



Adapted bidding procedure (MAPA for “Marché à procédure adaptée”) for the Lycée français in CAIRO

COORDINATING DEPARTMENT

Lycée français in Cairo
4 Ahmed Badawi Street, El Meerag City
2nd Megawra
Cairo

SPECIFIC RULES OF THE CONSULTATION

Computer maintenance

COLLECTIVE CONSULTATION

IMPLEMENTATION PERIOD OF THE CONTRACT: 01/09/2022 to 31/08/2025

LOT N° 1: Maintenance of computer park

1 - PURPOSE OF THE CONTRACT

The consultation covers the signature of a contract for the maintenance of the computer park on three sites of the French school in Cairo, namely Maadi, Zamalek and New Cairo.

This contract is concluded for the Lycée français in Cairo.

2 - MISSIONS

The main missions under the supervision of the IT manager of the school are:

- Monthly maintenance of computers with follow-up documents for each device
- Current maintenance of digital boards, video projectors and printers
- Management of servers, networks and user accounts
- Installation and updating of software
- Accompaniment of the personnel in the use of the digital tools
- Detection of system viruses
- Presentation of written recommendations for improvement
- Advice for the development of the computer park
- Technical reports
- Remote maintenance and control

The technicians are in permanent contact with the IT manager of El Meerag site.

The components of the park are detailed in appendix 1

3 - PRACTICAL TERMS AND CONDITIONS

A) The contract does not take into account:

- Software license management
- Spare parts and hardware repair
- Network installation work
- Training in the use of the software
- Additional interventions outside the contractual hours

B) The schedules are defined as follows:

- Maadi: 5 days per week except for Friday and Saturday and official holidays of the Lycée français in Cairo calendar.
- Zamalek: 3 days per week of 8 hours per day including 1/2 hour break
- New Cairo: 2 days per week of 8 hours per day including 1/2 hour break.

During the periods of short vacations, the provider commits to provide the service during these periods minus two working days, according to the schedule negotiated in advance with the school.

If additional holidays are granted by the provider to its employees, the non-worked holidays will have to be made up in agreement with the school management. The working hours are 8 hours per day with a 1/2 hour break.

C) In the event of a change of personnel, the school will be notified at least fifteen days in advance.

D) The service provider undertakes to respect the confidentiality of data relating to the school, its staff and users (students and families).

4 - CONTENT OF THE OFFERS

The applicant must submit bids that comply with the descriptions provided in this document.

The candidate must commit to a price for the duration of the maintenance contract (3 years).

5 - VALIDITY DEADLINE OF THE OFFERS

The period of validity of the offers is 120 days from the deadline for submission of offers.

6 - PRESENTATION OF OFFERS

Each candidate must respond to the consultation by electronic means.

Tenders must be written entirely in French or English and expressed in EGP.

Each candidate must produce a complete file including the following documents, dated and signed:

- Letter of application
- The price list excluding taxes and including taxes
- Extract from the commercial register
- Delegation of authority granted to the person signing the contract documents, if applicable
- Certificate of insurance covering professional risks
- Up-to-date tax situation

Information concerning the economic and financial capacity of the company:

- Declaration concerning the total turnover and the turnover concerning the subject of the contract, carried out over the last three available financial years.

Information concerning the professional references and technical capacity of the company:

- List of the main maintenance work carried out over the last three years
- Statement indicating the average annual workforce of the candidate and the size of the supervisory staff for each of the last three years.

Certificates of qualification and/or quality.

To prove the professional, technical and financial capacities of other economic operators on whom he relies to present his application, the candidate shall produce the same documents concerning this economic operator as those required of him by the contracting authority. In addition, to prove that he has the capacities of this economic operator for the execution of the contract, the candidate shall produce a written undertaking from the economic operator.

For the documents concerning the offer

A draft contract including:

- The signed consultation regulations
- The unit price list, excluding and including VAT
- The detailed estimate of the actions to be carried out
- The technical sheets corresponding to the maintenance procedures
- The CV of the agents who will be hired in our establishments.

7 - CONDITIONS OF DISPATCH AND DELIVERY OF THE OFFERS

The envelope will be sent only by electronic means to the following address:

daf@lfcaire.net

The e-mail should mention "IT MAINTENANCE CONTRACT – Lycée français in Cairo

The deadline for receipt of offers is:

Thursday, April 28 at 5 p.m.

Any delay will lead to the rejection of the candidates' offer.

8 - OPENING OF BIDS AND JUDGING CRITERIA

Tenders that do not comply with the subject of the consultation will be eliminated.

The choice of the supplier will be made according to the following criteria: price (40%), references of the technicians (40%), quality of the proposed services (preventive and curative maintenance, training) (20%).

1. Price:

The price of the computer maintenance contract is fixed for three years. It is expressed in EGP

2. The references for the computer technicians:

Two French-speaking technicians specialized in all types of maintenance

Presentation of an ID and diplomas of the technicians

Daily presence from 7:30 am to 3:00 pm on the three sites (1 in Maadi, 1 for the 2 other sites) with a thirty-minute break

Systematic replacement in case of absence of the technician

Supply of equipment by the selected company, to carry out maintenance work

3. The quality of the proposed services:

It will be based on the following elements:

- Details of preventive maintenance procedures
- Details of curative maintenance methods
- Type of training offered to personnel and duration of training

9 - TERMINATION OF THE CONTRACT

- If one of the parties does not respect the commitments, the other party has the right to break the contract following a written and preliminary warning, at least one month before the effective date.
- In case of dispute, only the French version shall prevail.

10 - METHOD OF PAYMENT OF THE CONTRACT

Invoices relating to this contract shall be mandated according to the accounting rules in use in Egypt.

11 - ADDITIONAL INFORMATION

For any additional information, candidates should contact
Mr Thierry DAUM, DAF, daf@lfcaire.net