

Request for Proposals (RFP) for Consultant Services for Works

Design and Build of a Primary Data Centre in Sierra Leone

RFP Ref No: 2021/25266

Evaluation Criteria

Version: v2021

Evaluation Criteria

Eligibility and Formal Criteria – evaluated on Pass/Fail basis and checked during Preliminary Examination

Criteria	Note
Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 4	
1. Returnable Proposal Schedule 2 – Proposal Form	The bidder's proposal form is correctly filled out. To be checked by UNOPS and clarified if necessary.
2. Returnable Proposal Schedule 3 – Proposal Security.	The bidder's proposal security complies with the RFP's requirement.
3. Returnable Proposal Schedule 4 – Bidder Details.	The bidder's details are correctly filled out. To be checked by UNOPS and clarified if necessary.
4. Returnable Proposal Schedule 12 – Declaration.	The bidder's declaration is correctly filled out. To be checked by UNOPS and clarified if necessary
5. Returnable Proposal Schedule 13 – Conflict of Interest.	The bidder's filled out this schedule. To be checked by UNOPS and clarified if necessary.
6. Returnable Proposal Schedule 14 – Dispute Details.	The bidder's filled out this schedule. To be checked by UNOPS and clarified if necessary
7. Returnable Proposal Schedule 15 – Addenda to RFP.	The bidder's filled out this schedule. To be checked by UNOPS and clarified if necessary

Qualification criteria – evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
1. Financial capability. Liquidity: the ratio Average Current assets / Current liabilities over the last 2 years must be equal or greater than 1. Bidders must include in their Proposal audited balance sheets covering the last three (3) exercises.	<ul style="list-style-type: none"> • Copy of audited financial statements for the last three (3) years
2. Financial capability. Bidders should have an average annual sales turnover of minimum USD 3,000,000 (Three Million US Dollars) in the last three (3) years.	<ul style="list-style-type: none"> • Copy of audited financial statements for the last three (3) years
3. Bidder should be in continuous business of providing similar services as specified in the Schedule of requirements (IT components that comprise the Primary Data Center, including but not limited to servers, switches, racks, backup drives, UPS etc. according to the PDC	<ul style="list-style-type: none"> • Certification of incorporation of the Bidder

Criteria	Documents to establish compliance with the criteria
specifications in Section 7) during the last 3 (three) years prior to Proposal opening.	
4. Satisfactory completion of at least four (4) Server room design and construction (or similar) projects during the last three (3) years, worth over USD 1,000,000 (One million US Dollars)	<ul style="list-style-type: none"> • Provide details and Completion Certificates issued by client
5. All Bidders must have a local OEM authorised service provider / agent in Sierra Leone	<ul style="list-style-type: none"> • Provide details and experience of local OEM authorised service provider

Technical criteria – evaluated based on a cumulative analysis methodology

Criteria	Documents to establish compliance with the criteria
<p>Evaluation will be conducted based on the cumulative analysis of Technical and Financial Proposals with a weighting of 70%-30% (Technical Proposal-Financial Proposal)</p> <p>The total number of points which a Bidder may obtain for its proposal is as follows:</p> <ul style="list-style-type: none"> • Technical Proposal = 70 points • Financial Proposal = 30 points <p>The maximum number of technical points is detailed in the below <u>Technical Proposal Evaluation sections</u>.</p> <p>To be substantially compliant, Bidders must obtain a minimum threshold of 70% of total points.</p>	<ul style="list-style-type: none"> • Schedules 6, 8, 9 and 11

Technical Proposal Evaluation sections:

Schedule number / description		Points Obtainable
1.	Returnable Proposal Schedule 6 - Capacity Experience, Work in Hand and Completed.	15
2.	Returnable Proposal Schedule 8 – Key Personnel.	25
3.	Returnable Proposal Schedule 9 – Implementation/Quality Management System.	10
4.	Returnable Proposal Schedule 11 – Outline Statement of Proposed Methods.	50
Total Technical Proposal points		100

Schedule 6 - Capacity Experience, Work in Hand and Completed	Points
--	--------

1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken. <i>Ten (10) years or more experience (5 points); Seven (7) years to less than ten (10) years' experience (4 points); Five (5) years to less than 7 years' experience (3 points); three years to less than five (5) years (2 points); less than 2 years' experience (0 points).</i>	5
2	General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted. <i>Bidder fully demonstrates implementation capacity, financial stability, project financing capacity, management controls (5 points); Bidder partly demonstrates implementation capacity, financial stability, project financing capacity, management controls (2-4 points); Bidder fails to demonstrate implementation capacity (0 point).</i>	5
3	Relevance of specialised knowledge and experience on similar engagements done in the region/country. <i>Bidder fully demonstrates specialised knowledge in the relevant field, wide ranging experience of implementing similar scope projects in the country or region. (10 points); Bidder reasonably demonstrates specialised knowledge in the relevant field, wide ranging experience of implementing similar scope projects in the country or region (3-4 points); Bidder partly demonstrates knowledge in the relevant field, few similar projects, maybe not in the same region (1-2 points); Bidder fails to demonstrate specialised knowledge in the relevant field, previous experience of implementing similar scope projects in the country or region. (0 point).</i>	5

