



REQUEST FOR QUOTATIONS (RFQ)

REFERENCE NUMBER: SADC/ICT/INTERNET/2019

REQUEST FOR QUOTATIONS TITLE: INTERNET AND WAN LINK PROVISION

NUMBER OF LOTS: 1

Dear Sir/Madam

RE: REQUEST FOR QUOTATIONS FOR THE PROVISION OF INTERNET AND FIBER WAN LINKS TO SADC

1. We kindly request you to submit your quotation for "*The Provision of Internet and WAN services to SADC*" as detailed in **Annex 1** of this RFQ.

The SADC Secretariat is using dedicated Fibre Internet Connection lines at SADCHQ and SADC iTowers offices with standby wireless links as backup for its internet requirements. Internet service providers are invited to simultaneously bid for the following services:

Bandwidth (Mbps)	Description	Qty
20	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1
30	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1
35	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1
40	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1

HQ to branch office WAN connectivity

Bandwidth (Mbps)	Description	Qty
15	Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
20	Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
30	Fibre WAN Link between SADC HQ and Sebele Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
40	Fibre WAN Link between SADC HQ and Sebele Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
50	Fibre WAN Link between SADC HQ and Sebele Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1

SADC iTowers Dedicated Fiber Internet Connection:

Bandwidth (Mbps)	Description	Qty
15	<i>Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two</i>	1
20	<i>Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two</i>	1

The minimum technical specifications for the items are attached as Annex 1 to this RFQ.

2. You must quote for all quantities indicated in this RFQ for your quote to be considered responsive. You can only send one quotation for these services.
3. Your quotation, in the required format (See Annex 2 to this RFQ), should be submitted in a sealed envelope, addressed to:

Internet and WAN Provision

Head – Procurement Unit
SADC Secretariat
Plot 54385 CBD
Gaborone
Botswana

and be dropped in the Tender Box situated at the reception of the above address.

Note: Include all relevant documentation such as;

- (i) The Certificate of Incorporation,**
- (ii) The Trading Licence,**
- (iii) The Tax Clearance Certificate,**
- (iv) The PPADB Certificate,**
- (v) The Banking details and**
- (vi) The company profile.**

4. The deadline for submission of your quotation, to the address indicated in Paragraph 3 is **Monday 18th February, 2019 10:00hrs Botswana Time**

Late bids will be rejected and returned to the bidder unopened

5. Quotations by Fax or E-mail *are not* acceptable.
6. Bidders should have at least two reference sites for Internet Service Provision, two reference sites for Fiber WAN Service Provision and two full-time technicians/network engineers to be eligible for this exercise. Details of the reference site(s) as well as the names, qualifications and experience of the technicians should be provided. Submissions that are unable to provide the above information will considered non-responsive.
7. Your quotation should be submitted as per the following instructions and in accordance with the Terms and Conditions of the Standard Purchase Order for SADC which is available on request.
- (i) PRICES: The Costs should be quoted in the local currency, including all duties attached to the sale of the *services* (such as VAT, customs duties, etc).

- (ii) EVALUATION AND AWARD OF PURCHASE ORDER: Quotations determined to be administrative (see Paragraph 2,3,4,5, 6 and 9) and technically compliant to the requirements will be evaluated by comparison of their Costs per item (defined as above). The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total Cost.
- (iv) VALIDITY OF THE OFFER: Your quotation should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 4 above.
8. The *services* are expected to be delivered to the SADC Secretariat and contract commencement **date is 1 April 2019.**
9. **Site Survey is compulsory via appointment with contacts provided in 10 below and the survey will be done on Friday 8 February 2019 at 10:00hrs.**
10. Additional information and clarifications can be requested **in writing**, no later than 5 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: *SADC Secretariat*
Contact person: *Mr Themba Lengoasa*
E-mail To: tlengoasa@sadc.int;
Cc : clungu@sadc.int; anguni@sadc.int

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Quotation Form

Sincerely,

Name: Themba Lengoasa
Title: Procurement Officer
Date: 25 January 2018

ANNEX 1.

A. TECHNICAL SPECIFICATIONS

Minimum Requirements:

The provisioned internet services must provide DNS services to SADC Secretariat. SADC shall select preferred bandwidth based on proposals.

Bandwidth (Mbps)	Description	Qty
20	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1
30	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1
35	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1
40	One primary Fibre Internet link for the exclusive use of the SADC Secretariat HQ with the same capacity standby wireless backup link and automatic failover configured between the two	1

SADCHQ to Branch Office connectivity

Bandwidth (Mbps)	Description	Qty
15	Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
20	Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
30	Fibre WAN Link between SADC HQ and Sebele Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
40	Fibre WAN Link between SADC HQ and Sebele Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1
50	Fibre WAN Link between SADC HQ and Sebele Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two	1

SADC iTowers Dedicated Fiber Internet Connection:

<i>Bandwidth (Mbps)</i>	<i>Description</i>	<i>Qty</i>
<i>15</i>	<i>Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two</i>	<i>1</i>

20	<i>Fibre WAN Link between SADC HQ and iTowers Satellite Office with the same capacity standby wireless backup link and automatic failover configured between the two</i>	1
----	--	---

Additional Requirements

All proposed solutions for the Fibre internet links should incorporate standby wireless link(s) for redundancy which automatically failover in case the active fibre link(s) goes down.

