

# **REQUEST FOR PROPOSAL (RFP)**



## **Supply & Installation of an UPS Solution for FEA Head Office**

**Tender No. MR 83/2017**

## 1. Purpose and Description of Project

The Fiji Electricity Authority (FEA) is intending to carry out replacement of its Suva HQ UPS and is therefore seeking bids from reputable Companies for the supply & installation of a suitable replacement for its existing 60KVA UPS.

This project will also include the design & installation of an “**External Maintenance Bypass Switch**” to isolate the UPS from the main AC supply when required.

The solution must comply with the General & Technical Requirements listed below. Bids from interested parties must include the following information;

1. A brief description and history of the company.
2. A description of the support staff that would be dedicated to provide after sales support.
3. A list of existing customers, including references of recent similar projects whom we may contact for further information.
4. Names of licensed electrical contractors that will carry out the wiring installation for this project

## 2. Eligibility Criteria/Pre-qualification of the Bidder

The supplier should be an authorized distributor/reseller and also service provider for the above mentioned systems/services.

## 3. Evaluation criteria of the qualified Bidders:

Description	Weight
1. Compliance to Requirements Checklist	35 %
2. Proven ability of vendor to supply according to the requirements	15 %
3. Experience carrying out installations & in providing post-installation support to a pre-arranged degree of Satisfaction Levels.	10 %
4. Cost	40 %

## 4. Site Visit

Interested bidders may register their interest to carry out a site visit to better understand the wiring layout and for further project scoping.

Bidders are requested to contact the Tender Committee via email ([tenders@fea.com.fj](mailto:tenders@fea.com.fj)) to register for the site visit.

## 5. Solution Requirements

All proposals submitted must comply with the General & Technical Requirements in this document.

### a. General Requirements

FEA is seeking to protect its Data Centre (Existing Load 10kW) along with other essential loads in the building with a combined load of 20kW. The target hold time should be 30mins.

To achieve this, we propose a dedicated UPS for the Data Centre and a separate UPS for the rest of the buildings' essential loads. Also note that the building UPS would serve as a redundant option for the Data Centre.

All electrical wiring must conform to **AS/NZS Wiring Standards** and **MUST** also be carried out by a **licensed electrical contractor**.

Bidders are welcome to propose alternative solutions which may exceed FEA's needs and ensure their proposed solutions cover the following services:

1. Design & Installation of an External Maintenance By-pass switch including full wiring schematics of proposed design.
2. Highlight full scope of works for all electrical wiring.
3. Supply of the UPS solution for Data Centre and other essential loads in the building.
4. Full detailed Scope of Works.
5. Cut-Over plan to incorporate the new external maintenance by-pass switch
6. Trade-in of FEA's current UPS, if available.

### b. Technical Requirements

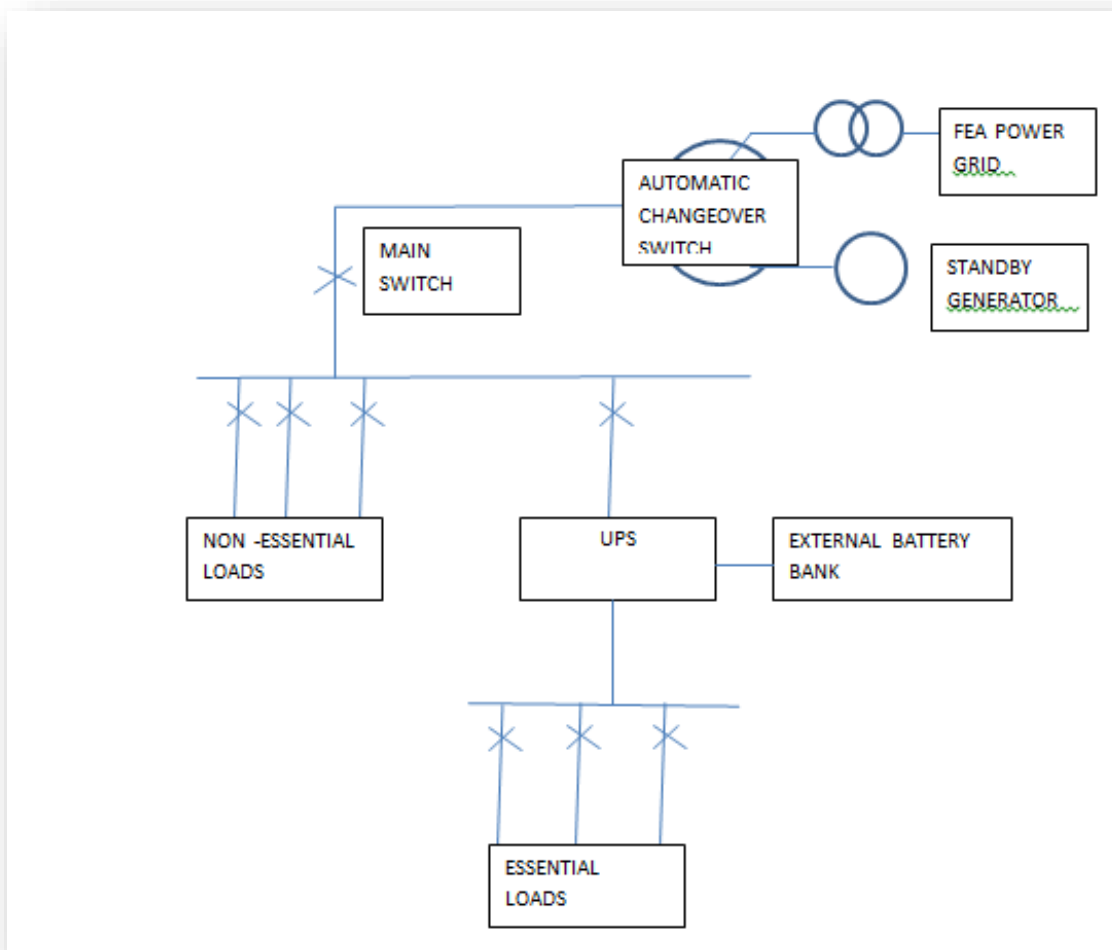
Tabulated below are the reference Functional Requirements;

