

BOARD OF COMMISSIONERS OF PUBLIC UTILITIES

INVITATION TO TENDER IT Equipment and Software

Tender for Bids will be received up to the date and time indicated for the following project:

**For the supply of IT Equipment and Software for the Board offices in St. John's,
Project Number: PUB-2010-05-IT**

The closing date for the submission of tender bids is Wednesday, March 24, 2010 at 12:00 Noon. Electronic transmission of tender submissions will not be accepted.

Copies of the Tender Document including forms and specifications, are posted on the Board's web-site at www.pub.nl.ca or may be obtained from Ms. Cheryl Blundon, Director of Corporate Services & Board Secretary as follows:

- (i) By pick-up at the Board's St. John's office, 120 Torbay Road, Prince Charles Building, 2nd Floor Suite E-210; or
- (ii) Upon request by contacting the Board at 726-8600 or by email at ito@pub.nl.ca.

Tenders will be publicly opened immediately after the Tender closing time.

The Board reserves the right to accept or reject any or all submissions. The Board does not bind itself to accept the lowest or any tender resulting from this advertisement.

Cheryl Blundon
Director of Corporate Services

NEWFOUNDLAND AND LABRADOR
BOARD OF COMMISSIONERS OF PUBLIC UTILITIES

**INVITATION TO TENDER
FOR THE SUPPLY OF
IT EQUIPMENT AND SOFTWARE**

PROJECT NUMBER: PUB-2010-05-IT

TERMS OF REFERENCE

Contact for inquires regarding this Tender:

Cheryl Blundon
Director of Corporate Services

Office: (709) 726-8600

Fax: (709) 726-9604

Email: ito@pub.nl.ca

Mail: P.O. Box 21040
St. John's, NL
A1A 5B2

INVITATION TO TENDER FOR IT EQUIPMENT AND SOFTWARE

Project Number: PUB 2010-05-IT

I. NOTICE TO BIDDERS

The Board of Commissioners of Public Utilities (the "Board") is an independent, quasi-judicial regulatory tribunal constituted by the *Public Utilities Act, S.N.L. 1990*. The Board has responsibilities for regulating electric utilities, automobile insurance rates, petroleum products pricing, ambulance service licensing, trans-island bus service licensing and, where directed by Government, for expropriations and insurance reviews.

The Board is inviting tenders for the supply of IT equipment and software.

1. Closing time and date for the submission of tender bids is **12:00 Noon, Wednesday, March 24, 2010.**
2. Right of Rejection

The Board reserves the right to accept or reject any and all Tender Bids received in response to this Tender Invitation. The Board does not bind itself to accept the lowest or any tender submission.

II. Scope of Work

1. The Bidder will provide equipment and software in accordance with the Bidder Submission Form set out in **Appendix A**.
2. All setup, configuration and updates to be completed by the successful Bidder prior to delivery.

III. General Terms and Conditions:

1. Unless specific part numbers are requested, specifications are set forth as being the minimum requirements for the equipment to be purchased. Where certain specific measurements or requirements are mentioned, it is expressly understood that the words “or equal” shall apply and, in the event of a general dispute, the Board shall be the sole arbitrator. Accordingly, it is essential that all Bidders submit complete detailed specifications on the equipment quoted.
2. All conditions and provisions of the tender are deemed to be accepted by the Bidder and incorporated by reference in its submission, except such conditions and provisions as are expressly excluded in the submission. In the event that a Bidder desires to take exception to any terms and conditions set forth in this Tender, said exceptions must be clearly identified in the submitted submission. Exceptions or deviations from the minimum requirements must be clearly identified and explained in writing as a comment to the appropriate requirements.
3. Bidders must submit full descriptive literature and specifications on the goods quoted.
4. Bidder to submit letter from manufacturer confirming Sales and Service Authorization.
5. Submissions must include pricing for each of the deliverable goods. Goods quoted must meet specified part numbers or exceed the minimum requirements and specifications for equipment not identified by a part number as set out in **Appendix A**, Bidder Submission Form.
6. Any additional costs (warranties, service charges, etc.) are to be specified and declared upfront at time of submission and will be included in the overall price determination.
7. Where specified, all service and warranty to be:
 - (a) Completed by authorized local service vendor;
 - (b) On-site, next business day;
 - (c) All parts, labor and delivery to be included.
8. Delivery time must be filled in the space provided on the summary quotation. All prices F.O.B. St. John’s as outlined in these Terms of Reference.
9. All submissions shall be and remain irrevocable unless withdrawn by request in writing prior to the specified closing time.
10. Bidders acknowledge that their submitted submissions, and any offers contained therein, shall remain open for acceptance by the Board for a period of thirty (30) days from the specified closing date and time for this tender call.

11. Submissions must be exclusive of the Harmonized Sales Tax (HST).
12. Bidders should identify a contact within their company to whom all correspondence should be addressed.
13. The Board assumes no responsibility or liability for costs incurred by the respondents in the preparation, submission and/or demonstration of their submission.
14. The Board reserves the right to accept or reject any or all submissions or parts thereof. The lowest or any submission shall not necessarily be accepted and the Board may, at its sole discretion, accept a non-compliant submission.
15. The Board reserves the right to enter into negotiations with the preferred Bidder in the event that their submission does not entirely address the requirements of the Board.
16. It is hereby understood and agreed that the Board reserves the right to cancel the purchase order given to the successful Bidder if delivery of the equipment or software is not or cannot be made as stated in this tender.
17. Notwithstanding any requirements of the Provincial Protection of Privacy and Freedom of Information Act, the Board agrees to be bound by any reasonable confidentiality and nondisclosure request by the respondents.
18. The Board reserves the right, subsequent to any installation and after reasonable inspection, to reject the goods delivered as non-compliant if goods supplied are not consistent with the minimum requirements and specifications defined in Appendix A.

