
Office of Utilities Regulation

ADDENDUM NO. 1

Procurement of
Laptop Computers and Accessories

LCB No: 2016/GEN/003/RFQ.001



OFFICE OF UTILITIES REGULATION

2016 October 05

ADDENDUM NO. 1

1. Pursuant to Clause 8 of the Instructions To Bidders - “**Amendment of Bidding Documents**” - of the Procurement of Laptop Computers and Accessories (Document No. LCB No: 2016/GEN/003/RFQ.001) dated 2016 September 20 (the “**Bidding Documents**”), the Office of Utilities Regulation (“**OUR**”) HEREBY ISSUES this addendum (“**Addendum No. 1**”) dated 2016 October 05 to the Bidding Documents.

2. Bidders are reminded that:
 - This Addendum No. 1 is a part of the Bidding Documents.
 - The receipt of this Addendum No. 1 shall be acknowledged in writing by Bidders in their bid submission.
 - Late receipt or non-receipt of this Addendum No. 1 shall not relieve any Bidder from being bound by it.

3. Provisions of SECTION II: BIDDING DATA SHEET (BDS) of the Bidding Documents shall be replaced as indicated below:

ITB Clause Reference	A. General
ITB 4.6	At the time of submission of the bids, all Bidders are required to submit a valid National Contracts Commission (NCC) Registration in the category of Computers and Supplies along with their bids. For more information: http://www.ocg.gov.jm
	D. Submission and Opening of Bids
ITB 24.1	For bid submission purposes, the Purchaser’s address is: Attention: Donovan Smith Address: 3 rd Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10 City: Kingston

	<p>Country: Jamaica</p> <p>The deadline for the submission of bids is:</p> <p>Date: 2016 October 11</p> <p>Time: 11:00 a.m. Eastern Standard Time</p>
ITB 27.1	<p>The bid opening shall take place at:</p> <p>Street Address: The Office of Utilities Regulation, 3rd Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10</p> <p>City: Kingston</p> <p>Country: Jamaica</p> <p>Date: 2016 October 11</p> <p>Time: 11:15 a.m. Eastern Standard Time</p>

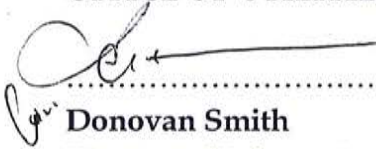
4. In SECTION III: EVALUATION AND QUALIFICATION CRITERIA of the Bidding Documents the Evaluation Criteria shall be replaced as indicated below:

Evaluation Criteria	
Criteria, sub-criteria	Points
Technical	
(i) Experience of Bidder with similar type projects:	
a) Specific experience of the supplier relevant to the assignment <ul style="list-style-type: none"> ▪ Minimum 3 written verifiable references (20 Points) ▪ Minimum 2 written verifiable reference (12 Points) ▪ Minimum 1 written verifiable reference (6 Points) ▪ 0 written verifiable references (0 Points) 	20
b) Years of experience in providing similar types of solutions	10
(ii) Adequacy of the proposed methodology and work plan	
in responding to the Terms of Reference:	
a) Understanding of the objectives of the Assignment and the scope of work, and Expectations regarding the achievement of the objectives of the Assignment	10
b) Effectiveness of the work plan outlining the proposed approach and methodology to carry out the Statement of Work	

Evaluation Criteria	
Criteria, sub-criteria	Points
	10
(i) Delivery Date:	
Bidder with the earliest delivery date will be awarded the maximum point.	
<ul style="list-style-type: none"> ▪ 30 days (10 points) ▪ 40 days (6 points) ▪ 45 days (3 points) ▪ Over 45 days (0 points) 	10
(ii) Key professional staff qualifications and competence for the assignment	5
(iii) Warranty:	
Provide a detailed description of labour and materials warranty. Indicate what course of action will be taken should availability of parts be an issue at the time of delivery or installation (substitute parts at no additional cost to OUR) after sales service for a minimum of three (3) years will be required.	
<ul style="list-style-type: none"> ▪ 3 years and above (10 points) ▪ 1-2 years (5 points) ▪ 0-1 year (0 point) 	10
Financial	
(iv) Bid Price	
Formulae: $\frac{\text{Lowest tender price}}{\text{Bid Price}} \times \text{Weight (25)}$	25
Total points for the three criteria:	100

Yours sincerely,

OFFICE OF UTILITIES REGULATION



Donovan Smith

Director of Information Technology (Actg)