



JAMAICA PUBLIC SERVICE CO. LTD.

Request for Proposal

For the supply of

Laptop and Desktop Computers

RFP #895164

Issued by: The Purchasing Department

Project Name: Laptops & Desktop Modernization

October 2021

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1.0 Introduction

The purpose of this Request for Proposal (RFP) is to invite manufacturers or authorized manufacturer's representatives to supply the company's requirements to submit a proposal to supply **the following:**

1. **Twenty (20) desktops and accessories as per specifications attached,**
2. **Thirty (30) additional monitors as per the specifications attached**
3. **One Hundred and sixty-four (164) laptops and accessories as per the specifications attached.**

JPS shall retain the RFP, and all related terms and conditions, exhibits, and other attachments, in original form in an archival copy.

1.1 Background

JPS is an integrated electric utility company, and the sole distributor of electricity in Jamaica. The Company is engaged in the generation, transmission and distribution of electricity, and also purchases power from a number of independent power producers (IPPs).

Marubeni Corporation of Japan and East West Power Company (EWP) of Korea, are majority shareholders, with joint ownership of eighty percent of the shares in JPS. The Government of Jamaica and a small group of minority shareholders own the remaining shares.

JPS serves about 585,000 residential, commercial and industrial customers, through a workforce of approximately 1,500 employees and a network of offices throughout the island. The Company owns and operates 4 power stations, 8 hydroelectric plants, one wind park, 43 substations, and approximately 14,000 kilometers of distribution and transmission lines. The total installed generating capacity is 789 MW. The Company owns 80% or 621.0 MW of this capacity. The remaining 168MW is owned by IPPs. The company also manages and operates the transmission and distribution system.

Along with the provision of electricity, the JPS is a key partner in national development. The Company has a vibrant corporate social responsibility portfolio and makes significant contributions in the areas of education, sports, and community development. The Company also has a strong environmental focus and carries out its operations in an environmentally friendly manner.

JPS has the following status with Jamaica Customs – **Authorized Economic Operator (AEO)**. It is an internationally recognized quality mark which indicates that the JPS supply chain is secure, and that the JPS customs' procedures and policies are compliant. With this designation, JPS Warehouse and Procurement Teams are subject to audit and

monitoring by Jamaica Customs.

The Office of Utilities Regulation (OUR) has regulatory authority over JPS' operations.

Geography of Jamaica

Jamaica lies 145 kilometers south of Cuba and 160 kilometers west of Haiti. Its capital city, Kingston, is about 920 kilometers southeast of Miami. At its greatest extent, Jamaica is 235 kilometers long, and it varies between 35 and 82 kilometers wide, with an area of 10,911 squarekilometers.

2.0 General Instructions to Bidders

The Bidder is expected to examine all instructions, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

2.1 Points of Contact (PoC)

All communications and questions with JPS regarding this RFP must be directed, in writing, to the following Point of Contact (POC):

Attention: Jennifer Foster
Ann-Marie Woodham, Actg. Purchasing Manager
Address: Jamaica Public Service Company Limited
113 Washington Boulevard, Kingston 20
E-mail: jfoster@jpsco.com
aaiken@jpsco.com

2.2 Communication Regarding the RFP

Unauthorized communications concerning this RFP with other Company employees, executives or Vendors may result in immediate disqualification.

All communication with and questions should be submitted in writing, electronically to the POC. In order to ensure consistency in the information provided to Bidders, responses to questions received will be communicated to all participants, without revealing the source of the inquiries.

2.3 Period of Validity of Bids

Bids shall remain valid for *ninety (90) days* after submission. A bid valid for a shorter period may be rejected by the Company as non-responsive. In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing.

2.4 RFP Amendment and Cancellation

At any-time prior to the deadline for the submission of bids, the Company may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by amendment.

The amendment will be done in writing to all prospective Bidders who have received the Bidding Documents, and will be binding on them.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of Bids.

JPS reserves the unilateral right to cancel or reissue the RFP at its sole discretion. Bidders will respond to the final written RFP and any exhibits, attachments and amendments.

2.5 Bid Withdrawal

A Bidder may withdraw a submitted bid at any time up to the deadline for submitting bids. To withdraw a bid, the Bidder must submit a written request electronically, or via fax, signed by an authorized representative, to JPS before the deadline for submitting bids. After withdrawing a previously submitted bid, the Bidder may submit another bid at any time up to the deadline for submitting bids.

2.6 Confidentiality of Data

The Bidder should recognize that JPS operates in a sensitive business environment and, for that reason the Bidder must treat the materials and data provided by JPS as confidential. The successful Bidder will be required to agree to and execute the Confidentiality agreement.

3.0 Preparation of Bids

3.1 Proposal Format

A. Financial proposal and Business Profile

- 1) Bidders are required to submit their audited financial statements for the past 2 years with their Proposal in order to enable JPS to establish financial stability.

B. Technical Information

- 1) Appendix 1 – Technical Requirements:
- 2) Appendix 2 – General Information

3.1.1 Your proposal should include, but not limited to:

- 1) Detailed description of the product and its features.
- 2) Warranty Terms:

A minimum warranty period of THREE (3) YEARS after receipt of shipment is required.

The purchaser shall promptly notify the vendor of any claims arising under this warranty. Upon receipt of such notice, the vendor shall, replace the defective goods, without cost to the purchaser and under the terms and conditions as if the replacement goods were being delivered to the company for the first time.

The Purchaser shall promptly notify the Bidder in writing of any claims arising under this warranty. Upon receipt of such notice, the Bidder shall, depending on which of the methods can be achieved more expeditiously with reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser and under the terms and conditions as if the replacement Goods or parts were being delivered to the Company for the first time.

If the Bidder, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Bidder's risk and expense without prejudice to any other rights which the Purchaser may have against the Bidder.

- 3) Value Added accessories for Laptops:

Each device should be supplied with its own carrying case and docking station. Bidders are encouraged to propose additional accessories, in their offer. If it is the Bidder's opinion that these accessories will provide JPSCo with a total product that is equal to or greater than the specification outlined in the document.

- 4) Delivery time frame.
Time is of the essence, therefore; please quote your best delivery time
- 5) Terms of Payment:
JPSCo's standard terms of payment: Invoice net 60.
- 6) Prices should be quoted in accordance to Incoterms 2010 FCA Miami for overseas suppliers and delivered to Jamaica Public Service Co. Ltd 6 Knutsford Boulevard Kingston 5 for local suppliers
- 7) After service facility
Please state the
 - a) Nature and extent of any after service provided by your company.
 - b) Business Partner
 - c) Authorized Service Provider

3.2 **Bid Currency:**

Prices quoted by the bidder and further negotiated and agreed between the bidder and JPS shall be fixed during the bidder's performance of the contract and not subject to variations on any account.

Foreign Supplier:

- Prices should be quoted in USD.

Local Supplier:

- Prices should be quoted in JMD

4.0 **Submission of Bids and Selection Criteria**

4.1 **Proposal Response**

Bid Response

All responses must be in English Language. Your bid response must be presented in two (2) separate packages, namely Financial/Costing and Technical/Operational Specifications. All responses are to be submitted in electronic format (*see Section 4.3*). The deadline for submission of bids is **4:00 p.m. on October 22, 2021**.

RFP CALENDAR		
ACTIVITY	DUE DATE	RESPONSIBILITY
RFP date	October 11, 2021	JPS
Bidder submits questions on RFP	October 11, 2021	Bidder
Final date to respond to all queries	October 14, 2021	JPS
Bidder confirms intention to bid*	October 18, 2021	Bidder
Confirmed Bidder given Shared file access to upload bid	October 18, 2021	Bidder
Completion of RFP and deadline for submission of bids to JPS	04:00pm October 22, 2021	Bidder
Closed Bid Opening	October 26, 2021	JPS

4.2 Late Bids

Any bid received by the Company after the deadline for submission of bids prescribed by the Company, pursuant to **Section 4.1**, will be rejected and/or returned unopened to the Bidder.

4.3 Sealing and Marking Bids

- 1) Responses to the RFP should be uploaded electronically to a link which will be made available at least 5 days before the bid closes. Files must be accurately labelled/named. Financial Information must be placed in a separate folder from your Technical Proposal.

RFQ# Supply of Laptops and Desktops (Bidder Name)

DEADLINE FOR RECEIPT OF QUOTES: October 22, 2021

4.4 Proposal Rejection

Any bid received after the deadline for submission of bids prescribed by the Company, pursuant to Section 4.1, will be rejected and/or returned unopened. Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected.

Bidders must comply with all of the terms of this RFP. JPS may reject any proposal as being non-responsive that does not comply with the terms, conditions and characteristics of this RFP or the key criteria for selection.

4.5 Right of Rejection

JPS reserves the right to reject any and all quotation(s) at its sole and absolute discretion. Submission of a quotation constitutes acknowledgement that the Bidder has read and agrees to be bound by such terms and conditions as outlined in the Bid document.

JPS assumes no responsibility for delays caused by any internet service interruptions.

