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BID PUBLICATION

**RFP 0326/2011: REQUEST TO PUBLISH AN OPEN TENDER FOR THE SUPPLY OF DESKTOP AND NOTEBOOKS**

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Document Fee:	R50.00		

**1.0 SCOPE:**

1. Telkom wishes to invite potential Bidder/s to bid in supplying of Desktop and Notebooks.

**2.0 CRITICAL CRITERIA**

Potential Bidders have to comply with the following critical criteria. Non-compliance to any one of these criteria or no supporting documentation supplied will invalidate the bid.

- 2.1 The Bidder must have a national footprint. The bidder must provide a written undertaking to indicate compliance to the national footprint critical criterion and agree to abide by the turnaround times below:
- 2.2 The Bidder must indicate compliance to deliver new devices within (14) fourteen calendar days after acknowledgement of a Telkom Purchase Order.

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2.3 For the purposes of “In-Warranty repairs Turnaround” or swap out of devices, a bidder must respond within (1) one day after receipt of a Telkom’s request.

**3. WHQL (Windows Hardware Quality Lab)**

The purpose of WHQL testing is to ensure the compatibility of hardware with Microsoft Operating Systems. - The Respondent must also ensure that all drivers for all devices are ready available for Windows 7 versions. (Attach proof of compliance)

**4. Green Computing**

To meet Telkom Green IT Requirements, verify that:

- a. PCs & Notebooks meet Energy Efficiency & Power Management Criteria (Section 3) as outlined in Energy Star v 5.0, and
- b. Monitors meet Energy Efficiency Criteria (Section 3) as outlined in Energy Star v 5.0

**(Please attach a letter to confirm that you have read and comply with Section 3 of Energy Star Program Requirements for Computers and Section 3 of Energy Star Program Requirements for Displays)**

THESE WILL BE AVAILABLE ON THE BID DOCUMENTS

**5. Training**

In order for Telkom to be able to provide optimum levels of support to its device users, it is important that its own support personnel are adequately trained and appropriately skilled on the hardware platforms being used. (Attach letter stating that Telkom Support Personnel will be trained and that they can perform FRU (Field Replaceable Unit) repairs to OEM/vendor equipment without voiding the warranty.)

**6. The Bidder must have OEM (Original Equipment Manufacturer) rights agreed with Microsoft. (Attach proof of compliance)**

**7. ASSET TAG/BARCODING (Telkom EUD IT Asset Management)**

Asset tags that conform to Telkom EUD Asset Management specifications are to be attached to each device (including PC base unit, Monitor, Notebook, Docking

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Station, but excluding keyboard or mouse). An Asset Tag in accordance with Telkom specification with serial number must also be attached to the outside of the packaging in which the device is delivered.

**To comply with this criterion, bidders must supply a sample barcode.**

**8. Valid SARS Tax Clearance Certificate.**

Bidders must submit a valid Tax Clearance Certificate issued by the South African Revenue Services (SARS).

**9. All Bidders, (OEM's) Original Equipment Manufacturers and those who are not OEM's must comply with Telkom Specification document number 2465.**

For the purposes of ensuring compliance to the Telkom Specification number **2465 "Specification for Desktop and Notebook statement of requirements."**

All bidders who are not OEM's must provide proof of the existence of an Agreement in a form of a letter from the OEM identifying a bidder as his legitimate partner. OEM's must also provide a written undertaking that they comply with the requirements of Telkom Specification number **2465 "Specification for Desktop and Notebook statement of requirements."**

**10. A Compulsory Bidders Conference on the 29<sup>th</sup> July 2011.**

The Bidders Conference to be held on the 29<sup>th</sup> July 2011 is compulsory. All bidders who will not attend this Bidders Conference will be disqualified from participating in the process.

**To comply with this criterion, all bidders who will attend the Bidders Conference must please ensure that they record all their details into the Telkom Attendance Register and sign it.** The Attendance Register will be provided during the Bidders Conference.

**11. ADDITIONAL EVALUATION CRITERIA**

The bidders will be expected to comply with the additional criteria indicated below.

- 11.1 Internet Access /System Requirements for E-Auction Bidding
- 11.2 Telkom reserves the right to appoint more than one supplier to supply the Desktop and Notebook.
- 11.3 The appointed suppliers' prices will be subjected to the e-Auction Bidding process.
- 11.4 The e-Auction process protocol document will only be made available to the shortlisted suppliers for them to agree to participate in the e-Auction Bidding process.
- 11.5 In order to participate in this process, the suppliers must have the system requirements listed below.

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- 11.5.1. Internet access or Two PCs connected to the Internet with the following requirements:
  - 11.5.2 Microsoft Internet Explorer 6 SP2, or 7, or 8
  - 11.5.3 Microsoft Office 2007
  - 11.5.4 SAP Sourcing also supports Microsoft Office 2003
  - 11.5.5 Adobe Reader 9.3 or higher

**4 COMPULSORY BIDDER'S CONFERENCE:**

**Date:** 29 July 2011 (Friday)  
**Venue:** Telkom SA Limited  
152 Proes Street  
Telkom Tower North building  
First (1<sup>st</sup>) Floor, Strelitzia Conference Room  
Pretoria  
**Time:** 10:00am till 12:30pm

**NOTE: Please arrive 30 minutes before to be signed in.**

**5 The tender document can be obtained from Telkom's Tender Office at the following address:**

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**Attention:** Benji Ramatlakana  
**Tel:** (012) 311 3364  
Telkom Towers  
South  
Lower Ground Floor  
179 Proes Street  
Pretoria  
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