

REQUEST FOR QUOTATIONS (RFQ)

Reference Number: SADC/RPC/02/2014

Contract Title: Purchase of Server and Laptops

Number of Lots: 2

1. ***SADC Secretariat*** is inviting you to submit a quote for the supply of the following ***equipment to be procured under the contract SADC/RPC/02/2014.***

|  |  |  |
| --- | --- | --- |
| **Lot Number**  | **Description** | **Quantities** |
| 1 | Server  | 1 |
| 2 | Laptops | 14 |

**The minimum technical requirements for these *goods* are attached as Annex 1 to this RFQ.**

1. To be considered responsive, you must quote for all quantities indicated in a Lot.

1. You can send only one quotation for these goods ***but are allowed to quote for all lots.***
2. Your quotation, in the required format **(See Annex 2 to this RFQ),** should be addressed and submitted to:

***“SERVER AND LAPTOPS”***

*Secretary to the Tender Committee*

*SADC Secretariat*

*Plot 54385 CBD*

*Private Bag 0095*

*Gaborone*

*Botswana*

**Attention: Ted Peter Luka**

1. The deadline for submission of your quotation, to the address indicated in Paragraph 4 is: **4TH AUGUST 2014; 14:30 pm local time.**
2. **Quotations by Fax or E-mail *are* acceptable.**
3. Your quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing service facilities in the country.

Bidders shall complete the Technical Compliance forms in **Annex 3: Technical Forms** to confirm the compliance of the equipment offered to the Technical specifications. **Failure to comply with this requirement (i.e. failure to complete these forms), will result in a rejection of the submission.**

1. 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 prices should be quoted in the local currency, including all duties attached to the sale of the ***goods*** (such as VAT, customs duties, etc) and transport to the final destination (the SADC Secretariat).

(ii) EVALUATION AND AWARD OF PURCHASE ORDER: Quotations determined to be administrative (see Paragraph 2,3,4,5,6 and 7) and technical compliant to the requirements will be evaluated by comparison of their prices per lot (defined as above). The award will be made to the bidder offering an administrative and technically compliant quotation at the lowest total price for each lot.

(iii) VALIDITY OF THE OFFER: Your quotation should be valid for a period of 90 days from the date of deadline for submission of quotations indicated in Paragraph 5 above.

1. The ***goods*** are expected to be delivered at the address indicated above within 14 ***days***from the signature of the Purchase Order.
2. Additional request for information and clarifications can be made no later than 2 working days prior to deadline indicated in the paragraph 5 above, from:

Procuring entity: ***SADC Secretariat***

 Contact person: ***Ted Peter Luka***

 Telephone: 3951863

 Fax: 3972848

 E-mail:***tluka@sadc.int******;***

 ***senthufhel@sadc.int******;***

**ANNEXES:**

ANNEX 1: **Technical Specifications**

ANNEX 2**: Quotation Form**

ANNEX 3: **Technical Compliance Form**

**Sincerely,**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Name: *Ted Peter Luka***

**Title: *Procurement Officer***

**Date: 25TH JULY 2014**

**ANNEX 1: TECHNICAL SPECIFICATIONS**

**Lot 1 : Server - QTY 1**

|  |  |
| --- | --- |
| **Item Number**  | **Technical Specification / Requirement** |
|  |  |
| **Specifications** | **Requested** |
|  |   |
| Manufacturer | specify |
| Model | specify |
| Form Factor | Rack Mountable |
| Operating System | Windows Server 2012 Data Center Edition, 64 bit |
| Backup Software | Symantec Backup Exec 2012 Agent for VMWare & HyperV Win per Host Server Bundle STD Lic Express Band S Basic 12 months (Product Code: NNB0WZF0-BI1ES) |
|   |   |
| **1. Processor** |   |
| Compatibility  | 64-bit |
| Processor Speed | At least 2.0 GHz  |
| Processor Core | At least 12 core |
| Number of Processors | At least 2 |
|   |   |
| **2. RAM** |   |
| RAM capacity | At least 128 GB |
|   |   |
| **3. KEYBOARD** |   |
| Keyboard type | USB |
|   |   |
| **4. MOUSE**  |   |
| Type  | USB, Optical |
|   |   |
| **5. Networking** |   |
| 10/100/1000 Network Interface Card | At least 2 |
|   |   |
| **6. Ports** |   |
| · USB 2.0 or higher | At least 4 |
|   |   |
| **7. MASS STORAGE DRIVES** |   |
| Internal Storage | At least 12TB |
|   |   |
| **8. DVD-RW Drive** | Yes |
|   |   |
| **9. MISCELLANEOUS** |   |
| Power Supplies | At least two |
| Electrical Connections | South Africa Standard |
| Warranty | At least 3 years |
|   |   |
| **10. OTHER FEATURES PROPOSED BY SUPPLIER** |   |
|  |  |
| **Warranty** | At least three year warranty after commissioning of the equipment |

