



RFQ Reference: **RFQ/UNDP/DGPRU-HGI/00132/071/2020 – Provision for Temporary Dedicated Cloud Hosting Service for the Financial Management Information System of Ministry of Health – Global Fund AIDS, Tuberculosis, Malaria Programme**

Date: 03 December 2020

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

A handwritten signature in black ink, appearing to be 'M. Kurnia'.

Signature: _____

Name: Martin Kurnia

Title: Procurement Analyst

Date: 3 December 2020

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>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 RFQ.</p> <p>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>
Deadline for the Submission of Quotation	<p>10 December 2020</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: 10 MB ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • BU Code [IDN10] and Event ID number [000007971] <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, 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 to 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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the</p>

	vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: 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 RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 14 days</p> <p><input checked="" type="checkbox"/> Others, The issued PO will be cancelled if the selected supplier does not meet the requirement of this RFQ.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in Local Currency: IDR
Joint Venture, Consortium or Association	<p>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, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p>

	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 b) they have the same legal representative for purposes of this RFQ; or c) 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 RFQ process; d) 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 e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.			
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes			
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.			
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 5 clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input checked="" type="checkbox"/> Other: Cloud Service Provider certification			
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.			
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted .			
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"			
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Monthly basis with the terms of delivery as below:			
	No	Deliverables	Payment	Time

	1	Data migration and securing FMIS data in Public Cloud Hosting	At cost	January 2021
	2	Monthly report on service availability, change and incident, performance	At Cost	30 January 2021
	3	Monthly report on service availability, change and incident, performance	At Cost	28 February 2021
	4	Monthly report on service availability, change and incident, performance	At Cost	30 March 2021
	5	Monthly report on service availability, change and incident, performance	At Cost	30 April 2021
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Passing all Testing [data migration and data integrity] <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Submission of original invoice <input checked="" type="checkbox"/> Complete Installation			
Contact Person for correspondence, notifications and clarifications	E-mail address: armada.pratama@undp.org / intan.faradila@undp.org Attention: Quotations shall not be submitted to this address but through eTendering.. Otherwise, offer shall be disqualified. 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.			
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated via email of Procurement Focal Point.			
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other .			
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Please refer to Annex 1			
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order			
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, Click or tap here to enter text. 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.			
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]			
Expected date for contract award.	01 January 2021			
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.			
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures			

UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation 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.
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ANNEX 1: SCHEDULE OF REQUIREMENTS

1. BACKGROUND

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their solutions to global and national development challenges to help empower lives and build resilient nations. UNDP is a founding co-sponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of The Global Fund to fight AIDS, TB and Malaria (GF), and a co-sponsor of several other international health partnerships.

The Global Fund has provided grant funds since 2003 to the Government of Indonesia in the amount of US\$ 910 million to fight HIV/AIDS, Tuberculosis (TB) and Malaria, as well to strengthen country health systems. As of January 2020, there are six active grants in the current implementation period (2018-2020) with a total budget of US\$ 264 million. The Ministry of Health (MOH) through its Directorate General of Disease Prevention & Control is the Principal Recipient (PR) for the Global Fund's HIV/AIDS, TB, and malaria grants, with a total budget of US\$ 208 million (2018-2020). The MOH's Global Fund programme is institutionalised along three Programme Implementation Units (PMUs): HIV/AIDS, TB, and Malaria with each PMU having independent staff and implementing own budget and activities. Further, the three PMUs all based at the national level works with at least 119 district-based entities called Sub-recipients (SRs). The SRs supports the implementation of grants and achievement of programme results at the district and provincial levels.

Since 2007, UNDP has partnered with the Ministry of Health of Indonesia to provide Technical assistance to the Ministry aimed at supporting successful implementation of The Global Fund grants in the country. Among the critical components of the partnership between UNDP and the Ministry of Health is towards supporting and strengthening the accountability and reporting of all financial, HR and Logistics activities as well streamlined the standardized processes and reporting mechanism via integrated information management system.

Currently the UNDP has been approved by the Global Fund to facilitate the development of Financial Management Information System (FMIS), and qualified Contractor has been assigned to develop the integrated system within the Programme and across three PMUs. The target for system is expected to go-live by the end of December 2020, and UNDP processing the temporary cloud hosting of the Microsoft Azure Stack within the Indonesia jurisdiction according to The Ministry of Communication and IT mandates that all government data must be stored within the country, including FMIS data. UNDP Indonesia will explore more options to another cloud service provider (CSP) that can provide a sustained competitive advantages for infrastructure as a service (IaaS). Therefore against this backdrop, UNDP seeks the qualified Contractor to provide temporary cloud hosting for the FMIS as provisioned in the Term of Reference.

