

Date: 10.1.2021

To

Req:20200028980

Ms./Mr.

Individual Consultant

Subject: **Submitting a proposal for consultancy service for Telecommunication system enhancement**

Dear Madam/Sir,

Please note that, In 2008, BRAC installed IP Multi way digital PABX with 128 + 1800 line capacity at BRAC head office. The current PABX has almost finished its connectivity due to the increase of BRAC HO requirements. It is to be noted here that BRAC Head Office PABX Network is providing telecom facilities to inter departmental and sister organizations within BRAC HO communication network area. In the present position BRAC PABX is too old and its operational system spare along with others fast moving spares is unavailable due to discontinuation by the manufacturing company. Therefore, BRAC is taking preparation to enhance the telecom system under the following TOR.

For this, we are looking for a consultant or consultancy firm for Telecommunication system enhancement

Here we are enclosing the ToR for the consultancy service. We are looking forward to receive (i) CV/ Profile of the Individual with required experience documents (ii) a technical proposal describing the methodology (with documents of relevant assignments and as per the ToR) (iii) a budget for the assignment (iv) TIN, 13 digit BIN certificate and copy of trade license (for firms)

Please submit the Proposal **on January 20 , 2021 by 2.30 p.m.** by email to procurement@brac.net to be written in the subject line "**Proposal for consultancy service for Telecommunication system enhancement**" For Lol related information: (contact person: Masrur Jahan cell:01917747167)

Multiple quotation/proposal submission under same ownership is strictly prohibited. If found more than one quotation/proposal under this condition all those quotations/proposals under same ownership will be termed as non-responsive

Payment Condition:

Mode of payment will follow the below conditions

The payment will be made in three installments:

1. 20% payment will be made after receiving the mentioned service deliverable no. 1
2. 50% payment will be made after receiving the mentioned service deliverables no. 2 to 5
3. 30% payment will be made after receiving the mentioned service deliverables no. 6 to 7

Payment would be made to the Consultant after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in Bangladesh in favour of consultant. For payment, consultant has to submit an invoice duly describing the agreed accomplishment. It is noted that the Firm must fill up their accounts information as per instruction **i) Account name ii) A/C number iii) Bank name iv) Branch name v) E-mail address vi) Routing number**

Payments will be subject to deduction of VAT & Tax at source as per Govt. Rule. (If applicable).

You are requested to affix 10Tk stamp on the bill. TIN, BIN and mushok 6.3 is required with invoice. Payment will be disbursed within 30 to 60 days after vetted by program.

Thanking you
Sincerely

Moinuddin Islam
Sr. Manager, BPD
BRAC Head Office
BRAC Centre, Ground Floor
75 Mohakhali
Dhaka 1212, Bangladesh

STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

Section 4: Financial Submission Form (BPD 5-15)

To:

BRAC Procurement Department

BRAC Head Office

BRAC Centre, Ground Floor

75, Mohakhali, Dhaka 1212

Date:

Ladies/Gentlemen:

We agree to be bound by the **Letter of Invitation** and we hereby submit our attached Financial Proposal for the sum of:

<insert currency and amount in both, words and figures>

The amount is including of local taxes & vat.

We confirm that our Proposal shall remain valid, from the closing date, for the period stated in the RFP.

Our Financial Proposal is binding upon us and shall be subject to any modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents/Recipient	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any or all Proposals you receive..

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

Terms of Reference

TOR for Telecommunication system enhancement consultant

In 2008, BRAC installed IP Multi way digital PABX with 128 + 1800 line capacity at BRAC head office. The current PABX has almost finished its connectivity due to the increase of BRAC HO requirements. It is to be noted here that BRAC Head Office PABX Network is providing telecom facilities to inter departmental and sister organizations within BRAC HO communication network area. In the present position BRAC PABX is too old and its operational system spare along with others fast moving spares is unavailable due to discontinuation by the manufacturing company.

Therefore, we are taking preparation to enhance the telecom system under the following TOR.

Objectives:

Modernization of BRAC Tele-communications systems.

