



## **Request for Proposal (RFP)**

### **For: Inviting Technical and Financial Proposals for Laptops, Monitors & Docking Stations for TVET PP Project, British Council**

**Date: 01 February 2017**

#### **1 Overview of the British Council**

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK and other countries through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts.

The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131) and Scotland (charity no. SCO37733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.

Its primary charitable objects are set out in the Charter and are stated to be: -

- Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;
- Promote a wider knowledge of the United Kingdom;
- Develop a wider knowledge of the English language;
- Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries;
- Otherwise promote the advancement of education.

The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide.

Further information can be found at [www.britishcouncil.org](http://www.britishcouncil.org)

## 2 Introduction and background

**EU – Nepal Practical Partnership for Technical Vocational Education and Training Reform (TVET PP)** is a four-year **European Union funded** project to support Government of Nepal (GoN) and Council for Technical Education and Vocational Training (CTEVT) to support TVET sector reform in Nepal. British Council is implementing two of the three results area of the project. The project start-up date is from 1<sup>st</sup> March 2017. British Council is procuring office IT equipment for the project office.

## 3 Conditions and contractual requirements

***The supplier needs to deliver the goods latest by 6th March 2017. The warranty duration must be at least 4 year with an option for annual extension under the same terms and conditions.***

The appointed supplier will only process personal data accessed in performance of the services in accordance with the British Council 's instructions and will not use such data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council's behalf in accordance with the relevant provisions of the Data Protection Act 1998 and ensure appropriate and legislative consent is acquired where necessary.

The British Council is committed to equality, diversity and inclusion. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender including transgender, marital status, sexual identify, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependents, or any other relevant grounds. The appointed supplier must agree to operate in accordance with these principles while undertaking work at or on behalf of the British Council.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

If suppliers considers that any of the information included in their completed documentation is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

The suppliers should be aware that, even where they have indicated that information is commercially sensitive, the British Council might be required to disclose it under the Act if a request is received. The suppliers should also note that the receipt of any material marked 'confidential' or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Child Protection Policy; in addition the supplier will ensure that where it engages any other party to supply any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Fair Trading
- Health and Safety Policy
- Environmental Policy
- Records Management
- Privacy

You are responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of your tender response. Subject to the final paragraph of this Section 3, you accept by your participation in this procurement, including without limitation the submission of a tender, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender is successful.

By issuing this RFP, entering into the clarifications with tenderers or by having any other form of communication with tenderers, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other tenderer. It is intended that the remainder of this procurement will take place in accordance with the provisions of this RFP but the British Council reserves the right to terminate, amend or vary the process by notice to all tenderers in writing. Subject to the final paragraph of this Section 3, the British Council will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

Nothing in this RFP or any other documentation issued by the British Council in connection with this procurement is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council's liability may not be limited under any applicable law. The British Council reserves the right to request reference information.

#### **4 Payment and Invoicing**

The Council will pay correctly addressed and undisputed invoices within 30 days or within the agreed payment term.

The essential information on an invoice for the Council is:

- A description of the services supplied.
- The Council reference number/Purchase Order number.
- The costs including VAT (if applicable) and any other charges
- All payments will be made only through bank transfer.
- British Council does not make any advance payments. Full payments will be made upon submission of invoice and as per payment terms and conditions.

#### **5 Specifications of goods to be procured**

##### **Goods:**

1. 12 Laptops (**Dell Latitude – E5270 or E5470**)
2. 12 Dell Docking Stations
3. 12 Dell E Series E1916H 18.5" Monitor
4. 12 Dell Keyboards / Mouse

##### **Conditions:**

- Specifications of goods provided should be exact with no deviations.
- Supplier must be authorized Dell supplier.
- Deliver all the goods to British Council latest by 6th March 2017.
- Warranty period and service costs for 4 years' period should be included in the financial proposal. Robust after-sale services would be required. The vendor needs to respond

quickly for troubleshooting/repair. For after-sale services, the vendor will be allowed to take a maximum of 10 working days. Any exception should be communicated and agreed with the British Council in advance. A nominated staff from the organization will be the contact point for the service and delivery.