2. OBJECTIVES OF THE SERVICES

The objectives of this services is to identify for engaging the Contractor of cloud service provider in Indonesia that would allow also Ministry of Health - Project Management Unit for managing services provisioned using Public Cloud Hosting Infrastructure/Hardware management to support for FMIS facility over a defined temporary duration by providing flexible and scalable hosting services, cost efficiency, high availability, and technical excellence. The expected output of the services is to ensure FMIS secured in reliable infrastructure on the cloud platform.

3. CONTRACTOR'S SCOPE OF WORK

Under the direct supervision of the UNDP Project Team Leader of FMIS Implementation, the Contractor will be responsible for the provision of cloud hosting that will offer Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) services. Specifically, the Contractor is expected to carry out the following:

- 3.1. Provide the cloud hosting services and shall also manage the cloud infrastructure on behalf of PMU, including delivering or managing cloud-based workloads, applications and services for FMIS.
- 3.2. The Contractor shall provide access interface with both "web-based" and "console-based". The deployment shall be compatible with shell scripting language.

- 3.3. The Contractor not only help the Ministry of Health Project Management Unit with architecture optimization but also manages the data migration into the Contractor's hosting and assist data post migration to the new hosting services, including any trouble shooting during the pre and post migration as well as data hosting period. Data generated by the system stored in public cloud is owned by the Government of Indonesia. Any other agency associated with them under this agreement cannot use the data for any purpose during or beyond the contract period.
- 3.4. The Contractor is required to provide effective and efficient cloud hosting services, which include the hosted production environment running the following 4 main server roles;
 - a) Database server (SQL Server)
 - b) Application server (D365BC application server)
 - c) Web server (portal and D365BC web server)
 - d) Authentication server - Active Directory Domain Services (Domain controller).
- 3.5. The Contractor shall also deliver high level service to ensure that PMU makes the most efficient and effective use of hosting technology service and resources. This include architecture, design and configuration activities for all aspects of the IaaS and PaaS services in scope, including:
 - a) Cloud Provider Services is a selected/ appointed company by one of principal (VMware/Microsoft/Citrix) which shows the respective company possess high competency on Cloud Service
 - b) Possess and use their own technology (not to use 3rd party Application) on the infrastructure setup, storage as well as monitoring system
 - c) Provide High Performance Server tier with operating system of Windows Server 2019 Datacenter and estimated traffic network of 10 GB
 - d) The technology support to do Hybrid Cloud using the same platform
 - e) Use Load Balancing with throughput 200 Mbps and possess Anti DDoS Feature.
 - f) Scaling up in a short time (less than 1 hour)
 - g) Provide dedicated bandwidth: 10 Mbps on IX and 1 GB on IIX (Up to)
 - h) Provide /29 Public IP
 - i) Use Tiering Storage Technology with 2 types of HDD, SSD and SAS
 - j) Possess and use at least 3 (three) data centers – redundant among each other
 - k) Provide Web Application Firewall on cloud which operates on layer 7
 - l) Virtual Cloud Machine has to be accessible through panel even when remote desktop is not available
 - m) Provide and support Windows Server 2019
 - n) Provide Unlimited quota on data traffic
 - o) Provide Service Level Agreement (SLA) 99.9%
 - p) Do Migration process to transfer all content from previous hosting servers to new cloud servers within 7 x 24 hours
 - q) Provide Full Support and monitoring service 24/7 during contract period
 - r) Provide/possess at least 2 (two) certified professional technical support from the principal
 - s) Provide technical support team/developer in maintaining on the infrastructure part.
 - t) Provide Monitoring Alert System via Email when usage of resources reaching 80% (Memory, Processor and Storage) in every server
 - u) Provide Weekly Offline Backup over the platform. 1 Offline Backup in every week and send the copy to Ministry of Health Project management Unit every month.
 - v) Provide Real time backup mirroring feature
 - w) Provide MYSQL and SQL
 - x) Provide regular VDC Backup with Warm Archive Storage (IOSTOR – 100) type of total backup approximately 2 TB depending on VMs sizes, including 3 (three) copies retain before overwriting and 4 VMs licenses to be backed-up.
 - y) Provide Disaster Recovery for Database Server and Application server, including one IP per server and failover resources as per primary VMs specification (database and application) as listed on point 3.6.

