



**KENYA NATIONAL BUREAU OF STATISTICS
P.O.BOX 30266-00100
NAIROBI**

TENDER NO. KNBS/RFP/33/2019-2020

REQUEST FOR PROPOSALS (RFP)

FOR

**CONSULTANCY SERVICES TO DEVELOP A
BUSINESS CONTINUTTY AND DISASTER
RECOVERY FRAMEWORK FOR KNBS**

CLOSING DATE: 14TH JULY, 2020

TABLE OF CONTENTS

| | Page |
|---|------|
| SECTION I ~ LETTER OF INVITATION | 3 |
| SECTION II ~ INFORMATION TO SERVICE PROVIDER... | 5 |
| SECTION III ~ TECHNICAL PROPOSAL..... | 14 |
| SECTION IV ~ FINANCIAL PROPOSAL..... | 28 |
| SECTION V ~ STANDARD FORMS..... | 29 |
| SECTION VI ~ TERMS OF REFERENCE | 34 |
| SECTION VII ~ CONFIDENTIAL BUSINESS QUESTIONNAIRE | 37 |

SECTION I - LETTER OF INVITATION

TENDER REF: NO. KNBS/RFP/33/2019 -2020

DATE: 30TH JUNE, 2020

TENDER NAME CONSULTANCY SERVICES TO DEVELOP A BUSINESS CONTINUITY AND DISASTER RECOVERY FRAMEWORK FOR KNBS

- 1.1 The Kenya National Bureau of Statistics (KNBS) invites technical and financial proposals for the above **Consultancy Services to Develop a Business Continuity and Disaster Recovery Framework for KNBS.**
- 1.2 The Consultant Shall Provide **Consultancy Services to Develop a Business Continuity and Disaster Recovery Framework for KNBS** within 3 weeks after signing the contract/receipt of LSO. The main objective is to develop a business continuity and disaster recovery framework for KNBS.
- 1.2 The request for proposals (RFP) includes the following documents:
- | | | |
|-------------|---|--|
| Section I | - | Letter of invitation |
| Section II | - | Information to service provider |
| | | Appendix to Service provider information |
| Section III | - | Technical proposals |
| Section IV | - | Financial proposal |
| Section V | - | Terms of Reference |
- 1.3 Upon receipt, please inform us
- (a) that you have received the letter of invitation
 - (b) whether or not you will submit a proposal for the assignment

**AG. SENIOR MANAGER, PROCUREMENT
FOR: KENYA NATIONAL BUREAU OF STATISTICS**

SECTION II ~ INFORMATION TO SERVICE PROVIDER

Table of Contents

| | Page |
|--|------|
| 2.1 Introduction..... | 5 |
| 2.2 Clarification and amendments to the RFP documents..... | 6 |
| 2.3 Preparation of proposals..... | 6 |
| 2.4 Financial proposal..... | 7 |
| 2.5 Submission Receipt and opening of proposals | 8 |
| 2.6 Evaluation of proposals (General)..... | 8 |
| 2.7 Evaluation of Technical proposals..... | 9 |
| 2.8 Opening and evaluation of Financial proposals..... | 10 |
| 2.9 Negotiations..... | 11 |
| 2.10 Award of Contract..... | 11 |
| 2.11 Confidentiality..... | 11 |

SECTION II ~ INFORMATION TO SERVICE PROVIDER

2.1 Introduction

- 2.1.1 The Kenya National Bureau of Statistics will select the Service Provider invited to submit proposal in accordance with the method of selection detailed under this section and consistent with the Public Procurement & Assets Disposal Act (PPADA 2015).
- 2.1.2 The service providers are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees, will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the service provider. In such a case the highest ranked service provider in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected service provider.
- 2.1.4 The service providers must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, service provider are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the service provider to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

- 2.2.1 Service providers may request clarification of any of the RFP documents not later than three (3) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all service provider invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason; either at its own initiative or in response to a clarification requested by an intended service provider amend the RFP. Any amendment shall be issued in writing or email to all invited service provider and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.
- 2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 3 days prior to the deadline for submission of tenders.
- 2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

- 2.3.1 The service provider's proposal shall be written in English language.
- 2.3.2 In preparing the Technical proposal, the service providers are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 2.3.3 While preparing the Technical proposal, the service provider must give particulars attention to the following:
- (a) If a service provider considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. A service provider will not propose other service provider invited to submit proposals for the assignment.

