# Table of Contents

**Tribal Lands Playbook**

***<RFQ Network Equipment>***

**<** **Tribal Land’s Name>**

**

*<Release Date>*

[Table of Contents 1](#_Toc59108330)

[1 Introduction 4](#_Toc59108331)

[2 Point of Contact 4](#_Toc59108332)

[3 Instructions to Vendors: 4](#_Toc59108333)

[3.1 Pricing 5](#_Toc59108334)

[3.2 Extended Services & warranties 5](#_Toc59108335)

[4 Product Requirements 5](#_Toc59108336)

[4.1 Statement of Specifications 5](#_Toc59108337)

[5 Terms and conditions 5](#_Toc59108338)

[Annex A: Cover Page 7](#_Toc59108339)

[Annex B: Statement of Compliance 8](#_Toc59108340)

***NOTE TO USERS OF THIS RFQ TEMPLATE***

***Throughout this template, notes and instructions to the Author are provided in red, using the format of this paragraph. Please, review the notes and instructions to the Author and delete all notes and instructions before the RFQ is posted. It is recommended that these notes are not deleted until the RFQ is finalized, in the case that changes are made during drafting.***

***[Blue brackets indicate text fields that must be filled out with your own data]***

***This request for quotation (RFQ) template addresses the case when a Tribal Land has obtained or developed a preliminary network design and needs specific pricing data to trigger the purchase orders for:***

* ***Base stations***
* ***CPEs***
* ***Backhaul equipment***
* ***Core equipment***
* ***Network Systems***

***Request for quotation should be issued only when budget to procure the associated equipment has been secured.***

***DELETE THIS PAGE PRIOR TO POSTING***

# Introduction

***[Author: Provide a summary of your Tribal Land. Add any relevant information to the following generic statement]***

***[Tribal Land]*** is a federally recognized Tribal Nation located in the state of ***[state’s name]***. The***[Tribal Land]***Reservation comprises approximately***[Tribal Land area in sq km]*** square kilometers. Approximately ***[# of tribe members*],** tribal members live and work on or near the Reservation.

***[Tribal Land]*** is undertaking an effort to deploy a fixed wireless network to provide broadband service in unserved or underserved areas of the Reservation to residential, commercial, business and institutional users, *including Wi-Fi access in public services*.

***[Author: edit the paragraph above to match your own scope. In particular, confirm if you require public Wi-Fi]***

The purpose of this request for quotation (RFQ) is to solicit responses from original equipment manufacturers (OEMs), system integrators, and value-added resellers (“the Vendor”) to provide network equipment, for a fixed wireless network (the “Network”) in ***[Tribal Land]*** reservation. This document provides interested parties with the required information to prepare and submit a quotation which may address the full set of products listed in section 2 or a subset of them.

Quotation will be evaluated by ***[Tribal Land]***’s committee to select one or more Vendors for final negotiations with a view to issue a purchase order to deliver one or more of the products considered in this RFQ.

# Point of Contact

All Vendor communications concerning this RFQ should be directed to the point of contact listed below.

***[Author: Include other means of contact as you see fit]***

Name: ***[Tribal Land’s RFQ Contact]***

Address: ***[Tribal Land’s RFQ Contact address]***,

E-mail: ***[Tribal Land’s RFQ e-mail Contact]***

# Instructions to Vendors

***[Author: Edit the submission details in the paragraph below]***

Please submit your quotation on or before [due date] compiled in a single PDF or Excel document. Submission must be sent via email with the subject line “RFQ Network equipment: <Vendor Name> Quotation”

***[Author: From the two paragraphs below select the option that fits better your delivery preferences]***

***[Option 1]***

Equipment to be quoted is detailed in section 4. For each line item, provide SKUs and unitary prices. Unitary prices shall include the required installation ancillaries, software licenses and shipping costs, considering delivery at a designated site within the ***[Tribal Land]*** reservation.

***[Option 2]***

Equipment to be quoted is detailed in section 4. For each line item, provide SKUs and unitary prices. Unitary prices shall include the required installation ancillaries, software licenses and shipping costs, indicating delivery conditions and lead times.

In addition, please indicate if there are any warranties or additional services that may increase the cost of the quoted equipment.

Quotations must be accompanied by the statement of compliance in Annex B, confirming the level of compliance of the quoted equipment for the requirements in the mentioned Annex.

# Product Requirements

Table 2 list the products subject of this RFQ:

***[Author: Edit the table accordingly to the equipment with quantity, use the model column if you know the exact equipment that you want to be quoted]***

|  |  |  |
| --- | --- | --- |
| **Product** | **Model *[Author: Optional]*** | **Quantity** |
| ***[LTE | TDMA Base Stations]*** | ***[Model]*** | ***[Quantity]*** |
| ***[LTE | TDMA CPES]*** | ***[Model]*** | ***[Quantity]*** |
| ***[Backhaul equipment]*** | ***[Model]*** | ***[Quantity]*** |
| ***[Routing an switching equipment]*** | ***[Model]*** | ***[Quantity]*** |
| ***[OSS Systems]*** | ***[Model]*** | ***[Quantity]*** |

Table 2 – Summary of Products

The Vendor shall confirm that the equipment to be provided complies with the Technical specifications from Annex B: Statement of Compliance

# Terms and conditions

***[Author: Do not share these terms and conditions without legal advice]***

1. Issuance of this RFQ in no way constitutes a commitment by ***[Tribal Land]*** to make a contract or to enter into an Agreement.
2. ***[Tribal Land]*** shall not be liable for any expenses incurred by any Vendor as result of the process associated with this RFQ
3. Vendor agrees to treat all the information contained in this document as Confidential Information to ***[Tribal Land].*** The information is to be used by the Vendor only for the purpose of preparing a response and will not be disclosed to third parties. *Please refer to the executed Non-Disclosure Agreement (NDA) between* ***[Tribal Land]*** *and Participant for additional details regarding the treatment of Confidential Information (as defined in the NDA).* ***[Author: check applicability of the NDA statement]***

# Annex A: Cover Page

***RFQ Network Equipment***

***<Company Name>***

|  |  |
| --- | --- |
| **Name of Person, Business or Organization:** |  |
| **Type of Entity:** |  |
| **Federal Tax ID Number:** |  |
| **Contact Name** |  |
| **Contact Address** |  |
| **Contact Phone Number(s)** |  |
| **Contact Email address(es)** |  |

By signing this Cover Sheet I hereby attest: that I have read and understood all the terms listed in the RFQ, and have read and understood all terms listed in this response.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*<Name & Position>*

# Annex B: Statement of Compliance

***[Author: Fill the tables below with the outcome of the MANDATORY Technical Specifications obtained in the Network Architecture Wizard report. If you haven’t defined an architecture, delete this Annex]***

Vendors shall fill the corresponding table for each proposed model of equipment and or network system.

|  |  |  |
| --- | --- | --- |
| ***Base station Technical Specifications – <Insert Model> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |

|  |  |  |
| --- | --- | --- |
| ***CPE Technical Specifications – <Insert Model> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |

|  |  |  |
| --- | --- | --- |
| ***Microwave Equipment Technical Specifications – <Insert Model> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |

|  |  |  |
| --- | --- | --- |
| ***Cell Site Router/Switch Technical Specifications – <Insert Model> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |

|  |  |  |
| --- | --- | --- |
| ***VSAT Technical Specifications – <Insert Model> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |

|  |  |  |
| --- | --- | --- |
| ***EPC Technical Specifications – <Insert Model> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |

|  |  |  |
| --- | --- | --- |
| ***Aggregation Router Technical Specifications – <Insert Model> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |

|  |  |  |
| --- | --- | --- |
| ***Network Systems Technical Specifications – <Insert Software Name> Compliance*** | | |
| ***Requirement*** | ***Compliance*** | ***Comments*** |
|  | *Compliant / Not Compliant* |  |