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REQUEST FOR QUOTATION (RFQ)

Supply, delivery, and Installation of complete hardware components for the REMB Data Warehouse and Management Information System (RIS) and REMB Web Application Portal

RFQ Reference: RFQ-081-PHL-2021

Date: 08 September 2021

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
- Annex 4: Format of CV for Key Personnel

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: Samantha Gunasekera

Title: Operations Manager

Date: 8 September 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>23 September 2021, 3:00PM Manila time</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: bids.ph@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 email transmission: 10MB ▪ Mandatory subject of email: RFQ-081-PHL-2021 REMB Hardware ▪ 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.
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 vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

<p>Conflict of Interest</p>	<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>
<p>General Conditions of Contract</p>	<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 Select the applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
<p>Special Conditions of Contract</p>	<p><input checked="" type="checkbox"/> UNDP may opt to cancel PO/Contract if the delivery/completion is delayed by 45 days</p>
<p>Eligibility</p>	<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> <p>The bidder must have minimum 5 years of accumulated experience in providing ICT hardware solutions and/or components to public or private institutions.</p> <p>The Supplier must have an authorized service center in the Philippines capable of handling service requests and is duly certified by the manufacturer.</p> <p>The Supplier must submit a duly signed/stamped certification from the manufacturer stating that the availability of parts for the equipment shall be for a period of at least ten years from the date of final acceptance.</p> <p>The Supplier must be the authorized distributor/representative of the manufacturer with local qualified and trained maintenance personnel in the Philippines supported by a certification from the Original Equipment Manufacturer (OEM).</p>

	<p>The Supplier must have at least two (2) local personnel with the following minimum qualifications:</p> <ul style="list-style-type: none"> • At least 5 years of technical experience in maintaining, supporting, installing the proposed server brand, equipment, and providing services necessary for the delivery of complete hardware components. • Must have a certification from manufacturer or distributor to install and support the proposed server brand. <p>All documents evidencing the above eligibility requirements must be submitted with the bid.</p>
Currency of Quotation	Quotations shall be quoted in Philippine Pesos for local firms, United States Dollars for international firms
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> <ol style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or 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	<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 exclusive of VAT and other applicable direct taxes</p>
Language of quotation	<p>English</p> <p>Including documentation such as 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>

	<input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate/Business Permit and Tax payment Certification <input checked="" type="checkbox"/> List and value of projects performed plus client’s contact details who may be contacted for further information on those contracts to demonstrate minimum 5 years of accumulated experience in providing ICT hardware solutions and/or components to public or private institutions. <input checked="" type="checkbox"/> CVs for the 2 required personnel showing compliance with minimum qualifications and certification from the manufacturer/distributor to install and support the proposed server brand. (Use Annex 4 Format of CV for Key Personnel) <input checked="" type="checkbox"/> Duly signed/stamped certification from the manufacturer stating that the availability of parts for the equipment shall be for a period of at least ten years from the date of final acceptance. <input checked="" type="checkbox"/> Manufacturer’s authorization stating that bidder is an authorized distributor/representative of the manufacturer with local qualified and trained maintenance personnel in the Philippines
Quotation validity period	Quotations shall remain valid for 120 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"/> See Terms of Reference
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection and Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance (see TOR) <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.ph@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. 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 4 working days before the submission deadline. Responses to request for clarification will be communicated through email by 16 September 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest priced 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"/> Comprehensiveness of after-sales services

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 Face Sheet (Goods and-or Services)
Expected date for contract award.	15 October 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS/ TERMS OF REFERENCE

A. Background

The Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project is a five-year project being implemented by the Department of Energy (DOE) through its Renewable Energy Management Bureau (REMB) in partnership with the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP).

The objective of the DREAMS Project is to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets and the removal of barriers to increase investments in RE-based power generation projects. This will be achieved through (1) enforcement of a supportive policy and regulatory environment for leveraging investment in RE development and applications at the local level, (2) strengthened institutional capacity that leads to increased RE investment at the local level, (3) capitalized RE market to increased share of RE-based power capacity, and (4) RE commercialization to increase confidence of local RE developers that leads to an enhanced uptake of RE projects and successful replication using proven and emerging RE technologies.

The main objective of the procurement of hardware components is to achieve a dynamic and robust information system's infrastructure for the establishment of the REMB Data Warehouse and Management Information System (RIS) and REMB Web Application Portal.

