



TENDER PACKAGE — REQUEST FOR BID (RFB)

1. Invitation to Tender

Tender Name: Supply of Networking Equipment		Tender No: CWS/RSC/RW/KGL/003/2024
Location: Kigali, Rwanda	Correspondence Language(s): English	
<p>Brief Summary Description of the Program:</p> <p>Church World Service (CWS) is a faith-based organization transforming communities around the globe through just and sustainable responses to hunger, poverty, displacement, and disaster. CWS operates as Church World Service through a Cooperative Agreement with the Department of State/Bureau of Population, Refugees and Migration. Church World Service is administered by the Church World Service Immigration Refugee Program (CWS/IRP) and is based in Nairobi, Rwanda with sub-offices in Pretoria, South Africa, Kasulu, Rwanda, Kampala, Uganda, and Kigali, Rwanda.</p> <p>Church World Service (CWS) through a competitive process is invited registered and experienced vendors to submit bids to supply Networking Equipment for field offices as per the attached specifications and prices sheets.</p> <p>The bidders shall submit their tenders in two folders namely “Technical Submission” and “Financial Submission”.</p> <p>Offers must be submitted with the tender number CWS/RSC/RW/KGL/003/2024 on the email subject.</p> <p>NO PHYSICAL OFFERS WILL BE ACCEPTED.</p>		

Tender Package Available from: May 24th, 2024	Tender Package Pickup Location: Attached on tender advert through www.jobinrwanda.com
Deadline for Offer Submission: June 2nd, 2024; 1700 Hours Kigali Time	Submit Offers to: Tenders@cwsafrica.org

Church World Service reserves the right to accept or reject any late offers.

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: RwandaProcurement@cwsafrica.org	
Last Day for Questions: Wednesday 29 May, 2024; 1700Hours Kigali Time	Questions will be answered by: Thursday 30th May, 2024; 1700 Hours Kigali Time
Questions will be answered through: <i>All questions received will be consolidated and responded to through RwandaProcurement@cwsafrica.org by Thursday 30th May, 2024; 1700 Hours Kigali Time.</i>	



Documentation Checklist	
These documents are contained within this tender package:	<ul style="list-style-type: none">✓ Invitation to Tender✓ General Conditions for Tender✓ Criteria and Submittals✓ Scope of Work/Technical Specifications/BoQ✓ Price Offer Sheet✓ Vendor Registration Form✓ Specific Terms and Conditions✓ Non-Disclosure Agreement (NDA)

2. General Conditions for Tender

Church World Service invites bids for the goods, services, and/or works described and summarized in these documents, and under procedures, conditions, and contract terms. Church World Service reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Confidentiality

Church World Service prohibits its employees from sharing, and any bidders from obtaining, confidential information related to this solicitation, including information regarding Church World Service's price estimates, competing bidders or competing offers, etc. Any information provided to one bidder must be provided to all other bidders.

This document contains confidential and proprietary information that is provided for the sole purpose of providing bidders with a comprehensive understanding of Church World Service requirements for the selection of vendors capable of providing services.

Reproduction of this document by photographic, electronic, or other means is permitted only to prepare a corresponding proposal response and in any other subsequent activities that may be related to the provision of tendered services.

Bidders are required not to disclose to any other party, other than their employees and officers directly connected to responding to this document and tendered services, any information concerning this document. No news release, public announcement, or any other reference to this document or any program thereunder shall be made without expressed written consent from Church World Service.

Bidders are required to sign the enclosed Non-Disclosure Agreement (NDA) as provided in Annex IV and return it to Church World Service, as part of their response to this document.



2.2 Conflict of Interest

If a company is owned by, whether directly or indirectly, in whole or in part, any Church World Service employee or any person who is related to a Church World Service employee, the company must ensure that it and the employee disclose the relationship as part of or before submitting the offer.

Conflict of interest on the part of a bidder will result in disqualification of the bidder from this RFB process. A bidder will be deemed to have a conflict of interest with one or more parties in this bidding process if they:

- a) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence the proposal of another bidder or influence the decisions of Church World Service regarding this bidding process.
- b) Participated as a consultant in the preparation of the design, scope of work, or technical specifications of requirements included in this RFB; or
- c) Church World Service employees, committee members, board members, and their relatives (spouses and children) are not eligible to participate in the tender.

