



NEGOTIATED PROCEDURE REQUEST FOR BIDS (RFB)

Reference Number: SADC/3/5/1/27

RFB Title: PROCUREMENT OF SWITCHBOARD UPGRADE

Dear Sir/Madam,

1. The SADC Secretariat is inviting highly suitable and qualified companies/firms to submit bids for Switchboard upgrade

Technical Specifications for PROCUREMENT OF SWITCHBOARD UPGRADE.

2. Your submission, in the PDF format (See Annex 2 to this RFB), should be submitted to the following email: switchboard22@sadc.int

And MUST be marked

SADC3/5/1/27

PROCUREMENT OF SWITCHBOARD UPGRADE.

Attention: Mr. Purpose Chifani

3. The deadline for submission of your quotations, to the address above is **Wednesday 09th March 2022, 09:00hours local time. Late submissions will not be accepted.**
4. All bids should be submitted in PDF format to the following email: switchboard22@sadc.int and quotations by fax will NOT be accepted.
5. Your bid(s) should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order.:
 - i. **PRICES:** The prices should be quoted CIP (as per Incoterms 2010) in the local currency Botswana Pula (BWP), including all duties attached to the sale (such as VAT, customs duties, etc.) and transport to the final destination.
 - ii. **EVALUATION AND AWARD OF PURCHASE ORDER:** Bids determined to be administratively (see Paragraph 2, 4, 5 and 6) and technically compliant to the requirements will be evaluated by comparison of their prices (defined as

above). The award will be made to the bidder offering an administrative and technical compliant quotation at the lowest evaluated total price.

- iii. **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of 90 days from the date of submission of quotation.
- iv. **DOCUMENTS TO BE ATTACHED:** Company Profile, Valid Tax Clearance Certificate, Banking Details, Valid Trading Licence and Certificate of Incorporation, Valid VAT Certificate or Exemption Certificate
- v. **Delivery time and stock availability:** Bidders must indicate delivery period and stock availability.

6. The items are expected to be delivered at the address indicated in the Paragraph 3 above within **14 calendar days** from the signature of the Purchase Order/Contract. The terms and conditions of the Purchase Order are available on request prior to submission of quotations.

7 Additional request for information and clarifications can be made, no later than 10 days prior to deadline indicated in the paragraph 4 above, from: **21st February 2022 14:00 hours local time**

The deadline for responding to Request for clarification is **25th February 2022**

Procuring entity: **SADC Secretariat**
Contact person: **Mr. Purpose Chifani**
Telephone: **+2673951863**
Fax: **+2673971787**
E-mail: pchifani@sadc.int; tenders@sadc.int
Copy; hmaripe@sadc.int

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Bid Form

Sincerely,



Purpose Chifani
Ag. Senior Officer - Procurement
14th February 2022

ANNEX 1.

MINIMUM TECHNICAL SPECIFICATIONS FOR PROCUREMENT OF SWITCHBOARD UPGRADE.



TERMS OF REFERENCE (TORs) FOR PROCUREMENT OF SWITCHBOARD UPGRADE

MINIMUM SWITCHBOARD UPGRADE SPECIFICATIONS

Features	Minimum Specifications	COMPLIANCE (Yes/No)
PABX System in use	Cisco Call Manager, Version Cisco 5500 series	
Item being upgraded	Switchboard Operator IP Phone (current model Cisco IP Phone 8851)	
Audio codec support	<ul style="list-style-type: none"> ● G.711 a-law and mu-law, G.722, G.729a, Internet Low Bitrate Codec (iLBC), and Internet Speech Audio Codec (iSAC) 	
Electronic hookswitch	<ul style="list-style-type: none"> ● You can control the hookswitch electronically with a third-party headset connected to either the USB or auxiliary port, or directly paired with the phone through Bluetooth. 	
Cisco Intelligent Proximity	<ul style="list-style-type: none"> ● Audio path moving sends audio through the IP Phone 8861 for a mobile device-connected call. ● Call history synchronization allows you to view placed and missed calls of your mobile device from the IP Phone 8861. ● Contact synchronization allows you to synchronize the contact objects from your mobile device to your IP Phone 8861 	
Quality-of-Service (QoS) options	<ul style="list-style-type: none"> ● The phone supports Cisco Discovery Protocol and 802.1Q/p standards, and can be configured with an 801.1Q VLAN header containing the VLAN ID overrides configured by the Admin VLAN ID. 	
Network features	<ul style="list-style-type: none"> ● Session Initiation Protocol (SIP) for signaling ● Session Description Protocol (SDP) 	

