



Ministry of Finance
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REQUEST FOR PROPOSAL

Date of Issue: **January 4, 2018**

RFP No.: **PCS-2018-010**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-010

Solicitation Title: To assist the MOE in the implementation of its "Tablet for Classroom Projects" for grades 1-9.

Date of Issue: January 4, 2018

MANDATORY REQUIREMENTS AND DATES

Expression of Interest Due: January 26, 2018 (Monday) 4:00 pm Palau Time

Inquiries Due Date: January 19 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: February 2, 2018 (Friday) 4:00 pm Palau Time

RFP Opening Date: February 5, 2018 (Monday)

Anticipated Contract Award: March 1, 2018

Umerang A. Imetengel
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. Purpose. The Bureau of Public Service System of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions **to assist the Ministry of Education in the implementation of its “Tablets for Classroom projects” for grades 1-9.** Interested vendors may obtain copies of specifications by contacting the Bureau of Public Service System.
- b. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- c. Funding. This project will be fully funded by *federal grant funding.* Award of contract is subject to the availability of funds. Offers or proposals may also be rejected and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.
- d. Inspection. Offeror acknowledges that the submission of a proposal provides the Republic of Palau the right to inspect at reasonable time the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded by the government. Failure to allow inspection may result in the rejection of the proposal/offer.
- e. Business Laws and Taxes. A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees. In order to be awarded a contract, a vendor MUST provide proof of applicable ROP Business License (Professional License) as well as be in good standing with the Bureau of Revenue and Taxation.
- f. Potential finalist interviews/demonstrations: If necessary, the Procurement Officer will notify vendors for additional information and/or discussions. However, it is required that proposals shall be inclusive of any and all information needed for the ROP to make a determination on the best proposal.
- g. Award. It is anticipated that a vendor will be awarded within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.

II. Preparation/Submission of Proposal

- a. Intention to Bid. In order for your business to be considered for this RFP, you **MUST** submit a written Expression of Interest (EOI) to the Procurement Officer **by January 26, 2018** either by completing the attached form or write a letter or email to bpss@palaugov.org or hand deliver the EOI to the BPSS Koror Office located at the Ministry of Finance in Koror.

- b. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.
- c. Required Submittal Details and Quantities. *Proposals must be submitted in (1 original and 3 copies). Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.* In addition to the hard copies of the proposal, one complete and exact copy of the entire proposal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format or PDF format shall also be submitted. The electronic copy must be a mirror image of the hard copy. Proposals must be received by the Bureau of Public Service System Office in Koror or Capitol by 4:00pm (Palau Time) on February 2, 2018 which is the closing date of this RFP. Proposals received before the issuance date and after the closing date of this RFP will not be considered.
- d. Proposal Format. Please comply with the following format:
 - i. Section 1 – Provide the Company and Employee Information, References, List of current or past contracts. Copies of Business license should be provided in this section as well.
 - ii. Section 2 – Description of services and technical proposal, and any other documents required by the scope of work below.
 - iii. Section 3 – Cost of Proposal.
- e. Vendor Responsibilities. All Vendors shall:
 - i. examine the entire RFP,
 - ii. seek clarification of any item or requirement that may not be clear,
 - iii. check all responses for accuracy before submitting a Proposal and,
 - iv. submit the entire Proposal by the Proposal Due Date and Time.
- f. Cost of Proposal Preparation. The ROP does not reimburse the cost of developing, presenting or providing any response to this solicitation. Proposals submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the ROP and will not be returned.

III. Inquiries

- a. All Inquiries and Clarification shall be received by BPSS email no later than 4 pm (Palau Time) January 19, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on January 23, 2018.

