

**Invitation to bid for IT equipment supply for FERD (Naypyidaw) for the project activities of the Italian Agency for Development Cooperation – AID 11087**

**ANNEX A**

**TERMS OF REFERENCE**

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**1. BACKGROUND**

Since 2013 Myanmar has been going through a process of developing a coordination mechanism with International Donors to have an effective management of Official Development Assistance (ODA) in the country and in January 2013 the first Myanmar Development Cooperation Forum (MDCF) between the Government of Myanmar and Bilateral and Multilateral donors was held. During the forum the Government of Myanmar presented the Framework for Economic and Social Reform (FESR) and the National Comprehensive Development Plan (NCDP) and the first Memorandum on development cooperation between the Myanmar Government and Development Partners (DPs), the Nay Pyi Taw Accord for Effective Development Cooperation (NPT-Accord), was signed. The NPT-Accord is aligned with the Busan principles regarding the Global Partnership and lists a number of mutual commitments for the Government of Myanmar and DPs in the area of development cooperation. With funding from EU, and support from managing contractor International Management Group (IMG), in 2015 Catalpa International developed and implemented the Mohinga AIMS in Myanmar, working closely with Foreign Economic Relation Department (FERD) staff within the Ministry of National Planning and Economic Development (MNPED)<sup>1</sup>.

The new Myanmar Government, guided by the National League for Democracy (NLD), has established a new architecture for ODA management. First of all, a governmental oversight body, the Development Assistance Coordination Unit (DACU) was created: FERD performs the role of Secretariat. DACU assesses all initiatives to be funded through ODA and it follows the procedures of the Development Assistance Policy (DAP), with the final goal of ensuring efficient monitoring and evaluation and overall alignment of development assistance with government policy and priorities, and the completeness and timeliness of data reported by Myanmar's development partners.

The new Government has also restructured the mechanism of coordination with Development

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<sup>1</sup> The Ministry of National Planning and Economic Development was merged with the Ministry of Finance in April 2016 to become the Ministry of Planning and Finance.

Partners, leading to the establishment of the Cooperation Partners Group (CPG), the main forum for discussion and sharing of information regarding aid coordination and aid effectiveness. Moreover, in order to better dialogue with donors and implementing partners working in the priority development sectors for the government, a thematic coordination mechanism has been set up: Sector Coordination Groups (SCG).

On February 26<sup>th</sup> 2018, the first Development Effectiveness Roundtable (DER), a coordination forum among the Government and all stakeholders involved in the development of the countries (including Private sector), was held. During this event, Myanmar Government has launched both the final version of the DAP and the first draft version of the Myanmar Sustainable Development Plan (MSDP), asking DPs to support Myanmar in its development in a coordinated manner.

Within this context the project “Support to the ODA coordination in Myanmar: Capacity Development of Donor Coordination (CAD-MM)” financed by the Italian Agency for Development Cooperation (AICS) and implemented by AICS Office in Yangon (AICS-Y) has the general objective to contribute to the improvement of ODA effectiveness in Myanmar within the Global Partnership framework, and the specific objective to improve the ODA management capacities of Burmese institutions and the coordination among Partners in Development (PID) and between PIDs and the Government of Myanmar. More specifically, one of the project results aims at supporting the Foreign Economic Relations Department (FERD) of the Ministry of Planning and Finance (MoPF) for the ODA database and its coordination role.

## 2. INTRODUCTION

The AICS-Y seeks to establish a contract to ensure the provision of IT equipment, video conference facility and internet services to FERD in Naypyidaw. The IT appliances required are based on the needs identified by AICS-Y and requests outlined by FERD. Currently, out of the 180 employees of the FERD, roughly 40% have no direct access to a computer, and the remaining percentage is bound to outdated hardware. The same applies to peripherals such as printers and copiers. The majority of departments do not have access to these devices, thus the keen effort to upgrade to a modern IT infrastructure. FERD is also in need of a digital video conference facility as part of their overall e-government rollout. Currently, video conferencing is shared with the Ministry of Planning and Finance.

Regarding internet services, currently all data is distributed via pen drives, which results in the overlapping of files and a significant increase in the occurrence of malware. It is thus necessary for FERD to be equipped with a propriety server infrastructure.

The contract is envisaged to start by June 2018 and to operate for 6 months. **The maximum total amount available under this contract is of EUR 158.600,00 for the whole period of duration.**

## 3. OBJECTIVE

The purpose of the contract is to provide timely access to a range of IT equipment and with support infrastructure for internet distribution within FERD building that AICS-Y can draw on to provide support to FERD staff, who in turn will be equipped with the hardware necessary to

ensure daily management of internal work, including coordination with development partners and use of AIMS/Mohinga database.

#### **4. THE RECIPIENT**

The Foreign Economic Relations Department (FERD) of the Ministry of Planning and Finance (MoPF) will be the principal recipient of the proposed IT equipment and support infrastructure for internet distribution.

