

17 November 2017

Reference: SIWI/IT/Proc/2017/11/01

INVITATION TO TENDER

Procurement of 60 Computing Client (Laptops)

1. General Information

1.1 Introduction

Stockholm International Water Institute (SIWI) intends to procure 60 windows 10 computing clients (laptops) for its staff. This invitation to tender is impartial to the brand and make of the devices.

The selection of the final offer will be done based on a technical qualification and control group (of mixed user) review.

SIWI reserves the right to withdraw or extend the tender in the event no viable offers are received.

1.2 Stockholm International Water Institute, SIWI

SIWI is a knowledge organization using its expertise and convening power to strengthen water governance for a just, prosperous and sustainable future. SIWI arranges the yearly World Water Week in Stockholm. SIWI is established as a foundation in Sweden.

Name: Stockholm International Water Institute
 Organization No: 802425-8702
 Postal address: Box 101 87 Stockholm, SE-100 55 Stockholm
 Visiting address: Linnégatan 87A, 115 23 Stockholm
 Telephone: +46 8 121 360 00
 Telefax: +46 8 121 360 01
 Webpage: www.siw.org

1.3 Subject matter and scope of the procurement

SIWIs estimated commitment under the contract will be 60 devices. The devices are divided into two categories, for “agile” and “intense” users.

The scope of the procurement is limited to the procurement of hardware under a managed devices service contract, the services include:

- Device rent, hardware service coverage (including accidental damage or loss of property), OEM Windows 10 pro or enterprise OS license and insurance

The scope of the procurement excludes the procurement of any services related to:

- Third party device management, application licenses and deployment methods other than those listed or approved by SIWI

1.4 The Procurement Procedure

Any economic operator may submit a tender in response to this invitation. SIWI intends to conclude a contract with one (1) tenderer.

In the following, economic operators taking part in this procurement procedure are referred to as ‘candidates’. Candidates that have submitted a tender are referred to as a ‘tenderers’.

1.5 Procurement Documents

The procurement documents form a single unit. The tenderer **MUST** read the procurement documents in their entirety. The procurement documents are structured as follows:

1. **Invitation to tender (this document)**

Contains general information about this procurement as well as information regarding the, conduct of the procurement procedure, administrative conditions, exclusion grounds and selection criteria.

2. **Tender form**

Contains information about requirements relating to the tenderer. Consists of a form to be filled out by the tenderer regarding identification of the tenderer, non-exclusion and selection criteria.

3. **Technical requirements and financial offer form**

Contains requirements relating to the subject matter of the procurement and the financial offer of the tenderer.

4. **Declaration of compliance**

Contains a declaration of compliance with the requirements relating to the tenderer.

1.6 Questions

Candidates may submit questions regarding the procurement procedure. Questions **MUST** be sent by email to the designated SIWI contact, stating the reference and the procurement title in the title of the email.

For the question to be answered, SIWI **MUST** receive the question no later than 2017-11-30.

Information provided to a candidate in response to a question will be provided to all candidates.

1.7 Contact

The SIWI contact for the procurement procedure is:

Marko Antonic

E-mail: procurement@siwi.org

1.8 Disclaimer

This invitation to tender is in no way binding on SIWI. SIWIs contractual obligation will commence only upon signature of a written contract by the authorized signatories of SIWI and the successful tenderer.

SIWI reserves the right to accept any tender without prior negotiations. SIWI reserves the right to reject any tender and to cancel the process and reject all tenders at any time prior to the signing of the contract, without thereby incurring any liability to the affected tenderer(s).

SIWI will not be responsible for, or pay for, expenses or losses that may be incurred by a candidate or tenderer in the preparation of its tender and/or in connection with the procurement process.

2. Administrative Conditions

2.1 General information

This Invitation to tender contains a number of compulsory requirements, which are so designated by the term **MUST** in bold type. In order for a tender to be evaluated, these compulsory requirements have to be fulfilled.

The procurement documents also contain a number of non-compulsory conditions, which are so designated by the term **should** in bold type.

2.2 Formal requirements relating to the tender

2.2.1 Preparation of the tender

2.2.1.1 *One tender only*

A tenderer may only submit only one tender for this contract. If more than one tender is submitted by a tenderer, all of its tenders will be rejected.

2.2.1.2 *Multiple offers*

This procurement is divided into a maximum of three (3) Offers. This means that the tender may submit more than one and not exceeding 3 offers as part of the tender for the entire contract. In such a case, the tender is required to provide documentation specific to each offer (technical, cost and terms unique to the offer) labelled clearly with an offer number and documentation head (e.g. Offer 1 Technical Specifications Form)

2.2.1.3 *Content of tender*

The tender **MUST**:

- be prepared in accordance with the requirements set out in the procurement documents,
- be written in English,
- be perfectly legible so that there can be no doubt as to words and figures,
- include all the required information and documents,
- be signed by the authorized signatory of the tenderer.

