

National Nuclear Regulator



Terms of Reference

No	Title	Closing Date
NNRSCM05/2009	PROCUREMENT OF COMPUTERS	29 May 2009

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SECTION A: NOTES TO PROSPECTIVE SERVICE PROVIDERS

1. Introduction

The National Nuclear Regulator (NNR) is established under the National Nuclear Regulator Act, 1999 (Act No. 47 of 1999) (NNRA). Its main object is to provide for the protection of persons, property and the environment against nuclear damage through the establishment of safety standards and regulatory practices.

2. Invitation to submit proposals

The NNR has developed an ICT strategy to support the business objectives of the regulator and one of the objectives of the ICT strategy is:

- Improve Infrastructure – Provide a reliable and sustainable IT infrastructure

The successful bidder will be responsible to provide the NNR with its computer needs. This excludes the NNR server infrastructure but includes laptops, desktop and workstations.

3. Clarification of Request For Proposals (RFP)

3.1. Enquiries

All questions regarding the proposed project and proposal document should be addressed to Joel Maatjie at email jmmaatjie@nnr.co.za and telephone number (012) 6747138

The NNR may, at any time before the award of the tender, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP documents by amendment. The amendment will be sent in writing by facsimile or electronic mail to all registered service providers, entities or individuals and will be binding on them.

4. Adjudication of proposals

- 4.1. The NNR promotes and encourages affirmative procurement and to this end has adopted a Supply Chain Management Policy which has as one of its primary aims to extend business opportunities to individuals or entities that demonstrate compliance to the objectives of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) (BBBEE Act). Under this Policy, tenders are adjudicated using a system where points are awarded on the basis of the functionality of the solution, the tendered price and the status of the business enterprises in relation to the participation of *Previously Disadvantaged Individuals (PDI)* in equity ownership, the extent to which PDIs occupy executive management positions within the tendering enterprise, women equity ownership and disabled equity ownership.
- 4.2. For a service provider to claim BBBEE status points appropriate information must be provided together with the proposal. The award of BBBEE status points will be at the sole discretion of NNR. Points will

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ONLY be awarded where the NNR is fully satisfied that the business enterprise meets the relevant criteria.

4.3. Evaluation of Proposals

The evaluation of proposals will be on the basis of their responsiveness to the scope of work, applying the evaluation criteria indicated below. Each responsive proposal will be given a score. A proposal considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the scope of work.

No.	Category	Total
A.	Price	50%
B.	Compliance to Specifications and Functionality	30%
C.	Approach to implementation and post implementation support	10%
D.	Broad Based Black Economic Empowerment status ¹	10%
TOTAL		100%

5. Conditions for tenders

All tenderers responding to this request must meet the following conditions in order to be considered:

- 5.1 The tax clearance certificate issued by the South African Revenue Services must be attached;
- 5.2 The tenderer must submit **four (4) copies** in a manner prescribed in this tender document;
- 5.3 The tenderer shall furnish such additional information that the NNR may reasonably require;
- 5.4 Any false declaration of the information will result in the exclusion of the tender from consideration;
- 5.5 A complete proposal, with a **signed** form of **offer or a letter** of undertaking with contents similar to the form prepared on the company's official letterhead, shall be placed in a sealed envelope clearly marked with the following title:

¹ Individuals or entities claiming BBBEE status must provide accreditation certification from Department of Trade & Industry approved verification agencies.

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PLEASE NOTE: The envelope should also bear the name and postal address of the service provider.

5.6 The proposal, in the sealed envelope, shall be deposited in the Tender Box at the offices of the NNR at the following address:

The National Nuclear Regulator

Centurion Office Park

Block A, 2nd Floor Old Mutual Office Park

Cnr. Hendrik Verwoerd Drive and Embankment Road

CENTURION

South Africa

6. Decision to award tender

The NNR is not bound to accept any of the proposals submitted including the lowest offer. The decision to award the tender will be based on both the competencies and cost portions of the proposal.

7. Costs of preparation of the proposal

The costs of preparing the proposal and of negotiating the contract are not reimbursable as a direct cost of this RFP.

8. Validity Periods

The period for the proposal to remain valid and binding should be at least 60 days from the offer date as reflected in the Form of Offer.

9. Firm Price

Service providers must submit firm prices. Firm prices are deemed to be the prices at which the services are delivered without any adjustment being made thereto for any reason whatsoever.

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10. Acceptance

The successful service provider will be notified through a **Letter of Acceptance** from the NNR signed by an authorised official of the NNR, notifying the service provider of the acceptance of the Proposal.

The award of the tender shall be subject to the successful conclusion of a contract between the NNR and the successful service provider.

11. Warranty

All equipment provided shall have a three year on-site warranty. If equipment is unavailable for longer than three days it shall be replaced with similar equipment that provide the same functionality.

12. Terms of Payment

12.1. The NNR will only commence payment processes after fulfilment of the conditions contained in the contract and receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received under this Terms of Reference.

