



**REQUEST FOR PROPOSAL  
Acquisition for IT Technologies  
Equipment UAGM 2026**

**PREPARED BY: LIZZETTE DÁVILA SERRANO  
AVP PROCUREMENT AND CONTRACT UAGM  
JANUARY 28, 2026.**

**CONTROL #: 2026-1282026.**

## CHAPTER 1 ADMINISTRATIVE PROCEDURES AND PROCUREMENT PROCESS

### 1.1 Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is to seek bids that meet the needs of the Proposal to Acquisition for IT Technologies Equipment 2026 for UAGM.

### 1.2 Objective of the RFP


UAGM Purchasing Office is issuing this RFP to provide detailed information necessary for the preparation of competitive proposals by qualified vendors to supply **Acquisition for IT Technologies Equipment for 2026** for UAGM.

### 1.3 RFP Coordinator

The RFP Coordinator, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

Rigoberto Terrero Sánchez  
Associate Vice President of Academic  
Telecommunications and technology


 Email: [ue\\_rterrero@uagm.edu](mailto:ue_rterrero@uagm.edu)

 Telephone: 787-257-7373 ext. 5981

or

Norma Doñé Vázquez  
Purchasing Director

 Email: [nodone@uagm.edu](mailto:nodone@uagm.edu)

 Telephone: 787-751-0178 ext. 7430

### 1.4 Restriction on Communication

From the date of issuance of this RFP until the announcement of the successful vendor, vendors may contact only the RFP Coordinator. The RFP Coordinator will respond only to questions regarding the procurement process. Questions concerning the interpretation of this RFP must be submitted in writing to the RFP Coordinator in accordance with this RFP. If a vendor or someone acting on the vendor's behalf attempts to discuss this RFP, orally or in writing, with any employee of UAGM, other than the RFP Coordinator designated above, or any employee or elected official of the UAGM, the vendor may be disqualified.

## 1.5 Procurement Timetable

The following dates set forth below are for informational planning purposes only. UAGM reserves the right to change the dates.

<i>Event</i>	<i>Date</i>
RFP Issued	January 28, 2026
Question	January 30, 2026
Answers	February 4, 2026
Submission of Proposals	<b>February 18, 2026</b>
Opening of Proposals	February 20, 2026
Notification of Award	<b>March 10, 2026</b>

## 1.6 Amendment to the Request for Proposal

UAGM reserves the right to amend the RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of the RFP, an amendment will be provided to all vendors who received the original RFP. A vendor's response must include acknowledgment of all addendums.

## 1.7 Submission of Proposals

Proposals must be received by the RFP Coordinator no later than **Wednesday, February 18, 2026, from 9:00am at 4:00pm**. Any proposal received after this deadline will be rejected and returned to the vendor. Vendors mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposals. It is the vendor's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal by UAGM. Electronic mail and faxed proposals **will not be accepted**.

## 1.8 Rejection of Proposals

**1.8.1** At any time prior to the execution of the written contract, UAGM reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such products or services, and to cancel this RFP if it is in the best interest of UAGM.

**1.8.2** A proposal shall be rejected outright and not evaluated if a vendor fails to deliver its proposal by 4:00 pm on the due date or fails to include the required transmittal letter, proposal certification, and certification of independence and no conflict of interest.

## **1.9 Costs of Preparing the Proposal**

The costs of preparing the proposal are the sole responsibility of the vendor. UAGM is not responsible for any costs incurred by vendor which are related to the preparation or delivery of the proposal, or any other activities carried out by the vendor related to this RFP.

## **1.10 Waiver of Deficiencies and Nonmaterial Variations**

UAGM reserves the right to waive or permit cure of nonmaterial variances in a proposal if such waiver is in their best interest. Nonmaterial variances include minor informalities that do not affect responsiveness, variances that are merely a matter of form or format, variances that do not change the relative standing of other vendors, variances that do not prejudice other vendors, variances that do not change the meaning or scope of the RFP, or variances that do not reflect a material change in the proposal. Failure to provide any mandatory information, or to comply with mandatory requirements of the RFP, shall not be considered a nonmaterial variation that UAGM can waive or permit cure. In the event UAGM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of whether a particular matter constitutes a material or nonmaterial variation from the RFP is within the sole discretion of UAGM.