2.3 Fraudulent Practices

Church World Service requires all prospective bidders to adhere to the highest ethical standards during the entire RFB and accompanying evaluation, selection, negotiation, and contracting process.

Church World Service will reject any RFB response or award of tender if it determines that a bidder has, directly or through an agent, engaged in either of the following:

- a) Canvassing – meant to influence Church World Service decisions before, during, or after submission of the RFB;
- b) Corrupt practice – This prohibition includes any *request* from any Church World Service employee, consultant, or agent for anything of value from any company or individual in exchange for the employee, consultant, or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Church World Service employee, consultant, or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- c) Fraudulent practice – misrepresentation or omission of fact;
- d) Collusive practice – Church World Service requires fair and open competition for this solicitation. No two (or more) companies submitting bids can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.
- e) Coercive practice – harming or threatening to harm persons and other bidders involved in this process.

2.4. No Commitment to Contract and Cost of Bidding

This RFB should not be considered as an order or contract. This document shall neither be viewed as a request nor authorization to perform work at Church World Service's expense.

Any work performed by a bidder in connection to responding to the RFB will be at the bidder's discretion and expense.

This RFB does not commit Church World Service to award a contract or to pay any costs incurred in the preparation or submission of offers, or costs incurred in making necessary studies for the preparation thereof.



Bidders are hereby advised that Church World Service is not committed to any course of action as a result of its issuance of this RFB and/or its receipt of responses from bidders.

2.5 General Clauses

- Except where expressly varied in the contract, Church World Service Terms and General Conditions attached hereto will apply (Annex 4).
- Should your offer be accepted, you will be required to sign and return a formal agreement confirming your acceptance.
- Church World Service reserves the right to make regular market comparisons of other vendors to ascertain that we are receiving the best and most competitive price.
- The service provider/s shall maintain true & correct records in connection with the goods to be supplied to Church World Service.

2.6 Pertinent Information

Church World Service is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. The contract will be awarded to the bid considered most responsive to the needs, as well as conforming to Church World Service's general principles, including economy and efficiency and best value for money.

2.7 Corporate Social Responsibility

Social standards: sellers either working or seeking to work with Church World Service must commit to respecting internationally recognized human rights principles and labor standards, vendors or service providers must;

- a) Conduct their business in respect of fundamental human rights and be in no way complicit in human rights abuses.
- b) Uphold the abolition of all forms of forced labor.
- c) Uphold effective elimination of child labor.
- d) Guarantee a safe working environment for employees.

Environmental considerations.

Whenever possible and economically viable, Church World Service shall seek to procure goods and services that lessen the burden on the environment. The vendor's environmental performance shall be based on the following criteria:

- a) Environmental policy, committing the vendor to reduce environmental impacts.
- b) Resources dedicated to environmental management (dedicated function or team).
- c) Implementation of an environmental management system.

2.8 Code of Conduct clause:

Principles of Conduct Clause: Vendors seeking to work with Church World Service shall respect the following principles:

- Business Ethics: Vendor is expected to maintain the highest degree of business ethics when working with Church World Service.
- Transparency of information provision: Vendor shall not be involved in any fraudulent activities, or misrepresent information or facts to influence the selection and contract awarding process in its Favor. No form of canvassing is allowed.
- Fair competition: The Vendor shall not be involved in any corrupt, collusive, or coercive practices.
- Officials not to benefit: The Vendor represents and warrants that no official of Church World Service has been, or shall be, admitted by the Vendor to any direct or indirect benefit arising from this Request for proposal, Purchase Order / Contract, or the award thereof. The Vendor agrees that a breach of this provision is a breach of an essential term of this Purchase Order/Contract.



If at any time during the registration or procurement process Church World Service determines that the vendor violates the above-mentioned principles, that vendor's request for registration or bid will be rejected as ineligible. All costs concerning the cancellation of contracts shall be borne by the vendor.

2.9 Pricing

Your offer should clearly state the following.

- Net price exclusive of VAT
- VAT amount
- Gross amount inclusive of VAT
- Full details of services offered/ goods supplied.
- Delivery and implementation period.
- Payment terms and discounts for early payment, if you do not concur with Church World Service standard payment terms.

2.10 Price Validity

Your offer must remain valid for 120 days until which time a Purchase Order/Contract if issued must be accepted by you.

2.11 General Terms and Conditions

Acceptance of your offer entails waiving by the seller of its General Conditions of sale. All terms and conditions not mentioned herein shall be governed by the buyers "Terms and General Conditions" are being considered as an integral part of the order. Submission of a bid confirms acceptance of the general terms and conditions by the vendor.

