



SPREP
Secretariat of the Pacific Regional
Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

REQUEST FOR TENDERS

File: AP 3/15/6
Date: 24 August, 2017
To: Interested suppliers
From: Philip Malsale, COSPPac Climatology Officer

Subject: Request for tenders: Supply of Computer Server Equipment for the Climate and Ocean Services Program in the Pacific (COSPPac) Project (READVERTISEMENT)

1. Background

- 1.1. The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced suppliers who can offer their services to supply the server hardware equipment listed in Annex 1 for the Climate and Ocean Support Program in the Pacific (COSPPac) Project.
- 2.2. The successful applicant will need to supply and deliver the equipment to the addresses given by **31 October 2017** as specified in the Terms of Reference in Annex 1. No installation is required.
- 2.3. Must be able to offer a competitive package including 3 years warranty and technical after sales support for the hardware.
- 2.4. Price should include all taxes and import duties as well as freight and handling fees from point of procurement to the assigned destination.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Provide proof of relevant experience in supplying similar equipment in the Pacific.

- Provide at least 3 referees as part of their tender application.
- Offers would be valid for 60 days from the closing date of tenders.

4. Submission guidelines

- 4.1 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2 Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 Tender must also complete the **tender application form** provided.
- 4.4 The Financial Proposal must be quoted in AUD and inclusive of taxes, freight, handling and all other related costs.
- 4.5 Tender documentation must clearly outline the timeline for supply and delivery.
- 4.6 Provide outline of warranty conditions and requirements

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to maraeap@sprep.org and copy philipm@sprep.org before **30 August 2017**. (Samoa time). A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **1 September 2017**.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.
 - 6.2. Costs – direct and indirect benefits/costs over the whole procurement cycle;
 - 6.3. Products matching specifications of the order;
 - 6.4. Convenience and timeliness of the order;
 - 6.5. Performance history of the suppliers;

7. Deadline

7.1. **The due date for submission of the tender is: 07 September 2017, midnight (Apia, Samoa local time)**

7.2. Late submissions will be returned unopened to the sender.

7.3 Please send all tenders clearly marked 'TENDER: Readvertisement - **Supply of Computer Server Equipment for the Climate and Ocean Services Program in the Pacific (COSPPac) Project**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website.

<http://www.sprep.org/accountability/complaints>

ANNEX 1
TERMS OF REFERENCE

**Supply of Computer Hardware for Climate and Ocean Services Program in the Pacific
(COSPPAC)**

1. Background

This tender is for the supply of the Computer Hardware only. No installation is required.

2. Scope of work

The supplier is responsible for supplying a set of reliable, high-quality Computer Hardware described in the Request for Tenders Document and delivered directly to the Secretariat of the Pacific Regional Programme Office in Apia, SAMOA.

The vendor is responsible for ensuring that the hardware fulfills the specifications mentioned in the Request for Tender Document, which are:

Computer Server which comprises of the following:

| QUANTITY | DESCRIPTION |
|-----------------|--|
| 1 | Computer Server: HP ProLiant DL380 Generation 9 Server 2 x Intel Xeon 10 core Processors 8 x 32GB DDR4 Memory (256GB Total) 4 x 1TB SATA SFF Hard Drives (4TB Total) 4 x 500GB SAS SFF Hard Drives (2TB Total) 3 year warranty |
| 1 | HP 27" LED Monitors |

The goods are to be delivered by the supplier to the following address and received by SPREP by **31st October 2017**.

Secretariat of the Pacific Regional Programme (SPREP)
Attention: Mr. Philip Malsale
COSPPac Climatology Officer
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APIA
SAMOA
Tel: (685) 21929
Email: philipm@sprep.org

Annex 2
Proposal Evaluation Criteria

The evaluation criteria are proposed below for reference.

| Criteria | | Maximum Points |
|-----------------------------------|--|-----------------------|
| 1 | Products matching specifications of the order | 30 |
| 2 | Convenience and timeliness of the order | 30 |
| 3 | Performance history of the suppliers | 10 |
| Sub Total Technical Points | | 70 |
| 4 | Financial Proposal <ul style="list-style-type: none">• Lowest bid = 30 points• Subsequent bids will be awarded points calculated as a percentage of the lowest bid | 30 |
| Total Points | | 100 |