1. The successful bidder should have redundancy to higher tier Internet Service Providers. Evidence should be provided in form of network diagram clearly indicating the name of the higher tier service provider(s).
2. Bidders **MUST** provide all required communication equipment as part of the overall solution for the Internet and WAN lines.
3. The successful bidder should provide monthly network usage and availability reports, with the SADC Secretariat having Access to the monitoring system.
4. All internet connections should be provisioned with 30 public IP addresses.
5. Provide two corporate customer references with contact details with their submission.
6. Costs

For the wireless backup links, licensing with the Botswana Communications Regulatory Authority (BOCRA) should be done on behalf of the Secretariat for the proposed equipment type approvals and planned operational frequencies. Such costs must be included in the bid submission.

The solution should include the following services:

- a) Mail Gateway (Send/Receive) Services
- b) Mail storage services for at least five (5) days should the links or mail server go down
- c) Anti-Virus and Spam Filtering Services
- d) Domain Name Service (DNS) Server Usage

ANNEX 2. QUOTATION FORMAT

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
1.	<u>20 Mbps INTERNET FIBRE CONNECTION</u> Fibre link with a bandwidth of 20Mbps for the exclusive use of the SADC Secretariat HQ, which includes the following: I. 30 Public IP addresses. II. Mail Gateway (Send/Receive) Services III. Mail storage services for at least five (5) days should the link or mail server go down IV. Anti-Virus and Spam Filtering Services V. Domain Name Service (DNS) Server Usage	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
2.	<u>30 Mbps INTERNET FIBRE CONNECTION</u> Fibre link with a bandwidth of 30Mbps for the exclusive use of the SADC Secretariat HQ, which includes the following: I. 30 Public IP addresses. II. Mail Gateway (Send/Receive) Services III. Mail storage services for at least five (5) days should the link or mail server go down IV. Anti-Virus and Spam Filtering Services V. Domain Name Service (DNS) Server Usage	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
3.	<p><u>35 Mbps INTERNET FIBRE CONNECTION</u> Fibre link with a bandwidth of 35Mbps for the exclusive use of the SADC Secretariat HQ, which includes the following:</p> <ul style="list-style-type: none"> I. 30 Public IP addresses. II. Mail Gateway (Send/Receive) Services III. Mail storage services for at least five (5) days should the link or mail server go down IV. Anti-Virus and Spam Filtering Services V. Domain Name Service (DNS) Server Usage 	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
4.	<p><u>40 Mbps INTERNET FIBRE CONNECTION</u> Fibre link with a bandwidth of 40Mbps for the exclusive use of the SADC Secretariat HQ, which includes the following:</p> <ul style="list-style-type: none"> I. 30 Public IP addresses. II. Mail Gateway (Send/Receive) Services III. Mail storage services for at least five (5) days should the link or mail server go down IV. Anti-Virus and Spam Filtering Services V. Domain Name Service (DNS) Server Usage 	1				
				TOTAL (VAT Inc)		

HQ to Branch office Connectivity

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
5.	FIBRE WAN LINK 15Mbps Fibre WAN Link between SADC HQ and iTowers Satellite Office (Include all associated costs)	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
6.	FIBRE WAN LINK 20Mbps Fibre WAN Link between SADC HQ and iTowers Satellite Office (Include all associated costs)	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
7.	FIBRE WAN LINK 30Mbps Fibre WAN Link between SADC HQ and Sebele Satellite Office (Include all associated costs)	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
8.	FIBRE WAN LINK 40Mbps Fibre WAN Link between SADC HQ and Sebele Satellite Office (Include all associated costs)	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
9.	FIBRE WAN LINK 50Mbps Fibre WAN Link between SADC HQ and Sebele Satellite Office (Include all associated costs)	1				
				TOTAL (VAT Inc)		

SADC iTowers Dedicated Fiber Internet Connection:

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
10.	<p><u>15 Mbps INTERNET FIBRE CONNECTION</u> Fibre link with a bandwidth of 15Mbps for the exclusive use of the SADC iTowers Office, which includes the following:</p> <ul style="list-style-type: none"> I. Anti-Virus and Spam Filtering Services II. Domain Name Service (DNS) Server Usage 	1				
				TOTAL (VAT Inc)		

Item N°	Description	Qty	Your description and/or any deviations from Technical Specs.	Unit (Monthly) Cost (BWP)	Total Annual Cost (BWP)	24 Month Cost (BWP)
11.	<p><u>20 Mbps INTERNET FIBRE CONNECTION</u> Fibre link with a bandwidth of 20Mbps for the exclusive use of the SADC iTowers Office, which includes the following:</p> <ul style="list-style-type: none"> I. Anti-Virus and Spam Filtering Services II. Domain Name Service (DNS) Server Usage 	1				
				TOTAL (VAT Inc)		