**OPEN UNIVERSITY OF MAURITIUS**

**Réduit, Republic of Mauritius Tel.: (230) 403 8200 Fax: (230) 464 8854**



**INVITATION FOR**

**Expression of Interest**

**For hiring a consultant to survey the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit**

**Expression of Interest No: OU/EOI/1/23-24**

**Open University of Mauritius**

**REDUIT**

**21 December 2023**

**OPEN UNIVERSITY OF MAURITIUS**

**CALL FOR EXPRESSION OF INTEREST**

**Hiring a consultant to survey the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit**

**– Ref. no: OU/EOI/1/23-24**

The Open University of Mauritius (OU) is inviting Expression of Interest (EOI) from Consultant/Engineer (Registered) to provide their services for a survey the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit.

Expression of interest forms are available at the **Open Registry, 3rd Floor – North Building, Open University of Mauritius, Réduit** or may be downloaded from the Website of the Open University of Mauritius: [www.open.ac.mu](http://www.open.ac.mu) or the Public Procurement website: ***publicprocurement.govmu.org***.

The forms duly filled in should be submitted in sealed envelopes clearly marked “**OU/EOI/1/23-24 – Hiring a consultant to survey the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit**”, and addressed to the Director General; **should be deposited in the in the Bid Box situated at 3rd Floor – North Building, Open University of Mauritius, Réduit on or before Friday 26th January 2024 up to 13.30 hours (local time)** at latest.

**Expression of Interest received after the scheduled date and time will not be considered.**

The Open University of Mauritius does not bind itself to accept any offerandreserves the right to annul the exercise without assigning any reason thereof.

Open University of Mauritius

REDUIT

21 December 2023

**OPEN UNIVERSITY OF MAURITIUS**

**Expression of Interest**

**Form for submission of Expression of Interest**

**SCOPE OF SERVICES, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

The Open University of Mauritius (OU) is inviting Expression of Interest (EOI) (Ref.: OU/EOI/1/23-24) from Consultant/Engineer (Registered) to provide their services for a survey of the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit

**Background**

The Open University of Mauritius (OU) is a public entity falling under the aegis of the Ministry of Education, Tertiary Education, Science and Technology and was established in July 2012. OU is a public university that offers distance learning programs to students all over the country. The university currently has an on-premises PABX system that is above 10 years old and is no longer upgradable and does not fully meet the university's needs.

Open University require a new PBX system that will be connect the two buildings in reduit and our campus at Curepipe. The new IP-based PBX system must provide the university with a number of benefits, including:

* Increased scalability: The new system must be able to accommodate the university's growing number of staff and accessible from different venue.
* Improved flexibility: The new system must be more flexible and allow the university to easily add or remove extensions.
* Reduced costs: The new system must be more cost-effective to operate than the old system.
* Improved security: The new system will be more secure and protect the university's data.

The replacement of the PABX at the Open University is a complex project that will require careful planning and execution

**This will be a two-tire exercise.**

**The first tire is to hire a consultant to survey the current network infrastructure, design and draw specifications, assist at evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current PABX system.**

**The second tier shall be the tender exercise for the supply and installation of the new PBX system at Open University Reduit.**

**Scope of Work**

**The scope of work for this project includes:**

* **Surveying the current network infrastructure**

The consultant will need to survey the current network infrastructure at OU Reduit (North and South buildings) and the campus at Curepipe (OUCC). This will involve identifying the existing network topology, hardware, and software. The consultant will also need to understand the university's network requirements and how the current system is being used.

* **Getting a good understanding of the Open University network infrastructure from internal stakeholders and propose improvement where required**

The consultant will need to meet with internal stakeholders at OU both at Reduit and Forest-Side to understand the university's network infrastructure and requirements in more detail. This will involve discussing the university's current PBX system, its features and functionality, and any challenges that the university is facing. The consultant will also need to identify any areas where the network infrastructure can be improved.

* **Identify the requirements for the new IP-based PBX system in terms of users and lines**

The consultant will need to work with OU to identify the requirements for the new IP-based PBX system. This will involve determining the number of users and lines that the system will need to support, as well as the features and functionality that the university requires. The consultant will also need to consider the university's budget and timeline for the project.

* **Provide detailed proposal for the implementation of the system including all detailed drawings, that meets the university's needs such as call forwarding, voicemail, and unified communications etc.**

The consultant will need to provide a detailed proposal including all detailed drawings for the implementation of the new IP-based PBX system. The proposal should include a description of the system architecture, the hardware and software components that will be used, and the implementation plan. The consultant should also provide estimates for the cost of the project and the timeline for implementation. The proposed plan should make an effective use of the existing infrastructure. Optimum use of the existing equipment must be privileged.

