

MINUTES of the CLARIFICATION MEETING and Q&A

Dear Bidders,

Reference is made to the Bidding Procedure AID 11087 – CIG 75125586FA launched on June 4, 2018 in the framework of the Project “Capacity Development for Donor Coordination in Myanmar – CAD-MM” funded by the Italian Agency for Development Cooperation – Yangon Office.

This is to announce the release of the Minutes of the Clarification Meeting carried out on June 25, 2018 at 14.00 in the premises of the Contracting Authority – AICS Yangon. Information regarding the Clarification Meeting date, time and venue was clearly indicated the Invitation to Bid & Instruction to Bidders published on June 4, 2018 on AICS Yangon and on the Italian Embassy websites.

The Minutes of the Clarification meeting are provided here below and make available to all Bidders through the website www.aicsyangon.org and www.ambyangon.esteri.it. Should there be any problem with downloading these documents or should there be any part missing or illegible, please notify immediately the Contracting Authority by sending an email to the address yangon@aics.gov.it. In any case, a copy of these minutes will be made available at the Contracting Authority premises and can be withdrawn at the following address during working hours:

Italian Agency for Development Cooperation – Yangon Office
41-7B, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon
from Monday to Friday 9.00am – 4.30pm

MINUTES of the CLARIFICATION MEETING

Clarification meeting was held at the premises of the Contracting Authority on June 25, 2018. The meeting started at 14.00 am in presence of 3 representatives of the Italian Agency for Development Cooperation, Ms. Alessia Bisson, Ms Anna Chiara Leardi and Ms Khin Chaw Thuzar.

The present document summarizes all the information provided during the Clarification Meeting and gives replies to the queries received by the Bidders through the dedicated e-mail address yangon@aics.gov.it.

At the beginning of the meeting, AICS representatives provided a brief introduction on the scope of work of the Service, origins and background. Notably, it was clarified that this Service shall be provided in the framework of a Development Cooperation Project. The features of this Service are therefore aimed at supplying and installing IT equipment to the Foreign Economic Relations Department (FERD) of the Ministry of Planning and Finance (MoPF) in Nay Pyi Taw. The main objective is in fact 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.

Regarding the Bidding Procedures, during the clarification meeting it was provided an overview of the Bidding Documents, Forms and Templates included in the Bidding Dossier, which are made available, free of charge, on AICS Yangon and on the Italian Embassy websites (www.aicsyangon.org and www.ambyangon.esteri.it).

1. The maximum available budget for the Services of TA to be provided within the present Bidding Procedure is established in 156,800.00 Euro (one hundred and fifty-six thousand and eight hundred Euro only).