B. Stakeholders of the Project

The project will be implemented together with the Renewable Energy Management Bureau, Department of Energy – Information Technology and Management Services Division.

C. Objective

This activity relates to Component 2 of the DREAMS project. The objective is to strengthen the capacity of the REMB to monitor the status of RE projects and the implementation of the National Renewable Energy Program 2020-2040.

To support the project, servers are essential to carrying out the database of all RE projects and protecting sensitive information. Based on the system requirements done for hosting the REMB MIS including future information and knowledge management systems, hardware specified in Section D – ii, are required to be supplied and delivered.

D. Scope of Work

The Supplier is responsible for the supply, delivery, necessary installation, testing, programming, set-up and configuration services of all hardware deliverables related to the Renewable Energy Management Bureau (REMB) Data Warehouse and Management Information System and REMB Web Application Portal, and to include the cabling necessity for the connectivity.

The Supplier shall provide the necessary training support and certification of DOE Administrators/Users, minimum of ten (10) personnel (for installation), in the concepts, administration and maintenance of all hardware components.

All components must be covered with warranty of at least two (2) years on parts and services.

E. Minimum Hardware Requirements

Below are the minimum specifications of the required items to be procured:

Quantity	Item	Specifications
1 unit	Enterprise Server (1 Main Data Server)	<p>Category: Branded and Brand new</p> <p>Processor: 10 Core Processor or better</p> <p>Type: Rack Mount</p> <p>Memory: At least 32 GB</p> <p>Controller: Embedded 1 GB 4-port Network Adapter, Smart HBA controller, RAID 0/1/5/10/6 SAS</p> <p>Drive Bays: 8 x 3.5" Hot-swap SAS HDD trays (ready for PCI-E storage controller card)</p> <p>Hard Disk: 4 x 300GB SAS HDD (3.5 inch) Hot swappable/hot plug functionality Enterprise performance HDD with at least 10000 rotational speeds.</p> <p>Software: Latest Licensed Windows Operating System</p> <p>Antivirus for server – 1-year subscription</p> <p>Latest software on Relational Database Management System (RDBMS)</p> <p>Power Supply and Fans: 2 x 500watts Power Supply Kit; (hot-swappable) 4 hot plug fans, redundant</p> <p>Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement</p>
2 units	8 TB HDD	<p>8 TB, SAS, 3.5", Can be use 24/7</p> <p>Enterprise performance HDD with at least 10000 rotational speeds.</p> <p>Supports RAID controller commands</p> <p>Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement</p>
2 units	42U Cabinet Rack	<p>Rack Size; Height: EIA Standard 19" Rack Rails; 42U; closed-type</p> <p>Integrated Features: 8 Ports Integrated keyboard video monitor and mouse (KVM) switch</p> <p>Integrated rack mount 17" (or higher) flat panel (LCD) monitor console kit or better</p> <p>Rack accessories</p> <p>Surge Protector: 1U PDU 8 Outlet Metal Power Strip Surge Protector 250V 10A 2500W with Long Extension Cord or better</p>
2 units	Rack Mountable UPS	<p>Output Power: 3-kVA/2400W</p> <p>Input Voltage: 110V-240V</p> <p>Output Voltage: 220V AC</p> <p>Typical Recharge: 3 hours or better</p> <p>Typical Backup at Full Load: Battery power backup time should be at least 3 minutes or better</p> <p>Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement</p>

