



Terms of Reference

For

THE SUPPLY AND DELIVERY OF DESKTOP COMPUTERS AND COMPUTER COMPONENTS FOR THE ENTERPRISE ILEMBE BUSINESS INCUBATOR

**Closing Date: 18 June 2021
Time: 11h00am**

Service Provider Terms of Reference

1. DETAILS

Province:	KwaZulu-Natal
Municipality:	iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe
Contracting Agency:	Enterprise iLembe Economic Development Agency
Project Name:	The Supply and Delivery of the Desktop Computers and Computer Components – Enterprise iLembe Business Incubator Computer room

2. SUMMARY OF BRIEF

Enterprise iLembe intends on procuring Desktop Computers and Computer Components to be delivered and installed at the Business Incubator Computer Room [Suite 3 & 4, BMA House, 142 King Shaka Street; KwaDukuza].

Enterprise iLembe hereby invites service providers to submit quotations for Desktop Computers and Computer Components; and the specifications are as follows;

- **8 x HP Desktop All-in-one HP 22-DF0026NS 22”**

Specifications:

- Memory: 8 GB DDR4-2400 SDRAM (1 x 8 GB)
- Memory & Storage: 8 GB memory; 256 GB SSD storage
- Internal Storage: 256 GB PCIe® NVMe™ M.2 SSD
- Processor Type: Intel Celeron
- Processor: Intel® Celeron® J4025 (2.0 GHz base frequency, up to 2.9 GHz burst frequency, 4 MB L2 cache, 2 cores)
- Processor Family: Intel® Celeron® processor

- Processor Speed:2.0 GHz
- Graphics: Integrated
- Graphics Card: Intel® UHD Graphics 600
- Ports:2 SuperSpeed USB Type-A 5Gbps signalling rate; 2 USB 2.0 Type-A; 1 HDMI-out 1.4; 1 headphone/microphone combo; 1 RJ-45
- Expansion Slots:2 M.2 (1 for SSD, 1 for WLAN)
- Network Interface: Integrated 10/100/1000 GbE LAN
- Wireless: Realtek 802.11b/g/n/a/ac (1x1) and Bluetooth® 4.2 combo
- Optical Drive: Optical drive not included
- Memory Card Device: HP 3-in-1 memory card reader
- Dimensions:49.03 x 20.45 x 38.07 cm
- Weight:5.7 kg
- Power Supply Type:65 W Smart AC power adapter
- Keyboard: HP White wired Keyboard
- Input Devices- Mouse: HP Wired White Mouse
- Webcam: HP Privacy HD Camera with dual array digital microphone

Software:

- HP Apps: HP Audio Switch; HP Support Assistant
- Operating System: Windows 10 Professional 64

Service Guarantee: **2 year warranty**

Time frame of delivery:

The service provider should deliver within 5 days of receiving appointment.

3. DELIVERABLES

Prospective Service Providers in their proposals are to set out the detailed cost implications and **costs are to be quoted inclusive of VAT.**

4. APPOINTMENT OF SERVICE PROVIDER

Adjudication Criteria

Procurement Policy

Proposals will be evaluated in terms of the Procurement Policy of Enterprise iLembe and will be evaluated in terms of the 80/20 points scoring system as set out in the SCM Policy of Enterprise iLembe, as follows:

COMPONENT	80/20
B-BBEE Status Level	20
Price	80
Total	100

Service providers who wish to claim preference points must submit a B-BBEE Certificate.

The 20 preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

Please ensure that your proposal contains the following information:

- Valid TCS Pin issued by SARS (compulsory)
- Proof of registration on the Central Suppliers Database (compulsory).
- Proof of residence (i.e. a Utility Bill, Signed Lease Agreement or Signed Councilor Letter) (Compulsory)
- B-BBEE Status Level Certificates (if you have)

- Proof of banking details/ Bank Statement (Compulsory)
- Company registration document (Compulsory)
- MBD 4 – Declaration of Interest Form (compulsory)

NB: Failure to submit any compulsory documents as indicated in these terms of reference and/or advert will result in your proposal being disqualified.

5. PAYMENT TERMS

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed.

6. NON APPOINTMENT

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

7. CLOSING DATE AND TIME

Interested individual service providers are required to submit the proposal by **18 June 2021 - 11h00am, via e-mail.**

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