2.2.1.4 *Structure of tender*

The tender **MUST** be submitted as a single pdf-file.

The tender **MUST** be structured in the following way:

- A. Tender form
- B. Technical requirements and financial offer form
- C. Declaration of compliance

2.2.2 Submission of tender

The tender **MUST** be submitted by email as one complete set, as a pdf-file attached to the email.

The tender **MUST** be submitted to the following email address: procurement@siwi.org

2.2.3 Period of validity of the tender

The tender **MUST** be valid and binding on the tenderer until 2018-02-16.

2.2.4 Ownership of the tender

SIWI acquires and retains the ownership of all tenders received. Tenderers are not entitled to have their tenders returned to them.

2.2.5 Time limit for receipt of tenders

The time limit for receipt of tenders is 2017-12-29 12:00.

Tenders received by SIWI after the time limit may be rejected.

2.3 Information concerning the Tenderer

The tender **MUST** include the official name, organisation number, vat-registration number or equivalent and the contact information of the tenderer.

2.4 Consortia

In case the tenderer forms a consortium, all members of the consortium assume joint and several liability towards SIWI. Tenderers **MUST** designate one of the members as a lead member and single point of contact for SIWI for administrative and financial aspects as well as operational management of the contract.

The documents required and listed in the procurement documents **MUST** be supplied by every member of the consortium.

After the award of contract, SIWI will sign the contract either with all members of the consortium, or with the leader on behalf of all members of the consortium, duly authorized by the other members.

The members of a consortium assume joint and several liability towards SIWI for the performance of the contract as a whole.

2.5 Subcontracting

Subcontracting is permitted, but the main contractor (i.e. the tenderer) **MUST** assume full liability towards SIWI for performance of the contract as a whole.

Tenderers are required to identify subcontractors whose share of the contract is greater than 25 percent, and those whose capacity is necessary to fulfil the selection criteria.

During the performance of the contract, the change of any subcontractor identified in the tender or any additional subcontracting **MUST** be subject to prior written approval by SIWI.

3. Description of the Procurement Procedure

3.1 Introduction

This section contains information regarding the procurement procedure and does not require any answer, declaration or any documents to be submitted by the tenderer.

3.2 Time plan

The procurement procedure will be conducted in accordance with the following time plan:

Contract notice published	2017-11-21
Time limit for receipt of questions	2017-11-30
Time limit for receipt of tenders	2017-12-29 12:00
Tender opening session	2018-01-08

3.3 Confidentiality

The confidentiality of all proposals, quotations, prices, contracts and other proprietary materials will be maintained by SIWI.

Confidential materials will only be handled by the members of the evaluation committee. Confidential materials will not to be disclosed to external parties or to any unauthorized persons.

3.4 Opening of tenders

Tenders will be opened at the SIWI offices on 2018-01-08 in a closed session of the evaluation committee.

3.5 The evaluation process

3.5.1 Administrative compliance

Tenders will be examined to ensure that they were received by SIWI before the deadline stated in Section 2.2.5. Tenders which are found not to have been received by SIWI within the time limit may be rejected.

Tenders received within the time limit will be examined to ensure that they conform to the administrative conditions stated in Section 2. Non-conforming tenders may be rejected.

3.5.2 Non-exclusion

Administratively compliant requests to participate will be examined to verify that none of the exclusion situations listed in Section 4.1 applies to the tenderer.

3.5.3 Selection of tenderers

Tenderers having submitted an administratively compliant tender and who are not subject to any of the exclusion grounds will be qualified in accordance with the selection criteria in Section 4.2.

3.5.4 Evaluation of tenders

The tenders of qualified tenderers will be evaluated in accordance with the award criteria stated in Section 6.3 using the evaluation model described in Section 6.4.

3.6 Notification

SIWI will inform all tenderers of decisions reached concerning the award of the contract, including the grounds for any decision to cancel the procurement procedure.

SIWI will inform all unsuccessful tenderers of the reason for rejecting their tender.

Tenderers will be informed of the outcome of this procedure by e-mail. It is the tenderer's responsibility to provide a valid e-mail address together with their contact details in their tender.

4. Requirements relating to the tenderer

4.1 Exclusion grounds

A tenderer will be excluded from participation in a procurement procedure where SIWI is aware that the tenderer has been the subject of conviction by final judgement for any of the following reasons:

- participation in a criminal organization,
- corruption,
- fraud,
- terrorist offences or offences linked to terrorist activities,
- money laundering or terrorist financing, or
- human trafficking.

A candidate will also be excluded if a person who has been subject to such conviction is a member of the administrative, management or supervisory body of that economic operator or has powers of representation, decision or control therein.

