



REQUEST FOR PROPOSALS

NUMBER: TJNA/IPD/028/2021

The Tax Justice Network Africa (TJNA) is a Pan African organization and member of the Global Alliance for Tax Justice. TJNA aims to promote socially just, accountable, and progressive taxation systems in Africa. It advocates for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilization. TJNA aims to challenge harmful tax policies and practices that favor the wealthy and those that aggravate and perpetuate inequality.

TJNA, is inviting qualified Companies/Individuals to submit Proposals on Network Audit/Health Check, as follows:

SECTION A: INFORMATION TO BIDDERS

1. Introduction

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| 2. RFQ No. | TJNA/IPD/028/2021 |
| 3. Issue Date | 22 nd June 2021 |
| 4. Title | Network Audit/Network Health Check |
| 5. Issuing Office & Email/Physical Address for Submission of Proposals | Tax Justice Network Africa P.O. Box 25112-00100 Nairobi, Kenya Tel: +254 728279368 Email: procurement@taxjusticeafrica.net Web: https://taxjusticeafrica.net/ |
| 6. Deadline for Receipt of Proposals. | 28 th June 2021 at 5pm |
| 7. Point of Contact on RFQ issue | Attn: procurement@taxjusticeafrica.net |
| 8. Point of Contact on TOR issues | Attn: bmuthua@taxjusticeafrica.net |
| 9. Anticipated Award Type | <ul style="list-style-type: none">• This award will be on Contract Agreement with a fixed transaction fee cost.• Issuance of this RFP in no way obligates TJNA to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote. |
| 10. Basis for Award | <ul style="list-style-type: none">• An award will be made to the responsible bidder whose bid is responsive to the terms of the RFP and is most advantageous to TJNA, considering price or/and other factors included in the RFP.• To be considered for award, bidders must meet the requirements identified in Section 14, "Determination of Responsibility". |
| 11. General Instructions to Bidders | <ul style="list-style-type: none">• Proposals must be received not later than 28th June 2021 at 5 pm. