United Nations Development Programme

UNDP

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Expression of Interest for the

"Renovation of LAN Data and Voice Network for the UNDP office in Mozambique"

2013

Prequalification (PQ)

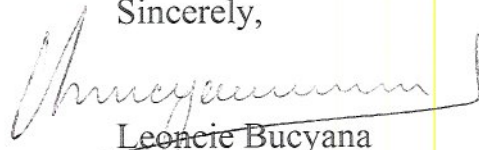# EOI Ref: 01/2013

Date: 04 March 2013

Dear Sir/Madam,

Subject: Expression of Interest to renovate LAN Data and Voice Network for its UNDP office in Maputo

1.   Expression of Interest is requested from interested Companies to carry out the "**LAN and Voice Network renovation for UNDP office**".

2.   To enable you submit an application, please find enclosed the following:

Annex 1   Brief Background of Project (**BBP**)
Annex II   Application Forms (**AF**):
Annex IV   Evaluation Criteria (**EC**)

4.   Interested applicants may obtain further information from:
procurement.mozambique@undp.org

5.   Applications must be delivered into the Tender Box suited at UNDP Office at the below address on or before **20 March at 16:00hours**   late applications shall be rejected.

6.   This letter is not to be construed in any way as an offer to contract with your firm.

Please use our form for submission of your data otherwise your application will be disqualified

Sincerely,

Leoncie Bucyana
Deputy Country Director-Operation

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Annex I. Brief Background

UNDP Mozambique intends to renovate its LAN Data and Voice Network for its offices in Maputo in order to enhance the quality of connectivity and the integrity of communication in general. This will involve the redesigning of the existing network in order to implement a viable alternative for the UNDP Country Office. The proposed solution must be structured in order to facilitate a Scalable Network capable of supporting approximately sixty-one (61) Users and must be able to carry voice, video and data content, simultaneously. The backbone network upon which the system will operate must be able to transmit at gigabit Ethernet speed as well as having links to the access switches.

The solution must, in the minimum, be able to:

- Guarantee LAN infrastructure with sustainable and consistent network which offers great mobility benefits.
- Adapt to changing business climates and/or scenario.
- Be able to allow upgrades according to technological advances.
- Guarantee that any such upgrades do cause the utmost minimal disruption to business by providing a clear and generic itinerary on how this will be conducted when needed.

Security:

All interested parties are informed that UNDP will enforce LAN security measures according to existing UNDP Security Policies & Procedures during the execution of the services.

Annex II. Application Forms

FORM I: Application Submission Form

FORM 2:   Application Information Form

FORM 3:   Management Capacity:

                         Format for CVs

FORM 4:   Average Annual Turnover

FORM 5:   General Experience

FORM 6:   Quality Assurance System(s)

FORM 7:   Work Plan and Programme

Form 1: Application Submission Form

Expression of Interest to renovate the "LAN and Voice Network system of UNDP office".

Date: _____ *March*

To: **Deputy Country Director-Operation**
UNDP-Mozambique
Av. Kenneth Kaunda 931
Maputo
Mozambique

We, the undersigned, would like to express interest in providing the above mentioned services.

We understand that you may cancel this process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this Expression of Interest, without incurring any liability to the Applicants.

Signed:

Name:

In the Capacity of

Duly authorized to sign the application for and on behalf of:

Applicant's Name Company/Firm)

Dated on

Form 2: Applicant Information Form

Date:

Applicant's legal name (Company/Firm)
Applicant's country of Registration:
Applicant's actual year of Registration:
Applicant's legal address in country of Registration:
Applicant's authorized representative information *[please attach documentary evidence-Power of Attorney]* Name: Address: Telephone numbers: E-mail address:
Applicant's core area of business/activity *[please list core area of business / activity]*
Please attached copies of the following original documents: ✓ Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above.

Form 3: Management Capacity

1. Manpower data (use extra sheet to provide the required information, if necessary)

Managerial Staff

Position / Title	Name	Qualification	Years of Experience	Number of years managing in this capacity

Technical Staff

Position / Title	Name	Qualification	Total Experience (years)	Number of years managing in this capacity with this Company

Please attach CVs of Key Personnel using the below format

Surname:
Name:
Date & Place of Birth:
Nationality:
Civil Status:
Address:
Membership of Professional Body:
Present Position:
Years of Professional Experience:

Education

Institution	Period Attended	Degree obtained

Work Experience

Organization	Period Worked	Brief Description of project

Form 4: Average Annual Turnover

Annual turnover data (Donation/Projects/Grants)		
Year	Amount and Currency (Preferably US$/Mzn)	Mzn/ US$ equivalent
Average Annual Turnover *		

* Average annual turnover calculated as total certified payments received for work done of similar nature in progress or completed within the last 3 years divided by 3.

Form 5: General Experience in ICT

List institutions for which you have carried out any type of ICT assignment

Name of Institutions	Address; Telephone; Email	Name of contact person	Work done	Amount

Specific Experience in LAN data and Voice Network

Name of Institutions	Address; Telephone; Email	Name of contact person	Work done	Amount

FORM 6:   Quality Assurance System(s)

Please provide below details of the quality assurance system(s) it is proposed to be ensured successful Implementation of the project.

FORM 7: Work plan and Programme

Give a brief outline of your programme for the Implementation of the Services in accordance with the requirements.

Attach a critical milestone bar chart (Schedule of Execution)

Annex IV Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that will be used to evaluate applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

No.	Subject	Eligibility and Qualification Criteria		Documentation	
		Requirement	Single Entry	Submission Requirements	Comments
1.0	**Registration**	Applicants should submit: • Proof of registration Alvara • Provide proof of INSS registration. • Proof of audited financial reports for the past three (3) years • Provide a detailed organogram of the institution and company profile	Must meet requirement	Form 1 &2	
2.0	**Average Annual Turnover for the last 3 years**	Minimum average annual turnover of US$20,000 calculated as total certified payments received for contracts in progress or completed, within the last 3 years	Must meet requirement	Form 4	
3.0	**General Experience of the Organization with ICT**	Applicants should demonstrate capacity to implement programmes such as this, in the last 3 years.	Must meet requirement	Form 5	
4.0	**Specific Experience**	Specific tasks done in LAN Data Voice Network	Must meet requirement	Form 5	
4.1	**Quality Assurance**	Quality assurance procedure and environment policy	Must meet requirement	Form 6	
4.2	**Management Capacity**	The Applicant should be able to understand the services requirements and demonstrate their management skills to deliver the Services in time to the requirement and satisfaction of the Terms of Reference.	Must meet requirement	Form 3 & 7	