



# **NATIONAL COMPUTER BOARD**

## **Request for Proposal**

### **Supply, Installation and Commissioning of an Email Security Appliance**

Tender No: 08/0607

Prepared by

National Computer Board

Date: *10<sup>th</sup> August 2006*



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## **1. Purpose**

The purpose of this Request for Proposal is the procurement, installation and commissioning of an appliance for email security for the Government Email Service (GES) at the Government Online Centre (GOC).

## **2. Introduction**

The National Computer Board intends to procure an email security appliance which can provide advanced threat prevention, block spam and viruses, and enables corporate email policy enforcement.

The appliance would be installed at the the Government Online Centre located at 5<sup>th</sup> Floor, Cybertower Ebene.

## **3. Scope of the project**

The scope of the project covers the delivery, installation, configuration (according to the parameters to be provided by the National Computer Board) and testing of the appliance and related management software.

## **4. Instructions to Bidders**

4.1 The technical proposal shall include the following information:

- Cover letter from bidder;
- Bill of materials sheet as provided in Annex 1;
- Technical specifications of all items as per format in Annex 2. All pages of the Technical Specifications must be signed;
- A hard copy and a soft copy of the technical proposal;
- Relevant technical brochures of the proposed items; and
- Bid Security as per Clause 4.5 in the RFP document.



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4.2 The financial proposal shall include the following:

- a. All prices must be in Mauritian rupees and must be inclusive of all taxes;
- b. All pages of the financial proposal must be signed; and
- c. Financial Proposal as per format at Annex 3.

4.3 Technical and financial proposal should be submitted in two separate sealed envelopes clearly marked “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” respectively on the top left-hand corner. The following reference must be quoted on both envelopes, "Ref: RFP No 08/0607 ".

4.4 Failure by bidders to submit all information in their proposal as per sections 4.1 and 4.2 above may result in their proposal being rejected.

4.5 Bid Security

4.5.1 The Bidder shall furnish, as part of its technical proposal, an original bid security in the amount of Mauritian Rupees (Rs) 100,000.

4.5.2 The Bid Security shall be in the form of a tender bond or bank guarantee in the name of National Computer Board issued by a local commercial bank and valid for 180 days beyond the closing date of the RFP.

4.5.3 The Bid Security must be submitted in the technical proposal envelope.

4.5.4 Any proposal not secured in accordance with paragraphs 4.5.1 and 4.5.2 may be rejected by the National Computer Board.



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4.5.5 The Bid Security provided by the Bidder whose proposal is accepted shall be repaid or discharged when the Performance Security has been duly entered into and executed.

4.5.6 Bid Security Forfeiture:

The bid security may be forfeited:

- if a bidder withdraws its bid during the period of validity of his proposal as specified by the bidder in his proposal; or
- in the case of a successful bidder, where the bidder fails:
  - i) to sign the contract or
  - ii) to furnish performance security in accordance with Clause 4.5.7 in the RFP document.

4.5.7 Performance Security:

- Within 10 days of the receipt of the award notice from the NCB, the successful bidder shall furnish the performance security representing 10% of the total value of the contract, as per the Performance Security Form provided in (Annex 4). The performance security will remain valid till the expiry of 180 days beyond the warranty period, and shall be denominated in Mauritian rupees in the form of Banker's cheque or bank guarantee from a reputable commercial bank operating in Mauritius.
- Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture



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of the bid security, in which event the NCB may make the award to the next best bidder or call for new bids.

### **5. Deliverables**

5.1 The successful bidder is expected to install and configure the following:

1. An Email Security Appliance at the GOC according to parameters to be provided by the National Computer Board;
2. The management software for the configuration and monitoring of the email security appliance and from which management reports would be obtained; and
3. Ensure that the appliance works with the Government Email Server which runs on CommuniGate Pro Version 4.1.8 with 5000 mail boxes. A more detailed set-up of the Government Email Server will be provided to the successful bidder.

5.2 Conditions for installation and configuration:

- (i) Technical staff of the successful bidder will have access to the server room of the GOC only after having the permission of the GOC Manager.; and
- (ii) The successful bidder will have to adhere to the IT Security Policy of the GOC, extracts of which will be communicated to the successful bidder after the award of the contract.