- 3.6. The Contractor should ensure servers specification/requirements for FMIS Production environment provided as below:

No	Server Roles/Service	Count (physical/ VMs)	Processor Cores	Memory (GB)	Storage (GB)	OS	Backup / DR
1	Authentication server	1	2 cores 2.4 GHz	4	127	Windows Server 2019 Datacenter	Monthly
2	Database Server	1	8 cores 2.4 GHz	32	1024	Windows Server 2019 Datacenter	Daily
3	Application/Web server	1	8 cores 2.4 GHz	32	512	Windows Server 2019 Datacenter	Weekly
4	Test server	1	6 cores 2.4 GHz	24	1024	Windows Server 2019 Datacenter	Monthly
Total		4	24	92	2687		

- 3.7. The infrastructure should provide and manage reasonable usage limits of FMIS usage that expectedly will meet:

- A maximum of 350 system user with estimated 200 concurrent users in the system,
- Estimated of 1,050 transactions each month per disease component,
- SMS Gateway at the maximum of 3,000 SMS/month
- Pre-production environment for GFATM PMU for testing on all modules before its release and trainings purposes.

- 3.8. To ensure reliable service, the following conditions must be fulfilled by the prospective Contractor, which include:

- Company with non-small category (SIUP non – kecil)
- Be a registered company in Indonesia by providing evidence of legal documents such as valid business license (Surat Izin Usaha Perdagangan – SIUP), Tax Payer Identification Number (Nomor Pokok Wajib Pajak – NPWP); and other supporting documents.
- Cloud Provider is a selected/appointed company by one of principal (VMware/ Microsoft/Citrix) which shows the respective company possess high competency on Cloud Service. Contractor shall provide evidence by submitting the letter of appointment by one of the principals.
- Provide details of projects of similar nature that they have undertaken. Contactable reference (client references) is to be provided for each project of at least three (3) referees from existing clients
- Having the skills to build the cloud computing infrastructure that supports an ecosystem of mobile and website apps stored within a cloud server.
- The Contractor should appointed minimum 1 (one) qualified technical focal point to manage all technical issues and coordination.
- The Contractor must provide the timeline of service delivery
- The Contractor must provide detailed specification on the fully redundant hosting infrastructure.

- 3.9. The Contractor should adhere to and practice industry specific standards (including ITIL) with team of competent engineers at various levels. The team should be able to be contacted for any trouble shooting with good communication (English) and technical skills, coupled with industry certification and substantive experiences in providing support in production and maintenance of the delivered hardware

- 3.10. The Contractor must agree to sign the Non-Disclosure Agreement (NDA) of all data storage and hosted in the Contractor's infrastructure and ensure the data regulation of Government of Indonesia was taken care of on this cloud environment, whereby the CONTRACTOR should ensure all data hosting and processing including logs and audit trails are hosted on premise with a disconnected deployment approach (without Internet access) and Connected approach (with internet) which fits organization because of the users at the districts.

Technical Specifications for Services:

Item No	Minimum technical requirements	Unit	Quantity
1	Authentication server :1 physical count (VMs), 2 processor cores with 2.4 GHz, 4 GB RAM Memory, 127 GB storage, Operating system Windows Server 2019 Datacenter, Monthly backup/data recovery	server	1
2	Database Server: 1 physical count (VMs), 8 processor cores with 2.4 GHz, 32 GB RAM Memory, 1024 GB storage, Operating system Windows Server 2019 Datacenter, Daily backup/data recovery	server	1
3	Application/Web server: 1 physical count (VMs), 8 processor cores with 2.4 GHz, 32 GB RAM Memory, 512 GB storage, Operating system Windows Server 2019 Datacenter, Weekly backup/data recovery	server	1
4	Test server: 1 physical count (VMs), 6 processor cores with 2.4 GHz, 24 GB RAM Memory, 1024 GB storage, Operating system Windows Server 2019 Datacenter, Monthly backup/data recovery	server	1

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services within 1 day after Contract signature.
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable
Exact Address(es) of Delivery Location(s)	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	24 hours Data recovery and maintenance
Preferred Mode of Transport	N/A

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: IDR

Ref	Description of Deliverables	Price
1.	Virtual server	
2.	Cloud Backup	
3.	Data migration services	
4.	Data Disaster Recovery	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Other expenses				
International flights [If any]				
Subsistence allowance				
Local Transportation				

Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.