



PSIRA
Private Security Industry Regulatory Authority

TERMS OF REFERENCE

FOR

**SUPPLY OF COMPUTERS AND LAPTOPS EQUIPMENTS – FOR A PERIOD
OF 36 MONTHS**

HW
2-9-2016

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2. Purpose

The objective of this bid is to appoint suitable service providers (***three service providers***) that can Supply Computer and Laptop equipment's for the Private Security Industry Regulatory Authority (herein after referred to as the "PSIRA") for a duration of 36 months.

3. Background

PSIRA was established in terms of Section 2 of the Private Security Industry Regulation Act (56 of 2001) in 2002. The strategic mandate of PSIRA originates from the Act and the regulations issued in terms of the Act. In a nutshell, the primary objectives of PSIRA are to regulate the private security industry and to exercise effective control over the practice of the occupation of security service provider in the public and national interest and in the interest of the private security industry itself.

4. Scope

PSIRA wishes to engage with a service provider for the supply of computers and laptops. PSIRA machines are divided into three categories:

4.1 Category 1: A choice of Dell or HP laptops for Office Administrators

4.2 Category 2: HP Computers for Office Administrators

The service provider will enter into a 3 years contract with PSIRA and will ensure all devices comes with a 36 months Next business Day Onsite warranty. The service provider will also be required to prepare a ghost image custom made to psira which will be rolled out to all machines delivered to psira.

5. Service Management

PSIRA will enter into a service level agreement with Three (3) service providers. Each time PSIRA requires computers and laptops, the three service providers will be approached for quotation and the lowest service provider will be awarded. Awarding of the Purchase order will rotate among the three successful suppliers over the period of 36 months.

6. Technical Specification: Computers and Laptops

The purchase will be divided into two procurement stages, namely:

6.1 The first procurement will include all other machines as they are required in a period of 36 months. This may include both category 1 and 2 devices.

6.2 All devices must come with a 36 months Next business Day Onsite warranty for Laptops and 60 months for Desktops

*** It is important to note that the specification of some machines may change from time to time depending on the need of the Business Units.

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Category 1: Laptops Technical Specification

<p><u>Dell Latitude 12 5000 (E5270) or latest version</u></p> <ul style="list-style-type: none"> ➤ Intel Core i5-6200U; ➤ 8GB DDR3L – SDRAM (1 x 8GB) ➤ 500 GB 7200 rpm SATA Hard Drive ➤ hs3110 HSPA+ Mobile Broadband ➤ 3 years Warranty NEXT BUSINESS DAY onsite service. ➤ Should include Dell laptop bags 	<p><u>HP Probook 430 G3 Notebook or latest version</u></p> <ul style="list-style-type: none"> ➤ Intel Core i5-6200U; ➤ 8GB DDR3L – SDRAM (1 x 8GB) ➤ 500 GB 7200 rpm SATA Hard Drive ➤ 13.3" diagonal HD anti-glare LED-backlit ➤ HP hs3110 HSPA+ Mobile Broadband ➤ 3 years Warranty NEXT BUSINESS DAY onsite service. ➤ Should include HP laptop bags
<p><u>Dell Latitude 12 7000 (E7270) Ultrabook or latest version (For Executives and Senior Managers)</u></p> <ul style="list-style-type: none"> ➤ Intel Core i7-6500U; ➤ 8GB DDR3L at 1600Mhz SDRAM (1 x 8GB) ➤ 256 GB SATA SSD Hard Drive ➤ 12.5" HD (1366 x 768) Anti Glare (16:9) WLED, 200 nits, Magnesium LCD back 12.5" FHD Touch with Corning® Gorilla® Glass NBT, (1920 x 1080) Anti Finger Print (16:9), WLED, 360 nits, Woven Carbon Fiber LCD back ➤ Intel® Ethernet Connection I219-V 10/100/1000 (with Intel® i3-6100U, i5-6200U, and i7-6500U) ➤ Intel 802.11a/b/g/n/ac (2x2) and Bluetooth® 4.2 Combo ➤ LTE/EVDO/HSPA+ LTE Mobile Broadband ➤ 3 years Warranty NEXT BUSINESS DAY onsite service. ➤ Should include Dell laptop bags ➤ Wireless Dell Keyboard and Mouse ➤ Dell E-Port Replicator 	<p><u>HP Elitebook 840 G3 Notebook or latest version (For Executives and Senior Managers)</u></p> <ul style="list-style-type: none"> ➤ Intel Core i7-6500U; ➤ 8GB DDR3L – 2133 SDRAM (1 x 8GB) ➤ 256 GB M.2 SATA TLC SSD Hard Drive ➤ 35,56 cm (14") diagonal QHD UWVA anti-glare ultra-slim LED-backlit (2560 x 1440) ➤ Intel® Ethernet Connection I219-V 10/100/1000 (with Intel® i3-6100U, i5-6200U, and i7-6500U) ➤ Intel 802.11a/b/g/n/ac (2x2) and Bluetooth® 4.2 Combo ➤ HP It4120 LTE/EVDO/HSPA+ Qualcomm® SnapdragonT X5™ LTE Mobile Broadband ➤ 3 years Warranty NEXT BUSINESS DAY onsite service. ➤ Should include HP laptop bags ➤ Wireless HP Keyboard and Mouse ➤ HP Slim Docking Station