**The proposal must include all necessary accessories (cables, terminals, etc.)**

Item	Description	Qty	Comments
1.	UPS to protect 10kW Load	1	Dedicated to Data Centre
2.	UPS to protect 30kW Load	1	Protect Building Essential Loads and redundant protection for Data Centre

## (i) Current Setup of UPS

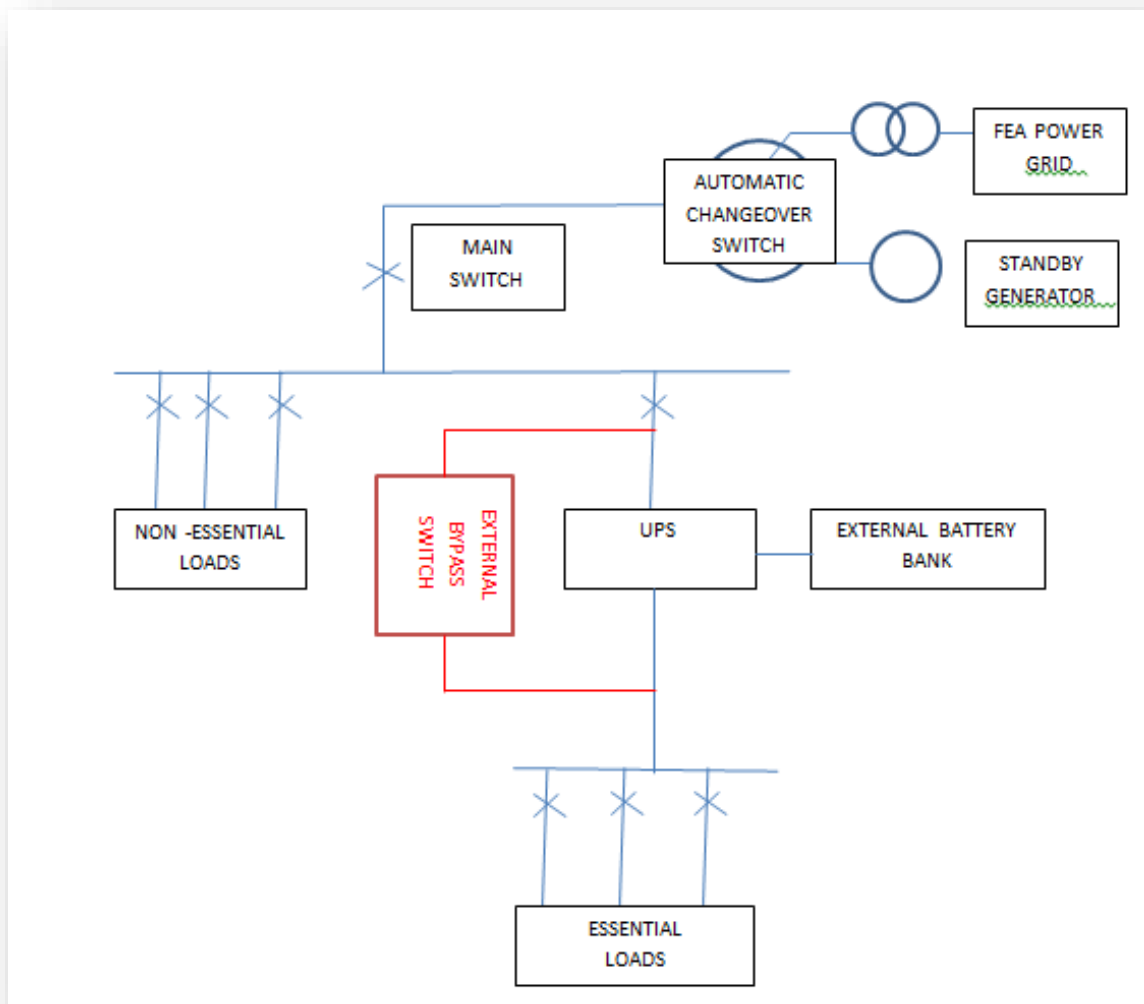
The schematic below shows current basic setup of the UPS relevant to Main Switch Board & Loads.



