



August 16, 2017

Dear Bidders

Invitation Letter
Request for Proposals (RFP) for Desktop Computers
Ref: ME/IT/2017-18/GS/002

The Department of Education (here after known as DOE), Information Technology Department (IT) on behalf to the Ministry of Education (MOE) invites bidders to submit a proposal in accordance with the terms and conditions set out in this Request for Proposals (RFP).

The DOE owns and supports approximately 2300 desktop computers and monitors. Our intention in this RFP is to choose desktop computers and monitors that provide the best price\performance ratio and a partner that will meet our requirements and demonstrate their ability to perform.

This RFP provides the requirements and evaluation criteria for the purchase of two hundred and eighty-eight (288) Desktop Computers and Monitors and requests a detailed response from all prospective bidders, including pricing and service description, in a specified format.

This RFP includes copies of the following documents:

- This invitation letter
- Instructions to Bidders;
- Statement of Requirements
- Submittal Forms
- Certification of Confirmation of Non Collusion Form

All queries in relation to this RFP must be sent by email to rfp2017@moed.bm

Full details and RFP documents may be obtained during regular business hours from the IT Manager, at the Department of Education, 14 Waller's Point Road, St. George's
All interested parties may also obtain the RFP documents and any addendums from the Government's portal at <https://www.gov.bm/procurement-notices>.

Responses must be submitted by email to rfp2017@moed.bm or in a sealed envelope and clearly marked: "[ME/IT/2017-18/GS/002 Desktop computers]" and sent to the Department of Education located at 14 Waller's Point Road, St. George's. All proposals must be received no later than 3:00 pm. AST on September 11, 2017. Late submissions will not be accepted.

This letter is not to be construed in any way as an offer to contract with your firm.

Thank you and we look forward to receiving your proposal.

Sincerely yours

Dr. Freddie Evans
Commissioner of Education



| | | |
|-------------|---|-----------|
| 1 | INSTRUCTIONS TO BIDDERS | 3 |
| 1.1 | PROPOSAL SUBMITTAL DATE AND REQUIREMENTS | 3 |
| 1.2 | INFORMATION TO BE SUBMITTED BY BIDDER (S) | 4 |
| 1.3 | NON COLLUSION | 4 |
| 1.4 | VALIDITY OF PROPOSALS | 5 |
| 1.5 | QUESTIONS AND CLARIFICATIONS ON RFP | 5 |
| 1.6 | COST OF PROPOSALS | 5 |
| 1.7 | ALTERATIONS | 5 |
| 1.8 | EVALUATION AND COMPARISON OF PROPOSALS | 5 |
| 1.9 | AWARD CRITERIA | 6 |
| 1.10 | NOTIFICATION OF AWARD | 7 |
| 1.11 | SIGNING OF CONTRACT AGREEMENT | 7 |
| 2 | STATEMENT OF REQUIREMENTS | 8 |
| 3 | SUBMITTAL FORMS | 9 |
| | SOCIAL AND ENVIRONMENTAL FORM | 11 |
| | CERTIFICATE OF CONFIRMATION OF NON-COLLUSION | 14 |



General

Public Access to Information

Any information collected or used by or on behalf of the Government of Bermuda under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public unless it is contained in a record that is exempt from disclosure under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

Background on the Department of Education

Please refer to the Government portal for background information; www.gov.bm.

The Department of Education (here after known as DOE), Information Technology Department (IT) on behalf to the Ministry of Education (MOE) invites bidders to submit a proposal in accordance with the terms and conditions set out in this Request for Proposals (RFP).

This RFP provides the requirements and evaluation criteria for the purchase of two hundred and eighty-eight (288) Desktop Computers and Monitors and requests a detailed response from all prospective bidders (who operate in Bermuda), including pricing and service description, in a specified format.

1 Instructions to Bidders

1.1 Proposal Submittal date and Requirements

1. Proposals must be received by **3:00 p.m. AST on September 11, 2017**. Late submissions will not be accepted.
2. Sealed Proposals shall be submitted to either of the following addresses:
 - a. For courier delivery or hand delivery:
Ministry of Education,
 Department of Education
 Attention: **IT Manager,**
14 Waller’s Point Road, St. George’s DD 03
 Or,
 - b. By email: rfp2017@moed.bm.

