**Annex 2**

**RFQ/UNDP/CSA/069/2018 –**

**Provision of UNDP IP Telephone Systems maintenance and related service hereafter Existing Maintenance services and Smartnet for PABX at Menara Thamrin**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[1]](#footnote-1))***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ/UNDP/CSA/069/2018

**TABLE 1 : Offer to Supply Services Compliant with Technical Specifications and Requirements**

**SPECIFICATION FOR IMPLEMENTATION & MAINTENANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description/Specification of Services** | **Qty** | **Latest Delivery Date** | **Unit Price per month (IDR)** | **Total Price per 12 months (IDR)** |
| Provide Maintenance Services for CISCO Unified Communications (with local vendor support for 1 year) included 3x regular visit and reporting, 8x corrective visit and reporting, excluded Smartnet  *Task to be done under maintenance and preventive maintenance will include:*   * *Routine hardware diagnostic testing.* * *Maintenance services regular visit and corrective visit* * *Service report* * *Inspection of system Ethernet connection. Analyzing System Alarms, events, system history information and corrective measures if necessary.* * *Advice UN staff technical focal point team for backup the systems and procedures.* * *Maintain billing system software compatible with Cisco system* * *Preventive maintenance by upgrading, patching and securing Cisco Unified communication and billing system.* * *Advice UN Technical Focal Point of faults identified during maintenance work and any improvements required* * *Maintain existing billing system software compatible with Cisco system and local telecommunication service provider* | 1 Lot |  |  |  |
| Maintenance Service for Billing Software System Compatible with CISCO Unified Communications BE6K (for 1 year) | 1 Lot |  |  |  |
| Providing warranty for below list of equipment and software:     1. Smartnet 8X5XNBD BE6K-ST-BDL-K9= (Qty: 2 Units) 2. Smartnet 8X5XNBD CISCO2921-V/K9 (Qty: 1 Unit) 3. Smartnet 8X5XNBD WS-C3650-24TS-E (Qty: 2 Units) 4. Smartnet 8X5XNBD VG224 (Qty: 1 Unit) 5. Smartnet 8X5XNBD IP Phone CP-6941 (Qty: 2 Units) 6. Smartnet 8X5XNBD CP-3905= (Qty: 6 Units) | 1 Lot |  |  |  |
| **Total Prices per Year** | | | |  |
| **OVERHEAD COST (%)** |  |  |  |  |
| **GRAND TOTAL** | | | |  |

**PRICE CONSIDERATIONS**

* UNDP envisages to enter into contract for 1 (one) year with the option to renew for the 2nd and 3rd year. The Bidders should specify whether the prices would remain firm for the entire contract period, or alternatively, they should indicate a maximum yearly increase rate.

**For the 2nd year of the contract [please check one]**

[ ] the prices will remain fixed for the duration of the contract

[ ] the prices will increase yearly by a maximum percentage of \_\_\_\_% [specify], which includes the overhead cost.

**For the 3rd year of the contract [please check one]**

[ ] the prices will remain fixed for the duration of the contract

[ ] the prices will increase yearly by a maximum percentage of \_\_\_\_% [specify], which includes the overhead cost.

**TABLE 2: List of Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **List of Personnel** | **Name** | **Office & HP number** | **Email** |
| Project Manager |  |  |  |
| Staff Personnel |  |  |  |

**TABLE 2 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses (Please mark one YES or NO)** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Confirmation in meeting the minimum specification specified in ANNEX 1 |  |  |  |
| Delivery time 1 week upon signing the contract of the professional service contract. Training for the staff will be arranged separately |  |  |  |
| Requirement on Warranty and After-Sales Service as specified in ANNEX 1 |  |  |  |
| Training on Operation and Maintenance |  |  |  |
| Validity of Quotation 60 days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Availability of Manual book |  |  |  |
| Availability of technical support and services locally | Please state the name of the company, address, phone no, cell phone no and Person in Charge: | | |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation/Name of the company]*

*[Date]*

1. [↑](#footnote-ref-1)