

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSAL

SUPPLY OF NOTEBOOKS AND LAPTOPS CABLE LOCKS

RFP/JHB/1003

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN 28 JULY 2020

AT 11H00

Terms of Reference

1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

2. Scope of Work

The HDA requires 20 x LTE enabled ultra-light notebooks (with CitySmart 13.3" SlimlineTopload Laptop Case – Black), 1 x HP Probook 470 G7 17.3' Core i7-10510U Laptop 9VY81ES, 2 x MacBook Air and 40 x Combination laptop cable locks with the following specifications;

Laptops (20)

Product Description	HP ProBook 430 G7 - 13.3" - Intel Core i7-10510U - 16 GB RAM - 512 GB SSD
System Type	Notebook
Operating System	Windows 10 Pro 64-bit (Pre-Installed)
Processor	1.8Ghz Intel Core i7-10510U processor
Memory	16 GB DDR4-2400 SDRAM (16 GB x 1)
Storage	Primary M.2 Solid State Drive storage, 512 GB PCIe NVMe M.2 Value SSD
Display	13.3-inch diagonal HD SVA eDP anti-glare Ultralim1366 x 768 / HD - Non-touch
Graphics	Intel UHD Graphics 620
Networking	802.11a/b/g/n/ac, Bluetooth 4.2, Gigabit Ethernet & Intel XMM 7360 LTE
Battery	3-cell - up to 14 hours
Dimensions (WxDxH)	30.85 x 23.1 x 1.8 cm
Weight	3.28 lbs
Environmental Standards	ENERGY STAR Qualified
Manufacturer Warranty	3-year onsite warranty

Laptop (1)

Product description - HP ProBook 470 G7 Notebook PC (9VY81ES)
HP ProBook 470 G7 Notebook PC (9VY81ES)
10th Generation
Intel Core i7-10510U Processor (8M Cache, 1.80 GHz, up to 4.90 GHz, 4 cores)
16 GB DDR4 2666MHz RAM (2 x 8GB, no slots free, 32GB Max)
1TB 7200RPM Hard Drive
3-inch Full HD IPS Anti-Glare 300 nits Display (1920 x 1080)
DVD-RW Drive
AMD Radeon 530 2GB GDDR5 Graphics

720p HD Webcam
 2 x Integrated Stereo Speakers
 Integrated Microphone
 Backlit Keyboard
 Intel Dual Band Wi-Fi 6 AX201 802.11a/b/g/n/ac + Bluetooth 5
 Gigabit LAN connection
 LTE connectivity
 Connectivity: 2 x USB 3.1 Gen 1, 1 x USB 2.0, 1 HDMI 1.4, 1 x RJ-45
 1 x Headphone/Microphone Combo Jack
 Windows 10 Pro 64-Bit
 Manufacturer Warranty - 3-year onsite warranty

MacBook (2)

13-inch MacBook Air 1.6GHz dual-core Intel Core i5 512GB

Display	13.3-inch LED-Backlit widescreen
Memory	16GB 1600MHz onboard memory
Graphics	Intel HD Graphics 6000
Display Type	Non-Retina
Storage	512 GB SSD
Processor	1.6Ghz dual core i5, Turbo Boost up to 2.9Ghz

Cable locks

40 x Combination laptop cable locks

8. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and BBB-EE compliance on a 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

The HDI proposal will be evaluated as per PPPFA regulations.

9. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

10. General

10.1 Below are compulsory requirements for this service

10.1.1 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

10.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

10.2 Further information regarding technical matters can be sent by an email to: Jacob.Rapasa@thehda.co.za or at Tel: 011 544-1000, and

10.3 Further information regarding supply chain matter and queries can be send via email to: Mxolisi.Zondo@thehda.co.za or at Tel: 011 544-1000

11 Terms and Conditions.

11.1 HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

11.2 No payment will be made where there is an outstanding information/work by the service provider/s.

12 Submission of Quotation

12.1 Quotations should be submitted on or before the 28 July 2020 by no later than 11h00 to the following address:

**The Procurement Specialist
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, 2193,**

12.2 The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.