

REQUEST FOR A QUOTATION LETTER

On behalf of the Foreign and Commonwealth Office (FCO), British Embassy Budapest I am requesting a quote from you for landline telephone service. Further details on the requirement are set out in the below Specification.

1. Please include in your reply a nominated point of contact with telephone and e-mail address details.
2. The proposed contract will last for one year with possible extension.
3. The FCO will make payment in arrears at specified milestones.
4. Your quote should remain valid for 90 days from the required date of receipt and all costs should be stated in HUF. Your quotation should be inclusive all costs.
5. Your quote must be received by 12.00 hours on 13 June 2014. It should be in Adobe Acrobat (.pdf) format.
6. Send your response to melinda.olah@fco.gov.uk and use the title: RFQ Response-Landline telephone service
7. If you have any questions, please contact Melinda Olah at melinda.olah@fco.gov.uk Answers will be shared with all bidders. Use the title: RFQ QUESTION-Landline telephone service.
8. Should your quote be accepted, the specification and your response will form the basis for a contract between you and the Embassy (acting on behalf of the FCO in Hungary) under terms and conditions as set out in a Purchase Order made by the Embassy to you. This Request for a Quote does not imply any commitment on the part of the FCO.
9. Please note that our main criteria when considering quotations will be based on value for money, which includes price, service provision, reliability and ease of efficiency.
10. From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The following link to the Gov.uk website provides information on the new GSC - <https://www.gov.uk/government/publications/government-security-classifications>

Specification

The British Embassy Budapest is looking for procuring landline telephone services at its main office (1051 Budapest, Harmincad utca 6.) and also at the Ambassador's Residence (1022 Budapest, Lorantffy Zsuzsanna utca 7.). The Embassy at the moment holds 18 analogue, 1 primer ISDN line with 300 numbers and 2 ISDN Pont-Pont, and is prepared to commit for one year contract. The quotation should include:

Fees:

1. Monthly subscription fee
2. Installation fee
3. Connection fee
4. Call charge (usage fee and switching fee)
 - Local call, call to mobile network, call to internet network, international calls
5. Any other services' fee e.g. itemised call list, transfer fee etc

Billing method:

1. The continuous bill should show the subscription and the monthly fees, as well as the usage and other continuous services fees.
2. On request, an itemised call list should be made available.

Questions to answer:

1. Are you able to provide the possibility of making use of the ISDN connection at another location as requested by the Embassy?
2. If so,
 - How much would the transfer be?
 - Are there any other fees in relation of the transfer?
 - How long would the line set-up take at the new location?
 - Any other aspects of the transfer which we need to know?
3. Are you able to provide 24/7 a help desk for reporting faults?
4. Can we settle the bill by bank card?