



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ_41_2021	Date: 23 August 2021
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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:

Signature: _____

Name: Martin Boben

Title: Procurement Head

Date: 24-Aug-2021

Signature: _____

Name: Diego Alves

Title: OM

Date: 24-ago-2021

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>26 of August 2021, 17:00</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 type="checkbox"/> E-tendering</p> <p><input checked="" 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> <p>Bid submission address: bidsubmission.mz@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ 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. ▪ Max. File Size per transmission: 50MB ▪ Mandatory subject of email: RFQ_41_2021 LAN Pemba Sub-Office ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <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_andinvestigation.html#anti</p>

Gifts and Hospitality	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 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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input 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 20 days</p> <p><input type="checkbox"/> Others [pls. specify]</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. 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 MZN
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> <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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<p>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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English or Portuguese</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p>
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
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted "
Payment Terms	<input checked="" type="checkbox"/> 95% within 30 days after receipt of goods, works and/or services and submission of payment documentation and 5% retention amount to cover 6 months' defects liability period.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.mozambique@undp.org
Clarifications	Requests for clarification from bidders will not be accepted any later than 1 day before the submission deadline. Responses to request for clarification will be communicated in Procurement Notice webpage
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer

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"/> Earliest Delivery /shortest lead time
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, 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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract for Work
Expected date for contract award.	03 September 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	<p>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.</p> <p>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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

1.Objectives

The present Terms of Reference aim to provide the minimum specifications the Contractor shall provide to UNDP as part of their proposal for installation, configuration, patching, testing, labelling and documentation of the LAN cabling for ICT Systems for UNDP Sub - Office in Pemba. The installation is expected to be highly scalable and reliable.

2.Background

UNDP Pemba Sub - Office is in Building No. 2149 on Avenida Marginal, Bairro Eduardo Mondlane, (near police station), Pemba, Cabo Delgado, Mozambique. It is expected to have an estimate of 40 - 50 endusers; connected through an inter-office LAN of 50 network points and 10 access points. The LAN connection is also used for DATA, VoIP communications, videoconferences and building management systems. In this regards UNDP will require a unified Wired and Wireless LAN installed and configured at the office site using Fibre and CAT6 Specifications.

3. Technical Requirements

3.1 Local Area Network

Supply and Installation of structured IP Telephony ready LAN Cabling which should include: ▪ Industry standard Cat6 Cable, face plates, patch panels, fly leads, patch cords and any other appropriate accessories. ▪ LAN should include the copper cabling based on Unshielded Twisted Pair wires ▪ Supply of network ports/outlets, ▪ The LAN is to use Cat6 UTP copper wiring for horizontal cabling (Industry standards 1000Base-T, Power over Ethernet 802.3af or 802.3at). ▪ Supply of new CAT6 cables to be routed to the wiring closets/cabinets located at strategic locations on each floor. ▪ Fibre wiring through multimode fibre optic connections. ▪ All floor switches should be connected to Core Switch in the Basement by Fibre ▪ Each wiring must be properly protected and fixed to the walls and ceilings by using the technology standards to avoid electrical interference and maximumthroughput. ▪ External wiring should be protected from environment. ▪ The solution must be aesthetically well presented. ▪ Point-to-point, port-by-port testing of the complete wiring solution. ▪ Labelling of ports on both ends as well as labelling of patch panels ▪ Service provider must indicate in detail how the new LAN will be installed withoutdisrupting day-to-day operations. ▪ To follow the guidelines described in the rest of this document.

