



**GECF**

Gas Exporting Countries Forum

**Design, Supply, Installation, Commissioning &  
Maintenance of Servers and related hardware**

**(GECF ICT Infrastructure Upgrade 2022)**

Data and Information Services Department

**INVITATION TO TENDER**

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## TENDER GENERAL RULES AND CONDITIONS

### 1. Definitions

**“Contractor”** means the counterparty with whom the Forum has entered into a contract, whether or not they are suppliers, workers, consultants, or differently named in the contract documentation.

**“Procurement”** or **“Procurement Process”** means the procedure set out under the present Invitation to Tender for selection of the GECF’s Contractor for provision of goods (rights), services and/or works.

**“Stop Information”** means facts and circumstances that preclude from entering into a contract with a Tenderer. Namely, conflict of interest, considerable outstanding or disputed Tenderer’s indebtedness, bankruptcy or other substantial legal procedures against a Tenderer, existing claims or lawsuits to the Tenderer from the GECF.

**“Tenderer”** means the party with whom the GECF may enter into contract upon the results of the Procurement Process.

**“Tender Response”** means the Tenderer’s response to the GECF on the substance and in accordance with the INVITATION TO TENDER.

**“Single Offer”** when Tenderer are invited to submit their technical and commercial offers simultaneously in two separate closed envelopes or separate electronic documents.

### 2. General Policy Requirements

- 2.1. By submitting Tender statements (Specified in article 2 of Annex3: Tender Response), under this Procurement Process, Tenderers confirm that they will and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance, and applicable GECF policies relevant to the goods and/or services being supplied.

### 3. General Procurement Conditions

- 3.1. Application of this Procurement Conditions. By participating in this Procurement Process and/or by submitting a Tender, it will be implied that you accept and will be bound by all the provisions of this “INVITATION TO TENDER” and its Annexes. Accordingly, Tender Response should be on the basis of and strictly in accordance with the requirements of this INVITATION TO TENDER.
- 3.2. Third party verifications. Your Tender Response is submitted on the basis that you consent to the GECF carrying out all necessary actions to verify the information that you have provided, and the analysis of your Tender Response being undertaken by one or more third parties commissioned by the GECF for such purposes.
- 3.3. Information provided to Tenderer. Information that is supplied to the Tenderers as part of this Procurement Process is supplied in good faith. The information contained in the INVITATION TO TENDER and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the GECF will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.

- 3.4. Tenderers to make their own enquires.** You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the GECF promptly of any perceived ambiguity, inconsistency or omission in this INVITATION TO TENDER and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.
- 3.5. Amendments to the INVITATION TO TENDER.** At any time prior to the Tender Response Deadline, the GECF may amend the INVITATION TO TENDER. Any such amendment shall be issued to all Tenderers, and if appropriate to ensure Tenderers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of the GECF, be extended. Your Tender Response must comply with any amendment made by the GECF in accordance with this paragraph 3.6 or it may be rejected.
- 3.6. Compliance of Tender response submission.** Any goods, works and/or services offered should be on the basis of and strictly in accordance with the INVITATION TO TENDER (including, without limitation, any specification of the GECF's requirements, these Procurement Conditions and the Contract) and all other documents and any clarifications or updates issued by the GECF as part of this Procurement Process.
- 3.7. Format of Tender Response submission.** Tender Responses must comprise the relevant documents specified by the GECF completed in all areas and in the format as detailed by the GECF in Annex 3 (Tender Response). Any documents requested by the GECF must be completed in full. It is, therefore, important that you read the INVITATION TO TENDER carefully before completing and submitting your Tender Response.
- 3.8. Modifications to Tender Response documents once submitted.** You may modify your Tender Response prior to the Tender Response Deadline by giving written notice to the GECF. Any modification should be clear and submitted as a complete new Tender Response in accordance with Annex 3(Tender Response) and these Procurement Conditions.
- 3.9. Rejection of Tender Responses or other documents.** A Tender Response or any other document requested by the GECF may be rejected, in case it:
- (a) contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the Tender documentation provided;
  - (b) contains hand written amendments which have not been initiated by the authorized signatory;
  - (c) does not reflect and confirm full and unconditional compliance with all of the documents issued by the GECF forming part of the INVITATION TO TENDER;
  - (d) contains any caveats or any other statements or assumptions qualifying the Tender Response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the GECF in any way;
  - (e) is not submitted in a manner consistent with the provisions set out in this INVITATION TO TENDER;
  - (f) is received after the Tender Response Deadline.
- 3.10. Disqualification.** If you breach these Procurement Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this INVITATION

