

**REQUEST FOR TENDER
FOR
SUPPLY OF
END USER
ICT EQUIPMENT**

TENDER NO: 33/2019



LAND TRANSPORT AUTHORITY

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PART A: RULES GOVERNING THIS REQUEST FOR TENDER

1.0 PURPOSE OF TENDER

- 1.1 The ICT End User Infrastructure upgrade project is part of Land Transport Authority's (LTA) plan to continuously upgrade and maintain its services through use of modern, reliable and stable tools and technologies.

The Supply of End User Equipment which constitutes the following:

- i. Desktop Computers
- ii. Laptop Computers
- iii. Wireless Mono Multifunction LaserJet Printers
- iv. Driver's License Card Printers
- v. PoE Switch
- vi. Mitel IP Phones
- vii. A4 Document Scanners
- viii. A3 Color Photocopier
- ix. Tablets
- x. Projector
- xi. NAS (Network Attach Storage)

2.0 NO CONTRACTUAL OBLIGATIONS

- 2.1 This RFT is expressly not a contract between the LTA and the Tenderer. Nothing in this RFT or in any tender document is to be construed as to give rise to any contractual obligations, expressed or implied. A Contract will not necessarily arise or result from the submission of a Tender.

3.0 TENDERERS TO INFORM THEMSELVES

- 3.1 The onus is on the Tenderer to understand the contents of this RFT and the implications of being involved in this RFT process. The LTA does not accept responsibility for any misunderstandings arising from the Tenderer's failure to comply with this RFT.

- 3.2 LTA only accepts tenders on the condition that the Tenderer:

- has examined this RFT and all other information made available to the Tenderer;
- has made all reasonable inquiries regarding relevant risks, contingencies and other circumstances that might affect the tender;
- has satisfied itself as to the correctness and sufficiency of the tender;
- has involved itself in the tender process entirely at its own expense and without any costs being payable by the LTA.

4.0 RIGHT TO VARY OR STOP TENDER PROCESS

The LTA reserves the right to stop or vary the tender process, or retender, at any given time.

5.0 PROCUREMENT TIMETABLE

5.1 It is proposed that the following procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to vary dates whenever necessary. The Vendors are strictly required to adhere to the deliverable timeline as mentioned.

Date	Task
4 th & 7 th September	Tender advertisement
17 th September	Tender closing date & time
26 th September	Complete tender evaluation
4 th October	Approval by Board Tender Sub-Committee
4 th October	Final approval by Policy Board Meeting
18 th October	Notify successful & unsuccessful Tenderers
1 st November	Signing of Agreement
8 th November	Order issued to successful tenderer(s)
3 Months from order date	All equipment's delivered.

Where this timetable varies significantly, LTA will notify prospective Tenderers.

6.0 CONFLICT OF INTEREST

Bidders and their personnel must not place themselves in a position that may create a conflict of interest concerning this RFT. Any potential or actual conflict of interest that may arise in the performance of their obligations under the RFT must be fully disclosed.

Identification of a potential or actual conflict of interest does not necessarily preclude a Tenderer's submission from consideration. However, LTA shall carefully consider the circumstances surrounding the conflict of interest to determine whether it will compromise the status of the outcome of this RFT, and if so, will promptly notify the Tenderer.

7.0 INQUIRIES BY TENDERER

All inquiries by potential Tenderers for information should be addressed only to the nominated contact officer named on the Tender Advertisement.

Where, in the opinion of the Land Transport Authority, further information provided to one potential Tenderer should be provided to all potential Tenderers, such information will be given the same distribution as the original RFT.

8.0 TENDER CONTENT

8.1 Should a potential Tenderer find any discrepancy, ambiguity, inconsistency, error or omission in this RFT document, they should notify the Land Transport Authority in writing as soon as possible, and in any case before the closing date for the tender so that the Land Transport Authority may take any corrective action it considers necessary.

9.0 WHAT TO LODGE

Bidders may submit three (3) hard copies in the tender box placed at Level 1, Building A, Valelevu, Nasinu, Fiji, or upload their submission electronically on <https://www.tenderlink.com/ltafj/> by the closing date and time.

Tenderers are required to lodge three (3) copies of the tender submission by the deadline. The original is to be marked 'Original' and the remaining copies to be marked 'copy 1' and so on respectively. The original and the copies should include any supporting material.

An Evaluation Committee will evaluate submissions according to the criteria specified in the RFT.

10.0 LODGEMENT OF SUBMISSION

Submissions must be lodged by **3pm Fiji Time on Tuesday 17th September 2019.**

Manual submissions must be provided in a sealed envelope, marked and delivered as follows:

**The Tender Committee Chairman
RFT no. - Supply of End User ICT Equipment
P.O. Box 6677
Land Transport Authority
Lot 1, Daniva Road, Valelevu
Nasinu, Fiji**

11.0 LATE TENDERS

Submissions lodged after the tender closing time shall be deemed late.

