

SECTION 5A: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES

The offices of National Assembly Returning Officer (RO-NA) have the greater connectivity requirements being responsible as they are for using RMS for every polling station in a National Assembly Constituency. The largest number of polling stations in a NA constituency is approximately 450, with the average being 350-380.

The offices of Provincial Assembly Returning Officer (RO-PA) have more modest connectivity requirements being responsible for processing all the polling stations in a Provincial Assembly Constituency. The largest number of polling stations in a PA Constituency is approximately 250, while the average is 200.

Typically, an RO-NA office will require DSL with broadband fixed-wireless backup. Typically an RO-PA office will require DSL with broadband fixed-wireless backup. Where a location is not served by ADSL, 3G or 4G fixed-wireless broadband with redundant wireless broadband backup may suffice. Where no DSL or mobile broadband coverage is available at a location, bidders may propose VSAT. However, UNDP reserves the right not to procure any VSAT services under this procurement. A number of RO-PA offices will relocate, just before Election Day, to the offices of the relevant RO-NA. Accordingly their connectivity should be by wireless broadband, and the equipment easily relocatable to the RO-NA office as necessary. The list of these RO-PA will be notified prior to contract finalization.

As soon as the election schedule is announced by the ECP, the Returning Officers will begin their work preparing polling scheme. Therefore, the connectivity is required no later than 31st May 2018.

Recognizing the quantum of work to connect 849 locations, UNDP will allow bidders to offer connectivity by fixed-wireless broadband in the short term, to be replaced, no later than 15th July 2018 with DSL.

In summary, submissions should indicate for each and every location, the proposed connectivity solution, including whether an interim solution is envisaged on Form F Format:

TECHNICAL REQUIREMENTS:

The following is a list of optimal requirements. All levels of service provision below these requirements must be detailed in the proposal. Every location must have the level of service provision clearly documented - this will form the basis for the contract.

- Speed requirement: symmetric 2.0 Mbps bandwidth. For two weeks leading up to, and two weeks following Election Day, it should be possible to double the bandwidth at selected offices of RO-NA, to be agreed in advance.
- In case of shared channel, the minimal guaranteed bandwidth should be clearly mentioned in the proposal
- Connection should be of a cable type, preferably DSL or wireless solutions may be considered. In exceptional circumstances, VSAT may be proposed. UNDP may choose not to procure VSAT service.
- No limitations on traffic/ports.
- Service reliability must be ensured. Overall uptime should not be less than 99%.
- Data confidentiality guarantee; Provider may not scan traffic (if this should be done for finding problems in the network a prior agreement must be provided).
- All necessary hardware, cabling and software (if required for Internet service) should be provided and set up by the provider.
- Offeror should provide a backup 2mb ADSL link or a backup broadband wireless link.
- Worldwide accessibility
- Policy on over subscription (sharing ratio 1:1 to guarantee bandwidth)
- ISP must be able to manage the Customer Premises Equipment (CPE) to be installed at all RO offices

- Free and unlimited technical support
- Traffic management, network monitoring and access to raw log files
- Quality of Service
- Fiber optic connectivity from the ISP to the Internet backbone

ADDITIONAL NOTES

- The successful provider must have 7x24x365 coverage for technical assistance and/or helpdesk facilities. Under the normal circumstances all problems should be resolved within maximum 2 hours after the notification from UNDP/ECP received. The provider is also responsible for contacting designated UNDP/ECP network specialist(s) for both scheduled and un-scheduled downtime.
- Proposals are required to describe what alternate routing or fallback arrangements for the continuity of the service they have in place (if any) or their primary link(s) to the Internet backbone become non-operational. The offeror is to indicate what contracting arrangement they have with the primary Internet providers they work with.
- The selected provider must provide weekly reports on network performance, utilization and the usage analysis.
- UNDP/ECP may wish to visit the vendor's Network Operations Centre.
- The successful provider must have a physical presence, including availability of technical support, in Pakistan

IMPLEMENTATION TIMELINE AND DURATION OF SERVICE PROVISION

All RO-NA sites shall be connected within 30 days following the signing of the contract. All RO-PA sites shall be connected within 45 days following the signing of the contract. Where interim connectivity is proposed, this should be replaced by primary/backup connectivity solution proposed no later than 15 July 2018.

