



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

TENDER NO.KNBS/RFP/34/2018-2019

REQUEST FOR PROPOSALS (RFP)

FOR

**PROVISION OF CONSULTANCY SERVICES FOR ICT
SECURITY AND QUALITY ASSURANCE FOR 2019
KENYA POPULATION HOUSING CENSUS (KPHC)**

(RESERVATION FOR REGISTERED YOUTH CATEGORY)

CLOSING DATE: 31ST MAY, 2019 AT 10:00AM

TABLE OF CONTENTS

	Page
SECTION I ~ LETTER OF INVITATION	3
SECTION II ~ INFORMATION TO SERVICE PROVIDERS....	5
SECTION III ~ TECHNICAL PROPOSAL.....	16
SECTION IV ~ FINANCIAL PROPOSAL.....	29
SECTION V ~ STANDARD FORMS.....	30
SECTION VI ~ TERMS OF REFERENCE	37
SECTION VII ~ DECLARATION FORM	41
SECTION VIII ~ CONFIDENTIAL BUSINESS QUESTIONNAIRE	42

SECTION I - LETTER OF INVITATION

TENDER REF: NO. KNBS/RFP/34/2018 ~2019

DATE: 14TH MAY, 2019

TENDER NAME PROVISION OF CONSULTANCY SERVICES FOR ICT SECURITY AND QUALITY ASSURANCE FOR 2019 KENYA POPULATION HOUSING CENSUS (KPHC)

1.1 The Kenya National Bureau of Statistics invites technical and financial proposals for the above services for Provision of Consultancy services for ICT Security and Quality Assurance for 2019 KPHC. The Objective of the assignment include the following:-

- i. Audit the overall security status of the ICT Infrastructure
- ii. Conduct risk assessment
- iii. Identify the security gaps and make recommendations on ways of addressing them
- iv. Identify the skills gap for the ICT security team and recommend ways of addressing the same
- v. Assess and document business requirements in line with the Bureau's goals and objectives.
- vi. Compile the report and present it to the KNBS management for implementation.

1.2 The request for proposals (RFP) includes the following documents:

- | | | |
|-------------|---|--|
| Section I | - | Letter of invitation |
| Section II | - | Information to service providers
Appendix to Service provider's information |
| Section III | - | Terms of Reference |
| Section IV | - | Technical proposals |
| Section V | - | Financial proposal |

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 PROVIDERS

Table of Contents

	Page
2.1 Introduction.....	5
2.2 Clarification and amendments to the RFP documents.....	7
2.3 Preparation of proposals.....	7
2.4 Financial proposal.....	8
2.5 Submission receipt and opening of proposals	9
2.6 Evaluation of proposals (General).....	10
2.7 Evaluation of Technical proposals.....	10
2.8 Opening and evaluation of Financial proposals.....	11
2.9 Negotiations.....	12
2.10 Award of Contract.....	13
2.11 Confidentiality.....	13

SECTION II - INFORMATION TO SERVICE PROVIDERS

2.1 Introduction

- 2.1.1 The Kenya National Bureau of Statistics (KNBS) will select a service provider among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 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 providers. 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 providers 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 five (5) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax 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 providers 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 providers 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 five (5) 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 service 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. Service provider will not propose other Service providers 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 service provider 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 providers 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 providers are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day, week 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 providers 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 service provider.

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 providers. 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 providers and clearly marked “**DO NOT OPEN before 31st May, 2019 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 providers. 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's 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 providers. Any effort by 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	POINTS	TOTAL
1	Specific experience of the organization in similar assignments		20
2	Technical approach		30
2.1	Methodology		
3	Qualification and competence of key staff (Attach CV and relevant Certificates)		50
3.1	Team Leader /Project Manager		
	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 providers 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 providers 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 providers 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:-

$$Sf = 100 \times fm/f \text{ where}$$

Sf is the financial score

Fm 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 providers 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 providers. Unless otherwise stated in the appendix to the instructions to service providers 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 providers. 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 providers that they were unsuccessful and return the financial proposals of the Service providers 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 providers 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 providers 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 PROVIDERS

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

Clause Reference

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

2.1.1 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: Provision of Consultancy services for ICT Security and Quality Assurance for 2019 KPHC as per the Terms of Reference

The Objective of the assignment include: ~

- i. Audit the overall security status of the ICT Infrastructure
- ii. Conduct risk assessment
- iii. Identify the security gaps and make recommendations on ways of addressing them
- iv. Identify the skills gap for the ICT security team and recommend ways of addressing the same
- v. Assess and document business requirements in line with the Bureau's goals and objectives.
- vi. Compile the report and present it to the KNBS management for implementation.

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

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

However, Service providers 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: All data /statistics and / or information required for the assignment to the successful bidder.

