

Request for Proposal

Microsoft License Procurement

Published Date:

27th May 2024

FWBL\HO\IT\JG\2024\12

Proposals Submission Dead line Date:

10th June 2024 2:00 PM

Opening of Technical Bid:

10th June 2024 02:30 PM

First Women Bank Limited

Proposal	3
Submission Details	3
Submission Deadline	3
Submission Questions & Clarifications	3
Eligibility Criteria	4
Terms of Reference	5
Submission Timeline & Location	7
Proposals Evaluation Criteria	8
FORMAT FOR TECHNICAL BID	8
FORMAT FOR FINANCIAL BID	9
Bid Currency and Validity	9
Payment Terms	9
Complete Pricing	9
Annexure A – Technical Bid Documentation	10
BID PARTICULARS	10
Annexure B – Financial Bid Documentation	11
COMMERCIAL BID	11

Proposal

This is single stage two envelope bidding procedure as per PPRA rules. The bidders shall submit their proposals in one sealed envelope containing two different separate sealed envelopes marked as “Technical Proposal” and “Financial Proposal”. Only Technical proposal envelope will be opened in the presence of bidders and Financial proposal envelopes will stay in FWBL custody till the opening of Financial bids.

Financial proposals will only be opened for bidders that met “Eligibility Criteria” and minimum requirement specification documented under section “Term of Reference” in this RFP document. Sealed financial bids will be returned to bidders that did not qualify for financial evaluation. Final date of opening of Financial Bids which will be communicated to all the bidders in advance.

Further final evaluation reports containing technical and financial evaluations will be published on FWBL website and PPRA.

Successful bidder who qualifies with the combined evaluation, a meeting with the FWBL’s management will be held to discuss in details the exact requirements and procedures to be followed in conducting this assignment.

After the finalization of combined evaluation, the qualifying organization will be issued “Letter of Intent” which will be followed by the Service agreement and Service order.

Submission Details

Submission Deadline

All proposal submissions for responding to this request must be submitted on or before 10 June 2024 02:00 PM in a single sealed envelope containing one sealed envelope.

Submission will be valid if:

- Responses to RFP are submitted no later than 10 June 2024 02:00 PM 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: Muhammad Jawad Govani
Email: jawad.govani@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.

Bidder Eligibility Criteria

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

- The Bidder should be a registered entity in Pakistan in the form of Public Ltd/Private Ltd or any other form permissible under Legal system of Pakistan and should be in business for a tenure of at least Five (5) years. Relevant proof of existence (Certificate of Incorporation, Memorandum of Association, Certificate of commencement of business, Extract from the Register of Firms maintained by the Registrar etc. confirming the incorporation of the commercial entity or other relevant documents where applicable depending on the type of entity as mentioned above, shall be provided with valid tax payment documentation (FBR, Sales Tax Returns, NTN individual, NTN Company, Provincial Tax) whichever is applicable depending on type of organization (Public Ltd/Private Ltd/Partnership firm or any other form permissible under Pakistan Law). (Documentation Proof must be provided with proper reference (page No) in the proposal)
- Bidder should have office/presence in any one of major cities of Pakistan (e.g. Karachi, Lahore or Islamabad). (Documentation Proof must be provided with proper reference (page No) in the proposal)
- The Bidder should have minimum annual turnover of Rs. 100 Million during each of the last three financial years and must submit their audited financial reports or Income Tax returns.
- Bidder should provide an undertaking on legal paper stating that "the bidder's company is not blacklisted by any Government entity in Pakistan for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices and also not involved in any kind of lawsuits either current or pending. "
- The Bidder should have experience of supplying, deploying and maintaining Server equipment for at least 3 clients with project engagement of at-least PKR 3 million per project, as on the date of submission of the bid. Relevant Purchase order, copy of signed contract or similar document that can provide evidence of such engagements must be submitted.
- Bidder must be OEM or authorized reseller of the proposed product for at least last 10 years, along with copies of purchase orders/work order OR contact details (i.e. Contact Person & Email address) of the provided reference
- Bidder should provide 3 CV's/profile of their proposed implementation and support team which should be employees of the company and must have relevant experience.
- Proposed bidder should be Microsoft LSP formerly DLAR from last 10 years and or equivalent certification partnership level with the principal of proposed product. (Documentation Proof must be provided with proper reference (page No) in the proposal).
- Bidder must have Direct Partnership with the principal supplier of the proposed servers and also must provide latest Authorization Form from principal supplier as per the requirements (guarantee, warranty and maintenance).