5.0 SELECTION PROCESS AND EVALUATION CRITERIA

A selection committee consisting of JPS staff members will evaluate all responses. Based on the preliminary evaluation of the responses, we reserve the right to short list respondents.

Selection will be based on the Vendor's responsiveness to the RFP and total price quoted.

5.1 Determination of Responsive Bids

The company will examine the bids to ensure conformance to all the instructions listed in the Instructions to Bidders.

Omission of any of the requisite documentation may result in the bid being declared non-responsive and therefore rejected.

Evaluation Criteria

TECHNICAL CRITERIA	Result
Technical Proposal	Pass or Fail

COMMERCIAL CRITERIA	Score (%)
Cost of Computers	90
Payment Terms	10

5.2 JPS Bid Evaluation Discretion

JPS at its discretion may:

- Select a bid other than the lowest priced if JPS determines, at its sole and absolute discretion, that JPS' interests will best be served by doing so;
- Withhold any information used in conducting the evaluation;
- Reject any or all bids and enter into negotiations with other third party non-bidders, or any Bidder or Bidders that JPS may choose;
- Seek clarification from any Bidder regarding bid information and may do so without notification to any other Bidder;
- Continue the review procedure until a Bidder is selected successfully or until JPS chooses to reject all bids;
- Accept any bid or alternate as submitted without negotiations;
- Require revisions to, corrections of, or other changes to any bid submitted as a condition to its being given any further consideration;

- Select for negotiations only the overall best bids or alternate submitted, as determined by JPS;
- Truncate negotiations with a Bidder if JPS determines that progress towards a contract is not proceeding in a reasonable manner or at a reasonable pace;
- Open negotiations with additional Bidders or non-bidders.

5.3 Bid Discrepancies

Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between words and figures, the amount in words shall prevail.

If the contractor does not accept the correction of errors, its bid shall be rejected.

The Company may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

5.4 Right to Negotiate

Upon evaluation of the submitted bids, JPS reserves the right to enter into negotiations with one or more Bidders (not necessarily the Bidder with the lowest deliverable price submission) that appear to have submitted a bid that meets the needs and requirements of JPS. Negotiations could include, but are not limited to, price and the terms and conditions of this RFP. However, issues may arise that JPS may not negotiate due to policies or strategies, and an impasse could arise. If, for any reason, a Bidder and JPS cannot arrive at a mutual agreement that would result in the issuance of a contract, JPS reserves the right to terminate negotiations, to reject the bid, and to continue negotiations with other responsive Bidders that may lead to the issuance and award of a contract.

5.5 Written Clarification

JPS reserves the right, at its sole discretion, to request clarifications of bids or to conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussions will be to ensure full understanding of the bid proposal. Discussions will be limited to specific sections of the bid identified by JPS and, if held, will be after initial evaluation of the bids. If clarifications are made as a result of such discussion, the Bidder will submit such clarifications electronically. Refusal to respond to JPS' request for

clarifications may be considered non-responsive and be used as grounds for rejection of the bid.

5.6 Contract Award

The award will be based on the proposal that is most responsive to the requirement of JPS and that which will offer the greatest value for JPS.

Issuance of this Bid does not constitute a commitment by JPS to award any contract or to perform the research services as per the Offer made in response to this RFP.

JPS reserves the right to invite any or all Bidders to make an in-person presentation.

The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

6.0 GENERAL CONDITIONS OF CONTRACT

6.1 Proprietary Content

JPS understands that certain elements of the Bidder's proposal may contain information, including pricing, that is competitively sensitive. JPS acknowledges that all information furnished in the proposals will be for the exclusive use of JPS, in evaluating and selecting a Contractor for the supply of goods and services all parties will respect the sensitive nature of that information in accordance with sound commercial practices.

6.2 Prices

Prices listed by the Bidder of the service to be provided under the Contract shall not, with the exception of any price adjustments authorized, negotiated and agreed on by Contractor and JPS, vary from the prices quoted by the Contractor in its bid.

6.3 Contract Amendments

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the duly authorized agents of both parties.

6.4 Subcontract

The Contractor shall notify JPS in writing of all subcontracts awarded under the Contract if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the contractor from any liability or obligation under the Contract with the JPS.

If the bidder submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations or persons being contracted.

6.5 Delays in the Contractor's Performance

If at any time during the performance of the Contract, the Contractor or its subcontractor(s) should encounter conditions impeding timely performance of the services, the Contractor shall promptly notify the JPS in writing of the fact of the

delay, it's likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the JPS shall evaluate the situation and may at its discretion extend the Contractor's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract, or terminate the Contract in accordance with the provision of clause

6.6 Penalties

Failure to submit the Deliverables to the Company within the timelines specified will result in the Contractor being liable to the company payments of sums equivalent to ten percent (10%) of the value of compensation and or liquidated damages payable by the Company in respect of such Deliverable.

