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## REQUEST FOR QUOTATION, END-USER COMPUTING DEVICES

### TERMS OF REFERENCE

#### 1. BACKGROUND

Tourism KZN is responsible for promoting the province of KwaZulu-Natal to domestic and international travelers. A key enabler to promote the destination is the use of technology.

#### 2. SCOPE OF SERVICES

2.1 Tourism KZN is looking for a suitable service provider to provide the following end-user computing devices (laptops).

#### Technical Specifications

##### Dell Latitude 5530 Laptop

1. Dell Latitude 5530, Silver
2. 15.6" FHD (1920x1080) Touch screen, Anti Glare, FHD and IR Camera
3. Intel vPro Enterprise with Intel Core i5-1245U (10 Core) 1.60 GHz to 4.40 GHz
4. Memory - 16GB, 2x8GB, DDR4 Non-ECC
5. WWAN, WLAN and RJ45
6. Hard Drive - 512GB PCIe NVMe Class 35 Solid State Drive
7. Operating System - Windows 11 Pro, English
8. 3 -Year Onsite warranty includes the battery
9. 3-Year ProSupport
10. Standard ports that come prebuilt with this model (for example: USB, HDMI, etc )
11. Fingerprint reader for MFA
12. Netrace – Track and Trace preloaded (3-year license)
13. Carry case (3-year warranty)

2.2 The service provider must deliver the unit to the TKZN Head Office within 14 working days of receiving the Purchase order to avoid penalties.



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### 3. EVALUATION PROCESS AND CRITERIA

Selection will be conducted over three stages as detailed below:

- **Stage 1 - Compliance with Minimum Requirements**
- **Stage 2 – Price and Specific Goals**

#### 3.1. STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

3.1.1. **All proposals must be completed and accompanied by:**

- 3.1.1.1. SBD 4, SBD 6.1, SBD 8, SBD 9
- 3.1.1.2. Company Profile
- 3.1.1.3. Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);
- 3.1.1.4. Tax Compliance Status Pin

#### 3.2. STAGE 2 - PRICE AND SPECIFIC GOALS

- 3.2.1. Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.
- 3.2.2. Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation.

<b>Evaluation</b>	<b>Maximum points to be awarded</b>
Relative competitiveness of the price	80
Specific/ RDP Goals (see the below t)	20
<b>Total Price and B-BBEE Points</b>	<b>100</b>



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### 3.3. THE PREFERENCE GOALS

- 3.3.1. Contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of **race, gender or disability** as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000
- 3.3.2. Implementing the Reconstruction and Development Programme (RDP Goals) as per Gazette No. 16085 dated 23 November 1994;

#### RDP GOALS

The promotion of South Africa owned enterprises;	The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered;
The promotion of export orientated production to create jobs;	The promotion of enterprises located in rural areas;
The promotion of SMMEs;	The empowerment of the work force by standardizing the level of skill and knowledge of workers;
The creation of new jobs or the intensification of labour absorption;	The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills;
The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;	The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organization.
The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;	



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3.3.3. The following table will be used to calculate the 20 points for Preference Points:

80/20 Point System (50 million less procurement)	
Race: African, White, Indian, Colored	10 points
Location: Within the province of KZN	10 points
<b>TOTAL</b>	<b>20 points</b>

3.3.4. The following may be used as proof for claiming preference points:

- A stamped letter from the local councillor or municipal utility bill
- CSD Full Registration Report

3.3.5. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million.

3.3.6. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{min}$  = Price of lowest acceptable tender.

3.3.7. A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

3.3.8. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

3.3.9. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points

23/05/2023