

REQUEST FOR PROPOSAL (RFP)



Tender No. MR 53/2016

**Supply of LCD PC Monitors & Computer
Components**

1. Purpose and Description of Project

The Fiji Electricity Authority (FEA) is seeking information and proposals for supply of 19" LCD PC Monitors & Computer Components that would enable dual screens to be connected to a PC to extend the desktop.

The solution must comply with the General & Technical Requirements listed below. Bids from interested parties must include the following information;

1. A brief description and history of the company.
2. A description of the support staff that would be dedicated to provide after sales support.
3. A list of existing customers, including references whom we may contact.

2. Eligibility Criteria/Pre-qualification of the Bidder

The supplier should be an authorized distributor or reseller and also service provider for the above mentioned systems.

3. Evaluation criteria of the qualified Bidders:

Description	Weight
1. Compliance to Requirements Checklist	35 %
2. Proven ability of vendor to supply the requirements	15 %
3. Experience in providing post-installation support to a pre-arranged degree of Satisfaction Level/s.	10 %
4. Cost	40 %

4. Solution Requirements

All proposals submitted must comply with the General & Technical Requirements.

a. General Requirements

Bidders are requested to ensure their proposed solutions cover the following and are encouraged to propose a solution they feel that would better meet FEA's needs;

1. 19" LCD Monitor with necessary cables
2. PCIe Graphics Card
3. Must be compatible with the following PC Types running Windows 7/8.1/10 (32/64bit);
 - a. Del Opti-plex 7010 DT
 - b. Dell Opti-plex 3020
 - c. HP Compaq 7100 SFF
 - d. HP 6200 Pro SFF
 - e. Acer Veriton X4920G

b. Technical Requirements

Tabulated below are the reference Functional Requirements of components.

The proposal must include all necessary accessories including power and display cables.

Index	Product	Specification	Qty
1.	LCD Monitor	19" with stand, 5:4 Aspect Ratio, Native Resolution 1280 x 1024 at 60 Hz	24
2.	Graphics Card	2.7", NVIDIA GF GT710, 1GB DDR3, PCIe, DVI/VGA/HDMI	24

5. Product Support

Three (3) years Warranty & Support should be available for all hardware.

6. Delivery

The selected supplier shall deliver all required hardware and software to the FEA Head Office, located at 2 Marlow Street, Suva. Please specify the delivery period in the bid.

7. Bidder Submittals

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Proposal for Supplies Products and/or Services
- Business Certifications

The Proposal for Supplies or Services must clearly itemize all costs.

8. Submission of Tenders

Tenders must be lodged no later than 4:00pm, on Wednesday 15th June 2016.

9. Amendment of RFP

The FEA may, at its sole and absolute discretion, vary, add to, or amend the terms of this RFP, including the nature and/or scope of the products and/or services required under this RFP; and any other subject matter to which this RFP relates.

10. Cancellation/Termination of RFP

The FEA may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this RFP, at any time prior to the execution of a formal written agreement without any liability.

11. Due date for Tenders

Tenders received after the closing date of **4:00pm Wednesday 15th June 2016** will not be considered.

Schedule A - Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General			
The registered name of the Bidder:			
Business address for correspondence: <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>			
Contact name of the Authorised Person:			
Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>			
Business structure:			
Include the organisation Chart			
Financial standing			
(Information designed to give client confidence in the financial competence of the BIDDER.) Audited financial accounts for past three years shall be included in appendix.			
Total current employees :			
Sales Turnover	2013	2014	2015
Net profit before tax	2013	2014	2015
Company Profile(s)			
Reference Sites (Use separate schedule formats for this response) [Details of at least two similar Projects in the last 5 years (including contact details) which will demonstrate the Bidder ability to carry out the functions for this project in a timely and professional manner.]			
Designated Staff	Name	Position	Project Designation
(Detailed profiles of key staff shall be included in appendix)			

Schedule B - Customer Details of the Bidder

Details to be submitted by the Bidders about their past experience with successful customers/sites/organizations:

Experience of similar implementation
Project Name:
Project Location:
Client Name:
Client address:
Client contact/reference person(s): <i>Name</i> <i>Address – if different from above</i> <i>Telephone</i> <i>Facsimile</i>
Mobile Phone
Email address
Man-months effort:
Name of senior project staff: <i>Project Director</i> <i>Project Manager</i> <i>Other</i>
Nature of the Project:
Role of the company, whether complete end-to-end involvement or for a particular module:

Tender Submission - Instruction to bidders

It is mandatory for Bidders to upload a copy of their bid in the **TENDER LINK** Electronic Tender Box no later than **4:00pm, on Wednesday 15th June, 2016**.

To register your interest and tender a response, view 'Current Tenders' at:

<https://www.tenderlink.com/fea>

For further information contact The Secretary Tender Committee, by e-mail TDelairewa@fea.com.fj

In addition, hard copies of the tender, one original and one copy must be deposited in the tender box located at the FEA Head Office, 2 Marlow Street, Suva, Fiji no later than **4:00pm, on Wednesday 14th October, 2015**- Addressed to the following;

Tender – MR 53/2016– LCD PC Monitors & Computer Components.

The Secretary Tender Committee

Fiji Electricity Authority

Head Office

Suva

Fiji

- **Hard copies of the Tender bid will also be accepted after the closing date and time provided a soft copy is uploaded in the e-Tender Box and it is dispatched before the closing date and time.**
- Tenders received after **4:00pm** on the closing date of **4:00pm, on Wednesday 15th June, 2016** will not be considered.
- The Lowest bid will not necessarily be the successful bid.
- **It is the responsibility of the bidder to pay courier chargers and all other cost associated with the delivery of the hard copy of the Tender submission.**