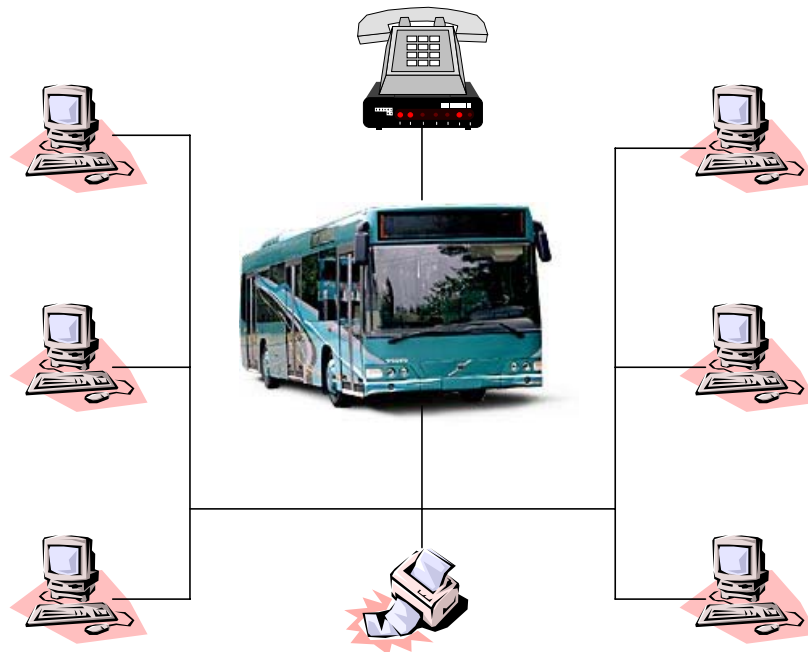




## **National Computer Board**

# Request for Proposal (RFP) for the Supply of an IT Coach, Related Furniture and Fittings

**RFP 10/0405**



**October 2004**

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## SECTION I

### INVITATION TO BID

1. The National Computer Board invites bids from interested companies for the supply of an IT Coach, related furniture and fittings, as detailed in the tender document, RFP 10/0405.
2. The tender document can be collected from the National Computer Board office, 7<sup>th</sup> Floor, Stratton Court, La Poudriere Street, Port Louis or can also be downloaded from the NCB website: [www.ncb.mu](http://www.ncb.mu)
3. Bidders are requested to submit their bids in two **separate** sealed envelopes clearly marked "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively on the top left-hand corner. The following reference must be quoted on both envelopes, "Ref: RFP 10/0405". Quotations must be addressed to the Executive Director and submitted in the tender box located at the National Computer Board, 7<sup>th</sup> Floor, Stratton Court, Poudriere Street, Port Louis.
4. **Bidders should submit their proposals at latest by Friday 19<sup>th</sup> November 2004 by 15:00 hrs.**
5. Proposals should be valid for a period of 120 days beyond the closing date of the tender.
6. All proposals must be accompanied by an original bid security of Mauritian Rupees 150,000. **The bid security must be submitted with your technical proposal and be valid for a period of 150 days beyond the closing date of the tender.**
7. The National Computer Board reserves the right to (a) accept or reject any bid, (b) not order all items (c) split the tender, (d) annul the RFP process and reject all bids, at any point of time, prior to the award of contract, without thereby incurring (i) any liability to any bidder (ii) any obligation to inform the bidder, about the grounds of such action.

National Computer Board  
7<sup>th</sup> Floor, Stratton Court  
La Poudriere Street  
Port Louis

15 October 2004

## SECTION II

### INSTRUCTIONS TO BIDDERS

#### 1. Purpose of Request for proposal

The purpose of the RFP is to invite bids from interested companies for the supply of an IT Coach, related furniture and fittings. This RFP sets out the

- Background of the NCB and the IT Coach Project
- Scope of works solicited, specifications of the IT Coach, related furniture and fittings
- Tendering and bid selection process
- Formats for providing the requested information

and invites potential bidders to submit their bids to address these requirements.

**The financial sheet, client reference sheet, company profile form and technical specifications sheet should be filled in and signed by the bidder. Failure to sign any of the sheets will result in the rejection of the bid.** All the plans, technical details and any special features of the bidder's proposal should be submitted as a separate document.

This document provides the minimum specifications that meet our needs.

#### 2. Structure of RFP

2.1 The remainder of the RFP document has been structured as follows:

- a) Section III provides the general terms and conditions of the RFP;
- b) Section IV provides a description of the IT Coach Project;
- c) Section V contains the scope of works and specifications of the IT Coach;
- d) Section VII contains the following annexes

- Format for Cover Letter
- Financial Summary Sheet
- Reference Sheet
- Technical Specifications sheet for the Coach, furniture and fittings
- Performance Security Form
- Company profile form

2.2 The bidder is expected to examine all the instructions, forms, terms and conditions in the RFP Documents. Failure to furnish all information as specified in the RFP Documents in every respect will be at the bidder's own risk and may result in the rejection of its proposal.

