

Tender #: 2019-001

Standing Offer Agreement for Microsoft Surface Pro & Accessories

Release Date: January 11, 2019

Closing Deadline: January 25, 2019

2:00pm Newfoundland Time

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Newfoundland and Labrador Centre for Health Information**

1. ABOUT US

The Newfoundland and Labrador Centre for Health Information (the Centre) was established by the Government of Newfoundland and Labrador to provide quality information to health professionals, the public, researchers, and health system decision-makers. Through collaboration with the health system, the Centre supports the development of data and technical standards and maintains key health databases, prepares and distributes health reports and supports and carries out applied health research and evaluations. The Centre's mandate also includes responsibility for the provincial Electronic Health Record.

The Centre is a crown agency governed by a board of directors appointed by Lieutenant- Governor-in-Council and is managed by a president & chief executive officer.

Through all facets of its work, the Centre strives to achieve its vision of *Improved Health through Quality Health Information*.

2. PURPOSE

This Tender is for the Centre to establish a Standing Offer Agreement (SOA) for Microsoft Surface Pro and Accessories, for a period of one (1) year with an option to extend the agreement by mutual consent of both parties for an additional year under the same terms, conditions and pricing.

3. SPECIFICATIONS

Description	Estimated Annual Quantity
Microsoft Surface Pen - Stylus, Bluetooth 4.0, 4096 Pressure Level, 2x Buttons, compatible with Microsoft Surface Pro 6	75
Targus SafePort Rugged Case for Microsoft Surface Pro 6	75
Microsoft Surface Pro 6 Notebook with English Type Cover + Dock Bundle - Intel® Core™ 8th Gen i5-8250U or i7-8650U, 8GB RAM, 256GB SSD, 12.3" Touchscreen 2736x1824, Intel HD Graphics 620, Mini DisplayPort, Win 10 Pro 64-bit Microsoft Surface Pro Signature Type Cover	75
Microsoft Surface Pro 6 Docking Station - 4x USB 3.0, 2 Mini DisplayPort, 1 Gigabit Ethernet, 1 Audio Output, Surface Connect Cable, External Power Supply, Black	75
Microsoft Complete Extended Service Agreement - 3 years, Commercial, For Surface Pro 3, Pro 4	75

4. SUBMISSION FORMAT

To participate in the tendering process, bidders **must** complete the forms included in the appendices. The forms may contain protected sections and modifications will be limited to the entry of the required information (i.e. price, discounts, etc.). Other modifications are **not** permitted. It is the responsibility of the bidder to ensure that formulas and calculations are accurate. Those who do not comply with the above instructions will not receive further consideration.

To obtain an electronic copy of the forms listed in the appendices, bidders are asked to download from <https://www.nlchi.nl.ca/index.php/procurement> or are invited to request one through procurement@nlchi.nl.ca.

Each of the specifications listed in the Specifications Section is mandatory. Assigning a price to any one module in the Vendor Response Pricing Table indicates the bidder's product can provide full and complete functionality for the module / functionality listed.

5. INQUIRIES AND CLARIFICATIONS

Bidders can direct their written inquiries and questions related to tenders to the Centre's Supply Chain Management Office via procurement@nlchi.nl.ca.

Oral responses to questions will not be provided. Responses will be posted to the website in the form of an addendum as they become available. The Centre will not disclose the source of any questions submitted by Bidders. **Deadline for questions is 4:30pm NDT, January 18, 2019.**

Information obtained from any source outside the documents located on the website, is not official and may be inaccurate and therefore not binding.

6. SOA TERMS AND CONDITIONS

- Prices quoted are to remain unchanged for the agreement period. If the agreement period is extended by the Centre a new price may be negotiated at the discretion of the Centre. The adjusted price must be fair and reasonable in terms of fair market value.
- In case of error in extension of prices, the unit price will govern.
- This Standing Offer Agreement shall be subject to cancellation by the Centre with 10 days written notice.
- Annual estimated quantities as stated are estimates made in good faith for the period of the agreement; however, the Centre reserves the right to increase or decrease these amounts as circumstances may require during the contract term of this standing offer agreement.
- The Centre reserves the right to conduct periodic reviews of service levels. If the Centre is unsatisfied with the service being provided by the awarded vendor, it may choose to obtain services from another vendor.
- One copy of the attached Appendix A must be signed by an authorized officer of the company, and any other required documentation must be enclosed with the tender bid.
- All bidders shall be licensed and authorized to do business in the Province of Newfoundland and Labrador prior to submitting a bid and commencement of the contract.

- Tender evaluation and award of contract for this service will be done in accordance with the procedures outlined in the latest revised *Public Tender Act* and the associated Centre for Health Information procedures.

