



RUB/REG/PRO-09/2022-2023/2765

03 April 2023

The Manager

Thimphu

Sub: **Quotation**

The Royal University of Bhutan, Office of the Vice Chancellor, would like to invite the sealed bid from Authorized ICT firms for the Procurement of the MacBook and WiFi Access Points funded by the European Union Under the Asi@Connect project -TEIN Corporation Centre.

You are requested to submit the sealed rates to this Office, on or before **17 April 2023 on or before 1200 hours and will be open at 1230 hours on the same day.**

The bid shall be accompanied by a bid security of 2% of the total quoted amount of both the items (MacBook and WiFi Access Points) in favour of the Registrar in the form of a cash warrant, demand draft, or unconditional Bank Guarantee valid till 90 days from the last date of submission of bids. Any bid not accompanied by bid security shall be treated as non-responsive.

The quotation by fax or by electronic means (**is not**) acceptable

Further details are mentioned in the bidding document.



Request for Quotation

For

Procurement of MacBook and Unifi Wi-Fi Access Points

Issue

3 April 2023

Prepared by

Office of the Vice Chancellor
Royal University of Bhutan
Thimphu



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1 INTRODUCTION

Royal University of Bhutan (RUB) is connected through Druk Research and Education Network (DrukREN) and has 9 constituent Colleges dispersed across the country mainly offering undergraduate programs with the Office of the Vice Chancellor as the central coordinating office.

As a member of DrukREN, University strives to make the best use of it through the services such as enhancing teaching learning, and research. All constituent colleges/institutions have their own Local Area Network with dedicated Internet lines of adequate access and bandwidth, capable of connecting to NREN. Additionally, RUB is in the process of establishing a digital library to provide ease of access to all NRENs that are connected to Bhutan.

Research is also gaining momentum with conducive policy and grant commitment but at this moment, it is highly restricted by the lack of availability of high-speed and stable network connection to global networks such as TEIN or other highways. It is further envisioned that with ICT support, research collaboration with international research centres and universities can be further enhanced through the R & E network.

RUB is seeking offers for the provision, delivery, installation, and support of Video Conferencing Devices and Accessories. We are inviting quotations for the proposed hardware equipment.

The maximum Budget allocated for the procurement of a MacBook is **3,900.00 Euros Taxes/VAT Included**
The maximum Budget allocated for the procurement of Unifi Wi-Fi access points is **9,200.00 Euros Taxes/VAT Included**

This Request for Quotation (RFQ) is required by **11:59 on 17 April 2023 (UTC+06:00)**.

2 BACKGROUND INFORMATION

2.1 Rationale behind this procurement tender

RUB and LEARNET have been awarded projects through 5th Call for Proposals for Asi@Connect sub-granted projects in 2022 by TEIN*CC. From the procedure, a project titled “Connecting Bhutan and Lao through digital bridges to enhance Human Capital”. The project tries to procure two MacBook to help, administer and manage the project and forty Unifi Wi-Fi access points for users attending the campus network and security training.

3 SOLUTIONS TO BE QUOTED

3.1 Technical Specifications

The following guidelines and design rules MUST be followed and answered. The technical specifications will become an annex to the resulting contract.



Yes/No Questions

#	Definition	Response by tenderer	
		YES	NO
1	The equipment is to be delivered to the Office of the Vice Chancellor, Royal University of Bhutan, Thimphu. It will be the sole responsibility of the bidder to provide the necessary logistics, customs duties, excise, and taxation clearance for delivering the equipment at the mentioned location.		
2	The bidder must provide a hardware warranty (duration mentioned in the BOQ table 5.2.2 below) with advanced parts and next-business-day replacement service for faulty parts, and/or equipment.		
3	The bidder must provide one-year technical support services available within standard business hours (0900-1700H, Bhutan Standard Time), Monday to Friday, excluding local holidays from the date of completed delivery.		

Confirmatory Questions

#	Definition	Response by tenderer	
		Confirmed	Not Confirmed
1	Quotes received in response to this invitation may be awarded wholly, in part, or not at all.		
2	All expenses relating to the submission of offers are the responsibility of the quote supplier.		
3	Where it is proposed to subcontract any of the above service items to a third party, this shall be indicated as part of the response.		
4	The selected tenderer will be required to make firm commitments to such delivery dates as are proposed.		
5	All offers that are quoted must remain valid for a period of six (6) months following the submission deadline for submission.		