	<ul style="list-style-type: none"> ● IPv4 and IPv6 ● User Datagram Protocol (UDP) (used only for Real-Time Transport Protocol [RTP] streams) ● Dynamic Host Configuration Protocol (DHCP) client or static configuration ● Gratuitous Address Resolution Protocol (GARP) ● Domain Name System (DNS) ● Trivial File Transfer Protocol (TFTP) ● Secure Hypertext Transfer Protocol (HTTPS) ● VLAN ● Real-Time Transport Protocol (RTP) ● Real-Time Control Protocol (RTCP) ● Cisco Peer-to-Peer Distribution Protocol (PPDP) ● Cisco Discovery Protocol ● LLDP (including LLDP-MED) ● Switch speed auto-negotiation 	
<p>Security features</p>	<ul style="list-style-type: none"> ● Secure boot ● Secure credential storage ● Device authentication ● Configuration file authentication and encryption ● Image authentication ● Random bit generation ● Hardware cryptographic acceleration ● Certificate Authority Proxy Function (CAPF) ● Manufacturer-Installed Certificates (MIC) ● Locally Significant Certificates (LSC) ● Ethernet 802.1x supplicant options: Extensible Authentication Protocol-Flexible Authentication via Secure Tunneling (EAP-FAST) and Extensible Authentication Protocol-Transport Layer Security (EAP-TLS) ● Signaling authentication and encryption using TLS 	

	<ul style="list-style-type: none"> ● Media authentication and encryption using SRTP ● HTTPS for client and server ● Secure Shell (SSH) Protocol server ● Secure Sockets Layer (SSL)-based VPN client 	
Physical dimensions (H × W × D)	● 9.02 x 10.13 x 1.57 in. (229.1 x 257.34 x 40 mm) (exclude foot stand)	
Weight	● 2.62 lb (1.19 kg)	
Phone-casing composition	● Polycarbonate Acrylonitrile Butadiene Styrene (ABS) textured plastic; Cosmetic class A	
OVERAL SCORE: Compliant / non-compliant		

Optional Feature

Cisco IP Phone 8800 Key Expansion Module x 3

Attribute	Specification
User Experience Modes	Session Line Mode (SLM)
Physical-programmable line and feature keys	18 per module
Software-programmable line and feature keys	18 (through page 2 key) per module
Total programmable line and feature keys	36 per module; adds up to 108 in 3-module configuration
Number of key modules supported	8851 model: up to 2 8861 model: up to 3 8865 model: up to 3
Power	Power over Ethernet (PoE) and power cube (configuration and feature-dependent when using PoE)

#	Description	Quantity
1.	SWITCHBOARD UPGRADE SPECIFICATIONS	1

**ANNEX 2.
BID FORM**

Technical Specification	Delivery period to SADC Secretariat in weeks from the signature of the PO	Quantity	Unit price CIP at SADC HQ	Total price CIP at SADC HQ
			<i>[insert the price]</i>	<i>[insert the price]</i>
 Subtotal 1				
VAT				
Grand TOTAL	<i>[insert the end of all deliveries]</i>			<i>[insert the grand total price]</i>

Once corrections or adjustments have been applied, the Financial Proposal shall be adjusted with the Regional Preference

The Procuring Entity shall grant a margin of preference in the evaluation of bids from companies from the SADC Region when compared to bids from elsewhere.

The margin of Preference shall be calculated as a Maximum fifteen percent (15%) discount to the evaluated total price.

In case of a Consortium, the quality for the Regional and the companies providing at least 50% of the goods offered must be from the Region.

The final Selection for the Switchboard upgrade will be based on the lowest quoted price. This selection will be from those who would have passed the Technical Stage.