2.12 Payment Terms

By bank transfer within 30 days after receipt of invoice and confirmation of satisfactory receipt of services/goods.

2.13 Vendor Registration Form

Vendors must be registered with Church World Service. If you have issued us your vendor registration form before, there is no need to re-submit. If, however, you wish to update your registration with Church World Service you may send us the following.

- Updated Vendor registration form and updated Licenses
- Updated Solvency letter and financial statements.

2.14 Documents

The following are the required documents with each deliverable for payment.

- Monthly Invoice
- Filled Service Completion Report
- Goods and Services Received Note (to be issued by Church World Service)
- Any other document as required in the relevant Purchase Order/Contract.
- Distribution of documents will be confirmed against the Purchase Order/Contract.

2.15 Bid Evaluation

The bids shall be evaluated based on the submitted offers as well as vendor registration forms and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to;

Delivery timeline per milestone/month



Price of goods/ services

Compliance with the required Church World Service specifications

2.16 Tender Basis:

- All offers shall be made under these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Church World Service in writing. The answer to any question raised in writing by any bidder will be issued to that bidder. In some cases, Church World Service may choose to issue clarifications to all bidders. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to, or detract from the conditions hereof unless made in writing as an Addendum to the Tender and signed by Church World Service or its designated representative.

2.17 Supplier Eligibility

Suppliers may not apply and will be rejected as ineligible if they:

- Are not registered companies.
- Are bankrupt or in the process of going bankrupt?
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct.
- Have been guilty of grave professional misconduct.
- Have not fulfilled obligations related to payment of social security and taxes.
- Are guilty of serious misinterpretation in supplying information.
- Violate the policies outlined in the Church World Service Anti-Bribery or Anti-Corruption Statement
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by The United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.18 Response Documents

Bidders can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their format if it contains all the required documents and information specified by this tender.

2.19 Acceptance of Successful Response

- a. Documentation submitted by bidders will be verified by Church World Service. The winning bidder will be required to sign a contract for the stated, agreed-upon amount.
- b. Church World Service will investigate the allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Church World Service. Employees participating in such conduct will have his/her employment terminated.
- c. Violations will also be reported to Church World Service' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the



contract is with Church World Service or any other entity.

- d. Failure to comply with any of the above requirements will justify rejection of the proposal. Church World Service reserves the right to negotiate with any of the bidders or other firms in any manner deemed to be in the best interest of the organization. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this RFB if any combination it may deem appropriate, in its sole discretion; modify or exclude any considerations, information, or requirements at any stage of the procurement process, including during negotiations with bidders'/service providers.
- e. Vendors must provide all requisite information and clearly and concisely respond to all points set out in this RFB. Please present your submission and proposal accordingly and sequentially. Offers that do not fully and comprehensively address the RFB will be rejected. Kindly note that unnecessary brochures not solicited for that provide sufficient information are not encouraged. Bids should be effectively prepared and organized according to the guidelines provided.
- f. The normal terms of payment of Church World Service are within 30 days of satisfactory delivery of goods or services and documents in apparent good order. Bidders must therefore clearly specify in their offers the payment terms being offered, if different from these.

3. Criteria & Submittals

3.1 Contract Terms

Church World Service intends to issue a **Fixed-price** contract to one or several companies (ies) or organization(s). The successful bidder(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract.

3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under "Tender Submittals" **must** be submitted with offers. Bidders who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- Must be a legally registered to conduct business
- Must be a registered tax payer
- Must be in good standing with governing tax authority
- Must submit documents specified in section 3.3 "documents supporting eligibility criteria
- Provide confirmation letter for the following:
 1. NOT use any telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities) and your company is not a subsidiary or affiliate of such entities.
 2. NOT use any telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) and your company is not a subsidiary or affiliate of such entities.
 3. That you are not affiliates of the covered companies

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While the absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to impact the technical evaluation of an offer severely and negatively.