2. The quoted prices shall be expressed in Euro only and be inclusive of any tax due as per Myanmar regulations. The Bidder shall provide evidence of having a bank account in Euro. If the bidder does not have a Bank account, it shall open it before signing the contract. **Please note that, although indicated in the Invitation to Bid, Annex G DOES NOT contain the form to provide such information. Bidders are therefore invited provide a self-declaration with the details of the Bank account in Euro or the engagement in opening one in case of contract awarding. This self-declaration shall be included in the “Economic Offer” envelope.**
3. The bidder is required to provide information about its financial capacity, in particular the company turnover in last financial 3 years— if the actual value is available in Myanmar Kyat, USD or other currencies, it shall be expressed in Euro. Bidders are invited to accompany their declarations with bank statements (up to June 2018, whether possible), provision of contract details etc.
4. As explained in point 10.2 of the Invitation to Bid, the company that will be awarded the contract shall, within 10 days from notification, present **a Bank Guarantee or a certified check for good performance amounting to at least 10% of the Contract Price** and issued by a Bank established in Myanmar and acceptable to the Contracting Authority or by a primary International recognized bank (as per Annex E). In case the Bank is not able to fill in the template in Annex E, a certified cheque can be provided.
5. The language of the Bidding Procedure is English: all documents, queries, invoices etc. related to the present Bidding Procedure and Contract shall be in English. No other language can be accepted. Wherever an original document is in a different language (i.e. Myanmar, Italian etc.), a translation in English shall be attached.
6. In terms of Eligibility, all Organization, NGOs, Companies etc. can equally apply provided that they are registered in Myanmar and they can present tangible evidence of experience relevant to the scope of Services, as indicated in the Instructions to Bidders and relevant Annexes.
7. Bidders shall duly check that all documents requested as per Instruction to Bidders are duly included in the relevant Envelopes.
8. Offers shall be presented in hard copies (e-mail submission is not accepted), within the deadline of July 11, at 10.00 a.m (ten) Yangon time, and according to the indicated requirements: the instructions regarding the submission of the Offers with relevant envelopes shall be carefully followed. Lodging of the bid will be acknowledged by means of a receipt dated and signed by the official of the above-mentioned office the documents are handed over to. AICS-Y will keep a copy of the receipt. In case of Offers submitted by Courier, scan copy of the receipt issued by the Contracting Authority will be sent to the e-mail address provided in the Bid external envelope. **Late bidders will not be considered.**
9. The timeline of the service provision shall be taken into duly consideration: the supply of IT equipment and its installation at FERD premises in Naypyidaw has to be provided within a period of 2 months. 3 months after delivery and installation of the equipment, running diagnostic tests on purchased equipment shall be carried out. Therefore, the contract will last six (6) months.
10. With regards to the IT items to be supplied, the item proposed have to comply with brands and model listed in Annex A *General Terms of Reference*. Specifically, compliance with brands listed in Annex A is mandatory, while the technical specifications listed have to be considered as minimum requirements. If the item listed are not available but a correspondent superseding model (in terms of technical characteristics) of the same brand is available, the technical offer shall include the name of the model and its technical specifications listed or as a brochure, **including warranty and operating system.**
11. As indicated in Par. 8 – Awarding of the Contract, the criterion of awarding the Contract will be the lowest price.
12. The economic offer presented by the bidder shall include not only the price of IT equipment, but also costs related to transportation to and installation in Naypydaw, running diagnostic tests within 3 months after delivery and installation. **Please be informed that table in Annex G indicates MMK as currency for the economic offer: this represents a typo, as prices shall be indicated in Euro ONLY, as stated in the Invitation to Bid and in point 2 of this report. The typo was amended**

and the correct version of Annex G is available on www.aicsyangon.org and on www.ambyangon.esteri.it.

13. Any product or IT equipment delivered by the selected Bidder within the execution of the contract shall carry the logo of AICS. (Annex H).
14. The bidder is requested by Italian law to pay a 20 Euro bid registration fee to the Italian Authority for Anti Corruption – ANAC according to the instruction provided into the invitation to bid. **The bidder has to specify in the bank transfer description the following: “Contributo in qualita’ di operatore economico per la gara CIG 75125586FA”. Please note that this description was not included in the Invitation to Bid but is mandatory.**

To facilitate the execution of the mentioned payment, the Contracting Authority will make available a support desk from July 2 to July 6, 2018 from 11 a.m. to 1 p.m. Interested Bidders are invited to come to the premises of the Contracting Authority carrying the following documents:

- a) Certificate of Registration of the Bidder Organization with Registration Number and relevant English translation;
- b) Identity Card of the person, providing evidence that he/she is duly representing the Bidder;
- c) A note of EUR 20.00.

The Contracting Authority will release a receipt of the submitted EUR 20.00. The pdf document of the ANAC Bank Receipt for the Bid Registration, a copy of which shall be included in the Administrative Envelope, will be sent to the Bidder by email.

15. Bidders are invited to join the bid envelopes opening on July 11, at **10 a.m. (not 10 p.m. as indicated in the Invitation to Bid).**

During the clarification meeting, it was pointed out that the deadline for submitting request of clarifications was 25/06/2018 at 2.00pm (Yangon time), as indicated in Par 3 of the Instruction to Bidders. The Contracting Authority has no obligation to provide additional information after the mentioned date.

