



Sacred Heart College

Sacred Heart Avenue, St. Julian's STJ 1432

Request for Proposal for the Supply of an Online School Management System

Date Published: 22 September 2016

Closing Date: noon 28 October 2016

1. General Part

1.1 The Board of Governors of the Sacred Heart College, hereafter referred to as the Board, invites proposals for the supply of an **Online School Management System** for the College.

1.2 The College has a Junior and a Senior School with a total number of 850 pupils.

1.3 The system must be online, scalable, customizable and secure with a large selection of possible features and add-ons.

2 Explanation/Clarifications notes concerning the Request for Proposal document.

2.1 Interested parties may submit questions for clarification in writing through an email addressed to the Board of Governors at board@sacredheart.edu.mt by not later than the 14th of October 2016

2.2 Interested parties who register as such with the Secretary Board of Governors (board.@sacredheart.edu.mt) by the 14th of October 2016 will receive a clarification note containing a copy of any questions submitted with answers.

3. Language of Proposals

3.1 The Request for Proposals and all correspondence and documents related to the Request for Proposals provided by the bidder to the Board must be written in English.

4. Content of Request for Proposals

4.1 Proposal should include:

- i) Information on product features, deployment, training and support services;
- ii) Declaration by bidder confirming the validity of offer on the attached form A.
- iii) Evidence of having the necessary supportive and commercial setup including list of principal users. (Ref. From B)

5. Request for Proposals, Prices

5.1 Bidders will be deemed to have satisfied themselves, before submitting their Proposal, to its correctness and completeness, to have taken into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

5.2 Bidders must clearly distinguish all items provided as standard within the proposed system, and those which would be optional or on demand. The proposal must have clear indication of the cost and timeframe to deliver any non-standard option and features, customization of modules and migration/upload existing data including integration requirements and pre-requisites (formatting etc.)

5.3 Bidders must quote all components of the price, inclusive of VAT in Euro (€). Bidders not registered with the VAT authority in Malta, must still include in their financial offer any tax that the College might have to pay either in Malta or the country were the bidder is registered irrespective of the reverse charge mechanism. No payment will be made for items or services that have not been included in the cost.

5.4 The prices of the contract must include all the products, works and services to be provided. The prices quoted, excluding VAT, shall be fixed for a period of five years and not subject to revision or escalation of costs.

5.5 Reductions or alterations to the Proposal prices made by bidders after submission will not be taken into consideration during the analysis and evaluation of the Proposals.

6. Period of Validity of Proposal.

6.1 Proposals must remain valid for a period of 120 days after the deadlines for submission of Proposals indicated in the notice.

7. Submission of Request for Proposal

7.1 The Proposal must be submitted by tracked delivery (postal or courier service) sealed and deposited, between 9:00 am and 12:45pm, at the Bursar's Office by the deadline. A digital copy must also be submitted.

7.2 All submissions must be received before **noon of Friday the 28th October 2016.**

7.3 Late Proposals will be rejected and will not be evaluated.

8. Evaluation Process

8.1 The Evaluation Committee will check the compliance of the Proposals Document submitted with the instructions given in this Request for Proposals focusing especially on the price, the product features, deployment, training and support offered and the extent to which it is scalable and customizable.

8.2 The Evaluation Committee may request access to the online system for a trial period

8.3 The Evaluation Committee may request clarification/s on the submitted information. Such clarification must be submitted within five working days from notification.

8.4 Bidders will be expected to present and demonstrate their product/s to the Evaluation Committee. The time and date for such presentations will be arranged individually with such presentations being earmarked to be held during the first two weeks of November 2016.

8.5 The Evaluation Committee may enter into direct and individual negotiations with each bidder who will have met the above criteria, in order to obtain the best value for money for the school.

9. Correction of Arithmetical Errors

9.1 Proposals will be checked for arithmetical errors and corrected by the Evaluation Committee.

Errors will be corrected as follows:

- (i) Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
- (ii) Where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price will prevail.

9.2 The Evaluation Committee shall seek to communicate the revised price to the Bidder. If the Bidder does not accept the adjustment, his Proposal will be rejected.

10. Right to Accept or Reject any Proposals

10.1 The Board reserves the right to accept or reject any Proposals and/or to cancel the whole Request for Proposals procedure and reject all Proposals.

11. Notification of Award and Contract

11.1 The Board of Governors will notify the successful bidder, in writing that his/her Proposal has been recommended for award.

11.2 Unsuccessful bidders shall be notified with the outcome of the evaluation process.

11.3 Once the contractual terms are agreed, it is expected that this should be fully approved signed and handed in to all parties within 15 days

12. Termination of the contract by Board of Governors

12.1 The Board may terminate the contract in any of the following cases:

- The Contractor fails to sign the contract within the stipulated time.
- The Contractor fails to effect delivery in whole or in part, within one month from the expiration of the period stipulated in the contract without the previous permission of the Board.
- The Contractor assigns the contract to subcontractors without authorization of the Board.
- The Contractor is bankrupt or for any other reason is obliged to suspend business activities.

13.0 Data Protection

13.1 Any data submitted shall be processed pursuant to the Data Protection Act.

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Form A

	Details	Nationality	Portion of Responsibility
Leader			
VAT No.			
Trading License No			
Partner (if applicable)			

Contact Person

Name and Surname	
Telephones and Fax	
Address	
Email address	

List of Principal Users

List of principal users currently using the system

Form B

Description of Service	Date of Commencement of Service	Is service still being delivered	Client/Contracting Authority Contact Detail

In so listing the end clients, I am giving my consent to the Evaluation Committee, so that the latter may, if it deems necessary, contact the relevant clients, with a view to obtain from them an opinion of the supplies and services provided to them.

Signature bidder:

(Person or Persons authorized to sign on behalf of the bidder)

Date: