

# REQUEST FOR QUOTATION

*for the provision of*

**SERVERS**

*for*

The Occupational Safety and Health Agency



March 2023

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## 1. INFORMATION

<b>Title:</b>	<b>PROVISION OF SERVERS</b>
<b>Host Agency:</b>	Occupational Safety and Health Agency
<b>Contacts:</b>	Purchasing Officer – <a href="mailto:susan.patoir@osha.gov.tt">susan.patoir@osha.gov.tt</a>
<b>Supervisors:</b>	Administrative Services Supervisor – <a href="mailto:simone.griffith@osha.gov.tt">simone.griffith@osha.gov.tt</a>
<b>Contract Type:</b>	Fixed Bid
<b>Duration:</b>	Implementation Timeframe as per Proposal
<b>Expected Starting Date:</b>	May/June 2023

## 2. PURPOSE OF THIS DOCUMENT

The Occupational Safety and Health Agency (hereafter referred to as the “OSH Agency”) has acquired **Western Corner of Eastern Main Road and St. John’s Road, St. Augustine** as one of its official buildings. The OSH Agency is overseeing the planning and execution of all activities involved in the relocation of some staff to this location.

As such, to deliver on this relocation exercise the OSH Agency is seeking suitably qualified vendors for submission of proposals for the **provision of servers** (hereafter referred to as the “Service”).

This document outlines the **specific requirements** of the OSH Agency to vendors making submissions with respect to this Request for Quotation (“RFQ”). It also details the **required information** from vendors when submitting proposals and the **order** and **format** in which proposals **must** be submitted.

Adhering **to the information and format** outlined in this document ensures that there is a more objective evaluation process.

**NB: Bidders are advised to carefully read all instructions when completing their proposals to ensure their submission is given positive consideration by the Evaluation Committee.**

### 3. ABOUT OSHA

The Occupational Safety and Health Authority and Agency (“OSHA”), officially established in 2004, replaces the former Factories Inspectorate of the Ministry of Labour (MoL). Whereas the Occupational Safety and Health Authority (“OSH Authority”) has the primary function of policy formulation, the Occupational Safety and Health Agency (“OSH Agency”) is responsible for the implementation and execution of those policies. The OSH Authority is a multi-stakeholder advisory body to the Ministry of Labour (“MoL”). The core task of the OSH Authority is to ensure compliance with the OSH Act Chapter 88:08, to promote training and research, provide information and to develop Regulations and Approved Codes of Practice.

OSHA’s purpose is to ensure that industrial establishments, in the private and public sectors, manage occupational safety, health, welfare and their associated risks in the workplace in accordance with the OSH Act Chapter 88:08. Currently its Head Office is located at # 9 Alexandra Street, St Clair, Port of Spain, with sub-offices in Port of Spain, San Fernando and Tobago. The Inspectorate is the enforcement arm of the OSH Agency.

OSHA is vested with legal powers via its Inspectors to access all industrial establishments, acquire any information needed to carry out investigations and to use its legal intervention powers.

OSHA uses its powers to promote compliance with the OSH Act Chapter 88:08 such as through the issuance of Improvement and Prohibition Notices. Some of OSHA’s activities include raising public awareness, the involvement and sensitisation of tripartite partners and other stakeholders towards fostering a preventative safety and health culture in Trinidad and Tobago.

*Please visit [www.osha.gov.tt](http://www.osha.gov.tt) to learn more about us.*

## **4. GENERAL INSTRUCTIONS TO BIDDERS**

The Bidder has to demonstrate that it has the competency to execute the provision of multifunctional printers/copiers and also trained staff with proven experience to undertake the requisite work.

Alterations or deletions in any offer made shall be initialled by the person making the offer or in the case of a company, partnership or firm by a duly authorized officer or employee of such company, partnership or firm.

The following section provides general information regarding the administrative requirements in responding to this RFQ.

### **4.1. STATUS OF THE ENTITY**

The bidder must be a legal entity with which the Agency is able to contract. The bid response must describe and provide evidence of the legal status of the bidder including but not limited to the Certificate of Incorporation as required by the Companies Act 1995 Chapter 81:01. It must also include a Certificate from the Commissioner of Inland Revenue to the effect that the person, company, partnership or business firm has, to the satisfaction of the Commissioner, complied with the provisions of and discharged his or its obligations under the Income Tax Act Chapter 75:01 and the Value Added Tax Act, No. 37 of 1989. In addition a Compliance Certificate is required from the National Insurance Board.

### **4.2. USER AND DISCLOSURE OF INFORMATION**

The issuance of this document shall not, in any way, cause the OSHA to incur any liability, financial or otherwise. The OSHA assumes no obligation to reimburse or in any way compensate bidders who respond to this document, and reserves the right to use the information submitted in response to this document in any manner deemed appropriate. The OSHA will honour a bidder's request for confidential treatment of certain identified data submitted as part of its proposal.

### **4.3. REJECTION OF QUOTATIONS**

OSHA reserves the right to reject any or all proposals without incurring any legal or financial liability whatsoever.

#### **4.3.1. ADDENDA TO THE RFQ DOCUMENT**

If it becomes necessary to revise any part of this RFQ document prior to the submission deadline, addenda will be provided to all firms that received the initial RFQ document.

#### **4.3.2. ACKNOWLEDGEMENT OF ADDENDA TO THE RFQ DOCUMENT**

Receipt of an amendment to this Tender Document by a Bidder must be acknowledged either:

- By signing and returning the amendment or
- By letter or fax
- By email to [susan.patior@osha.gov.tt](mailto:susan.patior@osha.gov.tt)

Such acknowledgement must be received prior to the hour and date specified for receipt of Bids.

#### **4.4. PROPOSAL VALIDITY DATE**

Bidders **proposals must be binding for at least 90 days** following the proposal due date. OSHA will make its best efforts to award a contract within this period.

#### **4.5. COMMENCEMENT OF SERVICES**

The selected bidder will be obliged to commence the services under the contract immediately following the signing of the contract.

#### **4.6. OPENING OF QUOTATIONS**

There will be a public opening shortly after the closing time on the date indicated in the Tender Notice. A representative of the Firm may be present at the time of opening.

#### **4.7. RIGHT TO CANCEL TENDER**

The OSHA is entitled to cancel this RFQ at any time by notice issued to bidders without liability for any loss, damage, cost or expense incurred or suffered by bidders as a result of that cancellation.

#### **4.8. RIGHT TO ACCEPT QUOTATIONS**

No contractual or other legal obligations between the OSHA and any other person can or will be created except in a written contract executed by authorised signatories of OSHA.

## **5. TERMS AND CONDITIONS OF CONTRACT**

### **5.1 QUALITY OF SERVICES**

For evaluation purposes the bidder must clearly and sufficiently detail how their bid meets all of the tender requirements and the project management approach to deliver the scope of works identified below. There must be clear identification of distinct phases with deliverables/output for each.

### **5.2 OPERATIONAL TRAINING**

A user manual in English must also be provided.

### **5.3 COMPLETENESS OF CONTRACT**

The contract will be deemed as incomplete if any component of the scope of works is not delivered, or is delivered but not installed and /or not operational or not acceptable to OSHA after acceptance testing / examination.

In such an event, the objectives of the RFQ will be termed as incomplete and it will not be accepted and the warranty period will not commence. If in OSHA's view, the level of completeness is not deemed significant, OSHA may work with the supplier within an agreed timeframe to bring to a level of satisfactory completeness. Failing which clause 5.5 would apply.

The service rendered will be accepted after complete commissioning, testing and satisfactory functioning of the service. The warranty period will commence only on acceptance (based on acceptance test) of service.

### **5.4 LIQUIDATED DAMAGES FOR DELAYED SUPPLY**

If the bidder fails to deliver on the services or does not perform the services within the time period(s) specified in the contract, the OSHA may, without prejudice to its other remedies under the contract, deduct from the Payable Amount, as liquidated damages, a sum equivalent to 5 percent of the payable amount for each week or part thereof during which the delivery of such service may be delayed subject to a maximum limit of 10 percent of the stipulated price of the service so undelivered. Failing which clause 5.5 would apply.



## **5.5 ORDER (SERVICE) CANCELLATION**

Notwithstanding any clause to the contrary, the OSHA also reserves the right to cancel the order in the event of one or more of the following circumstances:

- a. Serious discrepancy in servers noticed during the inspection, if any.
- b. Delay in delivery beyond a period of 14 days from the date of purchase order.
- c. Breach by the supplier of any of the terms and conditions of the tender.
- d. If the supplier goes into liquidation voluntarily or otherwise.

## **5.6 PAYMENT TERMS**

The prices inserted shall be deemed to include payment of all duties, charges, taxes and the like, for the provision of all services.