**Lot 2: Laptops - QTY 14**

|  |  |
| --- | --- |
| **Item Number**  | **Technical Specification / Requirement** |
|  |  |
| **Specifications** | **Requested** |
|  |   |
| Manufacturer (Brand) | specify |
| Model | specify |
| Docking Station | Yes |
| External 19 inch Screen/Monitor (Same brand as Laptop) | Yes |
| External USB Optical Mouse (Same brand as laptop | Yes |
| External USB English/Standard Keyboard (Same brand as Laptop) | Yes |
|   |   |
| Warranty | At Least 1 year |
| Laptop Bag (Carry Case) | Yes |
|   |   |
| **1. Processor** |   |
| Processor | Intel Corei7, At least 2.0 GHz 2 Cores |
| Compatibility | 64 bit |
|   |   |
| **2. Operating System** |   |
| Required Operating System  | Windows 7 Professional 64bit |
|   |   |
| **3. RAM** |   |
| RAM capacity | At least 8GB |
|   |   |
| **4. KEYBOARD** |   |
| Type | English/Standard |
|   |   |
| **5. Networking** |   |
| 10/100/1000 RJ45 Network Interface Card | Yes |
| IEEE 802.11a/b/g/n Wireless Network Card  | Yes |
| Bluetooth | Yes |
|   |   |
| **6. Ports** |   |
| USB 2 or higher Ports | At least 2 |
|   |   |
| **7. STORAGE** |   |
| Hard disk Capacity | At least 500 GB |
|   |   |
| **8. Optical DVD-RW Drive** | Yes |
|   |   |
| **9. Multimedia facilities** |   |
| Microphone jack | yes |
| Headphone jack | yes |
| Integrated Camera | yes |
|   |   |
| **10. DISPLAY** |   |
| Screen size  | 12" - 13" |
| Graphics details | Specify |
|   |   |
| **11. Software** |   |
| Licensed Microsoft Office 2010 | Yes |
| Perpetual Licensed Antivirus Software | Yes |
|   |   |
| **12. MISCELLANEOUS** |   |
| Electrical Connections (Socket type) | South Africa Standard |
| Power input | 100-240V AC |
| Security Cable | Yes |
|   |   |
| **13. OTHER FEATURES PROPOSED BY SUPPLIER** |   |
| Manufacturer (Brand) | specify |
| Model | specify |
| Docking Station | Yes |
| External 19 inch Screen/Monitor (Same brand as Laptop) | Yes |
| External USB Optical Mouse (Same brand as laptop | Yes |
| External USB English/Standard Keyboard (Same brand as Laptop) | Yes |
|   |   |
| Laptop Bag (Carry Case) | Yes |
|  |  |
| **14. Warranty** | At least three year warranty after commissioning of the equipment |

**ANNEX 2. QUOTATION FORMAT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot Number** | **Description** | **Type, brand name equipment offered** | **Delivery period****(in days from the signature of the PO)** | **Warranty period****(in months)** | **Quantity** | **Unit Price** **(BWP)****VAT INCLUSIVE** | **Total price** **(BWP)****VAT INCLUSIVE** |
| 1 | Server |  | 5 working days | At least three year warranty after commissioning of the equipment | 1 |  |  |
| 2 | Laptops  |  | 10 working days | At least three year warranty after commissioning of the equipment | 14 |  |  |
|  |  |  |  |  |  |  |  |

**ANNEX 3. TECHNICAL COMPLIANCE FORMS**

Bidders shall complete these forms to confirm the compliance of the equipment offered to the Technical specifications. Failure to complete these forms will result in a rejection of the submission.

