



Cabinet Office

Office of Project Management and Procurement

Request for Information

For

Office Supplies and Photocopy Paper

Request for Information No.: **OPMP/001/S/2019**

Issued: **Friday, March 08, 2019**

Submission Deadline: **Friday, March 29, 2019 04:00:00 PM AST**

1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Cabinet Office is requesting information from interested parties for the purposes of gathering information about the marketplace in order to assist in the determination of future purchasing options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

2. RFI Timetable

Issue Date of RFI	Friday, March 08, 2019
Pre-Bid / Site Meeting	Wednesday, March 20, 2019 2:00 PM
Deadline for Questions	Thursday, March 21, 2019 4:00 PM
Deadline for Addenda	Monday, March 25, 2019 4:00 PM
Submission Deadline	Friday, March 29, 2019 4:00:00 PM

All times listed are in Atlantic Standard Time (AST). The RFI timetable is tentative. It may be changed by the Government at any time, and the Government may choose to waive or extend the Deadline for Questions, Deadline for Addenda and/or the Submission Deadline.

3. Background

The purpose of this Request for Information (RFI) is to identify potential vendors who are willing and capable of providing standardised Office Supplies and Photocopy Paper under a Long-Term Supply "Framework Agreement" for all requesting public procuring entities in Bermuda.

[Definition: Framework Agreement as defined in the Code of Practice for Project Management and Procurement (Code). “Framework Agreement constitutes a non-binding offer by a contractor to supply goods or services to the Government. A binding contract takes effect when the Government purchases the goods or services from the contractor. If a framework agreement is in place, it should be used unless the Authorised Officer in consultation with the Director determines that the best value for money may be achieved by conducting a separate procurement” See Rule 35 in the Code for more details <https://www.gov.bm/sites/default/files/20181015-Code-of-Practice-for-Project-Management-and-Procurement.pdf>]

The information obtained from this RFI exercise will be used to formulate a strategic concept for purchasing, to assist in the preparation of the solicitation documents and subsequent select the potential partners for the framework agreement.

The Government seeks information from respondents who can offer well known quality office supplies and photocopy paper. The respondent shall have the capacity to handle the full scope of office supplies, have an active quality assurance and corporate customer service system implemented. Availability of a web type catalogue is considered an asset. The office supplies and photocopy paper offered must carry relevant quality, product safety and environmental approvals.

The Government intends to release a Request for Supplier Qualification- Framework Roster (RFSQ) and may award a single or multi-year framework agreement(s) to the bidder(s) selected as the lowest cost responsible bidder(s), who can meet the public procuring entities requirements. The Government does not guarantee that a subsequent RFSQ or a RFP will be issued. Should an RFSQ or RFP be issued, the terms and conditions or supplies described in this RFI are not guaranteed to remain exactly the same.

Without any commitment for future volume, the Government of Bermuda procures on yearly average basis Office Supplies and Photocopy Paper at the annual estimated sum of BMD \$2,000,000.

To reflect the commitment by the Government to purchase from the selected Framework Respondent(s) for a fixed term the Government may elect to levy a Contract Fee on the selected respondent that will be based on a percentage of annual gross revenue and set a minimum fee to offset administrative costs of this framework.

4. Information Requested

The following may assist the respondent in preparing their responses.

Further to the standard company's profile and reference documents (catalogues) the respondents are required to:

To answer the following:

- Provide an outline of similar long term arrangements you have established with other organisations or public authorities, to include workflow scenarios, pricing models, and length of contract;
- Describe the basic ordering and delivery practices e.g. web based interface for ordering; assigned customer representatives
- Describe the average turnaround time between point of order and arrival to customer, the processing time;
- Describe the average rate of order fulfillment;
- Provide a copy of their standard return policy;
- Advise on any additional (value-added) services available for Government.
- Recommended quality and environmental standards applicable for office stationery
- Indicate the type of business e.g. Office Supply Retailer, Distributor, Dealer or Wholesaler.
- Showing the business and contracting possesses, all permits and licences necessary to supply office supplies
- Respondents are requested to respond to each item in the Technical Questionnaire Form provided by checking Comply or Deviate box.
- To reflect the commitment by the Government to purchase from the selected Framework Respondent(s) for a fixed term the Government may elect to levy a Contract Fee based on a percentage of annual gross revenue and set a minimum fee to offset administrative costs of this framework. What do you think of this approach? Please provide your feedback.
- Responses shall also include ideas, information and recommendations that could result in cost saving opportunities and the identification of potential problems areas with this initiative.

Respondents are strongly encouraged to respond to this inquiry, as this information will be instrumental in preparation of the solicitation documents and shortlisting of the potential framework agreement partners.

This request is strictly a mechanism for gathering information and will not constitute a procurement process. No award(s) will be made as a result of this inquiry.

The Government is under no obligation to invite any potential supplier who has expressed interest in this RFI to participate in the subsequent bidding process.

All respondents are encourage to learn about Government Contract opportunities and view other Procurement Notices by visiting <https://www.gov.bm/procurement-notices>.

See Annex A - Technical Questionnaire Form

5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by Friday, March 29, 2019 4:00 PM to the following email address and to the attention of the RFI Contact.

Hard copy may be delivered to:

Office of Project Management and Procurement
2nd Floor, General Post Office
56 Church Street
Hamilton, Bermuda
Attention Mrs. Elaine Blair-Christopher

Electronic mail (E-Mail) submissions are accepted at procurement@gov.bm
If documents are larger than ten (10) MB please send them within a zip file.

In the subject line of the email, please state the RFI title.

Electronic Copy (E-copy) of your response in MS Word or Adobe PDF format.

RFI Contact:

Respondents should direct any questions on this RFI process to the same RFI Contact: Mrs. Elaine Blair-Christopher, Procurement Manager, at email procurement@gov.bm

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

Respondents downloading this file and intending to respond to this RFI are required to register their interest with the RFI Contact by emailing their company name and contact information to Mrs. Elaine Blair-Christopher, Procurement Manager, at email procurement@gov.bm prior to the Submission Deadline noted in the RFI timetable above.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notices>.
Respondents should visit the Government Portal on a regular basis during the procurement process.

APPENDIX A – RESPONDENT SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent or Personal/Given Name:	
Representative's Name (Person with Signing Authority) and Title:	
Street Address:	
City, Province/State, Parish:	
Postal Code/Zip Code:	
Country:	
Phone Number with Area Code:	
Respondent's Social Insurance Number issued by the Government of Bermuda:	
Respondent's Payroll Tax Number issued by the Government of Bermuda:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to create legal obligations between the Government and any of the respondents or their representatives. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the Government to procure any goods or services.

b. RFI Not to Limit the Government's Pre-Existing Rights

This RFI will not limit any of the Government's pre-existing rights. Without limiting the generality of the foregoing, the Government expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the Government that existed prior to the issuance of this RFI.

c. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

d. Information in RFI Only an Estimate

The Government and its advisers make no representation, warranty or guarantee as to the accuracy of the information or empirical data contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The Government will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

g. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the Government

All information provided by or obtained from the Government in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the Government and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the Government; and (iv) must be returned by the respondent to the Government immediately upon the request of the Government.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the Government.

i. Disclosure of Information

The respondent consents to the Government's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Government. The confidentiality of such information will be maintained by the Government, except where the Public Access to Information Act 2010 or where an order by a tribunal or court requires the Government to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the Government to advisers retained by the Government for the purpose of reviewing this submission.

The respondent acknowledges that the Government may make public the name of any and all respondents.

j. Governing Law

This RFI process will be governed by and construed in accordance with the laws of Bermuda applicable therein.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date

End of Appendix A