## **1.11 Opening Proposals**

The proposals will be opened on **Friday, February 20, 2026**, at the Purchasing & Contract Office. The proposals will remain confidential until all the proposals are submitted in response to this RFP and a notice of award is announced in accordance with UAGM's Policies and Procedures.

## **1.12 Public Records and Requests for Confidentiality**

**1.12.1** All information submitted by a vendor may be treated as a public record by UAGM, unless the vendor properly requests that the information be treated as confidential information at the time its proposal is submitted.

**1.12.2** Any request for confidential treatment of information must be included in the transmittal letter with the vendor's proposal. In any such request, the vendor must enumerate the specific grounds that support treatment of the materials as confidential and must also explain why disclosure of the information is not in the best interest of the public. The request for confidential treatment must also include the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by UAGM concerning the confidential status of the materials.

**1.12.3** Any document submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader where it appears. All copies of the proposal

submitted, as well as the original proposal, must be marked in this manner. Identification of the entire proposal as confidential shall be deemed as non-responsive and disqualify the vendor.

**1.12.4** In addition to marking the material as confidential material where it appears, the vendor must submit one copy of the relevant pages of the proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the documents as possible. These pages must be submitted with the transmittal letter and will be made available for public inspection.

**1.12.5** The information as marked confidential shall be treated as such to the extent such information is determined to be confidential under or other provisions of law by a court of competent jurisdiction.

**1.12.6** In the event that UAGM receives a request for information marked as confidential, written notice shall be given to the vendor.

**1.12.7** A vendor's failure to request confidential treatment of material pursuant to this section and the relevant laws will be deemed by UAGM as a waiver of any right to confidentiality that a vendor may have had.

### **1.13 Copyrights**

By submitting a proposal, the vendor agrees that UAGM may copy the proposal for purposes of facilitating the evaluation of the proposal or responding to requests for public records. By submitting a proposal, the vendor consents to such copying and warrants and represents that such copying will not violate the rights of any third party. UAGM will have the right to use ideas or adaptations of ideas that are presented in the proposals.

### **1.14 Proposals are Property of UAGM**

All proposals become the property of UAGM and shall not be returned to the vendor unless all proposals are rejected, and no award is made.

### **1.15 Restrictions on Gifts and Activities**

UAGM Policies and Procedures prohibit officials and employees of UAGM from receiving gifts from certain donors. Vendors are responsible for determining the applicability of this rule to their activities and for complying with it.

## **1.16 Construction of RFP with Laws and Norms**

This RFP is to be construed in light of pertinent legal requirements. Changes in applicable laws and norms may affect the award process or the resulting contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions.

## **1.17 Release of Claims**

By submitting a proposal, each vendor agrees that it will not bring any claim or have any cause of action against UAGM based on any misunderstanding concerning the information provided in this RFP or concerning UAGM's failure, negligent or otherwise, to provide the vendor with pertinent information intended by this RFP.

## **1.18 Content of RFP**

**1.18.1** This RFP is designed to provide vendors with information necessary for the preparation of competitive proposals. Each vendor is responsible for determining all factors necessary for the submission of a comprehensive and compliant proposal.

**1.18.2** Proposals should be based solely on the material contained in the RFP. Vendors are to disregard any draft materials they may have received, newspaper articles they may have read, and any other previous oral or written representations.

## **1.19 UAGM's Use of Sources of Information**

**1.19.1** UAGM reserves the right to contact vendors after the submission of proposals for the purpose of clarifying a proposal and to ensure mutual understanding. A vendor will not be permitted to modify or amend its proposal if contacted by UAGM for this reason. All contact with vendor for clarification purposes shall be in writing. All responses shall be in writing. UAGM will be bound only by written responses.

**1.19.2** UAGM assumes no responsibility for representations made by its employees prior to the execution of a legal contract unless such representations are specifically incorporated into this RFP as a written addendum to the RFP. Oral discussions pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing.

**1.19.3** UAGM reserves the right to obtain from all sources information concerning a vendor or a vendor's product, services, personnel, or subcontractors. UAGM also reserves the right to obtain and consider information from other sources such as the vendor's performance in other contracts. UAGM may use any of this information to evaluate a vendor's proposal.

## **1.20 Proposals Valid for 60 Days**

All proposals shall be firm for a period of sixty (60) days following the date on which proposals are due.

