

MWALIMU NATIONAL

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND SUPPORT OF ICT  
INFRASTRUCTURE  
-UPGRADE OF HP SERVER AND STORAGE INFRASTRUCTURE

**Release Date:** Monday, 09<sup>th</sup> October 2023

**Last Date for Receipt of Bids:** Wednesday, 18<sup>th</sup> October 2023 at 11.00am

## ISSUE OF RFP DOCUMENT TO PROSPECTIVE BIDDERS

This form serves as an acknowledgement of receipt of the tender and participation.

This page is to be completed immediately on receiving the document and a scan copy e-mailed to [poweke@mwalinational.coop](mailto:poweke@mwalinational.coop)

Firms that do not register their interest immediately in this manner may not be sent the RFP addenda should any arise.

Item	Supplier Details
Name of Person	
Organization Name	
Postal Address	
Tel No	
Fax No	
Email Address (this e-mail address should be clearly written as communication with bidders shall be through e-mail)	
Signature:	
Date	
Company Stamp	

Table 1: Registration of Interest to Participate

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## DEFINITIONS

For purposes of this document, the following definitions shall apply:

The Sacco. MWALIMU NATIONAL SACCO SOCIETY LTD

Bid	The Response to this tender submitted by prospective Suppliers for fulfillment of the Contract.
Supplier	The Company awarded the task of supplying all the items described in this document installing and commissioning them.
Contract	Supply, installation and commissioning of all the works, equipment and/or services that are described in this document, which will contribute towards meeting the objective of the tender
Warranty	Period from the time installation and testing is completed, during which the Contractor undertakes to replace/rectify equipment and/or installation failures at no cost to the Sacco

## 1. SECTION 1 – REQUEST FOR PROPOSALS

### 1.1. Introduction

Mwalimu National Savings and Credit Co-operative Society Limited (hereinafter referred to as “the Sacco”) is a leading Sacco in the East African region renowned for its mobilizing savings and providing credit to its members.

The Sacco’s vision is to be a World Class Co-operative Financial Institution. The mission is to mobilize savings, provide financial services to its members at competitive terms.

This document therefore constitutes the formal Supply, Delivery, Installation and Commissioning of the ICT Infrastructure-Upgrade of HP server and storage infrastructure.

### 1.2. Aims and Objectives

#### Introduction

Mwalimu National (the Sacco) is interested in procuring the services of an IT service provider to Supply, Deliver, Install and Commission of the HP Server upgrade and storage infrastructure as provided in the inventory herein.

Bidder’s proposal in response to this Tender will be incorporated into the final agreement between the Sacco and the selected Bidder(s), as well as further terms and conditions negotiated between the Sacco and the vendor after the Sacco reviews all proposals.

### 1.3. Format of Tender Response and Other Information for Bidders

1.3.1. The overall summary information regarding the Supply, Delivery, Installation and Commissioning of the ICT Infrastructure- Upgrade of HP server and storage infrastructure are given in section 2 – Scope of Work. The bidder shall include in their offer any additional services considered necessary for the successful implementation of their proposal.

1.3.2. Proposals from bidders should be submitted in two distinct parts, namely technical proposal and financial proposal and these should be in two separate sealed envelopes, both of which should then be placed in a common sealed envelope marked:

“SUPPLY, DELIVERY, INSTALLATION COMMISSIONING AND SUPPORT OF ICT INFRASTRUCTURE  
-UPGRADE OF HP SERVER AND STORAGE INFRASTRUCTURE”

DO NOT OPEN BEFORE Wednesday,18th OCTOBER 2023 at 11.00 am

The two separate inner envelopes should be clearly marked “Technical Proposal”, and “Financial Proposal”, respectively, and should bear the name of the Bidder.

1.3.3. The Technical Proposal should contain the following:

Bidders, willing to be considered for Supply, Delivery, Installation Commissioning and Support of ICT Infrastructure-Upgrade of HP server and storage infrastructure are expected to furnish the Sacco with among others the following vital information, which will be treated in strict confidence by the Sacco.

- a. Mandatory Document eg. Certificate of registration, Valid tax compliance certificate, Business permit,
- b. Audited Accounts for the last two years.
- c. Bank bid bond of Kshs.500,000 valid for 120 working days.
- d. Provide a company profile as per supplier questionnaire in Annex 3.
- e. Approval licenses, by the various bodies for compliance, MUST be included where applicable.
- f. Manufacturers Authorization Bidders HPE Partnership Level Must be Minimum Gold or above, to be supported by Authentic Manufacturers Authorization form.
- g. Partner should be Authorized Service Provider Partner/Warranty Service Provider
- h. Manufacturer’(OEM) Supervision & Installation Services must be included.
- i. The proposed solution should be covered by minimum 5 Years 24x7 support with NBD hardware replacement.
- j. Provide evidence of relevant work experience ie. attach LPOs, Award letter, Contracts etc
- k. Provide evidence of staff capacity and skills
- l. Demonstrate capability and capacity to provide technical requirements functional requirements and functionalities as per SACCO requirements in section 2.1, 2.2 and 2.3.

1.3.4 The Financial proposal shall clearly indicate the total cost of carrying out the solution as follows: -

a. The Supplier shall provide a firm, fixed price for the Original Contract Period. All costs associated with the required tender Contract shall be included in the prices. Kindly note that the cost should include the supply, delivery installation and commissioning of the ICT Infrastructure-Upgrade of HP servers and Storage Infrastructure inclusive of all freight charges and applicable duties and taxes (VAT and withholding Tax) where applicable.

Provide an itemized list of all items included and summarize your costs as shown in the table below:-

**SCHEDULE OF PRICE**

**PRIMARY SITE**

NO	DESCRIPTION	UNIT	UNIT PRICE	COST
1	SERVER STORAGE AND RELATED COMPONENTS			
2	WARANTY AND SUPPORT			
3	OTHER RELEVANT COST			

**SECONDARY SITE**

NO	DESCRIPTION	UNIT	UNIT PRICE	COST
1	SERVER STORAGE AND RELATED COMPONENTS			
2	WARANTY AND SUPPORT			
3	OTHER RELEVANT COST			
	TOTAL (Incl. tax)			

b. Additional Cost to Complete. Provide an itemized list of any items not included above by the Sacco and related costs that Supplier deems necessary to provide the information to meet the requirements specified in proposal. Failure to provide said list shall not relieve the Supplier from providing such items as necessary to meeting all of the requirements specified in proposal at the Fixed Price Purchase Costs proposed.