- **Suppliers should quote price for both Dell Latitude – E5270 or E5470. Only one laptop brand (12 units) will be procured.**

## I. Specifications of the Laptops

Model	E5270	E5470	
<b>Testing Model Service Tag</b>	Service Tag:- D8BNL72	Service Tag:- 8G5KL72	
	Provide "Model reference with service tag" to DELL while placing purchase order. Dell can provide same hardware configuration in new laptops as they supplied in testing laptops.		
<b>Starting Weight</b>	1.49kg	1.76kg	
<b>Processor</b>	Intel Core i5-6300U (Dual Core, 2.4GHz, 3MB cache)		
<b>Screen</b>	12.5" HD (1366x768) Non-Touch Anti-Glare LCD with Camera	14.0" HD (1366x768) Non-Touch Anti-Glare LCD with Camera	
<b>Memory</b>	4GB (1x4GB) 2133MHz DDR4	4GB (1x4GB) 2133MHz DDR4	
<b>Hard drive</b>	SATA SDD is LITEON L8H-256V2G-11 M. SCSI Disk Device Or SATA SDD is SAMSUNG SSD PM871 M.2 22 Or SATA SDD is SAMSUNG M.2 256GB SATA Class 20 Solid State Drive Or SATA SDD is TOSHIBA M.2 256GB SATA Class 20 Solid State Drive		
<b>Optical drive</b>	N/A	N/A	
<b>Graphics</b>	Intel HD Graphics 520	Intel HD Graphics 520	
<b>Multimedia</b>	Integrated HD Webcam (optional)	Integrated HD Webcam (optional)	
<b>Connectivity</b>	Intel® Ethernet Connection (3) I218-LM  Intel Dual Band Wireless 8260 (802.11ac) W/ Bluetooth  Intel Wireless 8260 Driver		
<b>Input Device</b>	Internal US/International Qwerty Dual Pointing Backlit Keyboard  Palmrest (Dual Pointing ) 1. LABEL, REGULATORY, NOTEBOOK, RFID+NFC, WORLD WIDE, 2. ASSEMBLY, PALMREST, DELL PLUS, S/F/R/NFC USB 2.0 and USB 3.0 ports		
<b>Battery</b>	Primary 4-cell 62W/HR Battery	Primary 4-cell 62W/HR Battery	
<b>Power</b>	65W / 90W AC Adapter	65W / 90W AC Adapter	

<b>Systems Management</b>	vPro Tech enabled	vPro Tech enabled	
<b>OS</b>	Microsoft Windows 10	Microsoft Windows 10	
<b>Warranty</b>	3YR Next Business Day	3YR Next Business Day	
<b>Accessories</b>	VGA port built-in	VGA port built-in	

## II. Specifications of the Docking Station

### Dell Docking Station compatible to above laptop brands

#### Tech Specs

##### Quick Specs

<b>Product Type</b>	Port replicator
<b>Dimensions (WxDxH)</b>	7.9 in x 6.7 in x 2.1 in
<b>Weight</b>	1.72 lbs
<b>Weight</b>	27.51 oz
<b>Power</b>	Power adapter - external 130 Watt

##### General

<b>Product Type</b>	Port replicator
<b>Width</b>	7.9 in
<b>Depth</b>	6.7 in
<b>Height</b>	2.1 in
<b>Weight</b>	1.72 lbs
<b>Weight</b>	27.51 oz

##### Expansion / Connectivity

<b>Interfaces</b>	1x Display / video - Display Port   1x Display / video - DVI-D Single Link connectors   1x VGA Connector - 15pin   2x SuperSpeed USB 3.0   1x eSATA / Hi-Speed USB - 11 pin USB/eSATA   3x USB 2.0   1x Network - RJ-45   1x Microphone - mini-phone 3.5 mm   1x Audio - mini-phone stereo 3.5 mm
<b>Interfaces</b>	<ul style="list-style-type: none"> <li>• 1 x display / video - DisplayPort</li> <li>• 1 x display / video - DVI-Digital - 18 pin digital DVI (Single-Link)</li> <li>• 1 x display / video - VGA - 15 pin HD D-Sub (HD-15)</li> <li>• 2 x SuperSpeed USB 3.0 - 9 pin USB Type A</li> <li>• 1 x eSATA / USB 2.0 - 11 pin USB/eSATA</li> <li>• 3 x USB 2.0 - 4 pin USB Type A</li> <li>• 1 x network - RJ-45</li> <li>• 1 x microphone - input - mini-phone 3.5 mm</li> <li>• 1 x audio - output - mini-phone stereo 3.5 mm</li> </ul>