The following represents the queries formulated by the Bidders during the meeting (or sent by e-mail) and the corresponding clarifications made by the AICS Representatives:

1. **Query:** Is the bidder requested to provide trainings to FERD staff on using the IT equipment?
Reply: This action is not specifically required in the framework of the Invitation to Bid: Bidders are free to include it in the offer, bearing in mind that the criterion of awarding the Contract will be the lowest price, as stated in para 7.3. *Evaluation of Economic Offer* of the Invitation to Bid.
2. **Query:** Who is the person required to sign the bidding documents?
Reply: All bidding documents shall be signed by the person in the company/organization who is legally entitled to do so, e.g. who has the power of attorney, as specified in paragraph 5 “Required documents, sealing and marking of the proposal”, point I8 of the Invitation to Bid.
3. **Query:** The Invitation to Bid at paragraph 5. *Required documents, sealing and marking of the proposal*, point “II.1. The Technical Offer” states: “If the item listed are not available but a correspondent superseding model (in terms of technical characteristics) of the same brand is available, the technical offer shall include the name of the model and its technical specifications listed or as a brochure”. Nevertheless, Annex F “Technical Offer” is in .pdf format, so it cannot be modified. If the list of specifications does not fit in the table provided, is it possible to add an annex with the required information?
Reply: Yes it possible. Furthermore. The above-mentioned paragraph gives also the chance to present a brochure of the items proposed by the Bidder.

4. **Query:** In Annex A General Terms of Reference, one of the items listed is “Image Runner Advance 2545W B/W Copier (brand: Canon)”. Nevertheless, the same item is not listed in Annex F Technical Offer Form, where it is possible to find only the item “Digital Multifunction Copier”.
Reply: Annex F contained a typo, that has been corrected and the right file was uploaded on the relevant websites. Please note that now both Annex A and F contain the item “Image Runner Advance 2545W B/W Copier (brand: Canon)”. **The typo was amended and the correct version of Annex F is available on www.aicsyangon.org and on www.ambyangon.esteri.it**
5. **Query:** In Annex A General Terms of Reference, one of the items listed is “Speakers (quantity: 20)”. Nevertheless, the same item is not listed in Annex F Technical Offer Form.
Reply: Please note this was a typo. Speakers must be included in Annex F. **The typo was amended and the correct version of Annex F is available on www.aicsyangon.org and on www.ambyangon.esteri.it**
6. **Query:** Are IT brands specified in the bidding documents mandatory?
Reply: Yes they are, as indicated in Invitation to Bid at paragraph 5 *Required documents, sealing and marking of the proposal*, “point II.1. The Technical Offer”. Furthermore, as specified in Annex A *General conditions at paragraph 7. Requirements: type of it and internet equipment specifications*, “point 7.1. IT Equipment specifications”: “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”.
7. **Query:** As stated in Annex A General Terms of Reference, paragraph 5 “Scope of Work”, the selected company/organization is expected to “install and set up the purchased equipment within 2 months from the date of contract signature within the FERD of MoPF in Naypyidaw”. After hardware delivery, will there be a staging area if the delivery and installation is on the different day?
Reply: Yes, FERD will provide the space to stock purchased items.
8. **Query:** As stated in Annex A General Terms of Reference, paragraph 5 “Scope of Work”, the selected company/organization is expected to install and set up the purchased equipment within 2 months from the date of contract signature within the FERD of MoPF in Naypyidaw”. How is the installation is required? Do workstations need to be installed with Microsoft Office, Antivirus, configuration of Windows operation system etc?
Reply: Yes they do. The Bidder is expected to provide all items listed in Annex A and to equip workstations with the relevant softwares (Microsoft Office 2016, Windows 10, antivirus software). Please note that the installation operations shall be conducted in Nay Pyi Taw.
9. **Query:** Shall installation and configuration of all printers and peripherals be conducted by the awarding company?
Reply: Yes, they do. As stated in Annex A *General Terms of Reference*, paragraph 5 “Scope of Work”, the selected company/organization is expected Install and set up the purchased equipment within 2 months from the date of contract signature within the FERD of MoPF in Naypyidaw.
10. **Query:** Several requests concerning the technical specifications of IT equipment and Internet distribution material were asked, both in person and via e-mail.
Reply: Please find these questions and the related answers in the Annex to the minutes of the clarification meeting.

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11. Query: Is it possible to access an overview of FERD floor-plan ?

