



Ministry of Home Affairs  
Hazard Management Cayman Islands



Invitation to tender for the  
Supply and installation of Dispatch Work Consoles and National Emergency  
Operation Center Furniture

**Tender MHA/14-15/05**

April 2015

# 1. Invitation to Tender

- 1.1. This Invitation to Tender is issued by Hazard Management Cayman Islands under the Ministry of Home Affairs of the Cayman Islands Government.
- 1.2. The Cayman Islands Government (CIG) intends to procure **Dispatch Work Consoles and National Emergency Operation Center Furniture** as per section 2 Scope and specified in section 5.
- 1.3. This Invitation to tender is issued in accordance with the Public Sector Finance Law and its Regulations. Interested vendors should familiarize themselves with these rules in order to ensure that submissions are compliant.
- 1.4. Tenders must be submitted with company information, Evidence of manufactures authorization to sell and support equipment tendered.

## 2. Scope

### Communication Center

- 4 Call Takers workstations
- 1 Call Taker Supervisor workstation  
Each position to have 4 monitors, 2 computers, 1 phone, 1 radio
- 7 ea. Mobile 3 Drawer Pedestal

### Operation Room

- Cluster workstations consisting of 16 ea. 60-72 inches mobile tables, to accommodate 32 persons  
Each table to have the following:
  - 6 power points for Laptops,
  - 4 network connections,
  - 1 phone connection
  - 2 USB power connections
  - Cable Management System
- 5 ea. Mobile 3 Drawer Pedestal

## 3. Instructions to Vendors

### 3.1. Receipt of Tender Documentation

1. Upon receipt of this Request for Proposal vendors will sign for receipt and acknowledge;
  - Receipt of the Tender Documents to Supply Dispatch Work Consoles and National Emergency Operation Center Furniture;

### 3.2. Timetable

1. Tenders must be received by the Ministry of Home Affairs no later than **2:00 pm** on the **4th May, 2015** at address:

**Ministry of Home Affairs  
Re: Dispatch Console Tender  
Government Administration Building  
133 Elgin Avenue, George Town  
Grand Cayman KY1-9000, CAYMAN ISLANDS**

or

Proposals may be submitted by e-mail to [lee.madison@gov.ky](mailto:lee.madison@gov.ky)

**Late submissions will not be considered.**

### 3.3. Questions, Queries & Clarifications

1. Any questions or queries relating to this Tender should be submitted by email to [lee.madison@gov.ky](mailto:lee.madison@gov.ky). Responses will be provided by email to all persons registering an intention to submit a Tender and will be published with the issued documentation.

### 3.4. Pricing

1. All proposals shall be unit priced and include freight and installation based on quantities stated in section 2 Scope and **excluding** Import duty.
2. Supplier shall indicate expiration date for pricing in any proposal submitted. Expiration date shall not be less than 180 days from the Proposal Due Date indicated in Section 2.2.1 "Timetable".

### 3.5. Confidentiality

1. This document may contain information that is confidential and is provided for the sole purpose of soliciting submissions. Information provided may not be used in connection with any other matter.
2. In accordance with the obligations and duties placed upon by CIG by the Freedom of Information Law all information submitted may be disclosed in response to a request made for its release.
3. In respect of any information that the Vendor considers is commercially sensitive, the Vendor should
  - identify the information which they consider commercial sensitive
  - explain the implications of disclosure of such information
4. Any response on this matter should be submitted as an Appendix to the RFP.
5. Where the vendor identifies information as commercially sensitive CIG will endeavor to maintain confidentiality. CIG may be required to disclose such information in accordance with the Freedom of Information law, regardless of a commercially sensitive designation, and offers no guarantee in this regard.

### 3.6. Compliance

1. Submissions must be presented in a format consistent with Form of Tender.
2. Bidders are reminded of the need to submit complete tenders strictly in accordance with the tender documents, i.e. without qualification. All those documents which are required to be completed and/or signed must be completed in full and returned with your tender.

### **3.7. Non-Binding Document**

1. No information contained in this Tender or in any communication made between CIG and the potential vendor in connection with this Tender shall be relied upon as constituting a contract, agreement, or representation that any contract shall be offered. CIG reserves the right to change without notice the basis of the competitive tendering process or to terminate it at any time. Under no circumstances shall CIG incur any liability in respect of this Tender or any supporting documentation.
2. The Cayman Islands Government does not bind itself to accept the lowest nor any tender. Late bids will not be accepted, CIG will not defray any cost incurred by bidders. The Cayman Islands Government shall not be bound to assign any reason for not accepting any tender and may accept a Tender in whole or in part.