IV. RFP Timeline:

Bidding Period	January 4, 2018 to February 2, 2018
Inquiries/Clarification Due	January 19, 2018 (4 pm Palau Time)
Answers Responses will be Posted	January 23, 2018
Intention to Bid Due (Expression of Interest)	January 26, 2018 (4 pm Palau Time)
RFP Closing Date	February 2, 2018
RFP Opening Date	February 5, 2018
Anticipated Contract Award	March 1, 2018

Project Title:

Tablets for Classroom Projects

Project Objective:

The purpose of this project is to improve literacy in the area of reading/language arts and mathematics using innovative classroom strategies that incorporate cutting edge technology into general classroom practices under the “Tablets for Classroom” project. The project will serves students and teachers of all grades in public elementary schools in Palau as well as Palau High School 9th grade teachers and students.

V. Scope of Work:

1. In collaboration with MOE staff, research and suggest student and teachers appropriate tablet device based on developers review;
2. Review, suggest and demonstrate grade level appropriate reading/literacy; mathematics and general education applications and software for the tablets that align with the curriculum standards, and best meet the needs of students;
3. Provide 420 electronic tablet for elementary students and teachers with licensed preloaded educational applications and software and accessories as outlined in the technical specifications and accessories section;
4. Provide 200 electronics tablets for High School students and teachers with licensed preloaded educational applications and software, and accessories as outlined in the technical specifications section and accessories section;
5. Provide 7 SMART Board, interactive whiteboards with installation software, and accessories as outlined in the technical specifications section;
6. Provide 7 windows laptop that are compatible and optimized to work with smart boards; along with smart board driver and collaborative learning software installed; full version of Microsoft Office package installed.
7. Provide one-year warranty and technical hardware and software support during implementation of devices in schools.

Technical Specifications:

Tablet Minimum Hardware Features

- Operating System: Latest version of Android
- Screen: 8 to 10 Inch
- Resolution: 1920 x 1200 pixels or higher
- Onboard storage: 16GB or Higher
- Expansion Ports: SD Card, USB
- Bluetooth: 4.0 or latest version
- Wifi: Dual band, up to 802.11n, Wifi Direct, Hotspot
- Camera: Front, 8MP Rear
- Weight: 18 oz or less
- Sensors: Accelerometer, Compass
- External Storage capability either through Micro SD card or USB port
- 70-80 applications preloaded onto each tablet for High School (200 tablets) to include reading/literacy applications, mathematic applications, general educational applications and productivity applications loaded onto each tablet for teachers and principals as determined by MOE project staff.
- 70-80 applications preloaded onto each tablet for elementary (420 tablets) to include reading/literacy applications (phonemic awareness, phonics, fluency, vocabulary, reading comprehension), mathematics applications, general educational applications and productivity applications loaded onto each tablet as determined by MOE project staff.
- Upload new and updated applications to approximately 1250 previously purchased tablets for public elementary schools.

Tablet Accessories

- 200 keyboard-cover combo for high school tablets and screen protectors.
- 420 protective covers for elementary school tablets and screen protectors
- 250 keyboards (for teachers only)-android wireless keyboard with raised keys, easy-pair, and compatible with android Samsung Galaxy Tab 3, 4, E, and A.
- Minimum of 50 Micro SD cards for principal and teacher tablets.

Smart Board Minimum Hardware Features:

- Whiteboard: interactive, durable, damage-resistant with Digital Vision Touch technology.
- Screen surface: durable hard-coated steel surface; optimized for projection and dry erase markers
- Screen aspect: 77" diagonally wide with standard 4:3 aspect ratio
- Computer requirements: compatible with laptops with Windows operating system and Smart board software installed.
- Touch and gestures: can write, erase and perform mouse functions by touching the interactive whiteboard with finger or pen.
- Multi- touch capabilities: support two simultaneous touches; enables up to 2 users to interact with the whiteboard by using included pens or other objects, or by using fingers to write and to perform gestures.

