



## **MINE HEALTH & SAFETY COUNCIL**

*Established in terms of Section 41(2) (a) of the Mine Health and Safety Act, 1996 (Act 29 of 1996)*

Woodmead Office Park  
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WOODMEAD

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Date: 08 February 2013

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**BSC/SEPT/2013**

### **TERMS OF REFERENCE FOR A TERM CONTRACT FOR THE SUPPLY OF COMPUTER NOTEBOOKS - MHSC/022/13-14**

#### **1. BACKGROUND**

The Mine Health and Safety Council is a National Public Entity (Schedule 3A) established in terms of the Mine Health and Safety Act, No 29 of 1996, as amended.

#### **2. REQUIREMENT**

The MHSC requires a service provider for a term contract for the supply of IT products as listed below:

##### **Functional Requirements –**

##### **A. NOTEBOOKS**

Latest model, business notebook consisting of the following:

- Intel Core i7- processor (minimum),
- **15"** High Definition Display, 8GB memory, 1 TB Hard Drive, US/International Qwerty Backlit Keyboard (antimicrobial),
- DVD +/-RW Drive Optical Drive,
- Extended life, lithium Battery,
- Warranty - Next Business Day and 3 Year Professional

##### **B. DISPLAY**

- 23 Inch LED Monitor
- Height Adjustable

##### **C. PERIPHERALS**

- Wireless keyboard and mouse, Notebook Make - full size

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- Notebook Make back pack

### 3. OUTPUTS

- Provide Computer Notebooks and related peripherals to MHSC as and when required for a period not exceeding 1 year.

### 4. CORE ACTIVITIES

The core activities required to carry out this bid are as follows:

a. Supply new Computer Notebooks and associated peripherals for a period not exceeding one year, as and when required by the MHSC
b. After-sale support
c. Warranty Administration

### 5. PREFERENTIAL PROCUREMENT POINTS ALLOCATION

- The PPPFA points to be allocated to this tender is

80/20

### 6. EVALUATION CRITERIA

The tender will be evaluated PPPFA in line with the following functional criteria.

No	CRITERIA	Maximum Points	Minimum Points
1.	Response time to Purchase Request and Delivery: < 30 days = 15 points ≥ 30 days = 0 points	15	15
2.	Warranty on the laptop? ≥ 3 years = 15 points < 3 years = 0 points	15	15
3.	Warranty on battery ≥ 1 year = 15 points < 1 year = 0 points	15	15
4.	Ability to provide loan computers in the event of damage to a machine under warranty: If yes = 15 points If no = 0 points	15	15

In order for the proposal to be considered for the next level of evaluation, **EACH** **MINIMUM FUNCTIONAL CRITERION** must be obtained.

## 7. STANDARD CONDITIONS OF THE BID

- i. **Bidders must complete all SBD documents.**
- ii. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- iii. The MHSC reserves the right to award or not to award this contract;
- iv. The MHSC will enter into a formal contract with the successful bidder;
- v. The MHSC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- vi. Bids received after closing time and date will be classified as **LATE** and as a rule **NOT** be considered.
- vii. Although adequate thought has been given in the drafting of this document, errors may occur which the MHSC will not be responsible for;
- viii. Any change of information provided in the tender document that may affect the proposed delivery should be brought to the MHSC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- ix. Service provider presenting information intentionally incorrectly or fraudulently will be disqualified; and
- x. Service provider who have been declared insolvent and wish to do business with the MHSC must have been rehabilitated and provide the necessary proof thereof.
- xi. The MHSC reserves the right to award, cancel or partially award this contract
- xii. The National Treasury general conditions of contract will be applicable to this tender;
- xiii. Bidders must complete and attach all relevant standard bid document; and
- xiv. All prices quoted must be VAT inclusive.
- xv. Only those bidders who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders who might be invited for presentations, their technical scores might be re-evaluated.
- xvi. For those bidders who have met the minimum functional criteria, as stipulated above, the MHSC has the right to visit the business premises to verify the information provided in the tender documents. Please note that bidders who might have their premises inspected may have their technical scores might be re-evaluated.

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## **8. CLOSING DATE**

- A compulsory briefing session will be held on **13 February 2014 at 14H00**, at the premises of the MHSC Offices situated at B7 Maple North, Woodmead Business Park, 145 Western Service Road, Woodmead.
- The closing date for the submission of proposals is **07 March 2014 at 11H00**. All documents must be delivered to the MHSC Offices situated at B7 Maple North, Woodmead Business Park, 145 Western Service Road, Woodmead.

## **9. ENQUIRIES**

- For any technical enquiries and commercial enquiries please contact: The MHSC Supply Chain Office via email [tenders@mhsc.org.za](mailto:tenders@mhsc.org.za)