Technical specification for Network Cabling

BACKGROUND:
As part of Oxfam’s need to enhance its ICT infrastructure and the need to provide access to easy and faster network services for work purposes, Oxfam requests a reputable service provider to provide a service of structured network cabling. The network shall support 110-wall jack with double ports (220 drops) on the top floor and the ground floor. That is, forty drops down stairs and seventy drops upstairs with double ports.

MAIN OBJECTIVE:
To engage a contractor that will supply, deliver and install a structured cabling infrastructure (faceplates, outlets, trucking’s and any related required materials such as cable conduit) to complete this assignment within the expected timeframe.

COMPETITIVE SCOPE:
DELIVERABLES:
a) Install, Configure and Test as per industrial standard of structured network infrastructures. The bidder must also supply and deliver required wall jacks/data ports, cabling (Category 6E), faceplates and conduit or internet wall cable channel.
b) A test report must be submitted after completion of project
c) Provide 1-year service guarantee after the acceptance test.

Note: Interested bidders MUST carry out an assessment of the facility before submitting your proposal. All cost associated with this assessment is at the SOLE cost of the bidder.

SCOPE OF WORK:
- In consultation with Oxfam management and the IT Team, the vendor will design an IT network system within the premises of Oxfam office and carry out installation interfaces for a structured cabling project.
- Furnish all labor, supervision, tooling, and miscellaneous mounting hardware and consumables for the structured cabling system installed at the office.
- Furnish, install, and terminate data jacks at each location according to the Product and Services Specifications.
- Install all cable in accordance with the designed Specification of industrial standard, recommendations and best practices.
- Develop and submit for approval a labeling system and REPORT for the cable installation. At a minimum, the labeling system and report shall clearly identify all components of the cable installation, racks, cables, panels, and outlets.
- Test (maximum ping round trip times in milli-seconds: 2) all cables and termination hardware for defects in installation and verify cable performance under installed conditions.
• Provide a written guarantee/warranty covering the installed cabling system against defects in workmanship, components, and performance.
• All data drops will be placed in a raceway or conduit, where appropriate.
• The Vendor shall include patch cables for every data drop to connect the patch panel to the network. The patch cables shall have following three lengths: 2 foot, 3 foot and 6 foot,
• Determine material requirement for the entire job in line with the proposed design
• The vendor shall terminate a total of 200 drops on the structured LAN.
• Wall outlets should be in conformity with universal RJ45 type.

THE SERVICE PROVIDER MUST PROVIDE Oxfam TEAM WITH:
• A complete structured cabling shall be installed at Oxfam, successfully terminated to the server room, and fully functional.
• Complete documentation of design, labeling, points and diagram of structured cabling
• After the acceptance test, the vendor will provide regular support for 1-year as when needed
• The job described shall be done and completed within 15 working days maximum as from the day of signing of purchase order.

EXPERIENCE STATEMENT

Vendor must demonstrate capabilities and technical experience by providing the following:
  a. Company overview 
  b. Company Capabilities to provide services requested (Technical Staff profile) 
  c. Past Performance/References (Provide names and contacts of at least three (3) firms that you have provided similar service for in the last four years).
  d. Business Registration documents (current)
  e. Tax Clearance (current)

DELIVERY PERIOD:

The project is to be completed within 15 working days. However, participating vendors may propose and indicate an alternative delivery date. Please specify your delivery period, and note that delays will be mitigated with the application of liquidated damages penalties. Suppliers are to specify their technical implementation schedule.

CRITERIA FOR EVALUATION

Oxfam will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria:</th>
<th>Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Performance/References (very important including contacts and emails of four recent references)</td>
<td>30 pts</td>
</tr>
<tr>
<td>Company capability (including a brief description of technical staff that are of high significant in the performance of this service), also Technical Approach/Specifications to be used during the execution of this contract and brief interview with Oxfam IT Officer.</td>
<td>60 pts</td>
</tr>
<tr>
<td>Price</td>
<td>10 pts</td>
</tr>
</tbody>
</table>
NOTE:
Please provide your unit and total cost breakdown based on the above requirements. Evaluation of the quotes will be based on the technical expertise/experience of the company, their personnel and the cost.

SAMPLE BUDGET FORMAT:

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials cost:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cable channel (mixed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>wall jack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patch cable 2ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patch cable 3ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patch cable 6ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>junction boxes, fishers, etc cat6E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethernet Cable box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER COST IF APPLICABLE, Please provide additional details for any additional cost.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oxfam is Located at
Coleman Avenue, Devine Town Community
Monrovia, Liberia

For Inquiry,

Contact: Mr. Frederick David
Logistic Coordinator
Cell #: 0770175013
Email: FDavid@Oxfam.org.uk

Note: Deadline for the submission of proposals is October 11, 2018