The duration of service shall be as follows:

1. All 849 sites shall be connected as per implementation timeline above, until at least 21 days after General Election Date 2018.
 2. Thereafter, only RO-NA and RO-PA offices where by-elections arising from General Election results are to be held will remain connected. This number is estimated, for planning purposes only, at 85 being 10% of the overall total. The precise RO-NA and RO-PA offices to remain connected will be notified to bidder 21 days after General Elections.
 3. The remaining RO-NA and RO-PA offices (with no by-elections) will be disconnected no later than 31 days after the General Election.
 4. Since the precise date of the General Election is unknown, the proposals should be costed on a monthly basis, to permit extension on a monthly basis of either full 849 locations or the by-election provision of up to 85.
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SECTION 5B: OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010]	DAP
Exact Address of Delivery/Installation Location	Detail provided in attached TORs
Installation Requirements	Detail provided in attached TORs
Testing Requirements	Detail provided in attached TORs
Commissioning	Detail provided in attached TORs
Local Service Support	The Proposer must have a physical presence, including availability of technical support, in Pakistan
Technical Support Requirements	<ul style="list-style-type: none"> The successful provider must have 7x24x365 coverage for technical assistance and/or helpdesk facilities. Under the normal circumstances all problems should be resolved within maximum 2 hours after the notification from UNDP/ECP received. The provider is also responsible for contacting designated UNDP/ECP network specialist(s) for both scheduled and unscheduled downtime. Proposals are required to describe what alternate routing or fallback arrangements for the continuity of the service they have in place (if any) or their primary link(s) to the Internet backbone become non-operational. The offeror is to indicate what contracting arrangement they have with the primary Internet providers they work with.
Payment Terms	100% within 30 days upon UNDP's acceptance of the goods and services delivered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Installation <input checked="" type="checkbox"/> Testing <input checked="" type="checkbox"/> Written Acceptance of Goods and Services based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	<input type="checkbox"/>
▪ Form H: Form of Performance Security	<input type="checkbox"/>
▪ Form I: Form for Advance Payment Guarantee	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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FORM A: BID SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Bid Security

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured
- Certificate of Incorporation/ Business Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
- List and value of projects performed for the last 5 years, plus client's contact details who may be contacted for further information on those contracts.
- Statement of Satisfactory Performance from the Top two (2) Clients in terms of Contract Value.
- Implementation timetable as per the requirement.
- Last 3 years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years (2014-15, 2015-16 & 2016-17)
- License to provide internet services /Certificate of registration with Pakistan Telecommunication Authority or any other relevant Pakistan Government Authority
- Bidders must provide the copies of contracts or service agreements with network owners in case of joint venture or consortia
- Notarized Joint Venture Agreement between the bidders if applicable

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name _____ of _____ partner: Name _____ of _____ partner:

Signature: _____ Signature: _____

Date: _____ Date: _____

Name _____ of _____ partner: Name _____ of _____ partner:

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: ELIGIBILITY AND QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL BID

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods and services to be Supplied and Technical Specifications	Bidder's Response				
	Compliance with technical specifications		Delivery Date (confirm that you comply or indicate your delivery date)	Quality Certificate /Export Licenses, etc. (indicate all that apply and attach)	Comments
	Yes, we comply	No, we cannot comply (indicate discrepancies)			
Speed requirement: symmetric 2.0 Mbps bandwidth. For two weeks leading up to, and two weeks following Election Day, it should be possible to double the bandwidth at selected offices of RO-NA, to be agreed in advance.					
In case of shared channel, the minimal guaranteed bandwidth should be clearly mentioned in the proposal					
Connection should be of a cable type, preferably DSL or wireless solutions may be considered. In exceptional circumstances, VSAT may be proposed. UNDP may choose not to procure VSAT service.					
No limitations on traffic/ports.					
Service reliability must be ensured. Overall uptime should not be less than 99%.					
Data confidentiality guarantee; Provider may not scan traffic (if this should be done for finding problems in the network a prior agreement must be provided).					
All necessary hardware, cabling and software (if required for Internet service) should be provided and set up by the provider.					