IV. Selection Criteria

1. In selecting the successful bidder the Board may have regard to, among other things, the following criteria:
 - (a) Compliance with Tender General Terms of Reference, Terms and Conditions and Minimum Requirements and Specifications;
 - (b) Functionality as determined by submission contents, product demonstration and user reference;
 - (c) Competence and track record of the bidder;
 - (d) Price as submitted in bid sheet;

- (e) Warranty support; and
 - (f) Delivery and installation time.
2. Submissions not conforming to any of the Tender General Terms of Reference, Terms and Conditions and Minimum Requirements and Specifications may be rejected.

V. Process

1. Closing time and date for the submission of bids is **12:00 Noon, Wednesday, March 24, 2010**. Fax submissions will not be accepted. Any submission received subsequent to the above noted time and date will be automatically rejected.
2. Submissions must be typewritten on the *Bidder Submission Form* provided, attached as Appendix A. Offers must be completed clearly and be properly signed. Failure to properly complete the *Bidder Submission Form* or provide the requested information may result in the rejection of any bid, at the sole discretion of the Board.
3. (a) Bidders must submit two copies of the submissions in a sealed envelope clearly marked with the name of the Bidder and identified as:

**Tender for the Supply and Delivery of IT Equipment and Software,
Project Number: PUB-2010-05-IT**

- (b) Submissions shall be addressed to Ms. Cheryl Blundon, Director of Corporate Services and be delivered to the Board's St. John's Office at the following address on or before the closing time and date

MAIL: Board of Commissioners of Public Utilities
P. O. Box 21040
St. John's, NL
A1A 5B2

HAND: 120 Torbay Road
Prince Charles Building
Suite E-210
St. John's, NL

BIDDER SUBMISSION FORM
IT Equipment / Software
Project Number: PUB 2010-05-IT

Quantity	Item Number	Description	Unit Price	Total
Desktops, Windows XP Install, Service Agreement				
3	NV558UT#ABA	HP Compaq 8000 Elite Small Form Factor		
3		~ If necessary Vendor to downgrade to Windows XP Pro, configure & apply all updates		
3		~ 3 year authorized local Vendor service, on-site, next business day - parts & labor warranty		
Laptops, Upgrades, Windows XP Install, Service Agreement, Accessories				
2	FN022UT	HP Compaq 6730b Business Notebook		
2		~ Upgrade Memory to 4 GB DDR2		
2		~ If necessary Vendor to downgrade to Windows XP Pro, configure & apply all updates		
2		~ 3 year authorized local Vendor service, on-site, next business day - parts & labor warranty		
2	PA507UT	HP Monitor Stands		
2	KP080	HP 120W Docking Station for 6730b		
Server, Upgrades, Windows 2003 Install, Service Agreement, Accessories				
1	517430-005	HP Proliant ML350 G6 Tower		
1		~ Upgrade Memory to 8 GB Ram		
3	492620-B21	~ HP 300GB 3G SAS 10K SFF Hard Drive		
1	AG737A	~ HP StorageWorks Ultrim 920 400/800 Tape Drive with Controller Kit		
1		~ 3 year authorized local Vendor service, on-site, next business day - parts & labor warranty		
1		~ MS Windows Server 2008 Server Key Downgraded to Windows Server 2003		
1		~ Authorized Vendor to install Windows Server 2003, configure and apply all updates		
1		~ Authorized Vendor to install / configure the 3 hard drives and setup Raid 5 configuration		
1		~ Authorized Vendor to install /configure the above Tape Drive with Controller Kit (AG737A)		
Software				
19		MS Office 2007 Professional Licences		
19		~ Optional: Upgrade to MS Office 2010		
1		MS SQL Server 2008 Licences		
18		~ MS SQL Server 2008 Cals		
Add - Any Additional Costs				
		Any additional costs (delivery, configuration, etc) associated with Tender Submission		
Notes:				
		~ Bidder to submitted letter from manufacturer confirming Sales and Service Authorization		
		~ Taxes are extra on above pricing		
		~ Before tender is awarded, the Board will review specification compliance with Bidder		
		~ Failure to demonstrate specification compliance shall result in disqualification of bid		
		~ The Board does not bind itself to accept the lowest or any Tender submission		
		Enter in Column to the Left: Number of Days After Tender Awarding Required By Bidder for Installation, Configuration and Delivery	Total Bid (Excluding Taxes)	

Company Name: _____
 Representative Name: _____
 Signature: _____
 Contact Information: _____
 Date: _____

Submit By: Mail: Board of Commissioners of Public Utilities
 P.O. Box 12040
 St. John's, NL
 A1A 5B2

Hand: Board of Commissioners of Public Utilities
 120 Torbay Road
 Prince Charles Building, Suite E-210
 St. John's, NL

Attention: Cheryl Blundon, Director, Corporate Services & Board Secretary
Closing Date: 12:00 Noon, Wednesday, March 24, 2010