Request for Proposals

Title: HF Radio Communications Network

RFP No: CIBW_DWNP_CHOBE/HF/JUNE/01/2023

Date of Issuance: 5-July-2023

1. Background

Chobe National Park (CNP), located in northern Botswana and managed by the Department of Wildlife and National Parks (DWNP), is a protected area known for its diverse wildlife and natural beauty. To ensure the long-term sustainability of CNP’s resources, effective communication systems are crucial for the park’s rangers and staff, especially in remote and challenging terrains. Currently, CNP utilizes High-frequency (HF) radios as a secondary communication system to supplement the primary Very High-Frequency (VHF) radios in areas with limited VHF coverage. However, there is a need to upgrade the existing HF radio system to enhance communication capabilities and support various divisions within CNP.

2. Project Overview

A crucial element driving CNP’s conservation efforts is a well-equipped and motivated team of rangers. To effectively carry out their duties, they require a reliable and interconnected radio communication networks that can function in the park’s remote and challenging terrains.

Currently, HF radios are used in CNP as a secondary communication system to supplement the primary very VHF radios, especially in areas with insufficient VHF coverage. The current VHF coverage is not sufficient to cover CNP entirely, and as a result, HF radios are used to fill the gaps where possible.

CNP is interested in upgrading its current HF radio holdings to better support teams responding to Human Wildlife Conflict (HWC) incidents, both inside and outside the park area. We are looking for a robust HF system that includes first-line technical training for local support and remote support services, spare batteries, and a best-practice user guide suitable for use in arid environments.

Additionally, DWNP would like the new HF system to be integrated with asset management software for tracking purposes. The system should also be compatible with our current VHF radio system, to ensure seamless communication between different teams and systems.

3. Terms of Reference, Deliverables and Deliverables Schedule

The primary objective of this project is to upgrade the HF radio communications system in CNP to improve communication efficiency, coverage, and integration with existing systems. The specific objectives include:

   a. Enhancing equipment serviceability to ensure high operational uptime, including battery maintenance and replacement.
   b. Implementing a GPS data visualization system for real-time tracking and visualization of field teams, or integration of tracking points with third-party software (EarthRanger).
   c. Establishing a dedicated channel for problem animal control and community liaison, with adequate data encryption for secure communication.
d. Ensuring seamless integration with the existing VHF radio system and third-party asset management software (EarthRanger) for efficient tracking of field personnel and assets.

e. Providing necessary radios, including manpack radios and a base station system, to enable effective communication across the park.

f. Improving weatherproofing of the communication systems to meet the IP64 or above standard.

g. Providing first-line training for ground support and remote support services, along with a comprehensive user guide for the HF system.

h. Offering support services for a minimum of 2 years, including knowledge sharing.

**Deliverables**

The following deliverables are expected as part of the project:

1. Facilitate an integrated HF radio network across CNP, including installation and training.
2. GPS data visualization system or integration of tracking points with third-party software (EarthRanger Software).
3. Dedicated channel for problem animal control and community liaison, with adequate data encryption and compliance with governmental regulatory requirements.
4. Seamless integration of the HF system with the existing VHF radio system and third-party asset management software.
5. Provision of **Seven (7)** manpack radios and **one (1)** base station system for effective communication.
6. First-line training to enable effective ground support and remote support services, along with a comprehensive user guide.
7. Support services for a minimum of 2 years, including knowledge sharing.

**4. Submission Details**

a. Deadline. Proposals must be received no later than **26th July 2023, 11:00 AM (CAT)**. Late submissions will not be accepted. Proposals must be submitted via email to procurementbw@conservation.org. All proposals are to be submitted following the guidelines listed in this RFP.

b. Validity of bid. 90 days from the submission deadline

c. Clarifications. Questions may be submitted to procurementbw@conservation.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.

d. Amendments. At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

**5. Minimum Requirements**
a. The consultancy firm must demonstrate:
   
   i. Successful delivery of integrated HF Systems.
   ii. Work experience in arid and semi-arid geographic locations.
   iii. Experience in network capacity building.
   iv. Familiarity with Global Economic Facility funding requirements (preferred).
   v. No disbarment from any banking consortium.