Goods and services to be Supplied and Technical Specifications	Bidder's Response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate /Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Offeror should provide a backup 2mb ADSL link or a backup broadband wireless link.					
Worldwide accessibility					
Policy on over subscription (sharing ratio 1:1 to guarantee bandwidth)					
ISP must be able to manage the Customer Premises Equipment (CPE) to be installed at all RO offices					
Free and unlimited technical support					
Traffic management, network monitoring and access to raw log files					
Fiber optic connectivity from the ISP to the Internet backbone					
The service provider must have 7x24x365 coverage for technical assistance and/or helpdesk facilities. Under the normal circumstances all problems should be resolved within maximum 2 hours after the notification from UNDP/ECP received. The provider is also responsible for contacting designated UNDP/ECP network specialist(s) for both scheduled and un-scheduled downtime.					

Goods and services to be Supplied and Technical Specifications	Bidder's Response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate /Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Bidder must have an alternate routing or fallback arrangements for the continuity of the service they have in place (if any) or their primary link(s) to the Internet backbone become non-operational.					

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Delivery Term			
Exact Address of Delivery/Installation Location			
Installation Requirements			
Testing Requirements			
Commissioning			
Local Service Support			
Technical Support Requirements			
Payment Terms			
Conditions for Release of Payment			
All documentations, including catalogues, instructions and operating manuals, shall be in this language			

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
Record/	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
References	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: PRICE SCHEDULE FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

Please submit the financial proposal as per the format attached in excel.

Excel file contains sheet for each lot and bidder has to apply for all lots.

Bidder has to submit the signed and stamped PDF version of financial proposal along with the excel file of financial proposal duly filled through e-tendering system.

In addition bidders will be required to enter the bid price lot wise in the e-Tendering system.

FORM G: FORM OF BID SECURITY

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

FORM H: FORM OF PERFORMANCE SECURITY

To,
UNDP Resident Representative, UNDP Islamabad, Pakistan:

By this Bond[INSERT NAME AND ADDRESS OF THE CONTRACTOR] as Principal (hereinafter called "the Contractor") and[INSERT NAME, LEGAL TITLE AND ADDRESS OF SURETY, BONDING COMPANY OR INSURANCE COMPANY] as Surety (hereinafter called "the Surety") are held and firmly bound unto[INSERT NAME AND ADDRESS OF EMPLOYER] as Obligee (hereinafter called "the Employer") in the amount of.[INSERT AMOUNT OF BOND IN FIGURES AND IN WORDS], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a contract with the Employer dated for[INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF THE WORKS] in accordance with the documents, plans, specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto) then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be , and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsible Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term " Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
- (3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

This bond shall be valid until twenty eight calendar days after issuance of the Certificate of Final Completion.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this.....day of.....2000

SIGNED ON:

SIGNED ON:

ON BEHALF OF:

ON BEHALF OF:

NAME &TITLE:

NAME &TITLE:

FORM I: FORM FOR ADVANCED PAYMENT GUARANTEE

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)

_____ [Bank's Name, and Address of Issuing Branch or Office]
Beneficiary: _____ [Name and Address of UNDP]
Date: _____
ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that [name of Company] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the contract] dated [insert: date] with you, for the provision of [brief description of ITB requirements] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in words] ([amount in figures]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in words] ([amount in figures])² upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number _____ at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the ___ day of _____, 2___, 20___ whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

SECTION 7: TERMS OF REFERENCE

TERMS OF REFERENCES FOR INTERNET SERVICE PROVISION AT PREMISES OF RETURNING OFFICERS FOR GENERAL ELECTIONS IN 2018. ELECTION COMMISSION OF PAKISTAN (ECP)

OBJECTIVES

These Terms of Reference are established to provide a framework for the TCP/IP Internet Service Provision for the field offices of ECP-appointed Returning Officers (RO) for the General Elections 2018. The service should be provided based on fixed monthly fee per connection per site. The internet capacity requirement should ideally be symmetric 2.0 Mbps bandwidth for the primary and 2 Mbps as backup, connection should be an appropriate mix of ADSL and, where necessary wireless. The service is expected to be highly stable and reliable. The successful provider must have 7x24x365 coverage for the technical assistance and/or the helpdesk facilities.

PROCUREMENT MODALITIES

This procurement is lot wise, but bidders must bid for all lots. The four lots are:

Lot #	Province/Area	Locations (RO-NA)	Locations (RO-PA)
1	Khybher Pakhthunkwa & FATA	51	99
2	Punjab and ICT	144	297
3	Sindh	61	130
4	Balochistan	16	51

Potential service providers are encouraged to form consortia in order to bid for this work. However, bidders must own their own networks or have contracts or service agreements with network owners prior to submitting a bid under this procurement. Bidders will be required to include evidence of such contracts or service agreements with network owners.