Category 2: Computers Technical Specification

<p><u>HP ProOne 600 G2 All-in-One PC or latest version</u></p> <ul style="list-style-type: none"> ➤ Intel® Core™ i3-4150 with Intel HD Graphics 4400 (3.5 GHz, 3 MB cache, 2 cores) ➤ 4GB 1600 MHz DDR3 SDRAM ➤ 500GB 7200 RPM SATA Hard Drive ➤ Slim Tray-load SuperMulti DVD Writer ➤ 54,6 cm (21.5") diagonal IPS widescreen WLED backlit anti-glare LCD; ➤ HP 802.11a/b/g/n wireless PCIe mini card with Bluetooth combo ➤ Integrated Intel I217LM GbE network connection ➤ Upgrade warranty to 5 Year Warranty NEXT BUSINESS DAY onsite service. ➤ HP Wireless Keyboard and Mouse
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Procurement Strategy - Quantity

Type of Machine	2016/2017	2017/2018	2018/2019
*Dell Latitude 12 5000 or HP Probook 430 G3	65	25	10
*HP ProOne G2 600	50	75	105
* Dell Latitude 12 7000 ultrabook or HP Elitebook 840 G3	5	3	3
Totals	120	103	118

* Please note the number of machines required may change from time to time.

7. Emergency Procurement Plan

- 6.1 Emergency Procurement are machines procured in large quantity by the Authority due to part of Disaster recovery of any other unforeseen circumstance.
- 6.2 The Authority will inform the supplier if computers are procured under the Emergency Procurement Plan
- 6.3 Computers procured under the emergency plan will be the same or latest technology as the HP ProOne G2 600
- 6.4 Should the Authority experience a disaster, an order maybe placed with the service provider under the Title "Emergency Procurement".
- 6.5 The supplier will be expected to deliver the goods within a maximum of 2 working days (16 hours).
- 6.6 The number of computers ordered under the Emergency Plan will be a minimum of 40 computers.
- 6.7 The supplier maybe required to allocate resources to assist the Authority to install and configure the machines. The Authority is aware that such service(s) may be costed differently and will not form part of the tender.

8. Black economic empowerment

Proposals from firms owned by or consisting of members from the historically disadvantaged communities of South Africa should include information in this regard. Preferential points should be specified on the SBD 6.1.

9. The Proposal (Goods required and specification)

The proposal must be submitted on hardcopy, and clearly indicating the costing for Year 1 for all devices and for year 2 and year 3, clearly indicate the percentage mark up.

10. Bid validity

Bidders are required to confirm that they will hold the proposal valid for 120 days from the date the tender closes, during which time it will maintain without change, their proposed rates and price.

11. Firm prices

Only firm prices (with respect to the initial order) will be accepted. Non firm prices (including prices subject to rates of exchange variations) will NOT be considered.

12. Awarding of points

The awarding of points shall be conducted by an evaluation committee of PSIRA. The scores shall be based on the contract value (i.e. total price of equipment per proposal), adherence to technical specification and the black economic empowerment. (90/10).

Price: 50%

Technical: 40%

HDI: BEE/BWO/: 10%

13. Evaluation Criteria

Criterion 1 – Compulsory Requirements

Bidders will first be evaluated on terms of the minimum requirements / gatekeepers. Bidders who do not fulfill all the requirements or do not submit the required documents will be disqualified. Those who fulfill all the minimum requirements or have submitted the required documents will be further evaluated on criterion 2 which is the functionality.