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: **No.**

(ii) Additional information in the Technical Proposal includes: **None**

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

2.1.8 Service providers 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: **“Provision of Consultancy services for ICT Security and Quality Assurance for 2019 KPHC”, Do not open before 31st May, 2019 at 10.00 am”**

2.1.10 Proposals must be submitted no later than the following date and time: on or before **31st May, 2019 at 10.00 a.m.**

2.1.11 The KNBS Officials to be contacted for additional information or Clarifications is the Ag. Senior Manager, 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%

2.9.2 The assignment is expected to commence in **June/July, 2019**.

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the service provider is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the service providers own risk and may result in rejection of the service provider'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 providers or the Special Conditions of contract. **Financial proposal should be submitted separately in a different envelop.**
- 4 Before proceeding to the financial proposal the service provider should have scored 80% and above based on the technical evaluation criteria set.

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

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the service provider including Curriculum vitae (CV)
- (c) Comments and suggestions of the service provider 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 service provider as appropriate)

EVALUATION CRITERIA

The evaluation committee appointed by the Bureau shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

STAGE 1: PRELIMINARY/MANDATORY REQUIREMENTS

No	Requirements	REMARKS (Y/N)
1	Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)	
2	Certificate of Incorporation/Registration Certificate certified by commissioner of oaths/Advocate	
3	Valid AGPO Certificate from the National Treasury registered under YOUTH Category .	
4	Trade license and/or Single Business permit/Unified Business Permit for 2019 issued by relevant government agency that should be certified by commissioner of oaths and /or Advocate.	
5	Provide Evidence of physical registered office (attach lease agreement/rental payment receipt/evidence of ownership of the premises certified by commissioner for oath/Advocate)	
6	Provide Bank statement for the last 6 (six) months certified by the issuing bank.	
7	Submit a Signed Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA).	
8	Submit a Signed Declaration statement that you will not be involved in corrupt or fraudulent practices.	
9	Duly, Filled, Signed and stamped Confidential Business Questionnaire.	
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 REQUIREMENTS

NO.	CRITERIA	POINTS	TOTAL
1	Specific experience of the organization in similar assignments		20
	~ Demonstrate Relevant similar works/consultancies at least five (5) (Attach LSO/Contracts Certified by commissioner for oath/advocate)	10	
	~ Attach five (5) relevant recommendation letters Certified by commissioner for oath/advocate)	10	
2	Technical approach		30
2.1	Methodology		
	~ Demonstration of clear understanding of the Terms of reference	10	
	~ provide a detailed project implementation methodology;	10	
	~ provide a detailed work plan;	10	
3	Qualification and competence of key staff (Attach CV and relevant Certificates Certified by commissioner for oath/advocate/Issuing institution)		50
3.1	Team Leader /Project Manager		
	~ A Master's Degree in Computer Science or postgraduate professional qualification in Computer Science or related field	8	
	~ Preferred Certifications – PMP, CISSP and/or CISA/CISM and/or ISO/BS Lead Auditor/Implementer and/or related GIAC certifications	10	
	~ Minimum of ten (10) years senior level strategic management in the ICT field	5	
3.2	Other Key Staff (3) (Attach CV and relevant Certificates)		
	~ Degree in Computer science or a related discipline	9	
	~ Minimum of five (5) years' experience ICT field	9	
	Preferred Certifications – CEH, CISSP and/or CISA/CISM	9	
	TOTAL		100

NB: Please note that pass mark for technical evaluation is 80%.

SECTION III - TECHNICAL PROPOSAL

Table of Contents

	Page
1. Technical proposal submission form.....	20
2. Firms references.....	21
3. Comments and suggestions of service providers on the Terms of reference and on data, services and facilities to be provided by the procuring entity.....	22
4. Description of the methodology and work plan for performing the assignment.....	23
5. Team composition and Task assignments.....	24
6. Format of curriculum vitae (CV) for proposed Professional staff...	25
7. Time schedule for professional personnel.....	27
8. Activity (work schedule).....	28

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 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 providers. If any:
No of Months of Professional Staff provided by Associated Service providers:	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 PROVIDERS 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

Weeks (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Weeks

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 weeks 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 service provider 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
- 4.4 The financial proposal shall be prepared and submitted by the service providers. It shall contain the following.
 - (a) Submission letter indicating total fees per Phase
 - (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 service provider as appropriate)

SECTION V - STANDARD FORMS

Table of Contents

	Page
1. Financial proposal submission Form.....	31
2. Summary of costs.....	32
3. Breakdown of price/per activity.....	33
4. Breakdown of remuneration per activity.....	34
5. Reimbursables per activity.....	35
6. Miscellaneous expenses.....	36

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/USD	Amount(s)- Kshs/USD
Provision of Consultancy services for ICT Security and Quality Assurance for 2019 KPHC		
Subtotal		
Taxes		
Total Amount of Financial Proposal		<hr/>

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____

Name: _____

Names	Position	Input (Staff months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff				
(i)				
(ii)				
Service providers				
Grand Total				

5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
	Grand Total				<hr/>

SECTION VI: - TERMS OF REFERENCE

TERMS OF REFERENCE FOR PROVISION OF CONSULTANCY SERVICES FOR ICT SECURITY AND QUALITY ASSURANCE FOR 2019 KPHC

1. CONSULTANCY INFORMATION

Title:	ICT Security and Quality Assurance Consultancy for 2019 Kenya Population Housing Census
Location:	Nairobi, Kenya
Duration of Contract:	6 Months

2. INTRODUCTION

The Government of Kenya through Kenya National Bureau of Statistics (KNBS) will undertake the 2019 Kenya Population and Housing Census (KPHC) in August 2019. The main objective of the 2019 KPHC is to provide the government and other stakeholders with essential information and data on the Kenyan population, in terms of demographic, social and economic characteristics, housing conditions and household amenities. By generating such information at various administrative levels, the census will provide a sound basis for evaluating the impact of population related policies and programmes in the country.

The KNBS desires to engage a technology firm to review and recommend improvements on the existing ICT infrastructure and systems security. The firm shall carry out an assessment of ICT infrastructure and systems security and advise the Bureau on possible solutions to address any identified gaps to ensure functioning of the systems in readiness and during the implementation of the 2019 KPHC. The firm shall advice on the strategic intervention required with regard to the information and communication technology security.

3. OBJECTIVES OF THE ASSIGNMENT

- vii. Audit the overall security status of the ICT Infrastructure
- viii. Conduct risk assessment
- ix. Identify the security gaps and make recommendations on ways of addressing them
- x. Identify the skills gap for the ICT security team and recommend ways of addressing the same
- xi. Assess and document business requirements in line with the

- Bureau's goals and objectives.
- xii. Compile the report and present it to the KNBS management for implementation.

4. SCOPE OF THE ASSIGNMENT

The firm is expected to perform the following tasks:

- a) Carry out an audit of the existing census ICT Infrastructure to identify any gaps in scoping and delivery and propose how to close them.
- b) Audit the Data Center hosting /collocation arrangement, guide on any necessary improvements and implement accordingly.
- c) Review the Disaster Recovery capability and business continuity plans and make any necessary adjustments in line with Bureau's needs.
- d) Audit Data Center computing environment, capacity, and advice on any required uplifting in line with planned applications and performance expectations.
- e) Audit data storage environment, capacity, and advice on any required uplifting in line with planned applications and data management requirements (backups, recovery point objectives, recovery time objectives, and real time replications needs).
- f) Audit logical and physical security requirements for the Data Centre and guide on any necessary uplifting in line with the Bureau's security requirements.
- g) Audit Data Centre network architecture and required connectivity to support high availability architectures for both live and backup Data Centers.
- h) Review Data Center support contracts and advise if support/SLA is appropriate and adequate given the current internal capacity and the Bureau's needs.
- i) Ensure IT Service Management (ITSM) implementation is done according to the specifications.
- j) Undertake Quality Assurance during implementation.
- k) Train and enhance awareness among internal and external staff on the functionality of ITSM system.
- l) Audit existing internal LAN/WAN design architecture, make recommendations and close the gaps.
- m) Undertake systems Network Stress Testing and Penetration Testing on census ICT infrastructure
- n) Manage implementation Network and Systems monitoring in

preparation and during census enumeration.

5. Technical Qualifications

LEAD CONSULTANT	
EDUCATION:	- A Master's Degree in Computer Science or postgraduate professional qualification in Computer Science or related field
EXPERIENCE:	<ul style="list-style-type: none"> - Minimum of ten (10) years senior level strategic management in the ICT field. - Experience in working with various IS risk management models and ability to perform IS risk modelling, its implementation and management. - Preferred Certifications – PMP, CISSP and/or CISA/CISM and/or ISO/BS Lead Auditor/Implementer and/or related GIAC certifications - A demonstrated record of accomplishment in the delivery of ICT projects and services. - Thorough knowledge of process automation, project management, and Enterprise IT Governance, ICT Security Audit, Infrastructure and network design is mandatory.
THREE (3) ICT SECURITY CONSULTANT	
EDUCATION:	- A Bachelor's Degree in Computer Science or related discipline
EXPERIENCE:	<ul style="list-style-type: none"> - Minimum of ten (5) in ICT security. - Preferred Certifications – CEH, CISSP and/or CISA/CISM

Complete Request for Proposal (RFP) documents must be 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 Herufi House, 1st Floor and to be received **on or before 31st May, 2019 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, 2nd Floor Herufi House.

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 1st floor Herufi House.

Canvassing will lead to automatic disqualification.

SECTION VII: - DECLARATION FORM

Date _____

To

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

We (name and
address)

_____ declare the following:

That we;

- a) Have not been debarred from participating in public procurement.
- b) Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name of Bidder

Signature

Date

(To be signed by authorized representative and officially stamped)

SECTION VIII ~ CONFIDENTIAL BUSINESS QUESTIONAIRE

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 by Commissioner of Oaths and/or Advocate) (Compulsory)*

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

**** Attach certified copy of Recent Form CR12- Certified by Commissioner of Oaths and/or Advocate (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)*