



Communications for all in East Africa

BIDDING DOCUMENT FOR GOODS & RELATED SERVICES

Title of the Tender	SUPPLY OF IT EQUIPMENT
Tender reference number	N° 001/EACO/ES/2024
Procurement Method	NATIONAL OPEN COMPETITIVE BIDDING
Date of Issue:	JANUARY, 2024



Communications for all in East Africa

TENDER NOTICE 001/1/2024

TITLE: SUPPLY OF IT EQUIPMENT

CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO)

EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO) hereinafter called "Client" has funds towards the cost of the tender for the supply of IT equipment.

EACO invites qualified Bidders to submit their bids for the above mentioned Tender.

The tender document may be obtained from EACO website: www.eaco.int, at any day from 24/01/2024.

All bids will be submitted through EACO E-mail: info@eaco.int or at physical address **at New RURA Building, 8th Floor, KN1 AV14** as indicated in the bidding document, not later than **13th February 2024 at 10h00 am local time**.

Late bids will not be accepted. Bids will be opened on the same date at 11h00 am.

All bidders must pay non-refundable fee of ten thousand Rwandan Francs (**10,000 Rwf**) to EACO Bank Account No 4002200499033, opened at Equity Bank Rwanda. **Swift code: EQBLRWRW**

All interested Bidders may obtain complementary information by writing using EACO email: info@eaco.int not later than **four (4) days** before the fixed deadline for the submission of bids.

Dr Ally Simba
Executive Secretary

Section I. Instructions to bidders, Bid Data Sheet (BDS)

No	A. General
1.	The Procuring Entity is: EAST AFRICAN COMMUNICATIONS ORGANISATION (EACO)
2.	The name and identification number of the tender are: PURCHASE OF IT EQUIPMENT
3.	The number, identification and names of the lots comprising this tender are: Each item makes its own Lot
4.	The Source of funds: ORDINARY BUDGET
5.	A list of firms debarred from participating in Rwandan tenders is available on the following website: http://www.rppa.gov.rw
B. Contents of Bidding Documents	
6.	<p>For <u>Clarification of bid purposes</u> only, the EACO Secretariat's address is: Attention: The Liaison Manager of Human Resource and Administration P.O Box 6309 KIGALI RURA Building, 8st Floor KN1 AV 14</p> <p>Any enquiry regarding this tender may be addressed to EACO Secretariat through email: info@eaco.int.</p>
A. Preparation of Bids	
7.	The language of the bid is: English.
8.	<p><u>The Bidder shall submit the following documents in its bid (Lot 1-3):</u></p> <ol style="list-style-type: none"> a. Bid Security worth 2,109,078 Rwf, issued by a banking institution or another authorized financial institution; b. The Trading license; c. The Social Security certificate; d. The Tax clearance certificate; e. Price and Completion Schedule - Related Services; f. Catalogue of item to be supplied; g. Proof of tender purchase h. Provide at least two (3) certificates of good completion for the similar tender executed (Completion certificates issued by Private Institutions shall be accepted only if they are accompanied by contracts).

	<p><u>N.B:</u></p> <p>- Put full identification of the company including the name of the Manager, Taxpayer Identification Number (TIN) and the permanent address of the business (Location, P.O Box, telephone numbers...) for further correspondence.</p> <p><u>-Price shall include all taxes</u></p>
9.	<p><u>The Bidder shall submit the following documents in its bid (Lot 4)</u></p> <p>a. The Trading license;</p> <p>b. The Social Security certificate;</p> <p>c. The Tax clearance certificate;</p> <p>d. Price and Completion Schedule - Related Services;</p> <p>e. Catalogue of item to be supplied;</p> <p>f. Proof of tender purchase</p> <p>g. Declaration of Commitment</p> <p>h. Provide at least two (3) certificates of good completion for the similar tender executed (Completion certificates issued by Private Institutions shall be accepted only if they are accompanied by contracts).</p>
10.	Alternative Bids “ <i>shall not be</i> ” considered.
11.	Place of Destination: EACO Secretariat Headquarter
12.	The prices quoted by the Bidder shall not be adjustable
13.	Prices quoted for each item shall correspond at least to 100 percent of the quantities specified for this item.
14.	The authority to establish the exchange rate shall be the “ <i>National Bank of Rwanda</i> ”
15.	Period of time within which Goods and related services are expected to be delivered: within 14 calendar days from the contract signing.
16.	After sale services, warranty period is required
17.	Performance Security is required and shall be provided within 15 calendar days from the submission date of the invitation letter to sign the contract
18.	The bid validity period shall be <i>120 days</i> .
	B. Submission and Opening of Bids
19.	For bid submission purposes, the EACO Secretariat’s address is:

	<p><u>Attention:</u> the Liaison Manager of Human Resource and Administration P.O Box 6309 KIGALI RURA Building, 8st Floor KN1 AV14</p> <p>The deadline for the submission of bids is: 12/02/2024, at 10h00 am</p>
20.	The Bids will be opened on the same day at 11h00 am
	C. Evaluation and Comparison of Bids
21.	<p>Bid prices expressed in different currencies shall be converted in Rwanda Francs (RWF)</p> <p>The source of exchange rate shall be the National Bank of Rwanda (BNR)</p> <p>The date for the exchange rate shall be the bids opening date.</p>
22.	<p>Evaluation will be done for Lot: Yes</p> <p>Bids will be evaluated for each item and the Contract will comprise the item(s) awarded to the successful Bidder.</p>
23.	Bidders “ <i>shall not</i> ” be allowed to quote separate prices.
24.	<p>Evaluation of this bid may take into account, in addition to the Bid Price quoted, one or more of the following factors:</p> <ul style="list-style-type: none"> (a) Delivery period (within the set period in the bidding document) (b) Meeting the technical specifications (Consideration of the Quality) (c) Warrant period offered. (d) Service after purchase

Section II. Bidding Forms

1. Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of tender notice]

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
3. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
4. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
5. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>

2. Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Invitation for Bid No.: [insert No of IFB]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services _____ [insert a brief description of the Goods and Related Services];
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: _____ [insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
- (d) Our bid shall be valid for the period of time specified in tender document, from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance guarantee for the due performance of the Contract;
- (f) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the RPPA, under Rwanda laws or official regulations.
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ [insert signature and stamp of person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of person signing the Bid Submission Form]

Name: _____ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

3. Price and Completion Schedule - Related Services

Currencies in accordance with ITB Sub-Clause 15						Date: _____
						Tender _____ No: _____
						Alternative _____ No: _____
						Page N° _____ of _____
1	2	3	4	5	6	7
Item N°	Description of Services (excludes inland transportation and other services required in Rwanda to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
[insert number of the Service]	[insert name of Services]	[insert country of origin of the Services]	[insert delivery date at place of final destination per Service]	[insert number of units to be supplied and name of the physical unit]	[insert unit price per item]	[insert total price per item]

Total Bid Price (All taxes Inclusive)						

Name of Bidder [insert complete name of Bidder] Signature and stamp of Bidder [signature of person signing the Bid] Date [insert date]

Section III: Technical Specifications

Lot 1: Servers (2)

1. **Model: Drive supported:** 8SFF SAS/SATA/SSD or Premium 6SFF and 2 NVMe SAS/SATA/SSD or 8SFF NVMe or 2SFF Premium HDD Front NVMe/SAS/SATA –
2. **Processor:** Intel® Xeon® Scalable processors
3. **Processor family:** Intel® Xeon® Scalable 8200 series Intel® Xeon® Scalable 6200 series Intel® Xeon® Scalable 5200 series Intel® Xeon® Scalable 8100 series Intel® Xeon® Scalable 6100 series Intel® Xeon® Scalable 5100 series
4. **Processor core available:** 28 or 26 or 24 or 22 or 20 or 18 or 16 or 14 or 12 or 10 or 8 or 6 or 4, per processor, depending on model
5. **Processor cache:** 13.75 MB L3 or 16.50 MB L3 or 19.25 MB L3 or 22.00 MB L3 or 24.75 MB L3 or 27.50 MB L3 or 30.25 MB L3 or 33.00 MB L3 or 35.75 MB L3 or 38.50 MB L3, depending on model
6. **Processor number:** 4 or 2 or 1
7. **Processor speed:** 3.8 GHz, maximum depending on processor
8. **Memory type:** HPE DDR4 SmartMemory and HPE Persistent Memory
9. **Memory, standard:** 6.0 TB (48 X 128 GB) LRDIMM;
12.0 TB (24 X 512 GB) HPE Persistent Memory
10. **Memory slots:** 48 DIMM slots maximum
11. **Maximum memory:** 6.0 TB with 128 GB DDR4, depending on processor model
12.0 TB with 512 GB Persistent Memory, depending on processor model
12. **Power supply type:** 4 HPE Flexible Slot Power Supplies, maximum depending on model
13. **Expansion slots:** 8 maximum,
14. **Storage controller:** HPE Smart Array S100i or HPE Smart Array P408i-a SR Gen10 Controller or HPE Smart Array P816i-a SR Gen10 Controller, depending on model
15. **System fan features:** Hot plug redundant standard
16. **Form factor:** Rack (2U)
17. **Warranty:** at least one year.

