

**INVITATION TO BID**

**ITB for Procurement of IT equipment for**

**UNESP Project**

ITB No.: UNDP/AFG/ITB/2018/0000002770

Project: United Nations Election Support Project (UNESP)

Country: Afghanistan

Issued on: 4 September 2018

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# Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation under (ITB) No. UNDP/AFG/ITB/2018/0000002770 for procurement of ICT equipment for UNESP project.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements and Technical Specifications

Section 6: Returnable Bidding Forms

* Form A: Bid Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Bid
* Form F: Price Schedule
* Form G: Form of Bid Security

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to [procurement.af@undp.org](mailto:procurement.af@undp.org) , indicating whether you intend to submit a Bid or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

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Head of SCMO/Procurement Specialist

Date: September 4, 2018

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# Section 2. Instruction to Bidders

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| GENERAL PROVISIONS | |
| Introduction | * 1. Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>   2. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.   3. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.   4. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature. |
| Fraud & Corruption,  Gifts and Hospitality | * 1. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>   2. Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.   3. In pursuance of this policy, UNDP:   (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.   * 1. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf> |
| Eligibility | * 1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.   2. It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. |
| Conflict of Interests | * 1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:   2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;   3. Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such conflict exists.   6. Similarly, the Bidders must disclose in their Bid their knowledge of the following:   7. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and   8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.   * 1. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |
| PREPARATION OF BIDS | |
| General Considerations | * 1. In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.   2. The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly. |
| Cost of Preparation of Bid | * 1. The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| Language | * 1. The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS. |
| Documents Comprising the Bid | * 1. The Bid shall comprise of the following documents and related forms which details are provided in the BDS:  1. Documents Establishing the Eligibility and Qualifications of the Bidder; 2. Technical Bid; 3. Price Schedule; 4. Bid Security, if required by BDS; 5. Any attachments and/or appendices to the Bid. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction. |
| Technical Bid Format and Content | * 1. The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.   2. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder’s request and expense, unless otherwise specified.   3. When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.   4. When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB. |
| Price Schedule | * 1. The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.   2. Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. |
| Bid Security | * 1. A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.   2. The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.   3. If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.   4. In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.   5. The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:      1. If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;      2. In the event the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or      4. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder. |
| Currencies | * 1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:  1. UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and 2. In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above. |
| Joint Venture, Consortium or Association | * 1. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.   2. After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.   3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid.   4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.   5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials    2. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |
| Only One Bid | * 1. The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.   2. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this ITB; or   6. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;   7. they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| Bid Validity Period | * 1. Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.   2. During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| Extension of Bid Validity Period | * 1. In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.   2. If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.   3. The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated. |
| Clarification of Bid (from the Bidders) | * 1. Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   3. UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary. |
| Amendment of Bids | * 1. At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.   2. If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids. |
| Alternative Bids | * 1. Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.   2. If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid” |
| Pre-Bid Conference | * 1. When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to ITB. |
| SUBMISSION AND OPENING OF BIDS | |
| Submission | * 1. The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.   2. The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.   3. Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions. |
| Hard copy (manual) submission | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:   a) The signed Bid shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.  (b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:   1. Bear the name of the Bidder; 2. Be addressed to UNDP as specified in the BDS; and 3. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.   If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid. |
| Email and eTendering submissions | * 1. Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; 2. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.    1. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/> |
| Deadline for Submission of Bids and Late Bids | * 1. Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP   2. UNDP shall not consider any Bid that is received after the deadline for the submission of Bids. |
| Withdrawal, Substitution, and Modification of Bids | * 1. A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.   2. Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”   3. eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.   4. Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened. |
| Bid Opening | * 1. UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.   2. The Bidders’ names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.   3. In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened. |
| EVALUATION OF BIDS | |
| Confidentiality | * 1. Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.   2. Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP’s decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP’s vendor sanctions procedures. |
| Evaluation of Bids | * 1. UNDP will conduct the evaluation solely on the basis of the Bids received.   2. Evaluation of Bids shall be undertaken in the following steps:   3. Preliminary Examination including Eligibility   4. Arithmetical check and ranking of bidders who passed preliminary examination by price.   5. Qualification assessment (if pre-qualification was not done)   6. Evaluation of Technical Bids   7. Evaluation of prices   Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary |
| Preliminary Examination | * 1. UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;   6. They are able to comply fully with the UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical Bid and prices | * 1. The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required. |
| Due diligence | * 1. UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:   2. Verification of accuracy, correctness and authenticity of information provided by the Bidder;   3. Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;   4. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;   5. Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;   6. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;   7. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Bids | * 1. To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.   2. UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.   3. Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids. |
| Responsiveness of Bid | * 1. UNDP’s determination of a Bid’s responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.   2. If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission. |
| Nonconformities, Reparable Errors and Omissions | * 1. Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.   2. UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.   3. For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:  1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; 2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.    1. If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Bids | * 1. UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| Award Criteria | * 1. Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price. |
| Debriefing | * 1. In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder’s submission shall not be discussed. |
| Right to Vary Requirements at the Time of Award | * 1. At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| Contract Signature | * 1. Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids. |
| Contract Type and General Terms and Conditions | * 1. The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Performance Security | * 1. A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’s standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default> |
| Liquidated Damages | * 1. If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor’s delays or breach of its obligations as per Contract. |
| Payment Provisions | * 1. Payment will be made 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. |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html> |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.   2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.   3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer> |

# Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Bid | English |
| 2 |  | Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids) | Not Allowed  Partial bid shall be rejected |
| 3 | 20 | Alternative Bids | Shall not be considered |
| 4 | 21 | Pre-Bid conference | Will be Conducted  Time: 10:30 AM  Date : September 10, 2018 10:00 AM  Venue : SCMO Conference Room, UNDP Country Office, UNOCA Compound, Jalalabad Road, Kabul, Afghanistan  The UNDP focal point for the arrangement is:  SCMO officer  Telephone: 0728999406  E-mail: [procurement.af@undp.org](mailto:procurement.af@undp.org)  Service Providers interested to attend the pre-proposal conference must send the following information to the above-mentioned email address on or before 9:00 AM on 09 September 2018:  Participant’s Name, Nationality, ID/Passport No.,  Company Name and Address  Please note that only (one) person from each company will be allowed to participate.  **Please have your original National ID or Passport while visiting UNDP Office.**  **Attending is not mandatory but it is highly recommended.**  The Minutes of pre-proposal conference shall be sent out  to the companies taking part in the pre-proposal  conference and in addition shall be uploaded on the same  Websites where the original tender documents were uploaded |
| 5 | 16 | Bid Validity Period | 90 days |
| 6 | 13 | Bid Security | **Required in the amount of USD\_10,000**  Acceptable Forms of Bid Security:   * Bank Guarantee (See Section 8 for template)   The bidder shall provide a bid security in the form set out in section 8 of the ITB and meeting the essential requirements set out therein. The bid security shall be submitted in original and in favor of UNDP Afghanistan, the attention of UNDP Country Director. UNDP reserves the right to reject the bid security should the mentioned conditions be deemed unfulfilled.  Note: Scan PDF version of Bid security must be uploaded through E-Tendering module, the original copy must be submitted within one week after closing deadline of the ITB to the following address:  Attention: SCMO, UNDP Country Office, UNOCA Compound, Jalalabad Road, Kabul, Afghanistan |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follow:  0.5% contract price per day of delay (applicable on actual ordered value of the contract)  Max. number of days of delay 10% of the total PO/Contract amount, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | 10 % of the total contract value |
| 10 | 12 | Currency of Bid | United States Dollar  *For evaluation purposes bid prices expressed in different currencies shall be converted in: [US Dollars]*  *The source of exchange rate shall be: [ UN Exchange Rate]*  *The date for the exchange rate shall be : [UN Exchange rate for the month which bids are evaluated]* |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 7 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Focal Person in UNDP:  E-mail: [Procurement.af@undp.org](mailto:Procurement.af@undp.org)  *Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.* |
| 13 | 18, 19  and 21 | Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries | Posted directly to eTendering  Supplemental Information will be up-loaded in the system (Atlas-E-Tendering System). Once uploaded, bidders who accepted Tender Invitation will be notified automatically by system that changes have occurred. It is the responsibility of the bidders to view the respective changes and clarifications in the system as:  Bid (ITB) under No. UNDP/AFG/ITB/2018/0000002770 |
| 14 | 23 | Deadline for Submission | Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone).  **PLEASE NOTE:-**   1. Date and time visible on the main screen of event (on E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.   Try to submit your bid a day prior or well before the closing time.  Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. |
| 14 | 22 | Allowable Manner of Submitting Bids | e-Tendering  Your bid, comprising of requested documents, should be submitted thorough the UNDP ATLAS E-tendering system.  The step by step to be followed for bid submission thorough the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this ITB as Annex-1.  The solicitation documents and the manual is also posted in following websites:  <http://www.undp.org.af>  <http://procurement-notices-undp.org/index.cfm>  <https://www.ungm.org/notices/notices.aspx>  Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system. |
| 15 | 22 | Bid Submission Address | eTendering  [For eTendering method, keep link below and insert Event ID information]  <https://etendering.partneragencies.org>  Online bidding:  Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.  ITB notification will be uploaded in the relevant websites. |
| 16 | 22 | Electronic submission ( eTendering) requirements | * Format: PDF files only * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Max. File Size per transmission:not limited * Mandatory subject of email:   Bid (ITB) under No. UNDP/AFG/ITB/2018/0000002504   * Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:   UNDP UNOCA Complex, Kabul Jalalabad Road, Kabul, Afghanistan, attention: SCMO Office |
| 17 | 25 | Date, time and venue for the opening of bid | Not Applicable: System Generated File “Bid Opening” will be shared with prospective bidders. |
| 18 | 27,  36 | Evaluation Method for the Award of Contract | Lowest priced technically responsive, eligible and qualified bid. |
| 19 |  | Expected date for commencement of Contract | September 30, 2018 |
| 20 |  | Maximum expected duration of contract | 20 Calendar Days |
| 21 | 35 | UNDP will award the contract to: | One Proposer Only  Lowest priced technically responsive bid for all items, eligible and qualified bid once determined during the procurement process. |
| 22 | 39 | Type of Contract | Purchase order  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Contracts  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 24 |  | Other Information Related to the ITB | Based on the results of this solicitation exercise, UNDP intends to enter into non-binding, non-exclusive Long-term Agreement(s) with the one or several successful bidder(s) for the provision of indefinite quantity of the specified services in support of UNDP’s operations.  In the event of UNDP signing a Long-term Agreement, the following shall apply:  (a)The agreement shall be signed in the currency of Offer;  (b) The agreement shall be valid until for 12 months with a possibility of extensions for an additional 1 (one) year, subject to satisfactory performance and continued requirement for task;  (d) UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement  (d) The Contractor(s) shall accord the same terms and conditions to any other organisation within the United Nations System that wishes to avail of such terms; |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

