REQUEST FOR QUOTATION (RFQ)

SUPPLY, INSTALLATION AND CONFIGURATION OF A 48-PORT POE NETWORK SWITCH

Egerton University SACCO Society Ltd ICT Department, P.O. Box 178 - 20115, Nakuru, Kenya

RFQ Reference No.: EUSACCO/ICT/RFQ/SWITCH/2026/001

Date of Issue: 11 November 2026

1. Introduction

Egerton University SACCO Society Ltd ("the SACCO") invites sealed quotations from eligible and qualified suppliers for the supply, installation and configuration of a managed 48-port Gigabit PoE+ network switch with 10G SFP+ uplinks, to replace an existing Cisco WS-C2960-48PST-S switch.

2. Background

The SACCO is upgrading its network access switching. The existing **Cisco WS-C2960-48PST-S** (48 x 10/100 PoE+ ports, with Gigabit uplinks) is to be replaced with a modern Gigabit switch with higher-speed uplinks, to support current business applications, IP phones, wireless access points and IP CCTV cameras. The successful bidder will carry out the replacement and migration with minimal disruption to the SACCO's operations.

3. Scope of Work

The successful supplier shall:

1. Supply and deliver the switch specified in Section 4, brand new, genuine and sealed in original manufacturer packaging, to [delivery location, e.g. Head Quarters, Nakuru].
2. **Site assessment:** visit the site to review the existing switch, rack, cabling, power, patch panel layout, uplinks and connected devices, before the replacement.
3. **Configuration migration:** back up the existing switch configuration and replicate it on the new switch, including VLANs, trunks and uplinks, IP management settings, port settings, PoE settings, QoS, spanning-tree, access-control, SNMP, logging and any other existing settings. Note that the new switch may use a different operating system and configuration syntax, so the configuration must be re-created and verified.
4. Rack-mount the new switch (supplying mounting kit, power cables and patch cords as needed) and transfer all connections from the old switch, with clear port labelling.
5. Perform the cutover at a time agreed with the SACCO (preferably outside working hours) and test every connected service, including PoE devices, uplinks and connectivity to servers, wireless and CCTV.

6. Configure secure management: change default credentials, set up role-based accounts, disable unused and insecure services, enable the latest stable firmware, and configure NTP and logging.
7. Register the switch with the manufacturer, provide license and warranty documents, and hand over the final configuration backup, port map and documentation.
8. Provide a short training session and support during a post-installation stabilization period of 14 days.
9. Hand back the old switch to the SACCO after migration, in good order, and with its configuration wiped on request.

4. Technical Specifications

Minimum requirements. Equivalent or superior products from other manufacturers will not be accepted unless the bidder shows full compatibility with the SACCO's environment and the SACCO agrees in writing. Bidders must clearly state any deviation.

Item	Description	Qty
1	**Cisco Catalyst 1300-48P-4X (or equivalent):** managed Layer 2/Layer 3-lite switch with 48 x 10/100/1000 Mbps Ethernet ports with PoE+ (IEEE 802.3af/at) on all 48 ports, and 4 x 10G SFP+ uplink ports; rack-mountable (19-inch), with all mounting hardware and power cord. Required features: VLANs (802.1Q), link aggregation (LACP), spanning tree (RSTP/MSTP), IGMP snooping, QoS, 802.1X port authentication, DHCP snooping, port security, ACLs, SNMP, SSH/HTTPS management, and IPv6 support. PoE power budget as stated by the bidder, not less than that of the existing switch [370W].	2
2	**Optional:** 10G SFP+ transceivers or direct-attach cables for uplinks (type and length to be confirmed during the site assessment)	
3	**Optional:** extended manufacturer or reseller support	
4	Installation, configuration migration, testing, cutover, documentation and training	Lot

5. Supplier Requirements

Bidders shall submit copies of:

1. Certificate of Incorporation / Business Registration.
2. Valid Tax Compliance Certificate.
3. VAT Registration Certificate (where applicable).
4. Current Business Permit.
5. **Cisco Partner certification or manufacturer authorization** (Cisco authorized reseller) valid for Kenya, to prove the equipment is genuine and supported by Cisco.