1.1.1 Summary of Key Dates:

| | |
|--------------------------------------|----------------------------------|
| Publish Request for Proposal | August 16, 2017 |
| Cut off for questions | 3:00pm AST on August 23, 2017 |
| Submission deadline | 3:00pm AST on September 11, 2017 |
| Evaluation and Selection (tentative) | September 19, 2017 |
| Contract award date (tentative) | October 10, 2017 |



3. Envelopes or boxes containing Proposals shall be sealed and clearly marked with the Government's Proposal number and the solicitation title:

**"ME/IT/2017-18/GS/002 RFP for Desktop Computers
Do not open until September 11, 2017 after 3:00 p.m."**

4. Bidders are requested to submit to the Government either:
 - a. One hard copy marked "Original," two additional printed copies, and one CD, containing an electronic PDF copy of the Proposal. In case of any discrepancies, the hard copy will be considered by the Government in evaluating the Proposal, and the electronic version is provided for the Government's administrative convenience only.

Or,

 - b. Email a PDF version of the printed document and It must be clearly stated in the subject title: **ME/IT/2017-18/GS/002 RFP for Desktop Computers – Note** If proposal is emailed the maximum file size is 10mb.

1.2 Information to be submitted by bidder (s)

These instructions outline the guidelines governing the format and content of the proposals and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the bidder's understanding of DOE requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and Proposal, e.g. brochures, marketing materials, etc. will not be considered in the evaluation.

- ✓ Proposal summary
- ✓ Profile of Proposal Firm including:
 - Company Legal Name
 - Business Address
 - Key Contact person(s) – name, telephone, fax, email
 - Company Payroll tax and Social Insurance number.
 - Business operating days and hours.
 - The Company's Principal(s) by names and titles.
- ✓ Qualifications of the Firm
- ✓ Bidder's Proposal with pricing based on the Statement of Requirements and must complete Submittal form. Please provide make, model and pricing for the specified order quantity. Please indicate whether these unit prices will be available for 10% additional or 10% reduced quantities if required and please indicate the currency of your proposal.
- ✓ Proposal Exceptions
- ✓ The submittal; forms must be signed and returned with bidder's response.
- ✓ The Certificate of Confirmation of Non-Collusion form must be signed and returned with bidder's response.
- ✓ Bidder must provide a Copy of their standard contract agreement and warranty terms.
- ✓ Copy of incorporation document.

1.3 Non Collusion

By submitting a proposal, each bidder represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the bidder has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the bidder has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal. The Certificate of Confirmation of Non-Collusion form must be signed and returned with bidder's response.



1.4 Validity of Proposals

Proposals shall be valid for a period of **Ninety (90) calendar days** from RFP submission deadline. DOE reserves the right to reject any and all proposals. Only proposals that conform to requirements herein will be considered.

1.5 Questions and Clarifications on RFP

Any questions or additional information required by interested bidders must be submitted by email to rfp2017@moed.bm before **August 23, 2017**. Any changes to the RFP will be communicated by email to the bidders and all addendums will be posted on Government portal website <https://www.gov.bm/procurement-notice>.

1.6 Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the sole responsibilities of the bidders.

1.7 Alterations

No alterations are to be made to the Submittal Form except in filling in the blanks as indicated. If any such alterations are made, or if these instructions are not fully complied with, the Proposal may be rejected.

1.8 Evaluation and comparison of proposals

- a) The proposal submitted will be evaluated in a four-stage process:

Stage 1 - Proposal Responsiveness - Pass/Fail

- a) Required documentation: A determination will be made as to whether all requested information has been provided as described in this RFP.
- b) Each proposal will be reviewed by an evaluation committee to determine if it meets the proposal requirements. Failure to meet the requirements for the Request for Proposal may be cause for rejection of the proposal.
- c) A short list of potential contractors will be developed.

Stage 2 – Technical\Financial Evaluation

- a) The Proposals will be evaluated to determine the best value offered to the Government of Bermuda based the Evaluation/Weighting Criteria below.
- b) The proposal assessment will take into consideration the submitted proposal documents inclusive of each bidder's prices, schedule of rates, proposed methodology, qualifications, overall relevant experience in relation to this type of work, and the applicable qualifications of the team and each team member proposed to be used to undertake the work. The Government reserves the right to accept or reject any variations, deviations or alternative offers. Variations, deviations and alternative offers and other factors which are in excess of the requirement of the RFP documents or otherwise result in the accrual of unsolicited benefits to the Government shall not be taken into account in the proposal evaluation.
- c) The DOE, when evaluating proposals, will consider proposals from respondents who offer innovative or enhanced product solutions that are of benefit to the DOE. Sufficient information must be provided to quantify value-added strategies that may result in decreased costs, increased quality of service and/or improved outcomes.
- d) The evaluation committee may seek written clarification from any or all prospective Bidders in order to better understand and evaluate the responses.



