



*Empowered lives.
Resilient nations.*

INVITATION TO BID

Supply and Installation of IT Network Infrastructure for the High National Elections Commission (HNEC), Tripoli, Libya

ITB No.: ITB/LBY/PEPOL/2019/009
Project: Promoting Elections for the People of Libya
Country: Libya
Issued on: 13 February 2019

CONTENTS

Section 1. Letter of Invitation	4
Section 2. Instruction to Bidders	5
GENERAL PROVISIONS	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility	5
4. Conflict of Interests	5
B. PREPARATION OF BIDS	6
5. General Considerations	6
6. Cost of Preparation of Bid	6
7. Language	6
8. Documents Comprising the Bid	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Bid Format and Content	7
11. Price Schedule	7
12. Bid Security.....	7
13. Currencies.....	7
14. Joint Venture, Consortium or Association.....	8
15. Only One Bid.....	8
16. Bid Validity Period	9
17. Extension of Bid Validity Period	9
18. Clarification of Bid (from the Bidders).....	9
19. Amendment of Bids.....	9
20. Alternative Bids	9
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF BIDS	10
22. Submission	10
Hard copy (manual) submission	10
Email and eTendering submissions	10
23. Deadline for Submission of Bids and Late Bids.....	11
24. Withdrawal, Substitution, and Modification of Bids	11
25. Bid Opening	11
D. EVALUATION OF BIDS	11
26. Confidentiality	11

27. Evaluation of Bids	11
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification	12
30. Evaluation of Technical Bid and prices	12
31. Due diligence	12
32. Clarification of Bids.....	13
33. Responsiveness of Bid	13
34. Nonconformities, Reparable Errors and Omissions	13
E. AWARD OF CONTRACT	13
35. Right to Accept, Reject, Any or All Bids	13
36. Award Criteria	14
37. Debriefing	14
38. Right to Vary Requirements at the Time of Award	14
39. Contract Signature.....	14
40. Contract Type and General Terms and Conditions	14
41. Performance Security	14
42. Bank Guarantee for Advanced Payment	14
43. Liquidated Damages	14
44. Payment Provisions	14
45. Vendor Protest	15
46. Other Provisions	15
Section 3. Bid Data Sheet	16
Section 4. Evaluation Criteria	20
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities/ SOW	22
Section 6: Returnable Bidding Forms / Checklist	Error! Bookmark not defined.
Form A: Bid Submission Form	36
Form B: Bidder Information Form	37
Form C: Joint Venture/Consortium/Association Information Form	39
Form D: Eligibility and Qualification Form	40
Form E: Format of Technical Bid	42
FORM F: Price Schedule Form	44

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) Libya Country Office hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

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

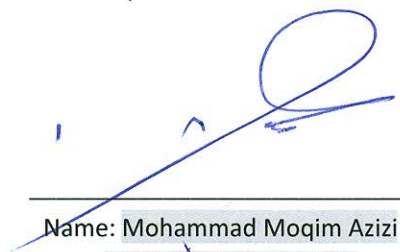
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule
 - UNDP General Terms and Conditions

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.ly@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering 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.

Issued by:



Name: Mohammad Moqim Azizi

Title: Procurement Specialist

Date: February 13, 2019

Approved by:



Name: Ermira Basha

Title: Operations Manager

Date: February 13, 2019

Section 2. Instruction to Bidders

GENERAL PROVISIONS

1. Introduction	<p>1.1 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</p> <p>1.2 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.</p> <p>1.3 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.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (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.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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</p> <p>2.2 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.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(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;</p> <p>(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.</p> <p>2.4 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</p>
3. Eligibility	<p>3.1 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.</p> <p>3.2 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.</p>
4. Conflict of Interests	<p>4.1 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</p>

	<p>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:</p> <ul style="list-style-type: none"> a) 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; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 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.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 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.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 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.</p> <p>5.2 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.</p>
6. Cost of Preparation of Bid	<p>6.1 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.</p>
7. Language	<p>7.1 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.</p>
8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule;

	<p>d) Bid Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Bid.</p>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 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.</p>
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 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.</p> <p>10.3 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.</p> <p>10.4 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.</p>
11. Price Schedule	<p>11.1 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.</p> <p>11.2 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.</p>
12. Bid Security	<p>12.1 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.</p> <p>12.2 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.</p> <p>12.3 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.</p> <p>12.4 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.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ol style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ol style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. 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.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids</p>

	<p>are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) 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 b) 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.
14. Joint Venture, Consortium or Association	<p>14.1 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.</p> <p>14.2 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.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 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</p> <p>14.7 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.</p>
15. Only One Bid	<p>15.1 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.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or

	<ul style="list-style-type: none"> c) they have the same legal representative for purposes of this ITB; or d) 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; e) 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.
16. Bid Validity Period	<p>16.1 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.</p> <p>16.2 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.</p>
17. Extension of Bid Validity Period	<p>17.1 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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
18. Clarification of Bid (from the Bidders)	<p>18.1 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.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 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.</p>
19. Amendment of Bids	<p>19.1 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.</p> <p>19.2 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.</p>
20. Alternative Bids	<p>20.1 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.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>

21. Pre-Bid Conference	<p>21.1 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.</p>
C. SUBMISSION AND OPENING OF BIDS	
22. Submission	<p>22.1 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.</p> <p>22.2 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.</p> <p>22.3 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.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>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.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>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.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; b) 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. <p>22.6 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-notice/resources/</p>

23. Deadline for Submission of Bids and Late Bids	<p>23.1 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</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 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"</p> <p>24.3 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.</p> <p>24.4 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.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 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.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 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.</p> <p>26.2 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.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids b) 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
28. Preliminary Examination	28.1 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.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) 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; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) 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; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	30.1 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.
31. Due diligence	<p>31.1 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:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) 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; d) 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 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.</p> <p>32.3 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.</p>
33. Responsiveness of Bid	<p>33.1 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.</p> <p>33.2 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.</p>
34. Nonconformities , Reparable Errors and Omissions	<p>34.1 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.</p> <p>34.2 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.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) 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; b) 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 c) 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. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	<p>35.1 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.</p>

36. Award Criteria	36.1 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.
37. Debriefing	37.1 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.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to remove/vary the quantity of goods and/or services list in the ITB, without any change in the unit price or other terms and conditions. Any changes in quantities or items will be communicated by UNDP to the selected supplier in writing.
39. Contract Signature	39.1 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.
40. Contract Type and General Terms and Conditions	40.1 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
41. Performance Security	41.1 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.
42. Bank Guarantee for Advanced Payment	42.1 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
43. Liquidated Damages	43.1 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.
44. Payment Provisions	44.1 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.

45. Vendor Protest	<p>45.1 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</p>
46. Other Provisions	<p>46.1 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.</p> <p>46.2 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.</p> <p>46.3 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</p>

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
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid Site Visit	<p>Will be Conducted</p> <p>The bidders are encouraged to conduct the physical site visit for complete understanding of Scope of Work prior sending the formal bid to UNDP, for better understanding of the required work and to raise the queries for consideration/clarification during the site visit</p> <p>Time: 11:00 hrs. (Libya Time) Date: February 20, 2019 11:00 AM Venue: High National Elections Commission, Eastern Hadban RD, Sidi Al Masri, Tripoli, Libya</p> <p>The UNDP focal point for the arrangement is: Ahmed Fituri Tel: 0925032654</p> <p>E-mail: Procurement.ly@undp.org</p>
5	16	Bid Validity Period	120 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.5% Max. number of days of delay 30, after which UNDP may terminate the contract.</p>
9	40	Performance Security	<p>Required: In lieu of Performance security, contract will be subject to a deduction of 10 % (ten) percent of the amount accepted for the payment as security deposit from all progressive payments.</p> <p>This amount will be kept as Retention to cover the Defect Liability period* of 06 months after Contract completion date. Retention amount could be replaced with the Bank Guarantee issued by reputable International Bank.</p> <p>a. The proceeds of the Performance Security shall be payable to UNDP as a compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract.</p> <p>b. Upon successful completion of Defect Liability Period of 06 months and upon issuance of completion certificate, UNDP will release retention money to the Bidder.</p> <p>* Retention Defect Liability is an instrument to cover any defects that are discovered or raised in the normal course of usage within 06 months after the works/goods have been put into the service</p>
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	05 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Procurement Unit</p> <p>United Nations Development Programme,</p> <p>Tripoli, Libya</p> <p>Address: Palm City Janzour Area, Villa #228</p> <p>Lan line+218 21 487 3600</p> <p>E-mail address: procurement.ly@undp.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and Posting on the websites:</p> <p>1. www.ly.undp.org 2. http://procurement-notice.undp.org/ 3. https://www.ungm.org/Public/Notice</p>

			4. https://www.libyaninvestment.com/libya-tenders/
14	23	Deadline for Submission	Date and Time: 03 March 2019, 14:00 hrs. (Libya time)
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	22	Bid Submission Address	United Nations Development Programme, Tripoli, Libya Address: Palm City Janzour Area, Villa #228 Land line+218 21 487 3600 Attention: Procurement Unit Tender Reference: ITB/LBY/PEPOL/2019/009 or via electronic submission as per BDS No 16
16	22	Electronic submission (email or eTendering) requirements	Official Address for e-submission: tenders.ly@undp.org Format: PDF files only Max. File Size per transmission: [5 MB] Max. No. of transmission: [No Limit] No. of copies to be transmitted: [Only 1 copy] Mandatory subject of email: ITB reference Number (ITB/LBY/PEPOL/2019/009) + Company Name Time Zone to be Recognized: (UTC/GMT+1) <u>Other conditions:</u> <ul style="list-style-type: none"> Scanned and signed technical and financial bids should be sent in two different files. Bidders may send as many e-mails as needed, considering that every file must not exceed 5MB As an e-mail can take some time to arrive after it is sent, we advise all Bidders to send e-mail submissions well before the deadline. Please be aware that bids emailed to UNDP will be rejected if they are received after the deadline for bid submission. Bidders are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Bids sent to the private or individual office email addresses of any procurement staff, will not be considered

17	25	Date, time and venue for the opening of bid	<p>Bids will be opened in the presence of bidders' representatives who choose to attend:</p> <p>03 March 2019, 16:00 hrs. (Libya time)</p> <p>Venue: United Nations Development Programme, Tripoli, Libya</p> <p>Address: Palm City Janzour Area, Villa #228</p> <p>Land line+218 21 487 3600</p> <p>Bidders interested to attend the bid opening exercise must send the following information to the above-mentioned email address on or before 12.00 pm on 25 February 2019:</p> <p>Participant's Name, Company Name.</p> <p>Please note:</p> <p>Only 01 (one) person from each company will be allowed to participate.</p> <p>Bidders submitting emails indicating their interest after the deadline will not be allowed to attend the bid opening.</p>
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	<i>March 18, 2019</i>
20		Maximum expected duration of contract	The successful bidder (s) will be expected to complete supply installation, testing, and acceptance within 60 calendar days from the award of contract/site handover.
21	35	UNDP will award the contract to:	One Proposer Only UNDP reserves the right to remove some of the items or increase/decrease the quantity during award of contract.
22	39	Type of Contract	Contract for Goods and/or Services to UNDP 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	N/A

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 Submission Form duly signed and stamped
- Valid business license in IT Network Infrastructure
- Power of Attorney, where applicable
- Minimum Bid documents provided (1. Documents Establishing the Eligibility and Qualifications of the Bidder, 2. Technical Bid Form, 3. Priced Schedule form. 4. Statement of Satisfactory Performance from the Top 3 Clients, 5. Company's proposed team details)

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 and authorized distribution licenses from relevant OEM's. Interested bidders must have appropriate permission/registration from relevant Government body to operate in Libya (copy must be provided with the bid).	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor fault for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