Reply: Yes it is. Bidders are invited to withdraw a hard copy of the plan at AICS premises at the during working hours (AICS address follows):

Italian Agency for Development Cooperation – Yangon Office
41-7B, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon
from Monday to Friday 9.00am – 4.30pm

The Responsible of the Procedure

AICS Yangon Director
Eng. ~~Maurizio Di Carlo~~

Annex 1 – Q&A on technical specifications for IT equipment and Internet distribution material

IT Equipment	Brand	Question	Answer
Dell XPS Tower 8930 Desktop CPU- Core i7 Memory - 8GB HDD - 1TB DVD-RW, HDMI and Wifi	Dell		
Dell 24" Monitor P2417H with HDMI Port	Dell		
Speakers	-	<u>Q: Is there any specific brand preference for speakers?</u>	A: Yes, Dell speakers (for Dell XPS Tower 8930 Desktop)
UPS 1250 VA	Power Tree		
XPS 7650 Laptop 512GB SSD Core I7	Dell		
2016 Microsoft Windows and Office Std. Government License	Microsoft	<u>Q: Which version of Windows is required?</u> <u>Q: Which version of Office is required (e.g. Home, Business)?</u>	A: Windows 10 Home 64bit. A: Office 2016 Standard
Antivirus Software	Kaspersky		
Image Class LBP 7100N Laser Color Printer	Canon		
LBP 2900 Laser Printer	Canon		
Image Runner Advance C5535i Colour Copier	Canon		
Image Runner Advance 2545W B/W Copier	Canon		
LB303 Projector including Tripod	Panasonic	<u>Q: which screen size is required?</u>	A: At least 6 feet x 6 feet
Video Conferencing Facilities 500 Series including 55" TV and APC UPS	Polycom	<u>Q: which TV brand is required?</u> <u>Q: What is the power required for the system (KVA)?</u>	A: Sony or LG is preferred but not limited to. The TV must support UHD. A: 1000VA is recommended for this video conferencing facility.

IT Equipment	Brand	Question	Answer
		<p><u>Q: does the Bidder need to provide the Voice Conferencing Gateway? Is there any Live IP address available?</u></p> <p><u>Q: Will another party will be involved testing upon Configuration?</u></p>	<p>A: Yes, the Bidder will need to provide NAT traversal or similar so that video conferencing works properly. To-date, there is no public IP address yet.</p> <p>A: As stated in Annex A <i>General Terms of Reference</i>, paragraph 5 “Scope of Work”, the selected company/organization is expected Install and set up the purchased equipment within 2 months from the date of contract signature within the FERD of MoPF in Naypyidaw;d) and to check, in presence of an officer from AICS Yangon, that all purchased equipment is functioning. AICS Yangon will be able to decide whether to deploy a consultant to supervise such actions.</p>

Internet Services	Quantity	Question	Answer
Internet Distribution			
APs Ubiquity AC Pro	20	<p><u>Q: Does FERD already have hardware resources for APs controller?</u></p> <p><u>Q: If not, are complementary device needed (e.g: cloud key)?</u></p>	<p>A: No. Dell server is preferred as controller.</p> <p>A: No, they are not.</p>
Router Fortigate 100 E	1	<p><u>Q: what type of configurations does is needed? i.e. which ports need to be blocked or allowed, any QoS service, Bandwidth control, VPNs?</u></p> <p><u>Q: Does the Bidder need to consider the Site-to-site VPN when providing the router?</u></p> <p><u>Q: How many years does the firewall license renewal need to be</u></p>	<p>A: Bandwidth control and bandwidth reservation for video conferencing facility are needed. For example: equally distributing of available internet bandwidth to all users while excepting management people (they should not be limited). Neither configuring ACL for inside to outside connection nor website filtering are required but traditional protection like outside to inside attempts such as anti-virus or intrusion prevention are mandatory.</p> <p>A: No.</p> <p>A: 2 years in this case. There shouldn't be any maximum limitation. The right of</p>