Documents supporting the Eligibility Criteria:

No.	Description	Confirm attached
1	Attach Certificate of Incorporation/ Business Registration Certificate	
2	Attach Valid Tax clearance issued by Rwanda Revenue Authority	
3	Attach VAT Registration Certificate	
4	Attach Proof of using EBM invoice	
5	Attach Signed and stamped confirmation letter that your company does use any prohibited telecommunication equipment, or it's not affiliated with any of the companies mentioned above on 3.2.	
6	Attach CISCO certificate indicating that the company is authorized dealer of CISCO products.	
8	Attach CWS Vendor registration form (to be filled in signed and stamped) Annex 1	
9	Attach data sheet with photos for the equipment quoted with manufacturer/source(to be signed and stamped) Annex 2	
10	Accurately filled in Church World Service Pricing Template (to be filled in signed and stamped) Annex 3	
11	Attach Signed CWS General Terms and Conditions (To be signed and stamped) Annex 4	
12	Attach Signed CWS Non-Disclosure Agreement (NDA) (To be signed and stamped) Annex 5	
13	Proof of financial capacity to execute the tender demonstrated by evidence of availability of funds(liquidity on the bank)/access to credit line.	
14	Attach Recent Bank statements for the last 6 months	

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Company Profile, 2-page max
- References from previous similar work projects (including contact information)
- Detailed Product Specifications/ISO Certificates and warranty
- Delivery time

Price Offer:

The Price offer is used to determine which offer represents the best value and serves as a basis for negotiation before the award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be on an all-inclusive fixed-price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. No profit, fees, taxes, or additional costs can be added after contract signing. Bidders must show unit prices, quantities, and total prices, as displayed in the Offer Sheet in **Annex 3**. All items must be clearly labeled and included in the total offered price.

Bidders must include VAT and customs duties if any in their offer.

3.4 Currency

Offers should be submitted to: RWF _____
 Payments will be made in _____RWF _____



3.5 Tender Evaluation (LPTA Selection Method)

Based on the above submittals, a Church World Service Evaluation Committee will conduct a tender evaluation process. Church World Service reserves the right to accept or reject any or all bids, and to accept the offer(s) deemed to be in the best interest of Church World Service. CWS will not be responsible for or pay for any expenses or losses that may be incurred by any Bidder in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Technical Evaluation

Lowest Price, Technically Acceptable (LPTA)

Church World Service Tender Committee will conduct a technical evaluation which will grade technical criteria on a Pass/Fail basis. Supplier's bids **must meet the minimum technical standard** established here to receive a passing mark. Any bidders who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only bidders who pass technical criteria will move on to the next round of evaluation.

TECHNICAL CRITERIA:

I. Product technical Specifications				
#	Item description	Specifications provided to the vendor	Specifications from bidder	Pass/Fail
1	Firewall, Cisco Meraki MX-85 Security appliance	Dual-purpose: 1× USB (cellular failover1) LAN interfaces (fixed): V 8× GbE RJ45 2x GbE SFP WAN interfaces (dedicated): 2× GbE SFP 2× GbE RJ45 (1x PoE+) Mounting: 1U rack Dimensions (w x d x h): 19 in x 9.8 in x 1.7 in (484.6 mm x 250 mm x 43.8 mm) Power supply: Internal 100-127 V 200-240 V (50/60 Hz)		
2	48ports POE Cisco Switch, Cisco Catalyst 3850 or Catalyst 9300	Switch specification - Cisco Catalyst 3850 or Cisco catalyst 9300L. 48 GE POE ports 4 * GE SFP uplink ports. 2 * RJ 45 GE uplink ports Power supply should be up to 240W PoE.		
3	12 U RACK	Product: Server Rack Product dimensions 45D x 60W x 63H centimeters Compatible devices Servers Loading Capacity 60KG Mounting type Wall Mount Other specifications 12U 600x450 Server Rack Cabinet Wall mount Loading capacity: 60KG 2 Removable Side Panels Thickness: Mounting profile: 2.0mm,others1.0mm Fans & Shelf (Optional) Holes for the passage of cables, in the upper and lower panel-Drilling for up to two 12cm fans on the top pane		
4	Cat-6A Ethernet Cable	Connector Type : RJ45 Cable Type : Ethernet Connector Gender : Male-to-Male Data Transfer Rate: 10 Gigabits Per Second Shape : Round Unit Count : 1.0 Count Item Weight : 0.2 Pounds Gauge :26 Specification Met: ISO, IEC, ETL Number of Items :1 Product Dimensions :1 x 0.4 x 0.4 inches		

