

**Ucom CJSC**

**Procurement of Servers**

RFQ

Yerevan, 01.12.2022

Request for Quotations (RFQ)

republic of Armenia

Ucom CJSC, Procurement of Servers

RFQ No: TD-222113

# **General Conditions**

## Introduction

#### Ucom CJSC is a broadband service provider with licenses for voice, international gateway, and Internet services.

#### This document comprises Ucom CJSC and appears as a Request for Quotations (RFQ) for the Procurement of the following Services and goods:

* **SERVERS**

#### This RFP has been issued to obtain all needed services and technical requirements.

## Requirements

#### The successful bidder is expected to supply equipment and software described in the technical requirements.

#### The Bidder may substitute alternative solutions, provided that it demonstrates to the Purchaser’s satisfaction that the use of the substitute(s) will result in the System being able to perform substantially equivalent to or better than that specified in the Technical Requirements.

#### All equipment supported by the Supplier should be newly manufactured.

#### The Supplier shall ship the equipment based on the following delivery terms: INCOTERMS DAP Yerevan, Armenia.

#### Delivery period: 90 Days.

#### The Supplier shall provide the supporting documentation, including user manuals in the English/Russian language, for its equipment/

#### The Supplier shall provide warranty, 3 years starting from the date of signed Final Acceptance Certificate.

## Technical conditions, Installation and Administration

#### Requirements are described in the supporting Excel file.

**Other requirements**

#### By submission of documentary evidence in its proposal, the Bidder must establish to the Purchaser’s satisfaction:

#### that, in the case of a Bidder offering to supply key goods, that the Bidder does not itself produce, the Bidder is duly authorized by the producer to supply those components in the Purchaser’s country under the Contract(s) that may result from this bidding. This will be accomplished by including the Manufacturer’s/Distributor’s Authorization(s) in the proposal /appendix 2/.

#### that, if a Bidder proposes Subcontractors for key services these Subcontractors have agreed in writing to serve for the Bidder under the Contract(s) that may result from this bidding.

#### Price quotation – price quotation should be prepared using form of appendix 1 specifying words and figure, as well as the various amounts and the respective currencies. The compression will be done based on Incoterms DAP Yerevan, Armenia.

## Authorized representatives of the eligible bidder shall be entitled to request clarifications regarding all of the RFQ documents by submitting requests by email to: Mr. Hovak Podosyan ([hovak.podosyan@ucom.am](mailto:hovak.podosyan@ucom.am)) and Mrs. Mary Stepanyan (mary.stepanyan@ucom.am).

## At any time prior to the deadline for submission of proposals, Ucom may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the RFQ or cancel the RFQ process. The request for clarification and the response shall be in writing.

## The Supplier shall bear all its cost for the tendering and RFP process. Ucom shall under no circumstance be liable for any cost for Supplier’s tendering process, regardless of whether or not the Supplier is selected.

## The proposal prepared by the Bidder and all correspondence and documents related to the proposal exchanged by the Bidder and Ucom shall be written in English, all data, documents, descriptions, instructions submitted by the Bidder and all communication between the Parties shall be in the English Language.

## The Bidders shall submit their proposals electronically to Mr Hovak Podosyan ([hovak.podosyan@ucom.am](mailto:hovak.podosyan@ucom.am) ) and Mrs. Mary Stepanyan (mary.stepanyan@ucom.am), not later than January 10 of 2023 year, 18:00 (Local time), and the letter should be clearly marked RFP NO: TD-222113. Later bids may be rejected by the Purchaser.

## Proposals shall remain valid, at a minimum of 120 days after the deadline date for proposal submission prescribed by the Purchaser. A proposal valid for a shorter period may be rejected by the Purchaser as non-responsive.

## For evaluation and comparison purposes, the Purchaser shall convert all proposal prices expressed in various currencies and amounts into a single currency AMD, using the selling exchange rate established by the Central Bank of Armenia on the Proposals opening date.

## *This RFQ and other related documents (as well as the communication) included are strictly confidential, the “Receiving Party” shall keep confidential and shall not, divulge to any third party any documents, data, or other information. Failure of the Bidder to comply with the request may result in the rejection of its Proposal and further cooperation.*

## *Notwithstanding the above point, the Receiver may furnish Confidential Information of this RFP: (i) to its support service suppliers and their subcontractors and its subcontractor to the extent reasonably required for them to perform their work under their contracts; in which event the Receiving Party shall ensure that the person to whom it furnishes Confidential Information of the Disclosing Party is aware of and abides by the Receiving Party’s obligations under this point as if that person were party to the Contract in place of the Receiving Party.*

## The Purchaser shall award the Contract to the Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. Other Contract points shall remain negotiable between the parties.

**Appendix 1**

**Price quotation**

**Date of this Quotation submission**: *[insert date of* Quotation *submission]*

**RFQ No.:TD-222113**

To: **Ucom CJSC**

1. **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the RFQ the following Goods: **Servers**
2. **Price**: The total price of our Quotation, excluding any discounts offered in item (f) below is:

Total price is: [*insert the total price of the Quotation in words and figures, indicating the various amounts and the respective currencies*];

1. **Validity**: Our Proposal shall be valid 120 days*,* and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. **Purchaser Not Bound to Accept**: We understand that you are not bound to accept the lowest evaluated cost Quotation, the Most Advantageous Quotation or any other Quotation that you may receive.

**Name of the Bidder**: \*[*insert complete name of the Bidder*]

**Name of the person duly authorized to sign the Quotation on behalf of the Bidder**: \*[*insert complete name of person duly authorized to sign the* Quotation]

**Title of the person signing the Quotation**: [*insert complete title of the person signing the* Quotation]

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]

\*: Person signing the Quotation shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Price Quotation.

*Appendix 2*

Manufacturer’s Authorization

Date: *[insert date (as day, month and year) of Quotation submission]*

RFB No.: *TD-222113*

To: ***Ucom CJSC***

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of*[insert type of goods manufactured],* having factories at [insert full address of Manufacturer’s factories], do hereby authorize *[insert complete name of Bidder]* to submit a Quotation the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*