



NATIONAL INSTITUTE FOR LEGISLATIVE STUDIES

NATIONAL ASSEMBLY

REQUEST FOR PROPOSALS TO SUPPLY ICT EQUIPMENT

Date: 25th February, 2017

1.0 BACKGROUND AND CONTEXT

The National Institute for Legislative Studies (NILS) is an organ of the National Assembly established by an Act of Parliament in 2011. It promotes and reinforces the constitutionally assigned roles and functions of parliamentary institutions through research, advocacy, teaching, networking and other related activities.

2.0 SCOPE

Contractors are expected to supply the items outlined below:

S/N	Item	Qty
1	HP Pavilion Laptop. Core i5, 12GB RAM, 1TB HDD , 15,6" Screen Windows 10	5
2	HP Laserjet 402dn Printer	5

3.0 EQUIPMENT INFORMATION

Contractors are requested to provide manufacturers' specification sheets for all products included in their proposal.

Only new equipment and accessories are acceptable. New equipment refers to newly assembled for first time use. Remanufactured, reprocessed or refurbished components will not be acceptable.

4.0 AFTER SALES SERVICE

Contractors are requested to outline their ability to provide after-sale service during the manufacturer's warranty period.

5.0 TIME OF COMPLETION

Once the contract is awarded by NILS, all equipment should be supplied and installed no later than two weeks from the award date.

6.0 NON FULFILLMENT

If the Contractor fails to deliver the items and service by the time of completion stipulated in this Request for Proposal, then NILS has the right to refuse to accept and pay for items or services from the contractor. NILS will determine at its sole discretion at what point it is no longer willing to wait on the Contractor to deliver the promised items and service.

7.0 EVALUATION CRITERIA

In evaluating proposals, the objective will be to select the offer(s) that will best suit the Institute's needs. Costs will be a major consideration in the evaluation; however, consideration will also be given to such points as availability of service times, evidence of Proponents' experience, ability, quality of product and service facilities as necessary to meet satisfactorily the requirements set forth or implied in this Request for Proposal.

8.0 SUBMISSION AND SELECTION PROCEDURE

The National Institute for Legislative Studies now invites qualified and interested contractors to send in their proposals addressed to info@nils.gov.ng not later than 2nd March, 2017.

Signed:

Director General