



QUOTATION No: NCPD 30/2018./2019

DESCRIPTION: Cloud server service

DATE: 4/04/2019

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 12/04/2019 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](mailto:complaints@ncpd.go.ke)
  - d. Anonymous corruption reporting link on the ncpd website: [www.ncpd.go.ke](http://www.ncpd.go.ke)

**Please quote for: Cloud server services as per the specifications and TORs.**

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

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

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

Time .....

Candidate's Signature.....

Rubber Stamp.....

Date.....



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### 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.

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### BREAKDOWN OF COSTS

Item	Description	Unit	Quantity	Amount
	<b>TOTAL COST</b>			

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## 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
<b>TOTAL</b>	<b>100</b>

#### **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.

Candidate's Signature.....

Rubber Stamp.....

Date.....

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## NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

### TERMS OF REFERENCE FOR PROCUREMENT OF A CLOUD SERVER MAINTENANCE SERVICES

#### Back ground

#### 1.1 Introduction

The National Council for Population and Development (NCPD) is a semi-autonomous government state agency (SAGA) charged with the mandate of developing and promoting population policies and coordinating implementation of its activities. The functions of the Council are to:

- i. Analyze population issues and develop policies relating to population;
- ii. Provide leadership and mobilize support for population programmes, including coordinating population programmes implemented by different organizations;
- iii. Assess the impact of population programmes and make recommendations arising from such assessments;
- iv. Assist other organizations in dealing with population issues;
- v. Identify and advise on population issues that may not be adequately or appropriately dealt with by the Government; and
- vi. To advocate for political and other support to address population issues

#### 1.2 Current ICT Environment

With a current user base of about 100, NCPD is served by a Wide Area Network for all its 11 sites (County) and Head Quarters offices all linked by means of an MPLS solution.

The link to HQ has a capacity of 10Mbps while each of the eleven (11) county offices has a link of 1Mbps. The HQ branch is connected through fiber and the County offices are connected through WiMAX.

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We have at the moment deployed a Cloud FTP Server with the following specifications: RAM: 4 GB, vCPUS: 2 cores, Disk Space: 510GB, 1Gb/s unlimited traffic within Kenya 1TB international transfer, Ubuntu Linux Operating System, FTP Client and web Server Administration. We need to maintain/ acquire a cloud server for use of backing up of crucial data and hosting a Human Resource portal.

### Resources available

There is in existence a network infrastructure which would allow adequate access to the internet.

### Required resources

Cloud Server Hosting Service for an FTP and Webhosting Server.

### 1.3 General Scope

NCPD otherwise referred to as the Council in this document needs provision of WAN connectivity and internet. The successful bidder is expected to be vastly experienced in networking technologies and possess proven abilities in the provision of the solution proposed. In addition, the bidder must have a local presence in terms of support with 24 hour availability. The supplied solution is also expected to be planned to cause the least disruption to production services.

1. The solution must have the following minimum technical specifications with capability of scaling up:

No	Specification
I.	RAM: 16 GB
II.	CPUS: 4 Cores
III.	Disk Space: 1TB
IV.	1Gb/s unlimited traffic within Kenya

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V.	1TB international transfer
VI.	Linux Operating System
VII.	FTP Client
VIII.	Webhosting server capabilities
IX.	Web Server Administration
X.	Security up to date package

2. Proposals should clearly reflect capacity for future scale up to accommodate growth
3. The Solution should not require the acquisition/change/replacement of hardware at the time of deployment. Any bidder whose solution requires the acquisition of new hardware for the currently connected sites at time of deployment will be disqualified.
4. There should be a 99% uptime for the WAN and Internet to all points during the engagement period. Lower levels of quality of Service (QoS) will attract penalties as agreed in the final Service Level Agreement. The bidder is expected to provide a draft SLA in the proposal
5. The financial proposal should show charges for:
  - i. Setup charges
  - ii. Regular cost such as annual payments
  - iii. Minimum subscription period
6. The selected provider must provide a web interface facility for real time monitoring of service.
7. Due to time constraints, the tender should show the time schedules for implementation of the

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solution. This schedule should be structured to show time to complete after the issuance of the LPO.

8. 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.
9. The tender should show the graceful exit period by the procuring entity without penalties Bidder's Experience & Past Performance on similar Projects- Provide reference sites (Corporate/Public) where they provide Cloud Server connectivity

### 1.4 Qualification and experience

The team members should have the following minimum qualifications:

Minimum Academic qualifications	Minimum professional qualifications	Minimum no personnel	Minimum Technical experience
BSc Engineering, IT, IS , Computer science or equivalent	CCNA	4	3 years

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