TO TENDER, and/or in any supporting documents, entitling the GECF to reject a Tender Response apply and/or if you or your appointed advisers attempt:

- (a) to inappropriately influence this Procurement Process;
- (b) to fix or set the price for goods or services;
- (c) to enter into an arrangement with any other party that such party shall refrain from submitting a Tender Response;
- (d) to enter into any arrangement with any other party (other than another party that forms part of your consortium Tender or is your proposed sub-contractor) as to the prices submitted;
- (e) to collude in any other way;
- (f) to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- (g) to obtain information from any of the employees, agents or advisors of the GECF concerning this Procurement Process (other than as set out in these Procurement Conditions) or from another Tenderer or another Tender Response,

The GECF shall be entitled to reject your Tender Response in full and to disqualify you from this Procurement Process. By participating in this Procurement Process and/or by submitting a Tender Response, you accept that the GECF shall have no liability to a disqualified Tenderer in these circumstances.

- 3.11. Procurement costs.** You are responsible for obtaining all information necessary for the preparation of your Tender Response and for all costs and expenses incurred in preparation of your Tender Response. By participating in this Procurement Process and/or by submitting a Tender Response, you accept that you will not be entitled to claim from the GECF any costs, expenses or liabilities that you may incur by participating in this Procurement Process irrespective of whether or not your Tender Response is successful.
- 3.12. Rights to cancel or vary this Procurement Process.** By issuing this INVITATION TO TENDER, entering into clarification or negotiation communications with the Tenderers or by having any other form of communication with them, the GECF is not bound in any way to enter into any contractual or other arrangement with you or any other Tenderer. It is intended that this Procurement Process will take place in accordance with the provisions of this INVITATION TO TENDER but the GECF reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all Tenderers in writing. The GECF will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment or variation.
- 3.13. Consortium members and sub-contractors.** It is your responsibility to ensure that any of your staff, consortium members, sub-contractors and advisers abide by these Procurement Conditions and the requirements of this INVITATION TO TENDER.

## 4. Contracting requirements

- 4.1.** The appointed Contractor will be expected to deliver the goods (rights), carry out works and/or provide services to/at the GECF office, located at: 47<sup>th</sup> – 48<sup>th</sup> Floor, Tornado Tower, Majlis Al Tawoon Street, West Bay, Doha, P.O. Box 23753, the State of Qatar.

- 4.2. The GECF's contracting and commercial approach in respect of the required goods, works and/or services is set out at Annex 1 ("Specifications of goods, works and services"). By submitting a Tender Response, you are agreeing to be bound by the terms of this INVITATION TO TENDER and the Contract without further negotiation or amendment.
- 4.3. In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this INVITATION TO TENDER by the relevant Clarification Deadline (as defined in Annex 1 "Tender Timescales"). Following such clarification requests, the GECF may issue a clarification change to the Contract that will apply to all potential suppliers submitting a Tender Response.
- 4.4. The GECF is under no obligation to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Tender Response Deadline (as defined in Annex 1 "Tender Timescales"). Any proposed amendments that received from a Tenderer, as part of its Tender Response shall entitle the GECF to reject that Tender Response and to disqualify that Tenderer from this Procurement Process.

## 5. Confidentiality and Information Governance

- 5.1. All information supplied to you by the GECF, including this INVITATION TO TENDER and all other documents relating to this Procurement Process, both in writing or orally, must be treated in confidence and not disclosed to any third party, (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Tender Response). unless the information is already in the public domain or is required to be disclosed under any applicable laws.
- 5.2. You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting your Tender Response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the GECF has given express written consent to the relevant communication.
- 5.3. This INVITATION TO TENDER and its enclosed documents shall remain the property of the GECF and must be returned on demand.
- 5.4. The GECF reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Tender Response, to its governing bodies, employees, third party agents, advisers or other third parties involved in the Procurement in support of, and/or in collaboration with the GECF. The GECF further reserves the right to publish the contract once awarded and/or disclose information in connection with contractor performance under the contract. By participating in this procurement process and/or by submitting Tender statements (specified in article 2 of Annex 3: Tender Responses), you agree to such disclosure and/or publication by the GECF.
- 5.5. If you wish to designate information supplied as part of your Tender Response or otherwise in connection with this INVITATION TO TENDER as confidential, you must provide clear and specific detail as to (1) the precise elements which are considered confidential and/or

commercially sensitive and (2) the estimated length of time during which confidentiality should apply.

