

REQUEST FOR PROPOSAL (RFP) Design, Supply, installation & delivery of Structured Network, telephone & UPS power infrastructure for NEBE's office

NAME & ADDRESS OF FIRM	DATE: September 19, 2019	
	REFERENCE: ETH0787	

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Design, Supply, installation & delivery of Structured Network, telephone & UPS power infrastructure for NEBE's office**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, October 08, 2019** and via email, courier mail or fax to the address below:

United Nations Development Programme Ethiopia Att: Mekdelawit Hailu Procurement.et@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 150 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <u>http://www.un.org/depts/ptd/pdf/conduct_english.pdf</u>

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Endrias Getachew DRR(O)a.i. 9/19/2019

Description of Requirements

Context of the	Design, Supply, installation & delivery of Structured Network, telephone & UPS
Requirement	power infrastructure for NEBE's office .
Implementing	Supporting Elections for Ethiopia's Democratic Strengthening (SEEDS)
Partner of UNDP	
Brief Description of the Required Services	The contractor will be responsible for the design, supply, installation and delivery of structured network, telephone and UPS power infrastructure for the above- mentioned office site in accordance with the requirements stated in this document. The contractor is expected to propose and submit a comprehensive structured cabling solution by analyzing the requirement, provide the necessary martials as
	Please see the TOR Attached
List and Description of Expected Outputs to be Delivered	 Analyze and identify the structured cabling requirement of the NEBE office and propose a comprehensive cabling solution. Contractor shall submit detailed scope of work for proposed solution. This shall include all wiring diagrams, description of materials to be used to produce the structured cabling infrastructure and timeline for major tasks of the Work. Supply and install a Fiber cable to connect core and access switches on each floor in the building and annex offices in compound. The fiber cable should be installed redundantly to maximize the reliability. Supply and install CAT6 UTP cable (full copper) that will be used for horizontal cabling from each wiring closet to each endpoint. Supply and install (CAT 3 telephone cable) that extend from PABX room to every wiring closest. Supply and install a single PVC trunk for all Network and Power cables, which is clearly separated by a partition. Centralize CAT6 and CAT3 outlets in a patch panel located in its respective floor. Etc
Person to Supervise the Work/Performanc e of the Service Provider	ICT consultant -NEBE

Frequency of	Please see the TOR Attached				
Reporting					
Progress Reporting	Please see the TOR Attached				
Requirements	nts				
Location of work	🖾 Exact Address/es National Electoral Board of Ethiopia (NEBE) Head office				
Expected duration	Five working weeks				
of work					
Target start date	October 20,2019				
Latest completion	November 30,2019				
date					
Travels Expected	Not Applicable				
Implementation					
Schedule	🖾 Required				
indicating					
breakdown and timing of					
activities/sub-					
activities					
Names and					
curriculum vitae of	🖾 Required				
individuals who					
will be involved in					
completing the					
services					
Currency of	⊠ United States Dollars				
Proposal	And any other official convertible rate applicable rate will be UN operating rate				
	of exchange (ORE)				
Value Added Tax	must be exclusive of VAT and o	ther applicabl	e indirect taxes		
on Price Proposal	_				
Validity Period of	🖂 150 days				
Proposals (Counting for the					
(Counting for the	In exceptional circumstances, UN		•		
last day of submission of	validity of the Proposal beyond w Proposal shall then confirm the e		•		
quotes)	whatsoever on the Proposal.		withing, without	any mouncation	
Partial Quotes	\boxtimes Not permitted				
Payment Terms	Outputs	Percentage	Timing	Condition for	
	Analyza and identify the	200/ of the		Payment Release	
	Analyze and identify the	20% of the total	Up on	Within thirty (30) days from	
	structured cabling	loidi	acceptance of the end	the date of	
	requirement of the NEBE		user on the	meeting the	
	office and propose a		user on the		

	comprehensive cabling solution. Contractor shall submit detailed scope of work for proposed solution. This shall include all wiring diagrams, description of materials to be used to produce the structured cabling infrastructure and timeline for major tasks of the Work.After full completion and acceptance of the service and supply and full signed confirmation of the from the end	80%	indicated out put and confirmation on the release of payment. The vendor should have to submit a bank guarantee from a accepted international bank for the advance to paid	following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	end user supervisor of the project			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	NEBE assigned personnel and UNI	DP selected a	oprovers	
Criteria for Contract Award	☑ Lowest Price Quote among tech ☑ Full acceptance of the UNDP Co This is a mandatory criterion and c services required. Non acceptance of the Proposal.	ntract Genera annot be dele	l Terms and Cor ted regardless o	of the nature of
Criteria for the Assessment of Proposal	Technical Proposal (70%)☑ Expertise of the Firm 30%☑ Methodology, Its AppropriateImplementation Plan 20%☑ Management Structure and QuFinancial Proposal (30%)To be computed as a ratio of the Iproposals received by UNDP.	alification of H Proposal's off	(ey Personnel 20	0%
UNDP will award the contract to:	☑ One and only one Service Provi	der		

