

ANNOUNCEMENT NUMBER: (A) AB-2017/243 (06th September 2017)
Citrix Xen Desktop and SharePoint

Bid Submission: 14:00hrs, 12th September 2017 (Tuesday)

**Venue: 5th Floor - Secretariat of the Elections Commission
Hilaaaleemagu – Male' 20307**

Note: For more information contact 3004428/ 3004461



REQUEST FOR PROPOSAL SPECIFICATION TO PROCURE CITREX XEN DESKTOP AND SHAREPOINT

General Scope: Secretariat of the Elections Commission is seeking procurement services for the acquisition of Citrex Xen Desktop and SharePoint. Bidders are required to advise on lead time. Bidders are to include key consideration for:

- ✓ Availability of product
- ✓ Delivery period
- ✓ Doorstep delivery price
- ✓ Payment terms



INSTRUCTION TO BIDDERS

- ✦ No allowances will be made for bidder's failure to obtain all relevant information prior to submitting a proposal.
- ✦ **Any minimum requirements specified herein must be met or exceeded and shall not be interpreted as limitations which could degrade quality in any manner.**
- ✦ **Achievements would only include the appreciations and awards received or obtained from suppliers /customers /Distributors, etc.**
- ✦ No requests for revisions or cost increases will be considered after submittal of proposal. It is the intent of the specifications to ensure that a high level of goods/ services quality is maintained.
- ✦ Proposals will be evaluated against the Point Allocation Table of for Bid Proposals attached as ANNEX_B ("Point Allocation Table for Bid Proposals").
- ✦ Each bidder is required to submit ONE (1) copy of their proposal in printed form.
- ✦ Any actual or prospective bidder who is aggrieved in connection with this solicitation or award of a contract may seek resolution of his/her complaints by contacting Secretariat of Elections Commission.
- ✦ Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, are deemed confidential. However, Secretariat of Elections Commission shall not be held responsible for any breach of confidentiality of any portion of a proposal once it is submitted.
- ✦ **By offering a submission to this RFP, the bidder certifies that they have not divulged to, discussed with or compared their competitive proposals or any information contained therein relevant to this proposal with other competitors in any manner.**
- ✦ **Lack of required submittals or furnishing inadequate information may be a cause for rejection of proposal.**



REQUIRED SUBMITTALS – TO BE FURNISHED ON SEPARATE SHEET(S)

Each Proposal must include all of the following submittals:

- 1) Proposal Response Form (as in ANNEX_A)**
- 2) Bidder Representation (Name, address and phone number of a contact person(s) as per this RFP).**
- 3) Statement of Qualification**
 - a. Company Profile (Company profile with date the firm was incorporated or went into business). It is inevitable that company profile incorporate the following document(s) with it:
 - i. Company License
 - ii. GST registration certificate
 - iii. Tax Clearance Report (latest)
 - iv. Pension registration certificate
 - v. Associated Dealers (Authorized Brands or Dealers in partnership, etc.)
 - vi. Achievements (Appreciations or Awards received from dealers or clients)
 - b. **Proof of the recent contracts:** Similar in size and complexity to the work described in the specification (the document(s) should be on an official letterhead of the company, etc. and must have an authorized signature with stamp on it, and Date of project completion)
- 4) Statement of Quotation**
 - a. Payment terms
 - b. Delivery period from the date of confirmation of the quotation



BIDDER REPRESENTATION:

* I represent that this proposal is submitted in compliance with all terms, conditions and specifications of the Request for Proposal and that I am authorized by the owner/ principals to execute and submit this proposal on behalf of the business identified below:

* Company Name: _____

* Address: _____

* Company Registration No: _____

* GST Registration No: _____

* Pension Registration No: _____

* Phone Number: _____ Fax Number: _____

* Name of the Authorized Representative: _____

* Title/ Position of the Authorized Representative: _____

* Contact Number of the Authorized Representative: _____

* Signature of the Authorized Representative: _____

* Date Submitted: _____



ANNEX A: (PROPOSAL RESPONSE FORM)

#	Quantity	Description	Delivery Period	Charges for Setup and Installation	Price	Total inclusive of GST (MVR)
1	50	Citrix Xen desktop enterprise edition -50 device cal				
	1	Sharepoint Server 2016 OLP				
2	75	SharepointEntCAL 2016 OLP Deployment and implementation of SharePoint 2016 (20 concurrent Devices)				
TOTAL inclusive of GST (MVR)						

Per the attached specification and proposal response Form

Quotation Validity: _____ (In Days)

Company Stamp

Signature



Maldives Election Commission Tender includes supply of Citrix Xen desktop, Microsoft SharePoint Server 2016 (BOQ given separately) and installation, professional deployment services should be covering scope of work define as follow:

Scope of Work

- Overall solution deployment plan.
- Carrying out an audit on existing to check readiness to deploy overall solution and Infrastructure design covering total solution VDI & SharePoint (Necessary tools and software's should be included in the proposal)
- Microsoft SharePoint Server 2016 deployment configuration and integration with existing setup. In addition to the implementation of the SharePoint infrastructure, sites, branding and migration of data into the environment, the vendor will be required to develop new SharePoint applications and workflows as outlined below.
 - Document Management
 - Record Management
 - Digital Asset Library
 - Develop and Document Library planning
- Create XenApp Database on existing SQL 2012 database server
- Deployment servers for Citrix Xen Desktop & Install XenApp 7.6.x Delivery Controllers
 - Deploy Windows Server 2012 R2 VMs and configure VDI as with different user profiles, which will include different application delivery to different user groups.
 - Tune and optimize
 - Install XenApp 7.6.x and Studio
 - Create XenApp Database on existing SQL 2012 database server



- Install all available Windows Updates
- Install all available Citrix Updates

As part of deployment, the vendor will also be required to develop training materials and deliver training for up to 02 users, who will serve as SharePoint and Citrix Xen Desktop power users for the Maldives Elections Commission team. This training should enable users to manage content on their department/program/team sites. Where permitted by the Governance Plan, this training should also allow users to tailor their sites to satisfy specific collaboration needs. Training materials developed should enable Elections IT to provide for ongoing training of future SharePoint and Citrix Xen Desktop content managers and users. In addition to business user training, the vendor will be required to provide knowledge transfer and formal training to two (2) IT staff tasked with SharePoint and Xen Desktop administration and management responsibilities.

- Vendor must provide minimum of 1year support service



ANNEX B: (POINT ALLOCATION TABLE FOR THE BID PROPOSALS)

Citrex Xen Desktop and SharePoint

Component	Categories	Points
Statement of Qualifications	<p>a) Price Feasibility Points for this category will be awarded on a ratio basis, with the party proposing the Lowest price securing full marks for the category.</p>	55
	<p>b) Delivery Period Points for this category will be awarded on a ratio basis, with the party proposing the least number of days securing full marks for the category.</p>	15
	<p>c) Authorized Dealer The party proposing should submit letters signifying they are Authorized Dealer for both products or else proposal will be disqualified.</p>	10
	<p>d) Recent Similar Projects successfully completed (past 1 year)</p> <ul style="list-style-type: none"> • To be eligible, the vendor must have minimum 1 experience in each of the products implementation and deployment • If eligible, other similar enterprise solution implementation and deployment will be countable as experience 	20
TOTAL		100

Note: For more information contact 3004428/ 3004431

