



Invitation to Tender (ITT)

For: Supply, delivery and installation of 3 IT hubs in Zambia

Date: 14 July 2014

1 Overview of the British Council

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in Education and Society, Governance, English and the Arts. In the financial year 2012-13, its programmes reached a total audience of 550 million people worldwide and we engaged directly with 10.8 million people.

The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131) and Scotland (charity no. SCO37733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.

Its primary charitable objectives are set out in the Charter and are stated to be:-

- Promote cultural relationships and the understanding of different cultures between peoples of the United Kingdom and other countries;
- Promote a wider knowledge of the United Kingdom;
- Develop a wider knowledge of the English language to promote the advancement of education.;
- Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries;
- .

In 2012 to 2013, the British Council had a total turnover of £781 million. Its income included a grant-aid of £171 million from the UK government, £490 million from fees and income from services such as English teaching, exams administration and the management of client-funded contracts, and funding from a wide range of public and private sector partners.

The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.

Further information can be found at www.britishcouncil.org

2 Introduction and background

We operate Connecting Classrooms, a programme that helps young people learn about global issues, giving them skills to work in a global economy. Connecting Classrooms is run in partnership with the UK Government Department for International Development (UKAid).

Connecting Classrooms offers a range of activities for teachers, school leaders and other education officials. All with the aim of, enriching learning in schools and supporting learners to be prepared for a globally interconnected world. Educators are offered face to face and online professional development courses to deepen their experiences in several practical areas. A school leadership course focuses on raising educational standards through sharing experiences and skills to turn school managers into inspiring leaders. School partnerships create sustainable international links between schools across Africa and the UK, access to ICT in schools and its subsequent use in learning and teaching enables international engagement. It also helps teachers and students access a wide range of teaching resources through our interactive online platform - British Council Schools Online.

Educators are supported to develop ICT skills in classroom teaching and access to ICT infrastructure is made easy by the setup of Digital Hubs In schools across Sub-Saharan Africa. Digital Hubs serve as ICT centres for teacher, students and the wider communities around them. British Council offers professional development for teachers and school leaders to support them in embedding ICT into their teaching and learning.

We enhance teachers' knowledge and skills in the use of technology to enable them to maximise the international opportunities available to them

3 Conditions and contractual requirements

The selected supplier will be expected to travel to British Council offices in Lusaka as well as other towns within Zambia as required, in the delivery of the services.

The contract awarded will be for a duration of one year with an option for annual extension for up to an additional six months under the same terms and conditions.

Data Protection and Intellectual Property of Copy right

The contracted supplier will only process personal data accessed in performance of the services in accordance with the British Council 's instructions and will not use such data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council's behalf in accordance with the relevant provisions of the Data Protection Act 1998 and ensure appropriate and legislative consent is acquired where necessary.

Equal Opportunities and Diversity

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment , retention, training and development of staff on the basis of gender including transgender, marital status, sexual identify, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependents, or any other relevant grounds. The contracted supplier must agree to operate in accordance with these principles while undertaking work at or on behalf of the British Council.

Disclosure of Information

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the “Act”). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

If suppliers considers that any of the information included in their completed documentation is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

The suppliers should be aware that, even where they have indicated that information is commercially sensitive, the British Council might be required to disclose it under the Act if a request is received.

The suppliers should also note that the receipt of any material marked ‘confidential’ or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council’s Child Protection Policy; in addition the supplier will ensure that where it engages any other party to supply any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Fair Trading
- Health and Safety Policy
- Environmental Policy
- Records Management
- Privacy

Please complete Annex 1 as part of the response.

This document does not constitute an offer to provide goods and/or services to the British Council.

The contracted supplier is responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of their tender response. Subject to the final paragraph of this Section 3, the supplier accepts by their participation in this procurement, including without limitation the submission of a tender, that they will not be entitled to claim from the British Council any costs, expenses or liabilities that the supplier may incur in tendering for this procurement irrespective of whether or not their tender is successful.

By issuing this ITT, entering into the clarifications with tenderers or by having any other form of communication with tenderers, the British Council is not bound in any way to enter into any contractual or other arrangement with the supplier or any other tenderer. It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but the British Council reserves the right to terminate, amend or vary the process by notice to all tenderers in writing. Subject to the final paragraph of this Section 3, the British Council will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

Nothing in this ITT or any other documentation issued by the British Council in connection with this procurement is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

The British Council reserves the right to request reference information.

4 Confidentiality

All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of the British Council's requirements and under no circumstances should be disclosed to a third party without the British Council's consent.

The contents of this ITT are being made available by the British Council on condition that:

- Tenderers shall at all times treat the contents of the ITT and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
- Tenderers shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time;
- Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender; and
- Tenderers shall not undertake any publicity activity within any section of the media.

Tenderers may disclose, distribute or pass any of the Information to the Tenderer's advisers, sub-contractors or to another person provided that either:

- This is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Tenderer; or
- The Tenderer obtains the prior written consent of the British Council in relation to such disclosure, distribution or passing of Information; or
- The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Framework Agreement arising from it; or
- The Tenderer is legally required to make such a disclosure.