Any service provider in contravention of this requirement shall automatically be disqualified.

- (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
- (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) The service provider CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the service provider's involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the financial proposal and shall not include any financial information.

2.4 Financial proposal

2.4.1 In preparing the financial proposal, the service provider are expected to take into account the time required in completing the assignment as outlined in the RFP document. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 120 days after the submission date. During this period the service provider is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the service provider who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the consultant.

2.5 Submission, Receipt and opening of proposals

- 2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the service provider. Any such corrections must be initialed by the service provider.
- 2.5.2 For each proposal the service provider shall prepare the proposals in the number of copies indicated in the special conditions of contract. Each Technical proposal and financial proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, and the original and all copies of the financial proposal in a sealed envelope duly marked “**FINANCIAL PROPOSAL**”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to service provider and clearly marked “**DO NOT OPEN before 14th July, 2020 at 10:00am**”
- 2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to service provider. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the service provider unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the service provider submitting the proposals.
- 2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the service provider number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

2.6 Evaluation of the Proposal (General)

- 2.6.1 From the time the proposals are opened to the time of the contract award, if any service provider wishes to contact the procuring entity on any

matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to service provider. Any effort by the service provider to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the service provider proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria: -

| NO. | CRITERIA | TOTAL |
|-----|---|------------|
| 1 | Specific experience of the organization in similar assignments | 25 |
| 2 | Technical approach | 35 |
| 3 | Qualification and competence of key staff (Attach CV and relevant Certificates) | 40 |
| | TOTAL | 100 |

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the service provider unopened.

2.8 Opening and Evaluation of Financial Proposals

- 2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the service provider whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the service provider who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.
- 2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the service provider who choose to attend the opening. The name of the service provider, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.
- 2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:-

$S_f = 100 \times f_m / f$ where
S_f is the financial score
F_m is the lowest fees quoted and
F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 20 Points

- 2.8.4 The service provider proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to service provider. Unless otherwise stated in the appendix to the instructions to service provider the formula for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where;

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The service provider achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to service provider. The purpose of the negotiations is for the procuring entity and the service provider to reach agreements on all points regarding the assignment and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the service provider to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the service provider whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other service provider that they were unsuccessful and return the financial proposals of the service provider who did not pass technical evaluation.

2.10.2 The selected service provider is expected to commence the assignment on the date indicated in the appendix to the information to service provider or any other date agreed with the procuring entity.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the service provider who submitted the proposal or to other persons not officially concerned with the process, until the winning service provider has been notified that he/she has been awarded the contract.

APPENDIX TO INFORMATION TO SERVICE PROVIDER

The following information for procurement of consultancy services and selection of service provider shall complement or amend the provisions of the information to service provider, wherever there is a conflict between the provisions of the information to service provider and the provisions of the terms of reference, the provisions of the appendix herein shall prevail over those of the information to service provider.

Clause Reference

2.1 The name of the client is: **Kenya National Bureau of Statistics (KNBS)**

2.1.1 (a) Tenderers Eligibility: - **Accredited /Authorized/Certified consultants by accreditation Body (KEBS, SGS, Bureau of Veritas, BSI, or PeCB.**

(b) The method of selection is: **Quality and Cost Based method**

2.1.2 Technical and Financial Proposals are requested: **Yes**

The name, objectives, and description of the assignment are:

Name of the assignment: **Consultancy Services to Develop a Business Continuity and Disaster Recovery Framework for KNBS.**

The objective of the consulting assignment is to **develop a business continuity and disaster recovery framework for KNBS.**

Description of the Assignment: - **Refer Terms of Reference**

2.1.3 A pre-proposal conference will be held: **No**

However, Service provider are allowed to seek clarifications on RFP-see 2.6.1

2.1.4 The Kenya National Bureau of Statistics will provide the following input:

- (i) Working space
- (ii) Documentations that the consultants may require.
- (iii) Officers to be trained

2.1.5 (i) The estimated number of professional staff months required for the assignment is; - **Refer to Terms of Reference and Evaluation criteria**

