**TENDER RESPONSE (HARDWARE)**

**ITT / ABUJA/2019/001 IT (HARDWARE)**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder’s general business details**

1. General information

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name: | | | |
| Contact Name: | | | |
| Phone: | | Fax: | |
| Email: | | Parent company (if applicable): | |
| Principle Address: | Registered Address: | | Payment Address: |
| Registration number: | | Tax number: | |
| Year of registration: | | Annual Turnover: (**NGN)** : | |
| Other key information : | | | |

1. Please provide details of the type of your organisation (manufacturer, distributor, Service provider/oriented etc.):
2. Please provide details of the primary products/services of your organisation:
3. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children and will be the person receiving all orders from Save the Children in case your company is selected as Supplier. Put in red the name of the employee designed as key point.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct phone number** | **Email address** |
|  |  |  |  |  |
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1. Please detail what your insurance cover provides and what the maximum value is:
2. Please provide details ofat least3client references whichSave the Children may contact (preferably NGOs):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Organisation** | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
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**Section 2: Bidder capacity**

1. Please list some of the most important Orders you have received and fulfilled in the last year to demonstrate your capacity to handle big quantities/ amount. Provide a copy of such Orders and the delivery time you engaged for them.

|  |  |  |
| --- | --- | --- |
| **Product** | **Quantity** | **Delivery time** |
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1. Please tick yes or no to indicate your adherence to essential criteria for bidding

|  |  |  |
| --- | --- | --- |
| Criteria | Yes / No | Reference to Relevant Document included in the bidding |
| Bidder can legally operate in the country of residence (Attach Photocopy of proof of business registration - CAC) |  |  |
| Bidder’s confirmation of compliance with the attached Conditions of Tendering, Key Contractual Terms, Save the Children’s Child Safeguarding Policy, Save the Children’s Anti‑Bribery and Corruption Policy and the IAPG Code of Conduct |  |  |
| Audited accounts of the company for the last two years (Attach Photocopy) |  |  |
| VAT Registration Certificate (Attach photocopy) |  |  |

1. What quality standards does your organisation adhere to e.g. ISO and/or what brand/product representative you are?( If applicable)
2. What warranties and guarantees can you offer as part of this contract?

Is your company able to provide all products listed in the Items Specification section directly without sub-contracting?

Yes  No

If No, please detail which product are to be sub-contracted and a list of your sub-contracting companies.

1. What are your standard working hours and what after-hours services do you provide in the event of an emergency?
2. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract

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| --- | --- |
| **Supplementary Advantages** | **Observations** |
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**Section 3: Pricing proposal**

