

# Request for Proposal

Renewal of Cisco Smart Net Total Care and Cisco Software License subscriptions on Existing Cisco Equipment at FWBL

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Proposals Submission Dead line Date: 6 February 2019 11:00 AM

Opening of Technical & Financial Bid: 6 February 2019 11:30 AM

First Women Bank Limited

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## Submission Details

### Submission Deadline

All proposal submissions for responding to this request must be submitted on or before 6 February 2019 11:00 AM in a single sealed envelope containing one sealed envelope.

Submission will be valid if:

- Responses to RFP are submitted no later than 6 February 2019 11:00 AM at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Line, Karachi.
- Bids shall be submitted in a Single sealed envelope containing one sealed envelope containing "Technical& Financial Proposal".

### Submission Questions & Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

Name: Mudassar Lakhani  
Email: mudassar.lakhani@fwbl.com.pk

All queries for the subject tender (if any) should be sent to above mentioned email address at least 05 working days prior to bid opening date.

## Introduction

First Women Bank Ltd. a commercial bank caters to women at all levels of economic services and activities such as: - Micro, SME and Corporate, Treasury Operations, Trade and Finance, and Investment Banking thereby enable them to transcend their status from passive beneficiaries to dynamic agents of change.

This tender is for procurement of Cisco Smart Net Total Care for hardware that is currently owned by First Women Bank Limited. In addition, renewal of IPS subscription is also required for existing Cisco Next Generation Firewall currently deployed at FWBL.

## Eligibility Criteria

Bidders of this RFP will be eligible only if they fulfill the following criteria at minimum:

- The bidder should be **NTN** and **GST** registered company in Pakistan.
- The bidder must be minimum Select Partner of the required product and must include a certificate from Cisco.
- The bidder must have an annual turnover of PKR 300 million, and must include audited financial statements in the proposal.
- The Bidder should have experience of supplying, deploying and maintaining networking component for at least 2 clients, as on the date of submission of the bid. Relevant Purchase order or copy of signed contract must be submitted or certificate from client must be submitted.
- The Bidder should have experience of supplying Smartnet for at least 4 clients with at-least five cisco equipments / per order for in last 3 years. Relevant purchase order or copy of signed contract must be submitted
- The Bidder must have active at least 4 network resources with 2 active Cisco certified Network Professional. Please attached network resources resume along with certificate proof
- The bidder must have been in operation for at least five years in related to supply, configuration and commissioning of network equipment.
- Those bidders who conform to technical specifications & requirements including terms & conditions of the contract shall be eligible for award of contract.
- Submission of bid bond equivalent of 5% of the commercial bid (inclusive of applicable taxes).

**Any proposal that do not include above mentioned documents, evidence and/or reports may not qualify for further evaluation.**

## Terms of Reference

This RFP has following component for delivery:

- Delivery of Cisco SmartNet (Renewal) and Cisco Software License subscriptions (Renewal) as per BoQ specified in this RFP

The successful bidder will have this option to sign a contract for three years, renewable on an annual basis with mutual consent. Financial quotations provided by successful bidder will be used for renewal of contract on annual basis. In case, if the successful bidder is procuring services in foreign currency from international vendor, bidder may provide terms and conditions with respect to ceiling on Exchange Rate for specific currency.

Following section provides the details on the above mentioned requirements:

### **Delivery of Cisco Smart Net**

- Delivery of Cisco Smart Net Total Care Service Contract as per SLA defined in Section 'BOQ'
- Associating the Cisco Smart Net service contracts with Cisco profile.
- Expected time frame for the delivery of Cisco Smart Net Total Care should be within 45 calendar days after agreed upon advance payment by FWBL.