- 2.3 Potential bidders shall register their intent to participate in the bid in writing, with the National Computer Board, prior to the submission of bids, and confirm their registration with the National Computer Board.

### **3. Evaluation Process**

- 3.1 The selection of the bidder under this RFP will be effected in a two-stage evaluation process: (1) Evaluation of technical proposal and (2) Evaluation of financial proposal respectively.
- 3.2 Bidders shall accordingly have to submit their proposals in two parts: Technical and Financial proposals.

### **4. Documents To Be Submitted With Your Proposal**

- 4.1 The proposal submitted by the bidder should comprise of the following components:-
- a) **Technical proposal** in accordance with Clause 5 in Section II and conforming to the Technical specifications at Annex III;
  - b) **Financial proposal** in accordance with Clause 6 in Section II;
  - c) **Bid Security** furnished in accordance with Clause 5 in Section III of the RFP.

### **5. Technical Proposal**

- 5.1 The Technical proposal should include the following information:-
- a. A brief capability statement, comprising details of recent experience for projects of similar nature and company's experience. The bidder should complete the Reference sheet at Annex III and submit it in the technical proposal.
  - b. An understanding and interpretation of the scope of work for the project;
  - c. Compliance with NTA Regulations;
  - d. Company profile of the bidder as per the company profile form at Annex VI and in case of a joint venture, all parties should submit their company profile;
  - e. Composition of the technical team and project plan for the delivery, installation and commissioning of the coach, furniture and fittings;

- f. Annual report for the last three financial years for the bidder and in case of a joint venture, all parties should submit their annual report for the last three financial years;
- g. Detailed specifications for the coach, furniture and fittings as per section V of the RFP document. The Technical Specification Sheet at Annex IV should be completed and signed by the bidder and submitted as part of the technical proposal;

**The bidder is expected to propose a vehicle that complies with the regulations of the National Transport Authority (NTA) and with the Road Traffic (Construction and Use) Regulations 1954.**

- h. The bidder should provide technical brochures of the coach, furniture and fittings being proposed as well as a diagram indicating the proposed seating layout. **Failure to provide relevant brochures will result in the bidder's proposal not being considered;**
- i. Bid Security as per requirements in Clause 5 at Section III of the RFP (page 9).
- j. Cover Letter as per Annex I

5.2 In preparing the proposal, consideration should be given to the fact that members of the technical team have the relevant experience from similar previous projects.

## **6. Financial Proposal**

6.1 The Financial Summary Sheet should be completed and signed by the bidder and submitted as part of the financial proposal. The financial proposal shall clearly indicate, as per the Financial Summary Sheet in Annex II, the total costs of supplying the coach including taxes and other associated costs.

6.2 **All products and services supplied and associated costs shall be priced in Mauritian Rupees.**

## **7. Payment Terms**

7.1 **This RFP is for a fixed price bid.**

7.2 The payment terms for the bidder's services shall be as follows:

<b>Payment Milestones</b>	<b>%</b>
On Award of contract against submission of Performance Security	20
After Delivery and successful commissioning of the coach, all furniture and fittings	60
After successful operation of the coach for 3 months	20

## **8. Amendment of RFP Documents**

- 8.1 At any time prior to the deadline for submission of bids, the National Computer Board may, for any reason, modify the RFP by an addendum.
- 8.2 The addendum will be communicated by fax / mail to the bidder who has to acknowledge receipt of the addendum.
- 8.3 In order to allow prospective bidders reasonable time, in which to take the addendum into account, in preparing their bids, the National Computer Board, may, consider extending the deadline for the submission of bids.

## **9. Period of Validity of Bid**

- 9.1 Bids shall be valid for a period of 120 days after the closing date of the RFP. The National Computer Board shall reject a bid valid for a shorter period.
- 9.2 Under exceptional circumstances, the National Computer Board may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will neither be required nor permitted to modify its bid.

## SECTION III

### GENERAL TERMS AND CONDITIONS

#### 1 General Information

- 1.1 The terms and conditions in this RFP document shall prevail unless otherwise modified by NCB as an Addendum to this RFP document. NCB reserves the right to reject, in whole or in part, any bid, which does not comply with such terms and conditions. NCB reserves the right to retain all bids submitted and to use any ideas in a bid, regardless of whether that bid is selected. Submission of a bid indicates acceptance by the company of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the bid submitted, and confirmed in any resulting contract between NCB and the company selected.