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 03 years of relevant experience.	Form D: Qualification Form
	Minimum 02 contracts of similar value, nature and complexity implemented over the last 10 years, with the value not less than USD 200,000.00 per each contract. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Technical Evaluation	<p>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 and which is as under:</p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in IT (Network infrastructure). 2. Capacity to undertake Networking including previous experience with similar type of works: <ol style="list-style-type: none"> a) A minimum number of 2 contracts with the value not less than USD 200,000.00 per each contract. b) Availability of authorized reseller or distribution agreement from the original equipment manufacturers c) Qualifications and suitability of the key personnel proposed for the contract including their previous experience with same type of assignment: <u>IT network expert /Project Manager</u> - shall have a University Degree in Computer science and minimum of 3 years of experience of installing IT network infrastructure of an equivalent nature. <u>Electrician</u> – Electrical technician diploma and minimum of 5 years of experience of work of an equivalent nature. (CVs to be provided for the personnel proposed for the contract). 3. Implementation and handover timeline (to match the period stated in the ITB – 09 weeks). 4. Acceptance to the General Terms and Conditions of UNDP's Standard Contract for Works 	Form E: Technical Bid Form
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Financial Evaluation shall be based on following factor: Lowest priced technically responsive, eligible and qualified bid.</p>	Form F: Price Schedule Form

Scope of Work

Name of Project: Supply and Installation of IT Network Infrastructure for the High National Elections Commission (HNEC), Tripoli, Libya

Location: Tripoli, Libya

Objective:

The scope of this assignment includes the design, supply and installation of the following components:

- Wired and wireless computer network infrastructure
- Access control equipment
- Server room infrastructure
- Surveillance system

The Supplier shall install the cabling infrastructure of the building N2 and N3, set up the network endpoints, and set up the HNEC server rooms in a proper manner to meet the operational, security and environmental requirements. HNEC installed the network infrastructure for Building N1 under another contract. However, the selected supplier, under the terms of this contract shall also implement the network interconnectivity between Building N1 and buildings N2 and N3.

The Supplier will receive drawings and floor maps of the buildings after signing the contract.

The Scope of works shall be read in conjunction with the Bill of Quantities and the drawings. The details specified in the scope of work is based on the estimation provided by the Client (HNEC), and the vendor may seek any clarification required during the site visit. Items and quantities mentioned in the Bill of Quantities should be used for providing quotes, and BoQ shall prevail in case of any discrepancy between the scope of work description and BoQ. The vendor shall provide quotes inclusive of all costs needed to have the item finished: including but not limited to labour, materials, equipment, cabling, pulling, ducting, piping and all required accessories/works, transportation, overhead, and taxes.

All materials and equipment shall comply with the specifications and shall be approved by UNDP and Client (HNEC) before and after the installation. When detailed specification, name or model is mentioned, the contractor shall comply with this unless the vendor can find a technically compliant equivalent and get prior approval from UNDP & Client.

A tender briefing and site visit will be conducted on 20 February 2019 at 11:00 am (Libya time) to clarify any issues related to this tender and vendors are encouraged to attend the site visit. Any questions and clarifications required should be emailed to the UNDP Libya email address procurement.ly@undp.org and the deadline for submitting questions and clarifications shall be 5 days before the bid submission deadline. Any questions or queries submitted after this deadline will not be considered or answered.

Requirements

The technical requirements and specifications toward the scope of the work are mentioned below. The supplier shall install and configure all network switches provided by HNEC & UNDP. There is no need to supply network switches for IT data network; however, the supplier shall provide switches as specified in the BoQ for the surveillance network.

GENERAL REQUIREMENTS

1. Each jack shall be Single (only data points for tally Center) RJ45 endpoint, which allows plugging either Ethernet cable. Some points are dual Jack and the estimated number of single and dual jacks are mentioned in the price Schedule Form (Form F).
2. The approach of the network must be a hierarchical model with modular topology.
3. The hierarchical model components shall be the access layer, the distribution layer, and the core (backbone) layer.
4. Core layer requirements
 - a. Network design shall support redundant point-to-point L3 interconnections in the core (triangles, not squares)
 - b. Network design shall avoid L2 loops
 - c. Network design shall include at least two L3 core layer switches to support the redundancy
 - d. The switches must interconnect with each other by high-speed channel (more than 1Gb/s bandwidth) or with link aggregation (up to 4 x 1Gb/s)
 - e. The links to the distribution layer switches must be implemented with fibre-optic channels at 1Gb/s bandwidth
 - f. The installation, testing of inter-building and intra-building fibre-optic, and UTP cables must be implemented according to NECA/FOA 301-2016 or ANSI/TIA-568-D/C standard.
 - g. The core layer devices shall locate at the basement of Building N1, in the datacenter.
5. Distribution layer requirements
 - a. Each building must have at least two distribution layer switches for redundancy
 - b. High availability in the distribution layer shall be provided through dual equal-cost paths from the distribution layer switches to each core layer switch and from the access layer switches (of the same building) to each distribution layer switch.
 - c. The design shall have the mechanisms to avoid L2 loops
 - d. The design shall implement default gateway redundancy
 - e. The links from the distribution layer switch to the core layer and the access layer switches must be implemented with 1Gb/s fibre-optic channels
 - f. The distribution layer switches of the same building must interconnect with each other by 1 Gbs/s fibre-optic channels (or with higher channel than 10Gb/s bandwidth if possible)
 - g. The installation and testing of inter-building and intra-building fibre-optic cables must be implemented according to NECA/FOA 301-2016 or ANSI/TIA-568-D/C standard.
6. Access layer requirements
 - a. Each floor of the building must have its access layer switches
 - b. The switches in the access layer shall be connected to two separate distribution layer switches of the same building for redundancy
 - c. Default gateway redundancy using dual connections to redundant systems (distribution layer switches)
 - d. The links from the access layer switch to the distribution layer switches must be implemented with 1Gb/s fibre-optic channels
 - e. The end nodes must be connected to the access layer switches at least with UTP cat Six (6) cables at 1Gb/s bandwidth
 - f. The installation, testing of inter-building and intra-building fibre-optic, and UTP cables must be implemented according to NECA/FOA 301-2016 or ANSI/TIA-568-D/C standard.

