company	8
Women	4
Youth	5
Disability	3
<b>TOTAL</b>	<b>100</b>

### 5.2 Price (Vat included)

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

## 6. SUBMISSION OF QUOTATIONS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Management - **Bid No: SAHRA/NIUE/03/05/2023**

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

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Bids can also be emailed to: **tenderinfo@sahra.org.za**

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.



**7. CLOSING DATE AND TIME: 12 May 2023 at 11:00  
NO LATE BIDS WILL BE ACCEPTED**

**8. For Supply Chain Management and Technical information, please contact:**

**Mr. Disang Kolwane**

Supply Chain Management Manager

111 Harrington Street

Cape Town

8000

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

**For Technical information, please contact:**

Mr. Stephen Müller

Acting ICT Manager

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

Fax: 021 462 4502

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

