**Annex A: Scope of Work**

**SCOPE OF WORK LOCAL AREA NETWORK (LAN) & POWER CABLING – UNHCR FO KHARTOUM OFFICE**

The scope covers design/development of a suitable layout of the proposed networking system, preparation of bill of materials, pre-dispatch inspection / testing, packing and forwarding, transportation, insurance and carrying out further activities at the site like unloading, storage (space to be provided by the UNHCR), further handling, testing and commissioning including successful completion of acceptance tests and any other services specified.

The vendor shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfil the intent of ensuring operability, maintainability, and reliability of the complete equipment covered under this specification within the quoted price. This work shall follow all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.

The details are as below.

1. The Vendor will perform a site survey.
2. Preparation of Actual Bill of Material based on Survey and UNHCR’s requirements.
3. Prepare technical design drawings to specifications and provide hard and soft copies.
4. Provide comprehensive network infrastructure design and support services and create as-built drawings.
5. Laying and Termination of CAT6 UTP Cable. All cabling must be “structured”
6. Provide, install, and configure support structures and components needed for end-to-end network operations per project specifications in individual task orders—cable trays, equipment racks, cabinets, plywood backboards, blocks, patch panels, jacks, outlets, patch cords, labels, tie wraps e.tc.
7. Install, test, and certify cabling and conduit systems associated with electrical power distribution.
8. Labelling of Cables, I/Os, Jack Panel, Switches for new connections
9. Provide test equipment to test all cables installed to certify performance
10. Repair/Refurnishing work owing to damage caused due to cabling or any other work related to this Project. There should not be any hanging or uncovered wire. Provide material necessary to perform any minor construction for required installations.
11. Patch cord should be branded, and factory crimped
12. The vendor shall also be responsible for availing qualified personnel for installation, testing, commissioning, and other services under this scope of work as per the specifications.
13. All required tools and tackles for completing the scope of work as per the specification is the responsibility of the vendor. No separate charges for fixing/crimping/other connection charges would be paid by UNHCR.
14. The installation of equipment’s shall be accepted only after installation tests are over.
15. The vendor should ensure while installation of LAN, day-to-day functioning of official work and existing network setup/connectivity/internet connectivity should not get disrupted.
16. Onsite warranty for all Installation and Hardware delivered for minimum one year and extended as per OEM (Official Equipment Manufacturer) guarantee/warranty offered.
17. In case, the quantity of laying cables or fixing wall mount sockets etc. exceeds or is less than the quantity in bid price schedule, the payment for the executed quantity shall be paid on pro-rata basis, for the actual quantities consumed / for which the installation is carried out through the vendor on Certification by UNHCR’s ICT team
18. UNHCR reserves the right for quantity variation due to increase/decrease in requirements. The vendor shall also provide all required equipment which may not be specifically stated herein but are required to meet the intent of ensuring completeness, maintainability and reliability of the total system covered under this specification.
19. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipment’s as required by applicable codes though they may not have been specifically detailed in the tender document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment's provided, shall be inter-changeable with one another.
20. Any other work required for making the network functional up to the satisfaction of UNHCR Representation in Sudan for the Field Office Khartoum

LAN & Power Requirements **(Vendor should visit the site and specify the brand)**

