



Ministry of Transport and Public Works
Road Traffic and Safety Services,
Private Bag 257,
Lilongwe.

REQUEST FOR QUOTATION (RFQ)

Procurement Number: 400/IPDC/DRTSS/RFQ/2024-25/018

Date: 09/08/2024

Messer's

.....
.....
.....

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except were modified by this Request for Quotations.

SECTION A: Quotation Requirements: Supply Installation and Configuration of an Active Directory Domain Service.

NO.	DESCRIPTION OF ITEMS	UNIT OF ISSUE	QTY
1	Supply, Installation and Configuration of an Active Directory Domain Service for Directorate of Road Traffic & Safety Services	Lot	1

Delivered to the purchaser for goods supplied from within Malawi and Delivered Duty Paid (DDP) to purchaser goods supplied from outside of Malawi.

- 1) The delivery /services period required is **14 days** from date of confirmed order.
- 2) Quotations must be valid for **thirty (30) days** from the date for receipt given below.
- 3) The warranty/guarantee offered shall be: **12 Months**
- 4) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.
- 5) Quotations must be received in sealed envelope not later than **13/08/2024 at 10:00 am**
- 6) Quotations must be deposited at
Directorate of Road Traffic and Safety Services, Procurement unit,
Private Bag 257, Lilongwe.

7) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

8) *List any other requirements e.g., the provision of samples*

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by item or by total through the issue of a Local Purchase Order.

Signed:



Name **L. Harrison**

Title/Position: **Procurement officer**

For and on behalf of the Purchaser

0992 456 849

Procurement reference No: 400/IPDC/DRTSS/RFQ/24-25/018

Road Traffic and Safety Service

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: days from date of Purchase Order.
- 3) The validity period of this Quotation is.....from the date for receipt of Quotations.
- 4) Warranty period (where applicable):
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year
 - iv. 2 Copies of similar contracts performed
 - v. Manufacturers Authorization
 - vi. PPDA Certificates.
 - vii. *[Insert any other documentation required by the Procuring Entity].*
A Copy of a Certificate of Registration with PPDA
A Copy of Certificate of Registration for VAT
A Copy of Withholding Tax Exemption Certificate
- 6) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address:

If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

Terms of Reference (ToRs) for the Supply, Installation, and Configuration of a Windows Active Directory System for the Directorate of Road Traffic and Safety Services (DRTSS)

1. Introduction

The purpose of this Terms of Reference (ToR) document is to outline the requirements, objectives, and deliverables for the procurement, installation, and configuration of a Windows Active Directory (AD) Domain System (DS). This system is intended to enhance the IT infrastructure, providing a robust and secure environment for managing user identities, access, and resources within the DRTSS.

2. Objectives

- To procure a Windows Active Directory system that meets the DRTSS requirements.
- To ensure the successful installation and configuration of the AD system.
- To provide training and documentation to the DRTSS ICT staff for ongoing maintenance and support.

3. Scope of Work

The scope of work includes but is not limited to the following tasks:

1. Supply:

- Ten (10) Microsoft Windows Server OS 2022 licenses, and any additional required software.

2. Installation:

- Install/upgrade licensed Windows server OS 2022 for the designated Primary and Backup Domain Controllers at the Data Centre
- Install/upgrade licensed Windows server OS 2022 at five remote offices
- Installation of Active Directory Domain Services (AD DS) and related roles.

3. Configuration:

- Configuration of AD DS, including creating a new domain, configuring domain controllers and additional/backup controllers.
- Define and Set up Organizational Units (OUs) appropriate with the entire DRTSS context and requirements.
- Implementation of Group Policy Objects (GPOs) for centralized management.

- Implementation of policies as specified in the guiding ICT Policy documents for the Malawi Government and DRTSS
- Configuration of DNS and other required services.
- Integration with existing ICT systems (MaTIS) and infrastructure.

4. Security:

- Implementation of security best practices for AD, including user roles and permissions, password policies, and audit settings.
- Configuration of backup and disaster recovery plans for AD.

5. Training and Documentation:

- Provision of comprehensive training for IT staff on managing and maintaining the AD system.
- Delivery of detailed documentation covering installation, configuration, and troubleshooting procedures.

4. Deliverables

- Detailed project plan and timeline.
- Microsoft Server 2022 Software licenses.
- Installed and fully configured Windows AD system based on DRTSS requirements.
- Security policies and configurations.
- Training sessions and materials for ICT staff.
- Comprehensive documentation for ongoing maintenance and support.

5. Technical Requirements

- **Hardware:**
 - Provide recommended minimum specifications for servers and storage (e.g., CPU, RAM, storage capacity).
 - Network requirements (e.g., bandwidth, connectivity).
- **Software:**
 - Microsoft Windows Server 2022 OS version and licenses.
 - Any additional software required.
- **Integration:**
 - Compatibility with existing systems (e.g., MaTIS, email, file servers).

6. Vendor Qualifications

- Proven experience in deploying and configuring Windows Active Directory Domain Systems.
- Certifications such as Microsoft Certified: Windows Server Hybrid Administrator Associate.
- Positive references from previous similar projects.
- Ability to provide ongoing support and maintenance services.

7. Evaluation Criteria

- Compliance with technical requirements.
- Cost-effectiveness of the proposed solution.
- Vendor's experience and qualifications.
- Quality of the project plan and timeline.
- Feedback from references and past clients.

8. Project Timeline

The project is expected to be completed within 3 months from the date of contract signing. Key milestones include:

- Requirements gathering
- Installation and Configuration
- Testing
- Commissioning
- Training and documentation completion:

9. Budget

The budget must include costs for the Windows OS software licensing, installation, configuration, training, and any other associated expenses.

10. Submission Requirements

Vendors are required to submit the following:

- Detailed proposal outlining how they will meet the project requirements.
- Breakdown of costs.
- Project plan and timeline.
- Vendor qualifications and references.
- Any additional information relevant to the project.

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Supply, Installation and Configuration of an Active Directory Domain Service for Directorate of Road Traffic & Safety Services.	LOT	1		
		16.5% vat			
		TOTAL MK			

The following attachments are appended to clarify the Description of Goods:

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____