- e) To assist in the examination, evaluation and comparison of Proposals, the Government may ask Bidders individually for clarification of their proposal. The request for clarification and the response shall be in writing but no change in the price or substance of the proposal shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Government during the evaluation of the Proposal
- f) Arithmetical errors in financial proposal will be rectified on the following basis:
 - i. Where there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected.
 - ii. Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
 - iii. Where there is a discrepancy between the individual lump sums and the total amounts derived for the sum of the individual lump sum, the individual lump sum as quoted will govern, and the total amount will be corrected.

Stage 3 - Presentations/Oral Interviews

Responses determined to have scored in the competitive range may be invited to present oral presentations for the purpose of introducing key members of the evaluation team, and allowing DOE to fully understand the prospective Bidder's ability to meet the evaluation criteria. Oral presentations will not be scored separately. Instead DOE may modify scores and resulting rankings based on the oral presentation.

The service manager identified in the proposal must be the lead presenter in the oral presentation. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.

Stage 4 - Final Scores

After the technical, financial and oral presentations, the final scores for each Bidder will be calculated and ranked

Evaluation\Weighting Criteria

Responses will be evaluated in accordance with the table below. Scores will be entered into the evaluation matrix and ranked (Annex "1" Evaluation Matrix attached). It is the responsibility of the Bidder to ensure enough information is provided for the DOE Evaluation Committee to score all sections of the Evaluation Matrix.

| | |
|---------------------------------------|-----|
| 1. Experience and Capacity | 25% |
| 2. Social, Economic and Environmental | 25% |
| 3. *Financial | 50% |

* The lowest evaluated total cost technically acceptable proposal will score the maximum allotted for price. Each subsequent proposal will be prorated accordingly.

1.9 Award Criteria

- .1 The DOE will award the Contract to the Bidder whose Proposal has been determined to be substantially responsive to the solicitation documents, and who, in the opinion of the DOE, has offered the best proposal taking into consideration the price, the contractor's capability and available resources to carry out the contract effectively and the contractor's schedule. This may



not be the lowest priced proposal received.

- .2 Before awarding any contract DOE reserves the right to require the bidder to submit such evidence of qualifications as it may deem appropriate. This evidence may be concerning financial, technical and other qualifications as well as the relevant experience and skills of the bidder.
- .3 DOE shall not purchase services from any business owing delinquent taxes to the Bermuda Government.
- .4 The DOE does not bind itself to accept the lowest or any proposal and reserves the right to reject any proposal and, and to annul the tendering process and reject all proposal, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders, or being under any obligations to inform the affected bidder or bidders of the grounds for the Government's action.
- .5 The DOE may declare the proposal void when it is evident that there is a lack of competition or there has been collusion. All proposals may be rejected if substantially higher than the budget.

1.10 Notification of Award

- .1 Prior to the expiration of the period of Validity of Proposal prescribed in clause 1.4 of the instructions to bidders, the DOE will notify the successful Bidder in writing by registered letter or by email that its proposal has been accepted.
- .2 This letter (hereinafter, and in the Conditions of Contract called "Letter of Acceptance") , shall name the sum which DOE will pay to the Contractor in consideration of the execution of services by the Contractor as prescribed by the Contract, hereinafter, and in the Conditions of Contract, called "the Contract Price".
- .3 The successful proposal together with the Letter of Acceptance will constitute the formation of a binding contract unless and until a formal agreement is executed.
- .4 The Government will notify the unsuccessful Bidders in writing.

1.11 Signing of Contract Agreement

- .1 Upon awarding and acceptance of a contract for goods or services, a Government of Bermuda Purchase Order will be issued as a guarantee to pay. Payments will be authorized on invoices 30 days after receipt of the contracted goods or services. All responses must include any proposed variations to these standard payment terms for discussion and negotiation.
- .2 At the same time that the DOE notifies the successful Bidder that its proposal has been accepted, DOE will arrange for the official purchase order to be created.
- .3 After the award of the contract, DOE reserves the right to vary (increase or decrease) the quantities of services and/ or goods, by up to a maximum of 10% of the total offer, without any change in the unit price or other terms and conditions.

