

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL FOR THE PROVISION OF TWO HUNDRED AND TWENTY (220) DESKTOPS COMPUTERS

DEIE: 18-05-2020

| | |
|---------------------|----------------|
| Tender Closing Date | 17 August 2020 |
| Tender Closing Time | 1.00 pm |
| Tender Opening Date | 17 August 2020 |
| Tender Opening Time | 1.15 pm |

TABLE OF CONTENTS

| | | |
|------|-------------------------------------------------------------------|----|
| 1.0 | Introduction | 3 |
| 1.1 | Purpose of the RFP | 3 |
| 1.2 | Specification | 4 |
| 2.0 | No Contractual Obligation | 5 |
| 3.0 | No Claim for Compensation | 5 |
| 4.0 | No Conflict of Interest | 5 |
| 5.0 | Tender Restrictions | 6 |
| 6.0 | Due Diligence | 6 |
| 7.0 | Acknowledgement | 7 |
| 8.0 | Rights of the Division of Education, Innovation and Energy (DEIE) | 7 |
| 9.0 | Request for Additional Information | 8 |
| 10.0 | Format of Tenders | 8 |
| 11.0 | Tender Submissions | 9 |
| 12.0 | RFP Schedule | 10 |
| 13.0 | Late Tenders | 10 |
| 14.0 | Selection Criteria | 11 |
| 15.0 | Award Criteria | 12 |
| | Schedule 1 - Form of Tender | 13 |
| | Statement of truth | 14 |

1.0 INTRODUCTION:

The Tobago House of Assembly (**THA**) comprises two main arms, the **Legislative Arm** and the **Executive Arm**, and **ten (10) divisions** with particular remits plus the Office of the Chief Secretary, which oversees the others. The Assembly was created by Act 37 of 1980 for “making better provision for the administration of Tobago and for matters therein.”

The Division of Education, Innovation and Energy (DEIE) is mandated to provide access to educational institutions and programs in Tobago, including quality Early Childhood, Primary and Secondary Education, to achieve the holistic development of the child. The Department of Education is responsible for the management of all schools in Tobago.

1.1 PURPOSE OF THE RFP

The purpose of this RFP, is to obtain 220 Desktops Computers for Technical Drawing to facilitate E-Testing

1.2 SPECIFICATION

- **Tiny Workstation**
- **processor: Intel i5 9400t Processor, 6 Cores**
- **Memory: 8 GB DDR\$ 26666 MHZ**
- **Storage:256GBSSD**
- **OS: Windows 10 Pro 64 Bit**
- **Graphics: Nvidia Quadro 2 GB**
- **NetWork: Ethernet**
- **Wireless: Intel Dual Band wireloess**
- **23.8” Wide Flat Panel Monitor**
- **USB Keyboard & mouse**
- **VESA mount**
- **Warranty: 3 years parts and labours,**
- **Next Business Day**

The Desktop Computers proposed by Contractors MUST meet or exceed the specifications outlined in this tender. Contractors who proposed specifications that are below any part of that which is outlined in 1.2 above will automatically be disqualified.

INSTRUCTION TO BIDDERS

Please take the time to carefully read and become familiar with the RFP.

2.0 No Contractual Obligations

This is a Request for Proposal (RFP). No contractual obligations will arise between DEIE and any bidder until and unless DEIE and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Instructions to Bidders (ITB).

DEIE reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

3.0 No Claim for Compensation

Except as expressly and specifically permitted in these instructions to the Bidder, no Service Provider shall have any claim for any compensation of any kind whatsoever, as a result of participation in the RFP, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

4.0 Conflict Of Interest

DEIE will ensure there is no Conflict of Interest in this tender. As such, any relationship involving Service Providers and Members of DEIE's Management and Staff must be fully disclosed.