## **1.21 Proposal Evaluation and Award.**

Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, the contract shall be awarded to the complaint vendor whose received proposal is recommended by UAGM's Bid Committee in accordance with evaluation criteria set forth in the RFP.

## **1.22 Award Notice**

Notice of award of the contract to the successful vendor will be sent by mail or electronic mail, to all vendors submitting proposals. Negotiation and execution of contract with the successful vendor shall be completed no later than five working days after awarded. If the apparent successful vendor fails to negotiate and deliver an executed contract by that date, UAGM may, in its sole discretion, cancel the award and award the contract to the next highest ranked vendor.

## **CHAPTER 2 GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

The contract that will be awarded as a result of this RFP will be based upon the proposal submitted by the successful vendor and this solicitation. UAGM reserves the right to either award a contract without further negotiation with the successful vendor or to negotiate contract terms with the selected vendor if the best interests of UAGM would be served. The contract terms contained in this chapter are not intended to be a complete listing of all contract terms but are provided only to enable the vendor to better evaluate the vendor's costs associated with the RFP and resulting contract. Vendors should plan for the following terms being included in any contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in the prices quoted by the vendor.

## **CHAPTER 3 SERVICE REQUIREMENTS**

### **3.1 Objectives**

The Purchasing and Contract Office are issuing this RFP to provide detailed information necessary for the preparation of competitive proposals by qualified vendors to **Acquisition for IT Technologies Equipment 2026** for UAGM.

## **3.2 Description of Acquisition for IT Technologies Equipment 2026 for UAGM.**

Refer to addendum number 3.

## **CHAPTER 4 CONTENT OF PROPOSAL**

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand and evaluate. Failure to adhere to the proposal format shall result in the disqualification of the proposal.

### **4.1 Instructions**

**4.1.1** All proposals should be prepared simply and economically providing a direct, concise delineation of the vendor's proposal and qualifications. Proposals must meet the criteria set forth in this chapter.

**4.1.2** Proposals shall be typewritten.

**4.1.3** Proposals should be printed or typed on 8.5" x 11" paper (one side only).

**4.1.4** All pages of proposals must have consecutive page numbers.

**4.1.5** It will deliver the initiated proposal on all its pages.

**4.1.6** One original (1) and two (2) copies of a proposal must accompany the submission.

**4.1.7** The vendor must also submit one copy of the proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the removed material and to retain as much of the proposal as possible.

**4.1.8** Proposals must respond to RFP requirements by restating the number and text of the requirement in sequence and writing the response immediately after the restated requirement.

### **4.2 Transmittal Letter**

**4.2.1** The transmittal letter shall be signed by an individual authorized to legally bind the vendor. The letter shall include the vendor's mailing address, telephone number, and fax number.

**4.2.2** A request for confidential treatment of information shall be included in the transmittal. Any request for confidential treatment must comply with all requirements for such requests as required in chapter 1 of the RFP.

### **4.3 Proposal Certification**

Each vendor shall submit with the proposal a certification stating that the contents of the proposal are true and accurate. The substance and form of the proposal certification is included as Addendum Number 1. The proposal certification must be on the vendor's letterhead and signed by an individual with authority to bind the vendor. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

### **4.4 Acceptance of Terms and Conditions**

Each vendor shall specifically stipulate that the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the vendor objects to any term or condition, it shall make specific reference to the RFP page, section, and line number(s) at issue. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the vendor.

### **4.5 Certification of Independence and No Conflict of Interest**

Vendor shall sign and submit with the proposal a certification stating that the proposal was developed independently, and that no relationship exists or will exist in the contract period between vendor and the UAGM that interferes with fair competition or is a conflict of interest. The substance and form of the certification of independence and no conflict of interest is included as Addendum Number 2.

This certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor in contract. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

## **CHAPTER 5 EVALUATION OF PROPOSALS**

### **5.1 Award Process**

Proposals will be reviewed by an evaluation committee appointed by UAGM.

### **5.2 Tied Bids**

UAGM shall resolve ties among proposals which are equal in all respects by drawing lots, unless only one of the tied vendors is a UAGM business. If only one of the vendors is a UAGM business, the UAGM business shall be given preference over all tied out-of-state vendors. If it is necessary to draw lots, the

drawing shall be held in the presence of the vendors who submitted the tied proposals, if practical. If the tied vendors are not present, the drawing shall be held in front of at least two people.