(ii) The minimum required experience of proposed professional staff is: - **Refer to Terms of Reference and Evaluation criteria.**

2.1.6 (i) Training is a specific component of this assignment: **Yes**

(ii) Additional information in the Technical Proposal includes: **Refer to the Terms of Reference**

2.1.7 Taxes [Specify firm's liability: nature, sources of information]: **the consultant shall be responsible for payment of all applicable taxes**

2.1.8 Service provider must submit an original and a copy of each proposal.

2.1.9 The proposal submission address is:-

**The Director General
Kenya National Bureau of Statistics
P. O Box 30266-00100
NAIROBI**

Information on the outer envelope should also include: **Request for Proposal No. RFP/33/2019-2020“Consultancy Services to Develop a Business Continuity and Disaster Recovery Framework for KNBS.”, Do not open before 14th July, 2020 at 10.00 am”**

2.1.10 Proposals must be submitted not later than the following date and time: on or before **14th July, 2020 at 10.00 a.m.**

2.1.11 The KNBS Officials to be contacted for additional information or Clarifications is the Head of Procurement of email address: procurement@knbs.or.ke

2.1.12 The minimum technical score required to pass: **80%**

2.1.13 The weights given to the Technical and Financial Proposals are:

T=80%

P=20%

2.1.14 The assignment is expected to commence in August/September, 2020

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the service provider own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The **Technical proposal shall not include any financial** information unless it is allowed in the Appendix to information to the service provider or the Special Conditions of contract.

The technical proposal shall be prepared and submitted by the service provider.

It shall contain the following: -

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Proposed staff to undertake the assignment
- (f) Consultancy services activities times' schedule.

(To be prepared by the consultant as appropriate)

- 4 Before proceeding to the technical proposal the following pre-liminary mandatory requirements have to be met: -

EVALUATION CRITERIA

STAGE 1: ~ MANDATORY REQUIREMENTS

| No | Requirements | REMARKS (Y/N) |
|----|--|---------------|
| 1 | Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA). | |
| 2 | Certificate of Registration/ Incorporation in Kenya certified by commissioner of oath/advocate. | |
| 3 | Valid (for 2020) Unified Business Permit/Trade license and/or Single Business permit issued by relevant government agency certified by commissioner for oath/Advocate. | |
| 4 | Attach Valid Copies of Financial Audited statements for the last 3 years i.e. 2017, 2018 and 2019. The Financial Audited statements MUST bear the name and Practicing License/Certificate Number of auditors. | |
| 5 | Attach a Valid NITA Certification. | |
| 6 | Provide a Certificate of authorization/Accreditation/Certification by a credible Accreditation Body (KEBS, SGS, Bureau of Veritas, BSI, or PeCB) | |
| 7 | Submit a signed and stamped Declaration stating that the firm has NOT been debarred by Public Procurement Regulatory Authority (PPRA). | |
| 8 | Submit a Signed and stamped Declaration statement that the firm will not be involved in corrupt or fraudulent practices. | |
| 9 | Duly, Filled, Signed and stamped Confidential Business Questionnaire as per provided format. | |
| 10 | Provide ONE ORIGINAL and ONE COPY of tender document properly bound and paginated/serialized/numbered in a sequential manner on all pages and all attachments. All pages of the tender shall be initialed by the person or persons signing the tender. | |
| | OVERALL REMARKS | |

NB: Please note that all the above requirements shall all be treated as Mandatory which will form part of the Tender Responsiveness. Only bidders who meet the above shall proceed to the technical evaluation stage for further evaluation.

STAGE II: TECHNICAL EVALUATION

The weight for the technical proposal is 80%. The evaluation of the proposals will be done based on the criteria set out in Table 1 below.