End of Instructions to Bidders



2 Statement of Requirements

This solicitation is to acquire two hundred and eighty-eight (288) desktop computers and monitors for use by DOE schools.

- .1 The proposal must be an all-inclusive listing of pricing for desktop computer, monitors and any other items required. Each Desktop computer and Monitor proposed must be fully functional. The cost of any omissions will be the responsible of the bidder. All PCs and all components contained therein must be new.
- .2 These desktop computers and monitors must meet the minimum specifications identified below:
 - Intel Core i5 or higher.
 - 8 GB Random Access Memory or higher.
 - 500 GB Hard Drive or higher.
 - 10/100/1000 MBS Ethernet NIC with remote wakeup capability.
 - 512 MB Video Memory.
 - Capable of running 2 x monitors in extended mode:
 - The secondary video port must be VGA.
 - Any required adapter cables must be included in pricing.
 - CD-RW/DVD+-RW.
 - Integrated sound.
 - USB Keyboard and Optical mouse.
 - **Windows 10 Professional 64 bit installed.**
 - Small Form Factor Preferred.
 - Three (3) year **local** warranty (parts and labour).
 - **No Microsoft Office License required.**
 - 17in Monitor.

Bidders shall provide specification sheets for the makes/models being bid with their responses to demonstrate compliance with specifications contained herein.

- .3 Bidders pricing must include Duty Free Pricing. All pricing on proposed items shall be held without increase for at least one year from award date. If during this period the manufacturer's price decreases, it shall be the responsibility of the bidder to pass on any applicable decrease to the Department of Education in the event a purchase order has been received by the bidder or is pending. The Department of Education reserves the right to routinely make inquiries of the successful bidder on price decreases at any stage throughout the "deliver" period.
- .4 The Successful Bidder must:
 - a. Deliver the desktop computers and monitors in 2 shipments:
 - i. 5 weeks after order placed - 144 desktop computers and monitors must be delivered to 9 schools across the island (list of 9 schools will be provided when order is placed).
 - ii. 10 weeks after order placed - another shipment of 144 desktop computers and monitors must be delivered to 9 different schools across the island (list of 9 schools will be provided when order is placed).

At the time of the RFP due date, respondent must be authorized by manufacturers to sell units specified in their proposal. No verbal agreement or understanding with any officer, agent, or employee of the Department of Education either before or after the execution of the contract, shall alter, amend, modify, or rescind any of the terms or provisions contained in any of the contract documents. Any changes must be authorized in writing.

End of Statement of Requirements



3 SUBMITTAL FORMS
(Note: all sheets form part of the Proposal)

To provide the DOE with Desktop Computers and Monitors (ME/IT/2017-18/GS/002)

To: Permanent Secretary, Ministry of Education.

1. We declare that this proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
2. We acknowledge that the Government is not bound to accept the lowest or any proposal, and will not accept any late proposal.
3. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments to the Government for Social Insurance contributions, Payroll Tax or any other debt recorded by the Accountant General's Debt Collection Section.
4. We confirm that we have submitted a bona fide proposal, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
5. Having examined the Request for Proposal Documents and Addenda Nos. _____ inclusive for the execution of the provision of **Desktop Computers and Monitors to the DOE. I/we undertake to provide the above-mentioned goods in conformity with this proposal for the following prices: -**

Financial Proposal - Fixed Unit Price and Delivery Schedule

Price should be quoted free of all duties. The total price must be fixed and include all costs to delivery to DOE locations.

| Item | Product Description | Quantity | Currency | UNIT PRICE |
|---|--|------------|----------|------------|
| 1 | Desktop Computer Manufacturer Name and Model Number Proposing_____ | 288 | | |
| 2 | _____ inch monitor Manufacturer Name and Model Number Proposing_____ | 288 | | |
| Will these unit prices be available for 10% additional or 10% reduced quantities if required? | | | | |
| Proposed Start Date: | | 2017 | | |
| Proposed Completion Date: | |2017 | | |

6. We undertake, if our proposal is accepted, to commence the service as soon as is reasonably possible after the receipt of the Government's appointed Manager's notice to commence, and to provide the goods comprised in the *Contract Documents*.

