

FIJIAN ELECTIONS OFFICE

Polling Day Worker Recruitment Project
Supply of Laptops

Request for Tender (RFT) (03/2017)

Closing Date: 4pm Friday 21 April, 2017

About Fijian Elections Office

Fijian Elections Office [**FEO**], is a statutory organisation established under the 2014 Electoral Act. The FEO's core business activity is delivery of fair and credible elections in Fiji.

Introduction

The FEO wishes to appoint a reputable company as their preferred provider to supply Laptops for the Polling Day Worker Recruitment Project therefore invites reputable and qualified vendors to submit proposals for tender to supply the Laptops.

Purpose

The FEO is releasing this request for tender to award a reputable company to supply the Laptops. These laptops will be used for Polling Day Worker Recruitment Project.

Objectives

An accepted proposal should provide the following:

- Ensure timely delivery of goods and services
- Promotes innovation and continuous improvement
- Achieve value for money in expenditure of public funds

Tender Coordinator

Upon release of this Request for Tender, all Bidder communications concerning this tender must be directed to the tender Coordinator listed below.

Riaz Hanif
Manager Procurement
Fijian Elections Office
59 -63 High Street, Toorak,
Suva
Email: tenders@feo.org.fj

Please use the **RFT Reference Number and Title in all communications with the RFT Coordinator.**

Unauthorized communication regarding this request with the FEO employees or representative may result in disqualification.

Any oral communications will be considered unofficial and non-bidding on Fijian Elections Office. Bidders should rely only on written statements issued by the RFT Coordinator.

Ensuring the Success of the Long-Term Partnering Relationship

Executive and management level commitments between tenderer and the FEO need to be in place to provide the framework for a long-term partnership. Partnering principles will be clearly articulated in the contract documents and tenderer's alignment with the principles will be an important part of the evaluation process. The partnering principles include:

- Direct executive oversight and involvement;
- Competitive pricing and predictability of on-going costs and expenses;
- Committing empowered executives to support the partnership;
- Ensuring proper alignment of accountability and responsibility for the relationship;
- Committing quality resources to support the partnership; and
- Protecting the FEO's long term investment in the solution.

Vendor Instructions

Proposal Responses: The FEO must receive responses to this RFT no later than the date specified in the advertisement. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFT. Each Tender Submission should accompany a refundable deposit of FID \$500.00 in Bank Cheque payable to the Fijian Elections Office. For all unsuccessful Tenders, deposit will be refunded to the bidders.

Vendors must submit one (1) original with signatures to the following address:

“RFT – Tender 03/2017 – Supply of Laptops “

The Tender Board,
Fijian Elections Office.

Submissions can be emailed to tenders@feo.org.fj , or mailed to PO Box 2528 Government Building Suva, Fiji Islands, or placed in the Tender Box located at the reception of the Fijian Elections Office, at 59-63 High Street, Toorak.

Once the RFT is closed bidders may be required to provide further information related to the specifications. All communications and information to be provided electronically.

RFT Amendments – The FEO reserves the right to request clarification on any proposal or to ask bidders to supply any additional material deemed necessary to assist in the evaluation of the proposal. The FEO also reserves the right to change the RFT schedule or issue amendments to the RFT at any time and also reserves the right to cancel or reissue the RFT.

Rejection of Proposals – The FEO reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interests of the FEO.

Proposal Validity Period - Submission of a proposal will signify the vendor's agreement that its proposal and the contents thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the FEO and the successful vendor.

Disclaimer – The FEO reserves the right to consult with external experts on any submissions and accompanying documentation.

Non-Obligation – Receipt of submissions in response to this RFT does not obligate the FEO in any way. The right to accept or reject any submission shall be exercised solely by the FEO. The FEO shall retain the right to abandon the EOI process at any time prior to the actual execution of a contract with a successful bidder, and the FEO shall bear no financial or other responsibility in the event of such abandonment

Requirements from the Bidders

Bidders are to take note and provide the following with their submissions:

- Provide copy of company registration;
 - Provide company Tax Identification Letter;
 - Copy of Tax Exemption Certificate (if any);
 - Reference from current customers;
 - Delivery Time;
 - Quantity : **150 Laptops** (With Bag Packs / Carry Bags)
 - The Laptops will need to match the following specifications:
 - Intel Core i3-5005U (Intel Core, 2GHz, 3M Cache) or higher;
 - 4GB 1600MHz DDR3L RAM or higher;
 - 500GB 2.5inch Serial ATA (7200RPM) HDD or higher ;
 - 15.6" Display (Non-Touch);
 - Primary 4/6 Cell Battery;
 - Wireless 802.11 ac/a/b/g/n;
 - 3 Years Warranty;
 - At least 1 Year Primary Battery Warranty
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