



**TERMS OF REFERENCE FOR THE SUPPLY, INSTALLATION
AND CONFIGURATION OF SERVERS FOR MARITIME SAFETY
AUTHORITY OF FIJI**

TENDER NO: 01/2021

1.0 PURPOSE

The main objective of this Tender is the supply, installation and configuration of servers. The servers host critical systems and data, hence the requirement for this Tender.

2.0 BACKGROUND

The Maritime Safety Authority of Fiji (MSAF) is currently in the process upgrading its server infrastructure. MSAF is currently hosting a legacy system that transition to a newer server infrastructure. The transition will bring MSAF forward to a modern setting in terms of infrastructure and placing a foundation to host additional applications.

Current Server Infrastructure

The MSAF infrastructure comprises of the following:

1. First Host – IBM X3650 M4 Server with 50GB Memory and 300GB Disk, Dual CPU, Dual Power Supply
2. Second Host - IBM X3650 M4 Server with 50GB Memory and 300GB Disk, Dual CPU, Dual Power Supply
3. Storage – IBM DS3500 with 3TB storage
4. Cisco Catalyst 2960 24 Port switch
5. Fortigate 100 D Firewall (Upgrade in progress)
6. DLink Quattro NAS 3TB storage
7. VM Ware Essentials Ver. 5.1.0
8. 9 x Virtual Machine (5 x MS Server 2012) (4 x MS Server 2008 R2)
9. MS Exchange 2013
10. Symantec Backup

3.0 SCOPE OF WORK

MSAF is seeking the services of a reputable ICT company to supply, install and configure the servers and storage at the ITC Data Centre. The successful applicant will setup both physical and virtual servers, once completed then migrate all systems data from the old VM's to new ones.

The successful tenderer will:

- Be expected to provide a detailed work plan in accordance with the scope below with clear timelines and responsibilities of the party:
- Indicate in the proposal the breakdown of activities by the scope of works below with the respective costs.
- Work closely with the MSAF finance team and the Senior IT Officer.

MSAF will in turn provide all necessary information in accordance with the timeline above.

The parties will be expected to have a sign off an acceptance when the changeover is complete.

The specific objectives are:

- To supply, install and configure two new servers and storage unit, replacing the old and obsolete ones.
- To setup new physical servers and setup new VM Ware environment
- To migrate data and systems from old VM environment (5.1.0) to new VM environment (7.1.0)
- Install Veeam for backup and replication across all VM's

4.0 KEY DELIVERABLES

The successful tenderer to undertake the project is expected to deliver the following:

4.1 Supply the servers as per stated specifications

The transportation of the servers to ITC Data Centre

4.2 Installation of hardware and software

The installation of the physical servers and VM Ware 7

4.3 Configurations of VM Ware environment

Set up of VM Ware 7

4.4 Configurations of VM's

Creation of VM's on upgraded server OS

4.5 Migration from old VM's to newly commissioned VM's

Migration of VM's from old VM environment to new VM environment

4.6 Installation of Veeam

The installation of Veeam across all VM's for backup and replication purposes

4.7 Testing of new VM's and ensure data integrity

Post migration sanity checks, testing connectivity and data integrity

4.8 Commission the servers for integration to MSAF network

IP addressing and Internet connectivity test

4.9 Submit a detailed report and Administrator's manual on all tasks undertaken and configurations done on the new servers

Technical As-Built documentation

4.10 Training of IT Staff

Overall training on new features in VM Ware 7

4.11 Maintenance & Support

Post migration maintenance and support for 3 months

5.0 TECHNICAL PROPOSAL

5.1 Based upon the scope of the assignment, the company is expected to submit along with its tender proposal, an implementation schedule, a brief proposal describing their project approach and methodology if awarded the contract. Bidders should demonstrate professional competency in their tender submissions.

5.2 Bidders must be able to demonstrate their capability to produce work of the highest quality through the submission of past work and at least two references from their present clients.

The Technical Proposal should clearly and specifically cover but not necessarily be limited to:

Criterion	Percentage
Interpretation of the Terms of Reference: Demonstrations of the understanding of the work to be done, a proposed work approach and methodology	25%
Creativity: A proposed plan on how the new servers will be setup and data migration from old ones. Server make and model should be specified	20%
Capacity: Copies of the completion of similar projects or recommendation from previous clientele.	30%

A detailed work plan, which must include clear timetable/ schedule of the work activities that will be performed	25%
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6.0 COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS

6.1 In consideration of the fees paid, the company expressly assigns to MSAF any copyright arising from the works the company produces while executing this contract.

6.2 The tenderer may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from MSAF.

7.0 REPORTING

The successful tenderer will work closely with [MSAF's](#) Senior Systems & Network Administrator

8.0 LOCATION OF WORK

The work will be carried out at the ITC Data Centre located on Berkeley Crescent.

For more information on the technical information in this TOR contact: Samuela Ledua on +679-9981260 or email sledua@msaf.com.fj