

REQUEST FOR QUOTATION (RFQ) FORM

Trinidad and Tobago Postal Corporation 240 – 250 Golden Grove Road Piarco 350462, Trinidad and Tobago	Date: 08/02/2023
	Reference Number: IT-002/23

Dear Sir/Madam,

We kindly request you to submit your quotation for **Computer, UPS Devices, Rack Server, and Optical Mice.**

Please note that all quotes shall be subject to TTPPOST terms and condition for the supply of goods.

The RFQ details are as follows:

1. SCOPE:

- a. Details as stated in section 2 below Table 1.
- b. Cost to access package: \$225.00

2. REQUIREMENTS/QUOTATION:

Table 1- Offer to provide Compliant Requirements

No.	Item	Units	Quantity	Unit Price	Total Price
1	Lenovo Desktop Computer or Equivalent (see specifications in Appendix 1)	Each	20		
2	Lenovo Laptop Computer or Equivalent (see specifications in Appendix 2)	Each	10		
3	600 VA UPS Devices	Each	15		
4	Lenovo Rack Server or Equivalent (see specifications in Appendix 3)	Each	1		
5	Optical Mice	Each	20		
6	Warranty				
7	Delivery Time				
8	Quote validity				
				Sub-Total	
				VAT @ 12.5%	
				Total	

(N.B. All price should be quoted in TTD)

Other Requirements: Please fill out the Form of Acknowledgement and send it to email address mellissa.castillo@tppost.net

Quotations are evaluated based on value for money.

Appendix 1 - Desktop PC – Minimum Specifications

Details	Description	State if included in the machine (Yes/ No/ Exceed)
Processor	3.4 GHz	
Memory	8 GB DDR4	
Hard Drive	256 GB SSD	
Video Card	Integrated	
Display	15"	
Keyboard	Wired	
Camera	None	
Bluetooth	5.0	
Wireless	802.11ax wireless	
Network	Ethernet and Wireless	
Ports	<p><i>Front Ports:</i></p> <p>1x USB 3.1 Gen1, 1x microphone (3.5mm), one headphone / microphone combo jack (3.5mm)</p> <p><i>Rear Ports:</i></p> <p>1x USB 3.1 Gen1, 3x USB 2.0, 1x Ethernet (RJ-45), 1x Display Port, 1x HDMI</p>	
OS	None	
Mouse	Wired	
Headset	None	
Cover\Colour	Black	
Power	400 Watt	
Battery	NA	
Warranty	3 Years Parts and Labour	

Laptop theft and Recovery	NA	
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Appendix 2 - Laptop Computer - Minimum Specifications

Details	Description	State if included in the machine (Yes/ No/ Exceed)
Processor	3.4 GHz	
Memory	8 GB DDR4	
Hard Drive	256 GB SSD	
Video Card	Integrated	
Display	15"	
Keyboard	Wired	
Camera	Integrated	
Bluetooth	5.0	
Wireless	802.11 ax	
Network	Ethernet and Wireless	
Ports	2 USB, HDMI	
OS	None	
Mouse	None	
Headset	None	
Cover\Colour	Black	
Power	NA	
Battery	3 Cell	
Warranty	3 Years Parts and Labour	
Carry Case	Yes	

Laptop theft and Recovery	None	
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Appendix 3 - Rack Server – Minimum Specifications

Details	Description	State if included in the machine (Yes/ No/ Exceed)
Processor	1 x Intel Xeon E-2244G 4C/3.80GHz/8MB/71W/DDR4-2666	
Memory	128GB RDIMM DDR4-2666	
Hard Drive	4 x 3.5" 5TB 7.2K SATA 6Gb Hot Swap 512n HDD	
Video Card	Integrated	
Display	None	
Keyboard	None	
Camera	NA	
Bluetooth	NA	
Wireless	None	
Network	Integrated one dedicated management port plus two GbE ports. 1 x 5720 1GbE RJ45 2-Port PCIe 1 x Low Profile Bracket 2-port 1Gb Ethernet Base-T	
Ports	Front: 1x USB 2.0, 1x USB 3.1 Gen1, support XCC mobile Rear: 2x USB 3.1 Gen1, 1x Serial COM, 1x VGA	
OS	None	
Mouse	None	
Headset	NA	
Cover\Colour	Black	
Power	2 x 450W(230V/115V) Hot-Swap	
Battery	NA	

Warranty	3 Years Parts and Labour	
Laptop theft and Recovery	NA	

Delivery is expected 10 - 14 days after a Purchase Order is issued.

3. RESPONSE DATES:

QUERIES- The deadline for the receipt of QUERIES is **Monday 13th February 2023 @ 4:00 p.m.** Queries are to be submitted no later than two (2) working days prior to the closing date.

CLOSING DATE- Quotations should be submitted on or before **Wednesday 15th February 2023 at 3:00pm** via email to the following email address: quotations@ttpost.net
Bids sent after this closing date and time will not be accepted.

4. EVALUATION CRITERIA: Bids will be evaluated as follows:

- Lowest Price Compliant Tender (Cost 100%)

5. PAYMENT TERMS: Please note that TTPOST terms of payment are Net 30 days.

6. TENDERING CONDITIONS:

- a. TTPOST reserves the right to reject any and all tenders without incurring any liability to participants in so doing and is under no obligation to award to the lowest cost or any tender.
- b. TTPOST reserves the right, at its own discretion, to negotiate with the preferred bidder.
- c. TTPOST reserves the right at its discretion to award in 'part' or in 'whole', any aspect of the materials, works or services, as required by the relevant tender.
- d. The start date shall be agreed by all relevant parties following award of a contract.

Any additional documents in connection with this RFQ that may be issued by TTPOST subsequent to this RFQ will bear specific reference to this package.

Procurement Department
Trinidad and Tobago Postal Corporation

PARTICIPANT'S RESPONSE:

Delivery Address: #240-#250 Golden Grove Road Piarco, National Mail Centre, Trinidad and Tobago Postal Corporation

Delivery Date:

Quotations are evaluated based on value for money.



Request for Quotation

COMPANY NAME:

ADDRESS:

TELEPHONE:

EMAIL:

We are pleased to submit our offer set out in Table 1, in accordance with TTPost terms and conditions for the supply of goods.

AUTHORISED SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

[Insert Company Stamp]