

# REQUEST FOR PROPOSAL (RFP)



## Renewal of Microsoft Enterprise Enrollment

MR 40/2021

## 1. Purpose and Description of Project

Energy Fiji Limited (EFL) is seeking proposals for the renewal of its Microsoft Enterprise Volume Licensing Enrollment, which is currently under the following agreement number, 54270140.

## 2. Solution Overview

EFL is seeking proposals that fulfill these requirements, mainly 2 options;

- Renewal Option 1: Like for like renewal of existing products.
- Renewal Option 2: Phased transition to Microsoft 365 E3 for the Office CoreCAL SA MVL UserCALs (W06-00446).
- Renewal Option 3: Renewal Option 2, plus a Microsoft 365 equivalent for the CoreCAL ALNG SA MVL DvcCAL.

\*The DvcCAL are for shared workstations where the bulk of the users utilize Microsoft products for less than 30 minutes in a day to check emails and submit timesheets, job site reports, etc.

The specifications for our requirements are listed in Section 5.

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

The supplier must be a Certified Microsoft Licensing Partner with relevant documents to validate this.

## 4. Evaluation criteria of the qualified Bidders:

Description	Weight
1. RFP requirements compliance	45 %
2. Proven ability of vendor to supply solution	15 %
3. Experience in providing post-installation support to a pre-arranged degree of satisfaction Level/s.	10 %
4. Value for Money	30 %

## 5. Solution Specifications

Tabled below are our current Enterprise Licensed products that EFL is seeking renewal options for.

Part Number	Description	Quantity
<b><i>Enterprise Products</i></b>		
W06-00021	CoreCAL ALNG SA MVL DvcCAL	275
W06-00446	CoreCAL ALNG SA MVL UsrCAL	135
269-05704	OfficeProPlus ALNG SA MVL	275
AAA-12414	CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	15
AAA-10842	O365E3 ShrdSvr ALNG SubsVL MVL PerUsr	15
<b><i>Additonal Product</i></b>		
395-02504	ExchgSvrEnt ALNG SA MVL	2
9EA-00278	WinSvrDCCore ALNG SA MVL 2Lic CoreLic	64
9EM-00270	WinSvrSTDCore ALNG SA MVL 2Lic CoreLic	32
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic	6
076-01912	Prjct Std ALNG SA MVL	18
D86-01253	VisioStd ALNG SA MVL	10
77D-00111	VSProSubMSDN ALNG SA MVL	1

## 6. Delivery

The selected supplier shall deliver all relevant renewal related information (physical or electronic) to the EFL Head Office, located at 2 Marlow Street, Suva, Fiji or emailed to the Authorised EFL Contact person.

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## 7. Bidder Submittals

Please indicate in your proposals if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum, itemizing the cost for each component.

- Customer References of similar projects
- Certification of Microsoft Partnership (Relevant to Enterprise License Renewals)
- Valid Tax Compliance Certificate
- Valid FNPF Compliance Certificate
- Valid FNU Compliance Certificate

Bidders must submit proposal to satisfy the Solution Overview in Section aligning with the specifications highlighted in Section 5.

The current Enrolment is for 3 years. The full enterprise renewal cost is distributed evenly over 3 years, with payments made each year of the enrolment period. **Bidders must ensure that their proposals also follow this payment schedule.**

## 8. Submission of Tenders

Bidders must lodge submissions no later than 4:00pm, on **Wednesday 10<sup>th</sup> March 2021**.

### Tender- Renewal of Microsoft Enterprise Enrollment

## 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 10<sup>th</sup> March 2021** 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			
(Information designed to give client confidence in the financial competence of the BIDDER.) Audited financial accounts for past three years shall be included in appendix.			
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)**

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



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I declare that all the above information is correct.

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

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

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



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## 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 10<sup>th</sup> March, 2021.**

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

**MR 40/2021**

**Renewal of Microsoft Enterprise Enrollment**

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.**

## **Renewal of Microsoft Enterprise Enrolment**

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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**
- **FNU 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)**