



SAT

Southern African AIDS Trust

**REQUEST FOR PROPOSAL FOR THE
SUPPLY OF NEW COMPUTER
HARDWARE**

November 2009

REFERENCE : TENDER/SAT/02-2009

Supporting Community Responses to HIV and AIDS in Southern Africa

1 REQUIREMENTS

1.1 Interpretations

In this document and in any application unless the context otherwise indicates :

- a. Tenderer shall mean any person who submits an application to supply the equipment specified.
- b. Application mean the application submitted by the tenderer.
- c. SAT shall mean the Southern African AIDS Trust.

1.2 Number and Gender

Unless the context otherwise indicates :

- a. Words in singular number shall include the plural and vice versa.
- b. A masculine reference shall include feminine reference and vice versa.

1.3 General Scope of Tender

- a. SAT invites interested companies to submit proposals for the supply of computer equipment.
- b. Tenderers can respond to different parts of the tender as self-contained submissions.
- c. No claim of whatever nature will be entertained as a result of errors or omissions in the tender document.

1.4 Amendment

Where it deems appropriate, SAT reserves the right to modify, amend, vary or add to the terms, conditions, and specifications of the tender.

1.5 Signing

Any person signing on behalf of the contractor must provide satisfactory written proof that he has the authority to sign on his behalf

1.6 Terms of Payment

- a. Prices should include VAT but the VAT component should be shown clearly on all quotations and invoices.
- b. Payment shall be after delivery and issuance of appropriate acceptance certificate that the equipment is in good working condition.

1.7 Invitation to apply

- a. Only companies in terms of the Companies Act of the Republic of South Africa or any established and properly registered International companies with appropriate expertise are invited to apply.

- b. The submission of false information will render the applicant ineligible to apply which will extend to dismissal of all pending bids filed by the tenderer.
- c. Unless SAT shall otherwise permit, an application will be unacceptable for filing and will be returned to the applicant with a brief statement as to omissions or discrepancies if :
 - i. The application is defective with respect to completeness of information showings, execution, or other matters of formal character;
 - ii. The application does not substantially comply with the conditions of the invitation to tender.
- d. The application is filed after the deadline.

1.8 Withdrawal

Any application may be withdrawn at least two days before the deadline date. Withdrawal of applications is only through a written and signed letter. Please refer to paragraph for information regarding validity of signatures.

Any applicant's request for a return of its applications after filing will be considered a request for a withdrawal on which event the application will not be considered during the evaluation process.

1.9 Format of applications

Applications must conform to the following :

- a. Typed or printed and provide information required for the parts of the tender with suitable headings.
- b. Written in English.
- c. Drawn up preferably on the tenderer's header paper.
- d. Be signed by the tenderer or his duly authorized agent.
- e. Have a contents page for the whole document with properly numbered pages.
- f. Have a summary page for the whole document.
- g. Have a summary page for each section.
- h. Be submitted in a sealed cover contained in a second sealed envelope. The inside envelope shall bear the words "*Invitation to Tender – Not to be opened*".
- i. Be sent no later than the final date specified in the invitation to tender, either by registered post, the postmark being conclusive in this respect, or by hand against a dated receipt from SAT.

1.10 Number of copies

One(1) original and six(6) copies of the application must be submitted.

1.11 Submission

- a. Sealed applications must be delivered by hand or registered mail to :

**The Director, Finance and Administration
Southern African AIDS Trust
Suite 293 Dunkeld West Centre, 281 Jan Smuts Avenue
P.O. Box 411919
Craighall Park, 2024
Johannesburg
Republic of South Africa.**

- b. Deadline for submission of applications is **12.00 noon, January 22, 2010.**
- c. Any application received after the closing date and time shall be disqualified and returned unopened.
- d. Applications may be withdrawn in writing before the closing date by letter or fax.
- e. Inquiries regarding this invitation may be directed **in writing** to :

**The Coordinator : Information Systems
Southern African AIDS Trust
Suite 293 Dunkeld West Centre, 281 Jan Smuts Avenue
P.O. Box 411919
Craighall Park 2024
Johannesburg
Republic of South Africa.**

Email : mis.tender@satregional.org

- f. To assist in examination and evaluation of bids, SAT may require clarification from any bidder. Additionally, SAT may require further documentation or other clarification to facilitate the decision making process.

1.12 Jurisdiction

Any dispute between SAT and the Contractor or any claim by one party against the other under this contract which cannot be settled by the contracting parties out of court shall be brought before the courts of the Republic of South Africa.

1.13 Confidentiality

The tenderer undertakes not to make use of and not to divulge to third parties any facts, information, knowledge, documents or other matters communicated to him or brought to him or brought to his attention in the matters pertaining to the tender or any results arising there from. He shall continue to be bound by this undertaking after the expiry of the contract.

1.14 Quotation

- a. All quotations should be in South African Rands. US Dollars should be used only for imported material.
- b. Quotation should include expected delivery time to which the tenderer undertakes to adhere. These times shall be binding.
- c. Unit Prices should be included on all quoted items.
- d. VAT should be included but should be clearly indicated in the quotation.

1.15 Selection Criteria

In assessing the information contained in an application, the extent of satisfying, without limiting the criteria set out hereinafter shall be taken into account.

- a. Cost.
- b. Relevant expertise.
- c. Quality, reliability and appropriateness of the technology.
- d. Delivery time.
- e. Transfer of technology to SAT, which includes the relevant, envisaged training of SAT personnel.
- f. Commitment to HIV/AIDS programmes.
- g. Capacity and experience. SAT may ask for site reference(s)
- h. Financial Resources of applicant. Applicants are required to submit financial accounts for their last two(2) audited financial years.
- i. Prospects of upgrading the technology as need dictates.
- j. Conformity to technical requirements,
- k. Manageability of solution offered.
- l. Solvability of manufacturer and distributor
- m. Service options and available service support personnel.

1.16 Site References

The tenderer may be asked to provide site references which are verifiable.

1.17 Prices

- a. Specify all prices including delivery.
- b. Specify separately and indicate exactly what is covered by:
 - (i) The price for installation.
 - (ii) The warranty
 - (iii) The price for support and training – mainly related to network equipment.

2 EQUIPMENT SPECIFICATIONS

2.1 Desktop Personal Computers Type 1(Preferred brand : HP)

Quantity = 12

3.0 GHz Processor
2GB RAM
160 GB HDD
DVD-ROM
1 GBPS NIC
Windows XP Professional Operating System

2.2 Desktop Personal Computers Type 2(preferred brand : HP)

Quantity = 7

3.0 GHz Processor
2GB RAM
250 GB HDD
DVD-R/W
1 GBPS NIC
Windows XP Professional Operating System

2.3 Laptops(Preferred brand : HP)

Quantity = 2

3.0 GHz Processor
2GB RAM
160 GB HDD
DVD-R/W
1 GBPS NIC
Windows XP Professional Operating System

2.4 Monitors

Quantity = 21

LCD 19" wide
280 x 1024 Resolution

2.5 Printer Type 1(Preferred brand : HP 4250 or similar)

Quantity = 5 – For a large office.

128 MB RAM (minimum)
Network Ready

Duplex Printing Unit

2.6 Printer Type 2(Preferred brand : HP LaserJet M1522n MFP or similar)

Quantity = 5

Printing, Copying and scanning for the individual but should be network ready.