



REQUEST FOR QUOTATION
FOR
THE SUPPLY OF COMPUTER EQUIPMENT

ISSUED ON: May 28, 2024.

CLOSING DATE AND TIME: June 21, 2024 @2:00 PM, Local Time

Summary, Contents & Instructions:

Summary:

The Regional District of Okanagan Similkameen (the “RDOS”) invites Quotations for the supply of computer equipment, which conforms to the requirements/specifications provided on pages 12 & 13.

This RFQ document sets-out: the details of the items required; the process for submission, evaluation, the terms and conditions and award of the Contract; plus, forms which outline the information a Respondent to this RFQ should submit in their quotation.

Contents:


This Request for Quotations (the “RFQ”) is organized into the following parts:

- **Part A: The Requirements** – See inventory List on pages 12 & 13.
- **Part B: The RFQ Process** – the process for submissions, evaluation and award of the Contract
- **Part C: The Contract** – the Contract the District will enter into with the selected Vendor.
- **Part D: Submission Forms** – the forms a Respondent should submit in their Quotation.

Instructions:

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

Example:

	Whenever you see this box throughout the RFQ document, the text is providing instructions or information on what this section means and/or what a Respondent must do.
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[Part A: The Requirements/Specifications](#)

Please refer to the specification/requirements, on pages 12 & 13.

Part B: The RFQ Process



This Part B details the terms and conditions of how this RFQ process will be run by the District, and how the Vendor will be selected. Respondents to this RFQ must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Quotation being rejected.

1.1. Questions Regarding this RFQ:

Any question a Respondent has related to this RFQ process must be submitted to the RDOS in writing. Questions regarding this RFQ must not be submitted to the RDOS via any other method. Answers to questions received will be provided either directly to the Respondents or via an addendum to all Respondents, through the BC Bid System. Information obtained from any source other than the RDOS or through the BC Bid System is unofficial and must not be relied upon as part of this RFQ.

Questions may be email to the following:

Danny Francisco, Senior IS Manager: dfrancisco@rdos.bc.ca

Mike Ummenhofer, Procurement Manager: mummenhofer@rdos.bc.ca

All questions regarding this RFP must be submitted prior to the 'Deadline for Questions' detailed under Section 1.2 (Timetable) of this RFQ. Questions received after the Deadline for Questions will be addressed if time permits.

The Respondent is solely responsible for seeking any clarification required regarding this RFQ and the RDOS shall not be held responsible for any misunderstanding by the Respondent.

The Respondent is solely responsible for seeking any clarification required regarding this RFQ, and the District shall not be held responsible for any misunderstanding by the Respondent.

1.2. Timetable:

This RFQ process will run to the following timetable. This timetable may be amended at the District's discretion through the issuance of an addendum to this RFQ.

Event:	Date:
Issue Date of this RFQ	May 28, 2024
Deadline for Questions	June 18, at 2:00 PM, Local Time
Last Day for Issue of Addenda	June 20, 2024
RFQ Closing Date and Time:	June 21, 2024 at 2:00 PM Local Time

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1.3. Site Meeting Details:

A non-mandatory site meeting will be held at the following time and place to receive any questions Respondents may have before submitting a Quotation:

- **NOT APPLICABLE**

1.4. Submission of Quotations (Location, Date & Time, Format):

Quotations to this RFQ should be submitted in accordance with the following:

Quotations may be submitted by hand to:

Danny Francisco, Senior IS Manager

Mike Ummenhofer, Procurement Manager

Regional District of Okanagan Similkameen,
Reception, 101 Martin Street, Penticton BC V2A 5J9

Up to June 21st, 2024 @ 2:00pm local time.

Quotations may also be sent electronically to the following email address:


dfrancisco@rdos.bc.ca

mummenhofer@rdos.bc.ca

Please Note: Respondents are cautioned that the timing of their quotation submission is based on when the quotation is received by the District. Submissions can be delayed due to file size, transmission speed and other factors. For this reason, it is recommended that the Respondent(s) allow sufficient time to deliver or email their quotation, including all attachments and other submission details.

The RDOS assumes no responsibility for the receipt of quotations where the instructions detailed above have not been complied with.

2. Definitions Used in this RFQ:

	The following are definitions used in this RFQ document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out below.
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- 2.1. “Addenda” or “Addendum” means additional information or amendments to this RFQ, issued by the District.
- 2.2. “Contract” means a written agreement for the provision of the requirements that may result from this RFQ, executed between the District and the successful Respondent to this RFQ.
- 2.3. “District, RDOS” means the Regional District of Okanagan Similkameen.
- 2.4. “Quotation” means a Quotation submitted by a Respondent in response to this RFQ.
- 2.5. “Respondent” means a person or entity that submits a Quotation to this RFQ.
- 2.6. “RFQ Closing Date and Time” means the date and time that Quotations to this RFQ must be received by in accordance with Section 1.2 of this Part B. The time will be determined by the RDOS System web clock.
- 2.7. “RFQ” means this Request for Quotations, including all Parts A to D.
- 2.8. “Section” means the numbered section of the referenced part of this RFQ.
- 2.9. “Requirements” means the Requirements which the District seeks to be provided by the Vendor, as outlined in Part A.
- 2.10. “Sub Vendor” means a person, partnership, firm, or corporation that the Respondent proposes to contract with to deliver part of the Requirements, in a subordinate relationship to the Respondent.
- 2.11. “Vendor” means the successful Respondent to this RFQ who enters into a Contract with the RDOS.

