



BRANDON SCHOOL DIVISION

Request for Proposal (“RFP”) for The Supply of Laptop Computers

RFP Issue Date: March 15, 2023

Proposal Response Due: March 31, 2023

Vendors wishing to participate must submit 1 copy of their proposal response on or before the above date.

“Accepting the Challenge”

Request for Proposal - The Supply of Laptop Computers

GENERAL CONDITIONS:

Sealed Proposals will be received up to **2:00 p.m., Friday, March 31, 2023**, for the Supply of Laptop Computers at the Brandon School Division, Administration Office, 1031-6th Street, Brandon, MB R7A 4K5, in accordance with the following:

1. Specifications and the proposal are attached. One copy is to be submitted in an envelope marked "PROPOSAL – LAPTOP COMPUTERS." Please ensure the sealed envelope clearly indicates the firm's name and return address.
2. Response must show the name of the firm and must be signed by a person duly authorized to sign on behalf of the firm. The office held by the person signing must also be shown on the Vendor Submission Form.
3. Goods to be delivered F.O.B. to:

Brandon School Division
1031-6th Street
Brandon, MB, R7A 4K5
4. Goods must be **NEW** – no refurbished or used equipment.
5. Good to be delivered before **June 30, 2023**.
6. Brandon School Division has made every attempt to ensure all information provided in this request is correct; it is the responsibility of the vendor to report any errors or omissions in this specification prior to submitting their bid.
7. The lowest or any tender will not necessarily be accepted.
8. Late tenders will not be accepted.
9. Only HP, Dell or Lenovo laptops eligible for Microsoft's "Shape the Future" program and designed for Education use will be considered.
10. All prices quoted must be firm for a period of 60 days from the closing date of the Request for Proposal.
11. Responses referencing equipment that does not meet the specifications as indicated in this document will NOT be accepted.
12. Completion of the Vendor Submission Form is mandatory.

For further information, please contact:

Andrew Kean, Acting Director
Learning & Business Technologies
204-729-3229

VENDOR SUBMISSION FORM
****MANDATORY****

To: Secretary-Treasurer
Brandon School Division

PART A:

Proposal is hereby made for the Supply of Laptop Computers in accordance with the specifications and general conditions. (***This section is mandatory***).

Quantity: minimum 400 units (potentially up to a maximum of 600 units).

Specifications:

- 2-in-1 Convertible Laptop
 - Windows 10 compatible
 - Intel Pentium N6000 Quad Core
 - Intel UHD Graphics
 - 11.6" HD (1366x768), Multi-touch
 - Camera #1 – 720P HD Camera with Mic
 - Camera #2 – World Facing Camera
 - 8GB LPDDR4 2933MHz Onboard
 - 128GB Solid State Drive
 - Intel Wi-Fi 6 2x2 AX, Bluetooth 5.1
 - 3 Cell Battery, 47Whr
 - 65W AC Adapter
 - USB C
 - Keyboard – English
 - 3 year Warranty
-

Total Amount per Unit

\$ _____

GST \$ _____

PST \$ _____

TOTAL COST (*including all taxes and delivery*) \$ _____

VENDOR SUBMISSION FORM
****MANDATORY****

Firm Name: _____

Address: _____

City/Province/Postal code: _____

Telephone: _____

Authorized Signature: _____

Name: _____

Position: _____

Email: _____

Date: _____