

REQUEST FOR PROPOSAL (RFP)

Design, Supply, Installation & Delivery of Structured Network, for Jhpiego Sierra Leone Office

NAME & ADDRESS OF FIRM	DATE: January 4, 2024
	REFERENCE: RFP/ICT/FY24/001

Dear Sir / Madam:

We kindly request you to submit your Proposal for the **Design, Supply, installation & Delivery of Structured Network, Jhpiego Sierra Leone office.**

Please be guided by the embedded form as Annexes, in preparing your Proposal.

Proposals may be submitted on or before 4 P.M. on **Sunday, January 14, 2024** and in a sealed envelope addressed to to:

**Jhpiego Sierra Leone
1 Sonia Drive (Back of City Super Market)
Hill Station, Freetown
Att: Procurement Consultant**

Your Proposal must be expressed in **English**, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by Jhpiego after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of Jhpiego requirements.

The Proposal that complies with all the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by Jhpiego, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on Jhpiego's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Jhpiego after it has received the Proposal. At the time of Award of Contract or Purchase Order, Jhpiego reserves the right to vary (increase or decrease) the quantity of services and/or

goods, by up to a maximum of ten percent (10%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions of Jhpiego. The mere act of submitting a Proposal implies that the Service Provider accepts the General Terms and Conditions of Jhpiego.

Please be advised that Jhpiego is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Provider's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

Jhpiego's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can reach out to our compliance department to investigate.

Jhpiego encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to Jhpiego if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

Jhpiego implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against Jhpiego, as well as third parties involved in Jhpiego activities. Jhpiego expects its Service Providers to adhere to the Jhpiego Supplier Code of Conduct.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Jusu Aruna
Procurement Consultant
04/01/2024

Description of Requirements

Context of the Requirement	<i>Design, Supply, Installation & Delivery of Structured Network for Jhpiego Sierra Leone Office .</i>
Brief Description of the Required Services	<i>The contractor will be responsible for the design, supply, installation and delivery of structured network infrastructure for the above-mentioned office site in accordance with the requirements stated in this document. The contractor is expected to propose and submit a comprehensive structured cabling solution by analyzing the requirement, provide the necessary materials.</i>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • <i>Analyze and identify the structured cabling requirement of the Jhpiego office and propose a comprehensive cabling solution. Contractor shall submit detailed scope of work for proposed solution. This shall include all wiring diagrams, description of materials to be used to produce the structured cabling infrastructure and timeline for major tasks of the Work.</i> • <i>Supply and install a Fiber cable to connect core and access switches on each floor in the building The fiber cable should be installed redundantly to maximize the reliability.</i> • <i>Supply and install CAT6 UTP cable (full copper) that will be used for horizontal cabling from each wiring closet to each endpoint.</i> • <i>Supply and install a single PVC trunk for all Network cables, which is clearly separated by a partition.</i> • <i>Centralize CAT6 in a patch panel located on third floor.</i> • <i>Install the appropriate number of wireless access points on each floor to allow full access by users using Jhpiego’s ERP systems</i>
Person to Supervise the Work/Performance of the Service Provider	<i>IT Officer</i>
Frequency of Reporting	<i>Daily from project start to finish</i>
Location of work	<input checked="" type="checkbox"/> Jhpiego Country Office
Expected duration of work	<i>Three working weeks</i>
Target start date	<i>February 01, 2024</i>
Latest completion date	<i>February 015, 2024</i>
Travels Expected	Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Sierra Leone Leones (SLL)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of GST and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, Jhpiego may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Through bank transfer and upon satisfactory completion of work
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	IT Officer Procurement staff Logistics staff
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the Jhpiego Contract Terms and Conditions. This is a mandatory criterion and cannot be deleted regardless of the nature of the services required. Non-acceptance of Jhpiego Contract Terms and Conditions may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Presentation of company registration documents, City Council, NASSIT & NRA and National ID/Passport for individual Consultant 20% <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by Jhpiego.
Jhpiego will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order or Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others BoQ
Contact Person for Inquiries (Written inquiries only)	<p>Procurement Consultant <i>arunajusu@gmail.com</i> <i>Any delay in responding to emails shall not used as a reason for extending the deadline for submission, unless Jhpiego determines that such an extension is necessary and communicates a new deadline.</i></p>
Other Information site visit	For a clearer picture of work, interested vendors are encouraged to visit the office and conduct their own assessment on the 10 th and 11 th January, 2024
Origin of products	Chinese products are prohibited and can not be used to install the Jhpiego Network