18. Addition (essentials):

- a. Two licenses of Microsoft SQL Server 2022 for DBMS) -Standard
- b. Two Licenses of Windows Server standard 2022
- c. A Network tool box with multiple size and shape of screw drivers

**I. Lot 2: Switches (1)**

Enclosure type	Rack-mountable - 1U
Ports	48 x 10/100/1000 (POE+) + 2 x 10 Gigabit SFP+
Network management Interface	10/100 Mbps Ethernet (RJ-45)
Available PoE Power	740W
Forwarding bandwidth (Gbps)	108Gbps
Maximum stacking number	8
Stack Bandwidth	80G
Forwarding Performance	107.1Mpps
Switching bandwidth	216Gbps
Maximum active VLANs	1023
MAC Address Table Size	16K (default)
CPU	APM86392 600MHz dual core
RAM	256 MB

Flash Memory	256 MB
Power Device	Power supply - redundant - plug-in module
Power Redundancy	optional
Voltage range (Auto)	110V-240V
Miscellaneous	
Rack Mounting Kit	Optional
Compliant Standards	<ul style="list-style-type: none"> ● IEEE 802.1D Spanning Tree Protocol ● IEEE 802.1p CoS Prioritization ● IEEE 802.1Q VLAN ● IEEE 802.1s ● IEEE 802.1w ● IEEE 802.1X ● IEEE 802.1ab (LLDP) ● IEEE 802.3ad ● IEEE 802.3af and IEEE 802.3at ● IEEE 802.3ah (100BASE-X single/multimode fiber only) ● IEEE 802.3x full duplex on 10BASE-T, 100BASE-TX, and 1000BASE-T ports ● IEEE 802.3 10BASE-T ● IEEE 802.3u 100BASE-TX ● IEEE 802.3ab 1000BASE-T ● IEEE 802.3z 1000BASE-X ● RMON I and II standards ● SNMP v1, v2c, and v3 ● IEEE 802.3az ● IEEE 802.3ae 10Gigabit Ethernet ● IEEE 802.1ax
System software / license	
System software	IOS IP Lite

Lot 3: (i) Laptops (6)

Processor	Intel Core i7 13th Gen.
Screen	14 inch (touch)
Graphics Processing Type	Integrated/On-Board Graphics
RAM Size	16 GB

Storage Type	SSD (Solid State Drive)
SSD Capacity	512 GB
GPU	Intel Iris Xe Graphics
Processor Speed	5.00 GHz
Brand	HP
Series	HP EliteBook
Type	Notebook/Laptop
Maximum Resolution	1920 x 1200
Connectivity	DisplayPort, HDMI, USB-C
Operating System	Windows 11 Pro
Microsoft Office	Microsoft Package Office 2021 Professional plus license for each laptop

(ii) Laptops (2)

Processor	Intel Core i7 13th Gen.
Screen	13 inch (touch)
Graphics Processing Type	Integrated/On-Board Graphics
RAM Size	16 GB
Storage Type	SSD (Solid State Drive)
SSD Capacity	512 GB
GPU	Intel Iris Xe Graphics
Processor Speed	5.00 GHz
Brand	HP
Series	HP Spectre X360
Type	Notebook/Laptop
Maximum Resolution	1920-by-1080-pixel IPS touch screen.
Connectivity	DisplayPort, HDMI, USB-C
Operating System	Windows 11 Pro with license
Microsoft Office	Microsoft Office package for Office 2021 Professional plus license for each laptop

Lot 4: Supply and Installation of Integrated Online Accounting, HR & Procurement system

The East African Communications Organization (EACO) is a regional autonomous organization with international legal personality and is headquartered in Kigali Rwanda.

To enhance its record keeping & reporting, efficiency and transparency, EACO would like to acquire an advanced enterprise resource planning (ERP) integrated with Accounting, HR & Procurement. In that regard, EACO invites all interested Service Providers to submit their proposal for an appropriate online enterprise resource planning (ERP).

- The bidder shall provide at least annual subscription, support and maintenance for 1 year;
- The bidder shall be responsible for data migration of current records into proposed system;
- EACO is a small organisation with 8 staff. Therefore, the proposed Solution should comprise between 1-50 people.
- Currently EACO is using QuickBooks Enterprise Solutions Edition 18.0 and bidder can consider upgrade where possible;

IV. Payment model & requirements:

The Service Provider should be paid upon delivery of the goods and upon signed and approved by EACO Secretariat.