

Request for Quotation

For the supply and configuration of 1,245 Samsung Tablets

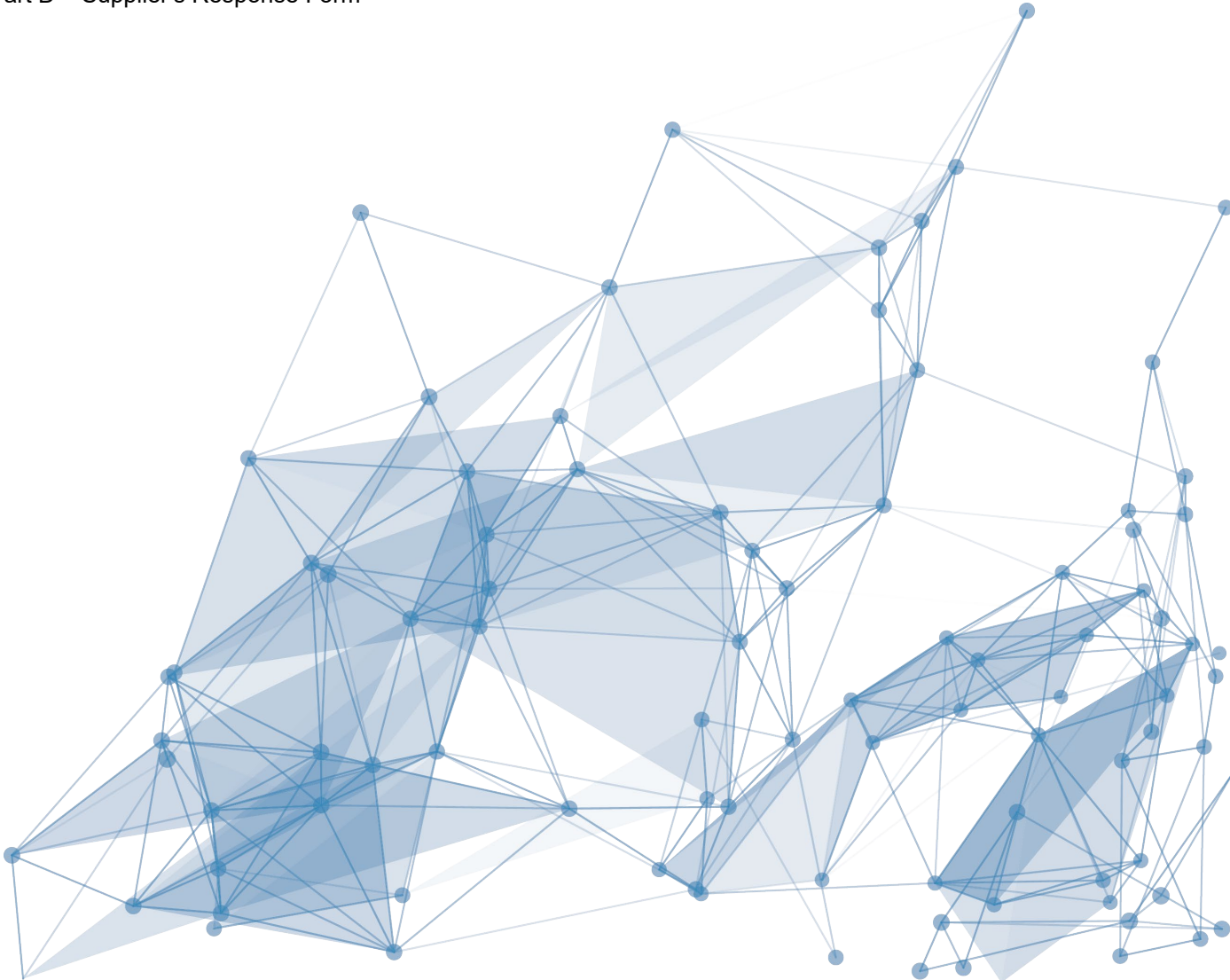
Structure of Invitation

Part A – Invitation and Rules for Quoting

Part B – Scope of Services

Part C – Draft Contract

Part D – Supplier's Response Form



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Part A – Invitation and Rules for Quoting

1 Invitation

Eligible suppliers are invited to submit a detailed quotation to Tetra Tech International Development Pty Ltd in accordance with the instructions for the Procurement and Configuration of 1,175 Samsung Tablets (“**Project Requirements**”) for the Basic Education Quality and Access in Lao PDR Program.