BACKGROUND

UNDP in collaboration with the Election Commission of Pakistan (ECP) has developed a Results Management System (RMS) to enhance the transparency and facilitate efficient management of the election process for the General Elections 2018. The RMS system will be used **prior** to the elections for the management of Polling Scheme, and for the management of Candidate Nomination forms for each constituency.

The RMS is established under Section 13 of the Election Act 2017 and various Election Rules 2017, both of which are available at

<https://ecp.gov.pk/frnGenericPage.aspx?PageID=27>

Following the close of polls and upon receipt of forms from each Presiding Officer, Returning Officers will use RMS to enter data from polling-station election results forms, scan those forms, store and print documents locally, and transmit data and scans, using the connections supplied under this procurement.

For the implementation of the RMS, ECP need country wide internet services at 849 Offices of the Returning Officers (ROs). **There are two types of Returning Officer - one for National Assembly constituencies (RO-NA), the second for Provincial Assembly constituencies (RO-PA).**

The numbers of Returning Officers are as follows:

S/n	Province/Electoral Area	# RO-NA	# RO-PA
1	Khyber Pakhthunkwa	39	99
2	FATA	12	zero
3	ICT	3	zero
4	Punjab	141	297
5	Sindh	61	130
6	Balochistan	16	51
	Subtotals	272 (a)	577 (b)
	OVERALL TOTAL: (a)+(b):	849	

LOCATION OF SERVICE DELIVERY

Comprehensive descriptions and maps of **draft 2018** NA and PA constituencies are available on ECP's Website as follows:

NA	Constituency	Narrative	Details:
			https://www.ecp.gov.pk/Documents/delimitation2018/reports/02.National%20Assembly%20of%20Pakistan.pdf

PA	Constituency	Narrative	Details:
			https://www.ecp.gov.pk/Documents/delimitation2018/reports/03.Provincial%20Assemblies%20of%20Pakistan.pdf

ECP	Notice	on	2018	Constituency	Delimitation
					https://www.ecp.gov.pk/Documents/delimitation2018/reports/01.Notification.pdf

PDF Maps of NA and PA Constituencies (Marked and Unmarked, for clarity):
<https://www.ecp.gov.pk/frnGenericPage.aspx?PageID=3093>

The office premises of appointed Returning Officers will vary, but will be typically those of judicial officers or administration officers. The precise locations will be notified through website on which this ITB is advertised but, for the purposes of this procurement, vendors may be guided by constituency maps as per ECP website provided. For the purpose of planning and tendering, please regard each RO office as a separate location, but note that, in some urban areas, an RO-NA and RO-PA may be located at a single address.

OPERATIONAL REQUIREMENTS

The offices of National Assembly Returning Officer (RO-NA) have the greater connectivity requirements being responsible as they are for using RMS for every polling station in a National Assembly Constituency. The largest number of polling stations in a NA constituency is approximately 450, with the average being 350-380.

The offices of Provincial Assembly Returning Officer (RO-PA) have more modest connectivity requirements being responsible for processing all the polling stations in a Provincial Assembly Constituency. The largest number of polling stations in a PA Constituency is approximately 250, while the average is 200

Typically, an RO-NA office will require DSL with broadband fixed-wireless backup. Typically an RO-PA office will require DSL with broadband fixed-wireless backup. Where a location is not served by ADSL, 3G or 4G fixed-wireless broadband with redundant wireless broadband backup may suffice. Where no DSL or mobile broadband coverage is available at a location, bidders may propose VSAT. However, UNDP reserves the right not to procure any VSAT services under this procurement. A number of RO-PA offices will relocate, just before Election Day, to the offices of the relevant RO-NA. Accordingly their connectivity should be by wireless broadband, and the equipment easily relocatable to the RO-NA office as necessary. The list of these RO-PA will be notified prior to contract finalisation.

As soon as the election schedule is announced by the ECP, the Returning Officers will begin their work preparing polling scheme. Therefore, the connectivity is required no later than 31st May 2018.

Recognising the quantum of work to connect 849 locations, UNDP will allow bidders to offer connectivity by fixed-wireless broadband in the short term, to be replaced, no later than 15th July 2018 with DSL.