REQUIREMENT 1: WIRED NETWORK

This chapter describes the number of nodes per buildings and floors. The number of data points also include cabling for the voice network. The voice network cabling shall be identical to the wired data network cabling, and the required number of voice sockets are included in the total number of network ports specified in this section (798).

A. Building N2

Building N2 consists of, ground floor, first and second floors. This building will host the Tally centre. Below table describes the network nodes distribution for the building N2.

Table 1.1 Describes the Infrastructure Requirements for the Building (B2), Ground Floor.

	Office 1	Office 2		Office 3	Office 4	Office 5	Aisle	TOTAL
		A	B					
NUM-PERSON-MAP	14	5	0	12	6		0	37
PC Socket	14	12	5	20	10	5	2	68
IP PHONE	0	0	0	0	0	0	0	0
PRINTER Socket	3	3	3	4	2	0	3	18
CAMERA	0	0	0	0	0	0	6	6
ACCESS POINT	1	1	0	1	1	1	0	5
Data IP Projector			1					1
Data port for IPTV			3					3
TOTAL	18	16	13	25	13	6	11	102
							82	Single Jack
							15	Double Jack
ACCESS CONTROL	0	0	0	0			0	0
NUM-PATCH-PANEL-24	5							
NUM-SWITCH-48	3							
Fiber-patch-cord-12	5							
CABLE-FIBER	5							
Size-Rack-UNIT	36							

Table 1.2 Describes the Infrastructure Requirements for the Building (B2), First Floor.

	Intake	Data Entry 1	Data Entry2	Clearance	Correction	Aisle	TOTAL
NUM-OFFICE	office 1	office 2	office 3	office 4	office 5	office 6	
NUM-PERSON-MAP	35	50	50	10	15	0	160
PC	35	50	50	10	15	0	160
IP PHONE	0	0	0	0	0	0	0
PRINTER	25	25	25	4	5	2	86

CAMERA	4	4	4	2	2	2	18
ACCESS POINT	1	1	1	0	1	1	5
Dataport IP Projector	0	0	0	0	0	1	1
Data port for IP Monitor	0	0	0	0	0	6	6
TOTAL	65	80	80	16	23	12	276
						96	single jack
						90	double jack
ACCESS CONTROL	0	0	0	0	0	0	0
NUM-PATCH-PANEL-24	12						
NUM-SWITCH-48	6						
Fiber-patch-cord-12	12						
CABLE-FIBER	12						
Size-Rack-UNIT	36						

Table 1.3 Describes the Infrastructure Requirements for the Building (B2), Second Floor.

Column1	ARCHIVE & QUALITY	AUDIT	MGMT	MGMT2	Aisle	NONE	TOTAL
NUM-OFFICE	office 1	office 2	office 3	office 4	office 5	office 6	
NUM-PERSON-MAP	40	15	15	15	0	0	85
PC	40	15	15	15	0	0	85
IP PHONE	0	0	0	0	0	0	0
PRINTER	10	5	5	5	6	0	31
CAMERA	4	4	2	2	2	0	14
ACCESS POINT	1	1	1	1	0	1	5
IP TV	0	0	0	0	0	0	0
TOTAL	55	25	23	23	8	1	135
					85	single jack	
					25	double Jack	
ACCESS CONTROL	0	0	1	1	0	0	2
NUM-PATCH-PANEL-24	8						
NUM-SWITCH-48	3						
Fiber-patch-cord-12	1						
CABLE-FIBER	8						
Size-Rack-UNIT	36						

B. Building N3

Building N3 consists of, ground floor, first and second floors. This building hosts the Call centre.

Table 1.4 Describes the Infrastructure Requirements for the Building (B3), Ground Floor.

Ground Floor	تسجيل المرشحين	حجرة الكابينات	قسم التدريب	التوعية	المراقبين	Aisle	المقهى	TOTAL
	office 1	office 2	office 3	office 4	office 5	office 6	office 7	
NUM-OFFICE	1	2	3	4	5		6	
NUM-PERSON-MAP								0
PC Socket	14	2	14	14	8	2	2	56
IP PHONE	0	0	0	0	0	0	0	0
PRINTER Socket	2	0	2	2	2	2	0	10
CAMERA	0	0	0	0	0	4	0	4
ACCESS POINT	1	0	1	1	1	0	0	4
IP TV								
TOTAL	17	2	17	17	11	8	2	74
							58	Single Jack
							8	Double Jack
ACCESS CONTROL	1	0	0			0	0	1
NUM-PATCH-PANEL-24	4							
NUM-SWITCH-48	2							
Fiber-patch-cord-12	4							
CABLE-FIBER	4							
Size-Rack-UNIT	36							

Table 1.5 Describes the Infrastructure Requirements for the Building (B3), First Floor.

OFFICE	1	2	3	4	5	6	7	8	9	Aisle	
NUM-OFFICE	1	2	3	4	5	6	7	8	9		
NUM-PERSON-MAP										0	0
PC Socket	8	7	8	7	8	7	8	7	5	2	67
IP PHONE	0	0	0	0	0	0	0	0	0	0	0
PRINTER Socket	1	1	1	1	1	1	2	2	1	2	13
CAMERA	0	0	0	0	0	0	0	0	0	2	2
ACCESS POINT	1	0	1	0	1	0	1	0	0	0	4
IP TV	0	0	0	0	0	0	0	0	0		
TOTAL	10	8	10	8	10	8	11	9	6	6	86
								60	single jack		
								13	double jack		
ACCESS CONTROL	0	0	0	0	0	0	0	0	0	0	0
NUM-PATCH-PANEL-24	4										
NUM-SWITCH-48	2										
Fiber-patch-cord-12	4										

CABLE-FIBER	4										
Size-Rack-UNIT	36										

Table 1.6 Describes the Infrastructure Requirements for the Building (B3), Second Floor.

