**Information & Communications Technology**

**Request for Tender (RFT**

**ICT-RFT-202010-CoreNetwork**

**(DESIGN, SUPPLY, AND INSTALLATION OF CORE NETWORK INFRASTRUCTURE TO IMPROVE ICT SERVICES)**

PNG Power Limited

P O Box 1105

BOROKO, NCD

Papua New Guinea

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1. **Background**

PNG Power Limited (PPL) is a Government owned power utility responsible for the generation, transmission, distribution and retailing of electricity in Papua New Guinea. It has its national office based at Hohola in Port Moresby with offices spread across the country.

1. **Project Overview**

The PPL Information & Communications Technology Business Unit as part of its upgrade program and in keeping with best practices, are now sourcing a Supplier to assist with the Design, Supply, Installation and Ongoing Maintenance Support Services of its core network infrastructure.

1. **Project Goals**

The goals of this project include:

Infrastructure – replace old equipment and expand the current network

* 1. Security – strengthen our security capabilities
  2. Mobility – support mobile and remote access solutions
  3. Experience – exceed our customer and employee expectations
  4. Capacity – able to handle increased traffic now and into the future
  5. High Availability – robust and automatic re-routing capability

To reach these goals, PPL is now accepting bids in response to this Request for Proposal.

1. **Scope of Work**

Refer to support document, ICT-TS-202010-CoreNetwork.

1. **Schedule**

We are looking at a quick turnaround with this project. By submitting an RFP, suppliers agree to all conditions of this RFP. PPL will treat all submissions as confidential, including any additional information suppliers provide. The following is the approximate timetable from opening of RFP to RFP recommendation and eventual install, configure, test and commissioning. PPL reserves the right to alter any of these dates.

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **WEEKS** | **DATE** |
| Advertising (Release of RFP) |  | Friday, 13 November 2020 |
| RFP in depth understanding | +2 weeks | Friday, 27 November 2020 |
| **RFP close** | +3 weeks | Friday, 18 December 2020 |
| RFP recommendation | +1 week | Friday, 25 December 2020 |
| Management approval | +2 weeks | Friday, 8 January 2021 |
| Contract signing | +2 weeks | Friday, 22 January 2021 |
| SDR/Kick-off Meeting | +2 week | Friday, 5 February 2021 |
| Supply of goods & materials | +4 weeks | Friday, 5 March 2021 |
| Project Execution | +1 week | Friday, 12 March 2021 |
| Project Implementation | +6 weeks | Friday, 23 April 2021 |
| Project Commissioning | +2 weeks | Friday, 7 May 2021 |

If dates need to be adjusted on your deliverables, then include your adjustments and the reasons. All proposed date changes will be considered.

1. **Existing Roadblocks or Technical Issues**

As much as possible we want to keep to the proposed timeline but if you foresee any challenges please let us know in advance your expectations based on previous experiences.

* 1. Do you supply goods and services upon receipt of a Purchase Order (PO)?
  2. We understand most of the equipment will be sourced from outside Papua New Guinea and there might be delays with items arriving on site on time. Do indicate a practical turn-around time based on past experience, considering COVID19 protocols, shipping & logistics and FOREX implications.
  3. Factory Acceptance Testing (FAT) has to be done at the Suppliers premises. For an overseas based Supplier, we would expect the FAT to be carried out via video conference with all test scripts and results captured and sent to PPL.
  4. If you have consultants arriving from overseas, do consider our COVID19 protocols and plan your trip accordingly to minimize time wasting.
  5. We expect subject matter experts (SME) will be involved in the design and delivery of the solution and do not want unreasonable time wasting on research on the Supplier’s part during installation, testing and commissioning.
  6. We do not expect any downtime of services during business hours from 6am to 10pm daily. Minimal outage accepted for cut-over only.
  7. Flexibility to stage implementation to minimise disruptions.

1. **Payment Schedule**

Once an RFP is successful, we expect the Supplier to deliver fully on their solution as specified in the RFP and not go over time or over budget as we will not consider variations on the project.