- 1.1.1. Soft Copies for each proposal are to be provided in the standard Microsoft Office suite of Programs or Adobe Reader and delivered together with hard copy of the tender.
- 1.1.2. Bidders are requested to hold their proposals valid for ninety (120) days from the closing date for the submission. The Sacco will make its best efforts to arrive at a decision within this period.
- 1.1.3. Assuming that the Contract will be satisfactorily concluded, the bidders shall be expected to commence the assignment after the final agreement is reached.
- 1.1.4. The contracting arrangements shall define clearly the responsibilities and the services to be provided by each firm in the case of a joint venture.
- 1.1.5. The bid documents shall be addressed to the following address and dropped at the tender box on 10th Floor, Mwalimu Towers, on or before the closing date.  
 Chief Executive Officer  
 Mwalimu National Sacco Society  
 10th Floor Mwalimu Towers, Upper Hill  
 P.O. Box 62641- 00200  
 Nairobi, Kenya  
 Please note that tenders received by facsimile or electronic mail will be rejected.
- 1.1.6. The Sacco reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the Contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

The vendor's terms and conditions will not form part of any contract with Mwalimu National Sacco in relation to this tender.

Canvassing is prohibited and will lead to automatic disqualification.

1.1.7. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Sacco will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.1.8. Clarification of Bidding Document

- i. All correspondence related to the contract shall be made in English.
- ii. Should there be any doubt or uncertainty, the Bidder shall seek clarification in writing addressed to the Procurement Manager
- iii. Any clarification sought by the bidder in respect of the RFP shall be addressed at least five (5) days before the deadline for submission of bids, in writing to the Head of Procurement through the same mail.
- iv. It is the responsibility of the Bidder to obtain any further information required to complete this RFP.
- v. Any clarification requests and their associated response will be circulated to all Bidders.
- vi. The last date for receipt of requests for clarifications from bidders is Friday, 13<sup>th</sup> October 2023 by close of business.

vii. The RFP Clarification Template is as follows:-

- Company Name:
- Contact Person: (primary Supplier contact)
- E-mail:
- Phone:
- Fax:
- Document Number/Supplier

#	Date	Section/ Paragraph(2)	Question
1			
2			
3			
(1) Question (s) mailing Date. (2) From the Document.			

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders. Enquiries for clarifications should be sent by e-mail to: [procurement@mwalimunational.coop](mailto:procurement@mwalimunational.coop)

1.1.9. Amendment of Bidding Document

At any time prior to the deadline for submission of bids, the Sacco, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format given on page 1 at the time of collecting/receiving the tender document.

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, the Sacco may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

#### 1.1.10. Deadline for Submission of Bids

Bids should be addressed to the Chief Executive Officer and sent for receipt on or Before Wednesday, 18th October 2023 at 11.00 a.m. Any bid received by the Sacco after the deadline will be rejected.

Those submitting tenders or their representatives may attend the tender opening of date and time of submission.

#### 1.1.11. Responsiveness of Proposals

The responsiveness of the bids to the tender of this RFP will be determined. A responsive bid/proposal is deemed to contain all documents or information specifically called for in this tender document. A bid determined not responsive will be rejected by the Sacco and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

#### 1.1.12. Bid Evaluation and Comparison of Bids

Technical proposals will be evaluated and will form the basis for bids comparison. All tender responses will be evaluated in three phases:-

- a. Preliminary evaluation that will determine administrative compliance.
- b. Detailed technical evaluation to determine technical compliance and support responsiveness of the vendor
- c. Financial evaluation to consider pricing competitiveness and the financial capability of the vendors

Once the bids are opened, bid evaluation will commence. In the event that the Sacco may need to visit client site, vendors may be notified in writing. The Sacco may also make surprise unannounced visits to the vendors offices to verify any information contained in the bid document. All visits are at the discretion of the Sacco. Vendors may also be called upon to make brief and short presentations and /or demos on their technical solutions before a panel constituted by the Sacco.



## 2. SECTION 2 – SCOPE OF WORK

### 2.1 FUNCTIONAL REQUIREMENTS

As Explained in 1.2 above, the Annual Support Contract on ICT Infrastructure should also provide the following features /functionality: -

#### TECHNICAL COMPLIANCE

The submitted proposals are suggested to include and not limited each of the following sections:

1. Executive Summary  
This section will present a high-level synopsis of the Vendor’s responses to the tender. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposed solution.
2. Approach and Methodology of Implementation  
This section should include a description of each major type of functional and technical work to be undertaken by the vendor.
3. Compliance with the Detailed Technical and Functional Requirements  
This section should include compliance with the ability to support the listed inventory of hardware, software and systems to be supported.

#### Production Server and Storage Infrastructure:

Index	Tehnical Requirments	Compliance	Complince
Product #	Product Description	QTY	Minimum
	<b>Production Site : Rack &amp; Accessories</b>		Mandatory
P9K39A	HPE 42U 600mmx1200mm G2 Enterprise Pallet Rack	1	Mandatory
P9L16A	HPE G2 Rack 42U 1200mm Side Panel Kit	1	Mandatory
P9Q46A	HPE G2 Basic 7.3kVA/60309 3-wire 32A/230V Outlets (36) C13 (6) C19/Vertical INTL PDU	2	Mandatory
HA113A1	HPE Installation SVC	1	Mandatory
HA113A1 5BY	HPE Rack and Rack Options Install SVC	1	Mandatory
	<b>Production Site : SAN SWITCHES</b>		
R0Q97A	HPE SN6010C 16Gb 12-port 16Gb Short Wave SFP+ Fibre Channel Switch	2	Mandatory
R0Q97A 05Y	2.4m Jumper (IEC320 C13/C14 M/F CEE 22)	2	Mandatory
QK734A	HPE Premier Flex LC/LC Multi-mode OM4 2 Fiber 5m Cable	24	Mandatory
HA113A1	HPE Installation SVC	1	Mandatory
HA113A1 5FE	HPE 2/16 FC switch Installation Service	2	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory
HU4A6A5 U2L	HPE SN6010C 12-port 16Gb FC Switch Supp	2	Mandatory
	<b>COMPOSABLE COMPUTE REQUIRMENTS</b>		Mandatory
P06011-B21	HPE Synergy 12000 Configure-to-order Frame with 10x Fans	1	Mandatory
P06011-B21 B19	HPE Synergy 12000 Frame	1	Mandatory
867796-B21	HPE Virtual Connect SE 100Gb F32 Module for Synergy	2	Mandatory
867796-B21 0D1	Factory Integrated	2	Mandatory
845970-B21	HPE QSFP28 to SFP28 Adapter	12	Mandatory
845970-B21 0D1	Factory Integrated	12	Mandatory
876852-B21	HPE Synergy 4-port Frame Link Module	2	Mandatory