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: Procurement Committee, Jhpiego Sierra Leone

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to Jhpiego in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the Jhpiego Contract Terms and Conditions of service:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of Jhpiego by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by Jhpiego, indicating description of contract scope, contract duration, contract value, and contact references;*
- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- e) Written Self-Declaration that the company is not on Jhpiego's blacklisted vendors*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Terms of reference (TOR)

OBJECTIVE

The Project Aims to Design, Supply, Install and Delivery of structured Network, infrastructure for the Jhpiego office. The structured network system facility shall:

- Provide user-friendly environment with efficient, less technical support and open to performance upgrade/future expansion and can accommodate efficiently all data transmission services to the workstations.
- Facilitate efficient communication;
- Provide high-speed network connectivity to every floor of the building;
- Provide a system that supports video app like Microsoft Teams and is strong enough to support Jhpiego's ERP system

SCOPE OF WORK

The contractor will be responsible for the design, supply, installation and delivery of structured network infrastructure for the above-mentioned office site in accordance with the requirements stated in this document. The contractor is expected to propose and submit a comprehensive structured cabling solution by analyzing the requirement, accessing the office and providing the necessary materials as indicated in their bill of materials and carrying out the installation work as the per proposal. The Scope of work is limited to structural cable installation and does not include provision and configuration of the network equipment.

The server rooms are located on the second floor of the building. The server room houses the Central UPS, network equipment such as Switches, Routers, ISP internet link, Servers and other network peripherals. The network cables will be terminated on patch panels in the server room located on the second floor of the building.

DELIVERABLES

- Analyze and identify the structured cabling requirement Jhpiego Sierra Leone office and propose a comprehensive cabling solution. The contractor shall submit a detailed scope of work for the proposed solution. This shall include all wiring diagrams, description of materials to be used to produce the structured cabling infrastructure and timeline for each and every task of the Work.
- Supply and install CAT6 UTP cable (full copper) that will be used for horizontal cabling from each wiring closet to each endpoint.
- Supply and install a single PVC trunk for all Networks to cover the cables installed.
- Centralize CAT6 in a patch panel located on the second floor of the building.
- Install wiring cabinet (available in-house), install patch panels, terminate data cables on the patch panel, and label the nodes both at the user and on the patch panel end.
- Shall remove the old cables, seal the holes and finally paint wall in accordance with the original color code. The contractor should also consider properly rearranging the old cables in a proper manner.
- Properly identify and label both ends of cables.
- Test and verify that each and every points are working.
- Submit detailed documentation of the installation, termination labels.

Provide 1-year service guarantee after the acceptance test.

CABLING & EQUIPMENT STANDARDS

Cabling Standard Comply to:-

- ISO/IEC 11801:2002: International Standard for generic cabling for customer premises
- EIA/TIA 568B: Commercial Building Telecommunications Cabling Standard (2002)
- EIA/TIA 568B.2-1: Commercial Building Telecommunication Cabling Standard (2002).

DELIVERY PERIOD:

The work has to be completed in not more than 15 days (February 01-15, 2024).

Minimum organization and key personnel requirements

Additional Remark /Conditions

A site visit must be done to discuss necessary technical details and the requirements.

SPECIFY THE BRAND OF MATERIALS SUPPLIED.

The quality of the installation is subjected to ongoing inspection as the project progresses.