## Bill of Quantity (BOQ)

Following is the BOQ for delivery of SmartNet and Software subscriptions

S.No	Products	Cisco Part Number	SLA Requirement	QTY.
1	Cisco 3925-SEC/K9 Router	CON-SNT-3925SEC	SMART NET 8X5XNBD	3
2	Cisco 2901-SEC/K9 Router	CON-SNT-2901SEC	SMART NET 8X5XNBD	2
3	Cisco WS-C4507R+E Core Switch	CON-SNT-C4507R+E	SMART NET 24x7x4	1
4	Cisco N5K-C5548 Switch	CON-SNT-C5548UPB	SMART NET 8X5XNBD	3
5	Cisco UCS-C220-M3S Server	CON-SNT-C220M3SF	SMART NET 8X5XNBD	2
6	Cisco C887VA-V-K9 Router	CON-SNT-C887VAVK	SMART NET 8X5XNBD	42
7	Cisco 2960 12 Port Switch	CON-SNT-C296012P	SMARTNET 8X5XNBD	40
8	Cisco ASA5525-X Firewall	CON-SNT-A25FPK9	SMART NET 8X5XNBD	1
9	Cisco C887VA-K9 Router	CON-SNT-C887VK9	SMART NET 8X5XNBD	2
10	Cisco Catalyst 2960 Switch	WS-C2960+48TC-S WS-2960-48TT-S	SMART NET 8X5XNBD	3
11	Cisco Catalyst 2960 Switch	WS-2960-24TCS	SMART NET 8X5XNBD	1
12	IPS Subscription	L-ASA5525-TA-1Y	5525X Firepower IPS 1Y subscription (Renewal)	2
13	IPS Subscription	L-ASA5508-TA-1Y	5508X Firepower IPS 1Y subscription (Renewal)	2
14	Cisco ASA 5525-X Adaptive Security Appliance	ASA5525-FPWR-K10	SMART NET 24x7x4	2
15	Cisco Catalyst 3650-48TD-E Switch	WS-C3650-48TD-E	SMART NET 24x7x4	2
16	Cisco Catalyst 2960X-24TS-L Switch	WS-C2960X-24TS-L	SMART NET 8X5XNBD	2
17	Cisco ASA 5508-X with FirePOWER Services	ASA5508-K10	SMART NET 8X5XNBD	2
18	Cisco Catalyst 2960C-12PC-L Switch	WS-C2960C-12PC-L	SMART NET 8X5XNBD	2
19	FireSIGHT Management Center	FireSight	FireSIGHT Management Center 1Yr subscription (Renewal)	1
20	Cisco 5506X-K9 FIREWALL	ASA5506-FPWR-K10	SMART NET 8X5XNBD	2

## Submission Timeline & Location

FWBL reserves the right to modify below timeline at any time. Should the due date for proposals be changed, all prospective respondents shall be notified. The proposal must follow as per the following high level schedule.

### **Location and Timing**

Bids/Proposals must be delivered to FWBL, on or before, **6 February 2019 11:00 AM**. **Technical and Financial** proposals will be opened on the same date at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Lines, Karachi.

Milestone	Date
RFP Released	22 January 2019
Proposal Submission Due Date	6 February 2019 11:00 AM
Opening of Technical and Financial Bids	6 February 2019 11:30 AM
Publishing of Combined Evaluation Report	To be decided later

As a result of this Request for Proposal, FWBL may do one of the following at its discretion:

1. Award a contract for this Request for Proposal on the basis of prescribed evaluation criteria.
2. Cancel the whole process.

## **Proposals Evaluation Criteria**

- Evaluation of the firms shall be based on information provided in Proposals.
- As a part of evaluation, bidders may be asked to conduct presentation / demonstration.
- On the basis of technical evaluation, the financial proposal of only technically responsive bidders (qualified bidders) will be opened in the presence of their Representatives who choose to attend.
- Financial proposals of technically non-responsive vendors will be returned unopened.
- Proposals will be evaluated on the basis of lowest bidder

## **FORMAT FOR TECHNICAL BID**

Technical Bids must be made in an organized and structured manner in the following form. All claims made by the bidder in response will have to be backed by documentary evidence.

- Table of Contents
- Technical Bid Cover Letter
- Technical Bid / Bid Particular for Tenders
- Bidder / Consortium Member's Profile
- Details of required Cisco Smart Net Total care services
- Technical Team Composition and their level of on-site involvement. Please specify the role of each proposed resource during the implementation of the project.
- Annexure – Evidences
  - GST and NTN Certificate
  - Membership / Partnership Certificate
  - Organization's establishment
  - Organizational Financial Strength
  - Audited Statement (Profit and Loss, Balance Sheet, Cash Flow Statements and Audit Reports)
  - Similar Assignments and References
  - Team Certificates
  - Affidavit that bidder is not blacklisted
  - Affidavit that bidder will not subcontract any part of the project to any other vendor.