##### Miscellaneous

FeaturesK-lock security slot

##### Power

<b>Power Device</b>	Power adapter - external
<b>Power Provided</b>	130 Watt

## III. Specifications of the Monitor

### Dell 19 Monitor | E1916H

#### Display

**Color:**

Black

**Diagonally Viewable Size:**

#### Connectivity

DP

VGA

18.51 inches  
**Aspect Ratio:**  
Widescreen (16:9)  
**Panel Type, Surface:**  
TN  
**Optimal resolution:**  
1366 x 768 at 60 Hz  
**Preset Display Area (H x V):**  
94417.92 sq-mm (146.35 sq-inches)  
**Contrast Ratio:**  
600:1 (typical)  
**Brightness:**  
200 cd/m<sup>2</sup> (typical)  
**Response Time:**  
5 ms typical (Black to White)  
**Viewing Angle:**  
65° vertical / 90° horizontal  
**Adjustability:**  
Tilt  
**Color Support:**  
16.7 million colors  
**Pixel Pitch:**  
0.30 x 0.30 mm  
**Backlight Technology:**  
WLED  
**Display Type:**  
Widescreen Panel Display  
**Display Screen Coating:**  
Anti-Glare with 3H hardness  
**Audio Output:**  
No

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## Features

**Security:**  
Security lock slot (cable lock sold separately)

**Flat Panel Mount Interface:**  
VESA (100 mm)

**Built-in Devices**  
N.A.

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## Size and Weight

**Dimensions (With Stand):**  
**Height (compressed / extended):**  
359.0 mm (14.13")  
**Width:** 445.4 mm (17.54")  
**Depth:** 167.0 mm (6.57")

**Dimensions (Without Stand):**  
**Height:** 266.0 mm (10.47")  
**Width:** 445.4 mm (17.54")  
**Depth:** 51.5 mm (2.03")

**Note:** See the attached template for financial offer and technical information to be submitted.

## Technical proposal Template

### A. Organizational Details

<b>Name of Organization</b>	
<b>Address of Organization</b>	
<b>Name of contact person with contact no &amp; Email</b>	
<b>VAT Reg. No.</b>	
<b>Firm Registration No.</b>	
<b>Other branch/service Centre location outside Kathmandu</b>	
<b>Number of years in this market (experience)</b>	
<b>List of at least 3 existing clients (company names) with reference Persons)</b>	
<b>Other supporting documents (if any)</b>	

## B. Product and Services

<b>Proposed Products (Brand / Model)</b>	
<b>Technical Specifications according to the RFP (Yes / No)</b>	
<b>Delivery Time</b>	
<b>Warranty Period</b>	
<b>Post Delivery Services</b>	
<b>Other Details (If any)</b>	



## Financial Proposal Template

Company name	Name of the item	Brand/ Model	Offer ( Cost in NPR)					Delivery Time	Warranty Period	Yearly maintenance cost after warranty period
			Product Cost (Per Pcs)	Qty	Amount	VAT % (Amount)	TOTAL Amount			
	Dell Latitude – E5270			12			NPR		4 Years	
	Dell Latitude – E5470			12					4 Years	
	Dell – Docking Stations			12			NPR		4 Years	
	Dell – Wide Screen LED Monitor 18.5"			12			NPR		4 Years	
	Dell Keyboard			12			NPR		3 Years	
	Dell Mouse			12			NPR		3 Years	

## 6 Timescales

Activity	Timeline
RFP Issue	1 <sup>st</sup> February 2017
Deadline for queries	7 <sup>th</sup> February 2017
Deadline for submission of Proposal	8 <sup>th</sup> February 2017
Notification to preferred supplier	10 <sup>th</sup> February 2017
Negotiation and Final Selection	13 <sup>th</sup> February 2017
Goods and Invoice Receipt	1 <sup>st</sup> March 2017

- Deadline for suppliers to respond to the RFP : 08 February **2017, Before 05:00 pm**
- Deadline for British Council to notify suppliers of the decision: **10 February 2017, Before 05:00 pm**

**Note:** The above timescales may be subject to change.

## 7 Supplier Response

The proposals should be submitted no later than 5:00 PM on **08 February, 2017** in a sealed envelope to the **reception desk of British Council, Lainchaur, Kathmandu**. **You need to submit one original and a copy** addressed to "Country Director" and bear the remark "**Request for Proposal\_ British Council" for IT equipment for TVET PP Project, British Council**."

## 8 Clarification Questions

Any questions should be submitted via email only to [robin.maharjan@britishcouncil.org.np](mailto:robin.maharjan@britishcouncil.org.np)  
No later than **07 February 2017, before 05:00 pm**

## 9 Evaluation Criteria

Supplier responses will be assessed using the following criteria and weightings. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

Selection Criteria	Weighting
Proposed Delivery Date	15%
Warranty and Post Delivery Services	15%
Cost	70%
<b>TOTAL</b>	<b>100%</b>

## 10 Standard Terms and Conditions of contract

To be sent to the preferred bidder only