Stage II: Technical Capabilities- Pass mark 80% and above.

| NO. | CRITERIA | POINTS | TOTAL |
|-----|--|--|-------|
| 1 | Specific experience of the organization in similar assignments | | 25 |
| | <ul style="list-style-type: none"> - Specific experience of the firm related to this assignment (5 marks) - Provide evidence of successful implementation of similar assignments in 3 Public sector – i.e. attach reference letters/contract/LSO (15 marks) - Current customer base - provide profile of at least three (5) reputable corporate bodies with documentary evidence of having successfully carried out similar assignment - (5 marks) - | <p style="text-align: center;">5</p> <p style="text-align: center;">15</p> <p style="text-align: center;">5</p> | |
| 2 | Technical approach (Methodology and adequacy of Technical proposal) | | 35 |
| | <ul style="list-style-type: none"> - Adequacy of the proposed work plan and methodology in responding to the terms of reference. (5 marks) - Provide - detailed description and bidders' understanding of the assignment, how the bidder proposes to undertake the assignment and expected components of the project scope. (5 marks) - In confidence attach three (3) extracts/samples of the developed business continuity and disaster preparedness policy and strategy successfully implemented in Public institutions in Kenya (20 marks) - Attach a work plan / chart (5marks) | <p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">20</p> <p style="text-align: center;">5</p> | |
| 3 | Qualification and competence of key staff (Attach CV and relevant Certificates) | | 40 |
| 3.1 | Lead Consultant | 20 | |

| NO. | CRITERIA | POINTS | TOTAL |
|------------|--|---------------------|------------|
| | <ul style="list-style-type: none"> - Undergraduate degree in a business related course e.g. Finance, Commerce, Accounting Economics etc. from a recognized university and Master's Degree: (5 marks) - Certifications in ISO 22301:2019 PECB Certified Senior Lead Implementer or PECB Certified ISO 22301 Lead Implementer, MBCI and ISO 31000 Lead Risk Management (5 marks) - NITA Accredited Trainer (5 marks) - Over 5 years of experience in Business Continuity Planning assignments (attach CV detailing experience) - (5 Marks) | 5 5 5 | |
| 3.2 | Other Key Staff (2) (Attach CV and relevant Certificates) | 20 | |
| | <ul style="list-style-type: none"> - Undergraduate degree in a business related course e.g. Finance, Commerce, Accounting Economics etc. from a recognized university: (5 marks) | 5 | |
| | <ul style="list-style-type: none"> - Relevant professional certification such as CISA, CRISK, GGEIT, BCI (Business Continuity Institute) BSI/PECB Certified ISO 22301 Lead Implementer (5 marks) | 5 | |
| | <ul style="list-style-type: none"> - Over 5 years of experience in Business Continuity Planning assignments for the key staff(attach CV detailing experience) | 10 | |
| | TOTAL | | 100 |

Note: The pass mark for technical evaluation shall be 80%. Consultants must meet or exceed the requirements to proceed to stage III (Financial Stage).

SECTION III- TECHNICAL PROPOSAL

Table of Contents

| | Page |
|--|-------------|
| 1. Technical proposal submission form..... | 19 |
| 2. Firms references..... | 20 |
| 3. Comments and suggestions of service provider on the Terms of reference and on data, services and facilities to be provided by the procuring entity..... | 21 |
| 4. Description of the methodology and work plan for performing the assignment..... | 22 |
| 5. Team composition and Task assignments..... | 23 |
| 6. Format of curriculum vitae (CV) for proposed Professional staff... | 24 |
| 7. Time schedule for professional personnel..... | 26 |
| 8. Activity (work schedule)..... | 27 |

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for

_____ [Title of consulting services] in accordance with your Request for Proposal dated

_____ [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope - where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

:

_____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

| | |
|--|---|
| Assignment Name: | Country |
| Location within Country: | Professional Staff provided by Your Firm/Entity(profiles): |
| Name of Client: | Clients contact person for the assignment. |
| Address: | No of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): | Completion Date (Month/Year): |
| Approx. Value of Services (Kshs) | |
| Name of Associated Service provider. If any provider: | No of Months of Professional Staff provided by Associated Service |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | |
| Narrative Description of project: | |
| Description of Actual Services Provided by Your Staff: | |

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF SERVICE PROVIDER ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**1. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

2. Support Staff

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ Nationality: _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date:

[Signature of staff member]

Date; _____

[Signature of authorised representative of the firm]

Full name of staff member:

Full name of authorized representative:

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Days (in the Form of a Bar Chart)

| Name | Position | Reports Due/ Activities | Days (in the Form of a Bar Chart) | | | | | | | | | | | | | Number of Days | |
|------|----------|----------------------------|-----------------------------------|---|---|---|---|---|---|---|---|----|----|----|--|----------------|--|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| | | | | | | | | | | | | | | | | | |