1. Please see below items to be procured and fill the cost implication in Naira (NGN)

**Prices to be indicated per Unit and in local currency (NGN).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Description** | **Quantity** | **Unit Price** | **Total Price** |
| 1 | Laptop - intel Core i5 5200U with intel graphics 5500 (min) 500GB 7200rpm SSD/SATA HDD, Windows 10 professional x64 8GB RAM | 20 |  |  |
| 2 | Laptop - intel Core i7 with intel graphics 5500 (min) 500GB 7200rpm SSD/SATA HDD, Windows 10 professional x64 8GB RAM | 20 |  |  |
| 3 | FG-201E Hardware plus 1 Year 8x5 FortiCare and FortiGuard Unified (UTM) Protection (18x GE RJ45 (including 2x WAN ports, 1x Mgmt port, 1x HA port, 14x switch ports), 4x GE SFP slots, SPU NP6Lite and CP9 hardware accelerated, 480 GB onboard SSD storage). | 3 |  |  |
| 4 | FG - 140E - POE Hardware plus 1 Year 8x5 FortiCare and FortiGuard Unified (UTM) Protection (42x GE RJ45 ports (including 2x WAN ports, 1x Mgmt port, 1x HA port, 24x RJ45 GE PoE/PoE+ ports, 14x switch ports), 2x GE SFP DMZ slots.) | 4 |  |  |
| 5 | Fortigate 200E with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 6 | Fortigate 300E with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 7 | Fortigate 400E with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 8 | Fortigate 100E with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 9 | Fortigate 80E with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 10 | Fortigate 200D with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 11 | Fortigate 140D with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 12 | Fortigate 80D with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 13 | Fortigate 100D with 1 year AV, Web filtering, App filtering License. | 2 |  |  |
| 14 | Network Switch: 24 port gigabit ethernet managed switch with PoE….Cisco | 4 |  |  |
| 15 | Network Switch: 48 port gigabit ethernet managed switch with PoE….Cisco | 4 |  |  |
| 16 | Network Switch: 16 port gigabit ethernet managed switch with PoE….Cisco | 4 |  |  |
| 17 | CISCO WS-C3560X-48PF-E MANAGED GIGABIT ETHERNET (10/100/1000) POWER OVER ETHERNET (POE) 1U BLACK NETWORK SWITCH | 3 |  |  |
| 18 | Network Switch: 24 port gigabit ethernet unmanaged switch with PoE….Cisco | 3 |  |  |
| 19 | Network Switch: 48 port gigabit ethernet unmanaged switch with PoE….Cisco | 2 |  |  |
| 20 | Network Switch: 16 port gigabit ethernet unmanaged switch with PoE….Cisco | 2 |  |  |
| 21 | Network Switch: 24 port gigabit ethernet unmanaged switch with PoE….Dlink | 2 |  |  |
| 22 | Network Switch: 48 port gigabit ethernet unmanaged switch with PoE….Dlink | 4 |  |  |
| 23 | Network Switch: 16 port gigabit ethernet unmanaged switch with PoE….Dlink | 4 |  |  |
| 24 | Network Switch: 24 port gigabit ethernet managed switch with PoE….Dlink SmartPro | 4 |  |  |
| 25 | Network Switch: 16 port gigabit ethernet managed switch with PoE….Dlink SmartPro | 4 |  |  |
| 26 | Network Switch: 48 port gigabit ethernet managed switch with PoE….Dlink SmartPro | 4 |  |  |
| 27 | Standard Desktop PC - Windows 10 professional x64, 500GB HDD, intel processor 2.0 ghz Core i5 500GB SATA, 8GB RAM, wireless functionality, Keyboard US-International format, TFT Monitor 15" with screen guard. | 4 |  |  |
| 28 | Android Tablet 5.7" screen with 32GB HDD memory and 2GB RAM | 10 |  |  |
| 29 | Android Tablet 5.7" screen with 64GB HDD memory and 2GB RAM | 10 |  |  |
| 30 | Android Tablet 5.7" screen with 128GB HDD memory and 2GB RAM | 10 |  |  |
| 31 | Windows Tablet 5.7" screen with 32GB HDD memory and 2GB RAM | 5 |  |  |
| 32 | Windows Tablet 5.7" screen with 64GB HDD memory and 2GB RAM | 5 |  |  |
| 33 | Windows Tablet 5.7" screen with 128GB HDD memory and 2GB RAM | 5 |  |  |
| 34 | VoIP hard phones PoE with AC/DC adaptor, Vlan capability and SIP RFC 3261, SDP RFC 2327, RTP RFC 1889. IP assignment: Static IP, DHCP and PPPoE. STUN, static port mapping (for NAT traversal). SNTP, DNS & DNS SRV. TFTP/FTP/HTTP for Auto Provision. IP/TCP/UDP/ARP/ICMP | 20 |  |  |
| 35 | Cisco Meraki MR 33 with License | 10 |  |  |
| 36 | Cisco Meraki MR 42 with License | 8 |  |  |
| 37 | Ubiquiti UAP - AC - LR 802ac Access point | 4 |  |  |
| 38 | Wireless Router - Universal wireless router with minimum of 4 ethernet port, simcard functionality | 5 |  |  |
| 39 | Speakers - Portable USB conference speakers with microphone, Bluetooth and wireless capability. | 10 |  |  |
| 40 | Wireless Microphones with Amplifier - conference microphone WiFi / Bluetooth capability | 2 |  |  |
| 41 | HP Printer - Network ready Multi function printers with Wifi, ADF, coloured printing. 22ppm minimum, Scan to folder. | 3 |  |  |
| 42 | HP Printer - Network ready Multi function printers with Wifi, ADF, coloured printing. 30ppm minimum, Scan to folder | 4 |  |  |
| 43 | HP Printer - Network ready Multi function printers with Wifi, ADF, coloured printing. 35ppm minimum, Scan to folder, Document Management Properties. | 4 |  |  |
| 44 | Sharp Printer - Network ready Multi function printers with Wifi, ADF, coloured printing. 22ppm minimum, Scan to folder. | 3 |  |  |
| 45 | Sharp Printer - Network ready Multi function printers with Wifi, ADF, coloured printing. 30ppm minimum, Scan to folder. | 3 |  |  |
| 46 | Sharp Printer - Network ready Multi function printers with Wifi, ADF, coloured printing. 35ppm minimum, Scan to folder, Document Management Properties. | 4 |  |  |
| 47 | Photocopier - ADF, 25 copies/minute, Scan. | 3 |  |  |
| 48 | Photocopier - ADF, 40 copies/minute, Scan. | 3 |  |  |
| 49 | Scanner - Flatbed scanner Minimum optical resolution 600px | 3 |  |  |
| 50 | Scanner -Network Scanner Minimum optical resolution 600px | 3 |  |  |
| 51 | NEC NP-P502WL 5000-Lumen WXGA | 4 |  |  |
| 52 | NEC NP-P452W 4500 Lumens WXGA DLP Projector, Dual HDMI | 4 |  |  |
| 53 | NEC NP-P554W 5500 Lumens Projector | 4 |  |  |
| 54 | NEC NP-M403H4000-Lumen Cinema 3D Projector With Dual HDMI Inputs And 1.7X Optical Zoom | 4 |  |  |
| 55 | Android Mobile phone with 4Gb RAM, 32 GB storage memory | 10 |  |  |
| 56 | APC Smart-UPS C 1000VA LCD 230V SMC1000I | 3 |  |  |
| 57 | APC Smart-UPS SRT 5000VA 230V SRT5KXLI | 2 |  |  |
| 58 | APC S-UPS 3000VA SUA3000I | 2 |  |  |
| 59 | UPS – 1.5KVA | 6 |  |  |
| 60 | UPS – 2KVA | 4 |  |  |
| 61 | UPS – 3KVA | 5 |  |  |
| 62 | UPS – 5KVA | 3 |  |  |
| 63 | UPS – 10KVA | 1 |  |  |
| 64 | Inverter Head 2.5KVA | 2 |  |  |
| 65 | Inverter Head 5KVA | 3 |  |  |
| 66 | Inverters Head 10KVA | 1 |  |  |
| 67 | Inverter Batteries: 12V AH@20HR Dry, 12V 100AH | 20 |  |  |
| 68 | Inverter Batteries: 12V AH@20HR Dry, 12V 150AH | 20 |  |  |
| 69 | Inverter Batteries: 12V AH@20HR Dry, 12V 200AH | 20 |  |  |
| 70 | Inverter Batteries: 12V AH@20HR Dry, 12V 160AH | 20 |  |  |
| 71 | Inverter Batteries: 12V AH@20HR Dry, 12V 220AH | 20 |  |  |