# FEA HQ UPS Solution

## (ii) Proposed Setup to include External Bypass Switch

The schematic below shows the proposed setup which will incorporate the external bypass switch.



## 6. Product Support

Five (5) years Warranty & Support should be available for all hardware. Bidders are required to include full details of an ongoing maintenance support component that should include quarterly and annual maintenance tasks to be carried out by vendor certified service engineer(s).

## 7. Delivery

The selected supplier shall deliver all required hardware and equipment to the FEA Head Office, located at 2 Marlow Street, Suva. Please specify the delivery period in the bid.

## 8. Bidder Submittals

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Proposal for Supplies of Products and/or Services
- Business Certifications

The Proposal for Supplies or Services must clearly itemize all costs.

## 9. Submission of Tenders

Tenders must be lodged no later than 4:00pm, on **Wednesday 19<sup>th</sup> April 2017**.

## 10. Amendment of RFP

The FEA may, at its sole and absolute discretion, vary, add to, or amend the terms of this RFP, including the nature and/or scope of the products and/or services required under this RFP; and any other subject matter to which this RFP relates.

## 11. Cancellation/Termination of RFP

The FEA may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this RFP, at any time prior to the execution of a formal written agreement without any liability.

## 12. Due date for Tenders

Tenders received after the closing date of **4:00pm Wednesday 19<sup>th</sup> April 2017** will not be considered.

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## Schedule A - Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General			
<b>The registered name of the Bidder:</b>			
<b>Business address for correspondence:</b> <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>			
<b>Contact name of the Authorised Person:</b>			
<b>Contact's position:</b> <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>			
<b>Business structure:</b>			
<b>Include the organisation Chart</b>			
<b>Financial standing</b> <i>(Information designed to give client confidence in the financial competence of the BIDDER.)</i> <i>Audited financial accounts for past three years shall be included in appendix.</i>			
Total current employees :			
Sales Turnover	<b>2012</b>	<b>2013</b>	<b>2014</b>
Net profit before tax	<b>2012</b>	<b>2013</b>	<b>2014</b>
Company Profile(s)			
<b>Reference Sites</b> (Use separate schedule formats for this response) [Details of at least two similar Projects in the last 5 years (including contact details) which will demonstrate the Bidder ability to carry out the functions for this project in a timely and professional manner.]			
Designated Staff	Name	Position	Project Designation
(Detailed profiles of key staff shall be included in appendix)			

## Schedule B - Customer Details of the Bidder

Details to be submitted by the Bidders about their past experience with successful customers/sites/organizations:

<b>Experience of similar implementation</b>
<b>Project Name:</b>
<b>Project Location:</b>
<b>Client Name:</b>
<b>Client address:</b>
<b>Client contact/reference person(s):</b> <i>Name</i> <i>Address - if different from above</i> <i>Telephone</i> <i>Facsimile</i>
<b>Mobile Phone</b>
<b>Email address</b>
<b>Man-months effort:</b>
<b>Name of senior project staff:</b> <i>Project Director</i> <i>Project Manager</i> <i>Other</i>
<b>Nature of the Project:</b>
<b>Role of the company, whether complete end-to-end involvement or for a particular module:</b>



## Tender Submission - Instruction to bidders

It is mandatory for Bidders to upload a copy of their bid in the **TENDER LINK** Electronic Tender Box no later than **4:00pm, on Wednesday 19<sup>th</sup> April, 2017**.

To register your interest and tender a response, view 'Current Tenders' at:

<https://www.tenderlink.com/fea>

For further information contact The Secretary Tender Committee, by e-mail [TDelairewa@fea.com.fj](mailto:TDelairewa@fea.com.fj)

In addition, hard copies of the tender, one original and one copy must be deposited in the tender box located at the FEA Head Office, 2 Marlow Street, Suva, Fiji no later than **4:00pm, on Wednesday 19<sup>th</sup> April 2017** - Addressed to the following;

**Tender – MR 83/2017– Supply & Installation of UPS Solution for FEA Head Office**

**The Secretary Tender Committee**

**Fiji Electricity Authority**

**Head Office**

**Suva**

**Fiji**

- **Hard copies of the Tender bid will also be accepted after the closing date and time provided a soft copy is uploaded in the e-Tender Box and it is dispatched before the closing date and time.**
- Tenders received after **4:00pm** on the closing date of **Wednesday 19<sup>th</sup> April 2017** will not be considered.
- The Lowest bid will not necessarily be the successful bid.
- **It is the responsibility of the bidder to pay courier chargers and all other cost associated with the delivery of the hard copy of the Tender submission.**