6. Evidence of at least [two] similar assignments in the last three (3) years, with client contacts or LPO/reference letters.
7. CVs and certificates (for example, Cisco CCNA or higher) of the engineer who will carry out the work.
8. Warranty and support details.
9. Duly signed Bidder's Declaration (Annex B).

6. Pricing

Bidders shall provide, using Annex A:

- Unit price and total price for each item, in Kenya Shillings (KES).
- Installation and configuration charges.
- Total cost inclusive of all taxes, with VAT shown separately.
- Optional items priced separately.
- Quotation validity of at least 30 days from the closing date.

7. Delivery and Installation Period

The bidder shall state the proposed delivery period and the number of days required to install and migrate, from the date of the LPO or contract award. The SACCO expects delivery within 14 days.

8. Warranty and Support

1. The switch shall have the full manufacturer warranty, with the warranty period and terms stated by the bidder (the SACCO expects the longest standard warranty offered by the manufacturer, and a minimum of one (1) year).
2. Installation and configuration work shall carry a minimum warranty of twelve (12) months.
3. The bidder shall state the local support contact, response time, and the process for advance replacement (RMA) of faulty hardware.

9. Evaluation Criteria

1. **Preliminary (Pass/Fail):** completeness of mandatory documents and submission before the deadline.
2. **Technical compliance (Pass/Fail):** compliance with the specification in Section 4, proven by datasheets, and Cisco authorization.
3. **Scoring of qualified bids:** experience and technical capability (20%), migration and implementation plan (20%), warranty and support (10%), delivery period (10%) and price (40%), or as otherwise stated by the SACCO.

The SACCO may request clarifications. The contract will be awarded to the bidder with the highest overall score.

10. Submission of Quotations

Submit quotations by email to **procurement@egertonsacco.coop**, cc **colando@egertonsacco.coop**, with the subject line:

"RFQ FOR SUPPLY, INSTALLATION AND CONFIGURATION OF A 48-PORT POE NETWORK SWITCH"

Addressed to:

The Chief Executive Officer Egerton University SACCO Society Ltd P.O. Box 178 - 20115 Nakuru, Kenya

Requests for clarification should be sent in writing to ict@egertonsacco.coop by 18th Month 2026. Bidders bear all costs of preparing and submitting quotations. Late or incomplete quotations may be rejected.

11. Terms and Conditions

- Payment will be made within 30 days after delivery, installation, successful commissioning and acceptance, upon submission of a valid invoice.
- The successful bidder shall comply with the SACCO's security, safety and access procedures and shall keep all information about the SACCO's network and systems confidential. A Non-Disclosure Agreement may be required.
- Bidders must declare any conflict of interest. Any attempt to influence the evaluation, including offering inducements to SACCO staff or officials, will lead to disqualification.

12. Reservation of Rights

Egerton University SACCO Society Ltd reserves the right to accept or reject any quotation in whole or in part, to cancel the procurement, and is not bound to accept the lowest or any quotation received.

Annex A – Price Schedule

All amounts in KES.

Item	Description	Make/Model/ Part No.	Qty	Unit Price (excl. VAT)	Total (excl. VAT)
1	48-port Gigabit PoE+ switch with 4 x 10G SFP+		2		
2	Installation, configuration migration, testing, training		Lot		
	Sub-total (excl. VAT)				

Item	Description	Make/Model/ Part No.	Qty	Unit Price (excl. VAT)	Total (excl. VAT)
	VAT (16%)				
	Total (incl. VAT)				

Optional items (priced separately): 10G SFP+ transceivers or DAC cables: KES _____ each; extended support: KES _____ per year.

Proposed delivery and installation period: _____ days from LPO/contract award.

Annex B – Bidder's Declaration

We, **[Company Name]**, declare that: the information in our quotation is true and correct; the equipment offered is new and genuine and meets or exceeds the stated specifications; we are an authorized reseller of the manufacturer; we have no conflict of interest in this procurement; we have not offered and will not offer any inducement to any SACCO staff or official; and our quotation is valid for [90] days from the closing date.

Name: _____ Designation: _____

Signature: _____ Date: _____ Company Stamp: _____