Request for Quotation

Provision of Laptops and Associated Products and Services (PO/2026/RFQ64)

Isle of Man Post Office (IOMPO) employs around 310 people and has 53 years of experience in the mailing industry. As the single postal authority for the Isle of Man, we carry almost 14.5 million letters and parcels each year connecting worldwide and delivering to approximately 44,000 households and business on the Island.

In addition, IOMPO provides efficient and effective mailing solutions for any size of business. From handling daily postal services through to print, fulfilment and data storage. IOMPO has the largest retail network on the Island with multiple post office locations, which offer customers the opportunity to post letters and parcels, renew licenses and undertake a range of other services.

As part of our maintenance programme, we are seeking a preferred supplier to provide laptops and associated products and services, including warranties and support over the term of the agreement. The business will purchase approximately one hundred (100) laptops over a three (3) year period, with an initial purchase order of twenty (20) and an additional twenty (20) over the first year.

Requirements	
The Contractor will be required to provide a service covering:	Business series laptop CPU: Intel Core Ultra or similar Intel processor RAM: 16GB or greater Disk: 512GB or greater Min Ports: 2 USB-C ports (supporting DisplayPort Alt Mode) Power Supply: USB-C Operating System: Windows 11 Pro Min. Display size: 14" Min Display Resolution: 1920x1080 Docking station required: Yes The provider should also have the capability to provide related accessories, including but not be limited to, the following: • Laptop chargers • Monitors • Docking stations
Delivery Location The Contractor shall deliver all goods associated with the Contract to the following delivery address: **Isle of Man Post Office Headquarters** Spring Valley Industrial Estate Douglas IM2 1AA	

The appointment will be for an initial term of three (3) years with the option to extend by mutual agreement for an additional two (2) years.

IOMPO Responsibilities
Raising purchase orders in a timely manner and providing accurate delivery information.
Nominating authorised contacts for ordering, technical queries, and contract management.
Reviewing and accepting delivered goods and services within agreed timescales.
Promptly reporting any defects, faults, shortages, or service issues to the Supplier.
Providing reasonable access, information, and cooperation necessary to deliver the services.

In their response potential suppliers must include how they plan to comply with above requirements, including:

1. Provision of References *
2. Supplier Declaration:
    - Completion of Form of Acknowledgement *
    - Completion of Schedule of Confidential Information *
3. Supplier Assurance:
    - Completion of Form of Acknowledgement - Whistleblowing *
4. Completion of standard Supplier Questionnaire *
5. Confirmation of acceptance of either IOMPO Standard Terms and Conditions for Goods and / or Services:

   https://www.iompost.com/uploads/iompo_standard-terms-and-conditions-for-goods-and-or-services.pdf
6. Any proposed variations in the specification of requirement(s)

* Theses documents can be obtained from the below contact.

Quotation Evaluation Criteria

The quotation response will be evaluated by an approach that takes into account both the price and quality in order to determine the "most economically advantageous quotation". The weighting split used to evaluate the responses will be Price 50% and Quality 50%.

Weighting – Each question is allocated a weighting that contributes to the 50% quality element of the quotation evaluation. The weighting represents the significance and importance of the quality question to the service provision/evaluation team.

Scoring – In order to ensure the evaluation of quality is applied consistently; requirements are marked using a scoring system of zero (0) to five (5).

Score	Criteria for awarding score
0	Completely fails to meet required standard or does not provide a proposal
1	Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals
2	Proposal falls short of achieving expected standard in a number of identifiable respects
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others
4	Proposal meets the required standard in all material respects
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements

Pass/Fail

A requirement has been identified as "Pass/Fail" and is deemed a core requirement. Only quotation responses, which "pass" this requirement, will be considered for contract award.

In order to ensure that your response has the best chance of success, please answer all of the questions. It is the answers to these questions that will determine the mark awarded for the quality element of your response.

Service Requirements		
Req. No.	**Mandatory, Desirable, Minimum Score or Pass/Fail**	**Scope**
3.1	Mandatory	Please confirm you can you provide the same manufacturer/model for the entire term? (It is expected that the model may be updated after the initial term)
	PASS/FAIL	

3.2	Mandatory	Please confirm the laptop brand(s) you are authorised to supply and list the related services you are authorised to provide for the brand(s). Your response should include details of any manufacturer accreditation, service scope. A valid manufacturer authorisation certificate, or equivalent evidence, must be submitted with the quotation. Certificates must be provided as "Appendix 3.2a", "Appendix 3.2b" etc.
	Weighting 30	

