



MINISTRY OF PUBLIC UTILITIES (MPU)

General Administration Unit, Head Office

1 Alexandra Street,

St. Clair

628-9500 Extensions 2133, 2134, 2136 to 2140

REQUEST FOR QUOTATIONS

*Supply and Delivery of Eighteen (18)
Extreme Network Switches and Management
Software*

May 29, 2017
RFQ No. 1

Contents

SECTION 1. LETTER OF INVITATION	3
SECTION 2. INFORMATION TO FIRMS	ERROR! BOOKMARK NOT DEFINED.
SECTION 3. SAMPLE FORMS	7
SECTION 4. TERMS OF REFERENCE	10

Section 1. Letter of Invitation

RFQ No.1
May 5, 2017

Dear Firm,

1. The Ministry of Public Utilities (MPU) is mandated to provide effective leadership and governance in the delivery of public utilities to the citizenry of Trinidad and Tobago. Our mission is to facilitate the effective delivery of affordable and quality public utilities through a committed, resourceful team of professionals in close collaboration with all partners. It is the primary responsibility of the Information Technology Unit to manage the Information Systems (IS) and Information Technology (IT) portfolios of the Ministry, as well as providing the necessary IT support to the Ministry. The Information Technology (IT) Unit continues to mould the Ministry of Public Utilities into a highly productive, effective and secure technological environment, whilst remaining committed to efficient service delivery to staff and the citizenry of Trinidad and Tobago.

The IT Unit is presently mandated to provide ICT consultancy, systems development and helpdesk support to a total of (4) Divisions, namely:

MPU Head Office / Electrical Inspectorate Division North West
Electrical Inspectorate Division North, Arouca
Electrical Inspectorate Division South
Meteorological Services Division

Summary of the IT Unit's Roles and Functions:

- To manage, facilitate and protect the Ministry's most valuable resources:
 - a. the Ministry's data;
 - b. the Ministry's network resources (hardware and software health);
 - c. the productivity of the Ministry's human resources (manage how the technology is being utilized and to assist in making staff duties be achieved as easily as possible)
- To provide foresight and insight into cost-effective, energy efficient and productivity enhancing technologies, that will transform the Ministry of Public Utilities into a highly efficient and technological driven organization
- Create and provide policy frameworks which will direct the usage of the technologies.

- To increase the ease of accessibility to our utilities services by the citizenry of Trinidad and Tobago through the utilization of information technology
2. The Government Electrical Inspectorate Division's (EID) primary responsibility is to provide inspection and certification of electrical installations in Trinidad and Tobago in accordance with accepted codes and practices of both local and international standards. The EID is also charged with issuing and renewing wireman's licenses, in addition to investigating fires that may occur due to electrical faults, upon the request of the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Services, Trinidad and Tobago Electricity Commission (T&TEC) and Insurance Companies.
 3. MPU wishes to engage a firm to **Supply and Delivery of Eighteen (18) Extreme Network Switches and Management Software** as outlined in the RFQ attached. This need arose during the relocation of the Ministry, when lightning would have struck the Ministry's site link cable, resulting in permanent damage to all of MPU's Network switches. This event has adversely affected the quality of communications within the Ministry. In this regard, interested Firms are hereby invited to submit a package containing the quotation and other relative information at the **Ministry of Public Utilities' Head Office (# 1 Alexandra Street, St. Clair) before 2:00 p.m., Friday 23rd June, 2017.**
 4. The Quotations will be evaluated in accordance with the procedures described in this Request for Quotations (RFQ), on the basis of the criteria outlined in the Data Sheet.
 5. The Firm will be selected under a Quality and Cost Based Selection Method (QCBS) in keeping with the requirements described in this Request for Quotations (RFQ)
 6. Issuance of this RFQ does not in any way obligate MPU to make an award or pay for costs incurred by the Firm in the preparation and submission of a quotation.

Yours sincerely,

Ms. Rukmine Mowassie
Administrative Officer V
General Administration Unit

Information to Firms

DATA SHEET

- 1.1 The name of the Client is: **The Ministry of Public Utilities**
- 1.2 The name of the assignment is: **Supply and Delivery of Eighteen (18) Extreme Network Switches and Management Software**
- 1.3 The name, address, and contact information for the Client's official is:
- Ms. Rukmine Mowassie**
#1 Alexandra Street, St. Clair
628 – 9500 Ext. 2133
- Ms Primatee Chandoo**
#1 Alexandra Street, St. Clair
628 – 9500 Ext. 2140
- 2.1 Clarifications may be requested prior to the submission date via the email addresses below:
- procurement@mpu.gov.tt
- 4.3 Firms must submit an original and five (5) additional copies of each quotation. A copy of the following documents must also be submitted with the proposal:
1. Firm's registration/business license
 2. V.A.T Clearance Certificate
- 4.4 The quotation submission address is:
The Ministry of Public Utilities
#1 Alexandra Street,
St. Clair
- Information on the outer envelope should also include:
Supply and Delivery of Eighteen (18) Extreme Network Switches and Management Software
- 4.5 Quotations must be submitted no later than the following date and time:
Friday 23rd June, 2017 at 2:00p.m.