## **FORMAT FOR FINANCIAL BID**

The financial bid should be quoted as per the format. The financial bid should be accompanied by Financial bid cover letter. The Bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Bank. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

- Financial Bid - Commercial Bid Cover Letter
- Financial Bid - Commercial Bid For Network Support and Cisco Smart Net Total care
- Bid Security
- Payment Terms

### **Bid Currency and Validity**

- All prices must be quoted in Pak Rupees including all applicable taxes.
- Bid validity will be 30 days after the submission of proposals until LOI/PO is issued by FWBL

### **Bid Security**

All bids must be accompanied by a pay order of Five percent (5%) of total bid amount in Favor of First Women Bank Ltd enclosed in the sealed financial envelope and must be delivered to Information Technology Division, GF-2 Reception Area S.T.S.M. Foundation Building, CL/10/20/2, Beaumont Road Civil Lines, Karachi – 75530 on or before 6 February 2019 11:00 AM.

### **Payment Terms**

- Invoices will be cleared upon receiving the invoice along with necessary documentations and project milestones. Incomplete claims shall be returned to vendor.
- All payments shall be made through cross cheque in the Pak Rupees.
- Taxes will be deducted at source as per government rules at the time of payment.
- If the progress of the work is not to the satisfaction of the FWBL Management, FWBL Management has the right to cancel the order, get the work done from third party selected accordance with the PPRA rules.
- Assignment will be treated as incomplete in one/all of the following situations:
  - Non-delivery of warranty or software licenses mentioned in this RFP document.
  - Non-delivery of the supporting documents.
  - Delivery, but no installation of the components and/or software.

Payment schedules is as below

Project Phase	Payment Plan (%age of Contract Value)
Advance – Agreement Signing	10%
Delivery of Cisco Smart Net Total Care as per TOR	90%

### Pre-award Presentations

The FWBL reserves the right to require presentations and/or demonstrations/ Interview from any or all of the bidders, in which they may be asked to provide additional information.

### Complete Pricing

The respondent should include all incidental expenses in the project pricing. This includes travel expenses, printing or reproduction, communications, etc. Any invoices for expenses beyond those **itemized (listed)** in the RFP response will not be entertained by FWBL.

## **Annexure B- Technical Bid Documentation**

### **TECHNICAL BID COVER LETTER**

Tender Reference:

Date:

Project Manager  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi.

Dear Sir,

**Sub: RFP for “Renewal of Cisco Smart Net Total Care and Renewal of Cisco Software License subscriptions”.**

With reference to your subject RFP, we have examined and understood the instructions including all annexure, terms and conditions, project scope forming part of the RFP, we hereby enclose our Technical Bid for Procurement as per TOR’s in RFP documents.

In the event of acceptance of our bid by The Bank we undertake the responsibility of delivery of services and associating the Cisco Smart Net service contracts to Cisco profile as per First Women Bank purchase order.

We agree to abide by the terms and conditions of this bid offer till 90 days from the date of opening of bids and our offer shall remain binding upon us which may be accepted by the Bank any time before expiry of 90 days.

Until a formal contract is executed, this tender offer, together with The Bank’s written acceptance thereof and Bank’s notification of award, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_ 2019

Signature: (In the Capacity of) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

**BID PARTICULARS**

Name of the Bidder.	
Is the Bidder the Principal Owner of the solution or an Authorized Partner / Re-seller.	
Registered Address of the Bidder.	
Name of the person to whom all references shall be made regarding this tender.	
Designation of the person to whom all references shall be made regarding this tender.	
Address of the person to whom all references shall be made regarding this tender.	
Telephone No. (With country and area code).	
E-Mail of the contact person:	
Fax No. (With country and area code).	

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

Location: \_\_\_\_\_

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

\_\_\_\_\_  
Company Seal & Bidder's Signature

**BIDDER / PRINCIPAL OWNER / AUTHORIZED PARTNER / OTHER CONSORTIUM MEMBER PROFILE:**

S. No.	Name of the Company	
01.	Indicate whether the Company is the lead Bidder and whether the Company is the Principal Owner, Authorized Partner or Other consortium member	
02.	Year Established	
03.	Turnover (in PKR)	<b>FY 2016:</b> <b>FY 2017:</b> <b>FY 2018:</b>
04.	Profit After Tax (in PKR)	<b>FY 2016:</b> <b>FY 2017:</b> <b>FY 2018:</b>
05.	Proposed role of the member in the project	
06.	Proposed role of the member in the project	
07.	Head Office Address	
08.	Telephone No. (with country and area code)	
09.	Fax No. (with country and area code)	
10.	E-mail Address	
11.	Name of the Key representative for this project	
12.	Any accreditations / Certifications (e.g. CMM, ISO, ITIL etc.)	
13.	Previous experience in implementation, Installation and maintenance of related storage solution at local & Foreign commercial banks.	Implementations in the last 5 years and before last five years:

The Bidder should fill this Annexure for the Bidder and any other member of the consortium separately (including the Principal Owner, Authorized Reseller / Partner and any other member of the consortium)

As of this Date, the information furnished in all parts of this form is accurate and true to the best of my knowledge.