### **6. Evaluation Process**

a) An evaluation committee will review and analyze all quotes in order to rate the quotes. Proposals received will be evaluated in two stages:

b) Stage 1 : Technical Bid



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i) An evaluation committee will evaluate the bids as per requirements specified in the RFP.

ii) At the end of Stage 1 of the evaluation process, the bidders who score a minimum of 70 marks shall be retained for subsequent evaluation.

c) Stage 2: Evaluation of the Financial Bid

Those successful bidders at the end of Stage 1 of the evaluation process will be considered for evaluation under stage 2. The evaluation of the financial bid will be as follows:-

The lowest cost bidder at the end of stage 2 will be assigned a mark of 100 points. The points for the other successful quotes will be computed as per the following formula:

$$(\text{Lowest Bid/Bidder's Price}) * 100$$

d) Stage 3: Calculation of Final Score

Technical Proposal (80 %)
Financial Proposal (20 %)
<b>TOTAL (max. 100 marks)</b>

Weights of 80% and 20% will be assigned to the Technical Proposal and the Financial Proposal respectively.

$$\text{Total Weighted Score} = 0.80 \times \text{Technical Score} + 0.20 \times \text{Financial Score.}$$



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The best-evaluated proposal will be the one with the highest total weighted score.

### **7. Validity of the Offer**

The offer should be valid for a period of 3 months.

### **8. Duration of the work**

Equipment should be supplied within one month from the award of the contract. The installation and commissioning should be within two weeks from the supply of the equipment and software.

## **9. General Terms and Conditions**

### **9.1 General Information**

a) During the evaluation process, National Computer Board reserves the right, to request additional information or clarification from bidders. Such request and response to the same shall be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered.

b) Ownership of Documents

All supporting materials (including all data, material, and documentation originated and prepared for National Computer Board pursuant to this RFP, and including correspondence relating to this RFP) shall, upon delivery to National Computer Board, become the property of National Computer Board.



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### **9.2 Submission of Proposals**

- a) The proposal shall be signed by a person duly authorised to bind the company to the contract.
- b) The proposal shall contain no interlineations, erasures and overwriting except as necessary to correct errors made by the bidder, in which case such correction shall be installed by the person or persons signing the proposal.
- c) The technical and financial proposals should be sealed in separate inner envelopes each bearing the name and address of the company and the contents of each clearly marked. Each of the two inner envelopes should be placed in a common sealed outer envelope bearing the words “*Ref:08/060.*” on the top left hand corner.
- d) The technical and financial proposals should be deposited in the Tender Box at the following address so as to reach National Computer Board on or before the 8<sup>th</sup> September 2006 by 3.00 p.m. at latest.

***The Executive Director  
National Computer Board,  
7<sup>th</sup> Floor, Stratton Court,  
Poudriere Street,  
Port Louis***

- e) The proposals received after the closing date and time will not be considered. The envelope containing the proposal should clearly indicate the name and full business address of the bidder to enable late submission to be returned unopened.



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- f) The National Computer Board reserves the right :-
- i) Not to accept or reject any proposal.
  - ii) To annul the bidding process and reject all the bids at any time prior to award of the contract without thereby incurring :-
    - any liability towards the bidder
    - any obligations to inform the bidder of the grounds for its actions.

### **9.3 Letter of Intent**

A letter of intent will be issued to the successful bidder, who will have to inform the Executive Director of the National Computer Board within 7 days of his acceptance to the terms and conditions of the contract.

### **9.4 Award of Contract**

A letter of award will be issued to the successful bidder upon acceptance by the latter of the terms and conditions of the contract.

### **9.5 Local Taxes**

The contract prices shall include all applicable taxes.

### **9.6 Bidder Representations**

Each bidder by submitting a quote represents that:



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- The bidder has read and understood this RFP (including all specifications and attachments) and that the quote is made in accordance therewith.
- The bidder is qualified to provide the services required under this RFP and, if awarded the contract, will do so in a professional, timely manner using the bidder best skill and attention.

### **9.7 Warranties**

By signing the proposal, the successful bidder will be deemed to have represented that, its staff is knowledgeable about and experienced in performing the work required in this RFP, and warrants that it will use its best skill and attention, to provide work described in this RFP in a professional and timely manner.