- 5.6. The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process and/or by submitting a Tender Response, you agree that the GECF should not and will not be bound by any such markings.
- 5.7. In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the GECF accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the GECF, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. By participating in this Procurement Process and/or by submitting a Tender Response, you agree that all information is provided to the GECF on the basis that it may be disclosed by the GECF, it considers that it is required to do so and/or may be used by the GECF in accordance with the provisions of this INVITATION TO TENDER.

## 6. Tender Validity

- 6.1. Your Tender Response must remain open for acceptance by the GECF for a period of 60 (Sixty) days from the Tender Response Deadline. A Tender Response not valid for this period may be rejected by the GECF.

## 7. Mandatory Requirements / Constraints

- 7.1. As part of your Tender Response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in Annex 3 (Tender Response). A failure to comply with one or more mandatory requirements or constraints shall entitle the GECF to reject a Tender Response in full.

## 8. Key background documents and further information

- 8.1. Further relevant background documents/information may be provided to potential Contractors as set out below, as an Annex 3 (Tender Response) to this INVITATION TO TENDER and/or by way of the issue of additional documents/links to additional information/documents. Where no such information/documents are provided, this Section of the INVITATION TO TENDER will not apply.

## 9. Instructions for Responding

- 9.1. The documents that must be submitted to form your Tender Response are listed in article 1 of Annex 3 (Tender Response) to this INVITATION TO TENDER. All documents required as part of your Tender Response should be submitted by the Tender Response Deadline to the address indicated in Annex 2 (Tender details).
- 9.2. The following requirements should be complied with, when submitting your Tender Response:
- Ensure that you send your submission in good time to prevent issues with technology. late Tender Responses may be rejected by the GECF;
  - Ensure that information provided as part of your Tender Response is of sufficient quality and detail that an informed assessment of it can be made by the GECF;



- (c) Do not submit any additional supporting documentation with your INVITATION TO TENDER response except where specifically requested to do so as part of this INVITATION TO TENDER;
- (d) All attachments/supporting documentation should be provided separately to your main Tender Response and clearly labelled to make it clear as to which part of your Tender Response it relates;
- (e) If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Tender Response;
- (f) Unless otherwise stated as part of this INVITATION TO TENDER or its Annexes, all Tender Responses should be in the format of the relevant GECF requirement with your response to that requirement inserted underneath;
- (g) Where supporting evidence is requested as 'or equivalent' – you must demonstrate such equivalence as part of your Tender Response;
- (h) Any deliberate alteration of a GECF requirement as part of your Tender Response will invalidate your Tender Response to that requirement and for evaluation purposes, you shall be deemed not to have responded to that particular requirement;
- (i) Responses should be concise, unambiguous, and should directly address the requirement stated;
- (j) Your tender responses to the INVITATION TO TENDER requirements and pricing will be incorporated into the Contract, as appropriate.

## 10. Clarification Requests

10.1. All **clarification requests** should be submitted to the email address, specified in Annex 2 (Tender details) by the Clarification Deadline, as set out in the Timescales section 5 in Annex 1 of this INVITATION TO TENDER. The GECF is under no obligation to respond to clarification requests received after the Clarification Deadline.

10.2. Any **clarification requests** should clearly reference the appropriate paragraph in the INVITATION TO TENDER documentation and to the extent possible, should be aggregated rather than sent individually.

10.3. The GECF reserves the right to issue any **clarification request** made by you, and the response, to all potential Contractors unless you expressly require it to be kept confidential at the time the request is made. If the GECF considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the GECF responding to all potential Contractors.

10.4. The GECF may at any time request further information from potential Contractors to verify or clarify any aspects of their Tender Response or other information they may have provided. Should you not provide supplementary information or clarifications to the GECF by any deadline notified to you, your Tender Response may be rejected in full and you may be disqualified from this Procurement Process.

## 11. Language

All Tender documents, attachments, correspondence, Contract, etc. must be in the English language.

## ANNEX 1: SPECIFICATIONS OF GOODS, WORKS AND SERVICES

### 1. Introduction:

The Gas Exporting Countries Forum (GECF) is a non-profit international governmental organization which provides the framework for exchanging experience and information among Member Countries. The GECF is a gathering of the world's leading gas exporting countries and was set up with the objective to increase the level of coordination and strengthen the collaboration among its Members, the office is located in Doha, Qatar, with an employee base of 41 employees.

### 2. Scope of Work:

The scope of work purpose is the update of the current ICT infrastructure consolidated on our server rooms as part of a process of continuous improvement and modernization of our organisation's ICT services.

As a result, we are seeking qualified **solutions provider** with proven capabilities to design and implement (*supply, installation, configuration, testing, deployment, migration, commissioning, training and transfer of skills, provide warranty and technology support, as well as the delivery of the operation and maintenance procedures*) an overall solution integrating the most reliable and recent technological advances in a solution to implement an integrated and secure solution, taking in consideration the functioning of the organization, high-level business requirements, operational constraints, applicable standards and governance model for our organization.

