

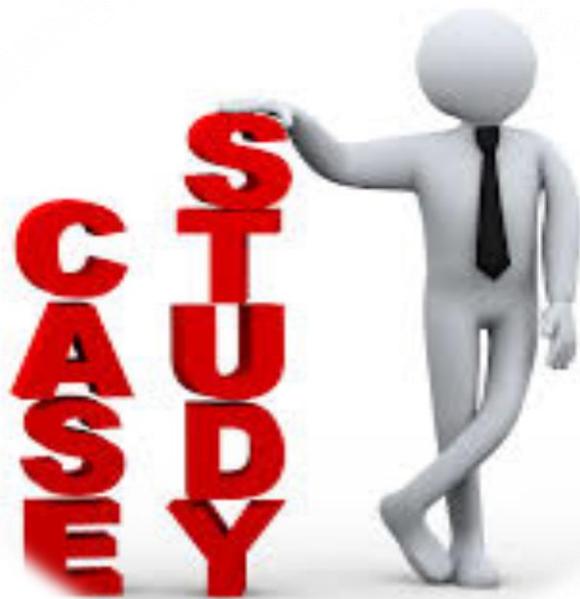
OPPR

THE OFFICE OF
PROCUREMENT REGULATION

ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY

АССОУНТАБИЛІТА | ІНТЕГРІТА | ТРАНСПАРЕНЦІА | ВАРТІСТЬ ЗА ГРОШІ

ПРОКУРЕМЕНТ РЕГУЛАЦІОН
THE OFFICE OF



Case Study North Session

Office of Procurement Regulation | Case Study | September 11-13 2019

Case

After conducting its procurement planning activities and publishing, information regarding all planned procurement activities for the following twelve (12) months to its website, the Office of Information Systems of Trinidad and Tobago (OISTT), which is a public procuring entity publishes as part of their planned procurement activities, the procurement of One Hundred and Thirteen (113) laptops and related IT Services to support the function of the 'Named' Procurement Officers in Public Bodies.

On 2nd August, 2019 OISTT published in three (3) daily newspapers a Request for Proposal for the Supply and Delivery of One Hundred and Thirteen (113) laptops and the provision of related IT Services for a one (1) year period. At the close of the bid submission period four (4) bidders submitted. The bidders are as follows:

1. Curious
2. Personal
3. Details
4. Workaholic

OISTT used a one envelope system. The Accounting Officer on the advice of the 'Named' Procurement Officer at OISTT selected the following four (4) persons to sit on the evaluation committee:

1. Mrs. Legal Studies (from the Legal Department);
2. Mr. Financial Quotes (from the Finance Department);
3. Mrs. Ican Procure (from the Procurement Department); and
4. Mr. User Friendly (as subject matter expert from the IT Department)

On Wednesday 4th September 2019, the company at a public opening '*read out*' the tender/bid prices of all the bidders. The bids were as follows:

Name of Bidder	Cost/Fee Proposal
Curious	\$875,105TT
Personal	\$2,508,579TT
Details	\$469,050US
Workaholic	\$3,127,602.61TT

On Thursday 5th September, 2019 the Evaluation Team began the evaluation process. On Friday 6th September, 2019 the procurement representative on the Evaluation Team issued a letter via e-mail to all bidders as follows:

“Your bids in response to our RFP are almost at the end of the evaluation process. OISTT is enquiring whether bidders are able to offer a discount on the cost of services quoted. Your company’s ability to offer a discounted quotation will not deter or change your chance to be selected for award.”

The scores of the Evaluation Team (prior to the request for discount) were as follows:

Criterion	Total %	Curious	Personal	Details	Workaholic
Cost	30	30	15.2	11.3	8.9
Technical Specifications	40	39	37	36	35
Delivery Capability & Technical Capability of the staff assigned	10	8	10	5	6
After Sales Service Plan	10	7	8	7	7
Warranty – minimum 3 years	10	5	9	6	8
Total	100	89	79.2	65.3	64.9

Based on the discounted prices offered by bidders, the scores were amended by the Evaluation Team as follows:

Criterion	Total %	Curious	Personal	Details	Workaholic
Cost	30	10	12	13	30
Technical Specifications	40	39	37	36	35
Delivery Capability & Technical Capability of the staff assigned	10	8	10	5	6
After Sales Service Plan	10	7	8	7	7
Warranty – minimum 3 years	10	5	9	6	8
Total	100	69	76	67	86

Based on the revised scoring utilising the discounted prices submitted, Workaholic was identified as the successful bidder and was recommended by the Evaluation Team for an award of the contract for the Supply and Delivery of One Hundred and Thirteen (113) laptops and the provision of related IT Services for a one (1) year period. Of note, Curious was the only bidder that did not offer a discounted bid price.

On the 9th of September, 2019 Curious wrote a letter to OISTT protesting the request for a discount sent via e-mail dated 6th September, 2019 from the procurement representative on the Evaluation Team.