### **3.8. Non Canvassing**

1. Direct or non-direct canvassing of any Ministers, public sector employee or agent by any vendor, or any attempt to procure information from the same other than through the directed channel shall result in disqualification of the vendor from this procurement process.

### **3.9. Additional Information**

1. CIG expressly reserves the right to require Vendors to provide additional information supplementing or clarifying any of the information provided in response to this Tender.

## **4. TENDER EVALUATION CRITERIA AND THEIR ORDER OF IMPORTANCE**

Bidders are hereby advised that tenders will be evaluated based on the following criteria. The information herein should be submitted in order to properly score tender returns.

- **Conformity to Specifications**
- **Price of Furniture**
- **Warranty**
- **Delivery and installation Timing**

### **Evaluation Criteria**

All tenders will be evaluated by the Departmental Tender Review Committee in accordance with the following criteria and weightings:

1. **Conformity to Specifications**
  - Weighting: 45%

- *Conforms to the minimum of the specifications set out in section 5 Furniture Specification Details 45%*

## **2. Price of Equipment**

- Weighting: 30%
  - *The best price, quality, quantity combination as well as any other relevant information the committee deems to be of importance including the past performance of the supplier, external reviews and reputable opinions.*

## **3. Warranty**

- Weighting: 10%
  - *Less than three year warranty will be rejected*
  - *Three year warranty 5%*
  - *Five year warranty 10%*

## **4. Timing**

- Weighting: 10%
  - *Delivery within 45 days 10%*
  - *Delivery within 45 to 60 days 5%*
  - *Delivery over 60 days 0%*

These criteria have been drafted in order to comply with Regulation 36 of the Financial Regulations (2012 Revision), which requires that all government entities are subject to an overriding requirement to ensure value for money as well as the procurement policy of the Ministry of Home Affairs. In addition, the criteria also seek to ensure the prompt delivery of a quality service and as such, it should be noted, as provided for in Regulation 40 of the Financial Regulations (2012 Revision), that there is no obligation to accept the lowest bid.

## 5. Furniture Specification Details

### 5.1. Dispatch workstations

1. All aspects of the Dispatch Workstations should be designed to accommodate the 5th percentile seated female user to the 95th percentile standing male user, the ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations – The National Ergonomic Standard.
2. Work Stations must demonstrate stability at full extension
3. Work Stations must be completely separate independent electric floor supported, adjustable work surfaces for both monitor and keyboard.
4. Keyboard surface must not be attached to monitor surface.
5. Monitor Surface must be wide and deep enough to accommodate up to 4 LCD flat panel monitors
6. Monitor and keyboard surfaces must each have separate electric adjustment and shall provide for smooth transition between settings and must be able to be made from the working positions.
7. Kneespace shall be free of levers, controls, cantilevered keyboard support arms, and motor control boxes creating a smooth underside of the work surfaces.
8. CPU enclosures shall be available in sizes to accommodate mini-tower cases up to 8" wide x 18" high.
9. CPU enclosures shall be equipped with a cable management system.
10. CPU enclosures shall not be located underneath a height adjustable surface.
11. Supplier shall provide premium quality extension cables as required to connect monitors, keyboards, mice and all devices to CPUs.
12. Cable management system shall be installed to keep the cabling clean and organized with easy cable access such as;
  - Cables from CPU cabinet or panel enclosure to the monitor surface of the adjustable table,
  - Cables from the monitor surface to the keyboard surface
13. Cable management systems shall meet bend radius requirements of CAT-6 and fiber optic cabling.

### 5.2. Drawer Pedestals

1. Drawer Configuration - 1 File drawer (12") and 1 File drawer (12") - 16" w x 28"h x 22"d.
2. All drawers to have full extension 100lb rated - soft close - steel ball bearing drawer slides.
3. Drawer pedestals shall have gang locking mechanism with master keyed removable core locks.

4. Each pedestal to include pencil tray insert and side filing conversion bar with capability to hang letter or legal size hanging files.
5. Pedestals to be stored in call taker room when not in use.

### **5.3. EOC Operations Tables**

1. Tables must be mobile, on casters, to allow for multiuse configurations.
2. Tables will have a cable management system, keeping the cabling clean and organized.
3. Each table to have a minimum of the following:
  - 6 power points for Laptops,
  - 4 network connections,
  - 1 phone connection
  - 2 USB power connections









