



Tender Bid Packet

GLOBAL LAPTOP TENDER

Tender Main Facts Table	
Tender reference	FY20–ITT 001–GLOBAL LAPTOP TENDER
Tender launch date	17 July 2020, Friday
Contract Manager	Jonny Spence, Director of Logistics
Deadline for submission of Bids	15 August 2020, Saturday, 18:00 PDT (UTC -7:00)
Address for submission of Bids	Medical Teams International Attn: Jonny Spence 14150 SW Milton Court Tigard, OR 97224 or procurement@medicalteams.org
Estimated date of award of contract(s)	31 August 2020, Monday
Duration of agreement	24 months with possibility of an additional 12-month extension

*Queries related to this tender must be addressed to **procurement@medicalteams.org**.*

*Please include the Tender Reference **FY20–ITT 001–GLOBAL LAPTOP TENDER** in all correspondence.*



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Introduction

Medical Teams International is inviting qualified, interested parties to bid as part of an international tender process for the supply of IT hardware and related accessories. Successful Tenderers will be expected to enter into a formal Framework Agreement with Medical Teams International.

The Agreement will not include a predetermined quantity of each item to be purchased as the quantities will be requested with individual Purchase Orders as needed throughout the **24-month agreement timeframe**. Purchases made by Medical Teams as part of this Agreement are limited to a **maximum total value of \$984,500 USD**. Any purchases beyond this amount or outside of the Agreement validity dates would require a separate Agreement or addendum.

Each successful Tenderer is intended to be a Provider, but the agreement pertaining to this tender shall not constitute an exclusive contract and Medical Teams International, at its sole discretion, reserves the right to enter into agreement with other suppliers, for the same type of services at any time, whenever it deems it necessary.

If you believe that your company may be in the position to meet any of our specified requirements and would like to be considered as a potential supplier **firstly complete and return “Annex 1 – Confirmation of Intention to Tender” as soon as possible, and then complete and submit all the documents list are Required in the index above.**

This tender bid packet has been issued for the sole purpose of obtaining Bids for the supply of goods or services against the specification contained within this document and Annexes. Medical Teams International reserves the right to, after careful review, decide to not enter into or award an agreement as a result of this invitation to tender.

Any attempt by the Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Medical Teams International during the process of examining, clarifying, evaluating, and comparing tenders will lead to the rejection of its Bids and may result in the termination of any current contracts where applicable.

Scope of Tender

We invite suppliers to bid for the goods and services specified:

- 2-year framework agreement for supply of IT hardware, accessories, and services with a maximum total procurement of \$984,500 USD

Further details of specifications and requirements are contained within this document and the listed annexes. Please feel free to attach additional information and options as part of your product and service offerings.

The tenders will be reviewed and assessed in two separate closed committee meetings:

Meeting 1

Bid opening with initial review of Tenderer company details and status of documentation.

Meeting 2

Detailed analysis of technical bid details followed by technical review of financial bid details.

To ensure proper division of documentation for the analysis meetings, documentation is to be submitted in two separate, sealed envelopes or compressed digital folders:

Financial – Any documentation showing pricing or banking information

Technical – All other documentation

Background Information on Medical Teams International

Medical Teams International is a Christian humanitarian relief agency focused on providing life-saving medical care for people in crisis, such as survivors of natural disasters and refugees. We serve all people – regardless of religion, nationality, sex or race.

Founded in 1979, Medical Teams International is a charitable 501(c)(3) organization. Medical Teams provides emergency and primary health services for people who otherwise would not have access to care. This is performed by professionally trained staff or local volunteers or international volunteer health care providers in fixed and mobile health centers. Medical Teams programs across the world also play a key role in strengthening health systems while simultaneously strengthening and empowering the local communities.

Read more about Medical Teams International's at: <https://www.medicalteams.org/who-we-are/>

IT Background Information

Medical Teams currently has 300+ laptops deployed in 7 countries. The intention is to set up a donor compliant framework agreement which will fulfill laptop and Chromebook requirements for Medical Teams country offices for the next two years. Medical Teams headquarters anticipates placing orders for 130+ laptops and Chromebooks before the end of 2020.

Laptops must include Windows 10 Enterprise, and Chromebooks must come with the current operating system pre-installed. No other software is required. After procurement, Medical Teams IT department will install all other software required by the end-users.

Medical Teams International does not offer any fixed or guaranteed minimum order volumes as part of this tender and would therefore invite bidders to provide detailed, scalable volume discounts and best value Bids using the information below.

Tenderers will list their product offers in **Annex 6 - Offer Specifications**. Pricing details for the product offers will be listed separately in the **Annex 7 - Pricing Totals**.

Provisional Timelines

Below is a provisional timeline to give an indication of activities for this tender:

Activity	Timeline
Issue Tender Notice and Invitation to Tender	17 July 2020, Friday
Supplier opportunity for any Questions & Answers surrounding this Tender	17 July to 12 August 2020
Deadline for submission of Bids	15 August 2020, Saturday 18:00 PDT (UTC -7:00)
Bid clarification (as required)	17 to 21 August 2020
Presentations	24 to 26 August 2020
Award Contract (estimated)	31 August 2020

Submission of Bids

Bids must be sent to either the email address or physical address specified on page 1 above.

Bids **must** be received before the deadline specified in the on page 1 above.

If submitting a physical bid:

Physical bids must be sent via registered post with acknowledgement of receipt or hand-delivered against receipt signed by a Medical Teams International representative.