3.2 Wireless Local Area Network

Implement a full wireless environment as detailed below:

- Analysis if the radio frequency environment, optimize Access Points positioning.
- Coverage areas. Users will need access to the wireless network. They might not only need connectivity in their offices and conference rooms, but they may also need connectivity inside utilities rooms and the garden.
- Ensure to identify whether users are mobile or stationary, which provides a basis for including enhanced roaming in the design.
- Client devices. Ensure the solution accommodates for wireless phones, laptopsrunning Microsoft Windows with integrated 802.11b/g/n/ac radios.
- Identify locations for Access Points.
- Minimize WLAN Interference

4. Additional Notes

- The Contractor before submitting a proposal, shall conduct a site visit to the new premises with UNDP ICT unit to discuss the site lay out and plans to fully understand the nature and scope of the work. UNDP will provide the following: ✓ Cisco Meraki firewall, switches, and Access Points ✓ UPS systems

- Under the normal circumstances all problems should be resolved within maximum 24 hours after the notification from UNDP received.
- UNDP may wish to visit the Contractor's previous installations.
- The successful Contractor must have a physical presence, including availability of 7x24x365 coverage for technical support and/or helpdesk facilities, in Pemba.

5. Expected Key Results

Working in partnership with UNDP ICT Unit, the Contractor is expected to undertake the following activities:

- Install an integrated Local Area Network (LAN).
- Connect all Access/Floor Switches to Firewall to be in the safe room (basement) via fibre
- Test and Certificate each installed cable
- Label all cabling by using agreed format with the ICT Unit
- Provide documentation details for the new LAN
- Contractor shall also specify the warranty period associated with the supplied LAN products making up the structured cabling solution.

6. Maintenance Services and Warranty

The Contractor shall provide technical support for period of 3 months after successful installation of LAN which includes: troubleshooting and replacement of Network Nodes; maintenance of cabling, ducting, nodes. The Contractor shall also specify the warranty for all LAN products.

7. Documentation (Duplicate)

The documentation is a fundamental element for the operation and especially network maintenance. The Contractor shall also provide complete documentation of IT equipment, LAN architecture design with comprehensive diagram of LAN structure including the exact layout of cables in soft and printed form, after completion.

8. Reporting Mechanisms

The ICT Contractor will report to UNDP ICT for all technical issues.

9. Implementation Timeline

All installation works should be accomplished and commissioned within 7 days after the signing of the Contract.

10. Payment

will be as per RFQ terms i.e., 95% upon satisfactory completion and 5% retention amount to cover 6 months' defects liability period.

11. Qualification Requirements

UNDP needs the following qualifications from the potential offeror:

- a. Solid experience in provision of services in nature, scale, and complexity commensurate with the present terms of reference, with already provided services possessing features required by these terms of reference; The company must have at least three similar contracts (similar by scope, nature and amount), preferably with

international / intergovernmental organizations. Evidence of contracts are required; references from other clients are highly welcomed.

b. Qualified and experienced experts in structured Local Area Networks, Network Administration, good customer service and interpersonal skills working under the general supervision and guidance of the department and / or company manager and in cooperation and under the guidance of UNDP assigned focal point.

12. Applicable International Standards

-The ANSI/TIA/EIA-492AAAA and 492AAAB standards, developed by the Telecommunications Industry Association

-ANSI/TIA/EIA-568-B.2-1

13. Floor Plans

Annex 1

14. List of minimum cabling specs

Contractor should ensure to visit the locations to ensure the correct quantities based on the following minimum specifications:

Multimode Fibre 62.5/125micron core/cladding, enhanced grade, multimode, and graded index glass fibre
Underground PVC conduit for the fibre.
Cable internal 4 pairs 24AWG CAT6 UTP- 305mtr/Roll-Grey rolls of 305 Meters
Patch cord CAT6 UTP – 1meter Grey/Blue for connecting patch panels to switches, routers, etc.
Patch cord CAT6 UTP – 3 Meter Grey/Blue for connecting servers, workstations, printers and other peripherals
Patch cord CAT6 UTP – 5 Meter Grey/Blue for connecting switches to servers
Patch cord CAT6 UTP – 10 Meter Grey/Blue for conference rooms
Patch panel 1U 19" 48port CAT6 UTP -W/Manager -Fully loaded
Patch panel 1U 19" 24port CAT6 UTP -W/Manager -Fully loaded
Cable managers 1U 19" with 4 rings
CAT6 RJ45 Connectors 50MIC gold plated contact 100 pcs per Pack
Twin Cat6 RJ 45 socket outlet <ul style="list-style-type: none"> - TIA/EIA-568-B.2-1 specifications - Fully component compliant - Independently tested by Delta - 568B colour coding - 110/LSA compatible IDC connectors - Shuttered access to protect from dust ingress - Manufactured from V0 flame retardant PVC - Protective labelling lens - Mounts in flush or bevelled faceplate
Faceplates for double socket modules

