

# Peace Corps Togo

## Review of Electrical and IT Networks Installation

### I. BACKGROUND

Peace Corps Togo headquartered in Lome is seeking to review its Electrical and IT Networks Installation to ensure that it meets its operational requirement and international standards.

### II. TENDER INSTRUCTIONS

#### General

Prospective entities must be legal and eligible (all copies of legal documents must be attached to the tender) and have the capabilities and the experience to meet all the requirements stated in this Invitation to Tender. Each entity may submit one (1) Tender. The instructions set forth in this Invitation to Tender may not be changed by any entity other than Peace Corps-Togo. Any modification of said instructions considered necessary by any ENTITY will be considered by Peace Corps-Togo as a proposal only.

#### Acknowledgement

The invitation to tender is made public (PC Togo Website, Local newspaper) on July 4<sup>th</sup> 2016).

Interested parties shall indicate their intention to submit a tender by July 11<sup>th</sup> 2016 before conducting a site survey. The communication shall be sent to:

[procurement@tg.peacecorps.gov](mailto:procurement@tg.peacecorps.gov)

### III. PREPARATION OF TENDERS

All Tenders shall be in English or French (including all annexes and any correspondences related to this Invitation to tender) and should be submitted in a sealed envelope and delivered to the following address. Only tenders signed by duly authorized person(s) and delivered before the timeline noted below will be considered. No verbal communication will be taken into consideration.

**Peace Corps-Togo**  
**48, Rue des Rossignols**  
**Quartier Kodjoviakope**  
**PO BOX 3194**  
**LOME, TOGO**  
**WEST AFRICA**

#### a. Modification or Withdrawal of Invitation to Tender

Peace Corps-Togo reserves the right, at its own absolute discretion, to modify or withdraw the Invitation to Tender prior to the Closing Date and Time. Any modification will be submitted to all entities.

Peace Corps-Togo also reserves the right at its own absolute discretion to withdraw the Invitation to tender in its totality.

**b. Withdrawal of Tender**

Tenders cannot be withdrawn after submission.

**c. Validity of Tenders**

All Tenders submitted to Peace Corps-Togo in accordance with this Invitation to Tender shall be valid for a period of 90 days from the Closing Date and Time. During this time the Tenders shall remain binding and may be accepted or rejected by Peace Corps-Togo at any time.

**d. Address and Closing Date and Time**

The original shall be addressed to:

**Director of Management and Operations  
Peace Corps-Togo  
48, Rue des Rossignols  
Quartier Kodjoviakope  
PO BOX 3194  
LOME, TOGO  
WEST AFRICA**

The sealed original pro forma (financial proposal) shall be received by the person stated in this Article, at the addresses specified above, no later than July 15th, 2016 at 10 AM. The Tender shall be forwarded by courier service or hand delivered.

**e. Site survey**

Prospective applicants are invited for a site survey on July 5th at 9.30 am for IT Networks Installation and July 6<sup>th</sup> for Electrical Cabling.

**IV. SCOPE OF WORK**

**General Description:**

Peace Corps Togo headquartered in Lome is seeking to review its electrical and IT Networks Installation to ensure that it meets its operational requirement and international standards. This offer is divided into two lots:

- Lot 1 IT Network Installation Assessment
- Lot 2 Electrical wiring Assessment

All applicants can apply for one or the two lots

## ESSENTIAL RESPONSIBILITIES

### LOT 1 – Computer and Telephone Networks Installation Assessment and Analysis Report

The Company must undertake to:

- Verify all Ethernet network installations in the various buildings and assess compatibility with operational standards and needs of the Peace Corps (Peace Corps Network Installation Guide);
- Undertake an assessment of the compatibility of all Ethernet networks installations with the operational need of Peace Corps Togo.
- Determine whether there is any electrical interference between electrical cabling and IT cabling? Running in the same cache cable, nearby etc...
- Determine whether there are any faults in the IT cabling? Ie. in and between buildings etc...
- Determine if the IT cabling configuration is optimum with regards to # switches, routers, cabling distance, posts on each, etc....
- compatibility between devices (if any issues are noted)
- Determine what adjustments are needed once we upgrade telephone to fiber optic coming into the server room?
- Determine if we should run fiber optic cable between buildings? If so, what additional hardware is needed to make the connections? And, are we limited to using CAT cable above a certain rating to fully use the fiber optic cable?
- PC Togo is planning to upgrade the current telephone switchboard. The Company will determine what is the optimum number of phones it should carry and if there is a need to upgrade any of the existing telephone cable? If so, where and how much?
- PC Togo is considering adding wireless capability outside of the volunteer lounge by adding wireless for staff and wireless for Volunteers on different routers. If so, do we need to acquire better wireless routers and repeaters?