* Bid Security (if required) submitted as per ITB requirements with compliant validity period
* Price Schedule
* Bid Submission Form
* Acceptance of UNDP’s General Terms and Condition

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Bid Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Bid Submission Form |
| **Bankruptcy** | Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Bid Submission Form |
| **Certificates and Licenses** | * Valid Business license: * Bidders must provide proof off valid registration certificate for operating in Afghanistan * Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country | Form B: Bidder Information Form |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-2)** | Non-performance of a contract did not occur as a result of contractor’s default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | * Minimum 5 years of relevant experience in field of Supply of IT equipment;   *Information should be provided as per the table provided in qualification form D* | Form D: Qualification Form |
| Minimum two contracts of similar value, nature and complexity implemented with value over or equal to US$ (400,000.00) during the last five years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of USD 200,000 for the last three years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing providing an audited financial account for the last three years (2105, 2016 and 2017), or Copies of company’s bank statement indicating its prospective long-term profitability.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Detailed Technical and Financial Evaluation** | | |
|  | | |
| **TECHNICAL EVALUATION** | | |
| **Technical Evaluation** | The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document. | Form E: Technical Bid Form |
|  | | |
| **FINANCIAL EVALUATION** | | |
| **Financial Evaluation** | Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.  Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)  Comparison with budget/internal estimates. | Form F: Price Schedule Form |

# Section 5a:

# Schedule of Requirements and Technical Specifications/Bill of Quantities

**Background Information and Rationale, Project Description:**

**UNDP in Afghanistan**

UNDP has been working in Afghanistan since 1966 in close partnership with government, civil society and other national and international partners. UNDP focus is helping Afghanistan build and share solutions to the challenges of Environment, Livelihoods, Gender, Rule of Law, Governance and Health. UNDP advocate for change and connect the Afghan government, NGOs, civil society and other partners to the knowledge and resources they need to help the Afghan people build a better life.

**Project Description**

The UN Electoral Support Project (UNESP) is the international community’s programming vehicle to support the next elections in Afghanistan, including the parliamentary and district council elections announced by the Independent Election Commission (IEC) for 7 July 2018. The project has two overall objectives – 1) to build the capacity of the Afghan electoral institutions (the Independent Elections Commission and the Electoral Complaints Commission) to implement elections in line with the national electoral legal framework and Afghanistan’s international commitments; 2) to allow a programming mechanism for the international community to partially finance the elections as per the request of the Government of Afghanistan. The project follows previous UN projects in support of the Afghan electoral process, most notably the Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) projects, from 2006-2011 (ELECT I) and 2012-2015 (ELECT II), and the UNDP Project Initiation Plan that is in place since July 2015 – October 2017. The UNESP places the UN’s electoral support to Afghanistan directly under the political and supervisory oversight of the UN Assistance Mission in Afghanistan (UNAMA), and reflects the growing sustainability of the Afghan electoral process, as evidenced by the Government of Afghanistan’s financial commitment to both electoral institutions, and the provision of significant in-kind support to the implementation of elections.

**NATURE OF THE SERVICE**

Successful Offeror(s) must provide IT equipment for UNESP project complying with tight delivery schedule as requested by the project, failure to this bid factor may result to non-compliance of the bidders.

**STATEMENT OF WORK**

UNDP country office in collaboration with Independent Elections Complaint Commission of Afghanistan is outsourcing Requirement for IT Equipment UNESP project and seeks for qualified bidders to participate in this tender.

The scheduled of delivery is time bound and the successful vendors must be willing to meet tight schedules and deadlines. In addition, the bidders are required to provide quote for installation + onsite service for the items requested.

**OPERATIONAL PROCEDURES**

* International Deliveries will be in accordance with Incoterms 2010, Delivered at Place (DAP) Kabul International Airport. UNDP Afghanistan reserves the right to separately contract the services of transportation from point of origin to destination in Afghanistan.
* Local Deliveries will be at Independent Elections Commission Warehouse in Kabul. And to UNDP office as instructed by call off order.

# List of Technical Specification

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/No** | **Item Name** | **Qty** | **Unit** | **Description/ Specification** | **Comply/Not Comply** | **Equivalent model** |
| 1 | Field Firewall | 34 | Each | Sophos RED 15w or equivalent with license and support services for 60 months |  |  |
| 2 | Access Point | 50 | Each | Sophos Access Points or equivalent with license and support services for 60 months |  |  |
| 3 | PoE Switch | 15 | Each | C1-C2960X-24PS-L or equivalent with license and support services for 36 months |  |  |
| 4 | Laptop type 1 | 173 | Each | HP elitebook 840 G5 or equivalent |  |  |
| 5 | Laptop type 2 | 20 | Each | HP Spectre x360 or Equivalent |  |  |
| 6 | Printer type1 | 34 | Each | HP LaserJet Pro MFP M521dn All in one or equivalent |  |  |
| 7 | UPS for Server Room | 4 | Each | APC Smart-UPS RT 10000VA 230V or equivalent with support |  |  |
| 8 | Printers type 2 | 4 | Each | HP LaserJet Enterprise Flow Multi-function 600 or equivalent |  |  |
| 9 | Laptop type 3 | 2 | Each | Dell XPS 15, 15.6-inch, Intel Core i7 3.5GHz quad-core processor, 32GB of RAM and 1TB SSD, NVIDIA GeForce GTX 960M video card, 2GB of dedicated memory or equivalent |  |  |
| 10 | Desktop | 1 | Each | Dell XPS 27, 7th Generation Intel® Core™ i7-7700 Processor (8M Cache, up to 3.6 GHz), 16GB, 2133MHz, DDR4 up to 64GB, Vedio Card AMD RX 570 8GB GDDR5, HDD 1TB PCIe Solid State Drive or equivalent |  |  |
| 11 | Copier | 1 | Each | Canon image RUNNER ADVANCE C5235 or equivalent |  |  |
| 12 | Servers type 1 | 3 | Each | PowerEdge R740XD Server with support services for 36 months |  |  |
| 13 | Call manager | 2 | Each | Call manager Cisco Business Edition 6000 with license and support services for 36 months |  |  |
| 14 | Voice Gateway | 2 | Each | Voice Gateway ISR4321-V/K9 with license and support services for 36 months |  |  |
| 15 | IP Phone type 1 | 10 | Each | Cisco IP Phone 8865 or equivalent |  |  |
| 16 | IP Phone type 2 | 200 | Each | Cisco IP Phone 7861 or equivalent |  |  |
| 17 | IP Phone type 3 | 10 | Each | Cisco IP Conference Phone 7832 or equivalent |  |  |
| 18 | 42 Unit Racks | 2 | Each | 42U Standard-Depth Server Rack Enclosure Cabinet with doors & side panels or equivalent |  |  |
| 19 | Intel® Solid State Drives for Data Centers | 10 | Each | Intel® SSD DC S4500 Series  - (960GB, 2.5in SATA 6Gb/s, 3D1, TLC) |  |  |
| 20 | Cat 5e cable | 4 | Boxes | Cable Cat 5e cable two set Crimping Tool and Connectors to arrange all above Equipment. |  |  |
| RJ-45 | 600 | Each | RJ-45 |  |  |
| 21 | Projector system with all tools such as ceiling handle, screen and cables | 2 | Each | Projector:  Optoma UHD65 or similar  VIVO Universal Extending White Ceiling Projector Mount / Height Adjustable Projection (MOUNT-VP02W) with 180' rotation angle  Projector screen Size: 120”(3x2m), Aspect Ratio: 16:9, Gain: 0.95 or equivalent |  |  |
| 22 | Digital Camera (Still) | 1 | Each | Nikon D850 / Canon EOS 5D Mark IV or similar  Flash light to suit camera (360°)  Flashpoint LED On Board Video Light VL100A or similar |  |  |
| 23 | Digital Camera (Video) |  | Each | Sony PMW-F5 CineAlta Digital Cinema Camera / Canon EOS C200B or simlar  Camera Bag pack  Tripods for DSLR & Video Camera (univeral mount) |  |  |
| 24 | PowerEdge R740XD | 6 | Each | PowerEdge R740XD Server |  |  |
| 25 | Firewall Control Center | 1 | Each | Barracuda Firewall Control Center VC610 - Enterprise Edition (note 6) or equivalent with license and support services for 60 months |  |  |
| 26 | Firewall type 1 | 2 | Each | Barracuda CloudGen Firewall F400 with license and support services for 60 months |  |  |
| 27 | Firewall type 2 | 37 | Each | Barracuda CloudGen Firewall F80 with license and support services for 60 months |  |  |
| 28 | Firewall power supply spare type 1 | 4 | Each | Spare Barracuda CloudGen Firewall F80 Power Supply |  |  |
| 29 | Firewall power supply spare type 2 | 4 | Each | Spare Barracuda CloudGen Firewall F400 Power Supply |  |  |
| 30 | External HDD | 10 | Each | External HDD |  |  |
| 31 | Photo Copier | 1 | Each | Cannon iR 2520 UFIILT |  |  |
| 32 | Installation Service for all types of Servers (3) | 1 | Time | All servers as per the above schedule of the requirement |  |  |
| 33 | cisco switches | 34 | Each | WS-C2960X-24PS-L |  |  |