Are these prices valid for at least the next 12 months following the tender process?

Yes  No

If not, please provide details of how long they will remain valid

1. If prices cannot be remain valid for the next 12 months, please list any factors that would affect prices and also briefly explain how the mentioned factors would affect prices.
2. Please, confirm if your firm/Organisation can deliver at the place where items are needed- Save the Children International in Abuja and other locations.

Yes  No

1. Terms and Conditions of payment:100% payment upon completion of service (15 days after delivery)

Yes  No

**Section 4: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

* The required specification for the products
* The Conditions of Tendering
* Save the Children’s Terms and Conditions of Purchase
* Save the Children’s Child Safeguarding policy
* Save the Children’s Anti-Bribery and Corruption policy
* The IAPG Code of Conduct

The following documents and items are included in our bid:

* Section 1: Bidder’s general business details
* Section 2: Bidder capacity
* Section 3: Pricing proposal
* Documentation proving the company is registered with Corporate Affairs Commission (CAC)
* Documentation to prove Financial sustainability of Bidder and Tax record
* Full completion of the “Tender Response” document in order for the bid to be compliant. Supplementary proposal documents are requested to demonstrate that the bid meets the essential and preferred criteria listed below. Those tenders returned uncompleted may be treated as void.
* One hard copy of bid to be submitted.
* Bid to be submitted in a sealed envelope, addressed to Save the Children International at the below address. The envelope should indicate the tender reference number only. Missing reference will disqualify the bid.
* **Save the Children International, 4, Danube Close Maitama, Abuja**
* Other eventual documents included in the bid documentation are to be listed below

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

|  |
| --- |
| **Acceptance by the Bidder:**  Signature: ……………………………………………………………………. Name: …………………………………………………………………….. Job Title: …………………………………………………………………….. Company: ……………………………………………………………………... Date: ……………………………………………………………………. |