**Bill of Quantities for Power and LAN cabling**

|  |  |  |  |
| --- | --- | --- | --- |
| Item No | Item Name | Quantity | Brand |
| 1 | 42U Server Cabinet Enclosures/Server Rack | 1 |  |
| 2 | 42U Cabinet Enclosures/ Patch Panel Rack | 1 |  |
| 3 | Eaton MEM Shield 24 way 32A distribution board | 2 |  |
| 4 | Armoured Cable 25 mm Cable | 50 m |  |
| 5 | Flexible cable 2.5 mm | 11 roll /90 yard |  |
| 6 | Flexible cable 4 mm | 2 roll /90 yard |  |
| 7 | 13 Amp UPS Dual power outlets | 94 Pcs |  |
| 8 | 13 Amp Raw Dual power outlets | 45 PCs |  |
| 9 | Cat6 /UTP Cable length 305m | 28 Box |  |
| 10 | connection module cat6 2XRJ45 with face Plate | 94 |  |
| 11 | connection module cat6 1XRJ45 with face Plate | 11 |  |
| 12 | 19" Patch Panel 24XRJ45 /u | 9 |  |
| 13 | 19" Cable Manager | 18 |  |
| 14 | 19" Power Manager | 12 |  |
| 15 | Cable Tie B/M/S | 10 |  |
| 16 | Trunking 50X100 | 142 |  |
| 17 | Deco duct Separator | 100 |  |
| 18 | Deco duct 1 Gang Flush back box | 105 |  |
| 19 | Deco Duct 2 Gang Flush back box | 139 |  |
| 20 | Cat6 Patch Cord Cable/ length 3m | 100 |  |
| 21 | Cat6 Patch Cord Cable/ length 1m | 200 |  |
| 22 | PVC 3'' /6 m For Data | 28 |  |
| 23 | PVC 3'' /6 m For Power | 28 |  |
| 24 | PVC 3'' Coupling | 26 |  |
| 25 | PVC 3'' Elbow | 14 |  |
| 26 | PVC 3'' tee | 4 |  |
| 27 | C-Shape Pipe clamps 3'' | 100 |  |
| 28 | Earth Rod | 2 |  |
| 29 | Earth Rod Joint | 1 |  |
| 30 | Earth cable 6mm | 15 m |  |
| 31 | Earth Cable Gland | 1 |  |
| 32 | Earth busbar | 1 |  |
| 33 | Earth Compound | 2 |  |

**Important Notes:**

1. An all-inclusive price for the Supply, Installation of standard Electrical/power and Data/Voice points in the premises at FO Khartoum should be submitted to UNHCR, the cost per Point pricing.

The cost per Point/workstation represents all materials including network and electrical cable, data and electrical boxes, colour coded inserts, patch panels, wall plates for both data and power, patch cords, all material needed for proper hanging and moulding as required. The price shall include a break down for electrical/power and data/voice separately.

* 1. In addition, the cost per point/workstation represents all labour including fishing walls, running cable through offices, terminating, testing, labelling, and providing certification reports and warranty information.
  2. The Pricing should include all costs, including conveyances, and accommodation necessary to complete the project.

1. Distribution unit for 3-Phase UPS power cabling should be setup in the Server Room
2. Each circuit breaker in the distribution unit should take load current for 3 standard desktop computers.
3. Trunking for both power and Data cables must be compartmentalized separately to minimize electromagnetic interference.
4. The vendor will promptly correct all defects for which the vendor is responsible.

**Annex C - List of items and proposed distribution**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Office Name | Trunk 50X101 | UTP CABLE (Meters) | Powe cable (meters) | Dual Back Box (Pieces) | Single back box (Pieces) | 13 AMP UPS power outlet (Pieces) | 13 AMP RAW Power outlet (Pieces) | Dual Data face Plate (Pieces) | Single Data Face Plate (Pieces) |
| Sever room | 11 | 80 | 25 | 8 | 4 | 6 | 2 | 4 | 0 |
| ICT Room | 12 | 240 | 25 | 6 | 7 | 4 | 2 | 6 | 1 |
| small office | 3 | 90 | 16 | 5 | 3 | 3 | 2 | 3 | 0 |
| Admin/finance | 13 | 360 | 40 | 8 | 6 | 6 | 2 | 6 | 0 |
| Conference1 | 10 | 680 | 50 | 8 | 7 | 6 | 2 | 6 | 1 |
| Conference2 | 4 | 396 | 44 | 6 | 5 | 4 | 2 | 4 | 1 |
| Corridor | 6 | 240 | 75 | 8 | 4 | 4 | 4 | 4 | 0 |
| Protection office | 6 | 280 | 40 | 6 | 5 | 4 | 2 | 4 | 0 |
| Protection office | 7 | 400 | 60 | 6 | 4 | 4 | 2 | 4 | 1 |
| Security office1 | 1 | 120 | 24 | 3 | 2 | 2 | 1 | 2 | 0 |
| Security office2 | 2 | 100 | 27 | 3 | 2 | 2 | 1 | 2 | 0 |
| Security Reception | 3 | 175 | 33 | 3 | 3 | 2 | 1 | 2 | 1 |
| Registration 1 | 7 | 325 | 35 | 6 | 4 | 4 | 2 | 4 | 0 |
| Registration 2 | 6 | 224 | 35 | 8 | 7 | 6 | 2 | 6 | 1 |
| Driver 1 | 8 | 450 | 50 | 8 | 7 | 6 | 2 | 6 | 1 |
| Archive | 3 | 140 | 36 | 3 | 2 | 2 | 1 | 2 | 0 |
| Gate 1 | 3 | 320 | 100 | 4 | 2 | 2 | 2 | 2 | 0 |
| Gate 2 | 3 | 440 | 85 | 4 | 2 | 2 | 2 | 2 | 0 |
| Field Unit | 6 | 650 | 60 | 8 | 7 | 6 | 2 | 6 | 1 |
| Head Of Office | 4 | 260 | 34 | 6 | 4 | 4 | 2 | 4 | 0 |
| P/F/R Office | 6 | 720 | 55 | 8 | 7 | 6 | 2 | 6 | 1 |
| Prefab | 11 | 400 | 36 | 8 | 7 | 6 | 2 | 6 | 1 |
| Balcony | 1 | 55 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Corridors | 6 | 420 | 75 | 6 | 3 | 3 | 3 | 3 | 0 |
| Total | 142 | 7565 | 1060 | 139 | 105 | 94 | 45 | 94 | 11 |