### **5.3 Verification of Proposal and Contract Negotiation**

All applicable contracting requirements imposed by this RFP shall be met by the vendors. The successful vendor must, in a timely manner, enter the contract with the UAGM, to implement the programs contemplated by this RFP. It is expected that all such documentation will be executed within forty-five (45) days after the date of notification of the award. Failure of the successful vendor to agree to the terms of the contract within that time may be grounds for UAGM awarding the contract to the next highest ranked compliant vendor.

### **5.4 Insurance**

In all the following insurance requirements, the vendor must show proof of insurance before the commencement of work.

The contractor shall obtain and maintain in force, at its own expense, from the date of the Contract until the completion and final acceptance of the Work with “Sistema Universitario Ana G. Méndez”, appearing as “Additional Insured”, insurance coverage against claims, regardless of when asserted, that may arise out of, or result from the Contractor’s operations, the operations of the Contractor, Sub-Contractors, and any other entity directly or indirectly engaged by the Contractor’s connection with the Work. This insurance shall include the following:

- ❑ Worker’s Compensation and Employer’s Liability Insurance – Workmen’s Compensation and Employer’s Liability Insurance covering the Contractor’s employees and the employees of all Sub-Contractors, in accordance with the requirements of applicable state and federal law.
- ❑ Public Liability Insurance - Public Liability Insurance safeguarding the Contractor against liability for injuries to persons (including death), and damage to, or destruction of property shall be maintained in an amount not less than \$1,000,000 to cover injury or death of any one person, in an amount not less than \$1,000,000 to cover injury or death to two or more persons in any one accident, and in an amount not less than \$1,000,000 to cover property damage.
- ❑ Automobile Liability Insurance- Automobile Liability Insurance safeguarding the Contractor against liability for injuries (including death) to persons, and damage to, or destruction of, property, arising out of the ownership, maintenance or use of automobiles shall be maintained in an amount not less than \$500,000 for injuries to one person, in an amount not less than \$500,000 for injuries to two or more persons in any one accident, and in an amount not less than \$500,000 to cover property damage.



## **ADDENDUM NUMBER 2**

January 28, 2026

Mr. Walid El Hage Arocho  
Administrative Affairs Vice President  
Universidad Ana G. Méndez  
PO Box 21345  
San Juan, PR 00928-1345

**Re: Invitation to Bid:** Acquisition for IT Technologies Equipment 2026 for UAGM.

### **CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST**

Dear Mr. El Hage:

By submitting a proposal in response to the UAGM (RFP) **Acquisition for IT Technologies Equipment 2026** services, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to UAGM who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Company Name) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Company Name) and UAGM that interferes with fair competition or as a conflict of interest.

Sincerely,

**ADDENDUM 3**

Vicepresidencia de Telecomunicaciones y Tecnología Académica					
"Request for Proposal" Acquisition for IT Technologies Equipment 2026 for UAGM.					
Item	Option	Required Specifications	Qty	Unit price	Total
Laptop	Standard (empleados regulares)	14-inch 32GB/1TB PCIe® NVMe™ SSD Intel Core Ultra 7 255U (up to 5.2 GHz with Intel Turbo Boost Technology, 12MB L3 cache, 12 cores, 14 threads) [6,7] 1 HDMI 2.; 1 stereo headphone/microphone combo jack; 1 RJ-45, 2 USB Type-A 5Gbps signaling rate (powered), 2 USB Type-C 20Gbps signaling rate (USB Power Delivery 3.0) Warranty options for 3 and 5 years	200	-	\$ -
Laptop	Gerenciales / VP (2 in 1)	U7 255U 13 32GB/1TB PCIe® NVMe™ SSD Flip 13-inch Notebook AI PC with Intel Core Ultra 7 255U, 32GB RAM, Integrated Intel Graphics, and vPro Enterprise AL8D4AV, 13.3"BrightView WUXGA (1920x1200) UWVA IPS Touchscreen, 300 nits, 5MP Standard Webcam, Corning Gorilla Glass 7, 1TB PCIe NVMe SSD, 2 Thunderbolt 4 with USB Type-C 40Gbps signaling rate (USB Power Delivery, Display Port 2.1, HP Sleep and charge), 1 USB Type-C 10Gbps signaling rate (USB Power Delivery, Display Port 1.4 HP Sleep and charge), 1 HDMI 2.1, 1 stereo headphone/microphone combo jack, 1 USB Type-A 5Gbps signaling rate (powered) Warranty options for 3 and 5 years	30	-	\$ -
PC Mini	Standard	ProDesk 4 Mini G1i U7265T 32GB/1TB PCIe® NVMe™ SSD Intel Core Ultra 7 Processor 265 (4.6 GHz, up to 5.3 GHz w/Boost, 30MB cache, 20 core, 65W) + Intel Graphics Front: 1 USB Type-C 10Gbps signaling rate, 3 USB Type-A 10Gbps signaling rate, 1 headphone/microphone combo Rear: 2 USB Type-A 5Gbps signaling rate, 1 HDMI 2.1, RJ-45, 1 audio-out, 1 power connector, 3 USB Type-A 480Mbps signaling rate, 1 Display port 2.1 Keyboard and mouse Warranty options for 3 and 5 years	326	-	\$ -

