

TERMS OF REFERENCE

Supply, Delivery, Asset Tagging and Support of 124 Dell Pro 15 Essential Laptops



NACOSA

PROJECT	Procurement of Dell Pro 15 Essential Laptops, Accessories, Asset Tagging and Nationwide Delivery		
REFERENCE	CFP-NACOSA-08-2026	DATE	24 August 2026
SUMMARY	NACOSA invites qualified and experienced Information and Communications Technology (ICT) suppliers to submit proposals for the supply, asset tagging, and delivery of one hundred and twenty-four (124) Dell Pro 15 Essential laptops, including accessories and support services.		
QUESTIONS	Questions can be addressed by email only to Queries@nacosa.org.za with the reference in the subject line. Questions may be submitted on or before 27 August 2026		
BRIEFING SESSION	There will be no briefing session.		
DEADLINE	All proposals to be submitted to Proposals@nacosa.org.za with the reference in the subject line, no later than 13:00 pm (SAST) on 04 September 2026		
DOCUMENTS	1. Terms of Reference 2. Annex 1: Bidding Form (Including Declaration of Interest) 3. Global Fund Code of Conduct for Suppliers		

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1. BACKGROUND

NACOSA (Networking HIV & AIDS Community of Southern Africa) is a South African network that brings together civil society organisations and other stakeholders working to strengthen the response to HIV, AIDS and related health and social challenges in Southern Africa.

As part of its operational and technology requirements, NACOSA requires additional laptops for staff and/or programme implementation. The laptops will be deployed across various NACOSA offices and locations. NACOSA therefore seeks to appoint a suitably qualified supplier to provide the required laptops and associated services in accordance with the specifications and conditions contained in this call for proposals.

2. PURPOSE

NACOSA invites suitably qualified and experienced suppliers to submit proposals for the supply, delivery, asset tagging, asset reporting and provision of three (3) years Dell ProSupport with Onsite Service for 124 Dell Pro 15 Essential PV15250 laptops, together with one Dell backpack and one wired mouse per laptop.

The successful bidder will be required to provide the specified equipment, affix NACOSA-approved asset tags to each device, and coordinate delivery to various locations within South Africa as specified by NACOSA.

3. TECHNICAL SPECIFICATIONS

The successful bidder shall provide the following:

3.1 Laptop Requirements

No.	Requirement	Minimum Specification
0	Quantity	124
	Condition	Brand new, unused and factory supplied
1	Manufacturer	Dell
2	Model	Dell Pro 15 Essential PV15250
3	Quantity	124 units
4	Processor	13th Generation Intel Core processor
5	Preferred processor	13th Generation Intel Core i5-1334U or better
6	Memory	16GB DDR5 RAM
7	Storage	512GB M.2 PCIe NVMe SSD minimum
8	Display size	15.6 inch
9	Display resolution	1920 x 1080 FHD
10	Refresh rate	120Hz
11	Brightness	250 nits
12	Display technology	WVA / IPS or equivalent
13	Display finish	Anti-Glare
14	Display	LED backlit, narrow-border design
15	Touchscreen	Non-touch
16	Colour	Carbon Black
17	Graphics	Integrated Intel graphics appropriate to supplied processor
18	Operating System	Windows 11 Pro 64-bit
19	Wireless	Wi-Fi 6 or better
20	Bluetooth	Included

21	Camera	Integrated HD camera
22	Audio	Integrated microphone and speakers
23	Keyboard	Full-size keyboard with numeric keypad
24	USB connectivity	USB-A and USB-C connectivity
25	HDMI	HDMI port
26	Storage expansion	SD card slot or equivalent, where standard for the quoted configuration
27	Power supply	Genuine Dell AC adapter and South African-compatible power cable
28	Support	3 years Dell ProSupport with Onsite Service
29	Backpack	1 per laptop
30	Wired mouse	1 per laptop
31	Asset tag	1 unique NACOSA asset tag per laptop
32	Asset reporting	Complete electronic asset register

Warranty and support

Each laptop shall include:

- Three (3) years Dell ProSupport with Onsite Service, with the service commencing from the date of delivery.
- The bidder shall provide confirmation of the Dell warranty/support entitlement for each device and ensure that the Dell Service Tag/serial number is correctly associated with the applicable support entitlement.