Type of Contract	⊠ Purchase Order
to be Signed	
Contract General	General Terms and Conditions for contracts (goods and/or services)
Terms and	Applicable Terms and Conditions are available at:
Conditions	http://www.undp.org/content/undp/en/home/procurement/business/ho
	<u>w-we-buy.html</u>
Annexes to this	Form for Submission of Proposal (Annex 2)
RFP	⊠ Detailed TOR
	🖾 Others Floor plans
Contact Person for	MH/AK
Inquiries	Procurement Specialist/Assistant
(Written inquiries	Info.procurmentet@undp.org
only)	Any delay in UNDP's response shall be not used as a reason for extending the
	deadline for submission, unless UNDP determines that such an extension is
	necessary and communicates a new deadline to the Proposers.
Other Information	For the materials to be offered the supplier should have to submit an ISO
[pls. specify]	certificate for the submitted materials

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location]. [insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3			
	Total	100%	

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration	Total Period of	No. of	Total Rate
	per Unit of Time	Engagement	Personnel	
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person] [Designation] [Date Annex 1

Terms of reference (TOR)

BACKGROUND

The National Election Board of Ethiopia (NEBE) is an autonomous government agency, which supervises the national elections of Ethiopia. The NEBE was established by Proclamation number 64/1992, and answers to the House of Peoples' Representatives.

The National Election Board of Ethiopia (NEBE) is moving to a new office located around Flamingo. The NEBE compound has main building (G +5), two annexes and a security spot on the main gate. We would like to contract an experienced network installation company for Provision, Installation, and Testing of a Structured Network, Telephone and Power cabling for this office after conducting an extensive assessment of the requirement. Currently the office is under innovation and the installation work would be done simultaneously.

OBJECTIVE

The Project Aims to Design, Supply, Install and Delivery of structured Network, Telephone and UPS Power infrastructure for the NEBE's office. The structured cabling system, power and communication facility shall:

Provide user friendly environment with efficient, less technical support and open to performance upgrade/future expansion and can accommodate efficiently all data transmission service to the workstations;

Facilitate efficient communication;

Provide high-speed network connectivity to every floor of the main building and annexes;

Provide voice-cabling system to provide efficient telephone switching system.

SCOPE OF WORK

The contractor will be responsible for the design, supply, installation and delivery of structured network, telephone and UPS power infrastructure for the above-mentioned office site in accordance with the requirements stated in this document. The contractor is expected to propose and submit a comprehensive structured cabling solution by analyzing the requirement, provide the necessary martials as indicated in the bill of martials and carry out the installation work as the per proposal. The Scope of work is limited to structural cable installation and does not include provision and configuration of the network and telephone equipment. The number of nodes for Data, Telephone and UPS Power is determined to be 234, 138 and 137 respectively. The detail location of these nodes are indicated on the floor Diagram which will be annexed.

The Data center and Telephone PBX rooms are located on the ground floor. The Data center houses the Central UPS, network equipment Such as core Switch, Router, ISP internet link, Servers and other network peripherals. The network cables will be terminated on patch panels in wiring cabinet, which will be installed on each floor. Fiber cable will be used a backbone cable to connect the Access switches on each floor to the core Switch in the data center. Similarly, the telephone cables will be terminated on the TDFs on each floor and they will be connected to patches in the PBX room. The Power cables will be connected to the central UPS in the data center.

DELIVERABLES

Analyze and identify the structured cabling requirement of the NEBE office and propose a comprehensive cabling solution. Contractor shall submit detailed scope of work for proposed solution. This shall include all wiring diagrams, description of materials to be used to produce the structured cabling infrastructure and timeline for major tasks of the Work.

Supply and install a Fiber cable to connect core and access switches on each floor in the building and annex offices in compound. The fiber cable should be installed redundantly to maximize the reliability.