# Detailed Specification of the IT equipment

**Item No.1**

|  |  |
| --- | --- |
| **Field Firewall Specifications** | |
| Technical specifications |  |
| RED appliance | RED 15w |
| *Product Support* |  |
| Sophos XG Firewall | ✔ (from v16) |
| *Capacity* |  |
| Maximum users | Unrestricted |
| Maximum throughput | 90 Mbps |
| *Wireless specification* |  |
| No. of antennas | 2 external |
| MIMO capabilities | 2x2:2 |
| Wireless interface | 802.11 a/b/g/n (2.4 / 5 GHz) |
| *Physical interfaces* |  |
| LAN interfaces | 4 x 10/100/1000 Base-TX |
| WAN interfaces | 1 x 10/100/1000 Base-TX |
| USB interfaces | 1 x USB 2.0 |
| Serial console | 1 x RJ45 console |
| LED display | Power, system, router, Internet, tunnel , 4 x LAN, WAN |
| Power supply | 110-240 V, 50-60 Hz, max. 1.5 A |
| *Physical specifications* |  |
| Chassis | Heavy-duty steel |
| Mounting | Desktop |
| Dimensions (W x H x D) | 165 x 34 x 134.8 mm |
| Weight | 600 g / 1.31 lbs |
| Power consumption | < 7 W |
| Temperature | 0-40°C (operating), -20-80°C (storage) |
| Humidity | 10-90% (operating), 5-95% (storage), non-condensing |
|
| *Safety regulations* |  |
| Certifications | CE,FCC, UL, IC, VCCI, MIC, CCC, SRRC, RCM |

Item 2

|  |  |
| --- | --- |
| Access Point Specifications | |
| Technical Specifications | |
| Sophos Access Points | AP 15 |
| Product Support |  |
| Sophos XG Firewall | 4 |
| Capacity | SOHO |
| Maximum throughput | 300 Mbps |
| Multiple SSIDs | 8 |
| Technical Specification |  |
| LAN interface | 1 x 10/100/1000 Base TX |
| Supported WLAN Standards | 802.11 b/g/n 2.4 GHz |
|
| DFS/TPC | - |
| Power over Ethernet (min.) | 802.3af |
| Number of antennas | 2 external |
| Number of radios | 1 |
| MIMO capabilities | 2x2:2 |
| Power supply | 90-240V, 50/60 Hz |
| Power consumption (max.) | 2.5W |
| Physical Specification |  |
| Dimensions (WxHxD) | 194 x 32 x 115 mm |
|
| Weight | 260g |
| Mounting options | Desktop/wall |
| Product Certifications |  |
| Certifications | FCC, CE, SRRC |
|  |

Item 3

PoE Switch

|  |  |
| --- | --- |
| Brand | Cisco |
| Model/Product Code | C1-C2960X-24PS-L (Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base) |
| Quantity | 15 |
| Ethernet Ports | 24 x Gigabit Ethernet ports |
| Uplink Interfaces | 4 x SFP uplink interfaces |
| Ethernet Technology | Gigabit Ethernet |
| Network Technology | 10/100/1000Base-T |

Item No. 4

Laptop type 1

HP EliteBook 840 G5 Notebook PC

173 Laptops with below specifications

HP EliteBook 840 G5

-HP IDS DSC i7-8550U 840 G5 Base NB PC -Free DOS 2.0

-Integrated HD 720p Triple Mic Webcam

-14 inch FHD (1920x1080) Anti-Glare LED UWVA 220 for HD Webcam slim

-4GB (1x4GB) DDR4 2400

-512GB PCIe NVMe Three Layer Cell Solid State Drive

-No Near Field Communication (No NFC)

-Intel 8265 ac 2x2 nvP +Bluetooth 4.2 WW with 2 Antennas

-No WWAN -Fingerprint Sensor

-Active Smart Card -3 Cell 50 WHr Long Life -65 Watt Smart nPFC Right Angle for Fast Charge AC Adapter -C5 1.0m Sticker Power Cord -3/3/0 Warranty EURO -No vPro AMT supported -Dual Point spill-resistant Collaboration -EU RED Pictogram Label -Core i7 G8 Label

HP 1 year Priority Management Service for PCs (1000+ seats) -F2B56AA - HP External USB Optical Drive- With English Keyboard

Item No. 5

Laptop type 2

HP Spectre x 360 Laptop - 15t

20 Laptops with below specifications

* Windows 10 Pro 64
* Intel® Core™ i7-8550U (1.8 GHz, up to 4 GHz, 8 MB cache, 4 cores) + NVIDIA® GeForce® MX150 (2 GB GDDR5 dedicated)
* 8 GB DDR4-2400 SDRAM (2 x 4 GB)
* 15.6" diagonal UHD UWVA eDP BrightView WLED-backlit touchscreen(3840 x 2160)
* 512 GB PCIe® NVMe™ M.2 SSD
* Security Software Trial
* 6-cell, 79.2 Whr Lithium-ion Battery
* No Internal ODD
* Full-size island-style backlit keyboard
* HP Wide Vision FHD IR Camera with Dual array digital microphone
* Intel® 802.11ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo
* HP Pen (dark ash silver)