3.2 Accessories

124 × Dell Laptop Backpacks:

- Each laptop shall be supplied with one **Dell Eco Loop 16-inch Laptop Backpack**, suitable for securely carrying the supplied Dell Pro 15 Essential laptop and accessories.

124 × Dell Mice

- Each laptop shall be supplied with one **Dell MS3220 Wired Laser Mouse**, or current Dell equivalent where the MS3220 has been discontinued, supplied with the required USB connection and compatible with Windows 11 Pro.

All accessories must be new, genuine Dell products and supplied with applicable warranties.

3.3 Asset Tagging

The successful bidder shall:

- Affix NACOSA-provided asset tags to each laptop prior to delivery.
- Ensure asset tags are securely attached and clearly visible.
- Capture and provide an electronic asset register containing but not limited to:
 - Asset Tag Number
 - Dell Service Tag
 - Serial Number
 - Laptop Brand and Model
 - Delivery Location
 - Warranty Information (Warranty type and expiration date)

The asset register must be provided in Microsoft Excel format. NACOSA will provide the template format to the successful bidder.

3.4 DELIVERY REQUIREMENTS

The 124 laptops shall be delivered to the locations specified by NACOSA. The bidder shall be responsible for ensuring that each laptop is delivered to the correct location and that the asset tag and Dell Service Tag/serial number recorded in the Excel delivery report correspond to the physical device delivered to that location.

The successful bidder shall:

- Coordinate delivery schedules with NACOSA's designated representative.
- Ensure all goods are adequately packaged and protected during transportation.
- Provide proof of delivery for each location.

3.4 Distribution and Logistics

The successful bidder shall deliver to the following locations:

DELIVERY LOCATION	QUANTITY
Mpumalanga – Mbombela	52
KZN – Richard's Bay	31
Free State: Bloemfontein	2
Western Cape – Cape Town	32
Gauteng – Centurion	7
TOTAL	124

The detailed location schedule and delivery quantities per site will be provided to the successful bidder upon award.

3.5 Delivery Timelines

NACOSA is ideally looking for the laptops to be delivered before end October 2026.

Bidders must indicate:

- Lead time from receipt of purchase order
- Availability of stock
- Estimated delivery period
- Proposed implementation schedule

Preference may be given to suppliers who can deliver within the shortest feasible timeframe.

4. BIDDING REQUIREMENTS

The successful bidder should have:

- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks.
- Demonstrated ability to deliver quality products at a reasonable.

- Good administration and project management ability.
- The bidder must provide at least 3 relevant contactable references for providing similar goods.
- Demonstration of own fleet capacity or one (1) reference from courier company. The reference should include the name of the company, contact name, telephone number and email address of the reference.
- Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

5. PRICING INSTRUCTIONS

Bidders are required to provide detailed pricing for each product to be provided and adhere to the following instructions:

- The tendered total of the prices should be inclusive of (if any) all rates and taxes, **excluding** Value Added Tax (VAT); in South African Rand currency
- Provide fixed rates and prices for the duration of the contract that are not subject to adjustment unless otherwise agreed upon by both the bidder and NACOSA.
- All prices tendered must include all expenses, disbursements and costs that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract. All prices tendered will be final and binding.
- The services offered should conform to NACOSA's specifications.
- **Pricing must be provided in a detailed quotation including delivery. Full details of the laptop specifications and accessories must be provided.**

6. SUBMISSION OF BIDS

Bidders must be able to deliver in all geographic areas. This should be clearly specified in the bidder's proposal. Interested companies should submit their bid with the following documents.

All submissions must in the format of Annexure 1 – Bidding Form, deviations from this format may invalidate the bid.