#### **5. SCOPE OF WORK**

The nature of this assignment means that work will be carried out in response to needs identified by FERD staff and analysed jointly with the staff from AICS Yangon. Tasks to be carried out are the following:

- a) Purchase the IT equipment with the technical and brand specifications indicated by FERD (or higher specifications);
- b) Duly check that all products are originals and that they come with the related warranty;
- c) Install and set up the purchased equipment within 2 months from the date of contract signature within the FERD of MoPF in Naypyidaw;
- d) Check, in presence of an officer from AICS Yangon, that all purchased equipment is functioning;
- e) Run diagnostic tests on IT equipment after 3 months from installation. Tests will include:
  - Realtime network analyzing report (wire, wireless)
  - Test print/score reports for all printer/scanner and make sure they are functioning as described in user manual
  - Check make sure network related devices (switch, Access Point, router, etc..) are functioning as described in user manual
  - Check and make sure all windows and software can automatically update to latest version and patched accordingly
  - Check and make sure antivirus software and definition is up to date or it can update itself automatically
  - Make sure all devices are updated to latest firmware version.
  - Check visually identifiable for all devices and make sure they are error free (Fan, LED, power cable, RJ45, USB, Display, etc..)
  - Check and make sure firewall device's policies are functioning as desired
  - Power recycle all devices and make sure they function as desired after that
  - All information must be documented (username, password, configuration, etc..) and make sure they do not deviate from filed documents

#### **6. CONTRACTUAL MECHANISM, TIMING AND PAYMENT**

The company will be contracted over a period of 6 months. The estimated value is up to EUR 158,600.00 EUR over this period. Please note that the payment will be settled in EURO only.

The value of the contract includes transportation, installation, running diagnostic tests after 3 months from installation, and labour costs related to both the provision of IT equipment and of the infrastructure needed for internet distribution.

The contract will be awarded applying the Least Cost Solution (LCS) method. The payment will be settled in four tranches:

Phase		Tranche
Phase 1	Signature of the contract	15 % upon signature of the contract
Phase 2	Delivery of all IT items	40 % upon delivery of all IT items
Phase 3	Provisional handing over	35 % upon installation of IT equipment and first testing and release of a provisional handing over certificate
Phase 4	Final handing over	10% upon final testing of IT equipment (running diagnostic tests) and release of the final handing over certificate (The final testing will be performed 3 months after the issue of the provisional handing over certificate of Phase 3)

**The payment of each tranche will be released following a joint survey between the Contractor, an AICS-Y representative and a FERD representative to check that the deliverable of each phase has been successfully achieved.**

During the time between the provision and installation and the final handing over (3 months), a defects and liability period will run. During this period, the Client will verify the occurrence of any defects and malfunctioning and, upon written notification to the supplier, the latter is due to repair or substitute the malfunctioning item(s).

## **7. REQUIREMENTS: TYPE OF IT AND INTERNET EQUIPMENT SPECIFICATIONS**

a)

### **7.1. IT Equipment specifications**

The required IT equipment to be purchased, along with its technical specifications and quantity are detailed below.

The technical specifications indicated are mandatory (minimum requirement); whether the IT equipment proposed by the Bidder has different (e.g superior) specifications, the Bidder is required to explain them in detail.

The Bidder shall also highlight in its offer the warranty period of every proposed item. A standard guarantee agreement is listed in the warranty column of the related product.

The IT equipment brands indicated are those already used by MoPF/FERD and are required to ensure operational compatibility with existing equipment and therefore reduce ongoing maintenance costs to be covered by MoPF.

IT Equipment	Brand	Quantity	Warranty
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IT Equipment	Brand	Quantity	Warranty
Dell XPS Tower 8930 Desktop CPU- Core i7 Memory - 8GB HDD - 1TB DVD-RW, HDMI and Wifi	Dell	20	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user
Speakers	-	20	
Dell 24" Monitor P2417H with HDMI Port	Dell	20	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user.
UPS 1250 VA	Power Tree	20	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user.
XPS 7650 Laptop 512GB SSD, Core I7, 15,6" screen Core I7	Dell	20	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user.
2016 Microsoft Windows and Office Std. Government License	Microsoft	40	
Antivirus Software	Kaspersky	40	
Image Class LBP 7100N Laser Color Printer	Canon	10	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user.
LBP 2900 Laser Printer	Canon	20	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user.
Image Runner Advance C5535i Colour Copier	Canon	2	One-Year Warranty upon service, maintenance and spare parts NOT including PCB Cards, damages caused by electricity fluctuation and damages caused by user's misuse.
Image Runner Advance 2545W B/W Copier	Canon	2	One-Year Warranty upon service, maintenance and spare parts NOT including PCB Cards, damages caused by electricity fluctuation and damages caused by user's misuse.
LB303 Projector including Tripod	Panasonic	4	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user.
Video Conferencing Facilities 500 Series including 55' TV and APC UPS	Polycam	1	1 year for hardware devices but excluding damages caused by electricity fluctuation, lighting, thundering, natural disaster and misuse from user.

## 7.2. Support infrastructure for internet distribution specifications

The required items to be purchased to ensure internet distribution, along with their technical specifications and are detailed below. The Bidder shall also highlight in its offer the

warranty period of every proposed item.

Internet Services	Quantity	Warranty
<b>Internet Distribution</b>		
APs Ubiquity AC Pro	20	To be proposed by the Bidder
Router Fortigate 100 E	1	To be proposed by the Bidder
Router Yearly License Fee	1	To be proposed by the Bidder
UTP AMP	2500	To be proposed by the Bidder
UPS APC (2000VA)	1	To be proposed by the Bidder
PDU SJ 6 Way 13 Amp	1	To be proposed by the Bidder
<b>Support Infrastructure*</b>		
Server Dell R740	1	To be proposed by the Bidder
NAS Synology (Model - DS918+) + (4TB x 4)	1	To be proposed by the Bidder
Switch Cisco SG 200-26	3	To be proposed by the Bidder
Rack & Accessories SJ Smart Rack 27U	1	To be proposed by the Bidder

### 7.3. Other aspects

The Contractor should favourably consider calling on suppliers available on the local market whenever possible.

**The assignment is expected to be executed by the company, who is responsible for purchasing, installing at FERD in Naypyidaw and testing the IT equipment, in accordance to the requirements of the ToRs.**