		Item Weight :3.2 ounces Manufacturer : Siemon		
#	Item description	Specifications provided to the vendor	Specifications from bidder	Pass/ Fail
5	Ports Data, Wall Dual Faceplate with Femele module	Product Type Faceplate: RJ-45 Compliant Standards: EIA/TIA-568 Category 5e / 6 Product Material: ABS plastic Features: Wall mountable Single-port Faceplate Wall plate products Accessories: transparent film labels and screw matching, screw diameter 3.5MM.		
6	Access Points, Cisco Meraki MR44 with 1 yr enterprise license	MR Model: MR44 Integration Variant: VUSION Gate N V: IoT Radio : 2.4 GHz V: IoT Radio Protocol: Proprietary V: IoT Radio Antenna: Integrated V: IoT Radio Channel Auto-Selection: Yes V: IoT Radio Encryption: 128-bit Advanced Encryption Standard (AES) with secure key exchange V: IoT Transmission Range: Up to 25 meters in open-field deployments (about 1950 m ² or 21 000 sq ft area) Coexistence Feature Support (V:IoT radio + Wi-Fi): Smart Coexistence Number of Labels Supported: Up to 10,000 labels per access point Supported SES solution: VUSION Cloud		
7	A+ Electric Cable trucking 100X50	Type : Solid <i>Other attributes</i> Raw material PVC UL94, V0 M1 Standards: EN 50085-2-1 Customized: Acceptable Colour : White RAL 9010 Lenght : minimum 2 Meter Impact Resistance :0,5-1 Joule Operating Temperature: -25/ +65 C ° IP Ingress Protection: IP40 Fire Resistant : Up to 960 C ° Type : 2 Cable Trucking Systems Impact resistance : High Operating temperature: -25 +65 °C IP Ingress Protection: IP40 Type :2 Cable Trucking Systems		
				Pass/Fail
II	Quality Assurance: ISO Certification or equivalent from internationally recognized/accredited provider			
III	Manufacturer's Authorization: The supplier must provide a valid, genuine, and verifiable manufacturer's authorization.			
IV	Warranty period: The supplier should provide warranty period where applicable.			
V	Experience: Evidence of experience in supply of similar items for at least 3 corporate clients (Attach 3 recommendation letters) demonstrated by LPOs/or contracts, summary of services rendered, value of contract and contact persons, address, and telephone numbers for each (Attach for each client)			
VI	Delivery time: The supplier should be able to deliver all the equipments within 2 weeks upon receipt of a signed contact			

3.5.2. Financial Evaluation and Price/Cost Analysis

All suppliers who pass all technical criteria will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning bidder(s) assuming the price is deemed fair and reasonable and subject to the additional due diligence in section 3.5.3.

3.5.3 Additional Due Diligence

Upon completion of both the technical and financial evaluations Church World Service may choose to engage in additional due diligence processes with a particular bidder or bidder(s). The purpose of these processes is to ensure that Church World Service engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Supplier's facility visits
- Determination of relations and affiliations between bidders
- Other appropriate documented methods giving Church World Service increased confidence in the supplier's ability to perform.

4. Offer Form

Bidders must submit their independent offer including at least (but not limited to):

- All documents requested in the "Eligibility Criteria" section of this Tender Package
- All documents requested in the "Tender Submittals" section of this Tender Package
- All information listed in the "Documents Comprising the Bid" section below

All offers must be duly signed (including the position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Bid

The following information must be included in the offer of any potential bidder:

- Cover Letter** explaining interest in being a contracted vendor or supplier. The content of the cover letter shall include the following information:
 - A detailed specification of the offered goods, services, and/or works
 - Warranty (if necessary and appropriate)
 - Delivery time
 - Price validity date (for this purpose and as stated in the advertisement, the quote given shall remain unchanged for 120 working days)
- A Price Offer detailing the unit price only using the **Price Offer Sheet** template provided in **section 6**
- Completed and signed Church World Service **Vendor Registration Form** (template provided in **section 6**)
- Other important documents the bidder feels need to be attached to support their bid

The original bid shall be signed by the bidder, or a person or persons duly authorized to bind the bidder to the contract. Financial offer pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.



Email submission.

Bids will be submitted by email to the following dedicated, controlled, & secure email address:

Tenders@cwsafrica.org

When Bids are emailed, the following conditions shall be complied with:

- The RFB number shall be inserted in the Subject Heading of the email.
- Bid documents required, shall be included as an attachment to the email in PDF, or the same type of files provided as a ZIP file.
- Make sure that the total attachment size is not bigger than 15 MB or
- Save the attachments to a cloud account (like Google Drive or Office 365 OneDrive) from where we can download them from a shared link.