**Evaluation**

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | | |
| Valid Registration Documents / Certificate issued by competent authority | **PASS/FAIL** | |
| The company registration date of a minimum three years before the tender deadline | **PASS/FAIL** | |
| Bidder confirms the acceptance of the following Annexes in writing and will be required to strictly adhere to, for the purpose the proposed contract. |  | |
| **Annex F:** General Conditions of Contracts for the provision of and Services -2018 | **PASS/FAIL** | |
| **Annex G:** Supplier's Code of conduct | **PASS/FAIL** | |
| **Criteria** | **Sub-criteria** | **Technical Marks distribution** |
| The Bidder's qualifications & Capacity | Company’s organizational structure for Escalations (0-10) marks | The company has a well-defined organizational structure – 10 marks |
| 1- Technical e.g., Technical Helpdesk, Technicians, Engineers | Company has a minimal organizational structure – 6 marks |
| 2- Commercial e.g., Account Manager, Dep Account Manager | Company has no organizational structure – 0 marks |
| Technicians Availability  Provide CVs of trained/Certified Technicians. (0- 10) marks | 1 CV = 1 mark |
| Company’s experience in provision of LAN & Power Cabling Services (0-15) marks | 6-10 years – 15 marks |
| 3-5 years – 10 marks |
| 1-2 years - 5 marks |
| Proposal Work Plan and Approach | Understanding of, and responsiveness to, UNHCR requirements. (0-10 marks) | The bidders offer is complete and fully responsive to RFP requirements and ToR – 10 marks |
| The bidders offer is not fully responsive to RFP requirements and ToR – 5 marks |
| Clear service provision approach (0-25 marks) Understanding of scope, objectives and completeness of response | The bidder provided the detailed work plan, showing Project approach and methodology and strategy – 25 marks |
| The bidder only provided some of the required information – 15 marks |
| The bidder only provided one of part of the required information - 10 marks |
| The bidder did not provide the detailed response to the bid – 0 marks |
| Site Visit done ( 10 Marks)  - Signed Site visit certification from authorised UNHCR Personnel | The Bidder has carried out the required site visit - 10 Marks |
| The Bidder has not carried out the required site visit - 0 Marks |
| Company’s experience | Company has experience of the provision of implementing, commissioning and maintenance of LAN and Power Cabling projects within the UN agency or INGO (0-10)  - Provide proof of Signed contracts or Purchase Orders POs or Certificate of Project completion | The bidder has experience of the provision of implementing, commissioning and maintenance of LAN and Power Cabling projects with at least 5 (five) UN agency or INGO – 10 marks |
| The bidder has no experience of the provision of custom clearance services to at least one UN agency or INGO – 0 marks |
| Positive reference letters from the clients (0-10) | 7 or above positive references from the clients - 10 marks |
| 3-6 positive references from the clients - 7 marks |
| 1-2 positive references from the clients - 3 marks |
| no references are provided - 0 marks |