In summary, submissions should indicate for each and every location, the proposed connectivity solution, including whether an interim solution is envisaged in Form F format:

TECHNICAL REQUIREMENTS

The following is a list of optimal requirements. All levels of service provision below these requirements must be detailed in the proposal. Every location must have the level of service provision clearly documented - this will form the basis for the contract.

- Speed requirement: symmetric 2.0 Mbps bandwidth. For two weeks leading up to, and two weeks following Election Day, it should be possible to double the bandwidth at selected offices of RO-NA, to be agreed in advance.
- In case of shared channel, the minimal guaranteed bandwidth should be clearly mentioned in the proposal

- Connection should be of a cable type, preferably DSL or wireless solutions may be considered. In exceptional circumstances, VSAT may be proposed. UNDP may choose not to procure VSAT service.
- No limitations on traffic/ports.
- Service reliability must be ensured. Overall uptime should not be less than 99%.
- Data confidentiality guarantee; Provider may not scan traffic (if this should be done for finding problems in the network a prior agreement must be provided).
- All necessary hardware, cabling and software (if required for Internet service) should be provided and set up by the provider.
- Offeror should provide a backup 2mb ADSL link or a backup broadband wireless link.
- Worldwide accessibility
- Policy on over subscription (sharing ratio 1:1 to guarantee bandwidth)
- ISP must be able to manage the Customer Premises Equipment (CPE) to be installed at all RO offices
- Free and unlimited technical support
- Traffic management, network monitoring and access to raw log files
- Quality of Service
- Fiber optic connectivity from the ISP to the Internet backbone

ADDITIONAL NOTES

- The successful provider must have 7x24x365 coverage for technical assistance and/or helpdesk facilities. Under the normal circumstances all problems should be resolved within maximum 2 hours after the notification from UNDP/ECP received. The provider is also responsible for contacting designated UNDP/ECP network specialist(s) for both scheduled and un-scheduled downtime.
- Proposals are required to describe what alternate routing or fallback arrangements for the continuity of the service they have in place (if any) or their primary link(s) to the Internet backbone become non-operational. The offeror is to indicate what contracting arrangement they have with the primary Internet providers they work with.
- The selected provider must provide weekly reports on network performance, utilization and the usage analysis.
- UNDP/ECP may wish to visit the vendor's Network Operations Centre.
- The successful provider must have a physical presence, including availability of technical support, in Pakistan

IMPLEMENTATION TIMELINE AND DURATION OF SERVICE PROVISION

All RO-NA sites shall be connected within 30 days following the signing of the contract. All RO-PA sites shall be connected within 45 days following the signing of the contract. Where interim connectivity is proposed, this should be replaced by primary/backup connectivity solution proposed no later than 15 July 2018.

The duration of service shall be as follows:

5. All 849 sites shall be connected as per implementation timeline above, until at least 21 days after General Election Date 2018.
6. Thereafter, only RO-NA and RO-PA offices where by-elections arising from General Election results are to be held will remain connected. This number is estimated, for planning purposes only, at 85 being 10% of the overall total. The precise RO-NA and RO-PA offices to remain connected will be notified to bidder 21 days after General Elections.
7. The remaining RO-NA and RO-PA offices (with no by-elections) will be disconnected no later than 31 days after the General Election.

8. Since the precise date of the General Election is unknown, the proposals should be costed on a monthly basis, to permit extension on a monthly basis of either full 849 locations or the by-election provision of up to 85.

CONTRACTUAL AND PAYMENT STIPULATIONS:

- Payment will be made on monthly basis only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.

QUALIFICATION REQUIREMENTS AND TERMS AND CONDITIONS

UNDP needs the following qualifications and Terms and conditions from the potential offeror:

- a. 5 years of relevant experience in provision of services in nature, scale and complexity commensurate with the terms of reference
- b. Minimum 2 contracts of similar nature and complexity implemented over the last 5 years, preferably with international / intergovernmental organizations. Evidences of these contracts are required;
- c. Qualified and experienced experts in system administration, working under the general supervision and guidance of the department and / or company manager along with under the overall oversight of the focal person in UNDP/ ECP. The proposed team should have solid experience in the provision of services in nature, scale and complexity commensurate with this requirement
- d. Seven days a week and 24 hours per day coverage for technical assistance and/or helpdesk facilities. Proposals should indicate, for each service type (DSL, wireless) what the response time to support calls shall be.
- e. The bidder must have a Network Monitoring System (NMS) supported by a qualified and experienced engineers/technical support team.