

BANK OF SOUTH SUDAN



REQUEST FOR QUOTATIONS

FOR

SUPPLY AND DELIVERY OF SERVER HARDWARE

RFQ No. BoSS/GS/22/04

Support Services Dept.

Procurement Office

October 2022

Part 1: Quotation Procedures

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I. LETTER OF INVITATION

Date: 26th October 2022

Dear Sir/Madam,

Subject: Request for Quotations (RFQ) for Supply and Delivery of Server Hardware

You are invited to submit your priced quotation for Supply and Delivery of Server Hardware as specified in the **Part 2: Statement of Requirements**.

You must quote for all the items under this Invitation. Price quotations shall be evaluated for all the items together and LPO issued to the firm offering the lowest evaluated total cost for all the items.

Your quotation, in the English language, shall be accompanied by adequate technical documentation and catalogue(s), other material or pertinent information for BoSS item, and legal documents for the company.

Any resulting contract/LPO shall be subject to the terms and conditions detailed in **Part 3: Contract**.

Your quotation reference must state *Quotation No. BoSS/GS/22/04 for Supply and Delivery of Server Hardware*

Please prepare and submit your quotation in accordance with the instruction in **Part 1: Quotation Procedures** or inform the undersigned if you will not be submitting a quotation.

Your quotation in the required format should be addressed to:

BANK OF SOUTH SUDAN - HQ

Juba Market


Plot No.1 Block 6 P.O. Box 136

Email: procurement@bosshq.org

Copy: David.Nak@bosshq.org

The deadline for receipt of your quotation is on or before **2nd November 2022 by 03:00pm CAT**

Sincerely,


David Manyon Nak
Acting Director General for Administration & Finance
ERP Project Manager

Part 1: Quotation Procedures

PART 1: QUOTATION PROCEDURES

Procurement Reference Number: **RFQ No. BoSS/GS/22/04**

Preparation of Quotations: You are requested to quote for these items by completing, signing, and returning:

1. The Quotation Submission Sheet in this Part;
2. The List of GOODS and Price Schedule in Part 2;
3. The Specification and Compliance Sheet in Part 2; and
4. The documents evidencing your eligibility, as listed below.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Part 3: Contract, before preparing your quotation. The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Quotations: The quotation validity required is **60** days.

Sealing and marking of Quotations: Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number above and the Bidder's name. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Electronic Quotations: **are acceptable.**

Submission of Quotations: Quotations should be submitted to the address below, no later than the date and time of the deadline below. Late quotations will be rejected.

Date of deadline: **2nd November 2022** (day, month, and year).

Time of deadline: **03.00 pm** (CAT).

Address: **BANK OF SOUTH SUDAN - HQ**
Juba Market
Plot No.1 Block 6
P.O. Box 136
Email: procurement@bosshq.org
Copy: David.Nak@bosshq.org

Opening of Quotations: Quotations will be opened internally by the BoSS. Bidders' representatives are **not permitted** to attend the opening. A record of the opening will be posted on the BoSS's website within one working day of the opening.

Evaluation of Quotations: The evaluation of quotations will use the **Technical Compliance Selection** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Quotations on a pass/fail basis;
2. Detailed evaluation to determine commercial and technical responsiveness;
3. Financial comparison to determine the evaluated price of quotations and to determine the best evaluated bid.

Quotations failing any stage will be eliminated and not considered in subsequent stages.

Part 1: Quotation Procedures

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. Have the legal capacity to enter into a contract;
2. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. Not have had your business activities suspended;
4. Have fulfilled your obligations to pay taxes;
5. Have the nationality of an eligible country, as defined in the Special Conditions of Contract;
6. Not to have a conflict of interest in relation to this procurement requirement; and
7. Not to be subject to suspension by a public procurement regulatory authority in any of the Partner States.

Documents Evidencing Eligibility: You are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Quotation Submission Sheet:

1. Valid certificate of registration
2. Valid trading/operations license
3. Tax clearance certificate
4. Valid Tax registration or equivalent or a signed statement that you are Tax exempt.

Origin of Goods: All Goods and related services shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Criteria: The Specification and Compliance Sheet details the minimum specification of the Goods required. The Goods offered must meet this specification, but no credit will be given for exceeding the specification.

Currency: Quotations shall be priced in **USD**. The currency of evaluation will be **USD**.

Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation, which is eligible and substantially responsive to the commercial and technical requirements of the BoSS and shall be recommended for award of contract.

Award of contract: Award of contract shall be by placement of a Purchase Order in accordance with Part 3: Contract.

Right to Reject: The BoSS reserves the right to accept or reject any quotation or to cancel the bidding process and reject all quotations at any time prior to contract award.