6.7 Termination

The JPS may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the Contract in whole or in part:

(a) If the Contractor fails to perform any other obligation(s) under the Contract.

(b) The JPS may by written notice sent to the Contractor, terminate the Contract, in whole or in part, at any time for its convenience by giving seven (7) working days' notice. The notice of termination shall specify that termination is for the JPS's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

6.8 Force Majeure

The Contractor shall not be liable for liquidated damages or termination for default, if and to the extent that, the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For the purposes of this clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the JPS either in its sovereign or contractual capacity, wars or revolutions, fires, floods, hurricanes, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Contractor shall promptly notify the JPS in writing of such condition and the cause thereof. Unless otherwise directed by the JPS in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Appendix 1

Technical requirements

Desktops

Standard Desktop	
Brand/Model	Dell Optiplex
Processor	Intel® Core™ i5-11** Processor (6 Cores, 9MB, 6T, 3.0GHz to 4.4GHz, 65W)
Operating System	Windows 10 Pro 64bit English, French, Spanish
Office Productivity Software	No Productivity Software
Video Card	Intel® Integrated Graphics
Energy Efficiency Options	ENERGY STAR qualified
Memory	8GB (1x8GB) 2666MHz DDR4 Memory
Primary Storage	3.5 inch 500GB 7200rpm Hard Disk Drive
Secondary Storage	No Additional Hard Drive
Ports	VGA, RJ-45, USB 3.1, USB 2.0, HDMI 1.4, Display Port 1.2, Line- out
Keyboard	Wired Keyboard English Black
Power Supply	AC Adaptor
Mouse	Wired Mouse Black
Monitors	24'' Monitor (or larger), resolution: 1920 x 1080 at 60Hz (or higher resolution), height adjustable stand, thin bezel or no bezel
Cables and Dongles	Power cord
Hardware Support Services	3 Year ProSupport with Next Business Day Onsite Service
Quantity	20

Additional Requirements: 30 Additional 24'' Monitors (or larger) with VGA/HDMI cables; (Resolution: 1920 x 1080 or higher), 60Hz refresh rate, height adjustable stands. Additional display port options are preferred.

Laptops

High End Laptop	
Brand/Model	Dell Precision
Processor	Intel® Core™ i11-**** (8 Core 2.30GHz, 4.80GHz Turbo, 16MB cache 45W)
Chassis Options	Intel® Core™ i11-**** Processor without USB Type C Thunderbolt Chassis
Operating System	Windows 10 Pro 64bit English, French, Spanish
Office Productivity Software	No Productivity Software
Video Card	Nvidia® Quadro® T2000 w/4GB GDDR5
Energy Efficiency Options	ENERGY STAR qualified
LCD	15.6" UltraSharp™ FHD IPS (1920x1080) Wide View Anti-Glare LED-backlit with Premium Panel Guarantee
Memory	32GB (2x16GB) 26666 MHz DDR4 Non-ECC
Primary Storage	M.2 512GB NVMe PCIe Class 40 Solid State Drive
Secondary Storage	No Additional Hard Drive
Wireless	Intel Dual Band Wireless AX200 2x2 + Bluetooth 5.0 vPro
Driver	Wireless 8260 Driver
Keyboard	Internal Single Pointing Backlit Keyboard, English
Primary Battery	6-cell (97Wh) Lithium Ion battery with ExpressCharge™
Extended Service	2 Years Extended Battery Service for Years 2 and 3 of System Life
Power Supply	AC Adaptor
PalmRest	Palmrest for English Keyboard
Mouse	Wireless Mouse
Monitors	None
Cables and Dongles	Adapter Hub- USB-C to RJ45, VGA, HDMI, Display, USB 3.1
Docking Stations and Port Replicators	Yes (with Thunderbolt and support for up to 3 additional displays at 60Hz)
Hardware Support Services	3 Year ProSupport with Next Business Day Onsite Service, 3 Years Accidental Damage Service
Carrying Cases	Professional Backpack - 15.6' – Black
Quantity	25