Explanatory Questions

#	Definition	Response by tenderer
1	The proposal shall include specific clauses relating to quality including performance guarantees and guaranteed delivery dates.	



4 TIMELINE, DELIVERY, AND INSTALLATION

RUB plans to deliver the new proposed hardware and to be ready for operation by May **2023**. Prospective suppliers are required to quote a delivery lead time from receipt of the order.

4.1 Indicative Timeline

The procurement Plan below provides an overview of the key stages and dates in this tender. RUB reserves the right to change these dates as necessary, although it will seek to minimize any changes.

Activity	Dates
RFQ issue	3 April 2023
Deadline for completed submissions	12:00 17 April 2023 (UTC+06:00)
Evaluate Submitted proposals	19 April 2023
Award contract and standstill period	~24 April 2023
Contract production and finalization	~ 26 April 2023
Installation and Delivery of equipment	~ End of May 2023

4.2 Delivery and installation of new hardware

Prospective suppliers are required to quote for the delivery and installation service of the equipment.

The quoted prices shall include:

- Delivery to the site of installation on an agreed date set by RUB or by mutual understanding. All relevant taxes must be paid by the Bidder.
- Turn-on and commissioning testing of the equipment and warranties.

5 COMMERCIAL ISSUES

RUB would plan to agree on contract terms with the successful supplier along the following lines.

5.1 Contractual

5.1.1 The Nationality and Origin Rule: Participation in tender procedures administered by TEIN*CC is open on equal terms to all natural and legal persons of the EU Member States and the States and territories of Asia Pacific region who are participating in the Asi@Connectproject (refer to the Annex 1). And it is also open to legal persons from non-EUOECD/DAC member countries namely Canada, Switzerland, and the United States. Tenderers are requested to provide the name(s) and country/countries of their legal entity/entities that could be used for contracting the Equipment with TEIN*CC (a Korean-based not-for-profit organization). Tenderers must state, in the quotation, the country of which they are nationals by presenting the usual proof of nationality under their national legislation.

	Name of legal entity	Country
Preferred		
Others		



Application of the Origin rule follows the same as that of the Nationality Rule aforementioned. Tenderers must state the origin of supplies and the Contractor must present proof of origin to RUB no later than when the invoice is presented. The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Community legislation.

5.2 Pricing

5.2.1 Quotes must be itemized to list the price of all separate elements.

a) Pricing proposals shall each include:

- Cost to RUB for each individual hardware component of the proposed solution expressed in terms of the basic cost elements Software (including details of licensing breakdown), if any
- Cost of Delivery and Installation
- Annual cost of the Support and Maintenance service, including any levels of service that are available

5.2.2 Potential suppliers are required to submit their quote for the proposed hardware as described below:

S.No.	Item	Description (Specifications)	QTY	Delivery Location
1	Apple MacBook Pro	13-inch MacBook Pro (M2) - Space Grey 16GB unified memory 512 GB SSD storage	02	Office of the Vice Chancellor RUB Thimphu
2	Unifi Wi-Fi Access Points	Model: UAP-AC-PRO PoE Adapter: Yes	40	

A. All devices must be compatible with operating voltage and frequency in Bhutan.

5.2.3 Quotes should say whether VAT or other taxes are included in the cost.

5.2.4 Quotes must be in EURO (€) currency.

Provide Bank details for the payment:

Account Number.....
 Name of the Bank.....
 Place/Location.....



6 The SELECTION AND EVALUATION CRITERIA

The evaluation will be composed of three sequential steps, namely administrative compliance, technical compliance, and financial evaluation. If a tender cannot meet the administrative and technical compliance explained in 6.1 and 6.2, no further evaluation will be progressed. **The award criterion applied to administratively and technically compliant tenders is price. Therefore, the successful tenderer is the one submitting the least expensive tender.**

6.1 Examination of the administrative conformity of tenders

Is tenderer (consortium) nationality ¹ eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is the tenderer's declaration of eligibility signed (by all consortium members if a consortium) in Annex 2? (Yes/No/Not Applicable)	Overall decision? (Accept / Reject)

A tender is deemed to comply if it satisfies all the above conditions. If a tender does not comply with them, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

6.2 Examination of Technical compliance of tenders

After analysing the tenders deemed to comply in administrative terms, the technical admissibility of each tender will be ruled on, classifying it as technically compliant or non-compliant, based on the specifications of 3.1 and 5.2.2 above.