#### 2 Submission and Withdrawal of Bid

- 2.1 Bids are to be submitted in sealed envelopes, marked and addressed as directed under Invitation to Bid and Instructions to Bidders. Failure to do so may result in premature opening of, or a failure to open such bids. Bids transmitted by fax or email will not be accepted for consideration.
- 2.2 Bidders mailing bids should allow sufficient mail delivery period, to ensure timely receipt of their bids by the NCB. Bids received after the closing date and time will be **immediately disqualified**. If erasures or other changes appear on the document, the person signing the bid must put an initial at each erasure or change. Bids may be withdrawn by written request received from the bidder *prior* to the closing date and time.

#### 3 Preparation of Bid

- 3.1 Bids shall be prepared as per the following guidelines:
- a) All bids should be complete and carefully worded and must convey all of the information requested by the NCB. If errors or exceptions are found in the bidder's bid, or if the bid fails to conform to the requirements of the RFP, the NCB will be the sole judge as to whether that variance is significant enough to reject the bid.
- b) Bids should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form and reproducible upon request "at no cost" for the NCB internal use. NCB reserves the right to reproduce bids for internal use in the evaluation process.

- c) Each part of the bid (Technical and Financial) should be bound separately in a single volume where practical. All documentation submitted with each part of the bid should be bound in that single volume. Documentation shall include product (hardware, network components, software) literature and specifications.
- d) If any bid includes any comment(s) over and above the specific information requested in this RFP, such comment(s) must be included as a separate appendix to such bid.
- e) The bidder is solely responsible for all costs and expenses associated with the preparation of the bid, and of any supplementary presentation (including any oral presentation) requested by NCB. Bids must be made in the official name of the company, or corporation under which the business is conducted (showing official business address), and must be signed in ink by a person duly authorised, to legally bind the business entity submitting the bid.
- f) Bids shall be typewritten or computer generated. It shall include, but is not limited to, addresses and contact particulars of all members of the joint venture (JV) or consortium, which would participate, in the bidding, and their proposed services. The type of organisation of the bidder, whether individual, partnership, corporation, or joint venture shall be stated. Any affiliations, parent-subsidiary relationships, and corporate identities must be fully disclosed and clearly explained.
- g) Any one bid submitted in response to this RFP, by more than one business entity, will be deemed to be a bid for a joint venture, between or among the companies so submitting, and one company proposes to act as principal, and the other company's contractual position is clearly defined. The companies submitting as a joint venture will be held jointly and severally responsible for the project, in its entirety, and will not be permitted to limit their liability, to NCB, individually or collectively.

#### **4 Ownership of Documents**

- 4.1 All bids and supporting materials (including all data, material, and documentation originated and prepared for NCB pursuant to this RFP, and including correspondence relating to this RFP) shall, upon delivery to NCB, become the property of NCB.

#### **5 Bid Security**

- 5.1 The Bidder shall furnish, as part of its proposal, an original bid security in the amount of Mauritian Rupees (Rs) 150,000.

- 5.2 The Bid Security shall be in the form of a tender bond or bank guarantee issued by a local commercial bank and valid for **150 days beyond the closing date of the tender.**
- 5.3 The Bid Security must be submitted in the technical proposal envelope.
- 5.4 Any proposal not secured in accordance with paragraphs 5.1, 5.2 and 5.3 will be rejected by the National Computer Board.
- 5.5 The Bid Security provided by the Bidder whose proposal is accepted shall be repaid or discharged when the Performance Security has been duly entered into and executed.
- 5.6 Bid Security Forfeiture:  
The bid security may be forfeited:
- if a bidder withdraws its bid during the period of validity of his proposal as specified by the bidder in his proposal; or
  - in the case of a successful bidder, where the bidder fails:
    - to sign the contract or
    - to furnish performance security in accordance with Clause 10 on page 13.

## **6 Submission of Proposals**

- 6.1 The proposal shall be signed by a person duly authorised to bind the bidder to the contract.
- 6.2 The proposal shall contain no interlineations, erasures and overwriting except as necessary to correct errors made by the bidder, in which case such correction shall be initialled by the person or persons signing the proposal.
- 6.3 The technical and financial proposals should be sealed in separate inner envelopes each bearing the name and address of the company and the contents of each clearly marked. Each of the two inner envelopes should be placed in a common sealed outer envelope bearing the words "**IT Coach**" on the top left hand corner.
- 6.4 One original plus five copies each of technical and financial proposals should be deposited in the Tender Box at the following address so as to reach NCB on or before the **19<sup>th</sup> November 2004 up to 15.00 hours (local time) at latest** and addressed to:

The Executive Director  
National Computer Board  
7th Floor, Stratton Court  
Poudriere Street  
Port Louis  
Mauritius

- 6.5 The proposals received after the closing date and time will not be considered. The envelope containing the proposal should clearly indicate the name and full business address of the bidder to enable late submission to be returned unopened.

