



Routing and Switching Equipment

Invitation to Tender

This document and the information it contains are provided solely for the purpose of allowing potential suppliers to provide a tender for the facilities being procured. It is issued under the Open Procedure of the EU Services Directive.

Any supplier wishing to submit a proposal must register their intent with UKERNA before submitting the proposal. UKERNA will not accept proposals from suppliers who have not registered according to the procedure described in this document. Registration details are provided in the document. **UKERNA will not accept any registrations after 13th August 2004.**

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1. INTRODUCTION

This document comprises an *Invitation to Tender* [ITT] for the supply of routing and switching equipment to academic institutions within the United Kingdom. UKERNA is seeking to set up call off contracts with a small number of suppliers for the provision of this equipment.

This tender is concerned only with the supply and delivery of routing and switching equipment. UKERNA has an existing maintenance contract for all of the equipment on the JANET network. Maintenance of the equipment will be dealt with via that existing maintenance contract. The routing and switching equipment purchased will need to be integrated into an existing Cisco based network.

This Invitation to Tender document is an integral part of the Open Procurement announced by UKERNA in the Supplement to the Official Journal of the European Union.

1.1 The Contracting Authority and the Procurement Agent

The contracting authority and procurement agent for this procurement is the United Kingdom Education and Research Networking Association (UKERNA).

2. OVERVIEW OF THE FACILITIES REQUIRED

2.1 JANET

JANET is the leading edge network for use in higher and further education and research institutions throughout the UK. The JANET network is operated and developed by UKERNA under a formal agreement with the Joint Information Systems Committee [JISC]. The term JANET as used in this document is taken to include SuperJANET where SuperJANET is deemed to be the high-speed or broadband backbone of JANET. The SuperJANET or backbone element comprises resilient 10Gigabit links across the United Kingdom, with access links of 2.5Gigabit to each of the regional networks. The JANET network is truly world-class in terms of comparisons with equivalent National Research and Education Networks [NREN] throughout the world.

The JISC is a committee structure set up and maintained by the seven higher and further education funding councils in the UK to promote the effective use of IT in the learning, teaching, and research activities of these sectors. [JANET is connected to the equivalent academic networks in other countries and to many commercial networks in the UK and abroad, forming part of the global Internet.](#)

2.2 UKERNA equipment purchases

UKERNA will need to purchase a significant quantity of routing and switching equipment over the next two to five years. This is expected to include a major upgrade activity of equipment in the Further Education sector and will also include the requirements of the ongoing programme of replacement of existing equipment on the JANET network.

UKERNA wishes to establish up to four “call off contracts” to cover the procurement of routing and switching equipment for JANET. Once the contracts are established, if UKERNA wishes to purchase equipment it will invite the selected suppliers to offer a quotation for that equipment. The quotations will be reviewed and an order placed with one of the suppliers. Only suppliers with call off contracts will be invited to submit quotations and receive orders for the equipment.

UKERNA can offer no guarantee of business to individual suppliers with call off contracts but expects the following minimum spend on routing and switching equipment over the next two years through these call off contracts:

- A minimum of 400 routers for Further Education colleges
- Replacing existing equipment for an ongoing programme of upgrades to the network (UKERNA currently has more than one routers in this category).

UKERNA cannot reliably predict exactly the type or number of routers and switches that it will be purchasing over the next two years. However as an indication of likely purchase, the JANET network consists of routers from the whole Cisco portfolio and UKERNA has purchased the following types of equipment (and is likely to purchase similar, or compatible, equipment again), including associated interfaces and modules, memory, etc:

- Cisco 800 Series Routers
- Cisco 2600 Series Multiservice Platforms
- Cisco 3600 Series Multiservice Platforms
- Cisco 3700 Series Multiservice Access Routers
- Cisco 7200 Series Routers
- Cisco 7300 Series Routers
- Cisco 7500 Series Routers
- Catalyst 3550 switches

Whilst this list is not exhaustive, there may also be a requirement for purchase of other routers and switches compatible with UKERNA’s existing Cisco based network.

Potential suppliers should note that this procurement is for the supply and delivery of IP routing and switching equipment that can be integrated into an existing Cisco based network. Note that this will not include the Cisco 12000 series because UKERNA has an existing contract for purchase of these.

Suppliers are asked to clearly indicate timescales under which an order could be processed, from turn around of quotations to final delivery of the equipment ordered to the required destination. Suppliers are also asked to indicate the pricing structure that they might employ (for example, discount off list price).