Supply and install CAT6 UTP cable (full copper) that will be used for horizontal cabling from each wiring closet to each endpoint.

Supply and install (CAT 3 telephone cable) that extend from PABX room to every wiring closest.

Supply and install power cables which will be terminated from UPS in the server room to user ports

Supply and install a single PVC trunk for all Network and Power cables, which is clearly separated by a partition.

Centralize CAT6 and CAT3 outlets in a patch panel located in its respective floor.

Supply and install the necessary outlets for Data, Voice and UPS power, which is mounted strictly only on the plastic trunk.

Install additional nodes to be used for security camera.

Supply and install separation partitions, duct covers, flat angles, external and internal angles, end caps, drilling and chiseling of walls for pulling cables, plastering and paintings of wall as necessary.

Install wiring cabinet (available in house), install patch panels in the wiring closet, terminate both voice and data cables on the patch panel, label the nodes both at the user and on the patch panel end.

Keep the existing electrical wiring in the new NEBE office and install a separate UPS supplies to selected outlets.

Shall remove the old ducts and cables, seal the holes and finally paint wall in accordance to the original color code. The contractor should also consider properly rearranging the old cables and ducts in a proper manner in warehouse to be indicated by NEBE.

Properly identify and label both ends of voice, power and data cables.

Test and verify that each and every LAN, power and voice points are working.

Submit detailed documentation of the installation, termination and labels of data, voice and power cabling.

Provide 1-year service guarantee after the acceptance test.

CABLING & EQUIPMENT STANDARDS

Cabling Standard Comply to:-

ISO/IEC 11801:2002: International Standard for generic cabling for customer premises

EIA/TIA 568B: Commercial Building Telecommunications Cabling Standard (2002)

EIA/TIA 568B.2-1: Commercial Building Telecommunication Cabling Standard (2002).

DELIVERY PERIOD:

The work has to be completed in not more than five working weeks latest.

Minimum organization and key personnel requirements

Additional Remark /Conditions

A site visit must be done to discuss necessary technical details and the requirement.

SPECIFY THE BRAND OF MATERIALS SUPPLIED.

The quality of the installation is subjected to ongoing inspection as project progresses.

The contractor's staff shall not work on any energized circuit during installation or alteration. Circuits shall only be energized on completion when it has been tested and shown to be safe, and does not constitute a hazard to NEBE or the contractor's staff.

TECHNICAL EVALUATION

Sumn	nary of Technical and Fianacial Proposal Evaluation Forms	Score Weight	Points Obtainabl e		
1	Expertise of Firm / Organization	30%	300		
2	Proposed Methodology, Approach and Implementation Plan	20%	400		
3	Management Structure and Key Personnel 20%				
	TOTAL	70%	1000		
Techr	nical Proposal Evaluation (FORM I)				
Expe	rtise of the Firm / Organization		Points Obtainabl e		
1.1 1.2 1.3 1.4 1.5	Reputation of Organization and Staff / Credibility / Reliability / Industry General Organizational Capability which is likely to affect implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control Extent to which any work would be subcontracted (subcontracting carrier risks which may affect project implementation, but properly done it offe access specialized skills.) Quality assurance procedure, warranty Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region	es additional	50 90 15 25 120		
	- Work for UNDP/ major multilateral/ or bilateral programmes				
	SUB TOTAL		300		
Techr	nical Proposal Evaluation (FORM II)				
Propo	osed Methodology, Approach and Implementation Plan				
2.1	To what degree does the Proposer understand the task?		30		
2.2	Have the important aspects of the task been addressed in sufficient deta		25		
2.3	Are the different components of the project adequately weighted relative to one another?				
2.4	Is the proposal based on a survey of the project environment and was t properly used in the preparation of the proposal?	his data input	55		
2.5	Is the conceptual framework adopted appropriate for the task?		65		
2.6 2.7	Is the scope of task well defined and does it correspond to the TOR? Is the presentation clear and is the sequence of activities and the planni	ng logical,	120 85		
2.7	realistic and promise efficient implementation to the project?				
	SUB TOTAL		400		
Techr	nical Proposal Evaluation (FORM III)				