## 7 Evaluation Process

- 7.1 All bids submitted must meet the administrative requirements in sections II and III of the RFP document. Incomplete bids will not be considered for further evaluation. An Evaluation Committee will assess all the bids received. Proposals received will be evaluated in two stages: Technical and Financial.

### 7.2 Stage 1: Technical Evaluation

The evaluation of the Technical proposal will be based on the weightage for each component, as indicated below:

<b>Evaluation Attributes</b>	<b>Weightage in points</b>
The adequacy of the proposed specifications	60
Company experience	25
Company Profile	10
Client references	5
<b>Total</b>	<b>100</b>

At the end of Stage 1 of the evaluation process the bidders who have obtained 70 or more marks will be retained for the financial evaluation.

### 7.3 Stage 2: Evaluation of the Financial Proposal

Only those successful bidders at the end of Stage 1 of evaluation process will be considered for evaluation under Stage 2. The evaluation of the Financial proposal will be as follows:

- The lowest cost bid among the successful bids after stage 2 will be assigned a mark of 100 points.
- The points for the other successful bids will be computed as per the following formula:

$$(\text{Lowest Bid/Bidder's Price}) * 100$$

### 7.4 Overall Rating

The overall rating will be calculated as shown below:

$$\text{OVERALL RATING} = (\text{Technical Bid Rating} * 0.8) + (\text{Financial Bid Rating} * 0.2)$$

The successful bidder will be the one with the highest overall rating.

## **8 Award of Contract**

Award of the contract shall be made to the bidder scoring the highest overall rating. The NCB may negotiate on terms of the offer, with the bidder with the highest overall score, before award of the contract.

## **9 Notice of Award of Contract**

A written *Notice of Award* of contract will notify the successful bidder of acceptance of his bid.

## **10 Performance Security**

10.1 Within 10 days of the receipt of notification of award from the NCB, the successful bidder shall furnish the performance security representing 10% of the total value of the contract, as per the Performance Security Form provided in (Annex V). The performance security will remain valid till the expiry of two months beyond the contract period, and shall be denominated in Mauritian rupees in the form of Banker's cheque or bank guarantee from a reputable commercial bank operating in Mauritius.

10.2 Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security, in which event the NCB may make the award to the next best bidder or call for new bids.

## **11 Taxes**

11.1 Except as otherwise provided, contract prices shall include all applicable taxes under the Taxation laws of Mauritius.

## **12 Bidder Representations**

Each bidder by submitting a bid represents that:

- The bidder has read and understood this RFP (including all specifications and attachments) and that the bid is made in accordance therewith.
- The bidder has reviewed the RFP, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with the requirements of the proposed contract documents.
- The bid is based on the terms, materials, systems and equipment required by this RFP, without exception.
- The bidder is qualified to provide the services required under this RFP and, if awarded the contract, will do so in a professional, timely manner using the bidder's best skill and attention.

**13 Warranties**

- 13.1 The successful bidder will be deemed to have represented that, its staff is knowledgeable about and experienced in performing the work required in this RFP, and warrants that it will use its best skill and attention, to provide work described in this RFP in a professional and timely manner.
- 13.2 NCB may, in writing, require the successful bidder to remove from the work any employee, NCB deems incompetent, careless or otherwise objectionable.

## SECTION IV

### OVERVIEW OF THE NCB AND THE IT COACH PROJECT

#### 1. Mission of the National Computer Board

The mission of the National Computer Board is to promote the accelerated diffusion of Information Technology in every socio-economic sphere of Mauritius in line with the national goals and policies. In achieving its mission, the National Computer Board is committed to continuous improvement and teamwork in the pursuit of providing quality services.

#### 2. Objectives of the National Computer Board

The NCB was established under the National Computer Board Act 1988 proclaimed on the 22<sup>nd</sup> December 1988. It is administered by a Board of Directors.

The objects of the Board are:

- to foster the development and growth of information technology, information systems and computer related services in Mauritius;
- to advise the Government on the formulation of national policies with respect to the promotion, development and control of information technology and its applications;
- to assist in the framing of appropriate national education, training and research plans in the field of information technology in order to build the necessary expertise base for consolidating the information technology industry in Mauritius;

#### 3. The IT Coach Project

Launched in the Year 2000, the IT Coach Project (Cyber Caravan) aims at bringing computer facilities to the doorstep of Mauritians.

The main objectives of the IT Coach Project are:

- To raise the level of knowledge about ICT and the level of competence in using personal computers and common computer applications.
- To promote and encourage ICT literacy.
- To ensure all computer users understand the advantages of using a personal computer.
- To enhance the employability of all people, to enable them to be part of the global Information Society.