5. Scope of Work/Technical Specifications

5.1 Background

Church World Service intends to purchase Networking equipment.

5.2 Technical Specifications

As per the attached Technical Specifications for Networking Equipment (Annex 2)

Product technical Specifications				
#	Item description	Specifications provided to the vendor	Unit	Qty
1	Firewall, Cisco Meraki MX-85 Security appliance	Dual-purpose: 1× USB (cellular failover1) LAN interfaces (fixed): V 8× GbE RJ45 2× GbE SFP WAN interfaces (dedicated): 2× GbE SFP 2× GbE RJ45 (1x PoE+) Mounting: 1U rack Dimensions (w x d x h): 19 in x 9.8 in x 1.7 in (484.6 mm x 250 mm x 43.8 mm) Power supply: Internal 100-127 V 200-240 V (50/60 Hz)	Device	3
2	48ports POE Cisco Switch, Cisco Catalyst 3850 or Catalyst 9300	Switch specification - Cisco Catalyst 3850 or Cisco catalyst 9300L. 48 GE POE ports 4 * GE SFP uplink ports. 2 * RJ 45 GE uplink ports Power supply should be up to 240W PoE.	Device	6
3	12 U RACK	Product: Server Rack Product dimensions 45D x 60W x 63H centimeters Compatible devices Servers Loading Capacity 60KG Mounting type Wall Mount Other specifications 12U 600x450 Server Rack Cabinet Wall mount Loading capacity: 60KG 2 Removable Side Panels Thickness: Mounting profile: 2.0mm,others1.0mm Fans & Shelf (Optional) Holes for the passage of cables, in the upper and lower panel- Drilling for up to two 12cm fans on the top pane	Device	3
4	Cat-6A Ethernet Cable	Connector Type : RJ45 Cable Type : Ethernet Connector Gender :Male-to-Male Data Transfer Rate: 10 Gigabits Per Second Shape : Round Unit Count : 1.0 Count Item Weight : 0.2 Pounds Gauge :26 Specification Met: ISO, IEC, ETL Number of Items :1 Product Dimensions :1 x 0.4 x 0.4 inches Item Weight :3.2 ounces Manufacturer : Siemon	Roll box	9
5	Ports Data, Wall Dual Faceplate with Femele module	Product Type Faceplate: RJ-45 Compliant Standards: EIA/TIA-568 Category 5e / 6 Product Material: ABS plastic Features: Wall mountable Single-port Faceplate Wall plate products Accessories: transparent film labels and screw matching, screw diameter 3.5MM.	Item	90

#	Item description	Specifications provided to the vendor	Unit	Qty
6	Access Points, Cisco Meraki MR44 with 1 yr enterprise license	MR Model : MR44 Integration Variant: VUSION Gate N V: IoT Radio : 2.4 GHz V: IoT Radio Protocol: Proprietary V: IoT Radio Antenna: Integrated V: IoT Radio Channel Auto-Selection: Yes V: IoT Radio Encryption: 128-bit Advanced Encryption Standard (AES) with secure key exchange V: IoT Transmission Range: Up to 25 meters in open-field deployments (about 1950 m ² or 21 000 sq ft area) Coexistence Feature Support (V:IoT radio + Wi-Fi): Smart Coexistence Number of Labels Supported: Up to 10,000 labels per access point Supported SES solution: VUSION Cloud	Device	9
7	A+ Electric Cable trucking 100X50	Type : Solid <i>Other attributes</i> Raw material PVC UL94, V0 M1 Standards : EN 50085-2-1 Customized: Acceptable Colour : White RAL 9010 Lenght : minimum 2 Meter Impact Resistance :0,5-1 Joule Operating Temperature: -25/ +65 C ° IP Ingress Protection: IP40 Fire Resistant : Up to 960 C ° Type : 2 Cable Trucking Systems Impact resistance : High Operating temperature: -25 +65 °C IP Ingress Protection: IP40 Type :2 Cable Trucking Systems	Item	160

6. Attachments to the Tender Package

Annex 1

Please see the attached vendor registration form alongside the tender documents.