Item No. 6

**HP Data Sheet HP LaserJet Pro MFP M521dn**

* Functions Print, copy, scan, fax
* Printer page yield Approximate average yield based on ISO/IEC 19752. Actual yield varies considerably based on printer platform, content of printed pages and other factors. For details see http://www.hp.com/go/learnaboutsupplies
* First page out (ready) black As fast as 8.0 sec
* Resolution (black) Up to 1200 x 1200 dpi
* Resolution technology HP FastRes 1200 (600 x 600 dpi), HP ProRes 1200 (1200 x 1200 dpi), 600 x 600 dpi
* Monthly duty cycle 75000
* Duty cycle is defined as the maximum number of pages per month of imaged output. This value provides a comparison of product robustness in relation to other HP LaserJet or HP Color LaserJet devices, and enables appropriate deployment of printers and MFPs to satisfy the demands of connected individuals or groups.
* Recommended monthly page volume 2000 to 6000
* Print Technology Laser
* Display 3.5" (8.89 cm) touchscreen, LCD (color graphics)
* Number of print cartridges 1 (black)
* Replacement cartridges HP LaserJet Black Cartridge CE255A (~6000 pages based on ISO/IEC 19752); HP LaserJet Black Cartridge CE255X (~12,500 pages based on ISO/IEC 19752)[3]
* Print languages HP PCL 6, HP PCL 5, HP postscript level 3 emulation, PCLm
* Automatic paper sensor No
* Paper trays, standard 2
* Paper trays, maximum 3
* Mobile Printing Capability HP ePrint; Apple AirPrint™; Mopria™-certified; Mobile Apps
* Connectivity, standard 1 Hi-Speed USB 2.0 Device; 1 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000Base-TX; 1 Telecom; 1 Phone
* Connectivity, optional HP Jetdirect ew2500 802.11b/g Wireless Print Server J8021A; HP Jetdirect 2700w USB Wireless Print Server J8026A
* Network ready Standard (built-in Gigabit Ethernet)
* Ports 1 Hi-Speed USB 2.0 Device; 1 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000Base-TX; 1 Telecom; 1 Phone
* Security management Embedded Web Server: password-protection, secure browsing via SSL/TLS; Network: enable/disable network ports and features, SNMPv1 community password change, SNMPv3, 802.1x, Firewall, Access Control List; HP ePrint: HTTPS with certificate validation, HTTP Basic Access authentication, SASL authentication
* Minimum system requirements Mac OSX v 10.6; PowerPC G4, G5, or Intel® Core™ Processor; 500 MB hard disk; CD-ROM/DVD-ROM or Internet; USB or Network port
* Windows 10 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit): 1 GHz 32-bit (x86) or 64-bit (x64) processor, 1 GB RAM (32-bit) or 2 GB RAM (64-bit), 400 MB free hard disk space, CD/DVD-ROM or Internet, USB or Network port; Windows XP (32-bit) SP2: Pentium® 233 MHz processor, 512 MB RAM 400 MB free hard disk space, CD/DVD-ROM or Internet, USB or Network port
* Compatible operating systems Full software installs supported on: Windows 10 32-bit and 64-bit, Windows 8 32-bit and 64-bit, Windows 7 32-bit and 64-bit, Windows Vista 32-bit and 64-bit, Windows XP 32-bit (SP2 or higher); Driver only installs supported on: Windows 2012; Windows Server 2008 32-bit and 64-bit, Windows Server 2003 32-bit (SP3 or higher); Mac OS X v 10.6.8 and later; Linpus Linux (9.4, 9.5), Red Hat Enterprise Linux 5.0 (supported with a pre-built package); SUSE Linux (10.3, 11.0, 11, 11.1, 11.2), Fedora (9, 9.0, 10, 10.0, 11.0, 11, 12, 12.0), Ubuntu (8.04, 8.04.1, 8.04.2, 8.10, 9.04, 9.10, 10.04), Debian (5.0, 5.0.1, 5.0.2, 5.0.3) (supported by the automatic installer); HPUX 11 and Solaris 8/9
* Memory, standard 256 MB
* Memory, maximum 256 MB
* Printer management Windows: HP Device Toolbox, Status Alerts (default install), SNP Alerts (minimum network install), HP Web Jetadmin (download); Mac: HP Utility
* Print speed, color (draft) Measured using ISO/IEC 24734, excludes first set of test documents. For more information see hp.com/go/printerclaims. Exact speed varies depending on the system configuration, software application, driver, and document complexity.
* Supported network protocols Via built-in networking solution: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, IPP Print, FTP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless), SNMPV1/V2/V3; Security: SSL Security and certificate management, 802.1x
* Hard disk None
* Paper handling input, standard 100-sheet multipurpose tray, 500-sheet input tray 2, 50-sheet Automatic Document Feeder (ADF)
* Paper handling output, standard 250-sheet output bin, 100-sheet rear output bin
* Duplex printing Automatic (standard)
* Envelope input capacity Up to 10 envelopes
* Finished output handling Sheetfed
* Media sizes supported A4, RA4, Oficio 216 x 343 mm, Oficio 216 x 347 mm, 10 x 15 cm, B5(JIS), B6(JIS), Postcard(JIS), Double Postcard(JIS), A5, A6, 16K 195 x 270 mm, 16K 184 x 260 mm, 16K 197 x 273 mm
* Media sizes, custom Tray 1: 3 x 5 to 8.5 x 14 in; tray 2, optional 500-sheet tray (3): 4.1 x 5.8 to 8.5 x 14 in
* Media types Paper (bond, color, letterhead, plain, preprinted, prepunched, recycled, rough); envelopes, labels, cardstock, transparencies, user-defined
* Supported media weight Tray 1: 14 to 53 lb; Tray 2, 3: 14 to 32 lb
* Media weights by paper path Tray 1: 52 to 199 g/m²; Tray 2, 3: 52 to 120 g/m²
* Power Input voltage: 110 to 127 VAC (+/- 10%), 50/60Hz (+/- 3 Hz) and 220V-240 VAC (+/- 10%), 50/60Hz (+/- 3 Hz)
* Print speed, black (normal) Up to 42 ppm
* Power consumption 760 watts (Printing), 520 watts (Copying from ADF), 18.2 watts (Ready), 4.3 watts (Sleep), 0.3 watts (Off)
* Energy efficiency ENERGY STAR® qualified, CECP, EPEAT® Silver
* Operating temperature range 50 to 90.5ºF
* Operating humidity range 30 to 70% RH
* Dimensions (W X D X H) 18.3 x 18.3 x 20 in
* Dimensions Maximum (W X D X H) 18.3 x 35.4 x 29.5 in
* Weight 52.7 lb
* Package weight 65.05 lb
* What's in the box HP LaserJet Pro MFP M521dn; HP LaserJet Black cartridge (~6000 pages); Printer documentation and software on CDs (Windows/Mac OS installation CD); Installation guide; Support flyer; warranty card; Power cord; Fax Cable
* Cable included Yes, 1 USB (AP & Brazil only); No, please purchase USB cable separately (EMEA, Americas except Brazil)
* Warranty One-year limited hardware warranty; For more info please visit us at http://support.hp.com
* Software included Windows: HP Installer/Uninstaller, HP PCL 6 print driver, HP WIA Scan Driver, HP TWAIN Scan Driver, HP Scan, HP Fax Setup Wizard, HP Send Fax, HP Fax Print Driver, Status Alerts, HP Update, DXP; Mac: HP Installer/Uninstaller, HP Postscript driver, HP Scan, HP Setup Assistant, HP Fax Print Driver, HP Utility, HP Alerts, HP Firmware Updater

Specification for items No. 7,8,9,10 & 11 are clear, and it didn’t required further detail.