Presently, the National Computer Board is operating two IT Coaches. The IT coaches are equipped with 9 and 10 computers respectively and can accommodate between 9 to 18 persons per training session. The training sessions are targeted towards people with little or no skills in ICT, services on board the IT Coach are provided by IT Animators.

To date the IT Coaches have visited about 500 centres and more than 32,000 persons have been initiated.

The table below gives some additional information about the IT coaches:

Description	Coach 1	Coach 2
Make	Mercedes	Nissan
Propelled by	Diesel	Diesel
Rating	5958cc	6925cc
Number of students that can be accommodated for training	10	18
Number of computers	10	9

## SECTION V

### SCOPE OF WORKS AND SPECIFICATIONS OF COACH

#### 1. Scope of Works

Bidders are invited to quote for the supply of one coach, associated furniture and fittings, electrical works as well as their installation works and commissioning thereof of the coach.

**Bidders will be required to fix and integrate the IT equipment, which will consist of computers and their monitors with the furniture in the coach. Bidders will be required to liaise with the supplier of IT equipment to work out the dimensions of the CPU holder in the IT coach.**

Bidders should submit brochures with diagrams and photographs of the inside and outside views of the coach. The technical specifications of the coach, furniture and fittings are attached at Annex IV and cover the technical requirements for one coach. **The bidder is expected to propose a vehicle that complies with the regulations of the National Transport Authority (NTA) and with the Road Traffic (Construction and Use) Regulations 1954.**

#### 2. Specifications of Coach

##### 2.1. Chassis – Engine

The overall length of the vehicle should not be more than 10.95m in length, 2.5m wide and 3.5m high. The coach should be powered by a diesel engine with a minimum of 6500cc (6.5 litres). The engines should be completely isolated from the interior of the coach; heavy padding should be used to minimize noise and vibration. You should specify the vehicle weight which should include all the accessories and furniture but excluding computer equipment. The vehicle should be able to support an additional load of 3 metric tons in weight of passengers and equipment without violating the chassis maximum gross vehicle weight. The suspension should be able to absorb the irregularities of the road to prevent the equipment on board of being damaged. Steering and braking system should be power assisted.

##### 2.2. Coach Works

The driver should be provided with an executive chair. Two executive chairs for the IT staff should be provided at the front of the coach. The main components - wall floor and roof should be framed in steel and insulated with polystyrene. Necessary coating should be applied to the frame to make it rust proof. Alternative insulation or framing could be proposed if they have better quality than polystyrene and steel.

You should specify how the exterior walls and interior walls are covered (steel, fiber glass, aluminium, ...). In case fiberglass is used for the walls steel backing plates should be placed where the furniture would be mounted.

The floor deck should consist of at least two layers with a sound proof and shock absorbent material in between. Wooden material for the marine industry or materials with similar properties should be used. Alternative proposals would be considered; it should be able to isolate the shocks and noise from the engines beneath the floor and protect the equipment when the coach is on the move. Topping and padding should be carpet-type ("moquette") or any anti-slippery material that would give an executive appearance inside. The under floor should be water proofed and coated with automotive products.

Provision of a storage generator space should be made to accommodate an electric generator. The storage space should be fully enclosed and waterproof. The generator will be operating when the bus is not on the move; appropriate door or similar device to provide aeration for the generator should be provided in this storage generator space. Provision should also be made for it to work on both electrical supply and generator. The bidder must specify the location of the electric generator.

Provision space for an air-conditioner should be made. The air-conditioner compressor could be placed either in the engine compartment, on the roof or the under floor. Ideally it would be preferably placed under the floor as the heavy floor deck would absorb most of the noise and vibration. Again this compartment should be waterproofed and aerated for the proper operation of the air-conditioner.

The roof framing should be supported by the wall framing. The roof should be preferably made in one single piece to be leak resistant for the life of the coach. A one-piece fiber glass roof with steel substructure is suggested. Alternative proposals such as steel or aluminium roof would be considered. In such cases the welding of the metal panels should be done to avoid leakage. The inner side of the roof should be made of material giving an executive appearance to the coach. The roof should be filled with polystyrene insulator (or other appropriate insulator). The roof should be designed to evacuate water rapidly; appropriate water run-off should be placed.

The windshield should be tinted and made of laminated safety glass used in the coach industry. All window panes should be heavily tinted and made in laminated safety glass. A system to prevent sun reflection to come inside should be provided. Please note that the windows should not be tinted locally as required by the National Transport Authority.

The center of gravity of the vehicle should be the lowest possible. The floor deck should absorb most of the noise and vibration from the engine and different generators.

It is understood that the entire coach work should be waterproof and all steel used should be treated to be rust proof. If wood is used in the manufacturing of the coach it should be treated and coated with marine products.

The supplier is requested to give detailed plans of the construction of the coach and location of the different equipment.

The tyres of the coach should be tubeless.