Our payment plan will be as follows;

* 1. 50% payment upon successful acceptance of RFP
  2. 30% payment upon receipt of all equipment on site at PPL office
  3. 15% payment upon commissioning and sign-off from both Supplier and PPL
  4. 5% payment defect liability which will be paid after 6 months of satisfactory operations

1. **Evaluation Metrics**

PPL will setup a committee to evaluate bidders and proposals based on the following criteria:

* 1. Previous experience/past performance history
  2. Samples and/or case studies from previous projects
  3. Experience and technical expertise that meets the overall solution design requirements
  4. Responsiveness and answers to questions in Eligibility of the Supplier section
  5. Projected costs

1. **Eligibility of the Supplier**

Consider the below as part of your proposal to allow the evaluation team at PPL to quickly understand your organisation and its capability apart from the actual technical offering.

* 1. Company background
  2. Organisation structure
  3. List of team and CVs of key individuals who will be involved with the proposed solution from design to installation and commissioning
  4. Tax Identification Number (TIN) or international equivalent (ABN, NZBN, etc)
  5. Certificate of Compliance (CoC) or international equivalent
  6. IPA Company certification or international equivalent
  7. IPA Company extract or international equivalent
  8. Be free from insolvency, bankruptcy or similar status
  9. Have the legal capacity to enter into contract
  10. Be current with payments of taxes and social charges
  11. Current financial statement
  12. Not have been convicted, or currently under indictment for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in government procurement
  13. Insurance details, including workers compensation, public liability, shipping & handling

The Supplier will provide such evidence of their continued eligibility satisfactory to PPL, as reasonably requested.

1. **Conflict of Interest**

Suppliers must provide details of any circumstances or relationships that constitute, or may constitute, a conflict or potential conflict of interest regarding this application, or any obligations under any formal agreement with PPL.

1. **Submission Requirements**

Bidders must adhere to the following guidelines to be considered:

* 1. Only bidders who meet all 5 metrics in the evaluation section should submit a proposal.
  2. Proposals must be sent in by December 04, 2020.
  3. RFP submission should be in this format;
     1. TOC
     2. Executive summary
     3. Overview of the company and service capability
     4. Proposed solution
     5. Transition services
     6. Support services
     7. Pricing & project schedule plan
     8. Added value services
     9. Support documents as requested by PPL in Eligibility of the Supplier section
     10. Draft license and maintenance agreements
     11. Draft maintenance plan strategy for spare parts and support
     12. Draft Service Level Agreement (SLA)

1. **Details for Submissions and Contact Person**

|  |  |
| --- | --- |
| **Reference** | ICT-RFP-202010-CoreNetwork |
| **Activity** | Design, Supply, And Installation Of Core Network Infrastructure To Improve ICT Services |
| **Support Document Reference** | ICT-TS-202010-CoreNetwork |
| **Closing Time** | 4.30 pm (PNG local time) on December 04, 2020.  Late submissions may not be accepted. |
| **Lodgement of Submissions** | The Proposal must be lodged through www.portal.tenderlink.com/pngpower by the Closing Time.  Emails or envelope submissions will not be considered. |
| **Contact person** | Ms Danae Pala  Team Leader – Tenders, Contracts & Supplier Management  Ph: +675 324 3433/3532/3496  Email: [tenders@pngpower.com.pg](mailto:tenders@pngpower.com.pg) or dpala@pngpower.com.pg |

**Appendix A: Submission Check List**

The Supplier shall ensure that documents, schedules and Appendices identified in the checklist below are included in their submission, this checklist appropriately checked off and signed by an authorised person and included in the submission.

|  |  |
| --- | --- |
| **Item Submission** | **🗹 Checked** |
| Executive summary |  |
| Company information + IPA + Co Extract |  |
| Company Organisation Chart |  |
| Specified Personnel including CV’s |  |
| Tax information |  |
| Insurance information + workers comp. + Public liability + shipping & handling |  |
| Current financial statement |  |
| Key Contact Person for Submission |  |
| Proposed solution |  |
| Financial submission |  |
| Project Schedule |  |
| Completed PPL vetting form |  |
| Conflict of interest information |  |
| Insolvency or bankruptcy status |  |
| Status of taxes and social charges |  |

Signature ………………………………………………………………………

Name ………………………………………………………………………

Designation ………………………………………………………………………

Date ………………………………………………………………………

**Appendix B: Creditor Vetting & Approval Form (Local)**

For on shore Suppliers to be completed as appropriate

**Appendix C: Creditor Vetting & Approval Form (Overseas)**

For off shore Suppliers to be completed as appropriate