876852-B21 0D1	Factory Integrated	2	Mandatory
813874-B21	HPE 10GBase-T SFP+ Transceiver	2	Mandatory
813874-B21 0D1	Factory Integrated	2	Mandatory
798096-B21	HPE 6x 2650W Performance Hot Plug Titanium Plus FIO Power Supply Kit	1	Mandatory
804938-B21	HPE Synergy Frame Rack Rail Kit	1	Mandatory
804938-B21 0D1	Factory Integrated	1	Mandatory
804943-B21	HPE Synergy Frame 4x Lift Handles	1	Mandatory
804943-B21 0D1	Factory Integrated	1	Mandatory
E7Y10A	HPE 16Gb SFP+ Short Wave 1-pack Commercial Transceiver	4	Mandatory
845398-B21	HPE 25Gb SFP28 SR 100m Transceiver	8	Mandatory
P54624-B21	HPE Synergy Composer2 Management Appliance Kit	2	Mandatory
R3P67AAE	HPE Synergy 32Gb Fibre Channel Upgrade E-LTU	2	Mandatory
845406-B21	HPE 100Gb QSFP28 to QSFP28 3m Direct Attach Copper Cable	2	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory
HU4A6A5 ZVS	HPE SY480 Gen10 Plus Support	8	Mandatory
HU4A6A5 WJN	HPE Synergy 1200 Frame Supp	1	Mandatory
HU4A6A5 Z1Q	HPE Synergy Composer2 Support	2	Mandatory
HU4A6A5 Z1R	HPE Synergy VC SE 100Gb F32 Module Supp	2	Mandatory
QK734A	HPE Premier Flex LC/LC Multi-mode OM4 2 Fiber 5m Cable	8	Mandatory
487655-B21	HPE BladeSystem c-Class 10GbE SFP+ to SFP+ 3m Direct Attach Copper Cable	1	Mandatory
HA124A1	HPE Technical Installation Startup SVC	1	Mandatory
HA124A1 5ZM	HPE Synergy First Frame Startup SVC	1	Mandatory
	<b>Virtual Hosts - 4 nos</b>		
P22139-B21	HPE Synergy 480 Gen10 Plus Base Chassis Configure-to-order Compute Module	4	Mandatory
P22139-B21 0D1	Factory Integrated	4	Mandatory
P36937-B21	Intel Xeon-Gold 6348 2.6GHz 28-core 235W Processor for HPE	8	Mandatory
P36937-B21 0D1	Factory Integrated	8	Mandatory
P06033-B21	HPE 32GB (1x32GB) Dual Rank x4 DDR4-3200 CAS-22-22-22 Registered Smart Memory Kit	48	Mandatory
P06033-B21 0D1	Factory Integrated	48	Mandatory
P36675-B21	HPE Synergy 480 Gen10 Plus 2SFF Standard Drive Cage Kit	4	Mandatory
P36675-B21 0D1	Factory Integrated	4	Mandatory
P02381-B21	HPE Smart Storage Hybrid Capacitor with 260mm Cable Kit	4	Mandatory
P02381-B21 0D1	Factory Integrated	4	Mandatory
804424-B21	HPE Smart Array P204i-c SR Gen10 (4 Internal Lanes/1GB Cache) 12G SAS Modular Controller	4	Mandatory
804424-B21 0D1	Factory Integrated	4	Mandatory
P02054-B21	HPE Synergy 6820C 25/50Gb Converged Network Adapter	4	Mandatory
P02054-B21 0D1	Factory Integrated	4	Mandatory
P13771-B21	HPE Trusted Platform Module 2.0 Gen10 Plus Black Rivets Kit	4	Mandatory
P13771-B21 0D1	Factory Integrated	4	Mandatory