### **2.3. Air-Conditioner**

The coach should be air-conditioned. With an ambient outside temperature of 30° Celsius, the air-conditioner should be able to maintain the internal temperature of about 18° Celsius. The air-conditioner should be able to operate independently from the bus engine from a suitable generator installed under the floor deck. The Air-Conditioner could be installed on the roof provided that the interior of the coach is not noisy.

Air-conditioning ducts should be installed. The supplier is requested to give details and plans of the whole air-conditioning system.

### **2.4. Lighting**

Two lighting systems should be provided. Dimmer lights should be running on the coach engine's battery. A daylight system running on the generator should be provided. A plan showing the location of the lights should be provided.

### **2.5. Generator**

A soundproof generator providing 240V alternating current should be used. The power needs of the computer equipment are estimated at 4 KW. The lighting system should be approximately 500W. A 5 KW generator is therefore estimated to be adequate. However, bidders are invited to make their own proposals. In case the air-conditioner is also using the same generator, a more powerful generator should be proposed to accommodate the needs of the air-conditioner.

### **2.6. Furniture**

#### **2.6.1 Furniture for IT equipment:**

Furniture comprising of computer tables should be provided to accommodate 10 computers and one server. The furniture should consist of shelves, tables, chairs and any other furniture. Each computer table should be approximately 80 cm in length and 70 cm wide. Each table should have a CPU holder.

#### **2.6.2 Furniture for IT Staff**

Two executive chairs for the IT staff should be provided at the front of the coach.

### **2.6.3 Furniture for IT Coach**

Bidders are invited to make proposals for the seating arrangement and types of chairs. A seating layout for the furniture should be provided in a diagram with dimensions including indication of the space between tables.

**Failure to submit the layout for the proposed seating arrangement will result in the rejection of the proposal for the furniture.**

The tables should be fixed to the wall and on the floor of the coach. A system to fix the chairs on the floor when the vehicle is running should be proposed.

## **2.7. Accessories**

### **2.7.1 Storage:**

A data cabinet should be provided to store books, manuals, software and CD's. The data cabinet should be fixed on the wall of the IT coach. There should be a lock provided to secure the data cabinet.

### **2.7.2 Electrical accessories:**

Necessary devices to fix the computer equipment on the furniture should be provided. Electrical outlets should be provided for 10 computers and one server. The outlets should be placed near each computer table. These outlets will be powered by the generator mounted on the coach. You should also provide a 50 meter electric wire to provide power to these outlets in case we are not using the generator. A system to neatly wind the electric wire should be provided. A 50 meter telephone wire should be provided. The telephone outlet should be located near the Server, Router and UPS table. Trunking should be provided for the electrical works.

### **2.7.3 Audio-visual system:**

A sound system consisting of an amplifier and VCD/CD player should be included with at least 6 speakers evenly spread in the coach; a microphone should be provided so that announcement could be made. The system should be provided with input sockets so that audio signals from the VCD/CD player, computer etc could be amplified. The coach should be provided with a casing fitted inside the coach to accommodate a 15" TV set and VCD/CD player.

### **2.7.4 Safety equipment:**

Fire extinguishers and a First-Aid Medical Kit should be provided.

## **2.8. Maintenance**

Suppliers are expected to maintain the IT Coach with all its equipment (excluding computer equipment) regularly for at least five years. You should quote for maintenance services (see financial summary section) that should

include replacement of regular wear and tear (excluding damage in accidents) parts such as spark plugs, fuel injectors, tyres, oil etc. but excluding fuel. The vehicle is expected to travel approximately 40,000 Km per year.

## **2.9. Client References**

A company profile (management and technical) of the supplier should be provided. Similar mobile units made for other organizations should be mentioned. Suppliers are expected to maintain the whole vehicle for at least five years as mentioned in the Financial Summary Sheet at Annex II.

**ANNEX I : Cover Letter**

To: The Executive Director  
National Computer Board  
7th Floor, Stratton Court  
La Poudriere Street  
Port Louis  
MAURITIUS

Dear Sir,

1. Having examined the RFP Documents and Appendices thereto and Addenda Numbers ..... Thereto we, the undersigned, offer to provide the said services, in conformity with the Terms and Conditions, Scope of works, Appendices thereto and Addenda for the sum indicated as per the attached Financial Proposal.

2. We acknowledge having received the following Addenda to the bid documents:

<b>Addendum No.</b>	<b>Dated</b>
_____	_____
_____	_____

3. We undertake if our proposal is accepted to provide the services comprised in the contract within ten days of the receipt of notification of award from the National Computer Board.

4. If our proposal is accepted we will obtain, within ten days of receipt of notification of award, the guarantee of a commercial bank in Mauritius (to be approved by you) to be jointly and severally bound with us in a sum representing 10 per cent of the above named sum for the due performance of contract under the terms of Performance Bond in the form appended hereto with such notification as you may approve.