12.0 ALTERATIONS, ERASURES OR ILLEGIBILITY

Submissions are liable to be rejected where they contain alterations or erasures, incomplete, ambiguous or illegible prices or terms, or insufficient information to enable proper evaluation.

Alterations cannot be made to submissions after the Tender Closing Time unless it can be clearly demonstrated to the satisfaction of the LTA Management Tender Committee that a clerical or keying error has been made by the bidder.

13.0 ACCEPTANCE OF TENDERS

LTA is not bound to accept the lowest priced submission. Bidders whose submissions are not accepted will be notified.

The LTA Management Tender Committee reserves the right to negotiate with other bidders in the event that a contract cannot be successfully negotiated between LTA and the preferred bidder.

14.0 COLLUSIVE TENDERING

Bidders and their personnel must not engage in any collusive bidding, anti-competitive conduct or any similar conduct with any other bidder or other person in preparing or lodging a submission, or to involve themselves in sort of collusive activities related to the tender.

15.0 SHORTLISTING

The LTA Management Tender Committee reserves in its absolute discretion, to make a shortlist of any bidders and seek further information from those bidders before choosing a preferred bidder. In the event of a shortlist being compiled by LTA, bidders that are not shortlisted will be advised as soon as possible.

16.0 QUALIFICATIONS

- 16.1 - Reputable & Established ICT product and service provider
- Provision of Company Profile
- Three [3] Cliental Referees
- Delivery timeline
- Score of Previous Contracted Works



17.0 DELIVERY DEADLINE

- 17.1 Tenderers are to provide detailed timeline with all deliverables for all sites.
- 17.2 Selected vendor(s) would be required to successfully implement at all sites within the timeline specified in this tender document.

PART B – TENDER SPECIFICATIONS

18.0 PURPOSE OF TENDER

The Land Transport Authority (LTA) is requesting tenders from reputable ICT Vendors for supply of the following;

1. Desktop Computers
2. Laptop Computers
3. Wireless Mono Multifunction LaserJet Printers
4. Driver’s License Card Printers
5. PoE Switch
6. Mitel IP Phones
7. A4 Document Scanners
8. A3 Color Photocopier
9. Tablets
10. Projector
11. NAS (Network Attach Storage)
12. The item may increase or decrease

19.0 DESKTOP COMPUTERS

The base specifications are as follows:

Base	
Processor	Intel® Core™ i5 x64-bit processor (3.30 GHz, 3 MB cache, 4 cores)
Memory	8GB 1333 MHZ DDR4 SDRAM; 4 DIMM Slots
Storage	500 GB 3.0GB/s Serial ATA hard drive(7200 rpm), DVD-RW Drive
Graphics	Integrated Intel HD Graphics Media Accelerator X4500HD
Chipset	Intel G45 Express Chipset
Network	10/100/1000 MB integrated network Interface/ Built-in wireless Adaptor
Ports	3 x USB 3.0 1 x VGA video / HDMI 1 x line in/out / microphone/headphone jack
Display	L21” LED Compatible to desktop
Input Devices	1 x USB Mouse (Wireless (Option)) 1x USB Keyboard (Wireless (Option))
OS Compatibility	OEM software is required and hardware should support 32 and 64 bit operating system, windows 10
Option	Also provide option for All-In-One desktop for the above specification
Service & Warranty	On-Site 3 years, parts and labour

20.0 LAPTOP COMPUTERS

The base specifications are as follows:

Base	
Processor/ Memory	5 x Intel® Core™ i5 x64 Processor (3M Cache, up to 3.40 GHz), 8GB 1333 MHZ DDR4 SDRAM; 2/4 DIMM Slots 10 x Intel® Core™ i7 x64 Processor (2.80 GHz, 8 MB cache, 4 cores), 16GB 1333 MHZ DDR4 SDRAM; 2/4 DIMM Slots
Storage	1TB/500GB HDD / 256GB/512 GB SSD
Graphics	Intel® HD Graphics with dynamic frequency
Network	10/100/1000 MB integrated network Interface Wireless a/b/g/n
Ports	4 x 3.0 USB 1 x HDMI / e-SATA / VGA video / Comms 1 x line in/out / microphone/headphone jack
Display	12.1-inch diagonal LED-backlit WXGA UWVA with Digitizer & Touch
OS	OEM software is required and hardware should support 32 and 64 bit operating system, windows 10 and above
Camera	3.0 Mega Pixel camera with microphone
Security	Finger Print Reader Password Lock/unlock
Service &	On-Site 3 years
Laptop Bag	Carry Bag

21.0 WIRELESS MONO A4 LASER JET MULTIFUNCTION PRINTERS

The base specifications are as follows:

Base Specification	
Printer	Multifunction Print/Copy/Scan
Monochrome Output	30ppm
Memory	128MB
Print Quality	1200x1200 dpi
Speed	266 MHz (First page out as fast as 5.0 sec)
Base T Ethernet Card	10/100/1000MB Wireless a/b/g/n
Ports	USB, parallel & serial port as per standard
App. Compatibility	Citrix / XenApp Compatible
Max. Paper Size Input	A4 / 80-100GSM
Energy Saver	YES
OS Supported	Win XP, Win Vista, Win 7, Win 8
Service & Warranty	On-Site 4 year, Parts and Labour

22.0 PSV BADGE COLOUR LASER JET PRINTERS

The base specifications are as follows:

Base Specification	
Output	20ppm
Input Support	Must Support Post Card JIS
Memory	512MB
Print Quality	1200x1200 dpi
Base T Ethernet Card	10/100/1000MB
Ports	USB, parallel & serial port as per standard
App. Compatibility	Citrix Compatible
Max. Paper Size Input	A4 and A5 as well
Energy Saver	YES
OS Supported	Win XP, Win Vista, Win 7, Win 8
Service & Warranty	On-Site 4 year, Parts and Labour

23.0 DRIVER LICENSE CARD PRINTERS

The base specifications are as follows:

Base Specification	
Model	Magocard Rio Pro 360 or any other similar models
Print Mode	Colour dye sublimation and monochrome thermal retransfer
Print Capabilities	Duplex, 300dpi
Card Security	Holokote Watermark Security Key
Interfaces	Ethernet 10/100/1000MB & USB
Card Types	ISO PVC blank, magnetic stripe, self-adhesive, printable type proximity and smart cards, HoloPatch cards.
Card Printer Software	Include Software Cost (separately) for card printer
Card Capacity	Up to 100 card Feeder /Up to 70 Card Stack
Print Speed	Less than 30sec
Energy Saver	YES
OS Supported	Win XP, Win Vista, Win 7, Win 8
Service & Warranty	On-Site 3 years, Parts and Labour
Others	Printer must be compatible with the Authority's existing software for printing driver license cards Printer must come with all consumables and cleaning kit 1000 prints per ribbon

24.0 IP PHONES

The IP Phone base specifications are as follows:

Mitel Series
Dual network ports 10/100/1000MB
PoE
Caller Display
Two line display
Power adaptor (cost as optional)
Integrated with existing Mitel PBAX system
Phone warranty

25.0 PROJECTOR

The base specifications are as follows:

Base Specification	
Display Type	DLP or LCD
Brightness	2500/2000 ANSI Lumens (normal/eco mode)
Network Capability	100/1000MB and wireless RGB / Composite / S-Video
Inputs:	Ability to project via direct connection or via network computer
Lamp Life	3500/4500hrs (normal/eco mode)
Projection Distance	1-11m
Projection Mode	Front, Rear, Ceiling
Energy Saver	YES
Service & Warranty	On-Site 3 year Next Day On-Site Service Parts
Bracket	Included
Wireless Adaptor	Included a/b/g/n

26.0 A3 COLOR PHOTOCOPIER

The base specifications are as follows:

Base Specification
45-60 Pages per Minute
Paper size A6 to A3
Automatic two-sided
Automatic reduction and enlargement (25 to 400%)
Automatic tray selection
Automatic booklet creation
Mixed-size originals
Network connectivity
2 paper trays 500 sheets - A4 format
1 paper tray 500 sheets - A3 format
1 manual feed tray
System of copying data
USB/SD
Scanner
3 years parts and labor warranty

27.0 A4 DOCUMENT SCANNER

Base Specification	
ADF Capacity	120 sheets +
Operating Modes	Simplex, duplex, Colour, black & white
Optical resolution	Up to 600dpi
Rated Speed	Black & White: 30ppm / 60ipm, Colour: 20ppm/ 38ipm
Connectivity	High Speed USB
Document Feed	Automatic
Media Size	A3, support for A4 and A5 as well
Media Type	Print / Written Paper
App. Compatibility	Must be compatible with File Director Scanning Software
Existing Models	Cannon DR-5010C, DR-5020, DR-5080C, DR-5060F, DR7080C,
	DR-6050C, DR-770C, DR-9050C, DR-6080, DR-7580, DR-9080C
Warranty	3 years parts and labor
OS Supported	Win XP, Win Vista, Win 7

28.0 TABLETS

Base Specification	
Screen	7 - 10 Inch
Network	Wireless/ 3G/4G Sim Support
Ram (GB)	4GB
Processor (GHz)	Intel Pentium Gold Processor 4415Y
HDD (GB)	64/128 GB
Warranty	1 year parts and labor
Case	360 protective case

29.0 PoE (Power over Ethernet) Switch

Base Specification
PoE Switch
48 Port PoE
48 x 10/100/1000 Mbps PoE Ports
2 x 10 Gbe SFS + Stacking/Uplink-ports
Basic Layer 3 Switch
1 year parts and labor warranty

30.0 NAS (Network Attach Storage)

Base Specification
80 TB Storage Capacity
Redundant Gigabit Network Card
Redundant Power supply
Provision for Future Expansion
3 years parts and labor warranty

Note:

1. Solutions for better designs, specification can be proposed as well
2. Supply and Professional Services (installation, configuration and training) costs to be provided separately.

