



QUOTATION No: NCPD 42/2018./2019
 DESCRIPTION: Provision of Anti-virus
 DATE: 17/04/2019

NAME OF BIDDER

NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

NCPD/FIN/PRO/FORMS/002

ISSUE NO 003

REVISION NO. 002

REQUEST FOR QUOTATION

(NB: Eligibility is limited to firms prequalified by the ministry of ICT and innovation for the category)

Note.

- (a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- (b) Your quotation should include all costs of providing the services including costs of delivery, duty, VAT, etc. where applicable to:
- (c) This quotation form is **NOT VALID** Unless Authorized
- (d) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before 26/04/2019 at **10.00am**
- (e) Return the original copy and retain a duplicate for your records.
- (f) NCPD encourages all partners to make use of **Corruption and Unethical Practices Reporting Mechanisms below;**
 - a. Corruption Reporting Box at the Main Reception in the Head Office and County Offices
 - b. Toll free Hotline for complaints: 0800724212/Complaints Reporting Desk: 020-2711600 Ext 311/333
 - c. Dedicated email account: complaints@ncpd.go.ke
 - d. Anonymous corruption reporting link on the ncpd website: www.ncpd.go.ke

Please quote for: Provision of Anti-virus as per the specifications and TORs.

No.	Description	Unit	Qty	Total price, VAT Inc.	Days to Delivery	Discount	Quotation validity period
1.							
2.							
3.							

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

(1) Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time.....

Candidate's Signature.....

Rubber Stamp.....

Date.....



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

INSTRUCTIONS:

1. All entries should be typed or written in ink. Mistakes should not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units specified.
3. This form should be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be deleted from the mailing list for the items listed thereon.
6. All successful candidates **SHALL** at the point of receiving LPOs, provide:
 - a) Bank details complete with names of directors which should be signed and stamped appropriately
 - b) Details of the Postal and Physical Address of the candidate.
 - c) Particulars of Consultants as had been tendered. Where the applicant is an individual consultant and not an enterprise, the lead consultant shall also be the Team Leader/Director. Whatever the case may be, however, subletting or subcontracting/shifting of consultants shall not be allowed and will lead to termination of contract at any stage and the attendant claims for liquidated damages by NCPD
7. Kindly indicate your “**days to delivery**” for the quotation. This will form the basis for evaluation of your performance. If not indicated, NCPD will apply its *standard evaluation criteria* which provides that normal goods and services deliveries should be within **14 days** after an order/contract has been issued.
8. In accordance with, NCPD’s Information Security Policy, all information provided herein remain confidential. Wrongful disclosure/sharing of the contents of this engagement without prior written consent of NCPD shall attract severe penalty and relevant legal suit.

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

(1) Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time.....

Candidate’s Signature.....

Rubber Stamp.....

Date.....



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

BREAKDOWN OF COSTS

Item	Description	Unit	Quantity	Amount
	TOTAL COST			

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

(1) Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time

Candidate's Signature.....

Rubber Stamp.....

Date.....



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

CRITERIA FOR EVALUATION AND AWARD OF CONTRACT

CRITERIA	MARKS
Interpretation of the TOR	50
Qualification of the lead consultant	10
Experience of the lead consultant in conducting similar assignment	20
Qualification and Experience of other team members	15
Work plan/ operational plan with clear timeframes	5
TOTAL	100

NB: Award of contract

The candidate who will be considered to be substantially responsive (highest technical scores) and also determined to be the lowest evaluated bidder will be eligible for contract award.

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

(1) Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time.....

Candidate's Signature.....

Rubber Stamp.....

Date.....



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

TERMS OF REFERENCE FOR ENDPOINT AND SERVER PROTECTION ANTIVIRUS

The Councils has the following infrastructure and applications structure:

1. A Wide Area Network (WAN) comprising Nairobi based headquarters and eleven (11) other County Offices.
2. Internet link currently being supplied by Safaricom Plc
3. 2 physical servers with one running Vmware Virtual Server Services
4. The environment is typically Microsoft-Windows based spiced with instances of Linux and iOS.
5. The servers run on Microsoft Windows Server 2012R and Server 2008
6. Zimbra Email systems runs on Ubuntu Linux server as a virtual machine
7. A payroll system that runs on a standalone server
8. Pastel accounting system running on one of the servers
9. Microsoft Dynamic Nav (Navision Software) EPR system with SQL database
10. Data held in end user devices such as laptops, desktops and tablets.
11. Onsite backup system on Synology Rackstation Backblaze Cloud for offsite backup

The solution must have the following minimum technical specifications:

1. Two Server Agent: Anti-malware, Live Protection, Malicious Traffic Detection, Behaviour Analysis/HIPS, File Integrity Monitoring, Web Security, Download Reputation, Web Control, Peripheral Control, Application Control, Data Loss Prevention, Firewall Control, Synchronized Security, Malware Removal, Automatic Scanning Exclusions, AWS/Azure Cloud Workload Discovery

Candidate's Signature.....

Rubber Stamp.....

Date.....

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

(1) Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time.....



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

Virtual Environments :Servers on VMware ESXi and Microsoft Hyper-V, a light guest VM agent off-loads malware scanning to a centralized Security VM. Anti-malware, Live Protection, Malware removal.

2. 110 Endpoint Agents: Anti-malware, Live Protection, Web Security, Web Control, Malware Removal, Peripheral Control and Application Control. Behaviour Analysis/HIPS, Data Loss Prevention, Download Reputation, Malicious Traffic Detection Virtual Environments, Light Agent off-board scanning, Antimalware, Live Protection and Malware Removal.
3. Proposals should clearly reflect capacity for future scale up to accommodate growth
4. The financial proposal should show charges for:
 - a) Setup charges
 - b) Regular cost such as annual payments
 - c) Minimum subscription period
5. The selected provider must provide a web interface facility for real time monitoring of agents.
6. The bidder shall show the time schedules for implementation of the solution. Deployment period should be within 14 days.
7. The bidder is expected to provide a response backed up with evidence (where applicable) for each of the requirements enumerated above. For ease of identification, the bidder is advised to provide the response to each requirement in a tabulated format.
8. The bidder must include an SLA for the proposed solution.

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

(1) Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time

Candidate's Signature.....

Rubber Stamp.....

Date.....