OFFICE	1	2	3	4	5	6	7	8	9	Aisle	TOTAL
NUM-OFFICE	1	2	3	4	5	6	7	7	8		
NUM-PERSON-MAP										0	0
PC Socket	8	7	12	10	12	10	8	7	5	2	81
IP PHONE	0	0	0	0	0	0	0	0	0	0	0
PRINTER Socket	2	2	3	0	3	0	2	2	1	2	17
CAMERA	0	0	2	2	2	2	0	0	0	2	10
ACCESS POINT	1	0	1	0	1	0	1	0	0	0	4
IP TV 50"	0	0	1	0	0	0	0	0	0	0	1
TOTAL	11	9	19	12	18	12	11	9	6	6	113
									83	single jack	
									15	double jack	
ACCESS CONTROL	0	0	0	0	0	0	0	0	0	0	0
NUM-PATCH-PANEL-24	5										
NUM-SWITCH-48	3										
Fiber-patch-cord-12	1										
CABLE-FIBER	1										
Size-Rack-UNIT	36										

C. Gates (Security blocks)

Gates include two small rooms in the perimeter of the compound.

Table 1.7

Location	Network Nodes (Data and Phone)
Left Gate	3
Right Gate	3
TV data ports Access control room	8
IP phone voice port	2

REQUIREMENT 2: WIRELESS NETWORK

UNDP and HNEC will provide access points, and AP controller and the supplier shall provide additional items such as small steel poles, cables etc. (if required based on the site survey) for the installation, and configure the devices as required by the HNEC.

Table 2.1

	Wireless Network	Quantity
2.1	Installation and configuration of ACCESS POINT Cisco Aironet 183x series x 20 with Cisco AP controller x 1	1


REQUIREMENT 3: SERVER ROOM - POWER DISTRIBUTION SYSTEMS AND RAISED FLOOR

Main electrical distribution panels must have sufficient clearance to enable easy access and repair. The distance between the electrical distribution panel and active ICT equipment should be at least 1 meter unless agreed by UNDP & client due to space constraints. The supplier shall identify an appropriate area for cable penetration after discussing with HNEC. Also, external and internal conduit paths shall be electrically isolated from each other. The supplier shall identify and supply appropriate electrical cables (from the generator to the server room, estimated distance is 150m) and circuit breakers x 2 as recommended by the UPS manufacturer (estimate for 15kv APC UPS is 3pole circuit breakers, and 25 mm * 4, i.e. 4 cables in one copper wire cable, not copper filaments and the cable shall have a rubber buffer between the cables).

The vendor shall supply UPS 15Kva X 2pcs with external battery packs. The UPS should support 1+1 configuration, i.e. can be connected in parallel to provide either fail-safe redundancy or increased capacity, cold-start operation, expandable runtime, network management card for remote monitoring/control and external battery pack (Tower with Included Accessories Hot-swappable, replaceable batteries)

Server room installation services and items including but not limited to:

Table 3.1

	Server Room - Power distribution systems and raised floor (building Two (2) floor One (1))
	Power cable 4 x 16 mm
	Power cable 3 x 6 mm
	circuit breaker 80 A
	Power cable 25mm*4 from the generator to the server room, 150m est distance (recommended specs, subject to UPS specification) and three (3) pole circuit breakers as required for the UPS 15Kva
	Power system Installation including UPS and connectivity with all related accessories such as additional power cables from the generator, circuit breakers etc. for 2 x 15Kva UPS
	Anti-static raised floor for the server room Size 42 sqft est (7.8 X 5.3) raised floor panels raised floor lifting raised floor accessories raised floor installation Rack Power Distribution Unit

The supplier shall equip server room with an **anti-static raised floor** with a load bearing capacity of 4 x 42U racks of 600 Kg each and 2 x 32U racks of 375 Kg each. The Supplier must procure the raised floor and provide information about the cost of the procurement per sq/m. The Supplier shall also provide cost information about the installation of the raised floor in the bid response documents. The cost shall include raised Floor (Sqm) materials & installation with all Accessories. (Installation of the all necessary components for the raised floor, raised floor ramp and cable management systems are the sole responsibility of the vendor. During the installation the contractor should place the panels and cable management trays according to the requirements of HNEC ICT department)

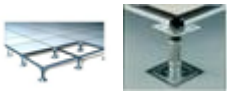







Raised floor location: Server Room (Building N2)



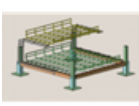
The anti-static raised floor must have the following features:

- Finished floor system height up to 12 inches.
- Floor panels with anti-static coverage, such as Static Dissipative Vinyl, High-Pressure Laminates, Aluminum-based fire resistant / noncombustible material or similar
- Floor Type: Reinforced Bolted Stringer type with under the floor cable & power trays
- Increased weight bearing abilities up to Heavy Grade or Extra Heavy Grade Systems (by MOB PF2 PS SPU specification)
- Metal components must have nickel or powder coatings in preference to zinc passivation to mitigate the risk of “zinc whiskers”.
- The raised access floor shall be installed in the way to accommodate all the network cables, power cables and fire suppression system paths required.
- The floor itself must also be hardwearing, anti-static and be able to withstand high temperatures and heavyweights.

Detailed list of raised floor panels, additional panel requirements and accessories are listed for easy reference.

Table 3.2

S No	Type (Picture)	Product Name	Qty
1		Raised floor Main kit: Antistatic load bearing 12 inches (Square feet)	42 (Est)
2		Perforated Air Flow Panel	4
3		Underfloor fans with air ducts for airflow panel	6
4		Infinity® Air Grate for Steel w/Levelers or similar	2
5		The PLUGG 5" Circle Grommet or similar	6
6		KoldLok ® Integral 1010 – Unit or similar	4
7		3-inch Grommet	3
8		4" x 4" Cable Guard	4

9		Panel Lifter and Holder Kit	2
10		Ramp Kit Complete (if required based on the design)	
11		12-inch Multi-level cable trays with vertical support for Raised floor 42 Sqm as required	

REQUIREMENT 4: SERVER ROOM - COOLING SYSTEM

The Supplier shall install cooling equipment for the server room. Cooling units can be installed against walls. There must be sufficient clearance to enable easy access and repair. The distance between cooling equipment and active ICT equipment should be at least 1 meter unless agreed by UNDP & client due to space constraints.