* **Drawing up the specifications for the network and new PBX system, including the transfer of existing number of lines, features and functionality.**

The consultant will need to draw up the specifications for the new network and PBX system in line with standard bidding documents. The specifications should include the following information:

The network topology that can connect buildings and campuses located at different places in Mauritius. The consultant should also consider the fact that OU is in the process of expansion of its campus at Cote d’Or.

The hardware and software components that will be used

The features and functionality that the system will provide

The requirements for the transfer of existing lines, features, and functionality

* **Indicate the detailed budget for the whole project.**

The consultant will need to provide an estimate of the total budget for the project. The budget should include the cost of the hardware, software, installation, and training.

* **Indicate the timeline for the implementation of the project.**

The consultant will need to provide an estimate of the timeline for the implementation of the project. The timeline should include the following milestones:

Completion of the network survey

Design of the new IP-based PBX system

Procurement of the hardware and software

Installation of the new system

Testing and commissioning of the new system

Training for OU staff

* **Help at the evaluation and commissioning stage of the project.**

The consultant will need to help OU to evaluate and commission the new Network and the new IP-based PBX system. This will involve working with OU to test the system and ensure that it meets the university's requirements. The consultant will also need to provide training for OU staff on how to use the new system.

**Experience:**

The consultant must have experience in designing IP-based PBX systems as well as all related Networks and be able to provide a detailed proposal that meets the university's requirements. The consultant must also have a proven track record of providing high-quality customer service and positive references.

**Qualification:**

* The lead consultant should be a registered engineer in the field of electrical, network or telecommunications.
* The team should consist of a minimum one Network Technician and on Telecommunication Technician possessing a minimum Diploma in the field of electrical, network or telecommunication field.

**Other Terms and Conditions**

* The consultant must submit a technical proposal and a financial proposal detailing the methodology.
* The technical proposal must include a detailed design of the PBX system and related Network as well as a proposed project schedule and budget.
* Integration of existing equipment that can be effectively used from the current system to be considered.
* The financial proposal must include the cost estimate of the PBX system, as well as the cost estimate of installation and maintenance.
* The consultant will be selected on the basis of the technical and financial proposals, as well as their experience track record and proposed methodology.
* Timeline for the project – Delivery within 6 weeks of award

**Selection Process**

**A selection committee will be formed to evaluate the proposals received. The selection committee will consider the following criteria:**

* **Experience of the consultant (40 Marks)**
* **Relevant Qualifications of the consultant and team (40 Marks)**
* **References of 2 similar projects successfully implemented within the last five years (20 Marks)**
* **Mandatory requirement : The consultant must complete the project within 6 weeks**

**The consultant with the highest score will be selected for the project.**

I have taken cognizance of the Eligibility Criteria and other Terms and Conditions and confirm my participation in the exercise.

**Submission of EOI**

The submission of Expression of Interest should be supported by a Consultant/Engineer (Registered) as per the above requirements. The Consultant/Engineer (Registered) needs to send the following documents in one sealed envelope and with this ‘Form for Submission of Expression of Interest and the Financial Proposal Form (at page 6)

* A proposed fee (Financial Proposal Form at Page 6)
* 1-2 pages on the relevant experience acquired with regards to the eligibility criteria mentioned in this document.
* A brief and updated CVs

**NAME OF CONTACT DETAILS OF CONSULTANT/ENGINEER (REGISTERED)**

**NAME**: .......................................................................................

**ADDRESS**: .....................................................................................................................................

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**SIGNATURE**: ...........................................................

**PHONE NO**.: ...............................................................

**E-MAIL ADDRESS**: ............................................................................................................

**OPEN UNIVERSITY OF MAURITIUS**

**Expression of Interest No: OU/EOI/1/23-24**

**Financial Proposal Form for the survey the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Brief Description of Services** | **Unit of Measure** | **Quantity** | **Amount**  **Rs** | **VAT @ .... %**  **(Rs)** |
| **1** | **Expression of Interest for hiring a consultant to** **survey the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit** | | | | |
| **1.1** | **Consultation Fee** | Lot | 1 | …………. | …………… |
| **Total amount** | | | | ………… | …………… |

**Note:** The survey the current network infrastructure, design and draw specifications, assist at the evaluation and commissioning stages for an IP-based PBX system to be implemented for the replacement of the current one at the Open University of Mauritius, Reduit is a complex project that requires careful planning and execution. By hiring a qualified consultant, the university can ensure that the project is completed on time and within budget, and that the new system meets the specific needs of the Open University of Mauritius.

**Name:** ................................

**Address:** ..............................................................................................................................................

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**Telephone No:** .......................... **Fax No:** ..............................

**Email Address:** ..............................................................................................

**National Identity Card Number:** ..............................................................

**TAN/VAT Reg. No:** .................................................................

**Business Registration No:** ............................................................

**Signature:** ................................................................ **Date**: ..............................................