

REQUEST FOR TENDERS

File: AP 3/15/6
Date: 20 May 2019
To: Interested consultants
From: Tavita Su'a, Environmental Information Systems Developer and Analyst

Subject: Request for tenders: Supply of Computer Server Equipment for the Inform Project

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced suppliers who can offer their services to supply the server hardware equipment listed in Annex 1 for the Inform Project.
- 2.2. The successful applicant will need to supply and deliver the equipment to the addresses given by **31 July 2019** as specified in the Terms of Reference in Annex 1. Installation is required.
- 2.3. Must be able to offer a competitive package including 3 years warranty and technical after sales support for the hardware, including the ability to service the server on-site in Samoa.
- 2.4. Price should include all taxes and import duties as well as freight and handling fees from point of procurement to the assigned destination.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions: list any conditions:
 - Provide proof of relevant experience in supplying similar equipment in the Pacific.
 - Provide at least 3 referees as part of their tender application.
 - Offers would be valid for 60 days from the closing date of tenders.
 - Complete the tender application form provided (*please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your*

*Technical Proposal. Failure to do this will mean your application will **not** be considered).*

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tender must also complete the **tender application form** provided.
- 4.4. The Financial Proposal must be inclusive of taxes, freight, handling and all other related costs.
- 4.5. Tender documentation must clearly outline the timeline for supply and delivery.
- 4.6. Provide outline of warranty conditions and requirements

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy tavitas@sprep.org before 06 May 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 07 May 2019.

6. Evaluation criteria

SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:

- 6.1. Costs – direct and indirect benefits/costs over the whole procurement cycle including taxes, import duties, freight and handling fees (where applicable) from point of procurement to assigned destination (30%);
- 6.2. After sales support – must be able to provide on-site support services in Samoa for maintenance and troubleshooting (10%)
- 6.3. Products matching specifications of the order – including clear conditions and requirements for the warranty of the hardware and the software components (30%);
- 6.4. Convenience and timeliness of the order (20%);
- 6.5. Performance history of the suppliers (10%);

Assessment of the proposal will be based on the evaluation of the Technical specification (70%) and Financial (30%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 24 May 2019, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.

7.3 Please send all tenders clearly marked 'TENDER: **Supply of Computer Server Equipment for the Inform Project**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

TERMS OF REFERENCE

Supply of Computer Server Hardware for the SPREP Inform Project

1. Background

This tender is for the supply of computer server hardware. Installation is not required, however, the ability to service the hardware on-site in Samoa is required.

2. Scope of work

The supplier is responsible for supplying a set of reliable, high-quality Computer Hardware described in the Request for Tenders Document and delivered directly to the Secretariat of the Pacific Regional Programme Office in Apia, SAMOA.

The vendor is responsible for ensuring that the hardware fulfills the specifications mentioned in the Request for Tender Document or closest possible configuration, which are:

QUANTITY	DESCRIPTION
1	Server: HPE ProLiant ML380 Gen10 2U OS: Windows Server 2019 Datacenter Processors: Intel(R) Xeon(R) Silver 4110 CPU @ 2.10GHz Memory: 128 GB RDIMM SR 2600 MT/s (8x 16 GB) Hard Drive: 8x 4TB 7.2K RPM SAS 6Gbps Hot Swap Drives Power Supply: 2x 800W HPE FlexSlot power supply (1+1) Warranty: 3 YEARS WARRANTY Service: Ability to service on-site

The goods are to be delivered by the supplier to the following address and received by MNRE Samoa by **31 July 2019**.

Ministry of Natural Resources and Environment (MNRE)
Attention: Bernie Tauaanae
ACEO, Information Technology Division
Ground Floor, TATTE Building Beach Road
Sogi, Apia SAMOA
Tel: (685) 67200
Email: bernie.tauaanae@mnre.gov.ws

Annex 2

Proposal Evaluation Criteria

The evaluation criteria are proposed below for reference.

Criteria		Maximum Points
1	Products matching specifications of the order	30
2	Convenience and timeliness of the order	20
3	Performance history of the suppliers	10
4	After sales support – ability to provide on-site support	10
Sub Total Technical Points		70
4	Financial Proposal <ul style="list-style-type: none">• Lowest bid = 30 points• Subsequent bids will be awarded points calculated as a percentage of the lowest bid	30
Total Points		100