Single Cat6 RJ 45 socket outlet <ul style="list-style-type: none"> - TIA/EIA-568-B.2-1 specifications - Fully component compliant - Independently tested by Delta - 568B colour coding - 110/LSA compatible IDC connectors - Shuttered access to protect from dust ingress - Manufactured from V0 flame retardant PVC - Protective labelling lens - Mounts in flush or bevelled faceplate
Faceplates for single socket modules
Trunking when needed
PVC cable trunking for wall surface mounting, Standard EN 500852-1, white self-extinguishing, cadmium, and lead free PVC. With all mounting accessories,
Trunking Body: 2 compartment of size 65x150, with 2x65mm cover and integrated division partition,
Trunking Body: 1 compartment of size 50x70
Trunking External bend 90 degree with 2 external front cover
Internal bend 90 degree with 2 external front cover
T-piece with 2 front cover
Perimeter End cap
Body joint
Cover joint (to be included in item #2.7)
Perimeter Trunking Coupler
Screw set for trunking. 100pc/pct. Ex.: 72S bolt M V BFand nut MIO
Cable ties self-locking polyamide of size 150 x 3.5, 100pc/pct.
Tower Cable Clip Grey 2.5mm Pack of 100

15. Configurations Specifications

15.1. General

- Cable shall be installed in accordance with manufacturer's recommendations and best industry practices. Cables shall be installed in continuous lengths from origin to destination (no splices).
- Cabling system brand shall be either AMP or Panduit or Krone; or technically equivalent.

15.2. Project planning

Contractor is highly recommended to undertake comprehensive site survey to determine complete overview of building setup, office distribution etc. to create an adequate plan of action

15.3. Data/Voice Cabling System

- 15.3.1.Category 6 UTP Cable.
- 15.3.2.Comply with TIA/EIA-568-B.2-1 and ISO/IEC 11801
- 15.3.3. Comply with ANSI/TIA/EIA-492AAAA and 492AAAB standards
- 15.3.4. All Jacks (RJ-45), Plugs, Outlets, Patch Panels, and Patch Cables must conform to Category 6level.
- 15.3.5. Fibre must be multimode

15.4. Multimode fibre

Installed cable shall be 62.5/125micron core/cladding, enhanced grade, multimode, and graded index glass fibre. All materials in the cable shall be dielectric.

15.5. Performance

Installed fibre must meet or exceed the following performance specifications.

Wavelength (nm)	Max. Attn.(dB/Km)	Min. Bandwidth (MHz*Km)
850	3.0	200
1,300	0.9	500

Cable Construction

Installed cable must be manufactured to meet or exceed the following specifications:

15.6.Plenum Cable (Inside Cable)

Plenum rated cable shall be used for all interior installations. Installed cable shall meet or exceed the following specifications:

- a) Tight buffered 900 ums, mechanical strippable Teflon (for plenum applications).
- b) EIA/TIA -598 colour coding for fibre optic cable.
- c) Aramid yarn strength member, capable of supporting a short-term tensile load of 400 lb. without stretching.
- d) Capable of bend radii as small as 20 x outside cable diameter (under installation load) and

10 x outside cable diameter (long term load).

- e) Capable of a minimum crush resistance of 850 lb./in.

15.7. Outside Plant Cable

Outside plant cable shall be used for all applications where cable is to be run in underground conduits.