Right to Vary Quantity: The BoSS reserves the right at the time of contract award to increase or decrease, by percentage not exceeding 25%, the quantity of equipment originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

Part 1: Quotation Procedures

Quotation Submission Sheet

(Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorized in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorized, it may be rejected.)

Quotation Addressed to:	
Date of Quotation:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule and Specification and Compliance Sheet, in accordance with the terms and conditions stated in your Request for Quotations referenced above for the sum of [insert: *currency and amount in words and in figures from Total entry of the List of Goods and Price Schedule*]

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Quotation Procedures of your Request for Quotations.

We undertake to abide by the Code of Ethical Conduct in Procurement during the procurement process and the execution of any resulting contract;

The validity period of our quotation is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is _____ days/weeks/months from date of Purchase Order.

The warranty period offered is _____ weeks/months.

Quotation Authorized By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Address: _____

Part 2: Statement of Requirements

PART 2: STATEMENT OF REQUIREMENTS

List of Goods and Price Schedule

Procurement Reference Number: **RFQ No. BoSS/GS/22/04**

Particular (a)	Qty	Specifications (b)	Delivery Period	After Sales Services	Warranty	Price - USD
Hardware	4	HPE ProLiant DL560 Gen10	3 weeks			
Hardware	40	HPE 2.4TB SAS 12G Enterprise 10K SFF (each server Hard disk 10TB extra)				
Hardware	20	HPE 128GB 8Rx4 PC4-2666V-L Smart Kit SERVER (each server RAM is 640GB)				
Software	8	• SUSE Linux Enterprise Servers (SLES)				
	4	• VMware ESXi				

The Delivery and Completion Schedule shall be as specified in the Special Conditions of Contract.
List of GOODS and Price Schedule Authorized By:

Signature: _____
Position: _____

Name: _____
Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Part 2: Statement of Requirements

PART 2: STATEMENT OF REQUIREMENTS

Specification Sheet

Procurement Reference Number: **RFQ No. BoSS/GS/22/04**

Complete column c with the specification of the Goods offered. Also, state "comply" or "not comply" and give details of any non-compliances to the specification required. Attach detailed technical literature if required. Authorize the specification offered in the signature block below.

Item No	Technical Specification Required	Specification Offered
<i>a</i>	<i>b</i>	<i>c</i>

Specification Sheet Authorized By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Part 3: Contract

PART 3: CONTRACT

Contract Agreement and General Conditions of Contract

Any resulting contract shall be placed by means of Purchase Order and shall be subject to the BoSS General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: **RFQ No. BoSS/GS/22/04**

Purchase Order Serial Number: _____

(Purchase Order Serial Number to be completed in the event of award of contract only)

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

Subject	Terms and Conditions
Eligible suppliers	All companies are eligible, unless suspended, debarred, or otherwise identified as ineligible by BoSS. Companies are therefore required to disclose to BoSS whether they are subject to any sanction or temporary suspension imposed by the Government.
Site	The delivery point for the Goods is BoSS Stores at BoSS Headquarters in Juba, South Sudan.
Incoterms Edition	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices	Any notice shall be sent to the following addresses: For the BoSS, the address shall be as given on the first page of this Purchase Order and the contact name shall be _____ For the Provider, the address and contact name shall be as given on the first page of this Purchase Order.
Delivery and Documents	The Goods are to be delivered within _____ (supplier to state the period of delivery as per appendix1) days/weeks/months from the date of purchase order. The shipping and other documents to be furnished by the Provider are: (a) signed delivery note; (b)
Terms of Payment	The structure of payments shall be: full payment following delivery of the GOODS and submission of an invoice and the documents.
Terms of Payment	Payments shall be made no later than thirty days after submission of an invoice and its certification by the BoSS.
Terms of Payment	The currency of payment shall be the currency of order specified in the List of GOODS and Price Schedule in the Statement of Requirements.

Part 3: Contract

Subject	Terms and Conditions
Packing	The packing, marking and documentation within and outside the packages shall be: safe package for fragile items.
Insurance	The GOODS shall be insured. The insurance shall be Comprehensive.
Manufacturers authorization	Must be attached
Liquidated Damages	Liquidated Damages shall not apply.
Warranty	The period of the warranty shall bemonths.

Appendix 1

BID EVALUATION CRITERIA

Please indicate/clearly include the following information for BoSS;

1. Valid certificate of registration
2. Valid trading/operation license
3. Tax clearance certificate
4. Valid Tax registration.
5. Conformation to Specifications
6. Delivery Period maximum 3weeks after the receipt of the LPO
7. Warranty (At least one-year manufacturer's unless otherwise specified) where applicable
8. Unit Price
9. Total Price (should be inclusive of delivery to BoSS Store at the BoSS Headquarters or otherwise specified);
10. Quality of Samples submitted.