6.3 Financial evaluation

The offer with the lowest price shall be awarded a contract. If the chosen tender exceeds the maximum budget available for the contract, the tender procedure will be cancelled, and TEIN*CC may negotiate with one or more tenderers of its choice, from among those that took part in the tender procedure, if they comply with the selection criteria, provided that the original procurement documents are not substantially altered and the principle of equal treatment is observed.

¹ If the tender has been submitted by a consortium, the nationalities of all the consortium members must be eligible



7 RESPONDING TO THIS RFQ

7.1 Documents required for responding to this RFQ

7.1.1 Tenderers are required to email a soft copy of the RFQ responses, at least including below, but not limited to them, tolhamo.ovc@rub.edu.bt:

- Introduction of the proposer (i.e. company) including the size of staffing, and turnovers.
- Declaration of eligibility of tenderers in Annex 2 (one page).
- Specific responses on 3, 4 & 5 above. With regards to quotes please refer to Annex 3.

7.1.2 The closing date for responding to this RFQ is **17 April 2023 before 1200 hours (UTC+06:00)**.

7.2 Enquiries

For inquiries, please email: glhamo.ovc@rub.edu.bt



ANNEX 1 Eligibility

1. Participation in this tender is normally open on equal terms to the following nationals or legal persons:

a) List of countries as below:

- ✓ a) a Member State of the European Union;
- ✓ b) a Member State of the European Economic Area;
- ✓ c) an official candidate country or potential candidate that is a beneficiary of the Instrument for Pre-Accession Assistance, depending on the basic act;

b) Legal persons from Asi@Connect partner's countries are as follows.

Number	Country	Number	Country
1	Afghanistan	13	Mongolia
2	Australia	14	Myanmar
3	Bangladesh	15	Nepal
4	Bhutan	16	New Zealand
5	Cambodia	17	Pakistan
6	China	18	Philippines
7	Hong Kong	19	Singapore
8	India	20	South Korea
9	Indonesia	21	Sri Lanka
10	Japan	22	Thailand
11	Laos	23	Vietnam
12	Malaysia	24	Chinese Taipei

c) Legal persons from several non-EU OECD/DAC member countries namely Canada, Switzerland, and the United States.

2. Please check TEIN*CC if the eligibility of your entity is still not clearly addressed to pmt@teincc.org.
//the end//



ANNEX 2 DECLARATION OF ELIGIBILITY OF TENDERERS

Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.6.10.1 of the Practical Guide

(http://ec.europa.eu/europeaid/prag/?header_description=DEVCO+Prag+to+financial+and+contractual+procedures+applicable+to+external+actions+financed+from+the+general+budget+of+the+EU+and+from+the+11th+EDF&header_keywords=ePrag%2C+europa).

Candidates or tenderers must certify with the responsible person's signature that they are not in one of the situations listed above – one page of declaration.



ANNEX 3 Pricing Template

No.	TYPE	Description (Specification)	QTY	Price(EUR) inclusive of VAT/TAX, and any other costs	Total
1	Apple MacBook Pro	Brand: Apple (M2) Model: MacBook Pro Memory: 16 GB 512 GB SSD Storage	02		
2	Unifi Wi-Fi Access Points	UAP AC PRO PoE Adapter: Yes	40		



General Terms and Conations

1. The bid shall be evaluated on two categories and an award will be made based on the following categories:
 - (a) MacBook
 - (b) WiFi-Access Points
2. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, a COPY of the bid is not necessary. The quotation including all documents in the attached format should be sealed in an envelope and addressed to and delivered to the following address.
3. Your quotation in the required format should be addressed and submitted to:

**Registrar
Royal University of Bhutan
Office of the Vice Chancellor
Lower Motithang
Thimphu**

4. The bid shall be accompanied by a bid security of 2% of the total quoted amount in favour of the Registrar in the form of a cash warrant, demand draft, or unconditional Bank Guarantee valid 90 days from the last date of submission of bids. Any bid not accompanied by bid security shall be treated as non-responsive.
5. The supply of the goods shall be completed within 30 days from the date of issue of the Purchase Order, or the signing of the contract.
6. The supplier shall pay liquidated damages at the rate of 0.05% per day for each day of delay to a maximum of 10% of the quoted price.
7. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
8. Normal commercial warranty/guarantee shall be 5 years for the goods so that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified. Full payment shall be paid after the completion of the project.