

# Request for Proposal (RFP): Supply of Laptops

Toynbee Hall

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RFP Issue Date: 27 November 2023

RFP Closing Date: 17 December 2023

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## 1. Introduction

Toynbee Hall is seeking proposals from vendors for the supply of laptops. This RFP outlines the requirements and evaluation criteria for the laptops. We are looking to acquire two types of laptops Apple Mac and PC and we would welcome proposals for either both or separate lots units for they are for our staffs use.

## 2. Background Information

Toynbee Hall is a charity based in Tower Hamlets, but we provide a pan London Debt Advice Service called Debt Free London. We have approximately 200 staff working across on our programs directly for Toynbee Hall and for the partners organisations that make up DFA. These laptops are part of an overall refresh of our tech infrastructure to ensure its fit for purpose.

## 3. Scope of Work

The selected vendor will be responsible for supplying the laptops that meet the following specifications.

### Lot 1:

Apple Mac type A - 80

- Processor: M1 chip or higher
- RAM: 16GB or higher
- Storage: 256GB SSD or higher
- Screen Size: 13 inches or larger
- Battery Life: 18 hours or higher
- Operating System: macOS

Apple Mac type B - 10

- Processor: M1 chip or higher
- RAM: 24GB or higher

Storage: 256GB SSD or higher

Screen Size: 15 inches or larger

Battery Life: 18 hours or higher

Operating System: macOS

## **Lot 2:**

25 PC Laptops: Dell Latitude 14 3000 Series (Entry Level) or equivalent

Processor: Intel Core i5-1335U or equivalent

RAM: 16 GB DDR4 or higher

Storage: 256GB SSD or higher

Screen Size: 13 inches or larger

Battery Life: [minimum requirement]

Operating System: Windows 10 Pro 64 bit or Windows 11 Pro 64 bit

8 PC Laptops: Dell Latitude 14 5000 Series (Executive Model) or equivalent

Processor: Intel Core i5-1235U or higher

RAM: 24 GB DDR4 or Higher

Storage: 256GB SSD or higher

Screen Size: 14" or larger

Battery Life: 18 hours or higher

Operating System: Windows 10 Pro 64 bit or Windows 11 Pro 64 bit

## **Additionally**

Warranty: 3-year warranty

Additional Features: camera and multiple ports include HDMI.

Please also include options for extended warranties or support services if available.

We will be ready to purchase the product by January 2024 – so delivery timeline must allow for setup and handover to end users by February 2024 at the latest.

## **4. Proposal Submission Guidelines**

### **4.1. Proposal Format**

Proposals should be structured as follows:



Introduction of the Vendor	
Detailed specifications of the offered laptops	
Pricing	
Delivery timeline	
Warranty and support details	
References from previous clients (if applicable)	

#### 4.2. Submission Method

Proposals should be submitted via email to the following address:

facilities@toynbeehall.org.uk

#### 4.3. Proposal Deadline

All proposals must be received by 15 December 2023.

#### 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Compliance with the specified requirements	20%
Cost-effectiveness	25%
Quality and reputation of the product	20%
Delivery timeline	10%
Vendor experience and references	25%

#### 6. Terms and Conditions

Proposals must remain valid for a period of 60 days from the closing date.

Toynbee Hall reserves the right to reject any or all proposals.

The selected vendor will be required to enter into a contractual agreement with Toynbee Hall.



## 7. Questions

Any questions regarding this RFP should be directed to:

Contact Person: Junaid Gondal / Ben Campion

Email: [facilities@toynbeehall.org.uk](mailto:facilities@toynbeehall.org.uk)

Phone: On request

Deadline for Questions: 10<sup>th</sup> December 2023

Toynbee Hall thanks all vendors in advance for their proposals and looks forward to a successful partnership.

Toynbee Hall

28 Commercial Street, London, E1 6LS.

End of RFP