



TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF FIVE LAPTOPS

1. Background to the CBE

The Council for the Built Environment (CBE) is a statutory body established under the Council for the Built Environment Act (no. 43 of 2000). It is an overarching body that coordinates the six Professional Councils (Architecture, Engineering, Landscape Architecture, Project and Construction Management, Property Valuation and Quantity Surveying – all operating within the Built Environment) for the purpose of promoting good conduct within the Profession, transforming the professions and advising Government on issues relating to the Built Environment. The CBE is a schedule 3(a) public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

2. Background to the Assignment

The CBE has aged IT assets and some of the assets are the laptops used by the staff members. The current laptops need to be replaced to enable the staff members to effectively deliver their day to day tasks and the following risks will be mitigated:

- Direct negative impact on the CBE mandate and strategic objectives
- Day to day disruptions on the APP targets projects
- Usage of old laptops that can crash anytime
- Out of warranty laptops and unreliable

3. Objective of the assignment

The objective of the assignment is to procure the laptops and enable the staff members to deliver on their required tasks/jobs efficiently.

4. Scope of work and project deliverables

The scope of work and project deliverables are as follows:

Item No.	Scope of work	Deliverables
1	<p>Supply of 5 x Slim Laptops The Laptops should have minimum specification as follows:</p> <p>a. 5 x i5, 500GB/1TB HDD, 4G RAM, DVD, High Resolution Display, Wireless, Bluetooth, USB Ports, mouse, on-board sim card e.t.c</p>	<p>Proposal document with Laptop specifications, Project Implementation Plan with time lines.</p> <p>Warranty Documentation with Original Equipment Manufacturer (OEM)</p>

5. Project timeframes

The estimated timeline for completing the scope of work is 2 weeks from the date of signing the contract.

6. Evaluation Process:

The following evaluation process shall be followed:

6.1 Basic Compliance:

- Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This quotation will not be awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.**
- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 3.1, 4, 6.1, 8 & 9. Failure to fully complete these documents and failure to return one or more with your quotation will result in the disqualification of your quotation. **The onus is on bidders to make sure that all SBD forms are completed in full and returned with your quotation.**

- The General Conditions of Contract are to be acknowledged and returned with your quotation.
- An original or certified copy of the B-BBEE certificate or sworn affidavit must be submitted to substantiate claims for preference points with respect to SBD 6.1. Failure to submit the relevant document will result in the forfeiture of preference points.
- **Service providers need to be registered on the RFB 2005/2015 as accredited resellers.**
- The CBE reserves the right to disregard a bidders' quotation should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract.

6.2 Evaluation Phases:

- Phase 1: Technical Specification Evaluation

The bidder's quotation will be evaluated against the specification outlined under paragraph 4 above. A form will be used which will reflect the name of the bidder, the different criteria (as per the specification), with space provided to indicate whether the bidder's offering complies with the CBE specification or not.

Should the bidder fail to comply with the minimum specification requirements, their quotation will be disregarded.

Should the bidder meet the CBE minimum specification requirements, they will proceed to the due diligence process.

The due diligence process may include presentations of the equipment offered, an investigation by the CBE of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing work load, etc. The CBE reserves the right to disregard a bidder who does not meet the requirements of the due diligence process.

Should the bidder meet the requirements of the due diligence process, they will proceed to phase 2 of the evaluation process.

- Phase 2: Calculation of points

Please note that the quotations will be evaluated using the 80/20 preference point system where:

80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution. An original or certified copy of the B-BBEE certificate or sworn affidavit must be submitted to substantiate claims for preference points.

During phase 2, points for price will be calculated for all shortlisted bidders in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s = Points scored for price of quotation under consideration
 P_t = Rand value of quotation under consideration
 P_{\min} = Rand value of lowest acceptable quotation

- The final points will be calculated as follows:

Points for price:	80 points
B-BBEE Status Level of Contribution:	<u>20 points</u>
Final points:	<u>100 points</u>

A recommendation for award will then be formulated for approval by the relevant delegated authority.

IMPORTANT CONDITIONS

- Pricing must be **firm** and clearly outlined.
- Pricing must be inclusive of VAT (if VAT registered).
- Bidders are required to submit their proposals in **an** envelope
- Bids must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2nd Floor), Menlyn, Pretoria and deposited into the bid box.

- It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the bid.
 - Proposals received after the closing time and date will not be considered for evaluation.
 - The CBE reserves the right not to award this contract.
 - Any change of information provided in the bid document that may affect delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
 - Should the bidder present information intentionally incorrectly/fraudulently, they will be disqualified.
 - Although adequate care has been given in the drafting of this document, errors such as those of a typographical nature may occur which the CBE will not be responsible for.
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- The closing date for submission of bids is **14 March 2019 at 11:00am**.

ENQUIRIES:

All technical enquiries may be directed to:

Mr Tshepo Mashilompane

Manager: Knowledge Management and IT

Tel: 012-346 3985

Email: Tshepo@cbe.org.za

All procurement related enquiries may be directed to:

Ms Sthembile Madonsela

Procurement Administrator

Tel : 012-346 3985

Email : sthembile@cbe.org.za