P37274-B21	HPE Synergy 480 Gen10 Plus CPU Front Heat Sink Kit	4	Mandatory
P37274-B21 0D1	Factory Integrated	4	Mandatory
P37275-B21	HPE Synergy 480 Gen10 Plus CPU Rear Heat Sink Kit	4	Mandatory
P37275-B21 0D1	Factory Integrated	4	Mandatory
	<b>DB Server - 2 nos</b>		
P22139-B21	HPE Synergy 480 Gen10 Plus Base Chassis Configure-to-order Compute Module	2	Mandatory
P22139-B21 0D1	Factory Integrated	2	Mandatory
P36926-B21	Intel Xeon-Gold 6336Y 2.4GHz 24-core 185W Processor for HPE	4	Mandatory
P36926-B21 0D1	Factory Integrated	4	Mandatory
P06033-B21	HPE 32GB (1x32GB) Dual Rank x4 DDR4-3200 CAS-22-22-22 Registered Smart Memory Kit	24	Mandatory
P06033-B21 0D1	Factory Integrated	24	Mandatory
P36675-B21	HPE Synergy 480 Gen10 Plus 2SFF Standard Drive Cage Kit	2	Mandatory
P36675-B21 0D1	Factory Integrated	2	Mandatory
P02381-B21	HPE Smart Storage Hybrid Capacitor with 260mm Cable Kit	2	Mandatory
P02381-B21 0D1	Factory Integrated	2	Mandatory
804424-B21	HPE Smart Array P204i-c SR Gen10 (4 Internal Lanes/1GB Cache) 12G SAS Modular Controller	2	Mandatory
804424-B21 0D1	Factory Integrated	2	Mandatory
P02054-B21	HPE Synergy 6820C 25/50Gb Converged Network Adapter	2	Mandatory
P02054-B21 0D1	Factory Integrated	2	Mandatory
P13771-B21	HPE Trusted Platform Module 2.0 Gen10 Plus Black Rivets Kit	2	Mandatory
P13771-B21 0D1	Factory Integrated	2	Mandatory
P37274-B21	HPE Synergy 480 Gen10 Plus CPU Front Heat Sink Kit	2	Mandatory
P37274-B21 0D1	Factory Integrated	2	Mandatory
P37275-B21	HPE Synergy 480 Gen10 Plus CPU Rear Heat Sink Kit	2	Mandatory
P37275-B21 0D1	Factory Integrated	2	Mandatory
	<b>Production Storage</b>		
R4U34A	HPE Alletra 5030 Adaptive Flash Array Dual Controller Configure-to-order Base Array	1	Mandatory
Q8C03B	HPE Nimble Storage 2x16Gb Fibre Channel 4-port FIO Adapter Kit	1	Mandatory
R4U48A	HPE Alletra 5000 Adaptive Flash Array 5.76TB (3x1.92TB) SATA 6G FIO Cache Bundle	2	Mandatory
Q8J27A	HPE Nimble Storage C13 to C14 250V 10Amp 1.8m Universal FIO Power Cord	2	Mandatory
R4U44A	HPE Alletra 5000 126TB (21x6TB) SAS 12G FIO HDD Bundle	1	Mandatory
R9X15A	HPE Alletra Tier 1 Storage Array Standard Tracking	1	Mandatory
Q8G27B	HPE Tier 1 Storage OS Default FIO Software	1	Mandatory
S0L81AAE	HPE Alletra 5030 Software and Support 5-year SaaS	1	Mandatory
HA124A1	HPE Technical Installation Startup SVC	1	Mandatory
HA124A1 5MR	HPE Tier 1 Storage Array Startup SVC	1	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory

HU4A6A5 ZG8	HPE NS 2x16Gb FC 4p Adptr Supp	1	Mandatory
HU4A6A5007E	HPE Alletra 5030 CTO Base Array Supp	1	Mandatory
HU4A6A5007P	HPE Alletra 5000 126TB SAS HDD Bdl Supp	1	Mandatory
HU4A6A5007U	HPE Alletra 5000 5.76TB FIO CachBdl Supp	2	Mandatory
	<b>Cyberdata Recovery Vault</b>		
R6U02A	HPE StoreOnce 3660 80TB Base System	1	Mandatory
R7M24A	HPE StoreOnce Gen4 Plus 10/25Gb 2-port SFP Adapter	1	Mandatory
R7M24A 0D1	Factory Integrated	1	Mandatory
845398-B21	HPE 25Gb SFP28 SR 100m Transceiver	2	Mandatory
845398-B21 0D1	Factory Integrated	2	Mandatory
BB983A	HPE StoreOnce Gen4 10/25Gb SFP Network Card LTU	1	Mandatory
BB983A 0D1	Factory Integrated	1	Mandatory
BB994AAE	HPE StoreOnce Encryption E-LTU	1	Mandatory
QK734A	HPE Premier Flex LC/LC Multi-mode OM4 2 Fiber 5m Cable	2	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory
HU4A6A5 YHL	HPE StoreOnce 3660 80TB Base System Supp	1	Mandatory
HA124A1	HPE Technical Installation Startup SVC	1	Mandatory
HA124A1 5VF	HPE StoreOnce 36xx Stup SVC	1	Mandatory
H33XYA1	HPE Edu Learn Credits for Storage SVC	20	Mandatory
	<b>Vmware Licenses and Managemant software</b>		
P9U42AAE	VMware vCenter Server Standard for vSphere (per Instance) 5yr E-LTU	1	Mandatory
BD514AAE	VMware vSphere Enterprise Plus 1 Processor 5yr E-LTU	16	Mandatory
H33XSA1	HPE Edu Learn Credits for Compute IT SVC	50	Mandatory
	<b>Backup- License</b>		
V-ADVUL-0I-SU5YP-00	Veeam Data Platform Advanced Universal Subscription License. Includes Enterprise Plus Edition features. 10 instance pack. 5 Years Subscription Upfront Billing & Production (24/7) Support.	6	Mandatory

#### Disaster Recovery Site Server and Storage Infrastructure:

Index	Technical Requirements	Qty	Compliance
<b>Product #</b>	<b>DR Site : Rack &amp; Accessories</b>		
P9K39A	HPE 42U 600mmx1200mm G2 Enterprise Pallet Rack	1	Mandatory
P9L16A	HPE G2 Rack 42U 1200mm Side Panel Kit	1	Mandatory
P9Q46A	HPE G2 Basic 7.3kVA/60309 3-wire 32A/230V Outlets (36) C13 (6) C19/Vertical INTL PDU	2	Mandatory
HA113A1	HPE Installation SVC	1	Mandatory
HA113A1 5BY	HPE Rack and Rack Options Install SVC	1	Mandatory
	<b>DR Site : SAN SWITCHES</b>		
R0Q97A	HPE SN6010C 16Gb 12-port 16Gb Short Wave SFP+ Fibre Channel Switch	2	Mandatory
R0Q97A 05Y	2.4m Jumper (IEC320 C13/C14 M/F CEE 22)	2	Mandatory
QK734A	HPE Premier Flex LC/LC Multi-mode OM4 2 Fiber 5m Cable	24	Mandatory
HA113A1	HPE Installation SVC	1	Mandatory
HA113A1 5FE	HPE 2/16 FC switch Installation Service	2	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory

HU4A6A5 U2L	HPE SN6010C 12-port 16Gb FC Switch Supp	2	Mandatory
	<b>DR Site : SYNERGY ENCLOSURE</b>		
P06011-B21	HPE Synergy 12000 Configure-to-order Frame with 10x Fans	1	Mandatory
P06011-B21 B19	HPE Synergy 12000 Frame	1	Mandatory
867796-B21	HPE Virtual Connect SE 100Gb F32 Module for Synergy	2	Mandatory
867796-B21 0D1	Factory Integrated	2	Mandatory
845970-B21	HPE QSFP28 to SFP28 Adapter	12	Mandatory
845970-B21 0D1	Factory Integrated	12	Mandatory
876852-B21	HPE Synergy 4-port Frame Link Module	2	Mandatory
876852-B21 0D1	Factory Integrated	2	Mandatory
813874-B21	HPE 10GBase-T SFP+ Transceiver	2	Mandatory
813874-B21 0D1	Factory Integrated	2	Mandatory
798096-B21	HPE 6x 2650W Performance Hot Plug Titanium Plus FIO Power Supply Kit	1	Mandatory
804938-B21	HPE Synergy Frame Rack Rail Kit	1	Mandatory
804938-B21 0D1	Factory Integrated	1	Mandatory
804943-B21	HPE Synergy Frame 4x Lift Handles	1	Mandatory
804943-B21 0D1	Factory Integrated	1	Mandatory
E7Y10A	HPE 16Gb SFP+ Short Wave 1-pack Commercial Transceiver	4	Mandatory
845398-B21	HPE 25Gb SFP28 SR 100m Transceiver	4	Mandatory
P54624-B21	HPE Synergy Composer2 Management Appliance Kit	2	Mandatory
R3P67AAE	HPE Synergy 32Gb Fibre Channel Upgrade E-LTU	2	Mandatory
845406-B21	HPE 100Gb QSFP28 to QSFP28 3m Direct Attach Copper Cable	2	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory
HU4A6A5 ZVS	HPE SY480 Gen10 Plus Support	6	Mandatory
HU4A6A5 WJN	HPE Synergy 1200 Frame Supp	1	Mandatory
HU4A6A5 Z1Q	HPE Synergy Composer2 Support	2	Mandatory
HU4A6A5 Z1R	HPE Synergy VC SE 100Gb F32 Module Supp	2	Mandatory
QK734A	HPE Premier Flex LC/LC Multi-mode OM4 2 Fiber 5m Cable	4	Mandatory
487655-B21	HPE BladeSystem c-Class 10GbE SFP+ to SFP+ 3m Direct Attach Copper Cable	1	Mandatory
HA124A1	HPE Technical Installation Startup SVC	1	Mandatory
HA124A1 5ZM	HPE Synergy First Frame Startup SVC	1	Mandatory
	<b>DB Server - 2 nos</b>		Mandatory
P22139-B21	HPE Synergy 480 Gen10 Plus Base Chassis Configure-to-order Compute Module	2	Mandatory
P22139-B21 0D1	Factory Integrated	2	Mandatory
P36926-B21	Intel Xeon-Gold 6336Y 2.4GHz 24-core 185W Processor for HPE	4	Mandatory
P36926-B21 0D1	Factory Integrated	4	Mandatory
P06033-B21	HPE 32GB (1x32GB) Dual Rank x4 DDR4-3200 CAS-22-22-22 Registered Smart Memory Kit	24	Mandatory
P06033-B21 0D1	Factory Integrated	24	Mandatory
P36675-B21	HPE Synergy 480 Gen10 Plus 2SFF Standard Drive Cage Kit	2	Mandatory
P36675-B21 0D1	Factory Integrated	2	Mandatory
P02381-B21	HPE Smart Storage Hybrid Capacitor with 260mm Cable Kit	2	Mandatory
P02381-B21 0D1	Factory Integrated	2	Mandatory
804424-B21	HPE Smart Array P204i-c SR Gen10 (4 Internal Lanes/1GB Cache) 12G SAS Modular Controller	2	Mandatory
804424-B21 0D1	Factory Integrated	2	Mandatory
P02054-B21	HPE Synergy 6820C 25/50Gb Converged Network Adapter	2	Mandatory
P02054-B21 0D1	Factory Integrated	2	Mandatory

P13771-B21	HPE Trusted Platform Module 2.0 Gen10 Plus Black Rivets Kit	2	Mandatory
P13771-B21 0D1	Factory Integrated	2	Mandatory
P37274-B21	HPE Synergy 480 Gen10 Plus CPU Front Heat Sink Kit	2	Mandatory
P37274-B21 0D1	Factory Integrated	2	Mandatory
P37275-B21	HPE Synergy 480 Gen10 Plus CPU Rear Heat Sink Kit	2	Mandatory
P37275-B21 0D1	Factory Integrated	2	Mandatory
	<b>Virtual Hosts - 4 nos</b>		
P22139-B21	HPE Synergy 480 Gen10 Plus Base Chassis Configure-to-order Compute Module	4	Mandatory
P22139-B21 0D1	Factory Integrated	4	Mandatory
P36937-B21	Intel Xeon-Gold 6348 2.6GHz 28-core 235W Processor for HPE	8	Mandatory
P36937-B21 0D1	Factory Integrated	8	Mandatory
P06033-B21	HPE 32GB (1x32GB) Dual Rank x4 DDR4-3200 CAS-22-22-22 Registered Smart Memory Kit	48	Mandatory
P06033-B21 0D1	Factory Integrated	48	Mandatory
P36675-B21	HPE Synergy 480 Gen10 Plus 2SFF Standard Drive Cage Kit	4	Mandatory
P36675-B21 0D1	Factory Integrated	4	Mandatory
P02381-B21	HPE Smart Storage Hybrid Capacitor with 260mm Cable Kit	4	Mandatory
P02381-B21 0D1	Factory Integrated	4	Mandatory
804424-B21	HPE Smart Array P204i-c SR Gen10 (4 Internal Lanes/1GB Cache) 12G SAS Modular Controller	4	Mandatory
804424-B21 0D1	Factory Integrated	4	Mandatory
P02054-B21	HPE Synergy 6820C 25/50Gb Converged Network Adapter	4	Mandatory
P02054-B21 0D1	Factory Integrated	4	Mandatory
P13771-B21	HPE Trusted Platform Module 2.0 Gen10 Plus Black Rivets Kit	4	Mandatory
P13771-B21 0D1	Factory Integrated	4	Mandatory
P37274-B21	HPE Synergy 480 Gen10 Plus CPU Front Heat Sink Kit	4	Mandatory
P37274-B21 0D1	Factory Integrated	4	Mandatory
P37275-B21	HPE Synergy 480 Gen10 Plus CPU Rear Heat Sink Kit	4	Mandatory
P37275-B21 0D1	Factory Integrated	4	Mandatory
	<b>DR - 1 nos</b>		
R4U33A	HPE Alletra 5010 Adaptive Flash Array Dual Controller Configure-to-order Base Array	1	Mandatory
Q8C03B	HPE Nimble Storage 2x16Gb Fibre Channel 4-port FIO Adapter Kit	1	Mandatory
R4U48A	HPE Alletra 5000 Adaptive Flash Array 5.76TB (3x1.92TB) SATA 6G FIO Cache Bundle	2	Mandatory
Q8J27A	HPE Nimble Storage C13 to C14 250V 10Amp 1.8m Universal FIO Power Cord	2	Mandatory
R4U43A	HPE Alletra 5000 84TB (21x4TB) SAS 12G FIO HDD Bundle	1	Mandatory
R9X15A	HPE Alletra Tier 1 Storage Array Standard Tracking	1	Mandatory
Q8G27B	HPE Tier 1 Storage OS Default FIO Software	1	Mandatory
S0L75AAE	HPE Alletra 5010 Software and Support 5-year SaaS	1	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory
HU4A6A5 ZG8	HPE NS 2x16Gb FC 4p Adptr Supp	1	Mandatory
HU4A6A5007D	HPE Alletra 5010 CTO Base Array Supp	1	Mandatory
HU4A6A5007N	HPE Alletra 5000 84TB SAS HDD Bdl Supp	1	Mandatory
HU4A6A5007U	HPE Alletra 5000 5.76TB FIO CachBdl Supp	2	Mandatory
	<b>DR : Vmware Licases,Managemant softwre</b>		
P9U42AAE	VMware vCenter Server Standard for vSphere (per Instance) 5yr E-LTU	1	Mandatory
BD514AAE	VMware vSphere Enterprise Plus 1 Processor 5yr E-LTU	12	Mandatory

