



BID DOCUMENT  
RFQ/TG/019/001

TIMOR GAP E.P.

**REQUEST FOR QUOTATION (RFQ/TG/019/001)**

**SUPPLY AND DELIVERY OF NEW SERVER**

Dear Sir/Madam,

With refers to above mentioned subject, TIMOR GAP E.P, would like to invite you to submit your quotation for the following items before close of business on **16<sup>th</sup> May 2019**.

Quotation can be submitted via email or courier mail to the following address;

**TIMOR GAP, E.P.**

**Attn: Mr. Domingos Freitas, Procurement Manager**  
**Level 3, Timor Plaza, Rua Presidente Nicolau Lobato, Comoro, Dili, Timor-Leste**  
**Email: [bid.procurement@timorgap.com](mailto:bid.procurement@timorgap.com)**

Quotations that are received by TIMOR GAP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. It is responsibility of the bidder to ensure that their quotation is reached TIMOR GAP, E.P. before the deadline.



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The specifications of the goods required are provided below:

No	Items	Description	Qty	UoM	Unit Price (USD)	Total Price (USD)
1	Hardware	<b>Server Power Edge M640 for VRTX</b> Trusted Platform Module 2.0 Chassis with up to 2 SAS or SATA Hard Drives (PERC required), 2 Processors Intel® Xeon® Gold 6136 3.0G,12C/24T,10.4GT/s, 24.75M Cache,Turbo,HT (150W) DDR4-2666. 2666MT/s RDIMMs Memory Mirroring, 2 x 16GB RDIMM, 2666MT/s, Dual Rank RAID Configuration C20, No RAID with Embedded SATA for SATA HDDs, SATA SSDs, or PCIe SSDs (Mixed Drive Types Allowed) RAID Controller Embedded SATA Hard drive 2x1.92TB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive, 1 DWPD, 3504 TBW NIC: Intel i350 Quad Port 1 Gigabit, KR Blade Network Daughter Card Embedded System management: iDrac9, Express, Internal SD Module IDSDM/BOSS Blank Operating System: Windows Server®2016 Datacenter,16CORE,FI,No MED,UnLTD VMs Media Kit: Windows Server® 2016, Datacenter,16CORE,Media Kit Licenses: 3 x 5-pack of Windows® Server 2016,2012 Device CALs (Standard or Datacenter) Enabled Virtualization: Hyper-V role enabled with pre-installed STD or DC Ed OS on incl Virtual HDD. Advanced System Configurations: UEFI BIOS Setting, Additional Software: OpenManage Integration for VMware vCenter - 1 host increment, 3 year license digitally fulfilled 2666MT/s RDIMMs	1	Unit		
2	Hardware	<b>Cisco RV325 Dual Gigabit Router</b>	1	Unit		

Sincerely Yours,

  
Jacinta Paula Bernardo  
Director of Corporate Service



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**TIMOR GAP E.P.**

### **Instructions to Vendors**

#### **1. Scope**

- a. The Purchaser is TIMOR GAP, E.P.
- b. This Request for Quotation applies to Supply and Delivery of New Server to TIMOR GAP, E.P.

#### **2. Vendor Eligibility -**

The Vendor's firm must;

- a. Provide an authentic copy of its valid Business Registration Certificate and relevant supporting documents.
- b. Bidders must be legally authorized and hold supplier license to supply the equipment.
- c. Provide an authentic valid Tax Certificate from Timor Leste Revenue Service.

#### **3. Responding to the Request for Quotation**

- a. The Vendor shall verify the description and specification of all items.
- b. The Vendor shall enter unit prices, total prices and grand total price.
- c. Partial quotation is not permitted and not accepted.
- d. The Vendor shall verify its agreement with stated provisions for quotation validity, delivery period, warranty period and manufacturer's authorization if any. All variations from stated conditions shall be explained in a cover letter.

