
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER (03-15.2-2022 EFITAP)

**Supply, delivery, installation, configuration and deployment of servers and storage capacity
to support the development of the Guyana Timber Legality Assurance System (GTLAS)**

1. TERMS OF REFERENCE

a. Background

Forests cover 87% of Guyana's total land area of 21.1 million hectares and they are an important contribution to the economy, providing jobs and sustaining livelihoods. The government own 86% of the forests, while indigenous peoples own 14% of the land. Of the forested area, approximately 12.6 million hectares is State Forest administered by the Guyana Forestry Commission (GFC).

The Forest Governance, Markets and Climate (FGMC) Programme of the UK's Foreign, Commonwealth and Development Office (FCDO) is a 10-year programme aimed at tackling forest governance challenges in developing timber-producing countries. In its efforts to tackle illegal logging and strengthen governance in the sector, the FGMC Programme provides support to the government of Guyana through a programme with European Forest Institute (EFI), a pan-European international organization.

The EFI Technical Assistance Project (EFITAP) in Guyana provides support to forest governance reforms necessary to prepare Guyana for the implementation of the VPA. As part of its project outcomes EFITAP is working to support a strengthened and more transparent legality control system being developed in Guyana. Related to this outcome support will be provided to the Guyana Forestry Commission (GFC) to upgrade existing corporate IT infrastructure by enhancing connectivity between offices, upgrading LAN equipment, upgrading computing platforms, and implementing new security architectures. EFI is seeking the services of a contractor (service provider) to provide the necessary IT infrastructure upgrades within the GFC. The hardware and software solutions provided must be compatible with the existing network infrastructure (Cisco Small Business series) for simpler system management and utilisation of existing competencies.

b. The objective

The objective of this tender is to contribute to the realisation of a strengthened and more transparent legality control system being developed in Guyana through the procurement and installation of required IT infrastructure upgrades to:

- The GFC Main Datacentre, and
- The GFC HQ office facilities

These upgrades will enhance the computation and data communications capability of the GFC IT facilities to better support the information exchange between the GFC locations and the headquarters for better information management and more effective decision-making purposes.

c. Scope

With the support of EFITAP the Forestry Commission of Guyana (GFC) intends to upgrade existing corporate IT infrastructure by enhancing the connectivity between offices, upgrading LAN equipment, upgrading computing platforms, and implementing new security architecture.

The final beneficiary of this tenders and of the subsequent after-sale service benefit will be GFC.

GFC, will assume full ownership of the goods once delivered, tested and found to comply with the technical specifications established in the contract.

EFI as the contracting authority will implement the procurement procedures, preceding the conclusion of the contract, and will manage the following elements of the subsequent contract: making payments, accepting or rejecting deliverables, performing the contract, carrying out checks and controls , recover unduly paid funds.

d. Goods and services to be provided

- The subject of the tender is the **supply, delivery, installation of Hardware** and associated **after-sales service** as further specified in the following two (2) lots:

Lots	Scope
Lot 1	Supply, deliver and install Two mid-range 2U rack-mounted servers in the GFC Head Office in Georgetown
Lot 2	Supply, deliver and install 2 (two) SAN Switches and 1 (one) unit of SAN Server in the GFC Head Office in Georgetown

- The goods are to be delivered to the GFC headquarters in Georgetown, Guyana, DDP | Delivered Duty Paid¹, during the implementation period (March –June 2022)
- The goods are to be installed in the GFC headquarters in Georgetown, Guyana
- The goods must comply fully with the technical specifications set out in the tender dossier (Tender specification including its annexes) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.

e. Currency

- Tenders must be presented in [Euro]

f. Taxes and other charges

- There is no agreement between EFI and the Government of Guyana allowing partial or full exemption from taxes and other charges.

g. After sales service

- Provision of After sale service to ensure continuing full operation of proposed solution on equipment and software provided should be guarantee by the tenderer with the manufacturers.

¹ DDP Delivered Duty Paid — Incoterms 2020 International Chamber of Commerce <http://www.iccwbo.org/incoterms/> means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

h. Technical Documentation

- Operating manuals/audio/visual CDs and the requisite software of the products must be made available to the GFC and/or their representatives

2. TENDER DOCUMENTATION

Please note that the tender is divided into two lots.

A tender may contain tendering for one lot or all of the lots.

Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. If the tenderer is awarded more than one lot, a single contract may be concluded covering both lots

The tenderer must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances must tenders be considered for part of the quantities required.

Required documentation	Further information
All tenders	
General information	Page 6
Lot 1 Servers	
Administrative documentation Lot 1	Page 8
Technical proposal Lot 1	Page 8
Financial proposal Lot 1	Page 8
Lot 2 Storage	
Administrative documentation Lot 2	Page 10
Technical proposal Lot 2	Page 10
Financial proposal Lot 2	Page 11

General information required by all tenders

2.1. General information

All tenders submitted shall contain the following documentation:

- (1) Identification form (Annex 1) including supporting documentation
- (2) Bank identification form (Annex 2)
- (3) Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- (4) Information on lots (Annex 4)

The consortium agreement (Annex 5) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 5) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

This documentation shall only be submitted once, even if a tender is submitted for both lots.