The scope of the proposed ICT solution should cover the below areas:

- **Back office Servers and services**
- **Storage and backup**
- **Solution management and audit**
- **Security**

The scope of the proposed ICT solution should include (but not limited to):

1. Design, delivery, installation, integration & commissioning of the proposed ICT solution;
2. Develop and implement a migration plan of the proposed ICT solution;
3. Migrate the current services and data minimizing service interruption;
4. Training and transfer of knowledge related to the proposed ICT solution;
5. Draft of required administration and operation manuals of the proposed ICT solution;
6. Provide warranty, technical support and maintenance for three (03) years after implementing the proposed ICT solution.

### 3. Objectives:

The main objective is to upgrade our current ICT infrastructure to enable it to support:

- An integrated information system,
- An environment for business applications (ERP, e-Business, etc.),
- Tools for internal and external collaboration.

#### 4. **Deliverables and Deadlines:**

1. Design of the updated ICT infrastructure that includes:
  - Back office, Servers and services
  - Storage and backup
  - Solution management and audit
  - Security;
2. Documentation of all aspect of the Project and Product of the project (HLD, LLD, Installations, administration and operation manuals, Migration plan, Configurations and Project Management...);
3. Training and transfer the knowledge;
4. Warranty, Technical Support and maintenance for 3 years;
5. Completion within 06 months.

The below list defines the **compulsory documents** and the deadlines considering the review and approval by GECF:

<b>Deliverables</b>	<b>Deadlines</b>
1. Project management plan including but not limited to the management plans of (scope, cost, schedule, quality, risk, resources, communication...etc.)	Within 15 (Fifteen) calendar days from the date of Contract signing between GECF and Contractor
2. High-Level design of the proposed ICT solution	Within 30 (Thirty) calendar days from the date of Contract signing between GECF and Contractor
3. Low-Level design of the proposed ICT solution	Within 45 (Forty five) calendar days from the date of Contract signing between GECF and Contractor
4. Administration and operation manuals of the proposed ICT solution	Within 60 (Sixty) calendar days from the date of Contract signing between GECF and Contractor

## 5. Tender Timescales

Subject to any changes notified to Tenderers by the GECF in accordance with the Tender General Rules and Conditions, the following timescales shall apply to this Procurement Process:

<b>Activity</b>	<b>Date / time</b>
Deadline for <b>confirmation of participation</b>	17.11.2022
Deadline for submission of Tender Offers ( <b>Technical / Commercial</b> )	30.11.2022

All deadlines indicated in **Article 5** above expire at 15:00 pm (Doha time)

Working hours of the GECF Secretariat: 8:00 am -16:30 pm (Doha time) from Sunday to Thursday.

## 6. Current situation

Each tenderer will receive a detailed description of the current situation (infrastructure, services and procedures, site surveys) once submitting the **confirmation of participation** letter.

## ANNEX 2: TENDER DETAILS

### 1) Tenders' Evaluation procedure

The present Procurement Process will apply a Single Offer Tender Evaluation.

### 2) Tender Responses delivery address

Send the Technical, Commercial Offers (with attachments) to our address and / or to the email address: [Hichem.Kimouche@gecf.org](mailto:Hichem.Kimouche@gecf.org) & cc: [Rixio.Morales@gecf.org](mailto:Rixio.Morales@gecf.org)

### 3) Contact details

Contact details for clarification questions and other queries:

**Hichem Kimouche.**

Senior ICT, Data and Information Services Department.

Email: [Hichem.Kimouche@gecf.org](mailto:Hichem.Kimouche@gecf.org)

Office phone: +974 44048417

Address: 47<sup>th</sup> Floor, Tornado Tower, Majlis Al Tawoon Street, West Bay, Doha, P.O. Box 23753, Qatar.

