



**Invitation to Tender:**

**Global Laptop Provision**

## CONTENTS

### Table of Contents

1. OVERVIEW & INTRODUCTION .....	3
1.1 Organisation .....	3
1.2 Scope of Product / Service Required .....	3
2. INSTRUCTIONS.....	5
2.1 Tender Process and Timescales.....	5
2.2 General Response Instructions .....	5
3. TERMS & CONDITIONS OF THE TENDER .....	6
3.1 Costs of Submission.....	6
3.2 Justification for Decline .....	6
3.3 Responsibility of Understanding .....	6
3.4 No Obligation to Proceed .....	6
4. RESPONSE DOCUMENT .....	6
4.1 Company Background.....	7
4.2 Tender Summary .....	7
4.3 Assumptions and Exclusions .....	7
4.4 Reserve Supplier Option .....	7
5. CONTRACTUAL TERMS .....	7

## 1. OVERVIEW & INTRODUCTION

### 1.1 Organisation

Christian Aid (CAID) is an International Non-governmental Organisation (INGO) which carries out work to support sustainable development, stop poverty, support civil society and provide disaster relief in four main regions - Latin America & the Caribbean, Africa, Asia & the Middle East and Europe. It also has offices in the UK and Ireland.

The Charity employs approximately 900 staff globally, with 410 located in the UK/Ireland and the remainder overseas. Of the UK/Ireland based staff, approximately 270 staff are based out of the London office with the remainder spread across a number of regional offices, or being designated home workers.

### 1.2 Scope of Product / Service Required

CAID is seeking to refresh its global laptop estate over the course of the next two years (complete by December 2023), and - in some areas with intermittent power supplies, include solar chargers.

Prioritisation and exact timings of overseas deployment are yet to be determined, but the following volumes are anticipated.

#### Lot 1 - England, Scotland, Wales, Northern Ireland and Ireland

- 150 laptops in late 2021 (ideally October)
- 150 laptops in July 2022
- 150 laptops in July 2023

Delivery in England, Scotland and Wales will be to a mix of users' home addresses, and some bulk deliveries to our main offices (in London, Warrington, Edinburgh and Cardiff).

#### Lot 2 - Africa #1 - Late 2021 (ideally October)

Country	Laptops	Solar Chargers
Burkina Faso	15	15
Congo (DRC)	15	15
Ethiopia	20	20
Sierra Leone	15	15
South Sudan	10	10
Zimbabwe	25	25

Delivery will be to main offices only in each country.

#### Lot 3 - Latin America - Late 2021 (ideally October)

Country	Laptops	Solar Chargers
Colombia	10	
Haiti	10	10
Honduras	5	
Nicaragua	10	

Delivery will be to main offices only in each country.

#### Lot 4 - Africa #2 - July 2022

Country	Laptops	Solar Chargers
Burundi	20	
Kenya	40	40
Malawi	30	
Nigeria	100	50

Delivery will be to main offices only (between 1 - 3 delivery addresses) in each country.

#### Lot 5 - Asia - July 2023

Country	Laptops	Solar Chargers
Afghanistan	10	10
Bangladesh	50	
India	25	
Myanmar	25	

Delivery will be to main offices only (between 1 - 2 delivery addresses) in each country.

### Requirements

Minimum base system specification for the **laptop** is as follows:

- 11th generation i5 CPU
- 16GB DDR4 RAM
- 256 GB SSD HDD
- Fingerprint reader
- 1 year warranty (return to base in UK, outside UK serviceable by a local service centre)
- 3 or more USB ports
- Autopilot hash file information provided FOC to support rollout
- TPM Chip

Other components such as screen size can change to achieve the best price point, with target price per unit being £460 to provide maximum value for money and ensure the charity's ongoing work.

International pricing is expected to be similar to UK sterling pricing. Included chargers to be as per the country in which the laptop will be used. Keyboard layout and warranty provision will, ideally, also be in the target country although this is not mandatory.

For laptops delivered to users' home addresses in the UK, we also require collection, secure wiping, and either resale or recycling of the users' existing laptops.

For the **solar charger**, we require a portable device of suitable specification to charge the supplied laptop, with a solar panel around 20W and a ~24,000 mAh external battery.

