



Request for Proposal (RFP)

For: Inviting sealed quotations for Laptops for Examination Reform Project, British Council

Date: 05 February 2016

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 7,000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.

Further information can be found at www.britishcouncil.org

2 Introduction and background

British Council, in partnership with Ministry of Education, is supporting a Technical Assistance for examination reform system in Nepal. The Technical Assistance will support the Ministry of Education (MoE) and the Office of the Controller of Examinations (OCE) in their commitment to reform school examination/assessment system, as set out in the SSRP (2009-2015). British Council has recruited national and international consultants for this assignment.

3 Conditions and contractual requirements

The supplier needs to deliver the goods by 04 March, 2016. The warranty duration must be at least 3 years 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.
- Addressed to Accounts Payable.
- 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 Scope of Work/Specification/Outputs

- 50 Laptops (**Dell Latitude – E7250**)
- The selected company will have to install the British Council provided Software or applications into all laptops within the agreed timeline. Please note that the selected company must sign an agreement with British Council regarding the software or applications as the software is solely owned and protected by British Council. So the supplier needs to make sure that they copy the software only to particular devices.
- Deliver all the goods to British Council by 04 March.

- This project will run for an initial three months and is extendable, so warranty, service costs should be included in the quotation. After-sale, the laptops and other products will be distributed to different districts across Nepal. A robust after-sale service is therefore required. The vendor needs to respond quickly for trouble shooting/repair. For after-sale services the vendor will be allowed to take a maximum of 7 working days. Any exception should be communicated and agreed with the British Council in advance. A nominated staff from the British Council will be the contact point for the laptop's service and delivery.

Specification of the Laptop

Components

- 1 Intel Core i5-5300U Processor Base, Smart card Reader and Security Options
- 1 12.5" Non-Touch HD (1366x768) Anti-Glare WLED LCD, WLAN only capable
- 1 No Fingerprint Reader and No Smart Card Reader (Contact and Contactless)
- 1 LCD Bezel Non-Touch with Camera and Microphone
- 1 4GB (1x4GB) 1600MHz DDR3L Memory
- 1 128GB Solid State Drive Mini card Latitude
- 1 Power Cord for 3-pin Adapter (UK)
- 1 Primary 3-cell 39W/HR Battery
- 1 65W / 90W AC Adapter, 3-pin
- 1 Intel Dual Band Wireless-AC 7265AC 802.11ac/a/b/g/n 2x2 + Bluetooth 4.0 LE Half Mini Card
- 1 Intel Wireless 7265 Driver
- 1 Internal US/International Qwerty Backlit Keyboard
- 1 Internal Single Pointing 82 Keys Keyboard Frame International, E7250
- 1 Waves Maxx Audio Royalty
- 1 V Pro Tech Enabled
- 1 Dell 15.6" Essential Backpack

Software

Windows 7 Professional, English, 64bit

Service

3 Years Onsite Service

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

6 Quotation template to be followed

Financial Proposal Template

Company name	Name of the item	Technical Specification	Brand / Model	Offer (Cost in NPR)					Delivery Time	Warranty Period	Yearly maintenance cost after warranty period	Post Delivery service
				Product Cost (Per Pcs)	Qty	Amount	VAT % (Amount)	TOTAL Amount				
	Dell Latitude		E7250		50			NPR		3 Years		

Technical proposal Template

Name of Organization	Address of Organization	Name of contact person with contact no & Email	VAT Reg.	Firm Registration	List of existing client (3-5 company names) with reference Persons	Other branch/service Centre location outside Kathmandu	Number of years in this market (experience)	Comments if any
Name of the company								

7 Timescales

Terms of procurement	Timeline					
	08 February 2016	By 2 PM 15 February, 2016	By 15 February 2016	By 16 February 2016	By 17 February 2016	4th March, 2016
RFP issue	3 days after approval					
Sealed Quotations to be received by BC		7 Days after RFP issue				
Internal evaluation			Same day after RFP receipt			
Negotiation and Final selection				1 day after final selection		
Confirmation mail to bidder					01 day after confirmation	
Contract formalities						
Goods received						

- Deadline for suppliers to respond to the RFP : 15 February 2016 **Before 02:00 pm**
- Deadline for British Council to notify suppliers of the decision: **17 February, 2016, Before 05:00 pm**

Note: The above timescales may be subject to change.

8 Supplier Response

Please submit your bid to:

- The proposals should be submitted no later than **2:00 PM on 15 February, 2016** 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 Examination Reform Project, British Council.**

9 Clarification Questions

Any questions should be submitted via email to the IT Manager at

robin.maharjan@britishcouncil.org.np

No later than 15 February 2016, **before 10:00 am**

10 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
Technical Specifications	15%
Costing	50%
Warranty	15%
Post delivery service	20%
TOTAL	100%

Note: You must provide at least 3 key clients name with the contact numbers for reference check.

11 Standard Terms and Conditions of contract

To be sent to the preferred bidder only