LOT 1 (Servers)

Administrative Documentation

A tender for Lot 1 shall contain the following documentation:

- (i) Cover letter, Lot 1 (Annex 6)
- (ii) Minimum criteria declaration & Technical documentation, Lot 1 (Annex 7)

Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria for Lot 1, the Tenderer shall submit a technical proposal consisting only of the following elements (1), (2) and (3):

1. **A Technical offer for all goods of lot 1** (using annex 7) in quantity or quantities complying with or exceeding the specified minimum requirements indicated below:

- a. **Supply, deliver and install Two mid-range 2U rack-mounted servers in the GFC Head Office in Georgetown**

Chassis	2U Small-Form-Factor (SFF)
Processors	2x Intel Xeon, 10 Cores
Memory	12 x 16Gb Single Rank DIMMs (total 192 Gb)
Storage	2 x 240Gb Mixed-mode SSD with M.2/NVMe interface
RAID controller	RAID 0,1,5,6,10
SAN HBA	Dual SAN HBA cards, total 4 x 16Gb FC interfaces
Power	Dual hot-swap Power supply
Management	Advanced management interface, min 5 years subscription
External Interfaces	4x1Gbps Ethernet
Transceivers	4 x 16Gb Fibre Channel Transceiver modules
Warranty and Support contract	Minimum 5 years warranty and onsite support, 8x5 NBD

2. **A description fulfilling Minimum criteria declaration** (Following instruction provided in annex 7) – showcasing the Tenderer’s similar experience in the last 3 years:
 - supply, delivery and installation of servers
3. **A presentation** of no more than four pages (Following instruction provided in annex 7):
 - rationale for proposing the goods and services in response to required technical specifications of this lot
 - delivery timetable and installation plan
 - service agreement for warranty, maintenance and onsite support services

Financial Proposal

The Tenderer shall submit a financial proposal for Lot 1, which shall be completed by using the form in Annex 8 and by following the instructions therein.

LOT 2 (Storage)

Administrative Documentation

A tender for Lot 2 shall contain the following documentation:

- (i) Cover letter, Lot 2 (Annex 9)
- (ii) Minimum criteria declaration & Technical documentation, Lot 2 (Annex 10)

Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria for Lot 2, the Tenderer shall submit a technical proposal consisting only of the following elements (1), (2) and (3):

1. **A Technical offer for all goods of lot 2 (using annex 10)** in quantity or quantities complying with or exceeding the specified minimum requirements indicated below:

a. Supply, deliver and install 2 (two) SAN Switches in the GFC Head Office in Georgetown

Number and speed of ports	8 x 16Gbps FC
Type of switch	SAN
Cables	8 x Fibre Channel Patch cables
Warranty and Support contract	Minimum 5 years warranty and onsite support, 8x5 NBD

b. Supply, deliver and install 1 (one) unit of SAN Server in the GFC Head Office in Georgetown

Chassis	24 x SFF Drive Bays
Controllers	Dual controllers with minimum of 4 FC ports each
Power	Dual Power Supply
SSD Drives	6 x 1.6TB 12G SAS Mixed Use SFF (2.5in) SSD
HDD Drives	12 x 1.8TB 12G SAS 10K SFF (2.5in) 512e Enterprise HDD
Warranty (drives)	3 years
Warranty and Support contract	Minimum 5 years warranty and onsite support, 8x5 NBD

2. **A description fulfilling Minimum criteria declaration** (Following instruction provided into annex 10) – showcasing the Tenderer’s similar experience in the last 3 years:

- supply, delivery and installation of SAN

3. **A presentation** of no more than four pages (Following instruction provided into annex 10):

- rational for proposing the goods and services in response to required technical specifications of this lot
- delivery timetable and installation plan
- service agreement for warranty, maintenance and onsite support services

Financial Proposal

The Tenderer shall submit a financial proposal for Lot 2, which shall be completed by using the form in Annex 11 and by following the instructions therein.

Award criteria

a. Award Criteria, Lot 1 (Servers)

Tenders for Lot 1, which fulfil the minimum criteria, will be evaluated using the following award criteria:

A. Technical component (maximum 50 points)		
N°	Award criteria	Max points
i.	Rational for proposing the goods and services in response to required technical specifications of this lot	30
ii.	Delivery timetable and installation plan	15
iii.	Service agreement for warranty and maintenance	5

The Technical component (TC) is calculated according to the following formula:

$$TC = \text{Sum Points received}$$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 50 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 35,000 will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (F_{min} / F_o) \times 50$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

b. Award Criteria, Lot 2 (Storage)

Tenders for Lot 2, which fulfil the minimum criteria, will be evaluated using the following award criteria:

D. Technical component (maximum 50 points)

N°	Award criteria	Max points
i.	Rational for proposing the goods and services in response to required technical specifications of this lot	30
ii.	Delivery timetable and installation plan	10
iii.	Service agreement for warranty, maintenance and onsite support services	10

The Technical component (TC) is calculated according to the following formula:

$$TC = \text{Sum of points received}$$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

E. Financial component (maximum 50 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 50.000 will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (F_{min} / F_o) \times 50$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

F. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Identification form
Annex 2	Bank identification form
Annex 3	Declaration of exclusion criteria and absence of conflict of interest
Annex 4	Information on lots
Annex 5	Consortium agreement
Annex 6	Cover letter, Lot 1
Annex 7	Minimum criteria declaration & Technical documentation, Lot 1
Annex 8	Financial Proposal form, Lot 1
Annex 9	Cover letter, Lot 2
Annex 10	Minimum criteria declaration & Technical documentation , Lot 2
Annex 11	Financial Proposal form, Lot 2
Annex 12	Model contract