DOCUMENTS

	ITEM	SUBMISSION	☒
1.	Completed Invitation to Bid Form ((Including Declaration of Interest)	Compulsory	
2.	Company Profile	Compulsory	
3.	Valid Tax Compliance Certificate with Pin	Compulsory	
4.	Valid B-BBEE Certification (<i>Non-submission will lead to zero (0) points being scored</i>)		
	• Copy of a certificate from a SANAS accredited Verification Agency OR • A signed Exempt Micro Enterprise (EME) affidavit with the required information¹		

¹ http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf

² http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf

	OR - A signed Qualifying Small Enterprise (QSE) affidavit with the required information². Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming: B-BBEE Affidavit Recognition: - Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE. - Management accounts or audited financial statements must be submitted for B-BBEE Affidavit validation, non-submission will result in zero points being awarded. <i>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT AS AMENDED.</i>	Non-Compulsory	
5.	Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page)	Compulsory	
6.	Dell Accreditation: Proof of Dell Partnership Status or Authorised Reseller accreditation	Compulsory	
7.	Technical Proposal including delivery timelines	Compulsory	
8.	Detailed Quotation including delivery	Compulsory	
9.	Relevant, signed Reference letters not older than five (5) years	Compulsory	
10.	Supporting documents applicable for a Company or CC:	Compulsory	
	- Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members. - Certified copy of ID documents of the Directors or Members. - Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank or bank statement.		

7. EVALUATION CRITERIA

Only submissions that meet the technical specifications in all aspects as stipulated in this term of reference will be considered. Evaluation will be split into 3 stages:

EVALUATION STAGE 1: CORRECTNESS AND COMPLETENESS

Bidders must provide the mandatory documents as specified as per administrative requirements and non-submission will lead to disqualification.

EVALUATION STAGE 2: TECHNICAL EVALUATION

Once the proposals have been evaluated on Correctness and Completeness, an evaluation panel will allocate points (on a points scale specified per function) according to the criteria set out in the functionality table below.

Bidders must obtain a minimum of 70 percent out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE.

FUNCTION	RATING	WEIGHTING
INDUSTRY EXPERIENCE		15 points
Demonstrated experience supplying Laptops/ ICT hardware List of similar projects within the last five (5) years including the year, value and description of each.	0 points: Inadequate/ no proof given 10 points: Adequate proof given on 1-2 similar projects 15 points: Adequate proof given on 3-5 similar projects	15 points
TECHNICAL CAPABILITY		40 points
Bidder's proposal portraying clear understanding and meeting the scope of requirements and includes: - Compliance with Technical Specifications 3-year Dell ProSupport with Onsite Service for each laptop - Asset tagging - Meeting Accessory requirements - Authorised Dell partner/reseller - Detailed Quotation	0 points: Bidder not meeting specified requirements 30 points: Bidder meets minimum requirements 40 points: Bidder meets requirements with value-added benefits	40 points
CAPACITY TO DELIVER		30 points
Project Management Approach - Proposed lead times and stock availability. - Capability to perform asset tagging, serial number recording, and reporting before delivery - Ability to deliver to multiple locations nationally within required timelines.	0 points: Requirements not met 10 points: Bidder's project management approach meets minimum requirements 20 points: Bidder's project management approach meets requirements in a clearly detailed format	20 points
Delivery Capability Demonstrated own fleet capacity or relationship with a courier company to support the delivery plan to all sites - One (1) reference letter from courier - Documentation indicating own fleet capacity (Fleet size and capacity)	0 Points: No fleet capacity or courier partnership 10 Points: The bidder portrays fleet capacity and/ or courier partnership	10 points

FUNCTION	RATING	WEIGHTING
CONTACTABLE REFERENCES		15 points
Contactable references: provide relevant reference letters from recent or existing clients not older than five (5) years on the clients' letterhead with contact details including email.	0 points: no reference letters 5 point: 1 relevant reference letter 10 points: 2 relevant reference letters 15 points: 3 relevant reference letters	15 points
MAXIMUM ACHIEVABLE POINTS		100 points

EVALUATION STAGE 3: PRICE

Bidders whose quotations meet the specifications as detailed in this Terms of Reference will be evaluated on price. Bids that do not meet quote on all of the required items will be excluded from the process.