Outside plant cable may not be used for interior applications and shall meet the following specifications:

- a) Gel filled buffer tube, 250 ums, acrylate.
- b) EIA/TIA-598 colour coding for fibre optic cable.
- a) EIA/TIA-598 colour coding for fibre optic cable.
- b) Flooded core
- c) Capable of bend radii as small as 20 x outside cable diameter (under installation load) and 10 x outside cable diameter (long term load).
- d) Capable of a minimum crush resistance of 850 lb./in.

15.8. Recommended Suppliers

Corning and Berk-Tech fibre are currently recommended for installation; or any technically equivalent material. Cable from other manufacturers will be considered. All cable installed must be cleared by IST prior to installation.

15.9. Cabling System Configurations

Cables shall be terminated at patch panels in rack cabinet. Contractor must connect the cabling system to Cisco Managed Switches through patch panels so that all ports are active. All data ports should be connected to data switches.

15.10. Cabling System Testing

Contractor must propose Testing Methodology and the methodology must conform to the guideline provided in this document.

All cables and termination hardware shall be 100% tested for defects in installation and to verify cable performance under installed conditions. The contractor, prior to system acceptance, shall verify all conductors of each installed cable useable. Any defect in the cabling system installation including but

not limited to cable, connectors, feed through couplers, patch panels, and connector blocks shall be repaired or replaced to ensure 100% useable conductors in all cables installed. All cables shall be tested in accordance with this document, and best industry practices.

Performance Verification

Category 6 data cable shall be performance verified using an automated test set. Test results shall be automatically evaluated by the equipment, using the most up-to-date criteria from the TIA/EIA Standard currently ANSI/TIA/EIA568-B.2, and the result shown as pass/fail. Test results shall be printed directly from the test unit or from a download file using an application from the test equipment manufacturer. The printed test results shall include all tests performed, the expected test result and the actual test result achieved.

15.11. Fibre Optic Testing

Before Installation

It is suggested that individual fibre in a cable be tested with an OTDR for length and transmission anomalies while on the reel before installation.

After Installation and termination

- a) All single mode and multi-mode fibre strands shall be tested end-to-end for bi- directional attenuation, 850 nm/1300 nm for multimode and 1310 nm/1550 nm for single mode fibres. Tests should be conducted in compliance with EIA/TIA- 526-14 or OFSTP 14, Method B, per the manufacturer's instructions for the test set being utilized.

b) Tests must ensure that the measured link loss for each strand does not exceed the "worst case" allowable loss defined as the sum of the connector loss (based on the number of mated connector pairs at the EIA/TIA-568 B maximum allowable loss of 0.75 dB per mated pair) and the optical loss (based on the performance standard above, 2.1.1 and 2.2.1).

- c) After the cable is in place it shall be tested in the following manner:

After termination, each fibre shall be tested with an OTDR for length, transmission anomalies, and end-to-end attenuation. Results are to be recorded and supplied to CNS in the form of hard-copy printouts or photographs of screen traces.

After termination and bulkhead mounting, each terminated fibre is to be tested for end-to-end loss with a power meter/light source. As above, results are to be recorded and supplied to CNS. The maximum allowable attenuation for any splice or termination is 0.3 db.

- d) The contractor shall review all end faces of field terminated connectors with a fibre inspection scope following the final polish. Connector end faces with hackles, scratches, cracks chips and or surface pitting shall be rejected and repolished or replaced if repolishing will not remove the end face surface defects. The recommended minimum viewing magnifications for connector ends are 100X for multimode fibre and 200X for single mode fibre.

15.12. System Documentation

The following section describes the installation, administration, testing, and as-built documentation required to be produced and maintained by the contractor during the installation.