5. We agree to execute a Contract Agreement in the form set out in the RFP Documents with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of this RFP and notice of award within ten (10) days after notification of your intention to accept this proposal

6. Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract between us and shall be deemed for all purposes to be the contract agreement.

7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

8. As security for the due performance of the undertakings and obligations of this bid we submit herewith an original Bid Security in the amount of \_\_\_\_\_ in favour of National Computer Board and valid for one hundred and fifty (150) days beyond the closing date of submission of bids.

Dated this ..... day of

.....

Signature

.....

In the capacity of

.....

Duly authorised to sign bids for and on behalf of

.....

.....

(IN BLOCK CAPITALS)

**ADDRESS:**

**Witness:**

**Address:**

**Occupation:**

**ANNEX II: Financial Summary Sheet**

	Quantity (Units)	Unit Cost Excluding VAT (Rs)	VAT	Cost Including VAT (Rs)
<b>Vehicle</b>				
Coach (Including Chassis, Engine, Lighting)	1			
Air-Conditioner	1			
Generator	1			
<b>Accessories</b>				
Sound system including Microphone	1			
Speakers	6			
Insurance				
Road Tax				
Registration Charges				
<b>Furniture</b>				
Executive chair for IT staff	2			
Chair for students	Please specify (Minimum 10)			
Computer Tables	Please specify (Minimum 11)			
Data Cabinet	1			
Installation and commissioning				
Electrical Works				
Other charges				

Signature \_\_\_\_\_

Full name of signatory \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_

**Company's official seal**

**ANNEX II: Financial Summary Sheet (continued)**

**Warranty period** (whole coach): \_\_\_\_\_ months (at least 12 months)

**Maintenance charges** (labour & parts) for the whole coach (excluding computer equipment) -- 8h45 to 16h00 on Monday to Friday; 8h45 to noon on Saturday. Suppliers will amend their usual Warranty/Maintenance Contract, if necessary, to satisfy the above conditions and specify the costs of maintenance for the first 5 years (***inclusive of warranty***). Conditions mentioned in this document supersede any conditions mentioned in sample maintenance contract submitted by supplier.

**Maintenance Charges (Rs./annum)**

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
<b>Vehicle</b>					
Coach (Including Chassis, Engine, Lighting)					
Air-Conditioner					
Generator					
<b>VAT (Rs)</b>					
<b>Total (Rs)</b>					

Cost of on-call service after office hours:

**(Rs./annum)**

Servicing \_\_\_\_\_

Number of kilometers before next servicing \_\_\_\_\_

Hourly rate of intervention: \_\_\_\_\_

Delivery period \_\_\_\_\_

Signature \_\_\_\_\_

Full name of signatory \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_

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**ANNEX III: Client Reference Sheet for Coach**

<b>Customer Site - Company Name, Address, Fax,...</b>	<b>Contact Person</b>	<b>Mobile Unit Details</b>	<b>Date of Operation</b>

Signature \_\_\_\_\_

Full name of signatory \_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

Date \_\_\_\_\_

**Company's official seal**

**ANNEX IV: Coach, Furniture Specifications**

<b>IT Coach</b>	<b>Requested</b>	<b>Proposed</b>
<b>Manufacturer</b>		
<b>Country of Origin</b>		
<b>Make</b>		
<b>Model</b>		
<b>Dimensions</b>		
Overall Length	Max. 10950 mm	
Wheelbase	Should comply with NTA regulations	
Overall Width	Max. 2500 mm	
Overall Height	Max. 3500 mm	
Gross Vehicle Weight(Inclusive of all equipment except computer equipment)	(a)	
Weight in passengers and supplies that can be added	4000 Kg (b)	
Total Weight supported by the chassis	(a)+(b)	
Height of floor deck	Max. 800 mm	
Center of gravity of vehicle (height above ground)	Should comply with NTA regulations	
Ground Clearance	Should comply with NTA regulations	
Tank Capacity (litres)		
Running distance on one full tank (in KM)		
<b>Chassis</b>		
Manufacturer		
Country of Manufacture		
Make		
Model ( Specify X-frame, Bridge Construction, ...)		
Frame Construction	Should comply with NTA regulations	
<b>Engine</b>		
Manufacturer		
Country of Manufacture		
Make		

