

Annex A: Terms of Reference

Installation, Configuration and Testing of 102 network nodes in UNHCR Cairo – 6th October Premise

1. Background

The structured cabling system of UNHCR Cairo Office – 6th October Main Building in the 7th District ([Google Maps Location](#)). The infrastructure has been instrumental in providing ICT services for the UNHCR Operation. However, due to the recent events in Sudan, UNHCR has been expanding its premises in temporary outdoor structures for the increased demand of services for the persons we serve. This project is instrumental to increase the IT network coverage to provide the crucial IT services in an optimal manner and the highest industrial standards.

2. Scope of Services

1. Potential contractors should conduct a comprehensive site survey on the date specified by UNHCR before submitting their proposals. The survey should include an inspection of the entire area, server room and access racks, to install 102 (PoE) network nodes consisting of (CAT6 or CAT6A) 41 dual data outlets and 18 single data and 2 uplinks to the server room. Connection method should be in accordance with “T568B” termination standard.
2. The 2 copper uplinks (STP) connected to the server room should use different paths to avoid any interruption of services.
3. The selected contractor will be required to install to all data nodes (including any required materials and/or accessories) and conduct the certified Fluke Testing for all STP, FTP and UTP nodes, and provide the test results to UNHCR in PDF format.
4. The contractor will be responsible for labeling all network nodes using durable materials, adhering to the naming convention prescribed by UNHCR. This standardized and high-quality labeling is essential for efficient management and maintenance of the system.
5. The contractor will be expected to adjust and organize patch cords within all racks for improved functionality.
6. The contractor should provide all necessary quantities of patch panel cords.
7. The contractor should finalize the project within two weeks after receiving the purchase order (PO) from UNHCR, while coordinating the work closely with UNHCR to avoid any interruption or outage.
8. Lastly, the contractor should furnish UNHCR with an up-to-date diagram of the passive network, reflecting the installation performed.

3. Bill of Materials:

The below referenced bill of materials are an indicator to the item required to be supplied by the contractor, subject to modification, based on the technical proposal submitted by the contractor to ensure the success of the project.

Selected contractors might be requested to provide samples of the proposed items

Type	Description	Qty.
	Cat6 Cables Rolls	
Cable	CAT6 UTP CABLE	LSUM
Cable	CAT6A STP and/or FTP CABLE	LSUM
	Cat6 Keystone	
Module	CAT6 UTP KEYSTONE JACK (Indoor)	22
Module	CAT 6A STP and/or FTP KEYSTONE JACK (Outdoor)	80
	Faceplates and Outlets	
Faceplate	2-PORT FACEPLATE W/SHUTTER & STATION-2 ID	41
Faceplate	1-PORT FACEPLATE W/SHUTTER & STATION-2 ID	18
	Cat.6 Patch Cords	
Patch Cord	CAT6 PATCH CORD, 0.5M	102
Patch Cord	CAT6 PATCH CORD, 3M	102
Patch Cord	CAT6 PATCH CORD, 10M	20
	Cat6 Patch Panel	
Patch Panel	24-PORT CAT6 and/or CAT6A PATCH PANEL W/ WIRE MANAGEMENT	6
	Racks	
Rack	Rack 42U 600*800 With Fans and PDU Schuko	1
Rack	Rack 22U 600*600 With Fans and PDU Schuko	1
Organizer	1 U Cable organizer	6
	Duct And Pipe	
Duct	PVC ducts and all accessories	LSUM
Duct	Galvanized metal ducts and all accessories	LSUM
	Installation And Termination	
Service	Civil Work including pipe installation and cable pulling civil work within the building, mounting ducts and cable pulling mounting trucks inside caravan and cable pulling label and Termination and face plate labelling	LSUM
Service	Fluke Test	LSUM

4. Content of the Offer

Your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Company Qualifications

- A description of your company with evidence of your company's capacity to perform the services required, including company profile, registration certificate, previous similar projects, and any audit reports.
- Experience in the business, emphasizing experience in data cabling commissioning.
- Total number of clients (companies, not individuals).

Proposed Services

- Give an overview of your offer, indicating the delivery lead time.
- Comment on all the requirements and explain how you will meet them, provide the quotation breakdown, confirm the availability of the Fluke testing device (preferably specify certificate and model), confirm the availability of the labeling machine (preferably specify model), and specify the brand of materials, if any.

Personnel Qualifications

- Provide a detailed number of personnel required for this project.
- Submit Curriculum Vitae for the project team.

Vendor Registration Form

If your company is not already registered with UNHCR, please complete, sign, and submit the Vendor Registration Form (Annex B) with your Proposal.

Applicable General Conditions

Please indicate your acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services by signing this document (Annex C) and including it in your submitted Proposal.

5. Evaluation Criteria

Technical evaluation (60 points) passing score 40 point

Bill of Materials (Pass/Fail), please submit materials datasheet in your technical envelop.

Mandatory warranty of one year (Pass/Fail) please submit the warranty you will provide for the project.

Company Capacity

- Company general qualifications, including dedicated key personal resume (15 pts.)
- Experience in similar projects (15 pts.)

Proposed Services

- Delivery lead time (15 pts.)
- Availability of Fluke testing device and labeling machine (15 pts.)

Financial evaluation (40 points)

- The financial cost associated with the required services/goods (40 pts.)

6. Performance Evaluation (During Implementation)

UNHCR expects to monitor the performance of the selected contractor according to the following Key Performance Indicators (KPIs):

1. Quality of services/goods according to industrial standards.
2. Delivery lead time.

Please ensure that your proposal addresses all the above points and provides the necessary documentation as indicated. Failure to comply with these requirements may result in disqualification of the proposal.