Quantity	Item	Specifications
6 units	Mid-level Laptop 2 per Field Office for encoding of RE data	Processor: Intel Core i5-10300H or better Memory: Minimum of 8GB, upgradable up to 32GB Storage: At least 256 GB SSD Display: 15.6", Full HD 1920 x 1080 Webcam: At least 720p HD Interface Port: At least one (1) USB 3.1 port, At least one (1) USB Type-C port, At least one (1) HDMI port, At least one (1) Ethernet port, At least one (1) 3.5mm Audio combo jack OS: Windows 10 Pro 64 Quality: Branded and Brand new Accessories: AC adapter and power cord, wireless mouse, carrying bag, Software: MS Office 365 (One-time purchase of MS Office that can be installed on PC) Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement
4 units	LED Data Display	Display: Smart LED TV Screen Size: minimum 42 (+10% acceptable) Resolution: Full HD 1920 x 1080 Connectivity: Bluetooth 5.0, Wifi/LAN connections, HDMI & USB, must have built-in technology to enable screen sharing Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement
4 units	LED/LCD Flat Panel TV Wall Mount Wall Bracket	Material: Metal Supported Flat-panel TV sizes: minimum 42" Load Capacity: 55 lbs (25 kg) Complete screws inside box/package
Additional Requirements: <ul style="list-style-type: none"> ▪ All unit models must be current and not in "end of life"; ▪ Certification that only certified on-site or network engineers/technicians with valid Supplier's ID will be provided on-site; ▪ All components must be branded and should be factory installed with corresponding part number and verifiable via web; ▪ Guidelines on all levels of authorization and access will be implemented to ensure that only duly permitted users are given right to use; ▪ The brand must have capacity to provide the Supplier's central support hotline and email. 		

F. Compliance, Warranty and Guarantees

In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier, at least 2-year warranty in all parts and services upon acceptance, including replacement of parts that are not repairable, as long as defect is not due to misuse or negligence by end user.

Quality assurance is expected from the Supplier, such that any error or fault in hardware, peripherals, pre-installed mandatory software and installation tools delivered during the delivery shall be acted upon, resolved, and/or replaced accordingly at no cost to the organization.

The UNDP or Department of Energy shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the UNDP.

The Supplier shall ensure that the goods are packaged properly, and protected from damage or deterioration during transit to their final destination, as indicated in this TOR. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.

The Supplier must shoulder all expenses for delivery and installation of equipment, including manpower, tools and equipment such as desktop, laptop, and pre-installed software as specified in Section E. of TOR..

G. Training

The Supplier shall provide the necessary training support for basic maintenance, administration, and troubleshooting for hardware and certification of DOE Administrators/Users, maximum of ten (10) personnel.

Training of DOE's personnel must be conducted at the DOE Main Office. Cost of training and food must be shouldered by the Supplier.

The Supplier should provide complete documentation of pre-installed and utility software and licenses.

H. Delivery and User Acceptance

All deliverables will be inspected by UNDP or its representative at the Supplier's warehouse/office prior to delivery to the designated office, and tested at the final delivery site to confirm compliance with the required specifications before the final acceptance and turnover of the goods. Acceptance will be made within 10 calendar days.

The Supplier (with the assistance of UNDP or its representative) must perform the test to demonstrate that the System meets all the requirements as stated in the Inspection TWG report.

I. Service Level Agreement

The Supplier must ensure that the supplied hardware is functional and comply with minimum specifications in TOR and must adhere to the following SLA:

- The Supplier shall provide 8 hours x 5 days (Monday to Friday) email support for all users of the hardware except Holidays, for which the response time from the Service provider will be
 - within two (2) hours from the time of the email if a large part of the server is inoperable, the problem presents a high business impact and affecting the entire operations or a critical process
 - within four (4) hours from the time of the email if the operation of a significant portion of the server is degraded, the problem presents a small to medium impact with a loss of efficiency in the business operation
 - within eight (8) hours from the time of the email if the problem has little business impact, affecting the efficiency of the normal business operation or an individual user

- The Supplier shall provide 8 hours x 5 days (Monday to Friday) phone support for all users of the hardware except Holidays, for which the response time from the Service provider will be
 - within two (2) hours from the time of the call if a large part of the server is inoperable, the problem presents a high business impact and affecting the entire operations or a critical process
 - within four (4) hours from the time of the call if the operation of a significant portion of the server is degraded, the problem presents a small to medium impact with a loss of efficiency in the business operation
 - within eight (8) hours from the time of the call if the problem has little business impact, affecting the efficiency of the normal business operation or an individual user
- The Main Server must have a Recovery Point Objective (RPO) of thirty (30) minutes
- The Main Server must have a Recovery Time Objective (RTO) of one (1) hour
- 2-year Warranty on all parts and services: Full spare parts replacement, as and when needed. The Service Provider shall therefore ensure timely monitoring of the consumption and management of the inventory levels for these items, in order to comply with the zero-downtime of the machines.