The above entails:

- Verifying Ethernet wall plugs and cable paths : the state of the box, the type of cable inside it, the type of connection, the state of the link;
- Verifying the type of wires, the section, the state, the environment in which they are put down.
- Verifying network cabinets and plan to remove non-standard cabinets such as wooden cabinets, etc.

By verify, we mean inspect, check, control, explore and examine and comment on the risks and the consequences on the performance of the network, ease of access when troubleshooting issues

At the end of the assessment, the company will submit a Computer and Telephone Networks Analysis Report including:

- The ranking of findings and recommendations for upgrade in three categories:
  - 1- critical
  - 2- non-critical
- a Bill of Quantity (BoQ) of items and resources needed to do the work to upgrade the computer and telephone networks to Peace Corps acceptable operational standards

For each item listed in the BoQ, we should have:

- technical specification of the item; ie: cable rating; fire rating (in the case of cabinets housing); # ports; router and switches (ports, throughput speeds, etc...)
- quantity of items (ie. meters of cabling, # of switches, # UPS, # Stabilizers, etc...
- a quotation for the Monitoring and Supervision of Computer and Telephone cabling review work according to recommendations stated in the Analysis Report

## LOT 2 – Electrical Wiring Assessment

The Company must undertake to:

- Conduct an assessment to undertake an effective lightning protection in which the entire office buildings will run to a central server room in case it is possible.
- Vendors should also take into consideration the installation of an inverter system to protect all equipment installed in the server room and possibly all connected IT equipment in Peace Corps Office.
- Verify all electrical installations to ensure safety and compliance with international standards;
- Assess compatibility of all electrical installations with operational need of Peace Corps Togo.

The above will entail the following:

- Verification of electrical cabinets and boxes : the state of the box, the type of equipment inside, the type of connection, the wires, the tightening couple, the state of the connection;
- Verification of type of wires, the section, the state, the environment in which they are put down...
- The dispatching of the power on each electrical phase (power distribution on various phases)
- The verification of the existence of earth circuit, its state and its resistance,
- Inspection of generator installation (boxes, wires...)
- testing differential circuit breaker and switch,

## V. TENDER ANALYSIS

### Presentation

Each Tender shall as a minimum have the following content (Minimum Content Requirements):

**Executive Summary** In order to facilitate the evaluation of the Tenders, each entity is requested to include an Executive Summary in its Tender. The Executive Summary shall describe all essential parts of the Tender such as, but not limited to, essential commercial issues. Each entity is further requested to include in the Executive Summary a contact list of persons in the bid team appointed for this particular procurement process, and a comprehensive list of client references, including contact details, having the same or similar request.

**Report:** Detailed report on verification and assessment conducted for each category

**Schematics:** Electrical installation and IT installation schematics/diagrams

### Additional Information

- A list of the principal services provided in the past three years, with the values, recipients, public or private, especially those services provided to international or foreign companies, diplomatic missions or representations of international organizations; this has to be

supported with a proof of satisfaction of clients specifying whether they have been carried out in a professional manner and have been fully completed.

- A description of the measures employed to ensure the quality of services;
- Detailed description of all available technical equipment used by the company to provide critical “service after sale” service,
- Indication of the permanent number of employees of the company and of the average number of the employees over the past three years;
- Proof of legal registration in Togo;
- Provide a list of management staff along with their respective credentials.

**Prices:** All prices must be in FCFA excluding VAT

**All potential competitors are required to come visit the Peace Corps settings on Wednesday July 13<sup>th</sup> for IT companies and Thursday July 14<sup>th</sup> for electrical companies to submit their pro forma (together with their credentials) for the assessment and recommendation no later than July 25<sup>th</sup> 2016 at 9.30 am.**

**References:** Addresses and contact points from which further information can be obtained.