5.0 Tender Restrictions

This tender is restricted to all Service Providers registered with the Registrar General in the Republic of Trinidad and Tobago and Pre-Qualified with the Procurement Control Office - Tobago House of Assembly in the following Categories:

- a. **ALL COMPUTER RELATED SALES AND SERVICES – 15-PCO-006**
- b. **ALL IT & ICT SALES AND SERVICES – 15-PCO-011**
- c. **COMPUTER HARDWARE & SOFTWARE (SALES & SERVICES) & SOLUTIONS – 15-PCO-027**

6.0 Due Diligence

The Division of Education, Innovation and Energy (DEIE) in its responsibility to perform due diligence, will ensure the following:

- a. Service Providers have the legal capacity to enter into the procurement contract;
- b. Service Providers are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
- c. Service Providers have not, and their directors or officers have not, been convicted of any criminal offence;
- d. Service Providers have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- e. Service Providers have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- f. Service Providers meet relevant industry standards.

7.0 Acknowledgement:

- a. Interested parties must indicate by e-mail: Procurementunit@thadeie.gov.tt that they have downloaded the RFP and intend to tender. Proposals must be signed by the person making the offer. With this acknowledgement, bidders must also indicate the **name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between DEIE and their organization for correspondence and queries.

8.0 Rights of the Division of Education Innovation and Energy (DEIE)

- a. DEIE reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work satisfactorily and completely
- b. DEIE may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division. Extremely low bids may also be voided.
- c. DEIE does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

9.0 Requests for Additional Information:

Service Providers requiring a clarification of the bid documents **MUST** do so by contacting DEIE **ONLY**. Please send email to the following email address: procurementunit@thadeie.gov.tt. All queries should be addressed to:

PROCUREMENT UNIT
Supervisor, Public Procurement
Division of Education, Innovation and Energy
Phone: 639-3421 Ext.3149

When composing email for clarification please state the following: Company Name, Contact name, Contact number, Subject and Tender Name.

Deadline for submission of clarification questions is July 31st 2020 at 10.00 am
Responses to all clarification question will be afforded no later than
August 10th, 2020 at 10:15 am

Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process.

10.0 Format of Tenders:

- a. Tenders shall comprise a Single-Envelope System, this means a single envelope containing both the financial and technical information required by the DEIE for evaluation. Price **must be submitted** using the “**FORM OF TENDER**” template in **Schedule 1 of this RFP**
- b. Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

11.0 Tender Submissions

All tenders must be submitted in sealed envelopes, labelled in **BOLD** letter and addressed as follows:

**Administrator-Division of Education, Innovation and Energy; Dutch Fort
Plaza Scarborough**

**REQUEST FOR PROPOSAL FOR THE PROVISION OF TWO HUNDRED AND
TWENTY (220) DESKTOPS COMPUTERS**

And deposited at the following location:

**Procurement Unit
2nd. Floor, Division of Education, Innovation and Energy; Dutch Fort Plaza
Scarborough**

- a. Service Providers **MUST** submit one (1) original and four (4) copies of their bids. Bids **must** comprise a price schedule using the “**Form of Tender**” sheet (*Schedule 1*). The envelope of the original bid **MUST** be labelled as “**ORIGINAL**” in **BOLD** font and the envelopes containing copies **MUST** be labelled “**COPY**”
- b. Envelopes must be properly sealed with the Service Provider’s returning address and contact number at the back of the envelope.
- c. Tender Box Opening dimensions is approx. 14” long x ¾” wide.
- d. Service Providers **MUST** also affix their company’s stamp at the front of the Envelope and also on the Price Schedule Form (**FORM OF CONTRACT**). The form must be signed, dated and stamped by the Principal or representative responsible for preparing the bid.
- e. Failure to comply with these instructions (a-c above) will result in rejection of tender packages.