3. PROCUREMENT PROCEDURE

3.1 General Issues

All formal communication with suppliers over the course of the procurement will be handled or arranged by UKERNA.

The procurement is being conducted according to the Open Procedure of the EU Services Directive. Responses to this ITT will be accepted from any supplier, providing it conforms to the requirements defined in sections 3.1 to 3.9.

3.2 Registration

Suppliers are required to register their intention to submit a proposal. Each registration will be acknowledged with a printed copy of this document and allocated a registration number that should be quoted in the tender document and in any other correspondence.

Suppliers shall register their intention to bid by sending, to the address below, a request for "The Invitation to Tender for the Supply of Routing and Switching Equipment as announced in the EU Journal" by fax or letter on official headed notepaper or by email. Suppliers are asked to register as soon as they start to consider a response to this invitation to tender. In any case, suppliers **must** register before a proposal will be accepted.

Rhian Best UKERNA Atlas Centre Chilton, Didcot Oxfordshire OX11 0QS UK	Telephone: +44 (0)1235 822 341 Fax: +44 (0)1235 822 286 E-mail: R.Best@ukerna.ac.uk
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3.3 Electronic copy

An electronic copy of this ITT is available on the World Wide Web at the URL <http://www.ja.net/development/router-itt.pdf>

3.4 Clarifications on the requirements

Suppliers will be provided with clarification of UKERNA's requirements in accordance with the EU directives on procurement.

Suppliers should raise any issues of clarification with Rhian Best whose contact details are given in section 3.2 above. Where issues of clarification arise which are relevant to more than one supplier, these will be posted on the web site at the URL:

<http://www.ja.net/development/router-itt.pdf>

and sent by e-mail to each registered supplier.

3.5 Timetable

The steps and timetable for this procurement are as follows:

Activity	Date
Notice to European Journal	25th June 2004
Closing date for ITT responses	Noon 25 th August 2004
Contracts placed by	30 th September 2004

UKERNA reserves the right to vary this timetable if the need arises, within the constraints of the EU Services Directive.

Tenders will be expected to remain valid until 30th November 2004.

UKERNA will invite selected suppliers to attend response clarification meetings as necessary.

3.6 Evaluation

The call off contracts will be awarded on the basis of the offers that are the most economically advantageous. The main criteria to be used in determining which offers are the most economically advantageous, will be:

- The supplier's ability to meet the mandatory requirements;
- UKERNA's assessment of the supplier's ability to provide the equipment on a timely basis as required based on the responses to the mandatory and information requirements and;
- The offered pricing structures.

UKERNA reserves the right not to make an award for the required facilities.

3.7 Delivery of tenders

All copies of the tender documents, on paper and electronically, must be delivered on or before Noon on 25th August 2004 to the contact listed in section 3.2.

FIVE paper copies and one electronic copy of the tender are required and must be sealed and clearly marked "**Routing and Switching Equipment**". The electronic copy should be in Word 97 or Word 2000 format. Electronic copies can be submitted on CDROM or 3.5" Floppy Disc, or via email. Any non-standard fonts used in electronic submissions must be embedded in the document.

Delivery of the tender by FAX is **not** acceptable.

Tenders submitted after the deadline will **not** be considered.

3.8 Format of tenders

The response to the specific requirements of the offered facilities must take the following format:

A. Management Summary

This section should be a single page summary describing the main points of the bid.

B. Description of Services Proposed

This section must describe the services proposed. The information required to satisfy all the specific requirements must be provided in this section.

The response must address all the requirements both Mandatory Requirements (MR) and Information Requirements (IR) detailed in all sections of this ITT.

The order of replies to requirements (MR and IR) must be given in the same numerical order as they are stated in this document. The reference number and the text of the requirement to which it relates must precede each response.

3.9 Document notation

MRn A mandatory requirement.

A solution that does not meet all mandatory requirements will not be acceptable.

Suppliers must state how all requirements will be met, considering the issues and the points raised. **A statement of the form ‘this requirement will be met’ is not sufficient. Tenders must satisfy all mandatory requirements.** Failure to satisfy a mandatory requirement will exclude a tender from further consideration.

IRn An information requirement

The nature of this procurement is such that it is vital that suppliers provide full information on specific topics. These topics are identified as information requirements. Failure in a tender to provide full, relevant information in answer to information requirements may prevent the evaluation from being conducted properly, and hence lead to exclusion of the tender. Assessment of the quality of the tender will be based on the responses to these requirements, and will influence the selection process.