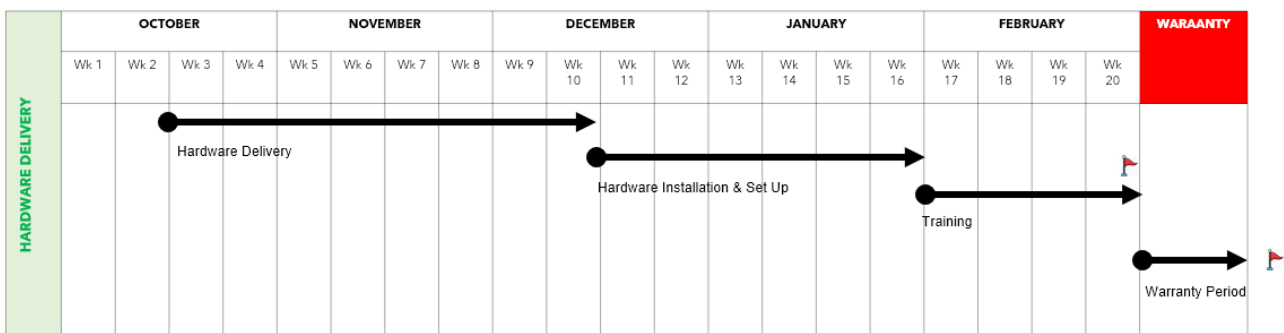
J. Governance and Accountability

The Supplier will be supervised by the DREAMS Project Manager. A Technical Working Group (TWG) led by the Division Chief of the REMB Technical Services Management Division will ensure that the Supplier will have access to resources and other information needed for the installation of the hardware components. The REMB, upon review of the TWG, will endorse the acceptance of the hardware solution to the DREAMS PMU. A REMB MIS Technical Coordinator (an individual consultant of the DREAMS project) and the designated Data Center Specialist will monitor the outputs of the Firm to ensure compliance with the requirements specified in the TOR. 1

K. Duration of Work

The project duration shall not be more than 90 days after the receipt of the Contract Agreement. The proponent is expected to follow the scheduled delivery **strictly**. Goods shall be delivered and installed within 90 days of contract signing.

The graphic below shows a high-level representation of important project milestones and tasks.



1
The REMB MIS Technical Coordinator serves as the conduit between the product owner (REMB) and the Supplier. The TC helps the team understand what the product owner is asking for. Conversely, the TC can help the product owner understand limitations, such as why certain requirements will cost too much to do versus an alternative.

L. Location of Work

All hardware components must be delivered at Department of Energy - Renewable Energy Management Bureau, Department of Energy, 2F PNOC Building V, Energy Center, Rizal Drive, 34th St, Taguig, 1632 Metro Manila

M. Scope of Price Proposal and Schedule of Payments

This is a lump-sum approach and the contract price is fixed. Payments will be made according to the following schedule:

Deliverables/ Outputs	Payment Tranche:	Target Date
Upon UNDP/DOE’s acceptance of the complete Supply, Delivery, Installation, Set-up, Configuration, and Testing of all hardware components Upon acceptance of the Equipment Delivery Receipt (DR) and Licenses for the use of the full equipment and software licenses	80%	60 working days upon contract awarding
Upon UNDP/DOE’s acceptance of the Training, Technology transfer, and Full documentation including the following: <ul style="list-style-type: none">▪ Training Syllabus▪ Training documents and Certificates▪ Warranty Certificate	20%	90 working days upon contract awarding
Total	100%	

Non submission of these documents (either in hard or soft copies) will lead to deferment of payments due to the Firm. For purposes of documentation, soft copies of the reports are acceptable but duly signed hard copies of the reports must be submitted as part of the final requirement for final payment.

I. Criteria for Selection of the Best Offer

The bidder with the lowest priced technically compliant bid shall be selected.