R6J45AAE	Zerto Virtual Enterprise Cloud Edition 25 VM E-LTU	1	Mandatory
R8N65AAE	Zerto Quick Start Remote Service	1	Mandatory
HU4A6A5	HPE 5Y Tech Care Essential Service	1	Mandatory
HU4A6A500AG	HPE Zerto Virt ECE 25VM E-LTU Support	1	Mandatory
H33XSA1	HPE Edu Learn Credits for Compute IT SVC	50	Mandatory

4. Problem logging and Escalation process

This section should outline the detailed steps as to how the Sacco user can report a problem to the Vendor and the details on Technical Support, Call escalation contacts etc

The proposed solution should be covered by minimum 5 Years 24x7 support with NBD hardware replacement

5. Detailed and Itemized Pricing.

Include a fee breakdown of Labor, Related Licenses

6. Company Overview

2.2 DOCUMENTATION REQUIREMENTS

All documentation and training materials (both in hard copy as well as a soft copy in pdf format) must be available in order to complete the process, business, technical/system, operations and support acceptance activities.

Supplier’s suggestions for documentation and training materials to support the implementation, use and maintenance of the Annual Support on ICT Infrastructure and any supporting technology components that will be provided as part of this project are to be included in the Supplier’s proposal.

Documentation must be in English.

2.3 TRAINING

It is expected that formal training will be given to administrators of the solution. However, the solution must be intuitive and help text must be available and presented in a manner that encourages users to try to find information.

Training of technical support team will be to such an extent that they will be reasonably able to handle their duties competently. Where appropriate, the supplier will be expected to discuss the technical aspects of the system so as to enable, for example, creation of ad-hoc reports and integration to other systems

Training will be provided in the English language at the Saccos premises or a convenient mutually agreed location within Kenya. If additional expenses will be incurred for offsite training, this will be borne by the supplier.

2.4 TESTING AND ACCEPTANCE

The Sacco will test the proposed solution in a test environment to ascertain that all the functionality as put forward by the supplier are met. Incorrect information discovered at this time will constitute grounds for disqualification. It is the responsibility of the supplier to ensure the requirement defined in the proposal are achieved

The signed proposal will be the sole reference document for any discussion issues arising related to acceptance.

Acceptance Criteria: the Sacco will accept the proposed deliverable after they have been fully tested by the Sacco and confirmed to meet the requirement as specified in the original RFP and signed RFP response.

2.5 PROOF OF CONCEPT

The Sacco may require proof of concept of the proposed solution as evidence that it is viable and capable of achieving audit requirements.

2.6 OVERALL RESPONSIBILITY

- o The Bidder is obliged to work closely with the Sacco's staff, act within its own authority, and abide by directives issued by the Sacco that are consistent with the terms of the Contract.

- o The Bidder will abide by the job safety measures and will indemnify the Sacco from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the Sacco responsible or obligated.
- o The Bidder is responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanors.
- o The Bidder shall appoint an experienced counterpart resource to handle this requirement for the duration of the Contract. The Sacco may also demand a replacement of the manager if it is not satisfied with the manager's work or for any other reason.
- o The Bidder shall take the lead role and be jointly responsible with the Sacco for producing a finalized project plan and schedule, including identification of all major milestones and specific resources that the Sacco is required to provide.
- o The Bidder will not disclose the Sacco's information it has access to, during the course of the Consultancy, to any other third parties without the prior written authorization of the Sacco. This clause shall survive the expiry or earlier termination of the contract

## 2.7 PRICING

Costs (KSH inclusive VAT and other applicable taxes where necessary) and Man/Day estimates, where appropriate.

All taxes and VAT amount must be clearly stipulated and separated from the base costs and should be valid for a minimum of 120 days.

## 2.8 DELIVERY

Delivery and performance of the Services shall be made by the successful Bidder in accordance with the time schedule as per Proposal and subsequent Agreement.

## 2.9 DELAYED DELIVERY AND INSTALLATION CAUSED BY THE SUPPLIER

If at any time during the performance of the Contract, the Bidder should encounter conditions impeding timely delivery and performance of the Services, the Bidder shall promptly notify the Sacco in writing of the fact of the delay, its' likely duration and its' cause(s). As soon as practicable after receipt of the Bidder's notice, the Sacco shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

## 2.10 WARRANTY

The successful bidder shall provide 12 months Warranty for the software and ensure it is free from any sort of defects and shall perform as per expectations. The successful bidder shall provide an option for on-going warranty support beyond the warranty Period. Failure to this the supplier will pay damages to the tune of the cost of the solution.