Scope of Work

The scope of works may include the following:

- Need to assess the vulnerability of the existing PABX system to understand the current risk factor and future compatibility with the latest technology.
- Develop a Methodology to collect the existing number of caller ID trunk port/ E1 Signaling port /IP trunk port / SIP trunk port which are currently used by BRAC telecommunication. Need to submit standard ratio report of the trunk ports compared to the number of users.
- Need to Collect data related to (Technical specifications: capacity, service features, Expansion capability etc. and road-map) existing NEC 2400 IP exchange.
- Assess the future need (all the latest technology BRAC telecom department want to introduce for the internal employees) of the BRAC telecommunication system and submit the BOQ to the management.
- Prepare a Cost Benefit analysis report for introducing Full IP vs Hybrid system.
- Preparation of Generic Technical Specification incorporating all the features required by BRAC telecommunication so that all renowned brands can participate in the bidding process.
- Discussing and collecting feedback with Prospective Bidders regarding Draft Technical Specification for higher participation. As per meeting minutes changes should be reflected in the final Draft specification.
- Presenting the BRAC Final Draft Technical Specification to the BRAC management.
- Preparation of Final Technical Specification incorporating all the features required by BRAC and take approval from BRAC authorities.
- Declaring the Possible budget for implementing the project.
- Vetting the final RFQ before floating it with the vendors.
- Technical Evaluation of the Quotations based on the final specification and RFQ clauses.

Deliverable: As per the below list:



Sl. No.	Service	Activities
1	Project plan/ Inception report	Prepare project plan/inception report
2	Preparation of Report & Collection of complete Information related to existing PABX	Existing PABX vulnerability report. Standard Ratio report of the Trunk / SIP port compared to the number of user. Collect and prepare a Technical Specification of the Existing System On site Collection of the Information in the prescribed Format Interviewing the O&M personnel Intervening the system by MML commands
3	Cost Benefit Analysis Report	Implementation of Full IP vs Hybrid system.
4	Preparation of Generic Technical Specification and arranging Pre-bid meeting.	Prepare the overall design of the System and BOQ considering the requirement of BRAC. Dimensioning of Equipment, Identification of Features, Operation & Maintenance System, Cable, Connectors, Power System and all other related subsystems & features Conduct formal meeting with relevant vendors and share the meeting minutes with the changes in the draft specification. Matching product with Specifications and Preparing Bill of Materials (BoM) Budgeting Estimated Cost Collecting Feedback from Prospective bidders on the prepared specifications and gather Suggestions from Prospective Bidders. Identifying any new/required features from the Prospective Bidders & Including those features in DTS Arranging Pre-bid meeting after issuing RFP
5	Preparation of Final Technical Specification & TCO evaluation criterion sitting with BRAC officials	set the evaluation criterion or marking considering total user, business phones, phone hardware/software cost , estimated power consumption, software license , end to end network security, maintenance & support, AMC cost, training, spare parts etc. Preparing a PowerPoint Presentation on Draft Technical Specifications (DTS) and TCO evaluation. Incorporate the changes in the specification and TCO evaluation criterion as per BRAC management observation. Preparing a PowerPoint Presentation on Final Technical Specification (TS)

BRAC

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75 Mohakhali
Dhaka 1212
Bangladesh

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F: +88 02 8823542
E: info@brac.net
W: www.brac.net

Registered in
Bangladesh under
The Societies
Registration Act of 1860



6	Technical Evaluation of the Quotations	Technical Evaluation of Quotations as per RFQ clauses
		Preparing a TCO Evaluation Report.
7	Assisting selection of Bidder	Negotiating with lowest responsive bidders as per decision from committee chair.
		Preparing contract for the awarded vendor
		Contract signing with the awarded vendor

Qualification criteria:

1. B.Sc. in EEE /Telecom/ IT or equivalent
2. MBA
3. Minimum 10 years' experience in Telecom and IT
4. Relevant experience in similar field of consultancy service (with documents) will be preferred.

Payment terms: The payment will be made in three installments:

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Timeline:

The service contract duration will be 60 days after signing off the contract.

Pre-bid Meeting: meet.google.com/wwv-ojne-ams (14th January, 21; 12:00-1:00 pm)

Confidentially

The consultant shall not use or disclose (directly or indirectly) any of BRAC's confidential information except for this agreement with BRAC's consent or where required to do so by law except with the prior written consent of the Purchaser, during the effectiveness of this Agreement and the termination of this Agreement.

Intellectual Property Rights:

All intellectual property of any description including without limitation copyright, trademarks, database rights, design rights, patents, utility models, and applications for; and the right to apply for any of the foregoing items provided by the Purchaser in the performance of this Agreement shall be the property of BRAC. The reports or output generated by the Consultant shall be the property of BRAC.

BRAC

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