## ANNEX 3: TENDER RESPONSE

### 1. Submission of Tender Response documents

- 1) Tenderers shall submit their Tender statements (as specified in article 2 below) by the deadline for **confirmation of participation** (as indicated in article 2 of Annex 1 “Tender timescales”);
- 2) Tenderers shall submit their Tender offers (as specified in article 3 below “Offers”), and by Tender Deadline, indicated in article 2 of Annex 1 “Tender Timescales”;

### 2. Tender statements

- (1) Tenderer’s statements must contain:
  - 1) Tenderer’s confirmation of participation in the Tender;
  - 2) Tenderer’s acknowledgment and acceptance of the INVITATION TO TENDER terms and conditions;
  - 3) Tenderer’s statement on the absence of any facts and/or circumstances that preclude the GECF from entering into a contract with a Tenderer (“Stop Information”). In particular, the Tenderer must inform about or confirm the absence of: (a) conflict of interest; (b) a considerable outstanding or disputed Tenderer’s indebtedness; (c) bankruptcy or other substantial legal procedures initiated against the Tenderer.
  - 4) Tenderer key contact person(s) (with his/her/their contact details), to whom all further information and documentation shall be send by GECF under the present Procurement Process.
- (2) The above Tender statements must be made in one document addressed to the Secretary General of GECF, Eng. Mohamed Hamel, and contains Tenderer’s name, date, and reference to the present INVITATION TO TENDER and be signed by an authorized executive of the Tenderer.

### 3. Offers

#### Technical offers

This section defines mandatory documents and information outlined in the Tender that a Tenderer must meet in order to become a contractor. Failure to provide the list of mandatory information specified in this section will cause the Tender to be rejected.

Technical offers must have front page (cover letter addressed to the Secretary General of GECF, Eng. Mohamed Hamel, Tenderer’s name, date, stamp, reference to the present INVITATION TO TENDER and signature of an authorized executive of a Tenderer).

Offers must contain **6 (six)** sections presented below, in separate documents:

- (1) Tenderer’s details:
  - ✓ Company size, Organizational structure, number of employees, form of legal entity and incorporation details (registration number, date and authority);
  - ✓ Contact details (address, phone, fax, email, website);
  - ✓ Company profile, length of time in business and core competencies.
  - ✓ Name(s) of authorized executives(s), who sign (shall sign) Tender documents and contract

- ✓ Company’s financial standing (disclosure of company basic financial details is obligatory);
  - ✓ Information on company’s presence in Qatar from the date of establishment and include Commercial Register copy, Establishment card, and QFC license or any registration with the relevant authorities if outside Qatar.
- (2) Qualification and experience – the Tenderers should demonstrate their experience and ability to perform the services required in Scope of Work section by presenting its credentials, qualifications and professional profile in the areas related to the project:
- ✓ Provide current reference information for (03) three former or current clients within the similar scope of work.
- (3) Scope of services detailed in Annex 1: SPECIFICATIONS OF SERVICES
- (4) Additional services that can be provided by the contractor and are beneficial to the achievement of the Tender objective.
- ✓ Describe the support that can be offered for the same Tender objective.
  - ✓ Describe any advantages or complimentary services that that can be offered.
- (5) Tender contract terms and provisions that might be amended by GECF and further signed between GECF and the appointed Contractor, The Tender should include Standard contract form (Template) from the Tenderer in case the Tenderer is awarded the contract.
- (6) Commercial Offers (Pricing information) details and specification:
- ✓ Tenderers should indicate price amount in USD (United States dollars) or/and QAR (Qatar Riyal) and has to include all relevant duties, taxes and Levis in the performance of the contract. If your quoted amount (price) excludes certain fees or charges, please provide a detailed list of excluded fees with a complete explanation of the nature of these fees.
  - ✓ Commercial Tenders should include pricing clearly differentiating between as specified in the core scope items in (Annex:1) and any proposed additional services (as per article 4, above in Annex:3)
  - ✓ Payments terms- Payment to the Tenderer for services under the scope of work will be made as follow:

% Payment	Condition

**4. Documents confirming powers of the Tenderer’s authorized executive**

In case the Tender Response documents and the Contract shall be signed by the Tenderer’s executive authorized by its charter documents (Articles of Association, Articles of Incorporation, etc.), then the Tenderer must provide its relevant charter document and act (document) appointing the Tenderer executive at the relevant position.

In case the Tender Response documents and the Contract shall be signed by the Tenderer's executive authorized by power of attorney, then the Tenderer must provide relevant power of attorney.

#### **5. Contract template (text)**

Tenderers are also invited to provide their Contract template (text). Provision of the Contract template (text) is not mandatory under present INVITATION TO TENDER and the GECF reserves its right to amend any of its provisions or to use other template (text) until the Contract is signed by the parties.

#### **6. Tender Documents' format**

All documents must be in MS Office format or PDF format (Adobe Acrobat).

Electronic documents cannot exceed 20MB per one e-mail (in case of archived documents, ZIP format is required). Supplementary documents may also be sent on a CD or hardcopy, which shall be delivered to GECF Secretariat Office before the due date.

Tenderer may attach other documents (i.e. detailed technical specifications, technical drawing, schemes, photos, etc.), where appropriate.





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