## 2.11 SUPPORT REQUIREMENTS

The respondent should provide and sign an Annual Maintenance Contract.

The respondent should provide updates, upgrades toll-free technical assistance 24/7/365.

The respondent should provide a summary of Respondent's resources (support personnel and otherwise) devoted specifically, to technical issues, involving notification technology, as well as support procedures.

## 2.12 BID EFFECTIVENESS

It is a condition of the Sacco that the vendor guarantees the sufficiency, and effectiveness of the solution proposed to meet the Sacco requirements as outlined in this document. The Sacco will hold the vendor solely responsible for the accuracy and completeness of information supplied in response to this tender. The Sacco will hold the vendor responsible for the completeness of the solution proposed and that were the vendor to be awarded the tender, they would implement the solution without any additional requirements from



the Sacco

#### 2.13 PAYMENT TERMS

The Sacco will NOT make any payments in advance. The Sacco will issue an LPO for all the equipment and/or services ordered. The LPO will be paid within 45 days after delivery, testing installation and acceptance of the equipment and/or services supplied.

The Sacco will not accept partial deliveries, and neither will the Sacco make partial payments. Payment for equipment and/or services will only be made once the entire ordered equipment and/or services are delivered, installed and commissioned.

#### 2.14 STAFFING

The Supplier will provide the relevant staff and tools to carry out all the required work under this tender. At least one certified expert in general certification and specialized) and a back-up person are required in the technical areas.

A project/account manager is also required to coordinate and account for all the Supplier's activities throughout the contract period.

#### 2.15 RESPONSIBILITIES AS AN INDEPENDENT CONTRACTOR

The Supplier agrees to take overall responsibility for any services rendered; regardless of whether third parties engaged by the Supplier or the Supplier himself carries them out.

### 3 SECTION 3 - GENERAL CONDITIONS OF CONTRACT

#### 3.2 Introduction

Specific terms of contract shall be discussed with the bidder whose proposal will be accepted by the Sacco. The resulting contract shall include but not be limited to the general terms of contract as stated below from 3.2 to 3.14.

#### 3.3 Award of Contract

Following the opening and evaluation of proposals, the Sacco will award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid. The Sacco will communicate to the selected bidder its intention to finalize the draft conditions of engagement submitted earlier with his proposals.

After agreement has been reached, the successful Bidder shall be invited for signing of the Contract Agreement to be prepared by the Sacco in consultation with the Bidder.

#### 3.4 Application of General Conditions of Contract

These General Conditions (sections 3.2 to 3.14) shall apply to the extent that they are not superseded by provisions in other parts of the Contract that shall be signed.

#### 3.5 Bid Validity Period

Bidders are requested to hold their proposals valid for One Hundred and Twenty (120) days from the closing date for the submission.

#### 3.6 Performance Security

3.5.1 The Sacco may at its discretion require the successful bidder to furnish it with Performance Security in the amount specified in the accepted Bid.

3.5.2 The Performance Security shall be in the form of a Bank guarantee issued by a commercial bank operating in Kenya and shall be in a format prescribed by the Sacco. The performance guarantee shall be submitted within 10 days of notification of award.

3.5.3 The proceeds of the Performance Security shall be payable to the Mwalimu National Sacco as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. The Performance Security will be discharged by the Company not later than two months following the date of completion of the Bidder's performance obligations, and the Sacco's acceptance of the final report as specified in the contract.

### 3.7 Delays in the Bidder's Performance

3.7.1 Delivery and performance of the referred tender shall be made by the successful Bidder in accordance with the time schedule as per Agreement.

3.7.2 If at any time during the performance of the Contract, the Bidder should encounter conditions impeding timely delivery and performance of the Services, the Bidder shall promptly notify the Sacco in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder's notice, the Sacco shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

3.7.3 Except in the case of "force majeure" as provided in Clause 3.13, a delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of liquidated damages pursuant to Clause 3.8.

### 3.8 Liquidated damages for delay

The contract resulting out of this RFP shall incorporate suitable provisions for the payment of liquidated damages by the bidders in case of delays in performance of contract.

### 3.9 Governing Language

The Contract shall be written in the English Language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall also be in English.

### 3.10 Applicable Law

This agreement arising out of this RFP shall be governed by and construed in accordance with the laws of Kenya and the parties submit to the exclusive jurisdiction of the Kenyan Courts.

### 3.11 Bidder's Obligations

3.11.1 The Bidder is obliged to work closely with the Sacco's staff, act within its own authority, and abide by directives issued by the Sacco that are consistent with the terms of the Contract.

3.11.2 The Bidder will abide by the job safety measures and will indemnify the Sacco from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the Sacco responsible or obligated.

3.11.3 The Bidder is responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanors.

3.11.4 The Bidder will not disclose the Sacco's information it has access to, during the course of the work, to any other third parties without the prior written authorization of the Sacco. This clause shall survive the expiry or earlier termination of the contract.

### 3.12 The Sacco's Obligations

In addition to providing Bidder with such information as may be required by the bidder the Sacco shall,  
(a) Provide the Bidder with specific and detailed relevant information  
(b) In general, provide all relevant information and access to Sacco's premises.

### 3.13 Confidentiality

The parties undertake on behalf of themselves and their employees, agents and permitted subcontractors that they will keep confidential and will not use for their own purposes (other than fulfilling their obligations under the contemplated contract) nor without the prior written consent of the other disclose to any third party any information of a confidential nature relating to the other (including, without limitation, any trade secrets, confidential or proprietary technical information, trading and financial details and any other information of commercial value) which may become known to them under or in

connection with the contemplated contract. The terms of this Clause 2.15 shall survive the expiry or earlier termination of the contract.

### 3.14 Force Majeure

- (a) Neither Bidder nor Sacco shall be liable for failure to meet contractual obligations due to Force Majeure.
- (b) Force Majeure impediment is taken to mean unforeseen events, which occur after signing the contract with the successful bidder, including but not limited to strikes, blockade, war, mobilization, revolution or riots, natural disaster, acts of God, refusal of license by Authorities or other stipulations or restrictions by authorities, in so far as such an event prevents or delays the contractual party from fulfilling its obligations, without its being able to prevent or remove the impediment at reasonable cost.
- (c) The party involved in a case of Force Majeure shall immediately take reasonable steps to limit consequence of such an event.
- (d) The party who wishes to plead Force Majeure is under obligation to inform in writing the other party without delay of the event, of the time it began and its probable duration. The moment of cessation of the event shall also be reported in writing.
- (e) The party who has pleaded a Force Majeure event is under obligation, when requested, to prove its effect on the fulfilling of the contemplated contract.