Annex 2

Please see the attached Technical specifications for Networking Equipment alongside the tender document

Annex 3

Please see the attached Price offer sheet alongside the tender document

Annex 4

Church World Service Terms & Conditions

1. Church World Service does not make any advance payments for goods but can do so for services.
2. Payment of goods and services is made after delivery and confirmation of the condition of the goods and services.
3. Church World Service encourages the participation of small, minority, and women-owned businesses.



4. Church World Service is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or Church World Service in the processing of emails.

Signature: _____

Stamp:

Annex 5

Non-Disclosure Agreement (NDA)

Our Ref: CWS Tender No: **CWS/RSC/RW/KGL/003/2024**

Date:

Administration Coordinator CWS Africa

Church World Service

RE: CONFIDENTIALITY & NON-DISCLOSURE UNDERTAKING.

We refer to the above matter and the Request for Bids (RFB) for the supply of Networking Equipment (Reference Number **Tender No: CWS/RSC/RW/KGL/003/2024**)

We acknowledge that during the supply of goods, we shall have access to and be entrusted with confidential information. In this letter, Confidential Information shall mean, all information or material that has or could have commercial value or other utility in the business or prospective business of Church World Service. Confidential Information also includes all information of which unauthorized disclosure could be detrimental to the interests of the Church World Service whether or not such information is identified as Confidential Information by Church World Service.

In consideration of you making Confidential Information available to us, we hereby irrevocably and unconditionally undertake to you:

1. That we shall hold in confidence any Confidential Information disclosed, and further agree not to disclose Confidential Information to third parties or to otherwise use Confidential Information, except with the express written consent from yourselves or as permitted under paragraph 3 below.
2. That we shall use the Confidential Information solely for the provision of services and not for any other purpose.
3. That this undertaking shall not prohibit disclosure of Confidential Information.

- 3.1. To our **Staff/Partners/Directors/Agents** who need to know such Confidential Information to assist with the Implementation. To this end, we shall endeavor to ensure that such **Staff/Partners/Directors/Agents** have been specifically informed of the confidentiality of the Confidential Information and have agreed to be bound by the terms of this undertaking or have entered into an agreement of similar scope and obligations with ourselves to protect our proprietary and/or the confidential information.
- 3.2. To the extent that such disclosure is required to be disclosed under law, court order, or any requirement by any regulatory authority. In this regard, we shall promptly give notice to you and provide you with sufficient time to assert any exclusions or privileges that may be available by law.
4. That upon termination of the cooperation between the parties and/or at your request, we hereby agree and undertake to return to you any written information and all materials which contain and/or constitute part of the Confidential Information, and not to keep any copy thereof.
5. That this undertaking shall not apply to Confidential Information which:
 - 5.1. Is in the public domain as of the effective date of this undertaking, or legitimately comes into the public domain through no fault of ours.
 - 5.2. Is demonstrated to have been known to us before the date of this undertaking and was not acquired, directly or indirectly, from yourselves or a third party under a continuing obligation of confidentiality.
 - 5.3. Is demonstrated to have been rightfully received by us after disclosure under this undertaking from a third party who did not require the same to hold it in confidence or limit its use, and who did not acquire it, directly or indirectly, from yourselves under a continuing obligation of confidentiality.
 - 5.4. Is demonstrated to have been independently developed by our personnel who had no substantive knowledge of any information provided by yourselves.
6. That we acknowledge that the Confidential Information will not form the basis of any contract between ourselves and yourselves.
7. That we warrant that we are acting as Principal in this matter, and not as agent or broker for any person, company, or firm.
8. That no failure or delay by you in exercising any right, power, or privilege under this undertaking shall operate as a waiver thereof, nor shall single or partial exercise thereof or the exercise of any other right, power, or privilege.
9. That by issuing this undertaking, we shall be deemed not only to have accepted and confirmed the foregoing undertaking, terms, and conditions as set forth hereinabove but also to have acknowledged and confirmed that we are solely liable and responsible for full compliance with the said undertaking, terms, and conditions.
10. That this Undertaking shall be governed and construed by the laws of Rwanda and any dispute arising from it shall be subject to the jurisdiction of the Rwandan Courts.

Yours Faithfully,

Signed:



(Being duly authorized official to sign on behalf of the Bidder)

Name: _____

Designation: _____

Organization: _____

Date: _____

The successful bidder will be notified via our Procurement email (RwandaProcurement@cwsafrica.org).

We are looking forward to receiving your proposal.

Sincerely,

Administration Coordinator,

Church World Service