Standard Laptop	
Brand/Model	Dell Latitude
Processor	11th gen Intel® Core™ i5-11** Processor (4 Core, 8MB Cache, 2.5 GHz, 4.3GHz Turbo, 35W vPro)
Operating System	Windows 10 Pro 64bit English, French, Spanish
Office Productivity Software	No Productivity Software
Video Card	Intel(R) HD Graphics 630 1.0 GB
LCD	15.6inch UltraSharp FHD(1920x1080) Wide View Anti-Glare LED-backlit with Premium Panel Guarantee
Memory	8GB (1x8GB) 2666 MHz DDR4 Memory
Hard Drive	M.2 512GB PCIe NVMe Class 40 Solid State Drive
Wireless	Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0
Mobile Broadband	No Wireless WAN Card
Keyboard	Internal Dual Pointing Keyboard, English
Primary Battery	4 Cell 62W/HR Battery
Extended Service	2 Years Extended Battery Service for Years 2 and 3 of System Life
Power Supply	AC adaptor
Docking Stations and Port Replicators	Yes with charging capabilities (Thunderbolt)
Keyboards and Mice	Wired Laser Mouse
Mouse	USB 6-Button Laser Mouse
Cables and Dongles	Adapter Hub- USB-C to RJ45, VGA, HDMI, Display, USB 3.1
Hardware Support Services	3 Year ProSupport with Next Business Day Onsite Service
Carrying Cases	Professional Backpack - 15.6' – Black
Quantity	120

RUGGED LAPTOP	
Brand/Model	Dell
Processor	9th Gen Intel® Core™ i5-96** Processor (Quad Core, 6M Cache, 1.7GHz,15W, vPro)
Operating System	Windows 10 Professional English/French 64bit
Microsoft Application Software	None
Encryption Software	No DDPE Encryption Software
Operating System Recovery Options	Windows 10 English OS Recovery - DVD
Memory	8GB (1x8GB) MHz DDR4 Memory
Keyboard	Sealed Internal RGB Backlit English Keyboard
Video Card	Integrated Intel UHD 620 Graphics
Hard Drive	M.2 512GB PCIe NVMe Class 40 Solid State Drive
Wireless	Qualcomm® QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.2
Intel Rapid Technology and Smart Connect	No Intel Responsive
LCD	14" FHD WVA (1920 x 1080) Anti-Glare Non-Touch
Primary Battery	3 Cell 51Whr 3-Year Limited Hardware Warranty ExpressCharge Capable Primary Battery
Power Supply	90W Rugged AC Adapter, 7.4mm Elbow Barrel
Docking Station	Yes
Mouse	USB 6-Button Laser Mouse
Monitors	None
Hardware Support Services	3 Year ProSupport with Next Business Day Onsite Service
Carrying Cases	Professional Backpack - 15.6' – Black
Additional Requirements	Rugged laptop suitable for outdoor use
Quantity	9

Small Laptops	
Brand/Model	Dell Latitude
Processor	9th Generation Intel® Core i7-97** Processor (4 Core, 8MB Cache, 2.5 GHz, 4.3GHz Turbo, 35W vPro)
Operating System	Windows 10 Pro 64bit English, French, Spanish
Office Productivity Software	No Productivity Software
Video Card	Intel® UHD Graphics 630 with Thunderbolt™ 3 for Intel i5-9400H
LCD	14inch UltraSharp FHD(1920x1080) Wide View Anti-Glare LED-backlit with Premium Panel Guarantee
Memory	16GB (2x8GB) 2666 MHz DDR4 Memory
Hard Drive	M.2 512GB PCIe NVMe Class 40 Solid State Drive
Wireless	Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0
Mobile Broadband	No Wireless WAN Card
Keyboard	Internal Dual Pointing Keyboard, English
Primary Battery	4 Cell 68W/HR Battery
Extended Service	2 Years Extended Battery Service for Years 2 and 3 of System Life
Power Supply	4-cell (68Whr) Lithium Ion battery with ExpressCharge
Docking Stations and Port Replicators	Yes with charging capabilities (Thunderbolt)
Keyboards and Mice	Yes
Mouse	Wireless 6-Button Laser Mouse
Cables and Dongles	USB-C Mobile Adapter – RJ45, HDMI, VGA, Display Port & USB
Hardware Support Services	3 Year ProSupport with Next Business Day Onsite Service
Carrying Cases	Professional Backpack - 15.6' – Black
Quantity	10

Additional requirements: 30 Extra Professional 15.6 Backpacks. 10 Additional USB-C Mobile Adapter – RJ45, HDMI, VGA, Display Port & USB.

Appendix 2

REQUEST FOR PROPOSAL (RFP)

GENERAL INFORMATION

Name of Organization: _____

Address: _____

Key Contact: _____

Title: _____

Telephone Numbers: _____

Email Address: _____

END OF DOCUMENT