Payment will be made by OSHA within **90** days from the date of receipt of product with inspection/test reports.

## **5.7 WARRANTY**

The supplier must supply at minimum a warranty period as indicated in the scope of works.

## **5.8 RESOLUTION OF DISPUTES**

OSHA and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between the under or in connection with the contract.

## **5.9 TEXT TO BE DEFINITIVE**

No alterations, additions to modifications to the text of the specifications is to be made by the bidders as this will not be recognized or taken into account and could lead to a disqualification of their proposal. If the bidder wishes to make an observation as to the printed text in connection with the RFQ document, such observations shall form the subject of a separate letter to accompany his/her proposal submission.

## **5.10 NOTIFICATION OF AWARD**

The OSHA will notify the successful bidder when his/her proposal has been accepted.

## 6. SPECIAL CONDITIONS OF CONTRACT

### 6.1 TRANSMITTAL LETTER

Each bidder must provide a transmittal letter on a company letterhead signed by a duly authorised officer of the company, who can be contacted in the event of escalated matters concerning the content of the proposal and or execution.

### 6.2 EXPERIENCE OF BIDDER

Each bidder must provide brief information on the structure and organisation of the firm.

This section must also summarize the bidder's past experience in undertaking similar projects, and there must be a description (experience) of similar projects undertaken within the last four years (at least 3). The background, capabilities, deliverables and costs associated with **completed projects** should be provided.

### 6.3 HEALTH AND SAFETY RELATED DOCUMENTATION

Each bidder **must** provide the following documents:

- a. Health, Safety and Environment (HSE) Policy Manual.

## 7. SCOPE OF WORK (“SOW”)

Vendors responding to this Request for Quotation (RFQ) are required to provide of **two (2) servers** as follows:

1. Two (2) Servers with the following specifications	
<b>Operating System</b>	None (Supports Windows Server 2022)
<b>Processor</b>	2x AMD EPYC 9124 (16 Cores, 3.0GHz, 64MB Cache, 200W) or Equivalent
<b>Memory</b>	64GB DDR5 RDIMMs, HPE Smart Memory
<b>Storage</b>	8x SFF 1TB Broadcom MR408i-o Cntrl for HPE Gen11
<b>Graphics</b>	Integrated
<b>Audio</b>	Integrated
<b>Networking</b>	2x 10GB NIC
<b>Interfaces</b>	2x USB 1x HDMI/VGA/DisplayPort
<b>Display</b>	None
<b>Keyboard</b>	None
<b>Mouse</b>	None
<b>Power Supply</b>	2x 800W HPE FlexSlot Power Supply
<b>Mounting</b>	2U Rack Mount with rail kit and cable management.
<b>Warranty and Support</b>	3/3/3: Server Warranty includes three years of parts, three years of labour, and three years of on-site support coverage. Next Business Day.

## 8. WARRANTY, SUPPORT AND MAINTENANCE (SERVICE LEVEL AGREEMENT)

As per the scope of works, the vendor must provide one (1) year warranty on parts and labour, Next Business Day onsite service.

## 9. FORM OF PROPOSAL (SUBMISSION FRAMEWORK)

Proposals **must** consist of the following information **as ordered**, to be **positively** considered:

Thus this format **must be followed** in your submission with **section headings** as indicated below, 1-11:

### SECTION HEADINGS

1. Firm/Company Introduction
2. OSHA's Requirements:
  - a. HSE Related Documentation. Refer to Section 6.3 above!  
Statutory Requirements
  - b. Certificate of Incorporation.
  - c. **Valid Income Tax** and **Value Added Tax Clearance Certificates** issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of Tender.
  - d. N.I.B. Certificate- Certificate of Compliance issued in accordance with the National Insurance Act.
3. Statement of interest in the Project:
  - a. Bidder Representative - Identification of the point of contact for this RFQ process with telephone number and email address.
  - b. Transmittal Letter - Signature of a duly authorized principal.
4. Experience of Firm/Company:
  - a. Description (experience) of similar projects within the last four years (at least 3)
5. Financial Statements for the last three (3) years.
6. Details on Bidder's Offerings per SOW
7. Specification Submission Form (see on pg16)
8. Implementation/Delivery Timeframe as evident by a project schedule.
9. Information concerning After-Sales service, Warranty, Support and Maintenance Solution.
10. A detail pricing structure.
11. Form of Tender. Refer to Section 13 below!

