



QUOTATION No: NCPD 042/2019/2020
 DESCRIPTION: Network Optimization
 DATE: 3/04/2020

NAME OF BIDDER

NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

NCPD/FIN/PRO/FORMS/002

ISSUE NO 003

REVISION NO. 002

REQUEST FOR QUOTATION

Note.

- (a) **Eligibility** for this tender is limited to firms registered/prequalified by the **Ministry of ICT&I**
- (b) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- (c) Your quotation should include all costs of providing the services including costs of delivery, duty, VAT, etc. where applicable to:
- (d) This quotation form is **NOT VALID** Unless Authorized
- (e) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before **20/04/2020 at 10.00am**
- (f) Return the original copy and retain a duplicate for your records.
- (g) 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: *Network Audit, Optimization and Preventive Maintenance as specified herein*

Item	Description	Unit	Qty	Summary of prices, VAT Inc.	Days to Delivery	Discount	Quotation validity period
1.			1				
2.			1				
3.							
4.							
5.							

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

TERMS OF REFERENCE FOR PROVISION OF NETWORK AUDIT, OPTIMIZATION AND PREVENTIVE MAINTENANCE

1.2 General Scope

NCPD otherwise referred to as the Council in this document needs to procure a vendor for the purpose of Network Audit, optimization and preventive maintenance services. The successful bidder MUST be listed under the Ministry of ICT as a prequalified supplier within the category prescribed for provision of such services.

1.3 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 50 Mbps while each of the eleven (11) county offices has a link of 2 Mbps. The HQ branch is connected through fiber and the County offices are connected through WiMAX.

HQ is characterized by a 1900 series Cisco router and a Sophos Firewall which acts as the gateway. The County offices have an 881 Cisco router and a Linksys router providing wireless access to the user devices. The Council has implemented the following in the current environment:

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

Branch site	Service	Capacity	Medium	Equipment
NCPD HQ MPLS Backhaul Primary	MPLS	22 Mbps	Safaricom Fiber	Cisco 1941
NCPD HQ MPLS Backhaul Backup	MPLS	22 Mbps	AK Fiber	
NCPD HQs Internet Primary	Internet	50 Mbps	Safaricom Fiber	
NCPD HQs Internet Backup	Internet	50 Mbps	AK Fiber	
Kisii County Office	MPLS Loop	2 Mbps	Microwave	Cisco 881
Garissa County Office	MPLS Loop	2 Mbps	Ceragon	Cisco 881
Nairobi County Office	MPLS Loop	2 Mbps	Safaricom Fiber	Huawei AR
Mombasa County Office	MPLS Loop	2 Mbps	Safaricom Fiber	Cisco 881
Kakamega County Office	MPLS Loop	2 Mbps	Microwave	Cisco Liksys
Machakos County Office	MPLS Loop	2 Mbps	WiMAX	Cisco 881
Embu County Office	MPLS Loop	2 Mbps	Ceragon	Cisco 881
Nakuru County Office	MPLS Loop	2 Mbps	WiMAX	Cisco Liksys
Uasin Gishu County Office	MPLS Loop	2 Mbps	WiMAX	Cisco 881
Kisumu County Office	MPLS Loop	2 Mbps	Microwave	Cisco 881
Nyeri County Office	MPLS Loop	2 Mbps	Ceragon	Cisco 881

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

Technical Specifications

The technical criteria will be scored based on the ability of the client to respond to the following criteria:

	Criteria	Bidder Response
1.	Perform network audit assessment and document a report for the HQ and 10 regional offices	YES/NO
2.	Preventive maintenance and servicing of active devices on the network (Switches, Routers, Access Points, Servers and Online UPSes); comprise of vacuum dusting, blowing and cleaning to remove dust	YES/NO
3.	Software update and upgrade where required	YES/NO
4.	Layout, design, configuration and documentation of VLANS network architecture and optimization of logical network	YES/NO
5.	Configuration of regional network devices linking the regional offices to the to access shared network resources through the MPLS network	YES/NO
6.	Configuration of security policies for optimization network firewall	YES/NO
7.	Cable management within the cabinets	YES/NO
8.	Physical network cabling testing and labelling where required	YES/NO
9.	Detailed documentation report on what the vendor has implemented including proper inventory of network devices and servers at the tail end of the activities indicating gaps and opportunities for improvement	YES/NO
10.	Contacts of the Project Manager and at least one Technical Personnel assigned to the task	YES/NO

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

11.	Provide evidence of NCPD site visit to understand the scope of work	YES/NO
-----	---	--------

MANDATORY QUALIFICATION CRITERIA

1. Copies of Certificates of Registration/Incorporation
2. Tax Compliance Certificate
3. Attached copies of Professional Qualification of technical staff
4. Completion of Confidential Business Questionnaire

TECHNICAL EVALUATION CRITERIA

1. Demonstrate capacity for Software update and upgrade where required (20 Marks)
2. Experience & Past Performance on similar Projects (evidenced by copies of contract/LPO/Completion Certificates). including proper inventory of network devices and servers at the tail end of the activities indicating gaps and opportunities for improvement (30 Marks)
3. Professional Qualification of technical and administrative staff (20 Marks)
4. Completion of Confidential Business Questionnaire (10 Marks)
5. Layout, design, configuration and documentation of VLANS network architecture and optimization of logical network (10 Marks)
6. Document a Draft Detailed SLA (10 Marks)

NB: Award of contract

Candidate's Signature.....

Rubber Stamp.....

Date.....

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

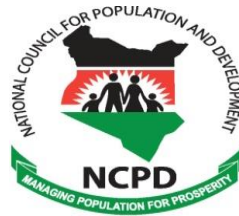
(1) Designation..... Sign.....

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

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

Time.....

Telephone: Nairobi 2711600
Fax: 2716508
E-mail: info@ncpd.go.ke



CHANCERY BUILDING
VALLEY ROAD
P O Box 48994, 00100
NAIROBI

NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

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.....