As the 'Named' Procurement Officer for your organisation, the procurement proceedings file (which includes the Evaluation Report and the Request for Proposal) has come before you for review and recommendation for approval by the Accounting Officer through the Procurement and Disposal Advisory Committee. Further, the procurement representative on the Evaluation Team has also provided you with a copy of the letter from Curious dated 9th September, 2019.

Case Study Questions

1. Identify the relevant sections of the Act that relate to the case study.
2. Is a '**Single Envelope System**' appropriate for this type of procurement activity? Please give reasons for your answer.
3. Should the evaluation team request discounted prices from the bidders in this particular procurement process? Please give reasons for your answer.
4. Was the Evaluation Team, following best practice, in recommending an award to Workaholic at its discounted price? Please give reasons your answer.
5. Was the procurement process in keeping with the objects of the Public Procurement and Disposal of Public Property Act, 2015?
6. As the 'Named' Procurement Officer of OISTT, what would you have done differently if assigned to the said procurement activity?

Office of Information Systems of Trinidad and Tobago
Request for Proposals (RFP)
Proposal Reference #RFP 008-19

1.0 Background

The Office of Information Systems of Trinidad and Tobago (OISTT) is a body corporate established by the Government of Trinidad and Tobago. OISTT takes pride in being a customer oriented and service driven organisation responsible for the operation and administration of Public Bodies' Information Systems (IS). One of the principal sources of support has been the technology contribution, which is guaranteed to increase in importance and relevance in future years.

OISTT intends to proceed with the Supply and Delivery of One Hundred and Thirteen (113) laptops and the provision of related IT Services for a one (1) year period.

2.0 Objective

The following are objectives of this Request for Proposal:

- (a) Supply One Hundred and Thirteen (113) laptops based on the minimum technical specifications outlined in **Appendix A**, for use by 'Named' Procurement Officers;
- (b) To ensure efficient delivery of One Hundred and Thirteen (113) laptops to OISTT offices; and
- (c) To install Macrohard Software already purchased by OISTT on all One Hundred and Thirteen (113) laptops;

3.0 Scope of Services

The primary aim of the exercise is to equip the 'Named' Procurement Officers with the IT equipment required to execute their responsibilities under the Act.

The supplier will be required to provide software installation services. The services to be provided would include the following:

1. **Supply and Deliver One Hundred and Thirteen Laptops (113) to OISTT offices in keeping with the technical requirements**

2. **Install and configure Macrohard Suite on 113 laptops, wherein clients can connect to and use the Macrohard Suite.**

This includes, but is not limited to:

- Maintenance of the same email addresses as seen in current host
- Archiving of Email, Content and Document
- Backup and Recovery of Email, Content and Documents

3. **Configure and install additional security and privacy features provided with the Macrohard Suite.**

This includes, but is not limited to:

- a. Encryption
- b. Two-Factor Authentication
- c. Rights Management Services
- d. Anti-Spam and Anti-Malware
- e. Advance Threat Protection

4. Provide three (3) years warranty and one (1) year support after implementation.

4.0 Mandatory Certificate Requirements

The following certificates **MUST** be submitted with your proposal:

- Copy of VAT Registration Certificate if applicable);
- Valid Income Tax Clearance Certificate;
- Valid VAT Clearance Certificate; and
- Valid National Insurance Compliance Certificate.

Please note the following:

- Certificates must be in the name of the company/ firm submitting the proposal;
- These documents must be valid as at the deadline date for submissions; and
- Proponents are advised that should they not be eligible for any of the above certificates, a letter is required from the respective institution validating the non-eligibility status.

Proponents who fail to submit the above documents will not be considered for evaluation.

5.0 Mandatory Proposal Requirements

Proponents are advised that the following requirements are critical to this proposal and are therefore deemed mandatory.

1. Executive Summary - The Executive Summary should reflect the Proponent's understanding of the Services. Factors such as schedule and availability of full-time resources should also be considered. Proponents should provide a synopsis of the qualifications of the Proponent's key team for the performance of the Services, its relevant experience in providing services of a similar nature. **[The Executive Summary should be limited to 2 pages.];**
2. Technical specification of the proposed laptops illustrating compliance to the specifications provided at Appendix A;
3. Detailed methodology, metrics and applied techniques for the delivery of laptops and performance of the services. This should include the detailed schedule of activities and milestones;
4. Curricula Vitae/Resumes of the key professional staff on proposed project team. Each curriculum vitae should clearly identify the specific role and responsibility of the team member, the qualifications and number of years of experience that make the individual suitable for the assigned responsibility. Clearly indicate how the experience is relevant to the proposed services;
5. After sales service plan for a period of one (1) year;
6. Warranty provided (minimum of 3 years required); and
7. Completed bid form detailing total cost before VAT and the required number of contact hours per day.