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

Location: \_\_\_\_\_

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

\_\_\_\_\_  
Company Seal & Bidder's Signature

## Annexure C– Financial Bid Documentation

### COMMERCIAL BID COVER LETTER

Tender Reference:

Date:

Project Manager,  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi, Pakistan

Dear Sir,

**Sub: RFP for “ Renewal of Cisco Smart Net Total Care and Renewal of Cisco Software License subscriptions”.**

Having examined the RFP including all mention requirements, we, the undersigned, offer to deliver services in conformity with the said RFP and in accordance with our proposal and total cost indicated in the enclosed Commercial Bid for delivery of items as per TOR’s mentioned in the RFP document.

All the prices mentioned in our bid are in accordance with the terms as specified in the bidding documents. We agree to abide by this bid for the period of 30 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in bidding documents.

Until a formal contract is prepared and executed, this bid, together with the bank’s written acceptance thereof and bank’s notification of award, shall constitute a binding Contract between us.

Dated this day of \_\_\_\_\_ 2019

Signature: (In the Capacity of) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

Seal: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

**COMMERCIAL BID**

Bidder to provide financial quotation in the following format:

S.No	Products	Cisco Part Number	QTY	End of Support Date	SLA Type	Total COST (PKR)	APPLICABLE TAX (PKR)
1	Cisco 3925-SEC/K9 Router	CON-SNT-3925SEC	3		NBD		
2	Cisco 2901-SEC/K9 Router	CON-SNT-2901SEC	2		NBD		
3	Cisco WS-C4507R+E Core Switch	CON-SNT-C4507R+E	1		24x7x4		
4	Cisco N5K-C5548 Switch	CON-SNT-C5548UPB	3		NBD		
5	Cisco UCS-C220-M3S Server	CON-SNT-C220M3SF	2		NBD		
6	Cisco C887VA-V-K9 Router	CON-SNT-C887VAVK	42		NBD		
7	Cisco 2960 12 Port Switch	CON-SNT-C296012P	40		NBD		
8	Cisco ASA5525-X Firewall	CON-SNT-A25FPK9	1		NBD		
9	Cisco C887VA-K9 Router	CON-SNT-C887VK9	2		NBD		
10	Cisco Catalyst 2960 Switch	WS-C2960+48TC-S WS-2960-48TT-S	3		NBD		
11	Cisco Catalyst 2960 Switch	WS-2960-24TCS	1		NBD		
12	IPS Subscription	L-ASA5525-TA-1Y	2		Renewal		
13	IPS Subscription	L-ASA5508-TA-1Y	2		Renewal		
14	Cisco ASA 5525-X Adaptive Security Appliance	ASA5525-FPWR-K10	2		24x7x4		
15	Cisco Catalyst 3650-48TD-E Switch	WS-C3650-48TD-E	2		24x7x4		
16	Cisco Catalyst 2960X-24TS-L Switch	WS-C2960X-24TS-L	2		NBD		
17	Cisco ASA 5508-X with FirePOWER Services	ASA5508-K10	2		NBD		
18	Cisco Catalyst 2960C-12PC-L Switch	WS-C2960C-12PC-L	2		NBD		
19	FireSIGHT Management Center	FireSight	1		Renewal		
20	ASA5506-FPWR-K10	5506X-K9 FIREWALL	2		NBD		
<b>Total Bid Amount (Inclusive of Taxes)</b>						PKR	

## BIDDER OPTIONS

Please tick on one of the following:

- The bidder will sign a contract for three years, renewable on an annual basis with mutual consent. In case, if the successful bidder is procuring services in foreign currency from international vendor, FWBL will only provide the change with respect to Exchange Rate for specific currency.
  
- The bidder will only sign a contract of one year.

Rates should be quoted in Pak Rupees and strictly as per the format illustrated above. Bids quoted in formats other than the illustrated format will be rejected. Applicable local taxes shall be paid over and above on actual basis on production of documentary evidence. Bank will not be making any other payment except those mentioned in the commercial bid.

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

Location: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature & Date