The technical proposal will be evaluated and rated based on pass/fail criteria. **In addition to compliance with the technical specification in section Minimum Hardware required, the bidder must also indicate and demonstrate compliance with the following requirements:**

Technical Specifications		Rating
1	Track Record: Bidder has minimum 5 years of accumulated experience in providing ICT hardware solutions and/or components to public or private institutions.	Pass/Fail
2	The Supplier shall provision DOE/UNDP of all the hardware and other needed equipment to complete the solution required (including cabling, consumable materials, and labor and civil works (if needed).	Pass/Fail
3	The Supplier must have an authorized service center in the Philippines capable of handling service request and duly certified by the manufacturer.	Pass/Fail
4	The Supplier must submit a duly stamped and sealed certification from the manufacturer stating that the availability of parts for the equipment shall be for a period of at least ten years from the date of final acceptance.	Pass/Fail
5	The Supplier must be the authorized distributor/representative of the manufacturer with local qualified and trained maintenance personnel in the Philippines supported by a certification from the Original Equipment Manufacturer (OEM).	Pass/Fail
6	The Supplier must have at least two (2) local personnel qualified and trained to install, repair and maintain the project supported by training certificate from the manufacturer.	Pass/Fail
7	Minimum of 2 years warranty in parts and services upon acceptance	Pass/Fail

Delivery Requirements	
Delivery date and time	Contractor shall deliver the goods within 90 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DPU-Delivered at Place Unloaded - This Incoterm requires that the contractor delivers the goods, unloaded, at the named place. The Contractor covers all the costs of transport (insurance, export fees, carriage, unloading from main carrier at destination port and destination port charges) and assumes all risk until arrival at the destination place.
Customs clearance (must be linked to INCOTERM)	Shall be done by: <input checked="" type="checkbox"/> UNDP (where applicable)
Exact Address(es) of Delivery Location(s)	Department of Energy - Renewable Energy Management Bureau, Department of Energy, 2F PNOB Building V, Energy Center, Rizal Drive, 34th St, Taguig, 1632 Metro Manila, Philippines
Distribution of shipping documents (if using freight forwarder)	c/o UNDP
Packing Requirements	The Supplier shall ensure that the goods are packaged properly, and protected from damage or deterioration during transit to their final destination, as indicated in this TOR. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.

Training on Operations and Maintenance	The Supplier shall provide the necessary training support for basic maintenance, administration, and troubleshooting for hardware and certification of DOE Administrators/Users, maximum of ten (10) personnel. Training of DOE's personnel must be conducted at the DOE Main Office. Cost of training and food must be shouldered by the Supplier.
Warranty Period	2-year Warranty on all parts and services: Full spare parts replacement, as and when needed. The Service Provider shall therefore ensure timely monitoring of the consumption and management of the inventory levels for these items, in order to comply with the zero- downtime of the machines
After-sales service and local service support requirements	<p>The Supplier must ensure that the supplied hardware is functional and comply with minimum specifications in TOR and must adhere to the following SLA:</p> <ul style="list-style-type: none"> •Email support: The Supplier shall provide 8 hours x 5 days (Monday to Friday) email support for all users of the hardware except Holidays, for which the response time from the Service provider will be within two (2) hours from the time of the email if a large part of the server is inoperable, the problem presents a high business impact and affecting the entire operations or a critical process owithin four (4) hours from the time of the email if the operation of a significant portion of the server is degraded, the problem presents a small to medium impact with a loss of efficiency in the business operation within eight (8) hours from the time of the email if the problem has little business impact, affecting the efficiency of the normal business operation or an individual user •Phone support: The Supplier shall provide 8 hours x 5 days (Monday to Friday) phone support for all users of the hardware except Holidays, for which the response time from the Service provider will be within two (2) hours from the time of the call if a large part of the server is inoperable, the problem presents a high business impact and affecting the entire operations or a critical process owithin four (4) hours from the time of the call if the operation of a significant portion of the server is degraded, the problem presents a small to medium impact with a loss of efficiency in the business operation within eight (8) hours from the time of the call if the problem has little business impact, affecting the efficiency of the normal business operation or an individual user •The Main Server must have a Recovery Point Objective (RPO) of thirty (30) minutes •The Main Server must have a Recovery Time Objective (RTO) of one (1) hour <p>•2-year Warranty on all parts and services: Full spare parts replacement, as and when needed. The Service Provider shall therefore ensure timely monitoring of the consumption and management of the inventory levels for these items, in order to comply with the zero- downtime of the machines.</p>
Preferred Mode of Transport	Land
Others	If the items are imported, the supplier/bidder should facilitate all importation processes required (NTC and OMB Clearances) . UNDP will provide the bidder necessary documents as maybe required

J. Annexes to the TOR

Please refer to www.doe.gov.ph for documents related to renewable energy projects and other relevant Department Circulars related like the Local Energy Code. Information on the SF4RE and SF4RE Concept Note template are attached to this TOR.

