



College of Micronesia-FSM

P.O. Box 159, Kolonia, Pohnpei, FM 96941

Tel (691) 320-2480 Fax (691) 320-2479

20 February 2018

COM-FSM COMPUTER LAB TURNOVER SUPPLY PROJECT

To all interested bidders,

We are pleased to invite you to bid for a project to supply the College of Micronesia-FSM with computer units needed for various computer labs.

Attached are the bid documents for this project.

Bidders are required to read and follow all instructions as stated in the attached "Instruction to Bidders" and to provide all information requested in the bid forms. Bids that do not conform to instructions may be classified as a nonconforming bid and will therefore not be considered.

Any questions concerning this bid shall be directed to the contact person for this project as stated in the Instructions to Bidders.

We are looking forward to receiving your bid for the above project.

for
A handwritten signature in black ink, appearing to read "Gordon Segal".

Gordon Segal

Director of Information technology



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INSTRUCTIONS TO BIDDERS

1. Introduction

The following are instructions to interested bidders for this project. All bidders should read all the documents provided and ensure that all instructions are followed. Non-compliance with the provided instructions may result in disqualification of the bid.

2. Information Provided

The following documents form and are part of the bid documents for the above project.

1. Instruction to Bidders
2. Lump Sum Bid Form
3. Equipment Specifications Sheet

3. Submission of Bids

The bidding period closes on March 23, 2018 at 2:00pm (Pohnpei local time/+11:00GMT). There will be no extensions of the deadline for the submission of bids. Late bids will not be accepted.

4. Questions/Detailed Information

Any questions concerning this project shall be addressed in writing or via email to:

COM-FSM Information Technology Office

College of Micronesia-FSM

P.O.Box 159

Kolonia, Pohnpei, FM 96941

Email: itprocurement@comfsm.fm

Replies to questions will be sent to all bidders.

5. Signing of Bid Documents

The bidder's authorized representative must affix their signature and dates in the designated places in the bid documents to be considered as a conforming bid.



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6. Bid Submission

Completed bids are to be placed in a sealed envelope. See the checklist for required contents.

Sealed bids are to be delivered to:

Information Technology Office
College of Micronesia-FSM National Campus
Palikir, Pohnpei, FSM

Bids can also be sent through the mail provided that bids shall be received on or before the deadline for submission of bids. Bids sent through the mail shall be addressed to:

Mr. Gordon Segal
Director of Information Technology
College of Micronesia-FSM
P.O.Box 159
Kolonia, Pohnpei, FM 96941

Bids delivered or sent through the mails shall be marked:

“COM-FSM COMPUTER LAB TURNOVER SUPPLY PROJECT”

Bids sent through email will also be accepted. Bids shall be on March 23, 2018 between 8:00am to 2:00pm (Pohnpei local time/+11:00GMT). Bids received before or after the date and time specified will be considered as non-compliant and therefore will not be accepted. Bids sent via email shall be sent to itprocurement@comfsfm.fm.

7. Bid Format

All Bids must include the Lump Sum Bid Form, and a fully signed copy of the Instructions to Bidders. The Lump Sum Bid Form is the Official Bid. Bids that do not meet the above format may be considered as a non-conforming bid.

8. Lump Sum Bid

The lump sum bid shall include the following:

- Cost of equipment
- All insurance, freight & handling and all FSM National Government taxes.



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- All other costs incurred by supplier in order to ensure the delivery of all items for this project.

9. Alternative Bids

COM-FSM will only accept one (1) bid from each bidder. Alternative bids will not be accepted.

10. Schedule

By signing this document, the bidder agrees to supply the equipment landed in Pohnpei, FSM no later than May 16, 2018.

11. Payment Plan

30% upon contract signing

20% upon shipment confirmation

50% after delivery, inspection and confirmation that all items are in accordance to specifications set by COM-FSM and are in good working condition.

12. Bid Evaluation

Bids will be publicly opened at 3:00pm on the 23th of March 2018. The evaluation criteria will comprise 30% financial and 70% technical. The COM-FSM Ad Hoc Bids and Awards Committee is charged with the evaluation of bids. COM-FSM reserves the right to award the bid in the best interests of college.

13. Costs of Bidding

All costs associated with bid preparation will be borne by the bidder.

14. Evaluation Timetable

Award notification is planned for the **30th March 2018** and the Notice to Proceed (NTP) is planned for the **16th April 2018**. These dates are estimates only and are non-binding. Award notification will be made in writing.

15. Notification of Unsuccessful Bidders

Unsuccessful Bidders will be notified in writing.



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16. COM-FSM Ad Hoc Bids and Awards Committee Reserves All Rights

The COM-FSM Ad Hoc Bids and Awards Committee reserves the right to reject any and all bids and the right to waive any imperfections in the bid documents that it determines are in the best interest of the college.

17. FSM Procurement Code is Applicable

The laws and regulations of the Federated States of Micronesia shall apply to this bid.

With respect to a bidder seeking a Citizen Bidder preference, a statement that the bidder is submitting his bid as a Citizen Bidder and sufficient documentation to demonstrate eligibility to receive the citizen bidder preference.