In relation to the above the definition of 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.

The British Council may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and the British Council may make any of the Framework Agreement documents available for private inspection by its officers, employees, agents or advisers. The British Council also reserves the right to disseminate information that is materially relevant to the procurement to all Tenderers, even if the information has only been requested by one Tenderer, subject to the duty to protect each Tenderer's commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act).

5 Tender/Proposal Validity

The tender response should remain open for acceptance for a period of 60 days. A response valid for a shorter period may be rejected.

6 Payment and Invoicing

The Council will pay correctly addressed and undisputed invoices within 30 days.

The essential information on an invoice for the Council is:

- Date and Invoice number
- A description of the services supplied.
- Purchase Order number.
- Addressed to Accounts Payable. The costs excluding VAT

7 Scope of work, specification and outputs

Description of the nature of the services

This is an invitation to tender for the supply, delivery and installation of three (3) IT hubs in selected British Council Connecting Classrooms partner schools. The IT hubs should be built using hardware and software to create virtual desktops (sometimes called zero clients) which will enable up to 20 multiple users to simultaneously share a single operating system. The British Council uses N Computing devices and Dell equipment.

The next table shows the requirements for the IT hubs.

Quantity	Description	Unit Price (ZMW)	Total (ZMW)
21	N Computing M300 Kit		
6	Dell Optiplex 3020 Desktop + 18.5 LCD Monitor Core i3 Dual Core 3.4ghz D20 4Gb 1600MHz DDR3 SDRAM 500Gb Hard Disk Windows 7 Professional		
60	Dell 18.5" Monitor		
60	Dell USB Keyboard and Mouse Set		
60	Network Cables		
60	USB Cables		
3	D-Link 16 Port Switch		
3	Linksys Wireless Router WRT54GL		
3	Windows Multi-point Server 2012		
3	Windows Multi-point Client Access Licenses		
3	Installation costs		
		Subtotal	
		Vat	
		Total	

The geographical location and spread of the services

The IT Hubs will be installed at already identified schools in Kasama, Mansa and Choma.

The process or activities to be provided and an indication of the volume

The proposal should outline the delivery timeframes, detailed costs of each item of equipment and accessories, delivery and installation costs up to the schools.

8 Constraints

The contractor will be required to provide full manufacturer warranty and or have approved distributor status with the manufacturers of the equipment.

9 Expertise required

Owing to the technical nature of the services required, the contractor will be required to provide;

- CV's of the personnel who will deliver the service
- Skills / qualifications that the personnel possess
- Verifiable experience of undertaking similar services

10 Timescales

Activity	Date
ITT Released	14 July 2014
Clarification/Questions	16 July 2014
Clarification Responses	18 July 2014
ITT Return Date	22 July 2014
Evaluation of responses	25 July 2014
Final decision and Intention to award to appointed	28 July 2014 2014

Note: Timescales are estimate and may be subject to change.

11 Supplier Response

Please complete Annex 2 (ITT response) and submit it to info@britishcouncil.org.zm and a hard copy to be delivered to British Council offices at Aquarius House along Katima Mulilo Road, Lusaka no later than 17:00hrs on 22 July 2014

- Please ensure that you send your submission in good time to prevent issues with technology – late submissions may not be considered.
- Do not submit any additional documentation with your ITT response except where specifically requested.
- Supporting evidence (PDF, PPT, Word and Excel formats only - other formats should not be used) can be provided to substantiate your response – please ensure that all attachments/supporting evidence is clearly labelled with the appropriate question number.
- It is not acceptable to submit a generic policy in answer to a question. If you submit a generic policy you must indicate the page and paragraph reference to the appropriate content.
- All answers in the ITT response should be inserted in the space below the British Council requirement / question.
- Where supporting evidence is requested as 'or equivalent' – it is the Tenderers responsibility to prove the relevant equivalence.
- Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
- Completion and submission of your response does not guarantee award of any BC contract

12 Clarification Questions

Any questions should be submitted via email info@britishcouncil.org.zm no later than 17:00hrs on 16 July 2014

13 Evaluation Criteria

Supplier responses will be assessed using the following criteria and weightings. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

Criteria	Weighting
Knowledge and experience	25%
Methodology and approach	20%
Timetable and staffing	10%
Costing	25%
Understanding of BC aims and objectives and offer of value for money	20%

The responses under each sub category will be scored based on the following matrix:

Points	Interpretation
10	Excellent - A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
7	Good - There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.
5	Adequate - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
3	Poor Response/Limited Evidence - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.
0	Unacceptable - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

All scores will be added together to provide an overall total score for each sub category/section which will then be calculated against the criteria weightings. Once all the criteria weightings have been calculated, they will all be added together to provide an overall total score.

Please note that all your responses to the tender requirements and the pricing schedule will be incorporated into a contractual document.

Ends.