3. Amendment of a Quotation by Respondent:

A Respondent may amend a Quotation at any time up until the RFQ Closing Date and Time. Amendments may be submitted in the same way as the original Quotation, as detailed in Section 1.4 of this Part B.

4. Withdrawal of a Quotation by Respondent:

A Respondent may withdraw a Quotation that is already submitted at any time throughout the RFQ process, including after the Closing Date and Time. To withdraw a Quotation before or after the Closing Date and Time, the Respondent shall contact the RDOS in the same way as the original Quotation was submitted, as detailed in Section 1.4 of this Part B.

5. Addenda Issued by RDOS:

This RFQ may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the District may issue an Addendum in order to amend, clarify, or answer questions to this RFQ. Each Addendum will be issued through the RFQ opportunity on the BC Bid platform. Each Addendum will form an integral part of this RFQ. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the District deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as

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detailed in Section 1.2 of this Part B, then the District may extend the RFQ Closing Date and Time in order to provide Respondents with more time to complete their Quotation.

Respondents will be requested to acknowledge any addenda issued using the addendum acknowledgement form, on page 14 and including the form with their submission.

5.1. Conclusion and Execution of a Contract:

Neither the District nor any Respondent shall be legally bound to provide or purchase the equipment or goods and services until the execution of a written Contract or issuance of a Purchase Order by the District. Following an invitation to a Respondent, by the District to conclude a Contract, it is expected that the District and that Respondent would enter into discussions which may include, among other things:

- Clarification or amendment to the scope of work, plus any resulting price adjustments, based on items submitted in the Quotation.
- Amendments to the terms and conditions of the Contract (Part C), based on items submitted in the Quotation.

The District would seek to execute a Contract within 5 days of issuing an invitation to the Respondent to conclude a Contract. If the District and Respondent do not, for any reason, execute a Contract within this time-period, the District may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Quotation to conclude a Contract. The District may then continue this process until a Contract is executed, or there are no further Respondents, or the District otherwise elects to cancel the RFQ process entirely. For clarity, the District may discontinue discussions with a Respondent if at any time the District is of the view that it will not be able to conclude a Contract with that Respondent.

6. Other Terms & Conditions of this RFQ Process:

The following terms and conditions shall also apply to this RFQ:

6.1. Quotations in English:

All Quotations are to be in the English language only.

6.2. Only One Entity as Respondent:

The District will accept Quotations where more than one organization or individual is proposed to deliver the Requirements, so long as the Quotation identifies only one entity that will be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. Any other entity involved in delivering the goods and/or service should be listed as a Sub Vendor. The Respondent may include the Sub Vendor and its resources as part of the Quotation and the District will accept this, as presented in the Quotation, in order to perform the evaluation. All Sub Vendors to be used in the Service must be clearly identified in the Quotation.

6.3. Quotations to Contain All Content in Prescribed Forms:

All information that Respondents wish to be evaluated must be contained within the submitted Quotation. Quotations should not reference external content in other documents

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or websites. The District may not consider any information which is not submitted within the Quotation or within the pre-prescribed forms set-out in this RFQ.

6.4. Respondent's Expenses:

Respondents are solely responsible for their own expenses in participating in this RFQ process, including costs in preparing a Quotation and for subsequent finalizations of an agreement with the District, if required. The District will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Quotation, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

6.5. Retention of Quotations and FOIPPA:

Quotations submitted to the District will not be returned and will be retained by the District and shall become the property of the District upon submission. Respondents should note that the District may choose to make public any part of this Quotation, any Quotation and any executed contract including the Vendors name and total contract price and further that, regardless of whether and the extent to which the District elects to make anything available to the public, the District would be required to disclose all or part of a Quotation or the executed contract pursuant to a request for disclosure under the Freedom of Information and Privacy Act (FOIPPA). Respondents should be aware of and review the District's obligations under FOIPPA and the District's limited ability to refuse to disclose third party information pursuant to Section 21 of FOIPPA.

6.6. Conflict of Interest:

All Respondents must disclose an actual or potential conflict of interest, by submitting the conflict-of-interest form on page 15. The District may, at its sole discretion, disqualify any Respondent from this RFQ process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and District employees) create or could be perceived to create a conflict of interest.

The District may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFQ process.