Item No. 12

**PowerEdge R740XD Server**

“PowerEdge R740XD Server “

Customize

| Option | Selection | SKU / Product Code | Quantity |
| --- | --- | --- | --- |
| Base | PowerEdge R740XD Server | [210-AKZR] / R740XD | 1 |
| Trusted Platform Module | No Trusted Platform Module | [461-AADZ] / NTPM | 1 |
| Chassis | Chassis with Up to 24 x 2.5” Hard Drives for 2CPU | [321-BCPY] / 24HD2P | 1 |
| Processor | Intel® Xeon® Gold 6126 2.6G,12C/24T,10.4GT/s, 19.25M Cache,Turbo,HT (125W) DDR4-2666 | [338-BLLY] / 5101080 | 1 |
| Additional Processor | Intel® Xeon® Gold 6126 2.6G,12C/24T,10.4GT/s, 19.25M Cache,Turbo,HT (125W) DDR4-2666 | [374-BBNT] / 5101081 | 1 |
| Processor Thermal Configuration | 2 Standard Heatsinks for 125W or less CPUs | [412-AAIQ][412-AAIQ] / 5099793 | 1 |
| Memory DIMM Type and Speed | 2666MT/s RDIMMs | [370-ADNU] / 5099278 | 1 |
| Memory Configuration Type | Performance Optimized | [370-AAIP] / PEOPT | 1 |
| Memoryi | 32GB RDIMM, 2666MT/s, Dual Rank | [370-ADNF] / 5098890 | 12 |
| RAID | C7, Unconfigured RAID for HDDs or SSDs (Mixed Drive Types Allowed) | [780-BCDS] / 5098876 | 1 |
| RAID/Internal Storage Controllers | HBA330 Controller, 12Gbps Adapter, Low Profile | [405-AANK] / 5101074 | 1 |
| Hard Drive | 200GB SSD SATA Mix Use 6Gbps 512n 2.5in Hot-plug Drive, Hawk-M4E,3 DWPD,1095 TBW | [400-ASWV] / 5106639 | 3 |
| Hard Drive | 960GB SSD SATA Mix Use 6Gbps 512 2.5in Hot-plug Drive,3.5in HYB CARR, 3 DWPD, 5256 TBW | [400-AZTW] / GL0EBG9 | 12 |
| Boot Optimized Storage Cards | None |  | 1 |
| Operating System | No Operating System | [619-ABVR] / NOOS | 1 |
| OS Media Kits | No Media Required | [421-5736] / NOMED | 1 |
| Embedded Systems Management | iDRAC9, Express | [385-BBKS] / 5099557 | 1 |
| Group Manager | iDRAC Group Manager, Disabled | [379-BCQY] / 5100926 | 1 |
| Password | iDRAC,Factory Generated Password | [379-BCSF] / 5101343 | 1 |
| PCIe Riser | Riser Config 1, 4 x8 slots | [330-BBGZ] / 5101678 | 1 |
| Network Daughter Card | Broadcom 57416 2 Port 10Gb Base-T + 5720 2 Port 1Gb Base-T, rNDC | [540-BBUK] / 5100009 | 1 |
| IDSDM and VFlash Card Reader | None |  | 1 |
| Internal SD Module | None |  | 1 |
| Fans | 6 Performance Fans forR740/740XD | [384-BBPZ] / 5100148 | 1 |
| Power Supply | Dual, Hot-plug, Redundant Power Supply (1+1), 750W, Titanium, 200-240VAC | [450-ADWT] / 750TR | 1 |
| Power Cords | C13 to C14, PDU Style, 12 AMP, 13 Feet (4m) Power Cord, North America | [492-BBDG] / 12A4M | 2 |
| Bezel | No Bezel | [350-BBBW][389-BTTO] / NOBEZL | 1 |
| Quick Sync 2 (Wireless At-the-box mgmt) | No Quick Sync | [350-BBJV] / 5101166 | 1 |
| BIOS and Advanced System Configuration Settings | Power Saving BIOS Setting | [384-BBBH] / ESBIOS | 1 |
| Rack Rails | No Rack Rails or Cable Management Arm | [770-BBBS] / NORAIL | 1 |
| System Documentation | No Systems Documentation, No OpenManage DVD Kit | [631-AACK] / NODOCS | 1 |
| Enabled Virtualization | None |  | 1 |
| Microsoft SQL Server | None |  | 1 |
| Diagnosis On-Site Service | None |  | 1 |
| ProSupport for Microsoft Applications | None |  | 1 |
| Additional Software | None |  | 1 |

Support & Services

| Option | Selection | SKU / Product Code | Quantity |
| --- | --- | --- | --- |
| Warrantyi | 3 Years Basic Hardware Warranty Repair: 5x10 HW-Only, 5x10 NBD Onsite | [813-6067][813-6068] / NBD3 | 1 |
| Deployment Services | No Installation | [900-9997] / NOINSTL | 1 |
| Keep Your Hard Drive | None |  | 1 |
| iDRAC Service Module | None |  | 1 |
| Remote Consulting Services | Declined Remote Consulting Service | [973-2426] / NORCS | 1 |

 Spare Power supply for the server Power Supply (1+1), 750W, Titanium, 200-240VAC x 3 qty

Item No. 13

Call manager

Product Description: IP phone systemplus complete collaboration for midsize businesses

Maximum supported Users 1000

Collaboration Capabilities Voice and video calling, voicemail, conferencing, contact center, hybrid services, third-party apps

|  |  |  |
| --- | --- | --- |
| R-CBE6K-K9 | Cisco Business Edition 6000-Electronic SW Delivery-Top Level | 1 |
| CON-PSBU-RCBE6KK | PSS SWSS UPGRADES Cisco Business Editi | 1 |
| BE6K-SW-11.5 | Business Edition 6000 v11.5 export restricted software | 1 |
| BE6K-UCL-BAS | Cisco Business Edition 6000 - Basic User Connect License | 400 |
| UCXN-11X-SCPORTS | BE6K - Unity Connection 11x - VM Speech Connect Ports | 2 |
| UCM-11X-BAS-UCL | BE6K UCM 11X Basic User Connect License - Single Fulfillment | 400 |
| CON-PSBU-UCMUCBAS | PSS SWSS UPGRADES BE6K UCM 10X Basic U | 400 |
| LIC-EXP-E-PAK | Expressway Series, Expressway-E PAK | 1 |
| LIC-EXP-GW | Enable GW Feature (H323-SIP) | 4 |
| LIC-EXP-E | Enable Expressway-E Feature Set | 2 |
| LIC-EXP-TURN | Enable TURN Relay Option | 2 |
| LIC-EXP-AN | Enable Advanced Networking Option | 2 |
| LIC-SW-EXP-K9 | License Key Software Encrypted | 4 |
| LIC-EXP-SERIES | Enable Expressway Series Feature Set | 4 |
| BE6K-UXL-START | BE6K Starter Pack - Single Fulfillment Enforcement | 1 |
| BE6K-PAK | Cisco Business Edition 6000 - PAK - Single Fulfillment | 1 |
| LIC-EXP-DSK | Expressway Desktop Endpoint License | 135 |
| SW-EXP-8.X-K9 | Software Image for Expressway with Encryption, Version X8 | 1 |
| EXPWY-VE-E-K9 | Cisco Expressway-E Server, Virtual Edition | 2 |
| EXPWY-VE-C-K9 | Cisco Expressway-C Server, Virtual Edition | 2 |
| BE6K-START-MTG35 | BE6000 Starter Bundle with 35 UWL Meetings Licenses | 1 |
| UCXN-11X-UWLPRO | BE6000 Unity Connection v11 CUWL Professional License | 35 |
| SME-11-UWL | Session Manager 11.0 Auto-expanding user for licensing | 7 |
| LIC-EXP-MSFT-PMP | Microsoft Interoperability Option | 1 |
| LIC-TMS-25-PMP | Cisco TMS - Additional 25 Direct Managed Systems | 1 |
| LIC-TMS-EX25-PMP | TMS Exchange integration for 25 Systems | 1 |
| LIC-TMS-PMP-PAK | TMS PAK for Configuration Use | 1 |
| R-WBXMTSVR-UWL-K9 | Webex Meetings Server 3.x Software Kit | 1 |
| WBXMTSVR2-UWLUSRK9 | WebEx Meetings Server 2.x Users | 35 |
| UCM-11X-UWLMTG | BE6000 UCM v11 CUWL Professional User License | 35 |
| BE-UWL-11X-MTG | BE6000 CUWL Meetings 11.x Users - Service Use Only | 35 |
| CON-PSBU-BEUWL11T | PSS SWSS UPGRADES BE6000 CUWL Meetings 11.x Users - Serv | 35 |
| LIC-CMS-PAK | Cisco Meeting Server (CMS) PAK | 1 |
| LIC-CMS-PMP+USER | 1 CMS (Cisco Meeting Server) PMP PLUS User License | 35 |
| CON-PSBU-LICCMSMP | PSS SWSS UPGRADES 1 CMS (Cisco Meeting | 35 |
| BE6K-UCL-ENH | Cisco Business Edition 6000 - Enhanced User Connect License | 65 |
| JABBER-DESKTOP | Jabber for Desktop for PC and Mac | 500 |
| CCX-11-PAK | CCX 11 autoexpanded  PAK | 1 |
| CCX-11-P-SVR-LIC | CCX 11.0 NEW PRE Server License | 1 |
| CCX-11-N-P-LIC | CCX 11.0 PRE Seat Qty 1 LICENSE ONLY | 30 |
| CON-PSBU-CCX11NLC | PSS SWSS UPGRADES CCX 11.0 PRE Seat Qty 1 LICENSE ONLY | 30 |
| CCX-CUIC-PREM | License for Cisco Unified Intelligence Center Premium | 1 |
| UCM-11X-ENH-UCL | BE6K UCM 11X Enhanced User Connect Lic - Single Fulfillment | 65 |
| CON-PSBU-UCMENHUC | PSS SWSS UPGRADES BE6K UCM 10X Enhance | 65 |
| CCEH-CCP-SVR-LIC | CCP Server | 1 |
| JABBER-DSK-K9-RTU | Jabber for Desktop Right to Use | 1 |
| CCX-11-5P | CCX 11 Premium 5 seat Promo Bundle | 1 |
| CCX-11-25P-ADD | CCX 11 Addon 25 Premium Licenses: No Server License | 1 |
| BE6H-M5-K9 | Cisco Business Edition 6000H (M5) Appliance, Export Restr SW | 2 |
| CON-SNT-BE6HM5K9 | SNTC-8X5XNBD Cisco Business Edition 6000H (M5) Applia | 2 |
| BE6K-PSU | Cisco UCS 770W AC Power Supply for Rack Server | 4 |
| BE6H-NIC1 | Intel i350 Quad Port 1Gb Adapter | 2 |
| BE6K-RAIDCTRLR | Cisco 12G Modular RAID controller with 2GB cache | 2 |
| BE6K-DISK | 300GB 12G SAS 10K RPM SFF HDD | 16 |
| R2XX-RAID5 | Enable RAID 5 Setting | 2 |
| BE6K-RAM | 16GB DDR4-2666-MHz RDIMM/PC4-21300/single rank/x4/1.2v | 8 |
| BE6K-CPU | 2.2 GHz 4114/85W 10C/13.75MB Cache/DDR4 2400MHz | 4 |
| CAB-9K10A-EU | Power Cord, 250VAC 10A CEE 7/7 Plug, EU | 4 |
| VMW-VS6-HYPPLS-K9 | Embedded License, Cisco UC Virt. Hypervisor Plus 6.x (2-cpu) | 2 |