Terms of Reference

The successful bidder is required to perform the following tasks:

- Delivery of Microsoft Licenses as per BOQ items and associate related warranty in OEM’s portal.
- Bidder to submit their detail quotation including with part # and any software / service / support licenses recurring price along with BOQ
- Bidders may propose specifications higher than specifications specified in this section (as per BOQ table).
- The Microsoft License and support services will be in the name of FWBL for all servers and software loaded on the time of delivery.
- The proposed Microsoft License should be compatible / integrated with each other if a vendor is proposing solution from multiple manufacturers.
- Bidder’s proposal for hardware must meet the stated requirements of the RFP in all respects without substitution or alteration of required functionality.
- **Bidder are responsible to provide end to end solution and ensure to configure the devices are per the FWBL requirement.**
- Bidder shall ensure that all BOQ server equipment are delivered within 16 weeks after issuance of PO.
- Submission of bid bond equivalent of 5% of the commercial bid (inclusive of applicable taxes).
***Bid bond amount will only be applicable on service amount cost**

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

The deliverables of the assignment as required by the FWBL are mentioned below:

Microsoft License Spec's	
Required Microsoft License on Primary and DR Sites	
Windows Server 2022 Standard	Two Windows Server 2022 Standard - 16 Core License Pack
Windows Server 2022 Datacenter	Two Windows Server 2022 Datacenter - 16 Core License Pack
Windows Server 2022 - User CAL	Windows Server 2022 - 200 User CALs
Exchange Server Enterprise 2019	Two Exchange Server Enterprise 2019
Exchange Server Standard 2019 User CAL	Exchange Server Standard 2019 200 User CALs
Microsoft 365 Business Premium	70 Users License on Microsoft 365 Business Premium for 12 Months

Exchange Online Protection	100 Users License for Exchange Online Protection for 12 Months
Microsoft 365 E5 Enterprise	05 Users License on Microsoft 365 E5 Enterprise with EMS for 12 Months
Microsoft Defender for Office 365	100 Users License for Microsoft Defender for Office 365 (Plan 1) for 12 Months

Trainings – Quantity (02 resources)	
Trainings	Bidder to provide official expert level training from certified trainer of the Exchange and O365 with EMS to at least 02 resources leading to certifications & training.

Migration of Existing Email Server Environment	
Migration of Existing Email Server Environment	Bidder should be able to perform the task of migration of existing environment to newly procured email servers in hybrid environment.

Infrastructure Partner Competencies	
Infrastructure Partner Competencies	<ol style="list-style-type: none"> 1. Vendor must have 2 x Microsoft Exchange Certified Resources 2. Vendor must have 2 x VMware Certified Resources

Product Description	Quantity	Warranty Period
Windows Server 2022 Standard - 16 Core License Pack	2	Perpetual
Windows Server 2022 Data Center - 16 Core License Pack	2	Perpetual
Windows Server 2022 - User CAL	200	Perpetual
Exchange Server Enterprise 2019	2	Perpetual
Exchange Server Standard 2019 User CAL	200	Perpetual
Microsoft 365 Business Premium	70	12 Months
Exchange Online Protection	100	12 Months

Microsoft Defender for Office 365	100	12 Months
Microsoft 365 E5 Enterprise	05	12 Months

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 the FWBL, on or before **10 June 2024 02:00 PM**. **Technical and financial** proposals will be open 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	27 May 2024
Proposal Submission Due Date	10 June 2024 2:00 PM
Opening of Technical and Financial Bids	10 June 2024 2:30 PM
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

The bidder with lowest financial bid (inclusive of applicable taxes) will be considered as the lowest bidder for further evaluation of documents.

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 / Bid Particular for Tenders
- Documentation indicating that bidder is an Authorized reseller and Tier-1 partner of the mentioned product for at least last 3 years.
- Should have minimum two (2) Servers Certified Resource
- Bidder / Consortium Member's Profile
- Annexure
 - GST and NTN Certificate
 - 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 Servers
- Bid Security
- Payment Terms

Bid Currency and Validity

- Given the current volatility in USD/PKR exchange rate, bidders are requested to quote prices in USD.
- Bidder will provide invoice based on the USD/PKR currency exchange rate on the date of Purchase Order issuance date will be considered as the ceiling for conversion of FCY amount billed to FWBL. In case, currency exchange rate is below the ceiling amount (at the time of invoice), payments will be made as per prevailing currency exchange rate
- Bid validity will be 90 days after the submission of proposals

Payment Terms

Payment schedules is as below

Project Phase	Payment Plan
PO Issuance	20%
Hardware Delivery	50%
Completion of Configuration as Per Agreed upon design	30%

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 A – Technical Bid Documentation

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

Annexure B – Financial Bid Documentation

COMMERCIAL BID

Bidders are requested to provide quotation for a 3-years warranty terms.

Item Description	Qty.	Cost (USD)	Applicable Tax (USD)	Total Cost (USD)
Windows Server 2022 Standard - 16 Core License Pack	2			
Windows Server 2022 Data center - 16 Core License Pack	2			
Windows Server 2022 - User CAL	200			
Exchange Server Enterprise 2019	2			
Exchange Server Standard 2019 User CAL	200			
Microsoft 365 Business Premium	70			
Exchange Online Protection	100			
Microsoft Defender for Office 365	100			
Microsoft 365 E5 Enterprise	05			

- Given the current volatility in USD/PKR exchange rate, bidders are requested to quote prices in USD.
- All payments against invoices submitted during the course of the project will be made in PKR.
- USD/PKR currency exchange rate on the date of Purchase Order issuance date will be considered as the ceiling for conversion of FCY amount billed to FWBL. In case, currency exchange rate is below the ceiling amount (at the time of invoice), payments will be made as per prevailing currency exchange rate.
- Successful bidder will be required to open a deposit account with FWBL that will be used to credit payments against invoices submitted by successful bidder.

Rates should be quoted in USD 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