15.13. Cabling System Labelling

The contractor shall develop and submit for approval a labelling system for the cable installation. UNDP will negotiate an appropriate labelling scheme with the successful contractor. At a minimum the labelling system shall clearly identify all components of the system: racks, cables, panels and outlets. The labelling system shall designate the cables origin and destination and a unique identifier for the cable within the system. Racks and patch panels shall be labelled to identify the location within the cabling system infrastructure. All labelling information shall be recorded on the as built drawings and all test documents shall reflect the appropriate labelling scheme. All label printing will be machine generated using indelible ink ribbons or cartridges. Self-laminating labels will be used on cable jackets, appropriately sized to the cable, and placed within view at the termination point on each end. Outlet labels will be the manufacturer's labels provided with the outlet assembly.

Each cable and inner duct is to be permanently labelled at each end with a unique cable number. In addition, labels shall be affixed to the cable/inner duct at every transition of a vault, hand hole, riser closet, or major pull box. Labels will be in the form of "-Location one-IST Location two-sequence number". For example, cable number 123 from Evans Hall to Wurster Hall would be labelled as "CNS-Eva-Wur-123.

Each fibre optic strand shall be labelled with a unique identifier at the ST coupler in the FIC. Connector shall be labelled on the identifying sheets on the front of the FIC.

Each fibre shall be labelled where it enters the back of the coupler panels. The identifier shall be in the format Cable # - tube- strand. For tight buffered cables the "tube identifier" shall be "xx".

15.14. As-built Drawings

The installation contractor will be provided with drawings at the start of the project. The contractor shall provide the As-built drawing to UNDP after the project. The marked up drawing set will accurately depict the as built status of the system including termination locations, cable routing, and all administration labelling for the cabling system. In addition, a narrative will be if describes any areas of

difficulty encountered during the installation that could potentially cause problems to the telecommunications system.

15.15. Test Documentation

Test documentation shall be provided at the completion of the project. The test equipment by name, manufacturer, model number and last calibration date should be provided at the end of the document. Unless a more frequent calibration cycle is specified by the manufacturer, an annual calibration cycle is anticipated on all test equipment used for this installation. The test document shall detail the test method used and the specific settings of the equipment during the test.

15.16. As-built Drawings

The installation contractor will be provided with drawings at the start of the project. The contractor shall provide the As-built drawing to UNDP after the project. The marked up drawing set will accurately depict the as built status of the system including termination locations, cable routing, and all administration labelling for the cabling system. In addition, a narrative will be if describes any areas of difficulty encountered during the installation that could potentially cause problems to the telecommunications system.

When repairs and re-tests are performed, the problem found and corrective action taken shall be noted, and both the failed and passed test data shall be collocated in the document.

16. Warranty and Services

16.1. Cabling System Warranty

The contractor shall facilitate the System Performance Warranty between the Cabling System manufacturer and UNDP. The extended component warranty shall be provided which warrants functionality of all components used in the system for at least 20 years from the date of acceptance. The performance warranty shall warrant the installed cabling system. Copper links shall be warranted against the link performance minimum expected results defined in TIA/EIA-568-B.2-1 (latest draft).

