



**REQUEST FOR PROPOSALS:
COMPUTERS**

TO: Potential Vendors

FROM: South Centre, 17-19 Chemin du Champ d'Anier, CP 228, 1211 Genève 19

DATE: 12 December 2019

SUBJECT/PURPOSE OF MEMO: Request for Proposals (RFP) from South Centre to purchase Desktop and Laptop Computers for the Centre

SUBMISSION OF PROPOSAL: Proposals are to be sent by e-mail to *south@southcentre.int*

PROPOSAL DUE DATE: Proposals must be received by **6 p.m (C.E.T) on 31 December, 2019.**

1.0 GENERAL INFORMATION

- 1.1 Background: The South Centre is an intergovernmental organization of developing countries. Acting as a “think tank”, the Centre undertakes policy oriented analytical work on issues of common interest to countries and peoples of the South.

2.0 REQUEST FOR PROPOSAL’S PURPOSE

- 2.1 The South Centre seeks proposals from vendors in order to select a vendor that can provide the best competitive rates for the Computers as mentioned in Annex 1 of this document.

3.0 DELIVERY AND INSTALLATION REQUIREMENTS

- 3.1. The decision on the vendor selection shall be made by the 10th January 2020. Only the selected vendor will be contacted for the delivery.
- 3.2. Delivery and Installation is expected to be performed by the selected vendor by 20 January 2020;

4.0 SPECIFICS OF PROPOSAL

Interested vendors are hereby requested to submit their proposals clearly stating the prices (without TVA) and submit the proposals as signed by an authorized representative of the company. The proposal must contain:

- 4.1 Name, address, telephone and fax numbers, and e-mail.
- 4.2 Background information of the vendor.
- 4.3 Describe the kind of pricing or rates that you will apply to the South Centre for the computers in the Annex 1.
- 4.4 Provide any additional incentives, revenue and/or potential for cost saving.
- 4.5 Define performance guarantees and/or Service Level Agreement for pertinent service areas.
- 4.6 Names, addresses, and telephone numbers of three (3) clients for whom the vendor has provided similar service. The South Centre may check references listed by the vendor.



5.0 RIGHTS

- 5.1 The South Centre reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future.
- 5.2 It is the South Centre's intention to award a single contract for all equipment anticipated in this RFP. However, at the South Centre's sole discretion, it reserves the right to award multiple contracts for these services if it is in its best interest to do so.
- 5.3 This RFP is in no way an agreement, obligation, or contract and in no way is the South Centre responsible for the cost of preparing the proposal.

6.0 ADDITIONAL REQUIREMENTS

- 6.1 After proposal submission, it may be necessary to discuss with prospective vendors to clarify aspects of their submittal. The South Centre will notify prospective vendor regarding the interview or site visit arrangements.

7.0 PROPOSED CONTRACT TERMS

- 7.1 Once selected, a purchase request shall be placed with the selected vendor in accordance with the regulations in force for the South Centre for such purchases.

Annex 1:

Desktop Computer Specifications

Units:	25 (preferably All-in-One) Desktop Computers
Operating System:	Windows 10 Pro
Memory:	8 GB or more
Storage:	512 GB SSD storage or more
Processor family:	7 th Generation Intel Core i5 processor
Monitor:	23.8 inch
Display Ports:	VGA, HDMI Display Ports
Pointing Device:	USB Optical mouse
Warranty:	3 years Onsite or Bring-in service warranty
Drive Definition:	DVD-RW
Pointing Device:	Wired USB Optical mouse
Keyboard:	Wired keyboard

Laptop Computer Specifications

Units:	5 Laptop Computers
Operating System:	Windows 10 Pro
Memory:	8 GB or more
Storage:	256 GB SSD storage or more
Processor family:	7 th Generation Intel Core i5 processor
Monitor:	14 inch
Display Ports:	VGA, HDMI Display Ports
Warranty:	3 years Next Business Day and Onsite warranty
Drive Definition:	DVD-RW
Pointing Device:	Wired USB Optical mouse
Keyboard:	Wired keyboard

Operating System Upgrade from Windows 7 to Windows 10 Pro

Units:	15 Desktop Computers
Operating System:	Windows 10 Pro