## 2. INSTRUCTIONS

### 2.1 Tender Process and Timescales

Action	Deadline
1. Publish ITT	22 <sup>nd</sup> July 2021
2. Bidding suppliers confirm interest by email	28 <sup>th</sup> July 2021
3. Fact Finding period (CAID answers questions and distributes FAQs to all parties)	30 <sup>th</sup> July 2021
4. Bidding companies submit tender responses by email	4 <sup>th</sup> August 2021, 4pm GMT
5. Preferred Supplier selected	9 <sup>th</sup> August 2021
6. Contract signed	Mid-August 2021

### 2.2 General Response Instructions

All tenders must be submitted in electronic pdf format only and delivered by email.

All tenders must include:

- A clear statement of the lot(s) that your organisation is bidding for.
- Answers to the questions and requests for information as detailed in Section 4.
- A copy of your standard Terms and Conditions
- Completed due diligence questionnaire
- Signed Bidder Declaration Form

All tenders and questions must be addressed by email to Leanne Farrell, [LFarrell@christian-aid.org](mailto:LFarrell@christian-aid.org) by 4<sup>th</sup> August 2021, 4pm GMT

### **3. TERMS & CONDITIONS OF THE TENDER**

#### **3.1 Costs of Submission**

CAID will accept no charges from any party for costs and expenses incurred during the tender process.

#### **3.2 Justification for Decline**

CAID reserves the right to reject any tender without stating a reason.

#### **3.3 Responsibility of Understanding**

The tenderer is solely responsible for satisfying itself as to the accuracy of the information associated with its tender, and that all cost implications have been accounted for. Assumptions and exclusions can be detailed in section 4.3 of the response.

#### **3.4 No Obligation to Proceed**

Though Christian Aid fully intends at this time to proceed through the ITT, Christian Aid is under no obligation to proceed to the purchase, or any other stage. The receipt by Christian Aid of any information (including any submissions, ideas, or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on Christian Aid. There is no guarantee by Christian Aid, its officers, employees or agents, that the process initiated by the issuance of this ITT will continue, or that this ITT process or any ITT process will result in a contract with Christian Aid. By this ITT, Christian Aid reserves to itself the absolute and unfettered discretion to invite submissions, consider and analyse submissions, select short-listed tenderers or attempt to negotiate an agreement with the Successful tenderer as Christian Aid considers desirable. Without limiting the generality of the foregoing, Christian Aid reserves the right to:

- Reject, consider or short-list any submission whether or not it contains all information required by this ITT.
- Require clarification where a submission is unclear.
- Reject any or all submissions without any obligation, or any compensation or reimbursement, to any respondent, intended tenderer or any other person associated with this ITT process;
- Disqualify or reject any submission without discussion with the submitting party; and/or
- Reject any submission that Christian Aid considers is not in its best interests.

### **4. RESPONSE DOCUMENT**

Suppliers are asked to provide a proposal which is as short as practicable and covers the topics in the sections below.

#### **4.1 Company Background**

Included in the tender pack is a due diligence questionnaire - please complete and submit with your proposal.

#### **4.2 Tender Summary**

Please provide details to show how your company would deliver the service. This summary must include (but is not limited to):

- Give an overview of your operational structure, including (but not limited to) main headquarters, regional offices, production facilities, and distribution network.
- What sub-contractors will be used? What are the control mechanisms and locations?
- What customer care systems will exist to manage queries and complaints?
- Outline your reverse logistics process (collection, wiping, resale, recycling)
- What warranty period will be offered as standard?
- How is your organisation preparing for the anticipated global laptop shortage?
- What is your organisation's approach to ethical sourcing?

#### **4.3 Assumptions and Exclusions**

Please detail all assumptions and exclusions which have been made in defining the proposal. If these assumptions and exclusions are misconceived, CAID will advise so that an amended proposal can be submitted.

#### **4.4 Reserve Supplier Option**

To ensure continuity of service in the event of the successful tenderer being unable to fulfil delivery CAID is interested in nominating a reserve supplier. Please confirm if your company would wish to be included in this consideration.

### **5. CONTRACTUAL TERMS**

Please provide your standard Terms and Conditions of purchase with your submission.