4. REQUIREMENTS FOR EVIDENCE OF COMPETENCE TO SUPPLY

4.1 Financial and Economic Standing

- MR1. *The supplier shall warrant that none of the following circumstances set out in Article 29 of EU directive 92/50/EEC applies to the supplier:*
- *[item (a)] is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations.*
 - *[item (b)] is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations.*
 - *[item (c)] has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata.*
- MR2. *The supplier must provide evidence of financial and economic standing, as specified in Article 31 of EU directive 92/50/EEC using any or all of the methods described in paragraph 1 of Article 31.*

4.2 Technical Capability and Experience

- MR3. *The supplier must provide evidence of skills, experience and reliability as specified in the following areas taken from paragraph 2 of Article 32 of EU directive 92/50/EEC:*
- *[item (d) of paragraph 2] A statement of the service provider's average annual manpower and the number of managerial staff for the last three years.*
 - *[item (f) of paragraph 2] A description of the service provider's measures for ensuring quality. For this item, a copy of the supplier's ISO 9000 certificate will be adequate. If the supplier is not registered under ISO 9000, then a brief description of the policy used to ensure quality will be acceptable.*
 - *[item (h) of paragraph 2] An indication of the proportion of the contract which the service provider may intend to sub-contract.*
- IR4. *The supplier is invited to supplement the information above with a brief description of its general capability to provide the services being offered.*

5. REQUIREMENTS FOR THE OFFERED SERVICE

5.1 Contract Form

UKERNA expects the supplier's standard form of contract to provide the starting point for any agreement.

Documents will have the following decreasing order of priority in determining resolution of any conflicts once a contract is in place:

1. The body of the contract
2. The schedules to the contract;
3. The supplier's response to this ITT, as modified by any written clarifications and amendments;
4. Ancillary information supplied with the supplier's response

- MR5. *The supplier must indicate that it will accept a contract under English law, and the principle and order of the document priority listed above.*

5.2 Provision of Routing Equipment

A number of different types of routers and switches will be required over the duration of the call off contract. It is not possible to clearly indicate all of the router and switch types within this ITT but the routing and switching equipment purchased will need to be integrated into an existing Cisco based network.

- IR6. *The supplier shall confirm that it is able to supply the equipment as detailed in section 2.2 (or supply compatible equipment)*
- MR7. *The supplier must provide a timescale by which it guarantees to process a request for a quotation from UKERNA and to provide that quotation to UKERNA (number of working days). As a maximum UKERNA would expect five working days but a proposal that processed a request for a quotation in less than five working days would be of interest to UKERNA.*
- MR8. *The supplier must commit to providing a lead-time for delivery of equipment. This lead time must be provided with the quotation.*
- MR9. *The supplier must provide a timescale by which it is able to process an order and deliver routing or switching equipment to an address specified by UKERNA on the order (number of working days).*
- MR10. *The supplier must guarantee that the proposed routing or switching equipment can be integrated into an existing Cisco based network. The supplier shall provide details of how this is achieved.*

5.3 Maintenance

This tender is concerned only with the supply and delivery of routing and switching equipment. UKERNA has an existing maintenance contract for all of the routers and switches on the JANET network. Maintenance of the equipment will be dealt with via that existing maintenance contract.

5.4 Safety

- IR11. *Suppliers must provide information on any properties of its proposed equipment that may have safety implications, e.g. microwave or laser radiation. Suppliers should state what precautions would need to be taken, or operational procedures adopted, by institutions or organisations where equipment is sited.*

6. COSTS

6.1 Contract term and payment

The tender will cover the supply and delivery of routers and switches for an initial two-year period, with a maximum period of five years extended annually by agreement.

- MR12. *The supplier must provide UKERNA with details of the pricing structures (for example, discount off list price) that it is able to commit to for supply of routing and switching equipment to UKERNA. If different discounts apply to different types of equipment then this must be clearly indicated.*
- IR13. *The supplier is asked to indicate what additional discounts (for example, discount off list price) that it is able to commit to for bulk orders of routing and switching equipment.*
- MR14 *The supplier shall indicate on which elements of the tender VAT or any other duty is applicable.*

Invitation To Tender for the Supply of Routing and Switching Equipment

IR15 UKERNA is interested in minimising requests for quotations. UKERNA is therefore interested in a supplier offering a price list from which routing and switching equipment can be purchased and that is valid for a specified period and updated regularly. The supplier is invited to indicate what price list scheme it would be willing to provide.