Physical bid documents must be submitted in one signed original, marked “original”, and 3 copies, each signed and marked “copy”. In case of discrepancies, information in the “original” shall prevail on “copy”. As well as the paper responses there should also be one copy in the form of an electronic copy on a USB.

All physical Bids, inclusive of any annexes or supporting documents, must be submitted in **two separately sealed envelopes** bearing only:

- The Medical Teams address listed in page 1 above
- The name and address of the Tenderer
- The tender reference number/name stated in the “Tender Main Facts Table”
- The words “Not to be opened before the tender opening session”
- Label for each envelope: **Technical** or **Financial**

If submitting an electronic bid:

Electronic bids must be emailed to the address specified on page 1 above. The documents must be submitted in accordance with the **Bid Documentation Submission Guidelines** below with files separated into two separate compressed folders called *Technical Bid Envelope* and *Financial Bid Envelope*.

You will receive email correspondence confirming the receipt of your electronic bid.

The offer and all correspondence and documents related to the tender must be written in English. All bid financial figures must be displayed in United States Dollars (USD).

Bids should state whether prices are fixed or non-fixed during contract period. Explanation must be given of how prices will be revised and an illustration how this has fluctuated over the past 1-2 years for a comparable customer and goods / services.

Evaluation of Bids

The appointed Medical Teams tender committee will give all bids equal opportunity for review. Their analysis will carefully document all relevant criteria based on a weighted scale. Criteria include, but are not limited to:

Experience with humanitarian organizations	Price competitiveness
Warranty	Technical quality of hardware
Customer support	Lead Time
Availability of local vendors	Delivery terms
References	Payment terms
Demonstration of reliability and good standing	Shipping and import options
Completeness of bid documentation	Configuration support
Demonstration of good communication	Added services

Shortlisted suppliers may be invited to discuss their proposals in more detail at Medical Teams' discretion.

Medical Teams International, at its sole discretion, will select the winner(s) of this tender.

Medical Teams international shall be free to:

- Accept the whole, or part only, of any tender
- Accept none of the proposals
- Republish this request for tenders

Medical Teams International reserves the right to keep confidential the circumstances that have been considered for the selection of the Bids.

Part of the evaluation process may include a presentation from the Tenderer and a site visit by Medical Teams International staff, to offices and / or stockholdings.

All bidding parties will receive official notification from Medical Teams regarding the outcome of the award.

Value for money is very important to Medical Teams International, as every additional dollar saved is money that we can use on our humanitarian and development work throughout the world.

Medical Teams International may award multiple contracts per lot or none, and all contracts will be non-exclusive for the negotiated tender.

Fair competition is a key component of the Medical Teams Procurement Policy and all other documents that support this tender process. Medical Teams will strive to ensure that each step will be carried out in a manner that allows for equal opportunity for all interested Tenderers.

Bid Documentation Submission Guidelines

To read, understand, and agree to follow. No submission needed:

Document	Submission Guide
Tender Bid Packet Introduction	Read and follow instructions
Medical Teams Catalogue of Contracting Terms	Read, understand, agree to follow
Medical Teams Child and Vulnerable Adult Protection Policy	Read, understand, agree to follow
Medical Teams Conflict of Interest Policy	Read, understand, agree to follow
Medical Teams Ethical Concerns	Read, understand, agree to follow
Medical Teams OFAC Compliance Policy	Read, understand, agree to follow

Submit as soon as possible:

Document	Submission Guide
Annex 1 - Confirmation of Intent to Tender	Signed scan returned as soon as possible

Submit in the Technical Bid Envelope before the submission deadline:

Document	Submission Guide
Annex 2 - Supplier Questionnaire	Signed scan
Annex 3 - Tenderer's Declaration	Signed scan
Annex 4 - Warranty, Delivery and After Sales	PDF file
Annex 5 - Supply and Delivery to Specific Countries	PDF file
Annex 6 - Offer Specifications	PDF file
Annex 9 - Business References	PDF file
Annex 10 - Supplier Code of Conduct Agreement	Signed, stamped scan

Submit in the Financial Bid Envelope before the submission deadline:

Document	Submission Guide
Annex 7 - Pricing Totals	PDF file
Annex 8 - Banking Details	PDF file
Any other supporting documentation with pricing or financial figures	Noneditable file format

You may also provide additional information in your preferred format but, as at minimum, the tables must be completed. Tenderers are free to offer additional optional extras and services over and above, or as reasonable alternatives to, those stipulated below.

Contract Payment Terms

Tenderers are invited to note that, if awarded the contract, Medical Teams International's standard terms of payment are **30 days** after the receipt of a complete invoice, or after acceptance of the Goods/Services/Works, if later. All payments are made by wire transfer from a Medical Teams account to the agreed business account of the awardee.

Disclaimer

Medical Teams International reserves the right to alter the schedule of tender and contract awarding.

Medical Teams International reserves the right to cancel this tender process at any time and not to award any contract.

Medical Teams International shall not be liable in respect of any costs incurred by the Tenderer in the preparation of the offer nor any associated work effort, including the production of presentation materials, brochures, product specifications or manuals for evaluation.

Clarifications

The Tenderer is responsible to ensure that their offer is complete and meets Medical Teams International's stated requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully, ask any clarifying questions, and submit completed documentation before the bidding period is closed.

If you have any queries in relation to your submission, or to any requirements of this tender, please email:

procurement@medicalteams.org

Thank you for your proposal.

Medical Teams Logistics and Procurement Team