A tenderer may be excluded from participation in a procurement procedure where SIWI is aware that the economic operator is in any of the following situations:

- a) where it has been established by a final judicial or administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions;
- b) where it can be demonstrated by appropriate means that the economic operator is guilty of a violation of applicable obligations in the fields of environmental, social or labour law;
- c) where the economic operator is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under national laws and regulations;
- d) where it can be demonstrated by appropriate means that the economic operator is guilty of grave professional misconduct;
- e) where a conflict of interest cannot be effectively remedied by other less intrusive measures;
- f) where the economic operator has been guilty of serious misrepresentation in supplying the information required as a condition of participation in the procurement procedure or has withheld such information;
- g) where the economic operator has undertaken to unduly influence the decision-making process, to obtain confidential information that may confer upon it undue advantages in the procurement

procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

4.2 Selection Criteria

Tenderers **MUST** prove that they have the legal, economic, financial, technical and professional capacity necessary for the performance of the contract.

4.2.1 Legal capacity

Tenderers **MUST** have the legal capacity required for the performance of the contract.

Criterion 1: The tenderer **MUST** be registered with the appropriate authorities, provided that such registration is required by law or regulation in the tenderer's country of establishment.

Criterion 2: The tenderer **MUST** be registered to pay all applicable taxes (e.g. value added tax, withholding tax, employee contributions or similar taxes or charges), provided that such registration is required by law or regulation in the Tenderer's country of establishment.

4.2.2 Economic and financial capacity

Tenderers **MUST** have the economic and financial capacity for the procurement of the contract.

Criterion 1: The tenderer **MUST** not be involved in an insolvency or equivalent economic failure in the past 2 years

Criterion 2: The tenderer **MUST** have the financial capacity to guarantee the service offering, in both volume and quality, for the period of the contract.

4.2.3 Technical and professional capacity

Tenderers **MUST** have the technical and professional capacity for the procurement of the contract

Criterion 1: The tenderer **MUST** have the necessary staff for consistent delivery of the services for the entire period of the contract

Criterion 2: the tenderer **MUST** have the necessary certifications and reseller agreements related to all sub services needed for consistent delivery of the contracted services for the entire period of the contract

4.2.4 Quality & Environmental assurance system

Criterion 1: Tenders **MUST** have the Quality & environmental monitoring, management and mitigation systems to assure environmental compliance of the material and service regulations as per all applicable regulations and industry best practices.

5. Requirements relating to the supplies/services

5.1 Technical requirements

5.1.1 Device Requirements

5.1.2 User group 1: Agile users

This group of users are, by general understanding, characterized by work travel across the continents for more than 25% of their time, they highly appreciate a screen size not too big to carry neither too small to work from when away from their work desks (where they have an additional dedicated screen). The user group also appreciates a longer battery life and light weight. The applications they use are often limited to heavy excel files and graphic presentations on power point, however they do not necessarily need any other LOB or process heavy applications. They also prefer to interact with their device through a touch interface as well as have a stylus.

5.1.2.1 Device specifications:

Group	Parameter	MUST	Should
Design	Form factor	Ultrabook/thin device/Flip	2 in 1 with detachable keyboard
Performance	CPU	i7 7 th generation	i7 8 th generation
	Memory	16gb	16gb
	GPU	NA	NA
OS	Windows Version	10	10
	Release	1709	1709
	Edition	Pro	Enterprise E5
Storage	Size	256 Gb	512 Gb
	Type	SSD	SSD
Display	Size	12 inch	14 inch
	Touch screen	Yes	Yes
	Resolution	HDMI	HDMI
I/O	USB C	1 (charge and connect)	2 (1 charge and connect)
	USB A 3.0	2	3

	External display	HDMI	HDMI
Network	Wifi	Dual band	Dual band
	Ethernet	Gigabyte adapter	Gigabyte adapter
	LTE	Preferred	Preferred
Battery	Duration	6 hours	8 hours
	External battery pack	Yes	Yes
Others	Webcam & Mic	Front facing	Front facing
	Keyboard	Swedish, Backlight	Choice Swedish or English Back light
	Headphone jack	Yes	Yes
Power supply	Travel charger	Yes	Yes
	Desk charger	Optional	Optional

5.1.2.2 Accessories:

Each unit (including replacement units) **MUST** be delivered with a compatible docking station with the following specification:

Function	Number
Charge device	Yes
USB 3.0	4 ports
HDMI port	2 (simultaneous display)
Ethernet	Gigabyte port
Headphone port	3.5 mm jack

5.1.3 User group 2: Intense users

This group of users are, by general understanding, characterized by working from their desks, they highly appreciate a screen size big enough to work with, when away from their work desks e.g. when working from home. The user group also appreciates a higher processing power and better display resolution. The applications they use are often limited to heavy excel files and graphic presentations on power point, however they may need to used advanced applications for graphic editing or LOB analytics tools etc. they prefer to use a conventional method of user input through keyboard and mouse, however are agnostic to having a touch screen.