Criterion 2 – Functionality

Functionality is worth 100 points. The minimum threshold is 70 points. Bidders who score less than 70 points on functionality will therefore be disqualified. Those who score more than 70 points will be further evaluated in terms of price and preference points (i.e. on the B-BBEE status level of contributor). The functionality evaluation is broken down as follows:

Functionality / Technical Criteria

Functionality Criteria	Weight
<p>Project Implementation Plan- must include the following points:</p> <ol style="list-style-type: none"> 1. How long it will take to deliver the devices after order is received. 2. How long will it take to prepare the machines with the ghost image. 3. How will they deliver goods to other provinces? 4. How will they ensure warranty is registered with the Service Provider and in what format will it be issued to PSIRA <p>If any of the above questions are not answered, you will not be scored</p>	30
<p>Experience of the Company</p> <p>Bidders are requested to provide three (3) letters on a letterhead from their clients where they have deployed a similar solution. Bidders must make sure that the letters are signed and the contact details are fully completed. The contact details must include the contact number and the e-mail address of the referee.</p> <p>Points allocation</p> <p>Three reference letters (20 points) Two reference letters (15 points) One reference letter (5 points) No reference letter (0 points)</p> <p>Note: The PSIRA will verify the information provided and if your referee does not confirm the information provided the reference will not be considered.</p>	20
<p>Company Profile: - Must include and not limited to:</p> <ol style="list-style-type: none"> 1. Company offices, 2. Type of services they offer, 3. When was the company established <p>If any of the above questions are not answered, you will not be scored</p>	40
SITA Registration – Proof of registration with SITA which is not older than 12 months	10
Total	100

7.1 Evaluation of Price and Preference

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

7.2 The price / preference weighting applicable for BID are as follows:

Price / Preference	Weighting percentage
Preference:	10%
Price:	90 %
Total must equal:	100%

7.3 Preference Point allocation – 90/10

90/10 point scoring system			
Preference: 10 Points		Price: 90 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 90)
1	10	Quality / Functionality:	0 % (of 90)
2	9		
3	8		
4	5		
5	4		
6	3		
7	2		
8	1		
Non-Compliant contributor	0		
		Total must equal:	100% (of 90)

7.3.1 Price Calculation 90/10

The following formula will be used to calculate the points for price.

$$P_s = 90 \left[1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

14. Instructions to bidders

The tender must be submitted in the prescribed format. Standard bidding documents should be filled in (not re-typed). These standard bidding documents include the following:

- a) SBD1 Invitation to Bid
- b) SBD 2 Tax clearance certificate (attach original Tax clearance certificate)
- c) SBD 3.1 Pricing Schedule
- d) SBD 4 Declaration of Interest
- e) SBD 6.1 Preference Points Claim Form
- f) SBD8 Declaration of Bidder's past supply management practices and Declaration of interest
- g) SBD 9 Certificate of Independent Bid Determination
- h) General Conditions of Contract (ALL pages to be initialled by the bidder)
- i) Terms of reference (ALL pages to be initialled by the bidder)
- j) Pricing schedule (List of required / propose Office equipment)
- k) Supplier Registration form (To be completed by ALL bidders)
- l) Three letter of reference from previous clients indicating the date of supply, the value of the supply in the letterhead of the client.
- m) Catalogue of equipment proposed and their specifications and features
- n) Checklist

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2.9.2018

Checklist	Yes / No
Is the form SBD1 Invitation to Bid properly completed and signed?	
Is a valid and Original Tax clearance certificate attached?	
Is the form SBD 3.1 Pricing Schedule along with an excel spreadsheet attached indicating subtotals and grand total?	
Is the form SBD 4 Declaration of Interest attached and completed	
Is the form SBD 6.1 Preference Points Claim Form completed?	
Is the form SBD8 Declaration of Bidder's past supply management practices and Declaration of interest completed?	
is SBD 9 Certificate of Independent Bid Determination completed?	
Did the bidder initial all pages of the General Conditions of Contract?	
Are the Terms of reference initialed and included in the entire submission?	
Is the Supplier Registration form completed	
Is there a cancelled cheque attached to the bid documents?	
Has the bidder included three letters of reference from previous supplies in the client's letterhead?	
Has the bidder included the pricing schedule and images of the machines?	
Proposed Lease Agreement (without Signature and Master agreement)	

15. PSIRA RIGHTS

Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, PSIRA reserves the right, in its absolute discretion at any time,

Cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;

- a) Alter the structure and/or the timing of this RFP or the Tendering Process;
- b) Vary or extend any time or date specified in this RFP for all or any Bidder or other persons;
- c) Terminate the participation of any Bidder or any other person in the Tendering Process;
- d) Require additional information or clarification from any Bidder or any other person or provide additional information or clarification;
- e) Call for new Tenders;
- f) Reject any Tender received after the Closing Time;
- g) Reject any Tender that does not comply with the requirements of this RFP; or
- h) Consider and accept or reject any alternative tender.

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