



ALFRED NZO

DISTRICT MUNICIPALITY

TERMS OF REFERENCE

NAME OF THE PROJECT: PROCUREMENT OF ICT TOOLS OF TRADE

1. INTRODUCTION

The ANDM would like to invite qualified and experienced Service Providers to provide the municipality with laptops, Desktops, Hard Drives, Projectors, and Thin Clients that will be used for execution of business processes.

Requirements

The Alfred Nzo District Municipality is looking for a reputable and experienced service provider to deliver ICT Specified equipment with the minimum electronic equipment listed under the scope of this project.

2. AIM OF THE PROJECT

The aim of this project is to ensure that ANDM;

- ICT Hardware equipment is provided for employees to execute their duties
- Tools of trade are provided for councilors and traditional leaders in the council
- Has Network Devices that interconnect and inter communicate

3. SPECIFICATION

The municipality has categorised its electronic assets as follows:

3.1 THIN CLIENTS

Description	Unit Price
All-in-one Smart Zero thin Client, Texas Instruments TMS320DM8148 ARM® Cortex™A8 (1 GHz, 256 KB L2 cache, 1 core), 1 GB DDR3 400 MHz SDRAM, 2 GB eMMC, Citrix ICA 12 with HDX; RDP 7.1 with RemoteFX; VMware View with RDP; Teradici Optimized	

PCoIP, 4 USB 2.0, 1 microphone, 1 headphone, 1 RJ-45, 1 power connector, Standard keyboard and 2-button optical scroll mouse included (USB), 24 W AC adapter (12V DC), Worldwide auto-sensing 100-240 VAC, 50-60 Hz, 17.7 x 6.26 x 13.4 in (44.93 x 15.91 x 34.1 cm),	
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3.2 Standard ProBook

Description	Unit Price
PROBOOK 450 G4 – Intel Core i5-7200U 4GB RAM DDR4 2133MHz 1 DIMM 1TB 5400RPM HDD 15.6 High Definition Anti-Glare LED SVA UMA DVD+/-RW Intel HD AC 2x2 Bluetooth Integrated 4G Finger Print Reader Win 10 PRO 64bit	
Targus Carry Case	
3 Year next business day onsite warranty	

3.3 Projectors

Description	Unit Price
1500 Series (MR.JG11.001) Brightness: 3000 lm Resolution: Full HD (1920 x 1080) 3D Capability: DLP 3D Interfaces/ports: HDMI, USB, Composite video, S-Video Weight: 2.20kg Cable: VGA Cable Warranty: 1 year onsite warranty	

4. SCOPE OF WORK

- The appointed service provider will be responsible for delivery of Laptops, Projectors, Desktops, Hard Drives, and thin clients as specified above.

5. PROJECT MANAGEMENT

The service provider will work very close with ICT Unit, a contact person is Mr. L. Bekiswa and Mr. X.H Malunga will be there to advise where there seem to be challenges related to the project.

6. TIMEFRAME

- The appointed Service Provider will be required to sign a twelve (12) months contract.
- The Service Provider is expected to deliver the equipment within 30 days after the award.
- Provide a proper work plan on turnaround time when problems are encountered with the hardware.

7. PROJECT BUDGET

Service providers must quote driven by cost saving methods and prices which are commensurate to the specified scope of work.

8. EVALUATION CRITERIA

PREFERENTIAL PROCUREMENT POINTS WILL BE AWARDED AS FOLLOWS

A two stage bidding process will be utilised, proposals will be evaluated in the first stage of the bidding process and bidders who do not meet the pre-qualification criteria (Specification) will be disqualified.

Following Compliance evaluation process, bids will be evaluated according to the following:

- Stage 1- Technical or Functional Evaluation
- Stage 2- Price and BBBEE Points

Only Bidders who score **70%** or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – TECHNICAL / FUNCTIONAL	
Functionality	100
Testing compliance to specification and standards as per Specification Section	20
Evidence of current and/or previous similar clients (please provide written evidence)	60
Company partnership certificates	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

Bidders will be evaluated according to the following

Functionality consists of the following:

Item	Functional Evaluation Description	Points	
1	Testing compliance to specification and standards as per Specification Section NB: Please complete Bidders assessment form obtainable from ANDM website (www.andm.gov.za).	20	
1.1	Compliance to specification in all equipment as per municipal requirements (compare specification against proposal as per the bidder)		20
1.2.	Non Compliance and partial compliance		0
2	Evidence of current and/or previous similar clients (please provide written evidence)	60	
2.1	3 X reference letters (or Completion Certificate) for work R500 00 plus		60
2.2	2 X reference letters (or Completion Certificate) for work R400 00 plus		30
2.3	1 X reference letter (or Completion Certificate) for work R200 00 plus		10
2.4	0 X reference letter (or Completion Certificate)		0
3.	Competency and Certification of the Bidder	20	
3.1	One (1) or more Certificates of partnership with any computer manufacturer		20
3.2	No certificate of partnership with any computer manufacturer		0
TOTAL		100	

Recommended by

Mr NR. Xolo
Manager: ICT

Approved by

Mr L. Matiwane
Senior Manager: Corporate Services