6.0 Evaluation Process

Proposals will be opened and reviewed to ensure that they meet the scope and requirements listed above. Only proposals that meet the minimum requirements will be

evaluated based on the criteria listed below. The weighted scores will then be summed up and the supplier gaining the highest score will be selected for award.

7.0 Evaluation Criteria

Evaluation will be based on, but not limited to, the following criteria:

Criterion	Weight
Cost	30%
Technical Specifications	40%
Delivery Capability & Technical Capability of the staff assigned	10%
After Sales Service Plan	10%
Warranty – minimum 3 years	10%
Total	100%

8.0 Terms and Conditions

- a. The OISTT shall not be liable for any costs incurred by any Proponent in the preparation and submission of a proposal in response to this Request for Proposals (RFP). The preparation and submission of a proposal are made without obligation by the OISTT to acquire any of the items included therein. Specific terms may be reserved for future negotiation but must be clearly identified and reasons given for the reservation.
- b. Proposals must be submitted on or before September 4th 2019 by 2:00 p.m. (the Closing Deadline). Proposals delivered after this closing deadline will be rejected and returned unopened to the Proponent.

- c. Proponents must prepare and submit one (1) original, two (2) printed copies and one (1) digital copy on CD-Rom of their proposal which should be marked "Original" and "Copy," as appropriate. If there are any discrepancies between the Original and copies of the proposal, the Original shall take precedence.

The Original and two copies of the proposal, shall be placed in sealed envelopes, clearly marked with the Proponent's name as well as "Proposal for the Supply and Delivery of One Hundred and Thirteen (113) laptops and the provision of related IT Services for a one (1) year period" and addressed as follows:

**Corporate Secretary (Ag.)
Office of Information System of Trinidad and Tobago
14-19 Sweet Street, Port of Spain**

The envelopes must be hand delivered by the proponent and deposited in the appropriately marked tender box, located in the lobby of OISTT's office at the above address.

The proposal is to be submitted in accordance with the manner set out herein. No responsibility will be attached to the OISTT for premature opening or failure to open a proposal not properly addressed or identified.

- d. Proposal prices must be quoted in Trinidad and Tobago Currency and will only be paid in Trinidad and Tobago Currency. Prices must be valid for at least one hundred and twenty (120) days from the Closing Deadline. **All bids quoted in foreign currency will be rejected.**
- e. Proposals should be concise providing a description of the proponent's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity

of content. Proposals that fail to address each of the requirements set out in the invitation to proposal and its appendices may be deemed non-responsive and will not be further considered.

- f. The OISTT reserves the right, in its discretion, to cancel this RFP in whole or in part, or amend same at any point prior to the Closing Deadline. The OISTT may amend this RFP prior to the Closing Deadline by posting, mailing, emailing or faxing an addendum to the invited proponents.
- g. The OISTT reserves the right to reject any or all proposals or to award the contract for the performance of the required services to one (1) or more proponent.
- h. The OISTT reserves the right to negotiate with the highest scorer arising from the evaluation process. Should these negotiations not achieve a favourable outcome, it can, in its sole discretion, negotiate with the second highest scorer.
- i. Subject to the OISTT's right to reject any or all proposals and subject to (h) above the proponent (s) receiving the Highest Score will be preferred for the award of the contract for the project. The Highest Scorer(s) will be determined using the Evaluation Criteria and weighting specified at Section 7. OISTT asserts that the lowest commercial proposal received shall not necessarily be accepted.
- j. Any communication of acceptance by the OISTT to a successful proponent shall be subject to contract. The successful proponent(s) shall be required to execute a formal contract with the OISTT prior to the commencement of the proposed works. Terms and conditions of any proposed contract will include but not be limited to, the requirements for professional/business liability insurances, confidentiality,

limitations on assignment/subcontracting and termination. This form of Agreement shall not be waived or modified unless with the OISTT's agreement.

- k. It is the proponent's responsibility to ensure their full understanding of the RFP. Failure to obtain any clarification the proponent deems necessary in conformity with the procedures outlined hereinafter, will nullify its right to any claims stemming from their lack of understanding. If a proponent has any questions about the contents of this RFP, or about any matters relating to it (**including any clarification, errors or omissions in this RFP**), the questions must be directed in writing, and not orally, to the person set out below. The OISTT will respond to all questions in writing. OISTT will provide a copy of all questions received and the responses to each prospective proponent.

- l. Questions received less than seven (7) days prior to the Closing Deadline for submission of proposals may not be answered. Only those answers contained in formal written Addenda will be binding. Oral answers and other interpretations or clarification will be without legal effect. The OISTT will endeavour to submit responses to questions in a timely manner but will not be responsible in any event, for any late delivery or non-delivery of any Addenda.

Corporate Secretary (Ag.)
Office of Information System of Trinidad and Tobago
14-19 Sweet Street Port of Spain
Phone: 625-1111-8, Ext 1000/1001
Email: corporatesecretary@OISTT.net

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