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are days from the start of assignment)

| | 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th | 7 th | 8 th | 9 th | 10 th | 11 th | 12 th |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|
| Activity (Work) | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

(b). Completion and Submission of Reports

| Reports | Date |
|---|------|
| 1. Inception Report | |
| 4. Interim Progress Report (a) First Status Report (b) Second Status Report | |
| 3. Draft Report | |
| 4. Final Report | |

SECTION IV: ~ FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal the weight for financial proposal is 20%

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part where applicable
- 4.4 The financial proposal shall be prepared and submitted by the service provider. It shall contain the following.
 - (a) Submission letter indicating total fees
 - (b) Summary of costs
 - (c) Breakdown of fees per activity
 - (d) Breakdown of reimbursable costs/expenses per activity
 - (e) Miscellaneous expenses

(to be prepared by the consultant as appropriate)

SECTION V - STANDARD FORMS

Table of Contents

| | Page |
|--|------|
| 1. Financial proposal submission Form..... | 31 |
| 2. Summary of costs..... | 32 |
| 3. Breakdown of remuneration per activity..... | 33 |
| 4. Miscellaneous expenses..... | 34 |

1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for
(_____) *[Title of consulting services]* in accordance with your
Request for Proposal dated (_____) *[Date]* and our Proposal.
Our attached Financial Proposal is for the sum of
(_____
_____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*
:
_____ *[Name and Title of Signatory]:*
_____ *[Name of Firm]*
_____ *[Address]*

2. SUMMARY OF COSTS

| Costs | Currency(ies) -Kshs | Amount(s) - Kshs |
|---|---------------------|------------------|
| Development of the Business Continuity and Disaster Recovery Framework for KNBS | | |
| Training cost (Cost per person- “As and When Required” Basis. | | |
| Indicate any Other Associated Costs | | |
| Subtotal | | |
| Taxes | | |
| Total Amount of Financial Proposal | | |

3. BREAKDOWN OF REMUNERATION PER ACTIVITY
(Indicate where applicable as appropriate)

| Activity No. _____ | | | | |
|--------------------|----------|---|----------------------|--|
| Name: _____ | | | | |
| Names Amount | Position | Input (Staff months, days or hours as appropriate.) | Remuneration Rate | |
| Regular staff | | | | |
| (i) | | | | |
| (ii) | | | | |
| Service provider | | | | |
| Grand Total | | | | |

4. MISCELLANEOUS EXPENSES (*Indicate where Applicable as appropriate*)

Activity No. _____ Activity Name: _____

| No. | Description | Unit | Quantity | Unit Price | Total Amount |
|-----|---|------|----------|------------|--------------|
| 1. | Development of the Business Continuity and Disaster Recovery Framework for KNBS | | | | |
| 2. | | | | | |
| 3. | Training cost (Cost per person- "As and When Required" Basis. | | | | |
| | Indicate any Other Associated Costs | | | | |
| | Grand Total | | | | |

SECTION VI: - TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO DEVELOP A BUSINESS CONTINUITY AND DISASTER RECOVERY FRAMEWORK FOR KNBS

1. OBJECTIVE

KNBS is seeking consultancy services to develop a business continuity and disaster recovery framework.

2. RATIONALE

Owing to the nature of services and functions of the Bureau, it's imperative that a robust business continuity and disaster recovery mechanism is put in place to ensure uninterrupted service delivery.

KNBS provides essential services hence a proven means of reducing the severity of disruptive events is necessary. This can be achieved through the understanding of the operational priorities of the business and establishing modalities to guard against undesired outcomes or eventualities.

Organizations of the 21st century are required to resume normal business operations soon after the occurrence of a disaster. There is need to develop organizational resilience capability and the people skills needed to take control of unexpected events.