National Computer Board may, in writing, require the successful bidder to remove from the work any employee, National Computer Board deems incompetent, careless or otherwise objectionable.

### **9.8 Terms of Payment**

The terms of payment to the successful bidder shall be as follows:

- 40 % upon order of equipment and software;
- 40% after successful installation, configuration, commissioning and training;
- 20% after 3 months of successful operations from the date of commissioning.



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### **Annex 1 : Bill of Materials**

<b>Item</b>	<b>Quantity</b>
Email Security Appliance – 5000 Mail boxes with integrated management software	1

**Bidder's may also quote for a stand-by appliance working as a back-up or in load-balancing mode as an option.**



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### **Annex II Technical Specifications of Email Security Appliance**

<b>Features</b>	<b>NCB Requirements</b>	<b>Bidder's Proposal</b>
Email security type	Appliance	
MTA included	Yes	
Number of users	5000	
Operating System	Please Specify	
Support for multiple domains	The appliance should support several domains. There should be separate queue for each destination domain	
Bounce handling	Please specify bounce handling capabilities	
Anti-spam	Please specify anti-spamming solution. The mode of operation e.g reputation-based filtering should be specified	
Content scanning and compliance capability	Please specify	
Virus outbreak filter	Outbreak-related anomalies	
Anti-virus	Please specify anti-virus solution.	
Mail encryption	Please specify	
Management, monitoring and reporting	Should be on the appliance itself.	
Form Factor	2U rack height	



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CPU	Please specify processor type.	
Power supplies	Hot-plug redundant, 240 volts. Please specify power rating.	
Memory	Please specify.	
Drives	Please specify drives type, capacity and RAID configuration.	
Queue capacity	At least 35 GB	
Connectivity	At least two 10/100/1000 Mbit/s Ethernet ports	
Mail protocols	SMTP, ESMTP, Secure SMTP over TLS	
Web Interface	Accessible by HTTP or HTTPS	
Command Line Interface	Accessible via SSH or telnet	
Warranty	At least one year on both labour and parts	

### Bidder's details

**Name** : ..... **Company seal**

**Company** : .....

**Signature** : **Date** :



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### Annex III : Financial Sheet

Item	Quantity	Unit Price (Rs)	VAT(Rs)	Total (Rs)
Email Security Appliance – 5000 Mail boxes with integrated management software	1			
Installation, Configuration & Commissioning	Lot			
<b>Total (Inc VAT)</b>				

### Optional :

Item	Quantity	Unit Price (Rs)	VAT(Rs)	Total (Rs)
Email Security Appliance – 5000 Mail boxes – in standby or load-balancing mode	1			
Installation, Configuration & Commissioning	Lot			
<b>Total (Inc VAT)</b>				

Delivery Period: \_\_\_\_\_

Validity: \_\_\_\_\_



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**Maintenance charges:**

Item	Cost of maintenance (Incl. VAT)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Email Security Appliance – 5000 Mail boxes					
Optional Appliance in stand-by or load balancing mode					
<b>Total (Incl. VAT)</b>					

**Specify Details of Warranty Cover:-**

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**Bidder's details**

Name :..... Company seal

Company :.....

Signature : Date :



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## ANNEX IV: PERFORMANCE SECURITY FORM

### KNOW ALL MEN BY THE PRESENTS THAT WE:

1. -----  
PRINCIPAL
2. -----  
(Full name & address in block letters) SURETY

are held firmly bound, jointly and in solido, unto the National Computer Board in the principal sum of Mauritian Rupees ..... for which payment well and truly to be made we bind ourselves firmly by these presents.

The condition of the above obligation being that should the said.....  
.....fulfil his/their obligations/s under an agreement entered into between the Executive Director, National Computer Board, and themselves and dated .....for an Email Security Appliance for the Government Online Centre during the period ending ..... and not incur cancellation of the agreement for any cause whatsoever then the above obligation to be null and void; otherwise to remain in full force and effect.

The validity of this guarantee expires on..... which is 180 days beyond the warranty of the equipment.

\*  
-----  
PRINCIPAL (Signature)

\*  
-----  
SURETY (Signature)

Port Louis this ..... of .....

.....

\*The following words should be inserted in the signatory's own handwriting:

“Good for the sum of .....