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 institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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.
<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

Bidders are requested to complete this form, sign it and return it as part of their bid 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.

COMPLIANCE SHEET

Technical Specifications for Goods

Quantity	Item	Specifications	Yes, we comply	No, we cannot comply	Specify proposed brand, model, specifications and attach info/ brochures
1 unit	Enterprise Server (1 Main Data Server)	<p>Category: Branded and Brand new</p> <p>Processor: 10 Core Processor or better</p> <p>Type: Rack Mount</p> <p>Memory: At least 32 GB</p> <p>Controller: Embedded 1 GB 4-port Network Adapter, Smart HBA controller, RAID 0/1/5/10/6 SAS</p> <p>Drive Bays: 8 x 3.5" Hot-swap SAS HDD trays (ready for PCI-E storage controller card)</p> <p>Hard Disk: 4 x 300GB SAS HDD (3.5 inch) Hot swappable/hot plug functionality</p> <p>Enterprise performance HDD with at least 10000 rotational speeds.</p> <p>Software: Latest Licensed Windows Operating System</p> <p>Antivirus for server – 1-year subscription</p> <p>Latest software on Relational Database Management System (RDBMS)</p> <p>Power Supply and Fans: 2 x 500watts Power Supply Kit; (hot-swappable) 4 hot plug fans, redundant</p> <p>Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement</p>			
2 units	8 TB HDD	<p>8 TB, SAS, 3.5", Can be use 24/7</p> <p>Enterprise performance HDD with at least 10000 rotational speeds.</p> <p>Supports RAID controller commands</p> <p>Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement</p>			

Quantity	Item	Specifications	Yes, we comply	No, we cannot comply	Specify proposed brand, model, specifications and attach info/ brochures
2 units	42U Cabinet Rack	Rack Size; Height: EIA Standard 19" Rack Rails; 42U; closed-type Integrated Features: 8 Ports Integrated keyboard video monitor and mouse (KVM) switch Integrated rack mount 17" (or higher) flat panel (LCD) monitor console kit or better Rack accessories Surge Protector: 1U PDU 8 Outlet Metal Power Strip Surge Protector 250V 10A 2500W with Long Extension Cord or better			
2 units	Rack Mountable UPS	Output Power: 3-kVA/2400W Input Voltage: 110V-240V Output Voltage: 220V AC Typical Recharge: 3 hours or better Typical Backup at Full Load: Battery power backup time should be at least 3 minutes or better Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement			
6 units	Mid-level Laptop 2 per Field Office for encoding of RE data	Processor: Intel Core i5-10300H or better Memory: Minimum of 8GB, upgradable up to 32GB Storage: At least 256 GB SSD Display: 15.6", Full HD 1920 x 1080 Webcam: At least 720p HD Interface Port: At least one (1) USB 3.1 port, At least one (1) USB Type-C port, At least one (1) HDMI port, At least one (1) Ethernet port, At least one (1) 3.5mm Audio combo jack OS: Windows 10 Pro 64 Quality: Branded and Brand new Accessories: AC adapter and power cord, wireless mouse, carrying bag, Software: MS Office 365 (One-time purchase of MS Office that can be installed on PC) Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement			
4 units	LED/LCD Data Display	Display: Smart LED TV Screen Size: minimum 42 (+10% acceptable) Resolution: Full HD 1920 x 1080 Connectivity: Bluetooth 5.0, Wifi/LAN connections, HDMI & USB, must have built-in technology to enable screen sharing Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement			

Quantity	Item	Specifications	Yes, we comply	No, we cannot comply	Specify proposed brand, model, specifications and attach info/ brochures
4 units	LED/LCD Flat Panel TV Wall Mount Wall Bracket	Material: Metal Supported Flat-panel TV sizes: minimum 42" Load Capacity: 55 lbs (25 kg) Complete screws inside box/package			
Additional Requirements: <ul style="list-style-type: none"> All unit models must be current and not in "end of life"; Certification that only certified on-site or network engineers/technicians with valid Supplier's ID will be provided on-site; All components must be branded and should be factory installed with corresponding part number and verifiable via web; Guidelines on all levels of authorization and access will be implemented to ensure that only duly permitted users are given right to use; The brand must have capacity to provide the Supplier's central support hotline and email. The Supplier shall provision DOE/UNDP of all the hardware and other needed equipment to complete the solution required (including cabling, consumable materials, and labor and civil works (if needed)). 					