3.1	Task/Project Manager / Team Leader /	
	General Qualification	
	Suitability for the Project	
	Must be Project management certified and up to date;	25
	MSc Degree in Computer Science degree or similarly related;	15
	Ten (10) Years similar work experience;	35
	Demonstrate technical ability managing similar projects	30
	SUB TOTAL(A)	105
3.2	Compurter Engineer	
	General Qualification	
	Suitability for the project	
	Must be certified Network Cable Installer	25
	BSc in Computer Science Degree or higher;	15
	Six (6) years working experience in Network Cabling and Network infrastructure	35
	development).	35
	SUB TOTAL(B)	75
3.3	Electrical Engineer	
	General Qualification	
	Suitability for the project	
	Certifications of Electrical Engineers	15
	BSc in Electrical Engineering or higher;	20
	Six (6) years working experience in Electrical Cabling and Electrical infrastructure Development	25
	SUB TOTAL(C)	60
3.4	Telecom Engineer	
	General Qualification	
	Suitability for the project	
	BSc in Telecommunication Engineering / BSC Computer Science Degree or higher or	
	Related fields;	20
	Eight (8) years working experience in installing and supporting telecommunication systems	25
	Telecom certifications is an advantage	15
	SUB TOTAL(D)	60
	SUB TOTAL (A+B+C+D)	300

Bill of quantity (BOQ)

Board o	Board of election Data, Wi-Fi, Telephone and power number					
NO	FLOOR	DATA	TELEPHONE	Wi-Fi	POWER	
1	Ground Floor	32	17	2	18	
2	1st	34	23	2	18	
3	2nd	34	23	2	18	
4	3rd	27	15	2	24	
5	4th	36	32	2	20	
6	5th	42	19	3	32	
7	cafeteria		2	2		
8	Annex	12	5		5	
9	Gate	2	2		2	
	Total	219	138	15	137	

Data I	Data BOM					
No	ltem	Unit	Brand indicated or equivalent	qty		
1	UTP cable full copper	psc	BMT	65		
2	UTP patch panel 24 core	pcs		10		
	UTP patch panel 48 core	pcs		2		
3	cable tai 50cm	pcs	3M	15		
4	cat6 out late Rj45 with frame	pcs	GET/Legrand/MK	224		
5	Trunk 100x50x3partition	pcs	MTULSAN or Equivalent	650		
6	Trunk connecter Inner	pcs	GET/Legrand/MK	45		
7	Trunk connecter outer	pcs	GET/Legrand/MK	34		
8	Trunk connecter end cup	pcs	GET/Legrand/MK	12		
9	Trunk connecter L cup	pcs	GET/Legrand/MK	5		
10	UTP patch cord 0.5m Full copper	pcs	GET/Legrand/MK	234		
11	UTP patch cord 1m Full copper	pcs	GET/Legrand/MK	34		
12	UTP patch cord 3m Full copper	pcs	GET/Legrand/MK	150		
13	UTP patch cord 6m Full copper	pcs	GET/Legrand/MK	50		

Voice	Voice BOM					
No	ltem	Unit	Brand indicated or equivalent	qty		
1	50 pair Telephone cable	m		120		
2	TDF 50	pcs		6		
3	cat6 out late Rj11 with frame	pcs	GET/Legrand/MK	138		
4	Telephone patch cord 3m	pcs		100		
5	Telephone patch cord 5m			38		

Fiber BOM						
No	Item	Unit	Brand indicated or equivalent	qty		
1	Fiber optic cable 12 core Single Mode	m	Legrand Or Equivalent	1250		
3	pig tile LC single mode	pcs	Legrand Or Equivalent	336		
4	Splicing slave	pcs		350		
5	patch cord 1-meter LC to LC	pcs	Legrand Or Equivalent	50		
6	patch cord 20-meter LC to LC	pcs	Legrand Or Equivalent	20		
7	fiber patch panel 24 core LC	pcs	Legrand Or Equivalent	13		
8	HDP	m		200		
9	Galvanized pipe	m		50		

Pow	Power BOM							
No	ltem	Unit	Brand indicated or equivalent	qty				
1	Power cable 10x5	m	BMT	150				
2	Power cable 3x2.5	m	BMT	1385				
3	Breaker 25AM	psc	Regrind	47				
4	Breaker 65AM	pcs	Regrind	7				
5	Board	pcs	Regrind	7				
6	Installation Tape	pcs		30				
7	power outlet single Socket	pcs	Gunsan	139				

N.B.

- If the Vendor is importing the materials the vendor shall offer the price of the materials incoterm to be applicable shall be **CIP Addis Ababa**. UNDP shall take care of the clearance process and deliver to the installation site
- Vendors after their assessment can revise the required qty of the materials