12.0 Request for Proposal (RFP) Schedule:

Tenderers are again reminded to pay close attention to the instructions outlined in this Request for Proposal

| DETAILS | DATE & TIME |
|-------------------------------------------|----------------------------------|
| Request for clarification deadline | July 31st 2020 |
| Tender Closing Date | 17 August 2020 |
| Tender Closing Time | 1.00 pm |
| Tender Opening Date | 17 August 2020 |
| Tender Opening Time | 1:15 pm |

Tenderers are publicly invited to be part of the Tender Opening at:

The Division of Education, Innovation and Energy

Procurement Unit 2nd. Floor

Dutch Fort

Scarborough, Tobago

13.0 LATE TENDERS:

- a. Late tenders will not be accepted under any circumstances.**

14.0 SELECTION CRITERIA

- a. Service Providers whose bids shall move forward to the evaluation stage **MUST** comply with the mandatory requirements

| | CRITERIA | RELEVANCE | PROVIDED | |
|----------|--------------------------------------------------------------|------------------|-----------------|----|
| 1 | Tender must be neat, labeled, organized and easy to navigate | Mandatory | Yes | No |
| 2 | Certificate of Incorporation/Business Registration | Mandatory | | |
| 3 | NIS Registration/Compliance Certificate | Mandatory | | |
| 4 | Valid BIR /Income Tax | Mandatory | | |
| 5 | VAT registration – where applicable | Mandatory | | |
| 6 | Notice of Directors | Mandatory | | |
| 7 | Notice of Address | Mandatory | | |
| | TOTAL POINTS | | | |

- b. DEIE reserves the rights to waive any of the criteria above.
c. DEIE reserves the right to negotiate with the successful Service Provider.

15.0 AWARD CRITERIA

Please pay attention to the criteria by which tender submissions shall be scored.

| EVALUATION CRITERIA | MAX Score |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Cost Best Competitive price and warranty considering all other factors | 10 |
| Key Personnel Contractors highly qualified key personnel in the field information technology and computer science. | 20 |
| Evidence of Financial Capacity Valid letter from a recognized financial institution demonstrating the contractors' financial capability to meet his/her obligations if entered into a contract with the THA arising out of this tender. | 20 |
| Experience Contractor with more than three (3) years' experience in the supply and/or installation of Computers to public or private bodies. Contractors MUST provide evidence in the form of no less than two or more (2) Contracts or Purchase Orders amounting to no less than 30% of their price proposal. | 25 |
| Delivery Time Contractors with the best delivery time | 5 |
| Service Level Agreement Contractors with a proposed and competitively priced Service Level Agreement (SLA) for one (1) year in the first instance. | 15 |
| Specifications Contractors whose proposal meet with the specifications as articulated in Section 1.2 of this RFP | 5 |
| TOTAL SCORE | 100 |

SCHEDULE 1

FORM OF TENDER

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

REQUEST FOR PROPOSAL FOR THE PROVISION OF TWO HUNDRED AND TWENTY (220) DESKTOPS COMPUTERS

To:

**“The Administrator”
Division of Education, Innovation and Energy
Singh’s Building, Dutch Fort Plaza
Scarborough**

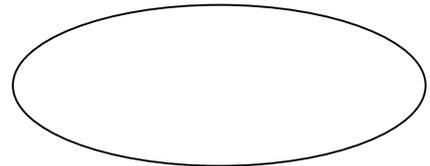
Sir/Madam,

Having examined the Tender Document issued by Office of the Chief Secretary (DEIE) and having also visited the sites, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sum herein proposed:

Proposed Price (Figures).....
(Words).....
..... Trinidad and Tobago Dollars (TT\$.....) exclusive of VAT

VAT:
.....
.....Trinidad and Tobago Dollars (TT\$.....)

Stamp



STATEMENT OF TRUTH

I declare that to the best of my knowledge the answers submitted to these question are correct. I understand that the information will be used in the selection process to assess my organization's suitability to be selected for this tender. I also acknowledge that the THA's authorized representative shall make any enquiries concerning the particulars of my submissions.

I understand that the THA may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification.

Dated thisday of2020

.....

Authorized Representative Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

..... SEAL