Implementation / Quality Management System		Points
1	Quality assurance procedures and risk mitigation measures. <i>Bidder fully documents its QA procedures and risk mitigation strategy (5 points); Bidder partly demonstrates QA procedures and risk mitigation strategy (2-4 points); Bidder does not detail any QA procedures or risk mitigation strategy (0 points).</i>	5
2	Organizations commitment to sustainability. <i>Bidder fully demonstrates current and previous sustainability actions and provides a sustainability plan (5 points); Bidder partly provides a sustainability plan for this project (2-4 points); Bidder fails to demonstrate any commitment to sustainability (0 points).</i>	5

Outline Statement of Proposed Work		Points
1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? <i>Critical analysis and understanding of the TOR and supporting documents (10 points); Analysis of ToR and supporting document (7 points); Analysis of only ToR (3 points); No Analysis (0 points).</i>	10
2	Description of the approach and methodology for meeting or exceeding the requirements of the Terms of Reference. <i>Approach and methodology well elaborated (10 points); Approach and methodology elaborated but</i>	10

Outline Statement of Proposed Work		Points
	<i>with some missing elements (7-9 points); only approach or methodology elaborated (3-6 points); No approach/methodology (0 points).</i>	
3	<p>Details how the different service elements shall be organized, controlled and delivered.</p> <p>Bidder to submit a high-level work plan (e.g., a Gantt chart).</p> <p><i>Approach and work plan well elaborated (5 points); Approach and work plan elaborated but with some missing elements (3-4 points); only approach or work plan elaborated (1-2 points), No approach or work plan (0 points).</i></p>	5
4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.</p> <p><i>Bidder to provide details on how institutional capacity building mechanisms and tools will be used to deliver requirements.</i></p> <p><i>Well prepared performance monitoring and evaluation mechanisms and tools (5 points); performance monitoring and evaluation mechanisms and tools with missing elements (3 points); No performance monitoring and evaluation mechanisms or tools (0 points).</i></p>	5
5	<p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic. State derogations between the Employers Requirements, Design Brief and Final Design. All project derogations shall be agreed before submission to Design Review. Derogations may include Value Engineering and Innovation.</p> <p><i>Detailed implementation plan elaborated, Derogations are highly detailed, Value Engineering and Innovations are included (10 points); Partial implementation plan shared, derogations stated but lack detail (5 points); basic implementation plan and / or no derogations stated (0 points).</i></p>	10
6	<p>Warranty and Support - Describe the warranty and support your company will offer for the solution (minimum of thirty-six (36) months of technical support is required to be provided).</p> <p><i>36 months warranty and support provided with an OEM approved service provider in Sierra Leone (5 points); Less than 36 months warranty and support provided and / or No OEM approved service provider in Sierra Leone (0 points).</i></p>	5
7	Submission of data sheets and minimum technical specifications of the ICT items (goods) in the schedule of requirement	5

Schedule 8 - Key Personnel		Points
1	<p>Composition and structure of the team proposed. The proposed roles of the management team and of key personnel shall be suitable for the provision of the necessary services. The bidder should have 1 certified Advanced Tier Designer (from Uptime Institute).</p> <p><i>Organisation organigram is prepared, team structure, roles, experience and qualifications are elaborated (5 points); basic details of team composition and experience are shared (3 points); no team structure proposed and / or qualifications and experience are missing (0 points).</i></p>	5
2	<p>Qualifications of key personnel proposed.</p> <p>1. Project Manager:</p>	6

Schedule 8 - Key Personnel		Points
	<p>The Project Manager shall have a university degree (minimum BSc in Computer Science or Computer Engineering) and have relevant certification in Project Management (PMP, PMI, PRINCE2 or similar).</p> <p>CV and Certifications are provided.</p>	
	<p>2. Network Engineers:</p> <p>Network Engineers (one senior with at least 5 years' experience and one junior with at least 2 years' experience in networking) with relevant certifications (At least CCNP Enterprise, CCNP Data Center and/or CISSP-Certified Information Systems Security Professional, would be considered as added value).</p> <p>CVs and Certifications are provided.</p>	4
	<p>3. System Engineers:</p> <p>System Engineers (one senior with at least 5 years' experience and one junior with at least 3 years' experience).</p> <ul style="list-style-type: none"> - Senior Engineers should have relevant certifications (at least MCSE 2012/2016 or Cloud Platform and Infrastructure, VMware (Vmware Certified Professional-DCV 2019 or newer), Certification for Storage deployment by the vendor). - Junior Engineers should have relevant certifications (at least MCSE 2012/2016 for Junior Engineer). <p>CVs and Certifications are provided.</p>	4
	<p>4. Non-IT Technicians:</p> <p>The bidder should have at least 2 Certified Technicians for critical non-IT equipment for installation, commissioning and start-up.</p> <p>CVs and Certifications are provided.</p> <p><i>Bidder fully demonstrates minimum indicated personnel and qualifications (4 points); Bidder fails to demonstrate key personnel and required qualifications (0 points).</i></p>	4
3	If any proposed key team member is a woman, 2 points will be earned	2