**NB: All pages must be numbered consecutively.**

## 10. PROPOSAL EVALUATION

The following outlines the selection process and criteria:

1. Vendors **must pass OSHA's Requirements** (Section 9, 2 a – d above) via submission and **must follow the stated format (as indicated by the Section Headings)**, to be further considered.
2. The following evaluation methodology **will then** be used in selecting the preferred supplier:

Criteria	Description	Points
Adherence to Scope of Works	Assessment of the solution as per the Scope of Works	50
Experience of Firm/Company	Assessment of at least three (3) similar projects completed within the last four (4) years	10
Warranty, Support and Maintenance	Assessment of the warranty, and the support and maintenance solution	10
Implementation/Delivery Timeframe	Assessment of the timeliness of delivery into production.	20
Financial Capability	Assessment of financial position as per financial statements	10
		<b>100</b>

Bid prices will be evaluated comparatively.

## 11. QUESTIONS

Please address questions concerning this RFQ to Susan Patoir via email, [susan.patoir@osha.gov.tt](mailto:susan.patoir@osha.gov.tt)

Please reference the RFQ in the subject line with the headline **“RFQ Questions re Servers”**.

## 12. SUBMISSION OF PROPOSALS

Proposals should be submitted to Agency in sealed envelopes clearly marked:

**“RFQ Servers”**

And addressed to:

**Chairman  
Finance and Tenders Committee  
OSHA  
#9 Alexandra Street, St. Clair  
Port of Spain**

The **original** proposal plus **four (4) copies** must be delivered to the stated address.

**As indicated in the Tender Notice the Submission deadline: Wednesday 19<sup>th</sup> April, 2023.**

**NB: This Request for Quotation may be cancelled by OSHA at any time without prejudice or cost to any of the bidders**

## 13. FORMS

### Specifications Submission Form

Supplier Name: \_\_\_\_\_

1.		
ITEM	Agency's Requirement	Supplier Options
Name and Brand Offered		
Operating System	None (Supports Windows Server 2022)	
Processor	2x AMD EPYC 9124 (16 Cores, 3.0GHz, 64MB Cache, 200W) or Equivalent	
Memory	64GB DDR5 RDIMMs, HPE Smart Memory	
Storage	8x SFF 1TB Broadcom MR408i-o Cntrl for HPE Gen11	
Graphics	Integrated	
Audio	Integrated	
Networking	2x 10GB NIC	
Interfaces	2x USB 1x HDMI/VGA/DisplayPort	
Display	None	
Keyboard	None	
Mouse	None	
Power Supply	2x 800W HPE FlexSlot Power Supply	
Mounting	2U Rack Mount with rail kit and cable management.	
Warranty and Support	3/3/3: Server Warranty includes three years of parts, three years of labour, and three years of on-site support coverage. Next Business Day.	
Quantity in Submission:		

## FORM OF TENDERS

Chairman  
Finance and Tenders Committee  
Occupational Safety and Health Agency  
#9 Alexandra Street, St. Clair  
Port of Spain

Sir,

### Re: PROVISION OF SERVERS

I/We of having examined the specifications issued by the Occupational Safety and Health Agency do hereby offer to provide Servers for the OSH Agency in accordance with the works described in these document for the sum of

.....  
.....(T&T\$.....) plus  
.....  
.....(T&T\$.....) V.A.T. Trinidad  
and Tobago currency, or such other sum as may be ascertained in accordance with the said  
conditions.

I/We agree to provide Servers for the Agency in accordance with this specification to the entire satisfaction of the Chairman, Finance and Tenders Committee, Occupational Safety and Health Authority, #9 Alexandra Street, St. Clair, Port of Spain within a period of ..... weeks calculated from the date of letter of award.

It is understood that the Government of Trinidad and Tobago does not bind itself to accept the lowest or any Tender, or to be responsible for any expense incurred in estimating any tender received, and that this offer will be open for acceptance for a period of nine (90) days.

Signature

..... in the capacity of  
.....Duly authorised to sign tenders for and on  
behalf of .....

**(IN BLOCK LETTERS)**

Address .....

Date .....



## FORM OF TENDER (CONT'D)

In the event of the above being accepted. I/We agree to become bound to the Government of Trinidad and Tobago in the sum of \_\_\_\_\_ of the Contract Sum for the performance of the Contract.

Address: .....  
.....  
.....  
.....

.....

Signature of Surety

Date: .....