



THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDECOTT)

REQUEST FOR PROPOSALS PROCUREMENT OF FORTY (40) LAPTOPS & TEN (10) DESKTOP COMPUTERS WITH ACCESSORIES

The Urban Development Corporation of Trinidad and Tobago Limited (UDECOTT) invites suitably qualified and experienced entities to submit proposals for the **Procurement of Forty (40) Laptops & Ten (10) Desktop Computers with Accessories**.

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 43211508 – Personal Computer.

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To access the Tender, Proponents must register on the E-Tender System via <https://udecott.etenderworld.tt/login.php>.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or etenderhelpdesk@udecott.com, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

The successful contractor shall be chosen using competitive selection process as set out in the Request for Proposals (RFP). Proponents are informed that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INFORMATION SESSION

An Online Information Session will be held via Microsoft Teams on Tuesday October 24, 2023 at 10:00 a.m.

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

The deadline date for submissions is **November 16, 2023 (AST)**.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDECOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

PROCUREMENT OF FORTY (40) LAPTOPS & TEN (10) DESKTOP COMPUTERS WITH ACCESSORIES

What is the purpose of this Request for Proposal?

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Contractor to undertake the Project.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

When will the RFP be available?

The RFP will be available via UDeCOTT's E-Tender Platform, from October 18, 2023.

What is the Location of the site?

The Project Site is the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port-of-Spain.

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is **not** mandatory. It does however, provide a greater understanding of the requirements of the RFP.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to provide the Works, Proponents must be able to demonstrate the following:

- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely:
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are Proponents required to submit a Bid Bond with their Proposals?

No, a Bid Bond is not required for this RFP.

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>.

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Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Proposals.

SPECIFICATIONS FOR 40 BUSINESS LAPTOPS

Processor	Intel Core i5 or AMD Ryzen 5 Processor – 3.0GHz (MINIMUM)
Operating System	Windows 11 Pro 64-bit English
Memory	16 GB, 1X16 GB 3200MHz DDR4 Non-ECC (MINIMUM)
Hard Drive	256GB PCIe NVMe Solid State Drive (MINIMUM)
Display	15.6" Full HD (1920 x 1080) Anti-Glare, Non-Touch (MINIMUM)
Graphics Card	Intel UHD Graphics (MINIMUM)
Webcam	Full HD Webcam (MINIMUM)
Mic	Integrated Dual Array Microphone
Wired LAN	Gigabit (10/100/1000) Ethernet Integrated RJ45 Port
Wireless LAN	Intel Wi-Fi 6 802.11ax Dual Band (2x2) + Bluetooth 5.2
Keyboard	Single Pointing, US English Keyboard, Backlit with Numeric Keypad
Sound	Universal Audio Jack with Built-in Stereo Speakers
Ports	3 x USB 1 x HDMI 1 x Headphone / Mic Combo 1 x Ethernet RJ-45 1 x Kensington Lock Slot
Warranty & Support	5 Years Onsite-Support Service

ACCESSORIES FOR BUSINESS LAPTOPS

50 Brief Cases	Executive Brief Cases to fit Business Laptops
40 Laptop Locks	Security Lock compatible with Business Laptops
10 Additional Power Adapters	Power Adapter

SPECIFICATIONS FOR 10 ALL-IN-ONE BUSINESS DESKTOP COMPUTERS

Processor	Intel Core i5 or AMD Ryzen 5 Processor – 3.0GHz (MINIMUM)
Operating System	Windows 11 Pro 64-bit English
Memory	16 GB, 1X16 GB 3200MHz DDR4 Non-ECC (MINIMUM)
Hard Drive	256GB PCIe NVMe Solid State Drive (MINIMUM)
Video Card	Intel UHD Graphics (MINIMUM)
Webcam	Full HD Webcam (MINIMUM)
Mic	Integrated Dual Array Microphone
Wired LAN	Gigabit (10/100/1000) Ethernet RJ45 Port
Wireless LAN	Intel Wi-Fi 6 802.11ax Dual Band (2x2) + Bluetooth 5.2
Keyboard & Mouse	English Wireless Keyboard and Mouse
Sound	Universal Audio Jack with Built-in Stereo Speakers
Form Factor	23.8" FHD (1920x1080), IPS, Touch, Anti-Glare, Camera, Speakers (front), Height Adjustable Stand
LCD	23.8" AIO Touch Panel
Hardware Support Services	5 Years Onsite-Support Service