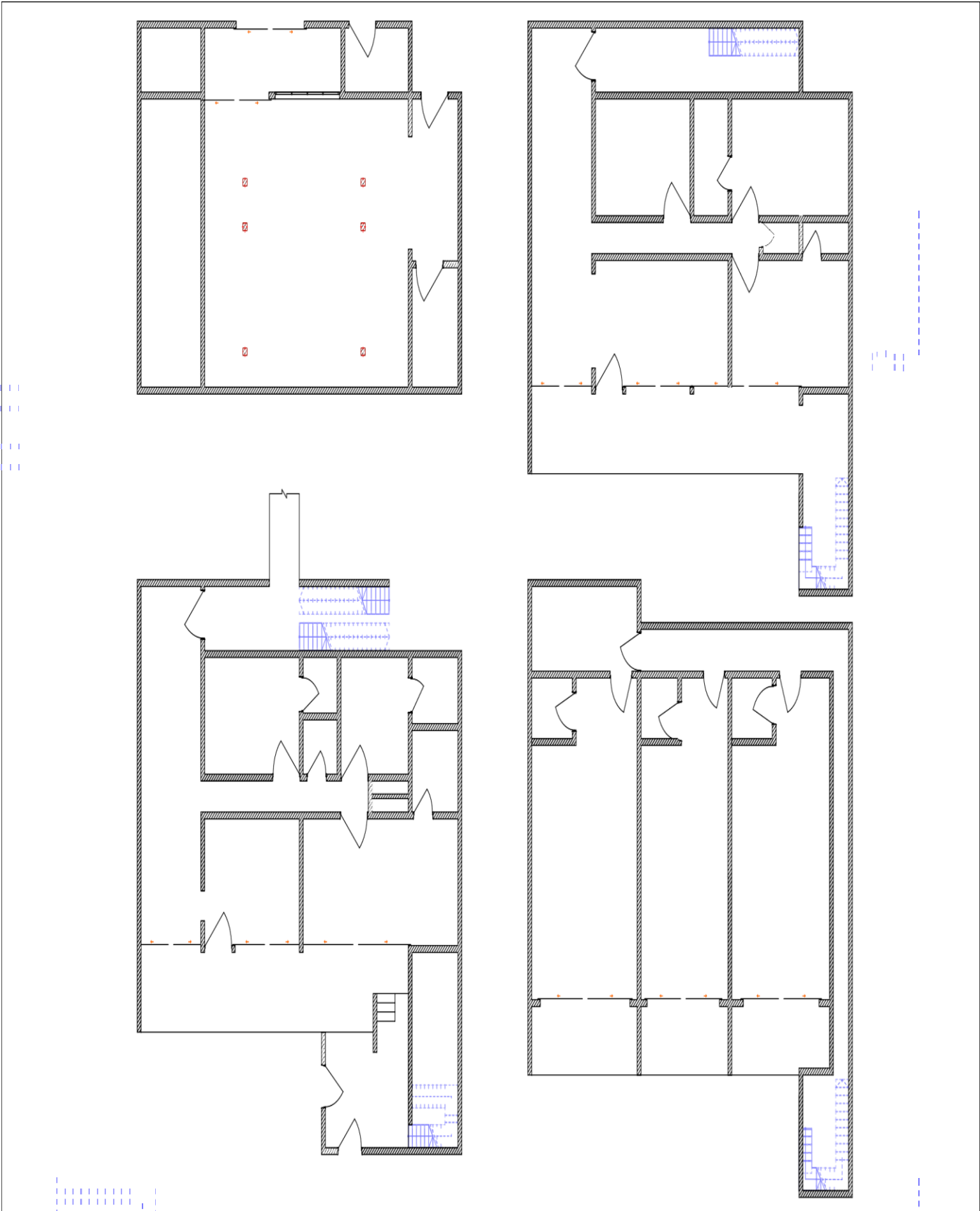
16.2. Post Installation Maintenance

The contractor shall furnish an hourly rate with the proposal submittal, which shall be valid for a period of one year from the date of acceptance. This rate will be used when cabling support is required to affect moves, adds, and changes to the system (MACs). MACs shall not void the Contractor's nor manufacturer's warranty.

16.3. Project Management

The contractor must propose Project Schedule and time required to finish the project. The contractor shall establish a point of contact with UNDP who will be responsible for reporting progress and updating UNDP's Technical Representatives, with issues that UNDP must address to facilitate the cabling system installation. Information critical to the completion of the task or project shall be communicated to UNDP's Technical Representatives, as the requirement becomes known. Casual information shall be passed during the scheduled progress report

FLOOR PLAN UNDP PEMBA SUB OFFICE



Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the works 15 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	Not applicable
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	UNDP Pemba Sub-office
Distribution of shipping documents (if using freight forwarder)	Not applicable
Packing Requirements	Not applicable
Training on Operations and Maintenance	Not applicable
Warranty Period	6 months
After-sales service and local service support requirements	Not applicable
Preferred Mode of Transport	Not applicable

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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input checked="" 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.

Yes	No	
<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.
<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 – WORKS

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: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			

Other expenses				
International flights				
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.