2 Background

Tetra Tech International Development Pty Ltd, as the managing contractor of the Basic Education Quality and Access in Lao PRD (BEQUAL) program on behalf of the Australian Government’s Department of Foreign Affairs and Trade (DFAT), a duly registered Australian company located at 33 Richmond Road, Keswick SA 5035, Australia, referred to as “Tetra Tech International Development” requires a suitably experienced and qualified supplier to procure and configure 1,175 Samsung Tab A8 Tablets.

3 Scope

The BEQUAL Program requires an experience and qualified supplier to:

Supply and configure 1,245 Samsung Tab A8 LTE tablets to meet the detailed requirements in Part B: Specification.

4 Contact Person

The only person authorised by Tetra Tech International Development to communicate with suppliers is the Contact Person. Therefore, respondents cannot rely on communications with any other person. Any communication with the Contact Person should be in writing and addressed to the Contact Person.

The Contact Person is:

Name: Nakhonepheng Navady
Title: Assistant Manager, Procurement
Email: Nakhonepheng.Navady@bequal-laos.org

5 Briefing and Site Visits

Respondents are invited to have a representative attend a briefing to be held **online** on Tuesday 27th June 2023.

6 Submission Format

Respondents are requested to prepare the detailed quotation as stated in the rules as follows:

- 1 electronically submitted PDF document.

7 Submission Lodgement

The Closing Time for submitting a detailed quotation is Monday 3rd July 2023 at 10:00.

The proposal title page should be clearly marked as:

Detailed Quotation: Supply and configuration of 1,245 Samsung Tablets
Quotation Submitted by: (your organization name)
Closing Date: 3 July 2023

All detailed quotations must be delivered to:

info@bequal-laos.org

Quotations will not be accepted in any other way.

8 Last Queries Date

If there are parts of the specification that are not understood, suppliers should contact the nominated Contact Person before Thursday 29th June 2023 at 16:00.

9 Document Structure

This Detailed Request for Quotation consists of four parts:

Part A – Invitation. A brief background and general information about the request for quotation process and Quotation Bid Rules.

Part B – Specification.

Part C – Contract terms and conditions. Contract requirements including a draft version of the terms of contract that will be entered into for this requirement.

Part D – Supplier Response Form. Your detailed quotation and other required information.

10 Evaluation Process

- 10.1 Quotations will be evaluated for full compliance with the mandatory requirements listed in this Part A: Invitation and Bid Rules and in Part B: Specification.
- 10.2 Respondents should note that any requirements identified as mandatory are considered to be of fundamental importance to the satisfactory delivery of the goods and/or service, and if the requirements are not met the submission will be disqualified.
- 10.3 Tetra Tech International Development reserves the right to short-list any number of respondents, based on its initial value-for-money assessment, and continue detailed evaluation of the respondents to the exclusion of others.
- 10.4 If Tetra Tech International Development chooses to include a shortlisting stage in its evaluation process, Tetra Tech International Development is not, at any time required to notify respondents or any other person or organisation interested in submitting a proposal.

10.5 There are occasions when a secondary evaluation process is required. Tetra Tech International Development may request presentations by respondents, where appropriate, of the bid but need not make the same request of all respondents.

This may occur as a part of the original plan or be necessary to differentiate between short listed submissions.

A secondary process may include, but not be limited to:

- A Presentation
- An interview
- Additional written information
- Negotiations on personnel, project delivery, milestones and price.

Short listed suppliers will be notified of a secondary process if it is required.

11 Evaluation Criteria

Respondents will be evaluated against the following general criteria:

- Previous performance
- Demonstrated experience with similar work
- Compliance to the specification
- Management capability and capacity (including quality, risk management, work plan schedule, customer service, availability of personnel, equipment and location to do the work)
- Price

Respondents should provide supporting information to enable these criteria to be assessed, by completing every section of Part D.

12 Commonwealth Procurement Rules and PGPA Act

Respondents should be aware that the Commonwealth Procurement Rules ('CPRs') and the *Public Governance Performance and Accountability Act Rules 2013* (Cth) ('PGPA Act') as amended from time to time, apply to this RFQ.

The Commonwealth Procurement Rules are available at:

<http://www.finance.gov.au/procurement/procurement-policy-and-guidance/commonwealth-procurement-rules/index.html>

The PGPA Act is available at: <http://www.comlaw.gov.au>.

