NETWORK TENDER REQUIREMENT DOCUMENT GUIDELINES

1 Introduction

This paper intends to serve as a guideline in the preparation of Tender Requirement (TRD) for Local Area Network (LAN). The paper outlines some of the important consideration that needs to be taken care while preparing TRD.

2 Information for Bidders (from client side)

2.1 OBJECTIVES

Please state the general purpose of the proposed LAN in the organization.

2.2 ORGANIZATION

Brief overview of the overall organizational structure and a description of the functional group within the organization that will be using the LAN.

2.3 EXISTING TECHNICAL ENVIRONMENT.

List out all the existing IT equipment and software including operating system:
e.g. Servers, PCs etc.

2.4 REQUIRED TECHNICAL ENVIRONMENT.

List of IT equipment required such as No. of servers, switches etc.

2.5 TENDER INFORMATION

a) Period for project, tentative date for tender decisions, tentative date for commencement of the project.
b) Contact person for clarification of the tender.
c) Date and location for delivery of proposal
d) Contract award notification and official approval
e) Definitions for the purpose of legal protection such as:
- The right for organization to amend or supplement the information in the TRD
- The right for organization to reject the tender as a result of this TRD process
- Or any other issues

2.6 SCOPE OF WORK

The scope of the work includes the following:

- f) Design, layout, and physical cabling of the site
- g) Network security measures
- h) File Servers, Mail , Proxy, and Web Servers
- i) Hands-on training for Network Administrator/IS Manager(s) on management of the network, if required then out line the training approach and time frame.
- j) Training for the users of the proposed network, if required then out line the training approach and time frame.

2.7 TECHNICAL REQUIREMENT FOR THE NETWORK

State the following requirements:
- Technical : Hardware/Software
- Security measures.
- Support, both during the installation process and on-going support must be outlined in the TRD.
- Network Test Plan, specify if you are going to involve any third party to test and evaluate the network
- Specify the document if any that could be used by those responsible for the maintenance of the system.

3 Vendors Response Requirement

3.1 PROPOSAL SUBMISSION

- The bidders must submit a technical proposal and a financial proposal in two separate envelops for consulting services required for the contract.

- The bidders must place copy of technical proposal in one envelope. The bidders must seal the envelope and mark it with, "Technical Proposal."   Please underline the word "Technical Proposal." And in the same manner for the financial proposal. Initials/Seals of the bidders must be placed on all the pages of the proposals.

3.2   PROPOSED FORMAT AND INSTRUCTION FOR THE TRD

3.2.1 Profile

- ✓ Table of Contents

- ✓ Executive summary
- ✓ Company history
- ✓ Current profile
- ✓ Financial profile
- ✓ Organization chart
- ✓ Skill sets, including the CVs of the technical personnel
- ✓ Services offered: Kind of IT services offered by the firm
- ✓ Firms experiences in similar works
- ✓ Client references for similar works

3.2.2 Proposal

- Technical proposal
- Financial proposal

3.2.2.1 Technical proposals

- ✓ Description of the proposed network solutions
- ✓ Design (Logical & Physical)
- ✓ Network software
- ✓ An approach paper on the methodology & work plan (Gantt chart)
  - a. Implementation (Cable laying, Installation, Configuration etc)
  - b. Testing
  - c. Training
  - d. Delivery
- ✓ Manual
- ✓ Maintenance & support services: Description of the technical facilities, including the measures taken for ensuring the quality of services.
- ✓ Contingency plan for unforeseen events (Indicate back-up plan in the event a technical person is not available during implementation)

3.2.2.2 Financial Proposals

- ✓ Active network components: e.g. cost of servers, switches, routers etc
- ✓ Passive network components: e.g. cost of cables, racks, patch panels etc
- ✓ Implementation cost: e.g. configuration, laying of cables, training (if specified by the clients)