Item No.14

**Voice Gateway ISR4321-V/K9 x 2 qty**

|  |  |
| --- | --- |
| ISR4321-V/K9 | Cisco ISR 4321 Bundle, w/UC License, CUBE-10 |
| CON-SSSNT-ISR4321V | SOLN SUPP 8X5XNBD Cisco ISR 4321 Bundle w/UC License CUBE- |
| SL-4320-IPB-K9 | IP Base License for Cisco ISR 4320 Series |
| SL-4320-UC-K9 | Unified Communication License for Cisco ISR 4320 Series |
| PWR-4320-AC | AC Power Supply for Cisco ISR 4320 |
| CAB-AC-C5-EUR | AC Power Cord, Type C5, Europe |
| MEM-FLSH-4G | 4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard) |
| MEM-4320-4G | 4G DRAM for Cisco ISR 4320 (Soldered on motherboard) |
| NIM-BLANK | Blank faceplate for NIM slot on Cisco ISR 4400 |
| FL-CUBEE-5 | Unified Border Element Enterprise License - 5 sessions |
| FL-CUBEE-100-RED | Unified Border Element Ent Lic, 100 Sessions, Redundancy |
| SISR4300UK9-316S | Cisco ISR 4300 Series IOS XE Universal |

Item No.15

|  |  |
| --- | --- |
| **Cisco IP Phone 8865 x 10 qty.** |  |
| Attribute | Specification |
| Programmable line and feature keys | 5 |
| Video | 720p HD, H.264 AVC |
| Display | 5-inch widescreen VGA (800x480 pixel), 24-bit color |
| Integrated switch | 10/100/1000 |
| Headset support | RJ-9 jack, USB, Bluetooth |
| Wireless Fidelity (Wi-Fi) | Yes, 802.11a/b/g/n/ac |
| Personal mobile device integration | Yes, Cisco Intelligent Proximity for Mobile Voice |
| IP Phone 8800 Key Expansion Module | Yes, up to 3 modules (108 additional line and feature keys) |

Item No.16

**Cisco IP Phone 7861 x 200 qty.**

|  |  |
| --- | --- |
| isco IP Phone 7861 x 200 qty. |  |
| Attribute | Specification |
| Screen | 396 x 162 pixel (3.5 in. / 89 mm) |
| Ethernet switch | 10/100 |
| Programmable line keys | 16 |
| Full duplex speakerphone | Yes (wideband) |
| Wideband audio | Standard\* |
| PoE class | 1 |
| Replaceable bezel | Silver as an option |

Item No.17

**Cisco IP Conference Phone 7832 x  10 qty .**

|  |  |
| --- | --- |
| Cisco IP Conference Phone 7832 x  10 qty . |  |
| Specifications at a Glance |  |
| Room size | Small conference rooms, executive desks; spaces up to 172 square feet/16 square meters in size |
| Display | 3.4-in., 384 x 128 backlit pixel monochrome LCD with anti-glare bezel |
| Network Port | 10/100 |
| Programmable soft keys | 4 |
| Full-duplex speakerphone | Yes |
| Wideband audio | Yes (G.722) |
| Security | SHA-2, 802.1x, TLS 1.2, SRTP, AES-256K |

Item No. 18

42U Standard-Depth Server Rack Enclosure Cabinet with doors & side panels or equivalent

·       42U Smart Rack enclosure with doors and side panels

·       Adjustable mounting rails with easy-view depth index and toolless mounting slots for PDUs and vertical cable managers.Locking, removable, reversible front and rear doors

·       Weight rating of 3000 lb stationary and 2250 lb rolling. Unit Dimensions : 78.5 x 23.63 x 43 inches.

·       Contemporary, sleek appearance, Strong frame structure

·       Multiple vendor equipment compatibility

·       Cable manager with PVC cable loops

·       Grounding Bus bar per cabinet.

·       All Racks should be according to ISO 9001, 14001, 18001. Complying EIA 310, DIN 41494 and IEC 297 standards

·       Rack should have minimum of 2 PDU's at the rear (4 preferred)

·       PDUs should be IP20, metered PDUs, rated current (32A  and 63A – According to Rack destination)

Rack PDU, Basic, Zero U, 16A, 208/230V, (15) C13

·       17" Rack LCD Console 8-Port Rackmount Console KVM Switch with 17-Inch LCD Screen, Touchpad and Keyboard 1URM US English keyboard layout

42U Rack Dimensions

·       Width: EIA Standard 19″ Rack Rails

·       External Width: 23.6″ – 600mm

·       Height: 78.74″ – 2,000mm – Rack Units: 42U

·       Depths: 39.37″ & 41.34″

Item No.19

Intel® Solid State Drives for Data Centers

Intel® SSD DC S4500 Series  - (960GB, 2.5in SATA 6Gb/s, 3D1, TLC)

960GB Solid State Drive SATA Read Intensive

Performance

Sequential Read (up to) 500 MB/s

Sequential Write (up to) 490 MB/s -  Speed with which the device is able to record data into one contiguous, ordered block of data. Measured in MB/s (MegaBytes per Second)

Random Read (100% Span) – 72000; Random Write (100% Span) - 30000

Latency - Read = 36 µs; Latency - Write = 36 µs; Power - Active = 4.8W; Power - Idle = 1.0W

Package Specifications:

Form Factor = [2.5" 7mm](https://www.intel.com/content/www/us/en/products/memory-storage/solid-state-drives/data-center-ssds/dc-s4500-series.html?Form+Factor=9005)

Interface      = [SATA 3.0 6Gb/S](https://www.intel.com/content/www/us/en/products/memory-storage/solid-state-drives/data-center-ssds/view-all.html?Interface=9010)

Item No. 20

**4 boxes Cable Cat 5e cable two set Crimping Tool for RJ45 and 600 x RJ-45 Connectors**.

Item Nr. 31

Capacity 2TB

Interface USB 3.0 (USB 2.0)

Max. transfer rate ~ 5.0 Gbs

System requirements NTFS for Windows® 10 / Windows 8.1 / Windows 8 / Windows® 7

Specification for items No. 21,22 & 23 are clear, and it didn’t require further detail.

Item No. 24

**Power Edge**

|  |
| --- |
| PowerEdge R740XD   x 6 qty |
| PowerEdge R740XD Server |
| Motherboard |
| PowerEdge R740/R740XD Motherboard |
| Trusted Platform Module |
| Trusted Platform Module 2.0 |
| Chassis Configuration |
| Chassis with Up to 24 x 2.5” Hard Drives for 2CPU, GPU Capable Configuration |
| Shipping |
| PowerEdge R740XD Shipping |
| Shipping Material |
| PowerEdge R740 Shipping Material |
| Processor |
| Intel® Xeon® Gold 6130 2.1G,16C/32T,10.4GT/s, 22M Cache,Turbo,HT (125W) DDR4-2666 |
| Additional Processor |
| Intel® Xeon® Gold 6130 2.1G,16C/32T,10.4GT/s, 22M Cache,Turbo,HT (125W) DDR4-2666 |
| Processor Thermal Configuration |
| Heatsink Install Kit for GPU Config, No Cable |
| Memory DIMM Type and Speed |
| 2666MT/s RDIMMs |
| Memory Configuration Type |
| Performance Optimized |
| Memory Capacity |
| (8) 32GB RDIMM, 2666MT/s, Dual Rank |
| RAID Configuration |
| C6, RAID 1 + RAID 5 for HDDs or SSDs (Matching Type/Speed/Capacity Within Each RAID Container) |
| RAID/Internal Storage Controllers |
| PERC H740P RAID Controller, 8GB NV Cache, Adapter, Low Profile |
| Hard Drives |
| (2) 200GB SSD SATA Mix Use 6Gbps 512n 2.5in Hot-plug Drive, Hawk-M4E,3 DWPD,1095 TBW |
| Hard Drives for 2nd RAID Container |
| (7) 3.84TB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug Drive, 1 DWPD, 7008 TBW |
| Operating System |
| No Operating System |
| OS Media Kits |
| No Media Required |
| Embedded Systems Management |
| iDRAC9,Enterprise |
| Group Manager |
| iDRAC Group Manager, Disabled |
| Password |
| iDRAC,Factory Generated Password |
| PCIe Riser |
| Riser Config 4, 3x8, 4 x16 slots, Double-Wide GPU compatible |
| Network Daughter Card |
| Broadcom 57412 2 Port 10Gb SFP+ + 5720 2 Port 1Gb Base-T, rNDC |
| Optics & Cables for Network Cards |
| SFP+ SR Optic, 10GbE, for all SFP+ ports, excludes Intel X520 and high temp validation warning cards |
| GPU/FPGA/Acceleration Cards |
| GPU Ready Configuration Cable Install Kit |
| Fans |
| 6 Performance Fans forR740/740XD |
| Power Supply |
| Dual, Hot-plug, Redundant Power Supply (1+1), 1100W |
| Power Cords |
| (2) C13 to C14, PDU Style, 12 AMP, 13 Feet (4m) Power Cord, North America |
| Bezel |
| No Bezel |
| Quick Sync 2 (Wireless At-the-box mgmt) |
| No Quick Sync |
| BIOS and Advanced System Configuration Settings |
| Performance BIOS Setting |
| Rack Rails |
| ReadyRails™ Sliding Rails With Cable Management Arm |
| System Documentation |
| No Systems Documentation, No OpenManage DVD Kit |
| Shipping Information |
| US No Canada Ship Charge |
| Hardware Support Services |
| 3 Years Basic Hardware Warranty Repair: 5x10 HW-Only, 5x10 NBD Onsite |
| Deployment Services |
| No Installation |
| Remote Consulting Services |
| Deployment Consulting 1 Yr 1 Hour Remote Consulting Service |

