



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERT DATE: 24 November 2016**

## **SERVICE PROVIDER TO SUPPLY AND DELIVER 20x LAPTOPS**

Bidders are hereby invited to submit quotation supply and deliver 20 laptops for ICT school development, projects. Terms of Reference will be available on the website and scm office for free.

### **MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality with Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBEE certificate and a combined BBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 05 December 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State

### **Enquiries:**

All technical enquiries may be directed to Mr. T. Funani 039 255 8500 SCM Mr T Mbukushe 0392558555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T. Nota**  
**813 Main Street or P/Bag X9020**  
**MT FRERE**  
**5090**  
**Tel: (039) 255 -8500**  
**Fax: (039) 255- 01673**

**GPT NOTA**  
**MUNICIPAL MANAGER**



## UMZIMVUBU LOCAL MUNICIPALITY

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#### TERMS OF REFERENCE

#### NAME OF THE PROJECT: PROCUREMENT OF LAPTOPS FOR ICT SCHOOLS DEVELOPMENT PROGRAMME

#### INTRODUCTION OF THE PROJECT

Umzimvubu Local Municipality seeks to acquire services from a reputable Service provider to supply and delivery as per below specification for ICT Schools Development Programme.

#### AIMS OF THE PROJECT

To enhance computer skill and knowledge for the students from best performing schools within Umzimvubu jurisdiction. To equip Umzimvubu schools with current technology resources or enabling facilities provided by school teachers to enable effective and efficient fulfillment of his/her duties in the most cost effective manner, and Umzimvubu Local Municipality will provide all laptops as donation to those schools with high pass rate.

#### SPECIFICATION

Acer Aspire E1-510 Intel Core 2.2 GHz Processor, 15.6 LED-backlit, 2GB DDR - 2 SLOT 500GB 5400RPM , DVD+/- RW Super-Multi DL , Intel HD Graphics 5500 , Windows 8.1 , Realtek RTL8723BE 802.11b/g/n (1x1) with Bluetooth v4.0 combo , (1) HDMI, (1) VGA, (2) USB 2.0, (2) USB 3.0, (1) RJ45, (1) Headphone/Microphone Laptop bags	x 20
Vodacom wireless router	x 4
Vodacom 3G with 3GB data	4 x 12 month contract paid up
HP LaserJet Pro 200 MFP M225dw (CF485A) A4 Mono Laser 4-in-1, Print, copy, scan, fax - Print speed: Up to 25 ppm ISO black (A4) and up to 15 ipm duplex (A4), Connectivity: USB 2.0 port Ethernet 10/100Base-TX, RJ-11 Fax (in/out), Wi-Fi 802.11b/g/n, HP Print - LCD (colour graphics), Input capacity: Up to 250 sheets, Duplex printing: Automatic (standard), ADF - 35 Sheets, Scan to email, Scan to network folder, Ships with introductory HP 83A LaserJet Toner Cartridge,	x 4
Optical USB mouse	x 20

Lock chains	x 20
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ALL EQUIPMENT SHOULD HAVE A 1 YEAR WARRANTY

**4. SCOPE OF WORK**

Procure and deliver laptops

**5. KEY DELIVERABLES**

- Laptops
- Printers
- Optic Mouse
- Lock chains
- HP Laptop Bag and
- Documented warrant
- 3Gs

**6. CONDITIONS OF THE CONTRACT**

NONE.

**7. PROJECT MANAGEMENT**

The Service Provider MUST work very closely with the Municipality ICT Unit.

**8. PROJECT TIMEFRAME**

One (1) month.

**9. PROJECT BUDGET**

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".  
 Service providers must present a proposal driven by cost saving methods and prices which are commensurate to the specified scope of work.  
 The successful service provider shall be paid for services rendered on presentation of original tax invoice.

**EVALUATION CRITERIA**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 POINTS WILL BE AWARDED AS FOLLOWS:-**

Received Responsive Proposals will be evaluated based on the following criteria

ITEM	WEIGHT
Stage 1 – Functionality	
EVALUATION - FUNCTIONALITY	100
Previous Experience in provision of Laptops	50
Capacity and Expertise to undertake the work	40
Implementation Plan	

Stage 2 - Price and Preferential Points		
EVALUATION – PRICE & PREFERENTIAL POINTS	100	
Price		80
BBBEE POINTS		20

Previous Experience in provision of ALL key deliveries:

Five (5) Completion Certificates		50
Three (3) Completion Certificates		30
Less than three (3) Completion certificates		10
Capacity and Expertise to undertake the work		40
Service Provider has been providing ICT services for a period not shorter than 5 years		20

**WHERE TO SUBMIT:**

All submissions must be clearly marked:

**ICT SCHOOLS DEVELOPMENT LAPTOPS**

Addressed for the attention of Mr. G.P.T. Nota

Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited in the quotation box situated at Supply Chain Office at 813 Main Street, Mount Frere.

Due date for the submission of proposal is 28 November 2016 at 12H00. **NO LATE**

**SUBMISSIONS WILL BE CONSIDERED.**

**INFORMATION AND TECHNICAL ENQUERIES TO BE DIRECTED TO:**

Attention of Mr. T Funani

Phone : +2739 255 8500/66

Fax : +2739 255 0167

Email: Tozamile.Funani@umzimvubu.gov.za

**OTHER QUERIES**

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T. Nota -

Municipal Manager

813 Main Street

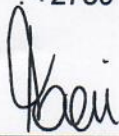
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**N. Kubone**