12.2. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice.

12.3. All payments will be made by the NNR **ONLY** through electronic bank transfer into a banking account nominated by the Service Provider.

13. Cancellation of the TOR

The NNR reserves the right to cancel this TOR, at any stage, if the NNR determine that time-lines and standards have been or are likely to be compromised or it determines that it is not in the best interest of the NNR to proceed with the TOR.

14. Closing time and date

The completed proposal must be delivered at the submission address on or before the following time and date **12h00, Friday, 29th May 2009**.

PLEASE NOTE: Any proposal received after the closing time for submission of proposals shall be returned unopened.

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SECTION B: SCOPE OF WORK

15. Introduction

The National Nuclear Regulator (NNR) is established under the National Nuclear Regulatory Act (NNRA) of 1999. Its main object is to provide for the protection to persons, property and the environment against nuclear damage through the establishment of safety standards and regulatory practices

The NNR has developed an ICT strategy to support the business objectives of the regulator and one of the objectives of the ICT strategy is:

- Improve Infrastructure – Provide a reliable and sustainable IT infrastructure

16. Deliverables

The scope of the project covers the following:

- Provision of new laptops, desktops and workstations to the NNR

The number of laptops shall not exceed 35 laptops.

The number of desktops shall not exceed 30 desktops.

The number of workstation shall exceed not exceed 3 workstations.

Only suppliers of Tier one laptops will be considered.

A. Performance Evaluation and Review and Reports

The supplier shall meet periodically with the NNR to discuss issues of mutual concern, to review the suppliers' performance and to discuss improvements which the suppliers or the NNR should make in order to achieve more effective computer purchases and reduce cost to the NNR. The supplier shall make the NNR aware of any new technologies that can assist the NNR to improve its computer infrastructure.

The supplier shall provide the NNR with management information reports consisting, at a minimum, of the following:

- The number of computers purchase during this previous quarter with the guarantee expiry dates.. The report should also contain the value of the purchases and the discounts passed on to the NNR. The report should be provided on request based on the NNR needs.

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17. Conditions

- The proposal will need to make provision for 35 laptops, 30 desktops and 2 workstations. These will be procured in a staged manner during the year. The specifications guide for the equipment is found in appendix A. The following conditions are required:
- There are 30 desktops, 35 laptops and 2 workstations that the NNR would anticipate purchasing against the successful bid pricing.
- Bidders can separate their bids to provide separated laptops pricing separated desktops pricing and separated workstations pricing.
- Bidders can also give a single price for the laptops, desktops and workstations.
- All workstation provided must be compatible with the Linux operating system.
- All laptops and desktops must be compatible with next version of Microsoft's operating system.
- All desktops and laptops must be pro-loaded with Windows XP professional
- All pricing must include the operating system cost as per the specifications
- All Desktops and laptops must be licensed for Windows Vista business.
- All desktops, laptops and workstations must be covered by a three year next business day on site warranty.
- Laptops and desktops must have accidental damage cover.
- Vendors should not provide leased bids.

18. Laptop Specification Guideline

Intel Core 2 Duo T9400

2 GB DDR2 800MHZ

256 MB Graphics Card

Mini Tower Chassis

250GB HDD 7200 rpm

DVD Writer

Integrated Camera and

Microphone

Wireless Bluetooth and Wifi

Windows Vista Business

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19. Desktop Specification Guideline

4 GB DDR2/DDR3 RAM

512MB Graphics Card

19 inch Flat Screen

Mini Tower Chassis

500GB HDD 7200 rpm

SATA DVD Writer

Windows Vista Business

20. Workstation Specification Guideline

Intel Xeon Quad Core

8 GB DDR2/DDR3 RAM

1 GB Graphics Card

22 inch Flat Screen

Workstation Chassis

1 TB HDD 10000 rpm

SATA DVD Writer

Windows Server 2003

21. Other Specifications

The successful provider will be expected to assist the NNR to ensure that a NNR configure its computers according to the NNR standards for computer set-up.

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SECTION C: FORM OF OFFER

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We, _____ (the name of service provider) do hereby propose to provide services/products to the National Nuclear Regulator (the Employer) in conformity with the scope of work, applicable laws, regulations, guidelines, and RFP Documents and Appendices detailed in this Tender Document.

The offered price(s) for the good or services under this tender invitation are detailed in the body of the proposal or in the Price Schedule Section of this tender document and are **VAT inclusive**

We acknowledge that we have familiarised ourselves with all the contents of this tender document as they are detailed in all the sections of the document, accompanying appendices, where applicable, etc.

We undertake, if our proposal is accepted, to enter into a contract with the NNR to commence work in accordance with the scope of work and the contents of this tender invitation and any other terms agreed with the NNR.

Signed at _____ (place) on

_____ (date).

Full Name of duly authorised official of the service provider

SIGNATURE