PC SFF - Workstation	Specialized	64 GB (1 x 64 GB) DDR5-6400/1TB PCIe® NVMe™ SSD Intel Core Ultra 7 265 vPro Enterprise (5.30G, 30MB, 20 cores, 65W CPU), NVIDIA RTX 2000 Ada 16GB 4mDP Graphics, Front: 2 USB Type-C 20Gbps signaling rate, 4 USB Type-A 10Gbps signaling rate, 1 headphone/microphone combo Rear: 2 USB Type-A 10Gbps signaling rate, 2 Display port 1.4, 1 RJ-45, 1 audio line in/line out, 3 USB Type-A 480Mbps signaling rate Keyboard and mouse Warranty option for 3 and 5 years	104	-	\$ -
PC All in One	Virtual Classrooms	32GB/1TB PCIe® NVMe™ SSD Touch Screen PC Intel Core Ultra 7 Processor 365 (4.6GHz, up to 5.3 GHz w/Boost, 30MB cache, 20 core, 65W) + Intel Graphics Bottom: 1 USB Type-A 10Gbps signaling rate, 1 3.5mm universal audio jack, 1 USB Type-C 20Gbps signaling rate (15W charging) Rear: 1 USB Type-A 10Gbps signaling rate, 1 HDMI-in 1.4, 1 HDMI-out 2.1, 1 RJ-45, 2 USB Type-A 5Gbps signaling rate (keyboard wake capable), 1 USB Type-C 10Gbps signaling rate (with Display port Alt Mode), Touch screen 23.8" diagonal, FHD (1920x1080) touch Keyboard and mouse Warranty options for 3 and 5 years	5	-	\$ -
Monitor	for Mini (Standard)	23.8-inch FHD Monitor - 324pv (1920 x 1080 FHD) VESA compatible HDMI, Display port Warranty options for 3 and 5 years	417	-	\$ -
Monitor	for Workstation (Especializado 1)	23.8-inch QHD monitor (2560x1440), VESA Compatible HDMI, Display port Warranty options for 3 and 5 years	104	-	\$ -
Mounting Bracket	for Mini PC	VESA compatible mounting bracket	386	-	\$ -
Docking station	for laptops	Docking station compatible with business laptops Front: 1 USB Type-C port with data and power out (15W), 1 USB Type-C cable to connect to host system Side: 2 USB 3.0 charging ports, 1 combo audio jack Back: 2 USB 3.0 charging ports, 2 Display Port, 1 RJ-45 port, 1 HDMI 2.0 port, 1 standard lock slot	60	-	\$ -

**ADDENDUM 3 - a**

**SISTEMA UNIVERSITARIO ANA G. MÉNDEZ  
PROPOSAL SUBMITTAL FORM**

**Important Notes:**

**THIS RFP IS REGULATED:**

1. Payment Term for proposals is: 60 days
2. For details of items see attachment in email.
3. We will not accept proposals that do not comply with the specific description established in this proposal. Addendum **3 - 3a**
4. Quote one (1) year warranty.
5. This equipment must be delivered: **May.**
6. The RFP must include 11.5% sales tax and 4% on services and installation.
7. The delivery will not be subjected to pending balances with UAGM.
8. Advance Request will not be accepted with the purchases order.