



QUOTATION FOR WEBHOSTING SERVICES AT KEBS-HEADQUARTERS

**THE MANAGING DIRECTOR,
KENYA BUREAU OF STANDARDS,
POPO ROAD OFF MOMBASA ROAD
P.O. BOX 54974 - 00200
NAIROBI**

MAY 2018

preliminary

QUOTATION FOR WEBHOSTING SERVICES AT KEBS-HEADQUARTERS

Completed quotation documents in plain sealed envelopes clearly marked:

“KEBS/744/2017/2018: QUOTATION FOR WEBHOSTING SERVICES should be POSTED OR deposited in the Main Reception quotation box

Name:.....

Address: DATE: 18th JUNE, 2018

Telephone:.....

You are invited to submit a quotation on materials listed below:

This quotation should be deposited in the Quotation box provided in the Main Reception on or before 10a.m. 25/06/2018

Your quotation should include all costs for delivery of the goods/ services to: KEBS CENTRE NAIROBI.

Your quotation should include all Government taxes.

A2 QUOTATION PRICE

Kenya shillings (in words).....

In figures

A3 VALIDITY PERIOD

The bid shall remain valid for a period of **90** days from the date of submission.

TECHNICAL SPECIFICATIONS

No.	Item	Minimum Specification
1.	Service	Web Hosting
2.	Bandwidth	Unlimited
3.	Compatibility	<ul style="list-style-type: none"> ➤ Webhosting environment: PHP 7.0 & above, MySQL 5.7 & 7.0, MySQLi, MariaDB 10.2 ➤ Compatibility with the following operating systems: windows, Unix, linux
4.	Accessibility	Latest User-friendly Content Management System (CMS)
5.	Visitors statistics	Provide a website traffic, statistics and analytics tool
6.	Reliability & Availability	<ul style="list-style-type: none"> <input type="checkbox"/> Availability rates of 99.98% <input type="checkbox"/> Backup both within the primary hosting site and a remote site. (to be demonstrated on site).
7.	Site Map	One-click Sitemap Generator
8.	Security	<p>The host must have:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Firewalls for security; <input type="checkbox"/> Perform daily backups of the site; <input type="checkbox"/> Send notification whenever there are new logins to the CMS or whenever any changes are made; <input type="checkbox"/> SSL for the website <input type="checkbox"/> Malware Scanner; <input type="checkbox"/> Spam Defender; <input type="checkbox"/> DDoS protection; <input type="checkbox"/> Load balancing
9.	Uptime	Minimum Uptime guarantees of 99.98%.
10.	Disk Space	Unlimited capacity
11.	Support	Support must be on a 24/7 basis with Live Chat Support
12.	Search engine optimization (SEO)	Available in all web search engine's
13.	Maintenance and support	Provide comprehensive annual maintenance costs including SSL certificate

a. Mandatory Evaluation Criteria

Item No.	Requirements
1.	PIN/VAT Certificate
2.	Single business permit/Trade license
3.	Certificate of Registration and /or Incorporation.
4.	Valid Tax Compliance Certificate.
5.	Original Valid Tender security/ Bid bond
6.	Evidence of Previous similar/relevant work done. Provide Proof: Attach four Sign Off certificates/recommendation letters)
7.	Declaration stating that you have NOT been debarred by Public Procurement Regulatory Authority.
8.	Financial Audited Accounts/statements for the last 3 years: 2015, 2016 and 2017
9.	Properly filled, signed and stamped Confidential Business Questionnaire.
10.	Properly filled, signed and stamped Tender form.
11.	The bidder should have five (5) specialist, who have experience in website hosting, development and maintenance (Attach certificates for the specialist)

