

Request for Proposal: Computer Upgrade Project

The Japan Foundation, Toronto (hereinafter, JFT)

2 Bloor Street East, Suite 300

Toronto, ON M4W 1A8

1. Due Date and Time

October 24, 2019, 9AM (ET)

Response must be received before 9 AM via e-mail to the following e-mail address:

kmiyamoto@jftor.org

2. Contact and Inquiries

Kota Miyamoto (Project Manager)

Administrative Officer, Japan Foundation, Toronto (JFT)

kmiyamoto@jftor.org

*Inquiries will be accepted by email only, and will be accepted up to one (1) day before closing time. Responses to any and all inquiries received will be posted publicly at jftor.org.

3. Instructions to Proponents

Proposals are invited from qualified and experienced firms for the provision of software solutions and data migration.

The Project Manager will receive proposals as early as October 10, 2019, at 9AM local time. Submissions received after October 24, 2019 at 9AM (ET) will not be considered. It is the sole responsibility of the person(s) submitting to ensure delivery to this address before the closing date and time.

4. Submission

One PDF Proposal sent via e-mail.

This should include a letter signed by an officer of the company in a position to legally bind the company to the statements contained therein.

Revisions to a submitted Proposal must be made in writing and received by the Project Manager before the closing date and time.

A Proponent may withdraw their Proposal upon written request received by the Project Manager prior to the closing date and time.

A contract will be signed with the lowest bidding proponent and the results of this process will be announced on our website within five days of the closing date.

5. Project Overview and Scope

(1) Installation of Windows 10 Professional

Purchasing 1 license of Windows 10 Professional and installing it to the laptop (Lenovo ThinkPad X260, RAM 8GB).

(2) Supply, Delivery and Implementation of Laptop & Desktop Computers

(Laptop Computer)

Quantity: 3

Specification:

OS: Windows 10 Professional 64bit

CPU: Intel Core i5-7th Gen or better

RAM: 16GB DDR4 or better

HDD: 256GB SSD or 500GB HD

Screen: 14"

Series:

- Dell Latitude

- HP ProBook

- Lenovo ThinkPad

Warranty: One-year warranty on parts or better

(Desktop Computer)

Quantity: 15

Specification:

OS: Windows 10 Professional 64bit

CPU: Intel Core i5-7th Gen or better

RAM: 16GB DDR4 or better

HDD: 1TB

Series:

- Dell OptiPlex
- HP ProDesk
- Lenovo ThinkCentre

Warranty: One-year warranty on parts or better

(3) Deployment of Microsoft Office 2016 Professional

Deploying MS Office 2016 Professional to 4 laptop and 15 desktop computers

(4) Overview of the Japan Foundation, Toronto

The Japan Foundation, Toronto (hereinafter, JFT) is a public institution with a mandate to introduce arts and culture of Japan, and to promote cultural exchange between Canada and Japan. Click [here](#) for more details.

(5) Scope

- a. All Items must be new and unused, refurbished items are not acceptable.
- b. Purchasing of MS Office 2016 Professional is not necessary.

(6) Designated software

Windows 10 Professional

The project should commence by early November, 2019

The project should be completed by early December, 2019

The contractor is requested to produce a schedule which will minimize downtime for the office staff.

6. Services Required

The designated contractor will work with the JFT representative to coordinate pre-installation activities that results in minimal downtime of office operations.

7. Qualifications

- Examples of current and past commercial projects of a similar scope
- Confirmation of resources available
- Confirmation that all staff working on this assignment are bondable.

8. Proposals should include the following

- Proposed schedule – documented schedule noting the proposed stages, with milestones noted
- Draft Contract
- Cost proposals shall be quoted. Costs proposed shall be inclusive of all costs related to completing the project, including but not limited to preparation, travel, transportation, communication, reproduction, labour, overhead, profit, 1 licencing of Windows 10 Professional, etc.

* Please provide an explanation of how partial hours are billed (i.e. rounded up to quarter hour, half hour or hour.)

9. Competency and Qualifications

The successful contractor must have the necessary competence, experience, qualified personnel and equipment to carry out all aspects of the work of the Contract. The successful contractor will employ properly licensed, trained, and unimpaired workers throughout the duration of the contract. Failure to do so could result in termination.

10. Cancellation

JFT reserves the right to cancel this submission call for any reason whatsoever without stating reasons therefore. The entire process is subject to final award approval by Senior Management Staff who retains the ability to cancel this process for any reason whatsoever without any compensation to anyone.

11. Assignment/Subcontracting

The contractor shall not assign any of its obligations without JFTs prior written agreement and consent.

12. Correspondence

Both parties shall designate one person from their respective organizations to be primarily responsible for coordinating contractual and financial matters.

13. Invoicing

The contractor will be solely responsible for invoicing JFT. All invoices are subject to prior review and approval by JFT, and approved invoices will be paid on a net 30 day basis unless otherwise negotiated and agreed upon in writing. If JFT does not approve of the services or part of them which are subject of the invoice, JFT shall advise the contractor in writing of the reasons for non-approval and the contractor shall remedy at no additional cost to JFT before JFT shall be obliged to pay the invoice or any part of it, as the case may be.

14. Indemnification

The contractor shall indemnify and save harmless JFT, its agents, employees and board members from and against any liability whatsoever for losses, liens, charges, claims, demands, payments, suits, actions, recoveries, and judgements including legal fees and expenses of every nature and description brought or recovered against either JFT, its agents and employees, or the contractor by reasons of an act, error or omission of the contractor, its agents, employees, or licensees in providing the services, including, without limiting the generality of the foregoing, loss or damage to property, injury to or the death of any persons, alleged copyright, patent or other intellectual property rights infringement or interference, defective design or damage to the environment.

15. Contractor's Expense

Contractors are solely responsible for their own expenses in preparing a submission. If JFT elects to reject all submissions, JFT will not be liable to any contractor for any claims, whether for costs or damages incurred by the contractor in preparing the submission, loss of anticipated profit, or any other matter whatsoever.

16. Irrevocability

Submissions will be irrevocable and remain open for acceptance by JFT for a period of sixty (60) calendar days, after the closing time.

17. Negotiation

JFT reserves the right to renegotiate enhancements or changes to the preferred Proposal with the Proponent.

(End)