

Ministry of Education
P.O. Box 1185
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May 7, 2010

MOE- 2010/1

1. Executive Summary

The Ministry of Education (MOE) is seeking proposals from vendors to supply three hundred and fifty (350) Windows 7-Ready desktop computers that conform to the Ministry of Education's standard. The Ministry of Education is responsible for ordering and maintaining the majority of the computers, servers, peripherals and software for the public school system.

2. Submission Deadline

Vendor proposals must be submitted by 4:00 p.m., Tuesday, May 25, 2010

3. Submission Delivery

Vendors may deliver submissions by e-mail or hard copy (3 copies) to the following primary contact:

e-mail: aouterbridge@moed.bm

Hard copy: Ministry of Education
Bishop Spencer Complex
5 Glebe Road
Pembroke HM 17
BERMUDA

Attention: Anthony Outerbridge, IT Manager, Ministry of Education

Proposals submitted via e-mail must have "MOE-2010/1" in the subject line.

Proposals submitted in hard copy are to be triplicate (one original and two copies) and must be received in a sealed envelope/container plainly marked "MOE-2010/1."

All submissions become the property of MOE and will not be returned. All conditions contained in the RFP are considered accepted by the vendor in any information submitted.

All information submitted with the RFP will be kept confidential and access will be only by Ministry of Education employees reviewing the RFP. The Ministry of Education is not obliged to award orders or contracts to vendors based on the information received.

4. Vendor Submissions

The minimum configuration of the computers to be delivered is detailed in the attached "Ministry of Education Standard Desktop Computer Acquisition" document.

Submissions should be clearly marked "MOE-2010/1" and include the following information:

Proposed Configuration

The vendors will provide a description of the proposed configuration that will meet the requirements set out in the attachment entitled "Ministry of Education Standard Desktop Computer Acquisition". The description should include all of the technical specifications of the desktop computers being proposed by the vendor.

Company Information

- Company Name
- Business Address
- Contact person – name, telephone, fax, email, helpdesk
- Business hours
- Size of organization
- Number of clients
- Brief resumes of staff, to include qualifications and experience

Cost of Acquisition

This refers to the total cost to the Ministry of Education for the acquisition of the standard desktop computer. It should include all hardware, software, shipping, delivery and any other costs (expenses). These computers are exempt from customs duties. All costs must be quoted in Bermuda dollars (BDA\$).

Responsibilities of the Ministry of Education

Involvement required of the Ministry of Education in terms of staff, building modifications, right of ways, etc. must be described in full.

Support

Will there be local support available.
Guaranteed response times.

5. Pre-submission Information

All prospective vendors will be provided with this documentation and the opportunity to submit written inquiries to the Ministry of Education. Such inquiries will be published, without identifying the source, along with the Ministry of Education's response. Inquiries regarding this request must be made by email, with "MOE-2010/1 Inquiry" in the subject line, by 4:00p.m. Wednesday, May 19, 2010 to: aouterbridge@moed.bm

6. Amendments

At any time prior to the close of the RFP, the Ministry of Education may alter, amend, delete or add to, in whole or in part, any terms or provisions of this RFP. The Ministry of Education will publish any such modification or amendment, revision or addenda on its web site at www.moed.bm.

7. Evaluation Process

The proposals submitted to the Ministry of Education will be evaluated in a two-stage process with the first stage resulting in a short list of potential vendors. Subsequently, the short listed vendors may be requested to submit additional information, which may result in the award of a contract. The only information that will then be released is the name of the successful vendor.

8. Negotiations

The Ministry of Education reserves the right to enter into discussions or to negotiate with a vendor as it sees fit, or with any other vendor or vendors concurrently. In no event will the Ministry of Education be required to enter into discussions or negotiations on similar or other terms or offer any modified terms to any other vendor prior to entering into a binding contract. The Ministry of Education shall incur no liability to any vendor as a result of these discussions, negotiations or modifications.

9. Acceptance and Authority to cancel this RFP

The Ministry of Education will not be obliged to accept the lowest price or any of the proposals submitted. Each vendor acknowledges and agrees that the Ministry of Education will have no liability or obligation to any vendor, except to the party, if any, awarded a contract by the Ministry of Education in its sole discretion and the Ministry of Education shall be duly and forever released and discharged of all liability and obligation in connection with this request for Proposal (RFP). The Ministry of Education will not make public the vendor submissions and reserves the right to cancel this RFP without any obligation or reimbursement to vendors.

10. References

Before awarding any contract, the Ministry of Education reserves the right to require the vendor 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 vendor.

11. Terms and Conditions

The Ministry of Education reserves the right to accept and/or reject any and all bids. All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time stated above.

The Ministry of Education shall not purchase goods or services from any business owing delinquent taxes to the Government of Bermuda.

Proposals received after the designated time of receipt will be considered as "NO BID" and "VOID". The time stamp for proposals submitted electronically will be that of the Ministry of Education's mail server. It is the vendor's responsibility to allow sufficient time for electronic transmission and delivery, especially in the case of large files.

12. Payment Terms

Upon awarding and acceptance of a contract for goods and services, a Government of Bermuda Purchase Order will be issued as a guarantee to pay. Payments will be authorized on invoices

30 days after the receipt of the contracted goods and services. All responses must include any proposed variations on these standard payment terms for discussion and negotiation.

Summary of Key Dates

Item	To/By
Publish Request for Proposal	May 7, 2010
Vendor questions	May 19, 2010 (4:00 p.m.)
Vendor proposals submitted	May 25, 2010 (4:00 p.m.)
Vendor selection	June 25, 2010
Delivery of desktop computers*	September 17, 2010 (350 systems),

* If the delivery dates cannot be met, the vendor must provide a date that they can guarantee to have completed the delivery of the desktop computers.

Ministry of Education Standard Desktop Computer Acquisition

1. Objective

The objective of this RFP is to acquire three hundred and fifty (350) Windows 7-Ready desktop computers configured for use within the Ministry of Education of Bermuda. These desktop computers will have to meet the specifications identified below and will be configured as per the Ministry of Education standard prior to delivery to the end user location. These desktop computers will be delivered by the successful vendor.

2. Ministry of Education Standard Desktop Minimum Specifications (Windows 7-Ready)

The minimum configuration for each of the desktop computers will be as follows:

- Intel Core 2 Duo Processor 3.0 GHz *****
- 4 GB Random Access Memory
- 256 MB Video Memory
- 160 GB Hard Drive
- No floppy drive
- CD-RW/DVD RW
- 10/100/1000 MBS Ethernet NIC with remote wakeup capability
- Integrated sound
- Speakers
- 17" TFT Flat Panel
- Windows 7 Home Edition
- USB Optical mouse
- Minimum warranty, 3 years parts and labour
- Small form factor type chassis (preferred)

******* please provide as an option, the cost of the above system with an Intel Centrino with vPro processor.**

Also include costs for computer imaging. MOE will install Windows 7 Professional and applications and test all applications on the chosen workstation and sysprep the hard drive. The vendor will ship the hard drive to the manufacturer and all systems will be cloned from that image.

3. The Successful Vendor will provide the following:

- Three hundred and fifty (350) Ministry of Education standard desktop computers that meet or exceed the above noted specifications;
- Delivery of the three hundred and fifty (350) desktop computers to the following locations:
 - 45 to each to 5 Middle Schools
 - 4 to each of the 18 primary school
 - Educational Stores Building at Southside, St. Davids – the remainder
- All of the above completed by September 17, 2010.