7. TERMS AND CONDITIONS

- During the open tender period any required additions, deletions or alterations to the tender requirements will be issued in the form of an addendum. All such changes will become an integral part of the tender. Addendums will be posted on <https://www.nlchi.nl.ca/index.php/procurement>. It is the vendor's responsibility to check the Centre's web site for any addendums to ensure their responses to the tender are complete and accurate.
- The Centre reserves the right to cancel this tender at any point.
- The Centre reserves the right to award the tender in whole or in part.
- Electronic submissions will be accepted. Suppliers can send their responses to procurement@nlchi.nl.ca
- The lowest-price bid or any tender will not necessarily be accepted (unless it meets all specific criteria).
- The purpose of the tender is to acquire the items listed in the Specifications section of the tender only. Cost estimates for additional items such as hardware, travel, training and system installation may be required, however, they will not form part of the evaluation process. The Centre would require this information for planning purposes only. In terms of hardware, vendors would be required to provide a detailed list of hardware requirements necessary to accommodate their solution.
- Tender price must include all applicable product shipping/logistics and insurance costs (FOB ST. John's).
- Prices quoted must be in Canadian currency and all other duties and levies included.
- Tenders will be opened publicly at the Centre's building, 70 O'Leary Avenue, St. John's, immediately following the tender closing date (scheduled to be 2:00pm Newfoundland Time, unless otherwise stated). In the event the Centre is closed due to poor weather conditions or other unscheduled closure the tender opening will occur on the next business day at the originally scheduled time (scheduled to be 2:00pm unless otherwise stated).
- The successful vendor's name will be posted on the website when the tender is awarded. No pricing information will be released.
- From the specifications listed in the document, the Centre reserves the right to order a different quantity of products than what is listed in the tender (no new products will be added).
- Faxed bids will not be accepted.

- Under no circumstances will extensions be granted. Late responses will be returned unopened. The onus rests with the vendor to contact the Centre to confirm receipt of its proposal before the tender deadline.
- Proposals submitted shall be final and may not be altered by subsequent offerings, discussion or commitments unless the vendor is requested to do so by the Centre.
- Tender evaluation and award of contract for the item will be done in accordance with the procedures outlined in the latest revised *Public Procurement Act* and the associated Centre for Health Information procedures.
- In the event that more than one bidder submits equal bids (tie), the Centre will select a preferred bidder in an unbiased way.
- The Centre reserves the right to use the mathematical principles for rounding if the situation warrants.
- The Centre reserves the right to incorporate previous supplier performance, if the situation warrants, as additional/supplemental criteria in the evaluation of the tender. For further clarity, if a supplier did not meet terms, conditions or other commitments from a previous procurement offering, the Centre may not award a tender opportunity to this supplier. This remains the case although the poorly performing supplier provided the lowest bid and met all specifications.
- The Centre may require vendors to provide a product demonstration with their bid. This demo will be incorporated into the tender evaluation process. If an evaluation copy of the software does not integrate well with the Centre's current infrastructure, the bid may be disqualified.
- Notification of tender may be available on other websites, but the Centre website is the official source for tender documents and information.

8. INSTRUCTIONS TO BIDDERS

Bidders must submit their bid, with tender number clearly identified, before 2:00 pm Newfoundland Time on the closing date to the address below:

CONFIDENTIAL

Supply Chain and Facilities Management Division

NL Centre for Health Information

70 O'Leary Avenue

St. John's, NL A1B 2C7

Attn: Business Services Officer

Electronic submissions will also be accepted and must be received by the deadline at procurement@nlchi.nl.ca

Appendix A:

Vendor Profile

(Electronic copies of the appendices can be obtained by visiting <https://www.nlchi.nl.ca/index.php/procurement> or request through procurement@nlchi.nl.ca)



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Contractor Information:

Company Name and Address:

Telephone Number: _____

Email: _____

Web Address: _____

I agree with all of the terms and conditions of this tender (including those posted at <https://www.nlchi.nl.ca/index.php/procurement> Yes _____ No _____

I have read and understood each of the addendums posted to the Centre's web site relative to this tender Yes _____ No _____

Name and Contact information for local sales and service rep:

Authorized Company Representative Signature

Authorized Company Representative Print

Company

Date

Appendix B:

Vendor Response Pricing Table

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Vendor Response Pricing Table
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Description	Estimated Annual Quantity	Unit Price	Total Cost
Microsoft Surface Pen - Stylus, Bluetooth 4.0, 4096 Pressure Level, 2x Buttons, compatible with Microsoft Surface Pro 6	75		\$0.00
Targus SafePort Rugged Case for Microsoft Surface Pro 6	75		\$0.00
Microsoft Surface Pro 6 Notebook with English Type Cover + Dock Bundle - Intel® Core™ 8th Gen i5-8250U or i7-8650U, 8GB RAM, 256GB SSD, 12.3" Touchscreen 2736x1824, Intel HD Graphics 620, Mini DisplayPort, Win 10 Pro 64-bit Microsoft Surface Pro Signature Type Cover	75		\$0.00
Microsoft Surface Pro 6 Docking Station - 4x USB 3.0, 2 Mini DisplayPort, 1 Gigabit Ethernet, 1 Audio Output, Surface Connect Cable, External Power Supply, Black	75		\$0.00
Microsoft Complete Extended Service Agreement - 3 years, Commercial, For Surface Pro 3, Pro 4	75		\$0.00

Delivery Fee (if applicable) _____

TOTAL \$0.00