Signature \_\_\_\_\_

Full name of signatory \_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

Date \_\_\_\_\_

**Company's official seal**

<b>IT Coach</b>	<b>Requested</b>	<b>Proposed</b>
Model		
Capacity ( in cc )	Min. 6500cc	
Horse Power (in KW)		
Fuel	Diesel	
Engine Torque (in Newton Meters at ...rpm)		
Engine Position (Specify Rear, Front, Mid-Engine, ...)		
Gearbox Type (Specify Automatic,Manual,...)		
Number of speeds (gearbox)		
<b>Suspension Type</b>		
Front (Specify Air Springs, Parabolic Springs, ...)		
Rear (Specify Air Springs, Parabolic Springs, ...)		
<b>Braking System</b>		
Type (Specify Air Brake, ...)		
<b>Steering</b>		
Type	Power Assisted	
<b>Coach Work</b>		
Number of Seats	3 (inclusive of driver seat)	
Seat Type	Executive with seat belts	
Frame Construction	Steel or better	
Wall and roof insulation	Polystyrene or better	
Body finish	Rivet-free	
External wall skin (Specify steel, fiberglass, aluminium, ...)		
Internal wall skin (Specify steel, fiberglass, aluminium, ...)		
Internal wall padding	Should give an executive appearance inside	

Signature \_\_\_\_\_

Full name of signatory \_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

Date \_\_\_\_\_ **Company's official seal**

IT Coach	Requested	Proposed
<b>Floor Deck</b>		
Material Used (Specify wood, metal, ...)		
Thickness		
Description of floor deck		
<b>Air-Conditioner</b>		
Manufacturer		
Country of Manufacture		
Make		
Model		
Location (Specify Under floor deck, roof mounted, ...)		
Characteristics	Should be able to maintain a temperature of 18 <sup>o</sup> C inside when the ambient outside temperature is 30 <sup>o</sup> C	
<b>Generator</b>		
Manufacturer		
Country of Manufacture		
Make		
Model		
Output	Minimum 4KW - Appropriate rating should be given in case the generator is supporting the air-conditioner.	

Signature \_\_\_\_\_

Full name of signatory \_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

Date \_\_\_\_\_

**Company's official seal**

IT Coach	Requested	Proposed
<b>Furniture</b>		
Seating capacity for students in IT coach (excluding for driver and IT staff)	10 seats – Please specify type of chairs proposed with relevant brochures	
Tables	Number of tables should be provided to accommodate 10 computers, one server, two printers and hub	
Closed Shelf with lock	1 for storage of manuals, CD's and diskettes	
<b>Accessories</b>		
50 meter electric wire	Yes. Refer to Accessories section for details	
50 meter telephone wire	Yes. Refer to Accessories section for details	
Audiovisual system	Yes. Refer to Accessories section for details	
Trunking for electrical works	Yes. Refer to Accessories section for details	
Fire Extinguishers	Yes. Refer to Accessories section for details	
Other Accessories		

Signature \_\_\_\_\_

Full name of signatory \_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

Date \_\_\_\_\_

**Company's official seal**

**ANNEX V: PERFORMANCE SECURITY FORM**

**KNOW ALL MEN BY THE PRESENTS THAT WE:**

1. \_\_\_\_\_  
PRINCIPAL

2. \_\_\_\_\_  
(Full name & address in block letters) SURETY

are held firmly bound, jointly and in solido, unto the National Computer Board in the principal sum of Mauritian Rupees.....for which payment well and truly to be made we bind ourselves firmly by these presents.

The condition of the above obligation being that should the said..... fulfil his/their obligations/s under an agreement entered into between the Executive Director, National Computer Board, and themselves and dated .....in respect of the supply of .....to the National Computer Board during the period ending ..... and not incur cancellation of the agreement for any cause whatsoever then the above obligation to be null and void; otherwise to remain in full force and effect.

The validity of this guarantee expires on .....which is two months beyond the contract period.

\* \_\_\_\_\_  
PRINCIPAL (Signature)

\* \_\_\_\_\_  
SURETY (Signature)

Port Louis this ..... of .....

\*The following words should be inserted in the signatory's own handwriting:  
"Good for the sum of Mauritian Rupees ....."

**ANNEX VI: Company Profile**

Must be given separately for each partner in case of a joint venture

1	Name of the Company	
2	Nationality of the Company	
3	Head Office address Fax Number Telephone Number E-mail	
4	Year and Place of the establishment of the company	
5	Former name of the company, if any.	
6	Type of firm a limited company a member of a group of companies (if yes, give name and address, and description of other companies) a subsidiary of a large corporation (if yes give the name and address of the parent organisation) If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
7.	Number of years of experience in the field	
8.	Do you subcontract to other companies? If so, under what circumstances and the type of works you subcontract. Give details.	
9.	How many years has your organization been in business under your present name? What were your fields when you established your organization? When did you add new fields (if any)?	
10.	Number of Offices and Locations	
11.	Do you intend to associate any other organization for the works for which you are bidding? If so, please give full particulars of that organization separately.	
12.	Please give details of after sales service and support provided by your company.	

**Bidder's details**

**Name** : ..... **Company's official seal**

**Company** : .....

**Signature** : **Date** :