

SEforALL Terms of Reference

IT Equipment for SEforALL – LOT 1 and LOT 2

13 | 01 | 2023

Background and Context

Sustainable Energy for All (SEforALL) is an international organisation working with leaders in government, the private sector and civil society to drive further, faster action toward achievement of Sustainable Development Goal 7 (SDG7), which calls for universal access to sustainable energy by 2030, and the Paris Agreement, which calls for reducing greenhouse gas emissions to limit climate warming to well below 2° Celsius.

Achieving these goals will require a radical rethink of the way we produce, distribute, and consume energy. SEforALL is at the heart of this foundational shift to ensure no one is left behind. Drawing on data and evidence, we identify a critical path to success in achieving SDG7.

Former UN Secretary-General Ban Ki-moon launched the Sustainable Energy for All initiative in 2011. Now an independent organization, we maintain close links with the UN, including through a relationship agreement, partnerships with UN agencies and with SEforALL's CEO acting as the UN Secretary-General's Special Representative for Sustainable Energy for All and Co-Chair of UN-Energy. These roles include advising the UN Secretary General and his staff on issues relating to sustainable energy and the implementation of SDG7 and supporting the coordination of sustainable energy issues in the United Nations system.

The ambitions of SDG7 are extraordinary. Aiming to achieve them in the context of the Paris Agreement on climate change involves transformation at a scale never undertaken before. Swift action must be taken by leaders in governments, private sector companies, institutions, financiers, development banks, unions, communities, entrepreneurs and civil society. As we enter the final decade to achieve SDG7, SEforALL has strategically chosen to strengthen global agenda-setting while expanding its activities to an engagement model that prioritizes data-driven decision-making, partnerships with high-impact countries and implementation on the ground. The new SEforALL three-year business plan outlines work programmes that scope out our planned interventions and demonstrate to our funding partners the impact of their support. <http://www.seforall.org/>

Scope of work and Objective

The purpose of this tender is to find a partner who can support SEforALL's IT equipment needs. SEforALL is a scaling organization head quartered in Vienna, Austria and has regional offices in USA, Nigeria, and Indonesia thus far, with a vision to establish on-site presence in countries within the African and Asian continent.

The Scope of Work for this assignment is divided into two lots, outlined below. Interested firm(s) can either bid for either of the two lots or both of the two lots.

i. LOT 1

SEforALL seeks to acquire IT equipment for its Vienna Office to be delivered to the Office premises between 20th January 2023 - 23rd January 2023. The IT Equipment is described to include Laptops, Docking Stations, Keyboard and Mouse sets, iPhones, and Adapters. Interested organizations can also provide a quotation for LOT1.A and LOT 1.B separately

a. LOT1.A: Deliverables and Specifications – Laptops and Accessories

Equipment	Number of Items	Delivery deadline and place
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<ul style="list-style-type: none"> MS Surface laptop 4 - i7 16GB 256GB 15" Touch W10P - Black OR <ul style="list-style-type: none"> LENOVO Laptops (TP L14 - i7-1165G7 16GB 512SSD 14" FHD W10p) Keyboards should be QWERTY US layout.	35 in total (either MS surface or Lenovo) To satisfy the total amount of laptops	23rd January 2023, Vienna Office
<ul style="list-style-type: none"> MICROSOFT Surface Dock 2 OR <ul style="list-style-type: none"> LENOVO ThinkPad Universal USB-C Dock - 90 Watt EU Docking Stations 	35 in total (either MS surface or Lenovo) – the docking stations must match the laptops	23rd January 2023, Vienna Office
<ul style="list-style-type: none"> LENOVO Essential Wireless Combo Keyboard mouse (Please note that the keyboard must be in US – QWERTY layout) 	15 in total	23rd January 2023, Vienna Office

b. LOT1.B: Deliverables and Specifications – Mobile phone and Accessories

Equipment	Number of Items	Delivery deadline
<ul style="list-style-type: none"> Apple iPhone SE (2022 V3) 64GB Midnight 	30 in total	23rd January 2023, Vienna Office
<ul style="list-style-type: none"> Devia 20W USB-C Power Adapter 	30 in total	23rd January 2023, Vienna Office

ii. LOT 2

SEforALL seeks to establish a long-term partnership with a competitive organization who can meet its scaling IT Equipment needs. The interested firm must offer the IT Equipment against a quoted price; and offer delivery services worldwide. The IT Equipment includes Laptops, Docking Stations, Keyboard and Mouse sets, iPhones and chargers. Interested firms will also have a responsibility to inform SEforALL on the latest and competitive IT Equipment

LOT 2 Deliverables and Specifications

Deliverables	Specification and Description
Laptop (other)	<p>The interested firm will quote a price for the models below, and suggest equivalent options in their proposal</p> <ul style="list-style-type: none"> MS Surface laptop 4 - i7 16GB 256GB 15" Touch W10P - Black OR <ul style="list-style-type: none"> LENOVO Laptops (TP L14 - i7-1165G7 16GB 512SSD 14" FHD W10p) <p>Keyboards should be QWERTY US layout.</p>
Laptop (Apple)	<p>The interested firm will quote a price for the models below</p> <ul style="list-style-type: none"> MacBook Pro or equivalent