ANNEX 3. SUPPLIER QUESTIONNAIRE

1. Business Name  
.....  
Pin No. .... VAT Reg. No. ....

(Attach Copy Registration Certificate)

2. Tender applied for.....  
Item Description: .....

3. Experience:  
a) State the number of years the company has been in similar business  
.....  
.....

State names of five major clients, references and contact persons  
(Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, etc.)  
.....  
.....

List ongoing contracts/projects (goods & services) and values of  
contract/orders.....  
.....  
.....

4. Submit organizational structure and CV profiles of relevant management and technical staff  
.....  
.....  
.....  
.....

5 a) Have you previously dealt with Mwalimu Sacco? If yes, state nature of business.  
.....  
.....  
.....

b) State whether you have, at any one time, been blacklisted by the Mwalimu Sacco. If yes, give reasons.....  
.....

6. Financial Strength

Provide copies of the company’s audited accounts for the last two (2) years.

7. Delivery & Logistics

a) State location of registered office, warehouse and space whether owned/rented indicating:  
i. Building.....  
ii. Street/Road.....  
iii. City/Town.....

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.....

8. State whether your company is a:

a) Manufacturer.....  
b) Authorized agent (Attach principal/manufacture’s authorization letter).....  
c) Stockist.....  
d) Other (Please specify) .....

11. Specify the amount of business you can handle at any one time

.....  
.....

12. Give any other information that you feel is relevant for purpose of the tender as a supplier

.....  
.....  
.....

**ADDITIONAL INFORMATION**

1. Bank details:

Bank Name      Account Number Bank Branch

PQ-3            HUMAN CAPITAL ( Provide 3 key staff)

Name .....

Age .....

Academic Qualification .....

Undergraduate.....

Postgraduate.....

Diploma.....

Certificate .....

High School.....

Professional Qualification .....

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier /position held

.....

(Attach copies of certificates of key personnel in the organization)

#### 4 SECTION 4 – ANNEXURES

##### 1.0 BUSINESS ACTIVITIES

No.	PARTICULARS
3.1	What are the main business activities of your organization? i.e. Manufacturer, Assembler, Distributor, service centre, retailer, (please specify).
3.2	How many staff does your organization have? ..... Indicate the number under each category i. Technical (Permanent....., Temporary.....) ii. Semiskilled (Permanent....., Temporary.....)
3.3	Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for, as required by Mwalimu.  <input type="checkbox"/> Attach you company organogram (organisation chart) with emphasis on the job you are bidding for.  <input type="checkbox"/> Attach CV"s of key staff (at least 3 key staff for the project)
3.4	Please submit a declaration that all staff within your organization that are or will Be involved in the project are or will be permitted to work within your organization under the laws of Kenya or the laws of the country in which it is established.

## 2.0 TRADE REFERENCES

4.1 Please provide in the table below details of the projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this bid document.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (Kshs/USD/Euro)
1					
2					
3					
4					
5					
6					
7					
8					

## 3.0 CERTIFICATIONS, ACCREDITATIONS AND APPROVALS

Detail any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.



#### 4.0 BUSINESS PROBITY AND LITIGATION MANAGEMENT

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential Mwalimu National Sacco supplier.

No.	PARTICULARS	RESPONSE
1	Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of USD 20,000.	
3	Has any partner, director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?	
4	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anti- Corruption Authority or similar authority in the country in which your organisation is established?	
5	Has the organisation not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?	
6	Please state if any Director shareholder/ Partner and / or Company Secretary of the Organisation is currently employed or has been employed in the past 3 years by Mwalimu national Sacco.	
7	Please state if any Director / Partner and / or Company Secretary of the Organisation has a close relative who is employed by Mwalimu National Sacco and who is in a position to influence the award of any supply award. A “close relative” refers to spouse, parents, siblings and children	

## 5.0 EVALUATION

The following documents should be attached.

### Mandatory Requirement

- i. Certificate of Incorporation/Business Name Certificate
- ii. Business Permits
- iii. Manufacturers Authorization Bidders HPE Partnership Level Must be Minimum Gold or above, to be supported by Authentic Manufacturers Authorization form.
- iv. Partner should be Authorized Service Provider Partner/Warranty Service Provider
- v. Certificate from relevant regulatory authority (where applicable)
- vi. Bank bid bond of Kshs.500,000 valid for 120 working days
- vii. Tax Compliance certificate or equivalent
- viii. Audited Accounts (Two years)
- ix. Provide a company profile as per supplier questionnaire in Annex 3.
- x. Approval licenses, by the various bodies for compliance, MUST be included where applicable

Failure to provide the mandatory document will lead to automatic disqualification.

### Evaluation Criteria

The Criteria for the evaluation of Technical and Financial Proposals are as follows:

#### (I) Technical Evaluation

This will be based on the technical proposal submitted in accordance to the forms provided and the following criteria shall be used:-

Total Technical Score: 100 Marks

Weightage: The total technical score will carry 80% of overall evaluation score (combined Technical and Financial score).

#### Stage 1 - Desk Evaluation

Item	Marks
Technical Capacity (Provide Relevant References)	20
Technical Capacity – Implementing Personnel	10
Technical Specifications	40
Financial Strength/Capacity	25
Training	5
Total	100

Bids that score equal or above 80% in the technical evaluation stage will proceed to Financial evaluation stage. Bids that score less than 80% shall be treated as non-responsive and will not be further evaluated.

#### (II) Financial Evaluation

Weightage: This will carry a total of 20% of the overall evaluation score.

Each of the financial submissions will be divided by the lowest financial quote to determine the financial score of each.

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.

#### (III) Combined technical and financial scores:

The following formula shall be used:  $T.S (80\%) + F.S (20\%) = T.T.L (100\%)$

T.S = Technical Score (as evaluated above)

F.S = Financial Score (as evaluated above)

T.T.L = Total Score

The bid with the highest combined Technical and Financial Score will be awarded the tender and invited for negotiations with the client.