

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



REQUEST FOR PROPOSAL

IT EQUIPMENTS

RFP/JHB/2022/067

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN 31 MARCH 2023 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 3G / LTE enabled ultra-light notebooks with the following specifications;

Product Description	Dell Latitude 5430
System Type	Notebook
Operating System	Windows 10 Pro 64-bit
Processor	Intel Core i5
Memory	16 GB DDR4 SDRAM - 2400 MHz
Storage	512SSD
Display	13.3" LED backlight HD anti-glare 1366 x 768 / HD
Graphics	Intel UHD Graphics 620
Networking	802.11a/b/g/n/ac, Bluetooth 4.2, Gigabit Ethernet, 3G / LTE
Battery	4-cell - up to 8.5 hours
Dimensions (WxDxH)	12.8in x 9.2in x 0.8in
Weight	3.28 lbs
Modem	Onboard LTE slot

Manufacturer Warranty 3 year onsite warranty

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.

Table 1 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
Specific Goals		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,) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.

10.2 Further information regarding technical matters can be sent by an email to: keegan.pillay@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: Procurement@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 31 March 2023 by no later than 11h00 to the following email address: Procurement@thehda.co.za

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