

REQUEST FOR QUOTATIONS (RFQ)

Reference Number: SADC/ICT/02/2014

Contract Title: Purchase of Servers

Number of Lots: 2 (two)

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

|  |  |  |
| --- | --- | --- |
| **Item Number** | **Description** | **Quantities** |
| *1* | *Server for SADC* | *1* |
| *2* | *Server for SARPAM* | *1* |

**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:

***“Servers – SADC & SARPAM”***

*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: **26 March 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 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******;***

 ***smmadi@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: 24 March 2014**

**ANNEX 1: TECHNICAL SPECIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Number**  | **Technical Specification / Requirement** | **Standard Required** | **Delivery period****(in days from the signature of the PO)** | **Warranty period** | **Quantity** |
|  |  |  | 14 days | 3 years | 1 |
| **1.Server for SADC** | Manufacturer | HP |  |  |  |
| Model | specify |  |  |  |
|   |   |  |  |  |
| **1. Processor** |   |  |  |  |
| Compatibility  | 64-bit |  |  |  |
| Microprocessor | At least 1.9 GHz  |  |  |  |
| Processor Core | At least 6 core |  |  |  |
| Number of Processor | At least 4 |  |  |  |
| **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** |   |  |  |  |
| Operating System | None  |  |  |  |
| Power Supplies | At least two |  |  |  |
| Form Factor | Rack mountable |  |  |  |
| Electrical Connections | South African Standard |  |  |  |
| Warranty | At least 3 years |  |  |  |
|  | **10. OTHER FEATURES PROPOSED BY SUPPLIER** |   |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Number**  | **Technical Specification / Requirement** | **Standard Required** | **Delivery period****(in days from the signature of the PO)** | **Warranty period****(in months)** | **Quantity** |
|  |  |  | 14 days | 12 months | 1 |
| **2.Server for SARPAM** | Manufacturer | HP |  |  |  |
| Model | specify |  |  |  |
|   |   |  |  |  |
| **1. Processor** |   |  |  |  |
| Compatibility  | 64-bit |  |  |  |
| Microprocessor | At least 2.7 GHz  |  |  |  |
| Processor Core | At least 12 core |  |  |  |
| Number of Processor | At least 2 |  |  |  |
|   |   |  |  |  |
| **2. RAM** |   |  |  |  |
| RAM capacity | At least 32 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 8TB |  |  |  |
|   |   |  |  |  |
| **8. DVD-RW Drive** | Yes |  |  |  |
|   |   |  |  |  |
| **9. MISCELLANEOUS** |   |  |  |  |
| Operating System | None |  |  |  |
| Power Supplies | At least two |  |  |  |
| Form Factor | Rack mountable |  |  |  |
| Electrical Connections | South African Standard |  |  |  |
| Warranty | At least 3 years |  |  |  |
|   |   |  |  |  |
| **10. OTHER FEATURES PROPOSED BY SUPPLIER** |   |  |  |  |
| Manufacturer | specify |  |  |  |
| Model | specify |  |  |  |

**ANNEX 2. QUOTATION FORMAT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item 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* | *HP Server for SADC* |  |  |  | 1 |  |  |
| *2* | *HP Server for SARPAM* |  |  |  | 1 |  |  |

**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.

**Item Number 1: Specification for Server for SADC ICT**

|  |
| --- |
| **Server for SADC** |
| **Specifications** | **SADC Requirement** | **Proposed Solution from Supplier** |
| Manufacturer | HP |  |
| Model | specify |  |
|   |   |  |
| **1. Processor** |   |  |
| Compatibility  | 64-bit |  |
| Microprocessor | At least 1.9 GHz  |  |
| Processor Core | At least 6 core |  |
| Number of Processor | At least 4 |  |
| **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** |   |  |
| Operating System | None  |  |
| Power Supplies | At least two |  |
| Form Factor | Rack mountable |  |
| Electrical Connections | South African Standard |  |
| Warranty | At least 3 years |  |
| **10. OTHER FEATURES PROPOSED BY SUPPLIER** |   |  |

**Other Requirements**

|  |
| --- |
| Supplier will install (including registration of software) and commission the proposed equipment. |
| All items will be on at least three year warranty after commissioning of the equipment.  |
| All software proposed should come with certificate of authenticity (where applicable).  |
| All prices quoted should be inclusive of taxes and duties applicable. |
| Upon delivery of equipment, the supplier will submit certificate of origin issued by the manufacturer to certify the genuineness of the equipment (with details such as serial numbers of all equipment shipped for the account of the supplier/customer, configuration and makes of major parts used in the assembly). This document will be used for the commissioning of the equipment.  |
| Supplier should not modify this form when completing the information and should submit relevant brochures. |
| The hardware must be certified to run Linux |

**Item Number 2: Specification for Server for SARPAM**

|  |
| --- |
| **Server for SARPAM** |
| **Specifications** | **SADC Requirement** | **Proposed Solution from Supplier** |
| Manufacturer | HP |  |
| Model | specify |  |
|   |   |  |
| **1. Processor** |   |  |
| Compatibility  | 64-bit |  |
| Microprocessor | At least 2.7 GHz  |  |
| Processor Core | At least 12 core |  |
| Number of Processor | At least 2 |  |
|   |   |  |
| **2. RAM** |   |  |
| RAM capacity | At least 32 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 8TB |  |
|   |   |  |
| **8. DVD-RW Drive** | Yes |  |
|   |   |  |
| **9. MISCELLANEOUS** |   |  |
| Operating System | None |  |
| Power Supplies | At least two |  |
| Form Factor | Rack mountable |  |
| Electrical Connections | South African Standard |  |
| Warranty | At least 3 years |  |
|   |   |  |
| **10. OTHER FEATURES PROPOSED BY SUPPLIER** |   |  |
| Manufacturer | specify |  |
| Model | specify |  |

**Other Requirements**

|  |
| --- |
| Supplier will install (including registration of software) and commission the proposed equipment. |
| All items will be on at least three year warranty after commissioning of the equipment.  |
| All software proposed should come with certificate of authenticity (where applicable).  |
| All prices quoted should be inclusive of taxes and duties applicable. |
| Upon delivery of equipment, the supplier will submit certificate of origin issued by the manufacturer to certify the genuineness of the equipment (with details such as serial numbers of all equipment shipped for the account of the supplier/customer, configuration and makes of major parts used in the assembly). This document will be used for the commissioning of the equipment.  |
| Supplier should not modify this form when completing the information and should submit relevant brochures. |
| The hardware must be certified to run Linux |