Table 4.1

4	Cooling System	
4.1	Cooling system DC room size 7.8 X 5.3 X 3.3 (24000 btu/hr or higher)	3
4.2	Installation & Commissioning including Indoor units, pipes and accessories Installation	1

REQUIREMENT 5: SERVER ROOM - FIRE SUPPRESSION SYSTEM

For the fire alarm and prevention (against fires class A, B and C) fire suppression system shall be installed by the vendor.

The system shall conform to the following technical requirements:

- The system must work with synthetic/chemical fire suppression gas and extinguishes a fire by removing the free radicals or heat elements from the fire triangle (Oxygen, Heat and Fuel).
- The manufacturer of the suppression system hardware and detection components shall be ISO 9000 certified
- Designed for server rooms/datacenters (without negative influence on the servers, network devices, cables, jacks and so on)
- Waterless, Non-corrosive, No residue and oily deposits, No influence on business continuity, Electrically non-conductive
- Extinguishes fire through absorption and chemical reaction
- Discharge no later than 10 seconds

The Supplier shall procure all the required equipment to implement the fire suppression system in the server room of Building N2 (1 unit).

Table 5.1

5	Fire suppression system	
5.1	Fire suppression system DC room size 7.8 X 5.3 X 3.3	1
5.2	Fire suppression system installation, configuration and training	1

REQUIREMENT 6: SURVEILLANCE SYSTEM

The Supplier shall install the surveillance system including the network video recorder, CCTV camera and central management system. Installation of the entire surveillance system network including cabling, pulling, piping, cover ducting and all required accessories and works.

Table 6.1

6	Surveillance system	
6.1	NVR 128 Channel support 30 days data shall be stored locally in a compressed video format (12 months standard equipment warranty)	1
6.2	Indoor IP Cam (CCTV) Please see FORM F: Price Schedule Form for specifications	40
6.3	Outdoor IP Cam (CCTV) Please see FORM F: Price Schedule Form for specifications	50
6.4	Outdoor PTZ IP Cam (CCTV) 30X 4MP	4
6.5	Fibre Cable outdoor OM4 (estimated m)	1000
6.6	Optical Distribution frame (ODF) 12 port SC	10
6.7	Fiber Patch Cords Cables SC to LC	10
6.8	Distribution Box outdoor 15U IP 66 or above	10
6.9	Network Switch 16 Port + 2SFP ports, POE	10
6.10	Inverter 850VA + battery 65A with power stabiliser	10
6.11	Fibre cable Splicing, pulling, ducting and installation	1
6.12	Surveillance System & network Installation, configuration and Training	1
	Total	

REQUIREMENT 7: ACCESS CONTROL SYSTEM

All server rooms, the entrance of the buildings, conference halls, server rooms and IT operation rooms must be equipped with an access control solution with centralised administration and control of sites and all users. The supplier shall supply and install the access control system as specified below:

7	Access control system	
7.1	The supplier shall procure all the required items for the implementation of the access control requirements (Paxton NET2 or equivalent (Please see description provided below and FORM F: Price Schedule Form for specifications)	12
7.2	Installation and configuration and Training	1
	Total	

The supplier shall procure all the required items for the implementation of the access control requirements (recommended Brand Paxton NET2 or equivalent). Key features of the system must conform to the following

requirements:

- Central control of privileges
- Manage the users and all doors of server rooms
- Event reporting
- Integrate other systems - intruder alarm, fire alarm, lighting, CCTV, Email Notification
- Proximity, magistrate, keypads and biometric type of readers must be compatible
- The components must plug directly into the LAN

ADDITIONAL INFORMATION

UNDP and HNEC will provide some network equipment as mentioned below and subject to the contract; the selected supplier shall procure items listed in the final price schedule form and any additional items required for the completion of the project.

1. Switches and modules (Not required to supply switch for IT network installation. Switches as specified in the price schedule for surveillance system shall be supplied by the vendor)

The vendor shall procure all the required equipment and accessories including but not limited:

1. Fire suppression system
2. UPS
3. Cooling equipment
4. Access control equipment
5. Anti-static raised floor
6. Surveillance system equipment including CCTV camera.
7. Cables, dual RJ45 jack, patch panels, ducts and other accessories and equipment required for wired and wireless network installation

Project timeline

The overall project duration is nine (9) weeks starting from the date of signing the contract. The project shall include the following stages:

Table 15

N	Project Phases	Timeline
1	Preparation and planning stage	One (1) week
2	Installation stage - (2.1 Building N2 Three (3) weeks) - (2.2 Building N3, Gates, Security rooms Three (3) weeks)	Six (6) weeks
3	Testing, acceptance and training stage	Two (2) weeks
Total Duration		Nine (9) weeks
4	Warranty period	Six (6) months

The supplier, **One (1) week** after the signing of the contract shall perform the preliminary assessment of the buildings and present a detailed project implementation plan. Project plan itself shall include the network plan, testing, acceptance plan, and the detailed timeline of installation. Detailed network plan including:

- Data network endpoints locations in the offices
- Voice network endpoints locations in the offices
- Intermediate network equipment locations
- Wi-Fi access points locations
- Cabling pathways represented on the floor plans

Technical specialists from HNEC shall approve the installation plan before starting the installation stage. Overall

installation work shall be completed within **Six (6) weeks**. The supplier shall start the installation from Building N2 and N3, security rooms and gates. During the installation, the Supplier shall provide reports to HNEC after finishing each stage and perform weekly meetings per request of HNEC staff to discuss the installation progress. At the end of the project, the supplier shall perform the testing and acceptance of the network (**Two (2) weeks**). The testing shall be performed with the presence and close cooperation of the HNEC IT specialists assigned for the management of this project and should be completed within the specified time. The testing shall include all the required tests described in the project implementation plan. With the testing, the supplier shall organise hands-on training for the HNEC staff on the management and maintenance of network infrastructure.