Preference Point system applicable to this bid is 80/20 (PPS)

A maximum of 80 points is allocated for price on the following basis:

CRITERIA	POINTS
Price	80
Specific Goals	20
Total Points	100

Price points calculation formula as follows:

The calculation for price points will be conducted as follows:

$$PS = P \left[\frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

PS = Points scored for comparative price of tender/offer under consideration

P = Maximum points

Pt = Comparative price of tender/offer under consideration

Pmin = Comparative price of lowest acceptable tender/offer. Points scored will be rounded-off to the nearest 2 decimal places.

Points for Specific Goals shall be applied as follows:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	POINTS
= > 51% Black ownership	10
= > 30% Black women ownership:	6
Black Youth-ownership/ another Designated Group Representation	4
Total	20

Allocation of points

- The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- Points scored will be rounded off to the nearest two (2) decimals.
- In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two (2) or more bids be equal in all respects, preference will be given to bidders with women or youth representation in their senior management teams (Directors/ Members).
- A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

8. TIMEFRAMES

Please be advised the dates below are indicative and subject to change.

ACTION	RESPONSIBLE	DATE
Deadline for Submission of questions	Service Provider	27 August 2026 at 16h00
Responses to questions	NACOSA	31 August 2026
Closing Date for Bid submissions	Service Provider	04 September 2026 at 13h00
Successful bidder appointed	NACOSA	30 September 2026

9. TERMS AND CONDITIONS

Invitation not an offer

This bid serves an invitation to facilitate a requirement-based decision and not an offer to do business with NACOSA. Bidders making enquiries on the tender information may notify NACOSA by email only at the email address provided for communication.

Bid Validity

The prices quoted shall remain firm for a period of at least 90 days after the closing date of this bid.

Language

The submission prepared by the bidder including correspondences and documents relating to this bid shall be written in the English language.

Preparation Costs

The bidder shall be responsible for all its costs incurred in preparing, submitting and presenting any response to this bid and all other costs incurred by it throughout the bidding process.

Due Diligence

NACOSA reserves the right to conduct due diligence on the prospective bidder prior to final award of the contract. This may include site visits, requests for additional information and presentations.

Awarding of Contract

NACOSA will award the contract to the successful bidder subject to proven relevant experience providing the required services including the ability to deliver effective and reliable services. The successful bidder shall not be insolvent, in dissolution, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to such matters.

Discretion

NACOSA reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time, whether before or after the closing date of this bid without attracting any liability. Also, NACOSA is not bound to accept the lowest price(s) quotation and may at its discretion award this bid to more than one (1) bidder.

Information Validity

NACOSA has made reasonable efforts to ensure accuracy in compiling the terms of reference for this project. The bidder is deemed to have examined the terms of reference and any other information supplied by NACOSA to the bidder and have satisfied itself as to the correctness and sufficiency of such before submitting its proposal. Also, neither NACOSA nor its employees or agents will be held liable to the bidder or any third party for any inaccuracy or omission in this bid.

Taxation

It is a condition of this tender, that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

Joint Ventures, Consortiums and Trusts

Bidders must provide solid proof of the existence of the joint ventures and /or consortium arrangements. The joint venture and /or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and who shall be given the power of attorney to bind the other party/ parties in respect of matters pertaining to the joint venture and /or consortium arrangement.

Sub-Contracting

The bidder awarded the contract may only enter into a subcontracting arrangement with the approval of NACOSA.

Right to Reorder

NACOSA reserves the right, at its sole discretion, to place **a reduced order** than the quantities initially specified in these terms of reference or **reorder additional quantities** under the same terms and conditions, specifications subject to funding availability or operational requirements, without affecting the unit pricing.