

**REQUEST FOR TENDER**

**FOR**

**SUPPLY OF MICROSOFT**

**VOLUME LICENSING**

**SOLUTION**

**TENDER NO: 25/2019**



**LAND TRANSPORT AUTHORITY**

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P.O. Box 6677, Valelevu, Nasinu, Fiji. Email: [infor@lta.com.fj](mailto:infor@lta.com.fj) Ph: 3392166

DATED: 15 & 22 December 2018

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## PART A: RULES GOVERNING THIS REQUEST FOR TENDER (RFT)

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### 1.0 PURPOSE OF TENDER

The purpose of this tender is to obtain customized Licensing Solution on all Microsoft® products been used by the Land Transport Authority (“LTA”). The Licensing Solution should provide all software subscription, updates and media kits to LTA as it becomes available.

### 2.0 NO CONTRACTUAL OBLIGATIONS

This RFT is expressly not a contract between 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

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

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 enquiries 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 LTA.

### 4.0 RIGHT TO VARY OR STOP TENDER PROCESS

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

### 5.0 PROCUREMENT TIMETABLE

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.

<b>Dates</b>	<b>Tasks</b>
15 & 22 December 2018	Tender advertisement
11/01/19 at 4pm	Tender closing date & time
25/01/19	Complete tender evaluation
01/02/19	Final approval
06/02/19	Notify successful & unsuccessful
15/02/19	Signing of Agreement / Order issued to Successful Tenderer
22/02/19	Receive License

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 ENQUIRIES BY TENDERER**

All enquiries by potential bidders for information must be addressed only to the nominated contact officer named on the tender advertisement.

Where, in the opinion of LTA, that there is a need to disseminate additional information to a particular bidder, the same information shall be provided to other bidders. Such information shall be given the same distribution as the original RFT.

#### **8.0 SUBMISSION CONTENT**

Should a potential bidder find any discrepancy, ambiguity, inconsistency, error or omission in this RFT document, they should notify LTA in writing as a soon as possible. In any such case this needs to be done before the closing date for the submission so that LTA 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.

For hard copies (manual submissions), the original hard copy must be marked "ORIGINAL" and the remaining two (2) copies must be marked "COPY 1" and "COPY 2". The original and the copies must include all supporting materials and be well-bound.

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

### **10.0 LODGEMENT OF SUBMISSIONS**

Submissions must be lodged by **4:00pm Fiji Time on 11<sup>th</sup> January 2019**.

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

Management Tender Committee  
RFT 25/2019 – Supply of Microsoft Volume Licensing Solutions  
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 SUBMISSIONS**

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 ACTIVITIES**

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.

## PART B – TENDER SPECIFICATIONS

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### 16.0 SCOPE OF WORKS

LTA is requesting for tenders from large and reputable Microsoft Licensing Vendors for the Supply of Microsoft Volume Licensing Solutions under any suitable Licensing Program available from Microsoft.

### 17.0 SUPPLY, TERMS AND CONDITIONS

The Tenderer should provide solution on both options. The cost breakdown should be provided for all the software.

#### Part A – Server

<b>Microsoft Volume Licenses</b>	<b>Quantity</b>
SQL Server Standard	15
SQL Server Standard Client Access License	250
Windows Server Enterprise	20
Windows Server Standard	20
Remote Desktop Client Access Licenses	250
Visual Studio with MSDN (Per Developer)	2
Microsoft Exchange	1
Microsoft SharePoint	1
Microsoft System Center Configuration Manager	1

#### Part B – Client Licensing

<b>Microsoft Volume Licenses</b>	<b>Quantity</b>
Windows OS Enterprise	250
Office Professional	250
Project Professional	10

## 18.0 PAYMENT TERMS AND CONDITIONS

Payment Schedule will be as follows:

Task	Payment Percentage
Contract Signing First Year	33.3%
Second Year	33.3%
Third Year	33.3%
TOTAL PAYMENT	100%

## 19.0 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.

## 20.0 PUBLIC STATEMENT

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

## 21.0 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.

## 22.0 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.



## 22.1 **EVALUATION CRITERIA**

### a) **BASIC SUBMISSION'S COMPULSORY REQUIREMENTS**

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

It is mandatory for the bidder to provide all the requirements listed under (i. to v.) 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**

#### **Basic Submission's Compulsory Requirements:**


- i) Company Profile**
  - Background / History of company including details of parent companies and subsidiaries
  - List of products and services
  - Specify the years of experience
  
- ii) Business License & Registration – certified copies of:**
  - Valid Business License
  - Valid Business Company Registration Certificate
  
- iii) Tax Compliance**
  - Tax Compliance Certificate
  
- iv) Authorized Letter of Service Center and Reseller**
  
- v) Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders**


**1. Non-Price Factor 70%**

- i. Qualification and Experience – 30%
- ii. Specifications – 40%

**2. Price Factor 30%**

- i. Cost Proposal – 20%
- ii. Special Offers and Discounts – 10%

Non Price Factor 70%	Percentage (%)
<p style="text-align: center;"><b>Qualifications &amp; Experience – 30%</b></p> <p>Respond to these criteria:</p> <ul style="list-style-type: none"> <li>▪ Describe how the vendor’s experience will benefit LTA in terms of the successful service delivery of the required items – minimum 1 page. <span style="float: right;">10</span></li> <li>▪ 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. <span style="float: right;">10</span></li> <li>▪ List of resources assigned to Project. <span style="float: right;">5</span></li> <li>▪ Work Program – to show timeline &amp; delivery. <span style="float: right;">5</span></li> </ul>	
<b>Total</b>	<b>30%</b>
<p style="text-align: center;"><b>Specifications - 40%</b></p> <ul style="list-style-type: none"> <li>▪ Microsoft Business Gold Partner</li> <li>▪ Microsoft Licensing Provider</li> <li>▪ Microsoft Solution Provider</li> </ul>	 <span style="float: right;">40%</span>
<b>Total</b>	<b>40%</b>

Price Factor 30%	Percentage (%)
<p><b>Cost Proposal 20%</b></p> <p>All prices proposed should be separated by all the following:</p> <ul style="list-style-type: none"> <li>▪ All suppliers must agree that prices are vat inclusive including freight charges.</li> <li>▪ Local &amp; 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.</li> <li>▪ 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.</li> <li>▪ Itemized the bill of materials, professional services and its cost.</li> </ul> <p><b>Special Price Offers &amp; Discounts 10%</b></p>	<div style="text-align: right;">  <p>20</p> <p>10</p> </div>
<b>Total</b>	<b>30%</b>

## 23.0 TENDER ADVERTISEMENT



### REQUEST FOR TENDER

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

#	TENDER NAME	TENDER NO.	CONTACT PERSON	CONTACT DETAILS
1	Supply of Microsoft Volume Licensing Solutions	25/2019	Ravineet Kumar	9272842 / <a href="mailto:Ravineet.Kumar@lta.com.fj">Ravineet.Kumar@lta.com.fj</a>

All submissions must meet the Terms & Conditions and the Specifications as outlined in the Terms of Reference document, which can be downloaded from LTA's Tenderlink site <http://www.tenderlink.com/ltafj/> or LTA website <http://www.lta.com.fj/>.

Manual submissions must include three (3) hard copies in sealed envelopes and clearly marked "Confidential" before placing in the tender box provided in Level 1 Building A, Valelevu, Nasinu, Fiji. The submission must be addressed to:

**Management Tender Committee**  
**RFT No: 25/2019 – Supply of Microsoft Volume Licensing Solutions**  
**P.O Box 6677**  
**Land Transport Authority**  
**Lot 1 Daniva Road, Valelevu**  
**Nasinu, Fiji**

Vendors may also upload their submissions electronically to <https://www.tenderlink.com/ltafj/>. This tender will close on **Friday 11<sup>th</sup> January 2019 at 4:00pm Fiji Time.**

It is the responsibility of the Vendors to ensure that their electronic submission is submitted before the closing timeline. Late or faxed submission proposals will not be accepted. LTA reserves the right to accept, decline or negotiate with one or all bidders.

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