5.1.3.1 Device:

Group	Parameter	MUST	Should
Design	Form factor	Ultrabook/thin device/Flip	Ultrabook/thin device/Flip
Performance	CPU	i7 7 th generation	i7 8 th generation
	Memory	16gb	16gb
	GPU	Yes	Yes
OS	Windows Version	10	10
	Release	1709	1709
	Edition	Pro	Enterprise E5
Storage	Size	256 Gb	512 Gb
	Type	SSD	SSD
Display	Size	14 inch	15.3 inch
	Resolution	HDMI	HDMI
	Touch screen	No	Yes
I/O	USB C	1 (charge and connect)	2 (1 charge and connect)
	USB A 3.0	2	3
	External display	HDMI	HDMI
Network	Wifi	Dual band	Dual band
	Ethernet	Gigabyte adapter	Gigabyte adapter
	LTE	N/A	Good to have
Battery	Duration	4 hours	8 hours
	External battery pack	Yes	Yes
Others	Webcam & Mic	Front facing	Front facing

	Keyboard	Swedish, Backlight	Choice Swedish or English Back light
	Headphone jack	Yes	Yes
Power supply	Travel charger	Yes	Yes
	Desk charger	Optional	Optional

5.1.3.2 Accessories:

Each unit (including replacement units) to be delivered with a compatible docking station with the following minimum specification:

Function	Number
Charge device	Yes
USB 3.0	4 ports
HDMI port	2 (simultaneous display)
Ethernet	Gigabyte port
Headphone port	3.5 mm jack

5.1.4 Additional equipment needed

SIWI should have the option to order additional equipment and accessories on additional cost basis under the ceiling value of the contract.

5.1.5 Device sustainability requirements

Devices models **MUST** carry reputable eco-label ratings, SIWI recognizes all major ecolabels in the computer technology industry including but not limited to national and international eco standards, Energy star, epeat, TCO, CEC and Nordic ecolables.

5.2 Offer format requirements

5.3 Financial

The financial offer **MUST** made as:

- 1) **MUST** be a monthly or quarterly (calculated monthly, invoiced quarterly) service fee per type of service package (Clients + docking station)
- 2) **MUST** have exactly 2 device types should be made in each offer
- 3) Should identify any possible volume based incentives or penalties

- 4) **MUST** identify any service and administration fees associated to the offer

5.4 Deployment & Support

5.4.1 Windows autopilot

The Device Administration **MUST** be done through SIWI's own MDM and AD directly, the deployment of the device **MUST** be done through the windows autopilot deployment method. Hence all pre-requisites of the auto pilot functions **MUST** be made available in the offer. Any exception to this process should be documented in the offer for SIWI's evaluation as a viable deployment alternative.

5.4.2 Support service

The service support for the device **MUST** be end to end for the whole period of contract including:

- 1) Hardware malfunction repair & support for device and docking station.
- 2) Accidental damage including screen and non-repairable unit coverage.
- 3) Insurance for theft and loss of property (Limited to the hardware).
- 4) Next business day solution or replacement unit (same or better specification) should be provided.
- 5) SIWI would retain the hard drive/storage media for any devices returned within or at end of contract period

6. Evaluation of Tenders

6.1 General information

All offers which comply with the **MUST** established technical, deployment and support, and financial requirements stated in the requirements section and received by SIWI before the stated deadlines to receive the offers would be deemed qualified. Additionally, SIWI can and will disqualify any offers that are seen abstract, inappropriate, illegal and/or outside the frame of its internal business policies, without the need to explain the same to the submitting party.

6.2 Award Criteria

6.3 Technical fit

Evaluation method	Weightage
SIWI's IT & super user team will constitute a 3-person objective evaluation of the technical offers.	40 points

6.3.1 Sustainability & Non financial terms

Evaluation method	Weightage
SIWI's IT & legal team will constitute a 3-person objective evaluation of the sustainability of both product & organization (based on information made available in the offer documents and of public knowledge) and non financial terms.	10 points

6.3.2 User control group review from device showcase

SIWI will create a user control group of minimum 5 super users to review the device showcase (through a questionnaire) the offer groups (2 devices per offer group) as well as devices independently.	25 points
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6.3.3 Financial fit

Points for each offer will be allocated based on cost (lowest cost gets highest points) in event of more than 5 offers, only top 3 offers ranked as per above three criteria will be evaluated for financial fit	25 points
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6.4 Evaluation Model

The total of the points provided at each criteria would be added, SIWI may invite multiple parties to contractual negotiations as per ranking of total points (highest point offered first negotiation round)