After the installation of the network, the Supplier shall provide Six (6) month warranty

- fixing network faults
- correction of technical defects and malfunctions identified during the warranty period
- technical support for IT staff of HNEC

Project deliverables

During the project, the supplier shall provide the following deliverables

Table 16

N	Deliverable	Description
1	Project implementation plan (document)	<p>The project implementation plan includes:</p> <ol style="list-style-type: none"> 1. Project implementation timeline 2. List of required hardware 3. Testing and acceptance plan <ul style="list-style-type: none"> ○ Testing strategy ○ Timing of testing ○ Test plan 4. Deliverables acceptance objectives and approach 5. Training plan 6. Acceptance Criteria & Activities <p>The project plan shall be delivered at the end of the first stage. The Customer shall approve the project plan.</p>
2	Detailed network design (document)	<p>Detailed network plan includes:</p> <ul style="list-style-type: none"> ● Network endpoints locations in the offices ● Phone endpoint locations in the offices ● Intermediate network equipment locations ● The detailed location plan of the wireless device and cables. (Wireless coverage areas of access points) ● Cabling pathways represented on the floor plans <p>Detailed network design shall be delivered at the end of the installation. The Customer shall approve the document.</p>

3	Implementation of the network according to the design	<p>Installation of the network according to the network design document</p> <ul style="list-style-type: none"> • Cabling and labelling • Ducting, piping and all required civil works • Installation of network/phone endpoints • Installation of network devices including access points and switches • Installation of the fire prevention system in server rooms • Installation of the cooling systems • Installation of the raised anti-static floor in server rooms • Installation of access control solution • Installation of the surveillance system and CCTV camera
5	Testing acceptance of the network	Testing organised and delivered in accordance with the test strategy and plan.
6	Training on knowledge transfer	<p>Training courses delivered as required.</p> <ol style="list-style-type: none"> 1. Training 1: Training for network technicians. During the training, all the details related to the network architecture and installation details should be provided by the vendor. 2. Training 2: Management of the surveillance system and CCTV camera.
7	Warranty support	<p>The Supplier shall deliver Six (6) months warranty service:</p> <ul style="list-style-type: none"> • fixing network faults • correction of technical defects and malfunctions • technical support for IT staff of HNEC

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Price Schedule	<input type="checkbox"/>
▪ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value (work handover certificate/substantial completion certificate, etc.).	<input type="checkbox"/>
▪ Company's proposed team details (CVs).	<input type="checkbox"/>
▪ Implementation Timeline.	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
-------------------------------	--------------------------

FORM A: BID SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/LBY/PEPOL/2019/009		

We, the undersigned, offer to supply the goods and related services required for **Supply and Installation of IT Network Infrastructure for the High National Elections Commission (HNEC), Tripoli, Libya** in accordance with your Invitation to Bid No. **ITB/LBY/PEPOL/2019/009** and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

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

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

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

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

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

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

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	1. Company Profile, which should not exceed fifteen (15) pages 2. Valid business license in IT Network infrastructure. Interested bidders must have appropriate permission/registration from relevant

Government body to operate in Libya (copy must be provided with the bid).

3. Bid Submission Form duly signed and stamped (Section 6, Form A).

4. Documents Establishing the Eligibility and Qualifications of the Bidder. Experience as a prime contractor in at least two (2) similar contracts for IT Network Infrastructure projects with the contract value not less than USD \$200,000.00 each contract (Copy of contracts and certification of completion to be provided together with the bid) (Section 6, Form D).

5. Technical Bid Form (Section 6 Form E).

6. Priced Schedule Form with value for each component filled, signed, stamped and provided (Section 6, Form F).

7. Implementation Timeline

8. Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value (work handover certificate/substantial completion certificate, etc.).

9. List and value of completed and on-going projects with contact details of clients and current percentage completion of each on-going project.

10. Company's proposed team details (CVs to be provided).

IT network expert /Project Manager - shall have a University Degree in Computer science and minimum of **3 years** of experience of installing IT network infrastructure of an equivalent nature.

Electrician – Electrical technician diploma and minimum of **5 years** of experience of work of an equivalent nature.

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/LBY/PEPOL/2019/009		

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

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 fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM D: ELIGIBILITY AND QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/LBY/PEPOL/2019/009		

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

History of Non- Performing Contracts

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

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

Project name & Country 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
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

FORM E: FORMAT OF TECHNICAL BID

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/LBY/PEPOL/2019/009		

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

SECTION 1: Bidder's qualification, capacity and expertise

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

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

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]

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

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:	ITB/LBY/PEPOL/2019/009		

#	Items	Specification	QTY	Item Model	Unit Price	Sub Total Price	Total Price
1	Wired Network						
1.1	Cable Tray						
1.1.1	Cable Tray/Trunk (m) and all required accessories		700				
	Total						
1.2	UTP Cable, RACK, ACC FOR DATA AND VOICE						
1.2.1	UTP Cat 6 A Cable (m)		5000				
	PC Socket		798				
1.2.2	Single Jack		466				
1.2.3	Dual Jack		166				
1.2.4	Installation Socket per piece						
1.2.5	Patch Cords coloured 3m or 5m		798				
1.2.6	Data Cabinet 36U		6				
1.2.7	Rack Power Distribution Unit 8 port		12				
1.2.8	Cable Management		35				
1.2.9	Patch Cords 0.5m or 1m		912				
1.2.10	Ethernet Cat 6 24-Ports Patch Panel		38				
1.2.11	Pulling Cat 6 Cables and installation						
	Total						
1.3	Fibre optic indoor						
1.3.1	Fibre Cable indoor OM4(m)		50				
1.3.2	Optical Distribution Frame (ODF) 12 port SC		3				
1.3.4	Fiber Patch Cords Cables SC to LC		16				
1.3.5	Pulling fibre Cables and installation						
	Total						
1.5	UPSs						
1.5.1	UPS 15KVA with an external battery pack (12 months standard warranty)	Support 1+1 configuration i.e. can be connected in parallel to provide either fail-safe redundancy or increased capacity, cold-start operation,	2				