31.0 DELIVERY & INSTALLATION, TESTING, COMMISSIONING & MAINTENANCE

The selected supplier shall deliver all required hardware and software (within the specified timeline) to the LTA Head Office, located at Lot 1 Daniva Road, Valelevu, Nasinu for asset registration.

32.0 PAYMENT TERMS AND CONDITIONS

Payment Schedule will be as follows:

Task	Payment Percentage
Contract Signing	30%
After Successful Delivery	60%
Retention	10%
TOTAL PAYMENT	100%

33.0 CONFIDENTIALITY

Vendors must treat all documents and information provided by LTA including this RFT, as confidential. LTA will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

34.0 PUBLIC STATEMENT

No vendor shall make any public statement in relation to this RFT without prior written consent from LTA.

35.0 GENERAL CONDITIONS

The following general conditions apply:

- i. LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- ii. LTA may cancel this RFT or amend its contents at any time prior to the acceptance of a submission.
- iii. If no proposal is acceptable, then LTA may either re-issue the Terms of Reference or negotiate with one or more vendors for a satisfactory offer.
- iv. The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

36.0 PROPOSAL RESPONSE SECTION

Interested vendors shall submit submission responding to items below. Identify each response with the appropriate letter designation and respond to all items in the order given.

36.1 EVALUATION CRITERIA

a) BASIC SUBMISSION'S COMPULSORY REQUIREMENTS

- i. Company Profile
- ii. Business License & Registration
- iii. Tax Compliance Certificate
- iv. Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders
- v. Authorized Seller and Service letter

It is mandatory for the bidder to provide all the requirements listed under (i to iv) above in order for their bid to be considered for further assessment. Any bidder who does not meet the 100% requirement as per above list, their submission SHALL NOT BE CONSIDERED for further assessment.

b) ASSESSMENT CRITERIA

1. **Non Price Factor 70%**
 - i. Qualifications & Experience – 30%
 - ii. Specifications – 40%
2. **Price Factor 30%**

Evaluation Criteria

Basic Submissions Compulsory Requirement

i) Company Profile

1. Background / History of company including details of parent companies and subsidiaries;
2. List of products and services
3. Specify the years of experience

ii) Business License & Registration

1. Valid Business License (Certified Copy)
2. Valid Business Company Registration Certificate (Certified Copy)
3. Authorized Seller and Service letter

iii) Tax Compliance

1. Tax Identification Number Letter
2. Tax Compliance Certificate

iv) Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders



1. Non Price Factor 70%	Percentage (%)
<p style="text-align: center;">Qualifications & Experience – 30%</p> <p>Respond to these criteria:</p> <ul style="list-style-type: none"> ☐ Describe how the vendors experience will benefit LTA in terms of the successful service delivery of the required items – minimum 1 page. ☐ List of major clients of the company, which may have utilized the areas of expertise. Provide at least 3 references from clients you have previously provided service. Names and contact of suitable client contact persons for reference checks. 	<p style="text-align: right;">} 15</p> <p style="text-align: right;">} 15</p>
Total	30%
<p style="text-align: center;">Specifications - 40%</p> <p>Provide full requirement for each equipment as requested for the following:</p> <ul style="list-style-type: none"> i. Desktop Computers ii. Laptop Computers iii. Wireless Mono Multifunction LaserJet Printers iv. Driver’s License Card Printers v. PoE Switch vi. Mitel IP Phones vii. A4 Document Scanners viii. A3 Color Photocopier ix. Tablets x. Projector xi. NAS (Network Attach Storage) 	<p style="text-align: right;">} 20 %</p>
Warranty	10%
Parts and Labor	10%
Total	40%

2. Price Factor 30%	Percentage (%)
<p>Cost Proposal 20%</p> <p>All prices proposed should be separated by all the following:</p> <ul style="list-style-type: none"> ▣ All suppliers must agree that prices are vat inclusive including freight charges. ▣ Local & Overseas bidders are to provide quotes, which includes cost for design, development, supply / installation, implementation, user acceptance testing and training of software and hardware components. ▣ Other cost - that may not fall in the above categories, cost that need to be borne by LTA and is not factored in above categories, etc. <p>Special Price Offers & Discounts 10% Relieving equipment</p>	<p style="text-align: center;">} 20 %</p> <p style="text-align: center;">} 10%</p>
Total	30%