**Lot 1: Server - QTY 1**

|  |  |  |
| --- | --- | --- |
| **Item Number**  | **Technical Specification / Requirement** | **Proposed Solution Supplier**  |
|  |  |  |
| **Specifications** | **Requested** |  |
|  |   |  |
| Manufacturer | specify |  |
| Model | specify |  |
| Form Factor | Rack Mountable |  |
| Operating System | Windows Server 2012 Data Center Edition, 64 bit |  |
| Backup Software | Symantec Backup Exec 2012 Agent for VMWare & HyperV Win per Host Server Bundle STD Lic Express Band S Basic 12 months (Product Code: NNB0WZF0-BI1ES) |  |
|   |   |  |
| **1. Processor** |   |  |
| Compatibility  | 64-bit |  |
| Processor Speed | At least 2.0 GHz  |  |
| Processor Core | At least 12 core |  |
| Number of Processors | At least 2 |  |
|   |   |  |
| **2. RAM** |   |  |
| RAM capacity | At least 128 GB |  |
|   |   |  |
| **3. KEYBOARD** |   |  |
| Keyboard type | USB |  |
|   |   |  |
| **4. MOUSE**  |   |  |
| Type  | USB, Optical |  |
|   |   |  |
| **5. Networking** |   |  |
| 10/100/1000 Network Interface Card | At least 2 |  |
|   |   |  |
| **6. Ports** |   |  |
| · USB 2.0 or higher | At least 4 |  |
|   |   |  |
| **7. MASS STORAGE DRIVES** |   |  |
| Internal Storage | At least 12TB |  |
|   |   |  |
| **8. DVD-RW Drive** | Yes |  |
|   |   |  |
| **9. MISCELLANEOUS** |   |  |
| Power Supplies | At least two |  |
| Electrical Connections | South Africa Standard |  |
| Warranty | At least 3 years |  |
|   |   |  |
| **10. OTHER FEATURES PROPOSED BY SUPPLIER** |   |  |
|  |  |  |
| **Warranty** | At least three year warranty after commissioning of the equipment |  |

**Lot 2: Laptops - QTY 14**

|  |  |  |
| --- | --- | --- |
| **Item Number**  | **Technical Specification / Requirement** | **Proposed Solution Supplier** |
|  |  |  |
| **Specifications** | **Requested** |  |
|  |   |  |
| Manufacturer (Brand) | specify |  |
| Model | specify |  |
| Docking Station | Yes |  |
| External 19 inch Screen/Monitor (Same brand as Laptop) | Yes |  |
| External USB Optical Mouse (Same brand as laptop | Yes |  |
| External USB English/Standard Keyboard (Same brand as Laptop) | Yes |  |
|   |   |  |
| Warranty | At Least 1 year |  |
| Laptop Bag (Carry Case) | Yes |  |
|   |   |  |
| **1. Processor** |   |  |
| Processor | Intel Corei7, At least 2.0 GHz 2 Cores |  |
| Compatibility | 64 bit |  |
|   |   |  |
| **2. Operating System** |   |  |
| Required Operating System  | Windows 7 Professional 64bit |  |
|   |   |  |
| **3. RAM** |   |  |
| RAM capacity | At least 8GB |  |
|   |   |  |
| **4. KEYBOARD** |   |  |
| Type | English/Standard |  |
|   |   |  |
| **5. Networking** |   |  |
| 10/100/1000 RJ45 Network Interface Card | Yes |  |
| IEEE 802.11a/b/g/n Wireless Network Card  | Yes |  |
| Bluetooth | Yes |  |
|   |   |  |
| **6. Ports** |   |  |
| USB 2 or higher Ports | At least 2 |  |
|   |   |  |
| **7. STORAGE** |   |  |
| Hard disk Capacity | At least 500 GB |  |
|   |   |  |
| **8. Optical DVD-RW Drive** | Yes |  |
|   |   |  |
| **9. Multimedia facilities** |   |  |
| Microphone jack | yes |  |
| Headphone jack | yes |  |
| Integrated Camera | yes |  |
|   |   |  |
| **10. DISPLAY** |   |  |
| Screen size  | 12" - 13" |  |
| Graphics details | Specify |  |
|   |   |  |
| **11. Software** |   |  |
| Licensed Microsoft Office 2010 | Yes |  |
| Perpetual Licensed Antivirus Software | Yes |  |
|   |   |  |
| **12. MISCELLANEOUS** |   |  |
| Electrical Connections (Socket type) | South Africa Standard |  |
| Power input | 100-240V AC |  |
| Security Cable | Yes |  |
|   |   |  |
| **13. OTHER FEATURES PROPOSED BY SUPPLIER** |   |  |
| Manufacturer (Brand) | specify |  |
| Model | specify |  |
| Docking Station | Yes |  |
| External 19 inch Screen/Monitor (Same brand as Laptop) | Yes |  |
| External USB Optical Mouse (Same brand as laptop | Yes |  |
| External USB English/Standard Keyboard (Same brand as Laptop) | Yes |  |
|   |   |  |
| Laptop Bag (Carry Case) | Yes |  |
|  |  |  |
| **14. Warranty** | At least three year warranty after commissioning of the equipment |  |