3.3	Mandatory	What is the warranty period and what are the key areas of coverage of the warranty? Do you hold stock of the proposed models and if not, what is the timescale from order to receipt, including an emergency replacement provision?
	Weighting 30	

3.4	Mandatory	What are your typical lead times for standard laptops and accessories from a purchase order?
	Weighting 20	

3.5	Mandatory	Please describe your proposed account management arrangements, including whether a dedicated account manager and/or technical contact will be provided. Include the role, contact method, and area of responsibility.
	Weighting 10	

3.6	Mandatory	What relevant security certifications do you hold, such as ISO 27001, and what controls do you have in place for securely handling returned devices that may contain our data?
	Weighting 10	

Environmental and Sustainability		
3.7	Mandatory	The Isle of Man Government is committed to achieving net zero greenhouse gas emissions by 2050 http://www.gov.im/climatechange and is committed to the reduction of single use plastic Isle of Man Government - Plastics. In no more than 400 words, please identify how your company supports these commitments and provide details of your organisation's wider policies on environmental and sustainability issues.
	Weighting 10	

Local Economic Factors		
3.8	Mandatory	In no more than 400 words, please identify what benefits your company would bring to the Isle of Man economy as a direct result of undertaking this contract. This may include economic contribution such as personnel, income tax, travel or social contribution such as training and development to the wider community.
	Weighting 10	

Quotation Price

The 50% weighting allotted to the Quotation Price will be divided between 'Price per Laptop' and 'Bulk Purchase Discount'.

"Price per Laptop" – weighted for evaluation at 25%

Table 1

Under "Description of Laptop" provide the following details for the laptop being proposed:

- Manufacturer/Brand
- Model Name/Range
- Manufacturer Model Number/Product Number

This information should be sufficient to enable verification of the proposed laptop's technical specification against the Requirements. **The proposed laptop (provided in Table 1) should be the supplier's most suitable available option for meeting the specified Requirements**.

Evaluation of Table 1

The lowest "Price per Laptop" will receive the full weighting of 25%. All other quotations will be evaluated proportionately using the following formula:

- Lowest price ÷ Supplier's price × 25%

Table 1

Description	Description of Laptop	Price *Per* Laptop (£) (Excluding VAT)	Evaluation Weighting
Provision of a laptop meeting Requirements			25%

Table 1A – for information purposes only

Suppliers can provide alternative laptop options below. All options must meet the Requirements.

Laptop Options	Description of Laptop	Price *Per* Laptop (£) (Excluding VAT)
1		
2		
3		
4		
5		

"Bulk Purchase Discount" – weighted for evaluation at 25%

Table 2

Suppliers must state the percentage (%) discount applicable to the quoted "Price per Laptop" at each of the volume thresholds specified within the table.

Evaluation of Table 2

The discounts submitted will be evaluated against the indicative purchasing volumes and corresponding weightings as set out in Table 2 using the following formulas:

- Supplier's discount percentage for 1 – 5 Laptops ÷ Highest discount percentage × 6.25%
- Supplier's discount percentage for 6 – 20 Laptops ÷ Highest discount percentage × 8.75%
- Supplier's discount percentage for 21 + Laptops ÷ Highest discount percentage × 10.00%

The weighted percentage scores achieved for each "Purchase Volume" will be combined to determine a Supplier's overall "Bulk Purchase Discount" score, up to a maximum weighting of 25%.

Table 2

Description of Laptop	Purchase Volume	Supplier's Discount Percentage (%)	Evaluation Weighting
Laptop proposed in Table 1	1 – 5 Laptops		6.25%
Laptop proposed in Table 1	6 – 20 Laptops		8.75%
Laptop proposed in Table 1	21+ Laptops		10.00%

The percentage scores achieved for "Price per Laptop" and "Bulk Purchase Discount" will be added together to determine each Supplier's final Price percentage score, up to a maximum weighting of 50%.

The quantities used for evaluation purposes are indicative only and do not constitute a commitment or guarantee by IOMPO to purchase those quantities.

Please be aware that neither the Isle of Man Post Office nor any other part of Government or any other organisation assisting with the procurement process, will accept any charges for expenses or losses incurred by any interested party as a result of responding to this enquiry.

IOMPO does not bind itself to accept the lowest or any quotation and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation.

If you need to seek further information, please do not hesitate to submit your request by email (to procurement@iompost.com). Clarification information will be depersonalised and circulated to all parties.

The quote will remain available for Expressions of Interest until noon on Wednesday 9th December 2026.

Should you wish to respond to this opportunity, your response must be returned by **noon** on **Wednesday 16th December 2026,** electronic responses are acceptable. Late responses will not be considered.