3. SCOPE

- a) Conduct an analysis of current KNBS's disaster preparedness.
- b) Identify possible areas of enterprise disaster for the Bureau Head office and 47 County offices.
- c) Consultant should define and document the Business Impact Analysis (BIA) approach for the Bureau in line with best practices.
- d) Consultant should create detailed BIA templates for collecting information/data that should include but not limited to the following parameters.
 - i. Organizational process overview

- ii. Impacts to be considered (e.g. financial, operational and instances of extended loss)
 - iii. Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs)
 - iv. Weightages for estimating criticality of processes
 - v. Staff requirements for Business As Usual (BAU) and disaster recovery scenarios
 - vi. Internal and / or external process, applications, automation tools and utilities dependencies.
 - vii. Existing workarounds
 - viii. Recovery resource requirements and times for the resources to be arranged. Any other parameters best on best practices applicable to the Bureau's environment.
- e) Conduct BIA and prepare comprehensive reports based on the agreed template
 - f) Conduct stakeholder consultation forums (targeting KNBS's Key stakeholders) in developing the KNBS business continuity and disaster recovery framework.
 - g) Identify the needs for continuity of critical activities in the event of disaster of the various directorates and /or departments of KNBS.
 - h) Document the opportunities to mitigate risks in all aspects of business continuity.
 - i) Prepare a KNBS business continuity and disaster recovery strategy, policy and procedures.
 - j) Prepare a disaster recovery management plan. This plan must include;
 - i. Departmental business continuity and disaster recovery activities and prepare work plans
 - ii. Communication plan
 - iii. Software and hardware inventory
 - iv. Definition of tolerance for down time and data loss for each process
 - v. Instructions for response and recovery
 - vi. A profile of all the stakeholders, their roles and responsibilities as well as the procedures in line with best practice – handled under i above A testing and evaluation strategy for the various

directorates and departments for continuous improvement of the BCP.

- k) Conduct training and awareness of the approved KNBS business continuity and disaster recovery policy and strategy for the Board and KNBS Staff.
- l) Conduct ISO 22301:2019 Business Continuity Management Systems: Requirements and Lead Implementers course* for key KNBS Officers- (offered by PECB/BSI).

4. DURATION

The contract shall be renewed after the expiry of the first term i.e. every three (3) months.

Complete RFP documents submitted in two copies “ORIGINAL” and “COPY” and placed in plain sealed envelopes clearly marked the tender reference and name should be addressed to: -

**The Director General
Kenya National Bureau of Statistics
P.O Box 30266-00100
NAIROBI**

The RFP document should be deposited in the Tender Box situated at Real Towers, Upper hill- 13th Floor and to be received **on or before 30th June, 2020 at 10:00 a.m.** Bulky RFP documents which will not fit in the tender box shall be delivered and received at the Senior Manager, Procurement office, 5th Floor, Real Towers, Upper hill.

RFP documents will be opened immediately thereafter in the presence of the bidders’ representatives who choose to attend the opening at the KNBS Board room located on 13th Floor, Real Towers, Upper hill.

Canvassing will lead to automatic disqualification.

**SENIOR MANAGER, PROCUREMENT
FOR: DIRECTOR GENERAL**

SECTION VII - CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 - General:

Business name.....

Location of business premises.....

Plot No.Street/Road

Postal Address.....Tel No.

Nature of business.....

Current Trade License No.Expiring date.....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your bankers

Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO

Part 2(a) - Sole Proprietor:

Your name in full.....

Age.....

NationalityCountry of origin

*Citizenship details

Part 2(b) - Partnership:

Give details of partners as follows:

| Name | Nationality | Citizenship Details* | Shares |
|--------|-------------|----------------------|--------|
| 1..... | | | |
| 2..... | | | |
| 3..... | | | |

Part 2(c) - Registered Company:

Private or public

State the nominal and issued capital of the company-

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows:

| Name | Nationality* | Citizenship Details** | Shares*** |
|--------|--------------|-----------------------|-----------|
| 1..... | | | |
| 2..... | | | |
| 3..... | | | |

Date Signature of Bidder

**Attach proof of citizenship (Certified Copy of National ID or Passport) (Compulsory)*

*** Indicate by birth, registration or naturalization (Compulsory)*

**** Attach certified copy of Recent Form CR12 (Compulsory)*

Part 3- Interest in the Firm:

Is there any person / Kenya National Bureau of Statistics who has interest in this firm?

| | |
|---------|--------------------------|
| Yes**** | <input type="checkbox"/> |
|---------|--------------------------|

| | |
|--------|--------------------------|
| No**** | <input type="checkbox"/> |
|--------|--------------------------|

.....

Date Signature of Bidder

***** Tick (✓) to agree as necessary (Compulsory)*