Internet Services	Quantity	Question	Answer
		<p><u>provided? What is the maximum number of years required for renewal?</u></p> <p><u>Q: What is the local IP range, network subnet to be configured?</u></p> <p><u>Q: Is there existing Internet connection? What is the bandwidth? Will FERD share the line with other departments?</u></p>	<p>cancelling the subscription should remain user's choice.</p> <p>A: Existing local IP network should be replaced by new configuration regardless of what it was. (all IP configuration should be managed centrally by the new Fortigate router).</p> <p>A: Yes, but this is a shared resource with other departments and should not be taken into consideration since FERD will not use it anymore. As indicated in Annex A, paragraph 2. <i>Introduction</i>, "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 aim of this tender is thus to set up the infrastructure needed for Internet Services for FERD.</p>
Router Yearly License Fee	1		
UTP AMP	2500	<p><u>Q: Is the unit (2500) expressed in feet or meters? Is it the maximum length?</u></p> <p><u>Q: Does the bidder need to provide cabling installation service?</u></p> <p><u>Q: Does the bidder need to provide face plate, trunking, termination (male & female), and patch panel for the network cabling at the rack?</u></p> <p><u>Q: Where is the location of server within the FERD office?</u></p>	<p>A: The unit is expressed in meters (maximum length).</p> <p>A: Yes, it does.</p> <p>A: Yes, it does.</p> <p>A: this will be indicated to those who will withdraw the building plan from AICS premises (see question n.11)</p>
UPS APC (2000VA)	1		
PDU SJ 6 Way 13 Amp	1	<p><u>Q: Which kind of power socket is required (i.e. 2pin or 3pin plug or c-form sockets)?</u></p>	<p>A: 3 pin universal socket.</p>
Support Infrastructure			

Internet Services	Quantity	Question	Answer
Server Dell R740	1	<p><u>Q: Please list minimum technical specifications related to RAM, CPU sockets and speed, HDD, Cores, NIC,</u></p> <p><u>Q: Does the bidder need to provide Microsoft Windows license? If so, which Windows Server version?</u></p> <p><u>Q: What type of Windows services need to be configured? i.e. Active directory, DHCP, DNS, Print server</u></p> <p><u>Q: What type of RAID configuration is required?</u></p> <p><u>Q: Is a server licence required only to join domain members or as a domain controller?</u></p>	<p>A: Dell R740 Server specification:</p> <ul style="list-style-type: none"> - Intel Xeon Silver 4114 2.2G, 10C/20T, 9.6GT/s, 14M Cache, Turbo, HT (85W) DDR4-2400 - Intel Xeon Silver 4114 2.2G, 10C/20T, 9.6GT/s, 14M Cache, Turbo, HT (85W) DDR4-2400 - PowerEdge R740/R740XD Motherboard - Chassis with up to 8 x 2.5" SAS/SATA Hard Drives for 2CPU Configuration - 2x8GB RDIMM, 2666MT/s, Single Rank - 4x2TB 7.2K RPM SATA 6Gbps 512n 2.5in Hot-Plug Hard Drive - iDRAC9, Enterprise - PERC H730P+ RAID Controller, 2GB NV Cache, - 6 Standard Fans for R740/R740XD - DVD +/- RW, SATA, Internal - Dual, Hot-Plug, Redundant Power Supply (1+1), 750W - 2xLong Jumper Cord, C13-C14, 4m, 12a (APCC except ANZ) - Broadcom 5720 QP 1Gb Network Daughter Card - Open Manage DVD Kit , PowerEdge R740 - Power Saving Dell Active Power Controller - Ready Rails Sliding Rails with Cable Management Arm - OME Server Configuration Management <p>A: Window Server 2016 Std. OEM version is preferred.</p> <p>A: File server and window backup are required in this scenario.</p> <p>A: RAID-5 + spare configuration is acceptable.</p> <p>A: Server is not expected to function as domain controller. Joining clients to domain is not necessary.</p>

Internet Services	Quantity	Question	Answer
		<u>Q: What is the domain environment, how many users are envisaged?</u>	A: There is no domain environment. Total user count is between 180-200.
NAS Synology (Model - DS918+) + (4TB x 4)	1	<u>Q: What is the configuration scope (i.e. File sharing, data back).</u> <u>Q: how many users are envisaged?</u>	A: NAS scope is to backup data from File server + system image backup of file server (Dell server) A: Server should be the only client to NAS device
Switch Cisco SG 200-26	3	<u>Q: Is there a specific requirement for switches configurations? i.e. manage IP, Vlans</u> <u>Q: What is designated floors switches locations?</u> <u>Q: What is the distance between floor switches and main switch at server rack? Is it less than 90 meters?</u>	A: No special configuration is required but Vlans may be required but not limited to configure managing bandwidth and reserving bandwidth. It is up to configuration choices made by service provider. A: All switches are to be placed in main server room. A: There are no floor switches.
Rack & Accessories SJ Smart Rack 27U	1	<u>Q: What is the rack size?</u>	A: rack size is 27U (800 x 1000) mm