Continues on next page



7. We confirm that our Proposal shall remain open for acceptance by the Government of Bermuda for a period of **ninety (90) calendar days** from the date of this undertaking and shall be irrevocable during this period.
8. We undertake to commence the work within the approved timeline after the date of the acceptance of this proposal.
9. Unless and until a formal agreement is prepared and executed, this proposal, together with your written acceptance thereof, shall constitute a binding contract between us.
10. We consent to the collection and use of any information we give to the Government in response to this solicitation document and waive any right to challenge any decision made by the Government to disclose the information.

Dated this _____ day of _____, 2017

(Name) _____

(Signature) _____

Duly authorized to sign proposals for and on behalf of:

(Firm) _____

(Address) _____



SOCIAL AND ENVIRONMENTAL FORM
 (Note: all sheets form part of the Proposal)

Apprenticeships/training positions

Please indicate whether the company has previously or is willing to provide apprenticeships/training positions. If no apprenticeship or training positions exist, indicate whether the company provides training to current employees. (Add more lines as needed)

| NUMBER | NAME | NON BERMUDIAN | BERMUDIAN | APPRENTICESHIP OR TRAINING PROVIDED BY YOUR COMPANY (month/year) |
|--------|------|------------------|-----------|---|
| | | | | |
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Number of employees

Please indicate the total number of employees working at the company and the number and percentage of Bermudian employees.

| | |
|------------------------|--|
| NUMBER NON BERMUDIANS: | |
| NUMBER BERMUDIANS: | |
| NUMBER STAFF: | |

Environmental

Please indicate whether the company has a sustainable goods and/or services environmental policy and, if so, please provide a copy.

Copy attached Yes _____ No _____



SPECIFICATION DATA SHEET

(Note: all sheets form part of the Proposal)

Reference: To provide the DOE with two hundred and eighty-eight (288) desktop computers and monitors for use by DOE schools (ME/IT/2017-18/GS/002).

Desktop Configuration

| Item | Requested Minimum Configuration | Proposed Configuration Yes/No, if No, please state deviation |
|---|--|---|
| Manufacturer | Not Specified | |
| Model | Not Specified | |
| Delivery Time 1st shipment | 5 Weeks | |
| Delivery Time 2nd shipment | 10 Weeks | |
| Processor | Intel i5 (specify model) | |
| Memory (Gb) | 8 | |
| Hard Drive Type (e.g. SATA) | Not Specified | |
| Hard Drive size (Gb) | 500 | |
| NIC | 10/100/1000 | |
| Video memory | 512 | |
| Video port 1 | Not Specified | |
| Video port 2 | VGA | |
| CD-RW/DVD+-RW Drive | Y | |
| USB Keyboard and Optical mouse | Y | |
| Windows 10 | Professional - 64bit | |
| Physical Size (WxHxD) | Specify in inches | |
| Warranty (must be serviced by authorized dealer in Bermuda) | 3 Years parts and labour | |



Monitor Configuration

| Item | Requested Minimum Configuration | Proposed Configuration Yes/No, if No, state deviation |
|---|---------------------------------|---|
| Manufacturer | Not Specified | |
| Model | Not Specified | |
| Size | 17 inch | |
| Monitor type (e.g. LCD) | Not Specified | |
| Maximum Resolution | Not Specified | |
| Contrast Ratio | Not Specified | |
| Brightness (cd/m ²) | Not Specified | |
| Connectivity ports | Not Specified | |
| Warranty (must be serviced by authorized dealer in Bermuda) | 3 Years parts and labour | |

Dated this _____ day of _____, 2017

(Name) _____

(Signature) _____

Duly authorized to sign proposals for and on behalf of:

(Firm) _____

(Address) _____



CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the bidder

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive Proposal from all persons tendering. In recognition of this principle, each company that submits a Proposal will be required, by way of the signature of a duly authorized representative of the company, to confirm that the tender has been submitted without any form of collusion.

All bidders must complete and sign a Certificate of Confirmation of Non-Collusion. Any Proposals submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

Any bidder that submits false information in response to a Proposal, and any other person or company involved in collusion, may be excluded from tendering for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide Proposal, intended to be competitive and that I/We have not fixed or adjusted the amount of the Proposal or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the Proposal pack, or supplementary information provided to all bidders.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) Communicating to a person other than the Proposal administrator the amount or approximate amount of my/our proposed Proposal (other than in confidence in order to obtain quotations necessary for the preparation of the Proposal for insurance) or
- (b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Proposal to be submitted; or
- (c) Offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this Proposal.

Signed

(1) _____ Title _____ Date _____

(2) _____ Title _____ Date _____

For and on behalf of