24. Acceptance of Instructions to Bidders

Submission of a signed bid will be taken as confirmation by the bidder that it accepts, and will abide by, all Instructions to bidders.

I confirm that I have read and understood these Instructions to Bidders.

Bidder's Signature

Date

Printed Name

Company Name



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BIDDER'S CHECKLIST

1. Bid Documents signed
2. All required bid documents in one Envelope
3. Envelope addressed as per Bid Instruction
4. Lump Sum Bid Form supplied
5. Breakdown of Lump Sum Bid Supplied
6. Requirements for "Citizen Bidder" Supplied, (if applicable)

All bidders are required to complete this checklist and submit it as part of their bid.



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LUMP SUM BID FORM

Date: _____

Bidder's Company Name: _____

Address: _____

To the COM-FSM Ad Hoc Bids & Awards Committee:

In compliance with your invitation to bid for the supply of computers for the COM-FSM Computer Lab Turnover Project, and having examined the bid documents, including the availability of materials, equipment, transportation and other factors required for the completion of this Supply Project in conformance with the Conditions of the bid documents as stated, we here by submit the following Total Lump Sum Bid Price of

(US Dollars) _____ \$ (_____)
(amount in words) *(in figures)*

The breakdown of the above lumpsum bid price is provided in the following page.

The undersigned further agrees that, if upon acceptance of the bid by COM-FSM, the college will within 15 Calendar days execute a formal contract for this project. The contract will conform with the bidder's bid price and all other supporting documents.

The undersigned further agrees, if awarded the contract, to commence work immediately upon the COM-FSM's Notice to Proceed (NTP), and supply the equipment within the prescribed timetable.

The included Instructions to Bidders and Specifications are bound as part of this bid Form by the signing of this document.

Bidder's Signature: _____

Bidder's Official Designation: _____

Date: _____



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BREAKDOWN OF LUMP SUM BID PRICE

COM-FSM National Campus Lab Turnover

Language & literature Lab:

<u>Quantity</u>	<u>Unit</u>	<u>Particulars</u>	<u>Unit Price</u>	<u>Total</u>
35	Ea	Dell Optiplex 5050 Micro		
35	Ea	Dell Micro All-in-One Stand – MFS18		
35	Ea	Dell 20 Monitor: P2018H		
12	Ea	APC Smart-UPS 1500VA LCD 120V w/ SmartConnect		
		Total		

Math & Science Lab:

<u>Quantity</u>	<u>Unit</u>	<u>Particulars</u>	<u>Unit Price</u>	<u>Total</u>
35	Ea	Dell Optiplex 5050 Micro		
35	Ea	Dell Micro All-in-One Stand – MFS18		
35	Ea	Dell 20 Monitor: P2018H		
12	Ea	APC Smart-UPS 1500VA LCD 120V w/ SmartConnect		
		Total		

COM-FSM Kosrae Campus Lab Turnover

Library Lab:

<u>Quantity</u>	<u>Unit</u>	<u>Particulars</u>	<u>Unit Price</u>	<u>Total</u>
33	Ea	Dell Optiplex 5050 Micro		
33	Ea	Dell Micro All-in-One Stand – MFS18		
33	Ea	Dell 20 Monitor: P2018H		
12	Ea	APC Smart-UPS 1500VA LCD 120V w/ SmartConnect		
1	Ea	Lexmark MS810dn Printer		
5	Ea	Toners for Lexmark MS810dn		
		Total		

Others

Total Freight, Handling & Insurance	
Total Taxes	
Other Costs (if any)	



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EQUIPMENT SPECIFICATION SHEET

COM-FSM National Campus Lab Turnover

Language & literature Lab:

- **35 qty Dell Optiplex 5050 Micro**
 - Intel Core i7-7700T (QC/8MB/8T/2.9GHz/35W); supports Windows 10/Linux
 - Windows 7 pro 64-bit
 - 8GB DDR4 (1x8G)
 - M.2 256GB PCIe Class 40 Solid State Drive
 - Wired Keyboard/Mouse
- **35 qty Dell Micro All-in-One Stand – MFS18**
- **35 qty Dell 20 Monitor: P2018H**
- **12 qty APC Smart-UPS 1500VA LCD 120V with SmartConnect**

Math & Science Lab:

- **35 qty Dell Optiplex 5050 Micro**
 - Intel Core i7-7700T (QC/8MB/8T/2.9GHz/35W); supports Windows 10/Linux
 - Windows 7 pro 64-bit
 - 8GB DDR4 (1x8G)
 - M.2 256GB PCIe Class 40 Solid State Drive
 - Wired Keyboard/Mouse
- **35 qty Dell Micro All-in-One Stand – MFS18**
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 - Wired Keyboard/Mouse

- **33 qty Dell Micro All-in-One Stand – MFS18**

- **33 qty Dell 20 Monitor: P2018H**

- **12 qty APC Smart-UPS 1500VA LCD 120V with SmartConnect**

- **1 qty Lexmark MS810dn Printer**

- **5 qty Toners for Lexmark MS810dn**

END OF BID DOCUMENT