

# REQUEST FOR TENDER (RFT)



## Supply of License for Sophos Central Email Gateway

**MR 212/2020**

## 1. Purpose and Description of Project

The Energy Fiji Limited (EFL) is requesting proposals to supply a license for **Sophos Central Email Gateway**.

## 2. Item Overview

The Technical specifications for our requirements are listed in Section 5.

## 3. Eligibility Criteria /Pre-qualification of the Bidder

The supplier should be an authorized distributor or reseller and also service provider for the above mentioned systems.

## 4. Evaluation criteria of the qualified Bidders:

Description	Weight
1. Compliance to Requirements Checklist	50 %
2. Proven ability of vendor to supply the requirements	20 %
3. Authorised Re-seller for Sophos.	20 %
4. Cost	10 %

## 5. Specifications

The bidder must provide the following options to protect/scan approximately 650 mailboxes:

- a) Sophos Central Email Gateway – Standard (1 & 3 years)
- b) Sophos Central Email Gateway – Advanced (1 & 3 years)

## 6. Delivery

The selected supplier shall deliver all required software licenses to the appointed EFL Personnel.

## 7. Bidder Submittals

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Proposal for Supplies Products and/or Services
- Proof of Authorised Re-seller
- Valid FRCS, FNPF and FNU compliance letters.

The Proposal must clearly itemize all costs and inclusive of all taxes.

## **8. Submission of Tenders**

Tenders must be lodged no later than 4:00pm, on Wednesday 7<sup>th</sup> October, 2020.

## **9. Amendment of RFP**

The EFL may, at its sole and absolute discretion, vary, add to, or amend the terms of this RFP, including the nature and/or scope of the products and/or services required under this RFP; and any other subject matter to which this RFP relates.

## **10. Cancellation/Termination of RFP**

The EFL may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this RFP, at any time prior to the execution of a formal written agreement without any liability.

## **11. Due date for Tenders**

Tenders received after the closing date of **4:00pm Wednesday 7<sup>th</sup> October 2020** will not be considered.

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## Schedule A - Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General			
<b>The registered name of the Bidder:</b>			
<b>Business address for correspondence:</b> <i>(Location, Street , Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>			
<b>Contact name of the Authorised Person:</b>			
<b>Contact's position:</b> <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>			
<b>Business structure:</b>			
<b>Include the organisation Chart</b>			
Financial standing			
<i>(Information designed to give client confidence in the financial competence of the BIDDER.)</i> <i>Audited financial accounts for past three years shall be included in appendix.</i>			
Total current employees :			
Sales Turnover	2017	2018	2019
Net profit before tax	2017	2018	2019
Company Profile(s)			
<b>Reference Sites</b> (Use separate schedule formats for this response) [Details of at least two similar Projects in the last 5 years (including contact details) which will demonstrate the Bidder ability to carry out the functions for this project in a timely and professional manner.]			
Designated Staff	Name	Position	Project Designation
(Detailed profiles of key staff shall be included in appendix)			

## Schedule B - Customer Details of the Bidder

Details to be submitted by the Bidders about their past experience with successful customers/sites/organizations:

Experience of similar implementation
<b>Project Name:</b>
<b>Project Location:</b>
<b>Client Name:</b>
<b>Client address:</b>
<b>Client contact/reference person(s):</b> <i>Name</i> <i>Address – if different from above</i> <i>Telephone</i> <i>Facsimile</i>
<b>Mobile Phone</b>
<b>Email address</b>
<b>Man-months effort:</b>
<b>Name of senior project staff:</b> <i>Project Director</i> <i>Project Manager</i> <i>Other</i>
<b>Nature of the Project:</b>
<b>Role of the company, whether complete end-to-end involvement or for a particular module:</b>

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## **TENDER SUBMISSION CHECK LIST**

*The Bidders must ensure that the details and documentation mention below must submitted as part of their tender Bid*

Tender Number \_\_\_\_\_

Tender Name \_\_\_\_\_

1. Full Company Name: \_\_\_\_\_

**(Attach copy of Registration Certificate)**

2. Director/Owner(s): \_\_\_\_\_

3. Postal Address: \_\_\_\_\_

4. Phone Contact: \_\_\_\_\_

5. Fax Number: \_\_\_\_\_

6. Email address: \_\_\_\_\_

7. Office Location: \_\_\_\_\_

8. TIN Number: \_\_\_\_\_

**(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only)**

9. Company Registration Number: \_\_\_\_\_

**(Attach copy of the Business License)**

10. FNPf Employer Registration Number: \_\_\_\_\_

**(For Local Bidders only)**



## EFL Endpoint Security & Control

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11. Contact Person: \_\_\_\_\_

I declare that all the above information is correct.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### **Submission of Tender**

**Two (2) hard copies** of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the EFL Head Office, 2 Marlow Street, Suva, Fiji.

**Courier charges for delivery of Tender Document must be paid by the bidders.**

**This tender closes at 4:00 p.m. (16.00hrs Fiji time) on Wednesday 7<sup>th</sup> October, 2020.**

Each tender shall be sealed in an envelope with the envelope bearing only the following marking:

**MR 212/2020**

**Supply of Sophos Central Email Gateway License**

The Secretary, Tender Committee

Energy Fiji Limited

Supply Chain Office

Private Mail Bag,

Suva

**It must also indicate the name and address of the tenderer on the reverse of the envelope.**

**All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).**

**The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.**

**For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9992400.**



**Bidders are requested to submit a:**

- Valid Tax Compliance Certificate
- FNPF Compliance Certificate

**The Tender Bids particularly the “Price” must be typed and not hand written.**

**(Tender Submission via email or fax will not be accepted)**