Item No.26,27,28

|  |  |  |
| --- | --- | --- |
| **Description** |  | **QTY** |
| **Barracuda Firewall Control Center VC610 - Enterprise Edition (note 6)** | | 1 |
| Edition | Enterprise |  |
|  |  |  |
| Maximum Managed Gateways | Unlimited (Depending on HW) |  |
| Manageable Configuration Groups | Unlimited |  |
| High Availability Support | Optional |  |
| Features |  |  |
| Multi-Administrator Support | Yes |  |
| Role-Based Administration | Yes |  |
| Revision Control System | Yes |  |
| Central Statistics | Yes |  |
| Central Syslog Host / Relay | Yes |  |
| Firewall Audit Information Collector / Viewer | Yes |  |
| Access Monitor | Yes |  |
| Barracuda Earth | Yes |  |
| PKI Service | Yes |  |
| Multi-tenancy | Yes |  |
| 5 Year License EU | Yes |  |
| 5 Year License Premium Support | Yes |  |
|  |  |  |
| **Barracuda CloudGen Firewall F400** | | 2 |
| Capacity |  |  |
| Firewall Throughput 1 | 7.1 Gbps |  |
| VPN Throughput 2 | 2.3 Gbps |  |
| IPS Throughput 3 | 2.8 Gbps |  |
| NGFW Throughput 4 | 2.2 Gbps |  |
| Threat Protection Throughput5 | 2.0 Gbps |  |
| Recommended no. of users 6 | 300-1,000 |  |
| Concurrent Sessions | 500,000 |  |
| New Sessions per Second | 20,000 |  |
| Hardware |  |  |
| Form Factor | 1U Rack Mount |  |
| Dimensions (WxDxH; in) | 16.9 x 17.7 x 1.7 |  |
| Dimensions (WxDxH; cm) | 43 x 45 x 4.4 |  |
| Weight (lbs) | 16.5 |  |
| Weight (kg) | 7.5 |  |
| Copper Ethernet NICs | 8x1 GbE |  |
| 1 GbE Fiber NICs (SFP) |  |  |
| 10 GbE Fiber NICs (SFP+) |  |  |
| 40 GbE Fiber NICs (QSFP) |  |  |
| Max Storage | 80 GB or better |  |
| Power Supply | Single |  |
| Integrated Switch |  |  |
| Integrated DSL Modem (incl. WAN) |  |  |
| Integrated Wi-Fi Access Point |  |  |
| Features |  |  |
| Firewall incl.IPS | Yes |  |
| Application Control | Yes |  |
| Dynamic Routing | Yes |  |
| App-Based Provider Selection | Yes |  |
| Client-to-Site and Site-to-Site VPN (unlimited) | Yes |  |
| SSL Interception | Yes |  |
| SD-WAN | Yes |  |
| Web Filter | Yes |  |
| Zero-Touch Deployment | Yes |  |
| Total Protect PLUS bundle | Yes |  |
| 5 Year License EU | Yes |  |
| 5 Year IR | Yes |  |
| **Barracuda CloudGen Firewall F80** | | 37 |
| Capacity |  |  |
| Firewall Throughput | 1.5 Gbps |  |
| VPN Throughput | 240 Mbps |  |
| IPS Throughput | 400 Mbps |  |
| NGFW Throughput | 400 Mbps |  |
| Threat Protection Throughput | 380 Mbps |  |
| Recommended no. of users | 50-100 |  |
| Concurrent Sessions | 80000 |  |
| New Sessions per Second | 8000 |  |
| Hardware |  |  |
| Form Factor | Desktop |  |
| Dimensions (WxDxH; in)10.8 x 6.4 x 1.7 | 10.8 x 6.4 x 1.7 |  |
| Dimensions (WxDxH; cm)27.4 x 16.2 x 4.4 | 27.4 x 16.2 x 4.4 |  |
| Weight (lbs)3.1 | 3.1 |  |
| Weight (kg)1.3 | 1.3 |  |
| Copper Ethernet NICs4x1 GbE | 4x1 Gbe |  |
| 1 GbE Fiber NICs (SFP) |  |  |
| 10 GbE Fiber NICs (SFP+) |  |  |
| 40 GbE Fiber NICs (QSFP) |  |  |
| Max Storage | 50 GB or better |  |
| Power Supply | Single, External |  |
| Integrated Switch |  |  |
| Integrated DSL Modem (incl. WAN) |  |  |
| Integrated Wi-Fi Access Point | Yes |  |
| Features |  |  |
| Firewall incl.IPS | Yes |  |
| Application Control | Yes |  |
| Dynamic Routing | Yes |  |
| App-Based Provider Selection | Yes |  |
| Client-to-Site and Site-to-Site VPN (unlimited) | Yes |  |
| SSL Interception | Yes |  |
| SD-WAN | Yes |  |
| Web Filter | Yes |  |
| Zero-Touch Deployment | Yes |  |
| Total Protect PLUS bundle | Yes |  |
| 5 Year License EU | Yes |  |
| 5 Year IR | Yes |  |
| Spare Barracuda CloudGen Firewall F80 Power Supply |  | 4 |
| Spare Barracuda CloudGen Firewall F400 Power Supply |  | 4 |

Item No.33

|  |  |  |
| --- | --- | --- |
| **WS-C2960X-24PS-L** | Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base | --- |
| CON-SSSNT-WSC224SL | SOLN SUPP 8X5XNBD Catalyst 2960-X 24 GigE PoE 370W 4 x 1G S | 36 |
| CAB-ACE | AC Power Cord (Europe), C13, CEE 7, 1.5M | --- |
| CAB-CONSOLE-USB | Console Cable 6ft with USB Type A and mini-B | --- |
| C2960X-DNA-E-24 | C2960X DNA Essentials, 24-port Term license | --- |
| C2960X-DNA-E-24-3Y | C2960X DNA Essentials, 24-port, 3 Year Term license | 36 |
| NETWORK-PNP-LIC | Network Plug-n-Play License for zero-touch device deployment | --- |

# Installation Services required

Bidders must provide service cost for all below items as a separate line stating the overall service and support cost, failure to this requirement may result to rejection of the bid.

UNDP Afghanistan requests installation services for setting up the racks in site. In addition, it prefers support services for item numbers 1,2,12,13,14,18,24,26,27,28 onsite. For further details please visit the detail specification portion of this ITB.

However, if it is not possible remote support is a must for installing and configuring the above-mentioned items and integration with the current setup. Since this will be introducing new services there will be no issues with current setup and integration.

UNDP Afghanistan reserves the right to decrease, increase and cancel the order of items and services in the list above.