b. Technical Compliance Evaluation

No.	Item	Minimum Specifications	If compiled, Bidders explanation of compliance with reference to details
1.	Service	Web Hosting	
2.	Bandwidth	Unlimited	
3.	Compatibility	<ul style="list-style-type: none"> ➤ Webhosting environment: PHP 7.0 & above, MySQL 5.7 & 7.0, MySQLi, MariaDB 10.2 ➤ Compatibility with the following operating systems: windows, Unix, linux 	
4.	Accessibility	Latest User-friendly Content Management System (CMS)	
5.	Visitors statistics	Provide a website traffic, statistics and analytics tool	
6.	Reliability & Availability	<ul style="list-style-type: none"> <input type="checkbox"/> Availability rates of 99.98% <input type="checkbox"/> Backup both within the primary hosting site and a remote site. (to be demonstrated on site). 	
7.	Site Map	One-click Sitemap Generator	
8.	Security	The host must have: <ul style="list-style-type: none"> <input type="checkbox"/> Firewalls for security; <input type="checkbox"/> Perform daily backups of the site; <input type="checkbox"/> Send notification whenever there are new logins to the CMS or whenever any changes are made; 	

		<input type="checkbox"/> SSL for the website <input type="checkbox"/> Malware Scanner; <input type="checkbox"/> Spam Defender; <input type="checkbox"/> DDoS protection; <input type="checkbox"/> Load balancing	
9.	Uptime	Minimum Uptime guarantees of 99.98%.	
10.	Disk Space	Unlimited capacity	
11.	Support	Support must be on a 24/7 basis with Live Chat Support	
12.	Search engine optimization (SEO)	Available in all web search engine's	
13.	Maintenance and support	Provide comprehensive annual maintenance costs including SSL certificate	

NB: bidders who fail to meet the compliance requirements will be disqualified at this stage.

Human Resource Technical Capacity Evaluation

No	Requirement	Marks
1.	<p>Profile and experience of the company/consultant:</p> <p>i. The firm should have proven expertise and experience in web hosting for reputable organizations, including one from a public entity over the last three (3) years. (Attach three (3) reference letters from the firms indicated above) (20 marks).</p> <p>ii. Provide a list of four (4) assignments undertaken on web hosting during the last three (3) years along with names of the clients and URLs (including contact person, address and phone numbers). This must include the three (3) referees provided above (20 marks).</p>	40
2.	<p>Professional/technical capacity/capability The support team proposed for the project should have relevant experience (at least three (3) years experience) and professional qualifications or university education in Information Technology (IT), Computer Science, Website Design and Programming or other relevant field.</p> <p>Team Leader (Attach CV of team leader and copies of certificates)</p> <p>i. Demonstrate experience of not less than three (3) years in website hosting, development and maintenance (10 marks).</p> <p>ii. University education in Information Technology (IT), Computer Science, Website Design and Programming or other relevant field (5 marks).</p> <p>Other Staff Professional (Attach CV) Attach copies of academic and professional qualifications and CVs of at least three (3) proposed team members who should include programmers and web designers with a minimum of three (3) years experience in similar assignments (15 marks).</p>	30
3.	Bidders are also required to give a proposal for methodology and a work plan for the period under consideration with proposed Service Level Agreement..	10

4.	Bidders are required to have an average annual turnover of Kshs.3 million and above as per the annual audited accounts for the last three (3) years (2015, 2016, and 2017). (15 marks) Evidence of Financial Resources (cash in hand, lines of credit, over draft facility etc). Letter from a reputable bank in Kenya with a minimum of Kshs 1 million (5 Marks)	20
	Total Score	100

The bidders who score 75% and above out of 100% in the technical capacity evaluation stage will be considered in the next phase of financial evaluation.

c. Financial Evaluation

At financial evaluation stage, the lowest evaluated bidder will be considered for the award of the tender.

d. Due Diligence

Due diligence will only be done to the successful bidder i.e. lowest responsive bidder and thereafter recommendation will be made for a further possible award.

NB: Tender Processing Committee will set out the due diligence criteria to be used for the most responsive bidder to ascertain the accuracy of the information given in the tender documents, capacity and Capability of the tenderers and confirm whether the system quoted conform to the contract specification.

SUPPLIERS NAME:.....

ADDRESS :.....

DATE :

SIGNATURE :

(STAMP)