Laptop Accessories	The interested firm will quote a price for the models below, and suggest equivalent options in their proposal to complement their suggestions of laptops <ul style="list-style-type: none"> MICROSOFT Surface Dock 2 OR <ul style="list-style-type: none"> LENOVO ThinkPad Universal USB-C Dock - 90 Watt EU Docking Stations
Laptop Accessories	The interested firm will quote a price for the models below, and suggest similar options in their proposal <ul style="list-style-type: none"> LENOVO Essential Wireless Combo Keyboard mouse (Please note that the keyboard must be in US – QWERTY layout) or equivalent
Phones and Accessories	The interested firm will quote a price for the models below, and suggest similar options in their proposal <ul style="list-style-type: none"> Apple iPhone SE (2022 V3) 64GB Midnight Devia 20W USB-C Power Adapter
Delivery Services	The interested firm will quote a delivery fee for the following continents (North America, South America, Europe, Africa, Asia) and will also quote a min. delivery time period Our offices are currently based in: <ul style="list-style-type: none"> Vienna, Austria, New York, Washington DC, in the USA Abuja, Nigeria Jakarta, Indonesia.
Repairing Services	The interested firm will present a fee structure for repairs and maintenance of the IT equipment
Disposal of Equipment	The interested firm will propose an appropriate method(s) to dispose of obsolete and/or malfunctioning IT equipment.

Special notes: The interested firm will quote a price for the outlined IT equipment above, and share suggestions for equivalent models and prices. The interested firm will also propose a price adjustment formula with a justification for its applicability to account for market volatility

Payment Terms:

The vendor is requested to support bank transfer, other payment methods cannot be supported by SEforALL. Payment will be made within 30 days of invoicing, following successful delivery of products. LOT 2 will require monthly invoices, following successful delivery of products, with payment made within 30 days of invoicing.

Delivery Information for LOT1:

Laura Uzgören
Andromeda Tower 15th floor
Donau City Strasse 6
1220, Vienna, Austria
+43 664 517 3877

Delivery Information for LOT2 will be determined for each order.

Timeline

- i. **LOT 1:** Delivery for LOT 1 to be completed by 23rd January 2023 at the latest, following completion of this procurement.
- ii. **LOT 2:** Time duration of services for LOT 2 will be 1 year with a possibility to extend based on satisfactory performance. Deliveries for LOT 2 will be arranged in line with each order on an ad-hoc basis.



Approach, Timeline, and Deliverables

Approach (LOT 1 and LOT 2): The selected vendor will work in close coordination and continuous exchange with a designated SEforALL focal point. The selected vendor must make a concerted effort to mainstream gender considerations throughout this assignment. If possible, the firm is also expected to implement at least a 40:60 female to male ratio in their team and to submit a copy of any gender policies they follow.

Reporting (LOT 1 and LOT 2): The selected vendor shall report to a designated focal point at Finance and Operations Department at SEforALL

Travel (LOT 1 and LOT 2): There is no expectation of travel for the assignment.

Qualification and Expertise (LOT 2): Organizations wishing to submit a proposal should have:

- A minimum of 10 years of operational existence and providing similar services
- Demonstratable experience in provision of IT equipment to international organizations
- The bidder shall propose a dedicated project manager for this assignment who will also be a single point of contact
- Personnel proposed to lead the Project must have education qualifications of at least a bachelor's degree or equivalent
- The organisation must legally be able to provide business services within the European Union and in line with the Scope of Work and can operate within the hours of 9:00 a.m. to 17:00 central Eastern Time zone (CET) Monday-Friday.
- All personnel must have a high-level command of the English language.
- Direct experience of working with the non-profit sector/international development sector is preferred

Bidding Process (LOT 1)

Interested bidders can submit a quote using their own format, however the quote must include:

- Cover page, including the organisation's name, address, contact information and proof of a min. of 5 years of operational existence
- Brief background about your organisation as well as details of relevant work experiences.
- Proof of ability to provide business services within European Union
- Guarantee of delivery to Vienna
- Total financial costs outlining a special rate if applicable.

Bidding Process (LOT 2)

Proposals can be submitted using your own format; however, the proposal must include the following:

- Technical Proposal:
 - Cover page, including the organisation's name, address, and contact information.
 - Brief background about your organisation as well as details of relevant work experiences.
 - Portfolio of similar projects and works that are similar to the elements within the Scope of Work
 - Bidder's understanding of the assignment, including any proposed changes to the scope of work, timeline, and engagement approach. Identification of key risks, and potential mitigants, should be outlined.
 - A project plan that includes planning of activities
 - Three (3) organizational/client references from the last three years
 - Key personnel CVs of a gender balanced team, if applicable, with CVs preferably no more than two pages each.
 - Gender Policy.
- A Financial Proposal, outlining the costs associated with carrying out the scope of work, including:

- Quoted price of IT equipment in line with the Scope of Work along with a Price Adjustment Formula
- Other costs
- Costs may be in USD or Euro.
- The Financial Proposal should be on a capped-cost basis (time and material), inclusive of all/any taxes.

Evaluation and Conflict of Interest (LOT 1 and LOT 2)

- Bidders are requested to disclose and explain any potential conflicts of interest with SEforALL.
- The evaluation of LOT 2 proposals will be based on a 50 – 50 split for technical proposal and financial proposal, respectively.
- The evaluation for LOT 1 will be based on a Least Cost Method.

Deadline of Submission (LOT 1 and LOT 2)

- i. **LOT 1:** Please submit your quote for LOT 1 by Thursday, 19th January 2023 17:00 Central European Time (CET) to procurement@seforall.org Any questions, should be submitted in written format directly to procurement@seforall.org
- ii. **LOT 2:** Please submit your proposal for LOT 2 by 1st February 2023, 17:00 Central European Time (CET) to procurement@seforall.org Any questions, should be submitted in written format directly to procurement@seforall.org