# 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]  *(Pls. link this to price schedule)* | DAP HKIA for International bidder DDP IEC for National Bidders |
| Exact Address of Delivery/Installation Location | City Districts Kabul -Afghanistan |
| Mode of Transport Preferred | Air & Land |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-3) | None |
| Distribution of shipping documents  *(if using freight forwarder)* | None |
| Customs, if required, clearing shall be done by: | UNDP |
| Ex-factory / Pre-shipment inspection | For quality assurance purpose Pre- Shipment inspection will be done (If deemed necessary) |
| Inspection upon delivery | Physical inspection of quality will be conducted by end user |
| Installation Requirements | N/A |
| Testing Requirements | Testing will be done according to specification as compliance and non-compliance |
| Scope of Training on Operation and Maintenance | N/A |
| Commissioning | N/A |
| Warranty Period | N/A |
| Local Service Support | Click here to enter text. |
| Technical Support Requirements | N/A |
| After-sale services Requirements | N/A |
| Payment Terms  *(max. advanced payment is 20% as per UNDP policy)* | 100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice |
| Conditions for Release of Payment | Pre-shipment inspection  Inspection upon arrival at destination  Installation  Testing  Training on Operation and Maintenance  Others *[pls. specify]*  Written Acceptance of Goods based on full compliance with ITB requirements |
| All documentations, including catalogues, instructions and operating manuals, shall be in this language | None |

# 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 |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Bid/Bill of Quantities |  |
| * From G: Form of Bid Security |  |
| * [Add other forms as necessary] |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form |  |

## 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 provision of printing services for UNDP country office and projects 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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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 weembrace 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?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  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 demonstrates 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:** | * Company’s Profile, with summary of following information as Elaborated in BDS, this 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. * Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. * Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country . |

## 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** *(address, telephone numbers, fax numbers, e-mail address)* | **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] |

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**

|  |  |  |  |
| --- | --- | --- | --- |
| Non-performing contracts did not occur during the last 3 years | | | |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| 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 of 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 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| 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:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. 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: | Bid (ITB) under No.UNDP/AFG/ITB/2018/0000002770 | | |

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. 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).
  2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  3. Quality assurance procedures and risk mitigation measures.
  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.

* 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. 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.
  3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**SECTION 3: Management Structure and Key Personnel**

* 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.
  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** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| **Employment Record/ Experience** | *[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.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) 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: | Bid (ITB) under No.UNDP/AFG/ITB/2018/0000002770 | | |

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Price Schedule** | | | | | | | | | |
| **S/No** | **Item Name** | **Qty** | **Unit** | **Currency USD** | | **Description Specification** | **Delivery Time line** | |
| **Unit Price** | **Total Price** | **Actual required** | **Proposed** |
| 1 | Field Firewall | 34 | Each |  |  | Sophos RED 15w or equivalent with license and support services for 60 months | 3 Weeks |  |
| 2 | Access Point | 50 | Each |  |  | Sophos Access Points or equivalent with license and support services for 60 months | 3 Weeks |  |
| 3 | PoE Switch | 15 | Each |  |  | C1-C2960X-24PS-L or equivalent with license and support services for 36 months | 3 Weeks |  |
| 4 | Laptop type 1 | 173 | Each |  |  | HP elitebook G5 or equivalent | 3 Weeks |  |
| 5 | Laptop type 2 | 20 | Each |  |  | HP Spectre x360 or Equivalent | 3 Weeks |  |
| 6 | Printer type1 | 34 | Each |  |  | HP LaserJet Pro MFP M521dn All in one or equivalent | 3 Weeks |  |
| 7 | UPS for Server Room | 4 | Each |  |  | APC Smart-UPS RT 10000VA 230V or equivalent with support | 3 Weeks |  |
| 8 | Printers type 2 | 4 | Each |  |  | HP LaserJet Enterprise Flow Multi-function 600 or equivalent | 3 Weeks |  |
| 9 | Laptop type 3 | 2 | Each |  |  | Dell XPS 15, 15.6-inch, Intel Core i7 3.5GHz quad-core processor, 32GB of RAM and 1TB SSD, NVIDIA GeForce GTX 960M video card, 2GB of dedicated memory or equivalent | 3 Weeks |  |
| 10 | Desktop | 1 | Each |  |  | Dell XPS 27, 7th Generation Intel® Core™ i7-7700 Processor (8M Cache, up to 3.6 GHz), 16GB, 2133MHz, DDR4 up to 64GB, Vedio Card AMD RX 570 8GB GDDR5, HDD 1TB PCIe Solid State Drive or equivalent | 3 Weeks |  |
| 11 | Copier | 1 | Each |  |  | Canon image RUNNER ADVANCE C5235 or equivalent | 3 Weeks |  |
| 12 | Servers type 1 | 3 | Each |  |  | PowerEdge R740XD Server with support services for 36 months | 3 Weeks |  |
| 13 | Call manager | 2 | Each |  |  | Call manager Cisco Business Edition 6000 with license and support services for 36 months | 3 Weeks |  |
| 14 | Voice Gateway | 2 | Each |  |  | Voice Gateway ISR4321-V/K9 with license and support services for 36 months | 3 Weeks |  |
| 15 | IP Phone type 1 | 10 | Each |  |  | Cisco IP Phone 8865 or equivalent | 3 Weeks |  |
| 16 | IP Phone type 2 | 200 | Each |  |  | Cisco IP Phone 7861 or equivalent | 3 Weeks |  |
| 17 | IP Phone type 3 | 10 | Each |  |  | Cisco IP Conference Phone 7832 or equivalent | 3 Weeks |  |
| 18 | 42 Unit Racks | 2 | Each |  |  | 42U Standard-Depth Server Rack Enclosure Cabinet with doors & side panels or equivalent | 3 Weeks |  |
| 19 | Intel® Solid State Drives for Data Centers | 10 | Each |  |  | Intel® SSD DC S4500 Series  - (960GB, 2.5in SATA 6Gb/s, 3D1, TLC) | 3 Weeks |  |
| 20 | Cat 5e cable | 4 | Boxes |  |  | Cable Cat 5e cable two set Crimping Tool and Connectors to arrange all above Equipment. | 3 Weeks |  |
| RJ-45 | 600 | Each |  |  | RJ-45 | 3 Weeks |  |
| 21 | Projector system with all tools such as ceiling handle, screen and cables | 2 | Each |  |  | Projector:  Optoma UHD65 or similar  VIVO Universal Extending White Ceiling Projector Mount / Height Adjustable Projection (MOUNT-VP02W) with 180' rotation angle  Projector screen Size: 120”(3x2m), Aspect Ratio: 16:9, Gain: 0.95 or equivalent | 3 Weeks |  |
| 22 | Digital Camera (Still) | 1 | Each |  |  | Nikon D850 / Canon EOS 5D Mark IV or similar  Flash light to suit camera (360°)  Flashpoint LED On Board Video Light VL100A or similar | 3 Weeks |  |
| 23 | Digital Camera (Video) |  | Each |  |  | Sony PMW-F5 CineAlta Digital Cinema Camera / Canon EOS C200B or simlar  Camera Bag pack  Tripods for DSLR & Video Camera (univeral mount) | 3 Weeks |  |
| 24 | PowerEdge R740XD | 6 | Each |  |  | PowerEdge R740XD Server | 3 Weeks |  |
| 25 | Firewall Control Center | 1 | Each |  |  | Barracuda Firewall Control Center VC610 - Enterprise Edition (note 6) or equivalent with license and support services for 60 months | 3 Weeks |  |
| 26 | Firewall type 1 | 2 | Each |  |  | Barracuda CloudGen Firewall F400 with license and support services for 60 months | 3 Weeks |  |
| 27 | Firewall type 2 | 37 | Each |  |  | Barracuda CloudGen Firewall F80 with license and support services for 60 months | 3 Weeks |  |
| 28 | Firewall power supply spare type 1 | 4 | Each |  |  | Spare Barracuda CloudGen Firewall F80 Power Supply | 3 Weeks |  |
| 29 | Firewall power supply spare type 2 | 4 | Each |  |  | Spare Barracuda CloudGen Firewall F400 Power Supply | 3 Weeks |  |
| 30 | External HDD | 10 | Each |  |  | External HDD | 3 Weeks |  |
| 31 | Photo Copier | 1 | Each |  |  | Cannon iR 2520 UFIILT | 3 Weeks |  |
| 32 | Installation Service Charges for all types of Servers (3) | 1 | Time |  |  | All servers as per the above schedule of the requirement | 3 Weeks |  |
| 33 | cisco switches | 34 | Each |  |  | WS-C2960X-24PS-L | 3 Weeks |  |

**Note: Below is instruction provided on pricing factors please consider it**

**Please consider below essential points before providing your final price:**

**-Delivery UNDP reserves the rights to award the contract to lowest offeror offering the early delivery timeline for all above items.**

**-Bidders can do an early and partial delivery depending on the number of items available in stock or can deliver the whole the items in once within three weeks after the award of the contract.**

**-Bidders must provide service cost for all below items as a separate line stating the overall service and support cost, failure to this requirement may result to rejection of the bid.**

**-the Total cost must include:**

|  |  |
| --- | --- |
| **a) Packing,**  **b) Transportation**  **c) delivery cost must include a delivery as DAP HKIA for international companies and DDP IEC for national companies**  **d) Installation + Support service as per the** |  |
| **GRAND TOTAL** |  |

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 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 provision of printing services for UNDP country office & projects (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:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. 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]*

1. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)