Delivery Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications in above table and all equipment and services specified in Schedule of Requirements/Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS): Delivery at Place Unloaded	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery and Installation Lead Time: within 90 days after contract signature	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements per Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation: 120 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms per Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Training Requirements per Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

Price Schedule:

Currency of the Quotation: Click or tap here to enter text.				
INCOTERMS: Click or tap here to enter text.				
Quantity	Item	Specifications	Unit Cost	Total Cost
1 unit	Enterprise Server (1 Main Data Server)	Category: Branded and Brand new Processor: 10 Core Processor or better Type: Rack Mount Memory: At least 32 GB Controller: Embedded 1 GB 4-port Network Adapter, Smart HBA controller, RAID 0/1/5/10/6 SAS Drive Bays: 8 x 3.5" Hot-swap SAS HDD trays (ready for PCI-E storage controller card) Hard Disk: 4 x 300GB SAS HDD (3.5 inch) Hot swappable/hot plug functionality Enterprise performance HDD with at least 10000 rotational speeds. Software: Latest Licensed Windows Operating System Antivirus for server – 1-year subscription Latest software on Relational Database Management System (RDBMS) Power Supply and Fans: 2 x 500watts Power Supply Kit; (hot-swappable) 4 hot plug fans, redundant Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement		
2 units	8 TB HDD	8 TB, SAS, 3.5", Can be use 24/7 Enterprise performance HDD with at least 10000 rotational speeds. Supports RAID controller commands Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement		
2 units	42U Cabinet Rack	Rack Size; Height: EIA Standard 19" Rack Rails; 42U; closed-type Integrated Features: 8 Ports Integrated keyboard video monitor and mouse (KVM) switch Integrated rack mount 17" (or higher) flat panel (LCD) monitor console kit or better Rack accessories Surge Protector: 1U PDU 8 Outlet Metal Power Strip Surge Protector 250V 10A 2500W with Long Extension Cord or better		

Currency of the Quotation: Click or tap here to enter text.

INCOTERMS: Click or tap here to enter text.

Quantity	Item	Specifications	Unit Cost	Total Cost
2 units	Rack Mountable UPS	Output Power: 3-kVA/2400W Input Voltage: 110V-240V Output Voltage: 220V AC Typical Recharge: 3 hours or better Typical Backup at Full Load: Battery power backup time should be at least 3 minutes or better Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement		
6 units	Mid-level Laptop 2 per Field Office for encoding of RE data	Processor: Intel Core i5-10300H or better Memory: Minimum of 8GB, upgradable up to 32GB Storage: At least 256 GB SSD Display: 15.6", Full HD 1920 x 1080 Webcam: At least 720p HD Interface Port: At least one (1) USB 3.1 port, At least one (1) USB Type-C port, At least one (1) HDMI port, At least one (1) Ethernet port, At least one (1) 3.5mm Audio combo jack OS: Windows 10 Pro 64 Quality: Branded and Brand new Accessories: AC adapter and power cord, wireless mouse, carrying bag, Software: MS Office 365 (One-time purchase of MS Office that can be installed on PC) Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement		
4 units	LED/LCD Data Display	Display: Smart LED TV Screen Size: minimum 42 (+10% acceptable) Resolution: Full HD 1920 x 1080 Connectivity: Bluetooth 5.0, Wifi/LAN connections, HDMI & USB, must have built-in technology to enable screen sharing Warranty: 2 years from the final days of acceptance for parts and services, and at least seven (7) days outright replacement		
4 units	LED/LCD Flat Panel TV Wall Mount Wall Bracket	Material: Metal Supported Flat-panel TV sizes: minimum 42" Load Capacity: 55 lbs (25 kg) Complete screws inside box/package		
Sub-Total Price				
Transportation Price				
Insurance Price				
Installation Price				
Training Price				
2-year Warranty				
Other Charges (specify)				
Total Final and All-inclusive Price (VAT-EXCLUSIVE)				

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.

Exact name and address of company

Company NameClick 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.

Annex 4: Format for CV of Proposed Key Personnel

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

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel Date (Day/Month/Year)