6.7. Confidentiality:

All information provided to Respondents by the District as part of this RFQ process is the sole property of the district and must not be disclosed further without the written permission of the District.

6.8. Right to Cancel RFQ:

Although the District fully intends to conclude a Contract as a result of this RFQ, the District may at its sole discretion, cancel or amend this RFQ process at any time without any liability to any Respondent.

6.9. Governing Law and Trade Agreements:

This RFQ is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

[Part C: The Contract](#)

No contract is necessary; a Purchase Order will be issued to the successful Respondent.

Part D: Submission Forms



This Part D contains forms detailing the information that should be submitted with the Quotation, as detailed in Part B.

Part D Contents:

This Part D contains the following forms:

- Pricing Form
- Addendum Acknowledgement Form
- Conflict of Interest Form
- Please include the above forms with your submission.

PRICING FORM



Quotations must include this Pricing Form. No changes to this form shall be made, except for completing the requested pricing information in the spaces provided.

The form should be completed with; a PDF writer program; or by print, hand completion and scan. The completed form must be uploaded with the Quotation as prompted by the 'Document Upload' instructions in the *Bids & Tenders* System.

Evaluation Factors:

The pricing submitted under this form will be evaluated using a Best Value Approach. Consideration shall be given to total cost, service, delivery, past experience with the respondent, references, experience etc. The District may prefer a quotation with a higher price, if it offers greater value, over a quotation with a lower price.

1. Pricing Basis:

Pricing shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and freight (FOB Penticton). The PST and the GST shall be itemized separately where indicated.
- b. Prices are all-inclusive and include for all labour, materials, supplies, travel, overheads and profit, insurance, mobilization/demobilization, and all other costs and fees.
- c. RDOS payment terms are net 30 days.

Price Form

1.1.1 Inventory List

Inventory List						
Brand	Item	Description	Quantity	Price/ Ea.	Extended Price	Delivery(weeks)
Lenovo	Lenovo TC M80q (Gen 4 or later) i5 Processor 16 GB Ram 512 SSD M.2 6E AX-211 Wi-Fi 3-year warranty	Tiny Desktop	100			
Lenovo	Lenovo T14 Laptop (Gen 4 or later) WUXGA (1920x1200) IPS Anti-Glare Non-Touch i5 Processor 16 GB Ram 512 SSD M.2 6E AX-211 Wi-Fi Fingerprint Reader Camera 1080p FHD RGB/IR Hybrid	14" Laptop	10			

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	3-year warranty					
Lenovo	Lenovo T16 Laptop (Gen 2 or later) WUXGA (1920x1200) IPS Anti-Glare Non-Touch i5 Processor 16 GB Ram 512 SSD M.2 6E AX-211 Wi-Fi Fingerprint Reader Camera 1080p FHD RGB/IR Hybrid 3-year warranty	16" Laptop	5			
Lenovo	ThinkPad Universal USB-C Dock (v2 or later) v2 USB-C Dock 3-year warranty	USB-C Dock	10			
				Subtotal		

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Please provide the pricing information from above tables:

Price Table

Subtotal	\$
Levies, if any	\$
GST	\$
PST, if applicable	\$
Total Price	\$

Addendum Form (Must be included with Respondent's submission)

ADDENDA

We confirm that we have received and carefully reviewed all of the Request for Quotation Documents, including the Sample Contract and the following Addenda, if any:

Initials _____

Please initial the Addenda form

Conflict of Interest Form (Must be included with Respondent's submission)

What is a conflict of interest?

A conflict of interest is when you have a certain personal interest that may interfere with the interests you must have as someone connected to another person or entity, such as an employer or client. A conflict of interest can cause one party to question what another party's intentions are.

It can also call to question your ability to remain unbiased in your thoughts, ideas and decisions.

Conflict of Interest. The supplier represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the supply of goods and/or performance of services required hereunder. The Respondent further represents that no persons having any such interest shall be employed to perform those services.

Company Name: _____

Name and Title _____

Signature: _____

RDOS evaluation committee members shall also sign a conflict-of-interest statement (CIGS), below. If a member of the evaluation committee has acknowledged a conflict of interest with a particular Respondent or any Respondent associated with this RFP, they shall be recused from the evaluation process.

Conflict of Interest. The RDOS evaluator represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the evaluation and awarding of the goods and/or services required hereunder.

Name and Title of evaluator: _____

Signature: _____

(Please include with submission)

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RESPONDENT INFORMATION

REQUEST FOR QUOTATION: **COMPUTER EQUIPMENT**

CLOSING DATE: **June 21st, 2024 @ 2:00 PM Local Time**

The undersigned Respondent has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the goods and services requested and will provide the goods and/or services as required and outlined by the District.

This proposal is open for consideration for 60 days.

FIRM NAME: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ DATE: _____

PHONE NO. _____ FAX NO. _____

EMAIL: _____

SIGNATURE OF RESPONDENT: _____

PRINT NAME: _____

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