#### **4. Quotation Price :**

- a. All prices shall be quoted in US Dollars.
- b. Prices shall be fixed for the duration of the specified period for delivery.
- c. Unless otherwise stated, the quotation shall be for the full quantity stated on the Request for Quotation.
- d. Price quoted shall be under Delivery Duty Paid (DDP) Incoterm to TIMOR GAP Premises. Other incoterms quoted by vendors shall be clearly described.
- e. Price quoted shall include all insurances, duties, sales taxes & other taxes, plus local delivery charges to named place of delivery.

#### **5. Bid Security**

- a. Bid Security is not required.



#### 6. Request for Clarification and quotation submission

- a. Any queries related to this RFQ and Quotation submission shall be addressed to the following:  
TIMOR GAP, E.P  
Level 3, Timor Plaza, Rua Presidente Nicolau Lobato,  
Comoro, Dili, Timor-Leste  
Attention: Procurement Department  
Telephone Number: +670 3310953  
E-mail: [procurement.dept@timorgap.com](mailto:procurement.dept@timorgap.com) *(do not submit your quotation to this email)*
- b. Deadline for submitting requests for clarifications/questions is 5 (five) days before the deadline.
- c. Manner of disseminating supplemental information to the RFQ and responses/clarifications to queries will be direct communication to all bidders by email and posted in TIMOR GAP website [www.timorgap.com](http://www.timorgap.com)

#### 7. Quotation Opening

- a. The opening of quotations will be undertaken by TIMOR GAP delegated staff and will not be attended by vendors or members of the public.

#### 8. Quotation Evaluation & Contract Award

- a. Quotations shall be evaluated to establish substantial responsiveness to eligibility requirements, technical, quantity and commercial conditions.
- b. Quotations will be evaluated by each item against the specification set forth in the RFQ.
- c. Items that are not technically qualified will not be considered for financial evaluation and quotation will be disqualified since the partial award is not permitted.
- d. Items that are technically qualified will be considered for financial evaluation.
- e. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- f. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.
- g. After arithmetical checking and correction, quotations found to be substantially responsive and items that technically qualified shall be evaluated for best value for money basis.
- h. Award notification shall be effected through the issuance of Contract and a Purchase Order by the Purchaser.
- i. The Vendor shall confirm acceptance of the Contract and Purchase Order by email or by taking the Order in Original.

- j. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds rejection.

**9. Insurance**

- a. The basis of the agreement between the Purchaser and the Vendor will be deliver and acceptance at the named place for delivery. The vendor will bear all risks for transportation between point of dispatch and point of delivery.
- b. The Vendor shall arrange appropriate insurance cover accordingly.

**10. Tax**

- a. The price shall include all customs duties and taxes imposed inside and outside of Timor-Leste and all costs of shipment and other fees related to the supply of the equipment, as well as any benefits associated to it, such as maintenance and warranty.
- b. For details information regarding customs and taxation, please visit Timor-Leste Ministry of Finance website at [www.mof.gov.tl](http://www.mof.gov.tl)

**11. Packaging & Delivery**

- a. The Vendor shall ensure that all goods are appropriately packaged to avoid physical damage, breakage or corrosion.
- b. Delivery shall be made to the specified place of delivery within the specified delivery period (4 - 6 weeks) in accordance with DDP (Delivery Duty Paid) incoterm to;  
TIMOR GAP, E.P  
Logistic Department Level 3, Timor Plaza,  
Rua Presidente Nicolau Lobato, Comoro, Dili, Timor-Leste

**12. Payment**

- a. The Purchaser shall make payment to the Vendor within 30 days of delivery of goods and correct rendered invoice.

**13. Corrupt & Fraudulent Practices**

- a. The Purchaser requires that Vendors observe the highest standards of ethics during the procurement and execution of TIMOR GAP, E.P. contracts, to the extent that corrupt, fraudulent, collusive and coercive practices and conflict of interest occurring in quotation, delivery & completion processes may result in disqualification, termination of contract, purchase order and penal sanctions.