6. Proposal Documents to Include
   
   a. Signed cover page on bidder’s letterhead with the bidder’s contact information.
   b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
   c. Technical Proposal.
      
      i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
      ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
      iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference in Section 3
   d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 2).

7. Evaluation Criteria In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

Proposals will be evaluated ONLY against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection).

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
</tr>
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<tbody>
<tr>
<td>Cost of Hardware</td>
<td>20</td>
</tr>
<tr>
<td>Quality of Equipment and Specification</td>
<td>20</td>
</tr>
<tr>
<td>Lead Time and Shipping</td>
<td>5</td>
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<tr>
<td>Technical Support</td>
<td>20</td>
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<tr>
<td>Proposed Approach and Methodology</td>
<td>Assessment of the suitability and practicality of the proposed approach and methodology to the project requirements. Look for a clear understanding of the project goals and alignment with best practices.</td>
</tr>
<tr>
<td>Clarity of Presentation</td>
<td>Evaluation of the clarity, coherence, and professionalism of the supplier's presentation. Look for well-structured, visually appealing, and easy-to-understand documentation.</td>
</tr>
<tr>
<td>Past Performance</td>
<td>Consideration of the supplier's track record and recent experience in similar work. Look for successful completion of similar projects and positive references from previous clients.</td>
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<tr>
<td>Technical Expertise</td>
<td>Assessment of the supplier's technical expertise and qualifications relevant to the assignment. Look for relevant certifications, experience, and specialized knowledge.</td>
</tr>
<tr>
<td>Reasonableness of Cost</td>
<td>Evaluation of the reasonableness and realism of the proposed project costs, demonstrating an understanding of the assignment. Look for a clear breakdown of costs and cost-effectiveness in relation to the scope of work.</td>
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8. Proposal Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>5 July 2023</td>
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<tr>
<td>Clarifications submitted to CI</td>
<td>12 July 2023</td>
</tr>
<tr>
<td>Clarifications provided to known bidders</td>
<td>16 July 2023</td>
</tr>
<tr>
<td>Complete proposals due to CI</td>
<td>26th July 2023</td>
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<tr>
<td>Final selection</td>
<td>7th August 2023</td>
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9. Resulting Award CI anticipates entering into an agreement with the selected bidder by **14th August 2023**. Any resulting agreement will be subject to the terms and conditions of CI’s Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI. CI will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

10. Confidentiality All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI’s evaluation results are confidential and applicant scoring will not be shared among bidders.

11. Code of Ethics All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides
guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

12. Attachments:

   Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
   Attachment 2: Cost Proposal Template
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. CIBW_DWNP_CHOBE/HF/JUNE/01/2023

UEI Number (if applicable):

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CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. **With respect to CI’s Code of Ethics, we certify:**
   a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. **With respect to social and environmental standards, we certify:**
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.

   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. **With respect to our eligibility and professional conduct, we certify:**
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business

   b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.

   c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.

   d. We have not engaged in any collusion or price fixing with other offerors.
e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.

f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.

g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.

h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”.

Name: 

Signature: 

Title: 

Date: 

Attachment 2: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in **Botswana Pula (BWP)**.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

**Cost Breakdown by Deliverable**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Price (Lump Sum, All Inclusive)</th>
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<tbody>
<tr>
<td>Mobile (Manpack) Radios (Seven)</td>
<td>Per Unit</td>
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<tr>
<td>Base Station (One)</td>
<td>Per Unit</td>
</tr>
<tr>
<td>Installation and Training</td>
<td>Package Cost</td>
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<tr>
<td>2nd and 3rd Line Support</td>
<td>Package Cost</td>
</tr>
</tbody>
</table>

**Cost Breakdown by Cost Component (example only)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit of measure (day, month etc)</th>
<th>Total period of engagement</th>
<th>Unit cost/rate</th>
<th>Total Cost for the Period</th>
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<tbody>
<tr>
<td>Consultant 1</td>
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<tr>
<td>Consultant 2</td>
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<tr>
<td>Sub-total Personnel</td>
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<tr>
<td>Travel Costs (if applicable)</td>
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<tr>
<td>Other related Costs (please specify)</td>
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<tr>
<td><strong>Total Cost of Financial Proposal</strong></td>
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