4.6 The maximum number of points which can be awarded under each of the evaluation criteria is:

	<u>Points</u>
(i) Features (in responding to the Terms of Reference)	[30]
(ii) Device Warranty and Vendor Systems Support	[15]
(iii) Equipment Delivery	[20]
(iv) Submission of required documentation	[5]
(v) Cost	[30]
Total Points:	100

The minimum score required to pass the Evaluation is 85

Section 3. Sample Forms

3A. Quotation submission form.

3B. Summary of Cost

Note: Firms must fill in the appropriate information in the enclosed forms, and submit these forms with the Quotation. In addition, the Firm may include any other form(s), which in his opinion will assist in presenting, clearly and concisely, pertinent information relevant to the quotation.

3A. QUOTATION SUBMISSION FORM

1 Alexandra Street,
St. Clair
(Date)

To: The Ministry of Public Utilities

Attn: Ms. Rukmine Mowassie

We, the undersigned, hereby submit a quotation for the Supply and Delivery of Eighteen (18) Extreme Network Switches and Management Software in accordance with your Request for Quotation dated 09th June, 2017.

Our Quotation for the sum of [*Amount in words and figures*]. This amount is inclusive of 12.5% Value Added Tax, which we have calculated as [*Amount(s) in words and figures*].

Our Quotation shall be binding upon us up to expiration of the validity period of the Quotation, i.e., [*Date*].

We understand you are not bound to accept any Quotation you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Address:

3B. SUMMARY OF COSTS

Item	Unit Price	Total Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal		
Value Added Tax (VAT)		_____
Other Tax		_____
Total Amount of Financial Quotation		_____

Section 4. Terms of Reference

Supply and Delivery of Eighteen (18) Extreme Network Switches and Management Software

1.0 Objective

This Request for Quotation (RFQ) seeks to engage a firm to supply and deliver eighteen (18) Extreme Network Switches and Management Software to the Ministry of Public Utilities, # 1 Alexandra Street, St. Clair. **The Firm will not be required to install same.**

2.0. SCOPE OF WORKS

The supply and delivery of Extreme network switches and management software as outlined below:

For use by the Information Technology Unit:

- Two (2) X620 Extreme switches with the following specifications:
 - Twelve (12) Power over Ethernet plus (POE+) ports of 10 Gigabit Ethernet,
 - Dual power supply unit,
- Two (2) compatible stacking cables for the X620 Extreme,
- Thirteen (13) X440-G2 Extreme Summit switches with the following specifications:
 - Forty-Eight (48) Power over Ethernet plus (POE+) ports of 1 Gigabit Ethernet,
 - Four (4) ports of 1 Gigabit Ethernet SFP,
- Thirteen (13) compatible stacking cables for the X440-G2 Summit Extreme switches
- Extreme Management Center and licenses for the Fifteen (15) switches included in the proposal.

For use by the Electrical Inspectorate Division:

- Two (2) X440-G2 Extreme Summit switches with the following specification:
 - Forty-Eight (48) Power over Ethernet plus (POE+) ports of 1 Gigabit Ethernet

- One (1) X440-G2 Extreme Summit switch with the following specification:
 - Twenty-Four (24) Power over Ethernet plus (POE+) ports of 1 Gigabit Ethernet

3.0. General Information

Quotations received after the deadline indicated above shall not be considered for evaluation. Quotations must be signed by an authorized representative of the firm. Failure to provide Quotations in accordance with the above specifications will result in submission being deemed non-compliant and rejected.

Validity:

Prices must be quoted in Trinidad and Tobago (T&T) dollars and must include the unit price and total price inclusive of all taxes.

Quotations should remain valid for a period not less than ninety (90) days after the deadline date specified for submission.

Warranty:

Vendors are expected to provide warranty on all hardware and license all software for a period of three (3) years. All other assumptions must be stated and warranty coverage details must be submitted with the proposal.

Confidentiality of Information:

Vendors are required to treat all information and correspondence as confidential in nature.

Delivery Time:

Vendors must indicate the time required for the delivery of equipment and state an estimated time for implementation of the solution.