		expandable runtime, network management card for remote monitoring/control and external battery pack (Tower with Included Accessories Hot-swappable, replaceable batteries)					
	Total						
1.6	Design Documentations civil works & Installations						
1.6.1	System design, Documentation, Drawing, labelling and installation of the network including outdoor/indoor cabling, piping, ducting pulling, and all required accessories and civil works for Items 1.1, 1.2, 1.3, 1.4 and 1.5						
	Total						
2	Wireless Network installation and configuration						
2.1	Installation and configuration of ACCESS POINT Cisco Aironet 183x series x 20 with Cisco AP controller x 1	(UNDP and HNEC will provide access points and controller (the supplier shall provide additional items such as small steel poles, cables etc. (if required based on the site survey) for the installation and configure the devices as required by the HNEC.	1				
	Total						
3	Server Room: Power distribution system and raised floor (building 2 floor 1)						
3.1	Power cable 4 X 16 mm		50M				
3.2	power cable 3X6 mm		50M				
3.3	circuit breaker		10				
3.4	Power cable 25mm*4 from the generator to server room (recommended specs, subject to UPS specification) and circuit breakers as required for UPS 15kva 150m est	(Power cables & breaker 3 pole per 15kva UPS est (the supplier must choose cables, and circuit breakers that are appropriate for the selected UPS, estimate for 15kva APC UPS is 25 mm * 4 (4 cables in one copper wire cable, not copper filaments and the cable shall have a rubber buffer between the cables)	2				
3.5	Power system Installation including UPS connectivity with all accessories such as additional power cables, circuit breakers, piping, ducting for 2 x 15Kva UPS		1				

3.6	Raised Floor (Sqm) materials & installation with all Accessories. Sqm (Installation of the all necessary components for the raised floor, raised floor ramp and cable management systems are the sole responsibility of the vendor. During the installation the contractor should place the panels and cable management trays according to the requirements of HNEC ICT department)	Height: 12 Inches Material Type: Aluminum-based fire resistant / noncombustible material Floor Type: Reinforced Bolted Stringer type with under the floor cable & power trays as specified in the scope of works	42 Sqm				
	Total						
4	Cooling System						
4.1	Cooling system [24000 BTU/hr or higher] DC room size 7.8 X 5.3 X 3.3 (12 months standard warranty)		3				
4.2	Installation & Commissioning including Indoor units, pipes and accessories Installation		1				
	Total						
5	Fire suppression system						
5.1	Fire suppression system DC room size 7.8 X 5.3 X 3.3 (12 months standard warranty)		1				
5.2	Fire suppression system installation, configuration and training		1				
	Total						
6	Surveillance System						
6.1	NVR 128 Channel support 30 days data shall be stored locally in a compressed video format (12 months standard warranty)		1				
6.2	Indoor IP Cam (CCTV) (12 months standard warranty) 3.0 MP HD Network Smart IR- Progressive CMOS, H.265&MJPEG Switchable ICR, oluxwith IR, Audio I. 25fps(P)/30fps(N). 3.6/6 mm lens optional, DWDR, 3D DNR, BLC, IR range: up to 30m, low illumination Super compatibility, Onvif, POE Standard: 802.3af, Network Connection, PC OS: Windows, Mac OS Browser: HTML5, supports IE Edge, Chrome, Firefox, Safari Onvif Support List: Digital		40				

	WatchDog, Blue Iris, iSpy, Milestone, Sighthound Video, SecuritySpy, Synology, QNap						
6.3	Outdoor IP Cam (CCTV) (12 months standard warranty) 3.0 MP HD Network Smart IR-Metal Bullet Camera1/3 " Progressive CMOS, H.265&MJPEG Switchable ICR, oluxwith IR, Audio I., 25fps(P)/30fps(N). 3.6/6 mm lens optional, DWDR, 3D DNR, BLC, IR range: up to 30 m, low illumination Super compatibility, Onvif, Dahua, Hikvision, etc. IP66, POE 48V POE Standard: 802.3af, PC OS: Windows, Mac OS Mobile OS: iOS, Android Browser: HTML5, supports IE Edge, Chrome, Firefox, Safari Onvif Support List: Digital WatchDog, Blue Iris, iSpy, Milestone, Sighthound Video, SecuritySpy, Synology, QNap.		50				
6.4	Outdoor PTZ IP Cam (CCTV) 30X 4MP (12 months standard warranty)		4				
6.5	Fibre Cable outdoor OM4 (m)		1000				
6.6	Optical Distribution Frame (ODF) 12 port SC		10				
6.7	Fiber Patch Cords Cables SC to LC		10				
6.8	Distribution Box outdoor 15U IP 66 or above		10				
6.9	Network Switch 16 Port + 2SFP ports POE for cameras (12 months standard warranty)		10				
6.10	Inverter 850VA + battery 65A with power stabiliser for cameras (12 months standard warranty)		10				
6.11	Fibre cable Splicing, pulling, ducting and installation		1				
6.12	Surveillance System & network Installation, configuration and Training		1				
	Total						

7	Access control system
----------	------------------------------

7.1	All the required items for the implementation of the access control requirements (Paxton NET2 or equivalent). Key features of the system must conform with the following requirements: a) Central control of privileges b) Manage the users and all doors of server rooms c) Event reporting d) Integrate other systems - intruder alarm, fire alarm, lighting, CCTV, Email Notification		12				
7.2	Installation and configuration and Training		1				
	Total						
8	Training for configuration and installation of the whole network and applications (Knowledge Transfer) & Warranty for network installation only						
8.1	Training total cost 4 weeks: Fiber soldering for 2 people Surveillance for 4 people Access control system 2 people		1				
8.2	Warranty period(month)		6				
	Total						

Summary

Description	Amount in USD
Sub-Total for Cable Tray	
Sub-Total for UTP Cable, RACK, ACC FOR DATA AND VOICE	
Sub-Total for Fiber optic indoor	
Sub-Total for UPSs	
Sub-Total for Design Documentations civil works & Installations	
Sub-Total for Wireless Network installation and configuration	
Sub-Total for Server Room: Power distribution system and raised floor (building 2 floor 1)	
Sub-Total for Cooling System	
Sub-Total for the Fire suppression system	
Sub-Total for Surveillance System	
Sub-Total for Access control system	
Sub-Total for Training: configuration and installation of the whole network and applications (Knowledge Transfer) & Warranty for network installation only	
Grand total in words USD	
Name of the contractor:	
Signature and stamp of the contractor	
Date	