



Statement of Work
Forti switch & Subscription for HJFMRI Offices

1. Overview / Purpose

This Statement of Work outlines the procurement, deployment, and ongoing support for Forti Switch devices and associated Fortinet subscriptions for FY26. These switches will be integrated into the organization's secure network infrastructure and managed via FortiGate (Forti Link) for enhanced control, visibility, and security. We will need **15 Forti switch managed switches**. Forti Switch Managed Switches required (FS-108E, FS-124F, FS-248E)

2. Scope of Work

The project scope includes:

- Supply of Forti Switch devices
- Installation, configuration, and Forti Link integration
- Activation of Forti Care and FortiGuard subscriptions (if applicable)
- Firmware updates and patching
- Monitoring and centralized management via FortiGate
- Vendor support and troubleshooting during the support term

3. Subscription Services

Forti Switch subscriptions may include:

a. Forti Care Support
24x7 Technical Support via Fortinet
Firmware upgrade eligibility
Return Merchandise Authorization (RMA) support for hardware failure
Access to Fortinet support portal
b. Optional Add-ons
Forti Manager/Forti Analyzer integration
Central switch visibility through FortiGate GUI (via Forti Link)
Remote configuration and policy enforcement

4. Technical Requirements & Configuration

- Management Mode: Forti Link (managed by FortiGate)
- VLANs: Segmentation for LAN, VoIP, CCTV, Guest Wi-Fi
- QoS Settings: Prioritize voice and video traffic
- Port Security: MAC binding, STP, Loop prevention
- Firmware Version: Must match FortiGate controller compatibility matrix



- Monitoring: SNMP and logging via Forti Analyzer

5. Implementation Timeline

Milestone Target Date:

- Delivery of Devices :1 December 2025]
- Installation & Setup: 22–26 December 2025]
- Subscription Activation [e.g., 28 December 2025]
- Go-Live & Handover [e.g., 1st January 2026]

6. Vendor Responsibilities

Supply switches and accessories (rack kits, SFP modules, etc.), Ensure Forti Switch devices are registered under Forti Care, Configure and test switches under Forti Link, provide post-installation documentation and diagrams, provide support during subscription term and escalate to Fortinet if needed

7. Security & Compliance

Access control to Forti Switch managed interfaces, Secure SSH/TLS for CLI or web-based management, compliance with internal network segmentation and access control policies and Fortinet security patches applied within approved change windows.

Payment terms: Net 30 days upon invoice submission

Requirements:

1. Certificate of Incorporation/Registration
2. Tax Identification Number (TIN)
3. Value Added Tax Number (VRN)
4. Active Business License
5. Current Tax Clearance Certificate
6. 3 Customers reference letters with active contacts

All EOI should be directed to **tsemiono@hjfmri.or.tz** and copy **rbonchick@hjf.org**

EOI timelines:

Deadline for Questions: October 15, 2025

Deadline for Submission: October 20, 2025

Submission of Responses

The response should be in one pdf document (including three references, corporate clients, business/company registration documents, tax compliance certificates, etc.) should be addressed to Procurement via **tsemiono@hjfmri.or.tz** and copy **rbonchick@hjf.org** . The subject should read EOI for the provision of (put the lot number and description of the project as advertised).