13 Indigenous Procurement Policy

It is Commonwealth policy and therefore Tetra Tech International Development policy, to stimulate Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy (see <https://www.dpmpc.gov.au> for further information).

Respondents should note that the Indigenous Procurement Policy does not apply to this procurement.

Part B – Specification

The BEQUAL Program will supply the Lao Ministry of Education and Sports with 1,245 Samsung Galaxy Tab A8 LTE tablets with genuine covers and screen protectors fitted.

The tablets will be required to be pre-configured before delivery to the BEQUAL Program in Vientiane, Lao PDR.

Configuration requirements include:

1. Creation and registration of a unique Gmail account per tablet
2. Installation of software applications (listed below)
3. Customised operating system settings
4. Production of a customised Quick User Guide for tablet users covering the additional applications and software installed. 1 copy of the Quick User Guide to be included with each tablet.

1 Creation and registration of a unique Gmail account per tablet

Each tablet will require a Gmail account using a standardised naming convention and standard password.

Example: A tablet destined to be used by ministry staff in Xieng Khouang province, Pek district will have the Gmail pek.district001@gmail.com or for use by teacher training college staff in Savannakhet Teacher Training College will have the email Savannakhet.ttc001@gmail.com.

The full details of locations and requirements will be provided to the contracted supplier.

All Gmail accounts will have the same password.

2 Installation of Software Applications and configuration requirements:

Application	Details	Software Cost
Zoom	<p>Basic account installed using the unique Gmail account associated with the tablet. Specific Zoom account to be created, not sign in using Gmail option.</p> <p>All passwords will be the same as the Gmail password.</p> <p>Software settings to be enabled:</p> <ol style="list-style-type: none"> (1) Meeting chat (2) Always show meeting control toolbar (3) Remote control (4) Meeting reactions (5) Allow participants to rename themselves (6) Breakout rooms - meetings (7) Remote support 	Free
Kobo Collect	<p>For Android versions 5 and above, you can download the latest version of the KoboCollect App on the Google Play Store and refer to our support articles for the latest version of the app: Data Collection on KoboCollect App (Latest Version).</p>	Free
Google Workspace	<p>Install and enable 'work offline' in each Google Workspace app.</p>	Free
Google Drive	<p>Install from Google Play Store.</p>	Free
YouTube	<p>Install and sign in with the Gmail assigned to the tablet.</p>	Free

Application	Details	Software Cost
	Subscribe to follow channel: https://www.youtube.com/@teacherdevelopmentvideos1354 Enable notifications setting; All	
Khang Panya Lao	Install from Google Play Store	Free
Whatsapp	Install from Google Play Store	Free
AEA EBooks	Install from Google Play Store: https://play.google.com/store/apps/details?id=com.souliya.aealaos.aeae_book	Free
Library For All	Install from Google Play Store: https://play.google.com/store/apps/details?id=au.org.libraryforall.reader.laos.online	Free
Right	Install from Google Play Store: https://play.google.com/store/apps/details?id=com.svengit.CRPAApp	Free
QR Code Scanner	Install from Google Play Store: https://play.google.com/store/apps/details?id=com.scanteam.qrcodereader&hl=en-TH	Free

3 Tablet Operating System customisations:

- Automatic updating of OS setting enabled.
- Automatic updating of downloaded apps setting enabled.
- Tablet language to be changed to Lao. If Lao isn't available, then Thai.
- Google account language to be changed to Lao. If Lao isn't available, then Thai.
- Laminated permanent sticker to be affixed to back of tablet with the following information:
 - Serial number
 - Gmail account
 - Gmail password.

4 Production of a Quick User Guide covering the additional installed software and applications.

In consultation with the BEQUAL technical staff, produce a Quick User Guide for Ministry staff in Lao Language, that will be printed and distributed with the tablet, one Guide per tablet.

Timelines and Deliverables

Date	Number of Tablets Delivered
14 July 2023	35
19 July 2023	30
25 July 2023	124
2 August 2023	119
10 August 2023	477

Packing

Tablets will be packed and labelled in cartons for 62 separate recipients. The tablets must be well-protected against accidental damage during transport by road or by air. Cartons should be clearly labelled in English and Lao. PDF labels will be provided to the supplier when required.

Part C – Draft Conditions of Contract