- SMART Ink: smooths out the appearance of digital ink, improving legibility of handwriting; ink becomes object that can be moved and manipulated
- Pen: includes 2 pens
- Pen tray: Pen tray connects to the interactive whiteboard and a projector. Use the color select buttons to change digital ink colors. Power and volume controls are available on the pen tray, as are the on-screen keyboard, right-click and orient features.
- Digitizing technology: Four-camera DviT
- Power requirements: power cable and Y-cable for 110 voltage outlets.
- Computer connection: includes USB 2.0 cable to connect to computer

SMART Board Accessories:

- Whiteboard drivers and collaborative learning software installed
- Pens and pen tray

Windows Laptop Minimum hardware & Software Features

- CPU: minimum Intel Core i7 (6th Gen) 6560U/2.2GHz
- Windows 7 and up
- Hard Drive capacity: 256 GB SSD
- Max Turbo Speed: 3.2GHZ
- Number of Core: Dual-Core
- Features Intel Turbo Boost Technology 2.0
- RAM: 8GB
- WIFI: 802.11a/b/g/n/ac
- Bluetooth: 4.0
- Screen size: Minimum 13" screen
- Display Resolution: Minimum 3200 X 1800 (QHD+) (Widescreen Display)
- Touch screen enabled
- Integrated Webcam
- Cache: Minimum 4 MB
- 64-bit Computing
- Graphics processor: Intel Iris Graphics 540 or better
- Audio: Maxx Audio, stereo speakers, two microphones
- Connections & Expansion: 2 USB3.0 ports, Thunderbolt 3, Headphone/microphone combo jack
- Notebook type (thin and light)

Windows Laptop Accessories

- Laptop Carrying case
- Installed Microsoft Office Package (Word, Power Point, Excel)
- Installed Smart Board driver and collaborative learning software

Additional Requirements:

Durability

Features such as use of gorilla glass for the screen, high build quality, and higher than average ratings from hardware testing sites will be considered.

Capability

While speed of the processor and built in RAM could be important, real world performance such as minimal lag in OS operations, ability to run various applications smoothly without eating up battery power, smooth and quick switching between applications, etc., will be considered.

Longevity

Hardware, OS, and software should be manufacturer supported for a minimum of 3 years, particularly with timely OS upgrades, and good third party support to bring apps to compatibility with upgrades OS.

Management

The hardware, OS, and software must be manageable within an educational environment, such as batch configuring and deployment, app loading and standardization, wipe and re-imaging, securing and locking configurations, and assigning and controlling inventory.

Compatibility

Proposed devices must be compatible with existing devices currently deployed in the schools.

Educational Use

There should be adequate evidence of mass quantities of the devices being used preferably in instructional settings in K-12.

Requirements:

- Must have knowledge of the Republic of Palau's Educational system and previous successful working relationship with the Ministry of Education;
- Must have demonstrated capability to successfully fulfill scope of work;
- Must be able to install hardware and software and train MOE personnel on the use of the hardware;
- Must have demonstrable means of servicing and maintaining hardware and software throughout and beyond the warranty period;
- Proposed items must be versions acceptable to the MOE; and
- Prices quoted must be in US Dollars

Bid submitted shall include:

- List of previous work and reference information of previous clientele.
- Vendor may be required to submit specific information about previous work and may be required to provide permission for the government to conduct a background check related to previous contractual performance.
- Proposed Implementation and Training Timeline.
- Specifications on tablets and accessories to be provided.
- References/names and addresses of previous clients;
- The total project cost for performance of contract and any other relevant documents.

VI. Evaluation Criteria

The maximum possible total combined score for a proposal is 5 weighted points. Each Major category is assigned a weight, and each evaluator will rate the categories with the following points:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

1. 20% - Feasibility and appropriateness of Proposal
2. 20% - Proposed delivery date and training timeline
3. 15% - Demonstrable capability to install hardware and upload appropriate grade level applications and train MOE personnel on the use of the hardware and software
4. 15% - Demonstrable means of servicing and maintaining hardware and software throughout and beyond the warranty period.
5. 15% - Proposed items must be versions acceptable to the MOE.
6. 10% - Total project cost.
7. 5% - Review of prior work in this area.

Proposals will be evaluated based on the following formula:

Criteria 1 Points x Weight % = Criteria 1 Score

Criteria 2 Points x Weight % = Criteria 2 Score

Criteria 3 Points x Weight % = Criteria 3 Score

Criteria 4 Points x Weight % = Criteria 4 Score

Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4 = TOTAL SCORE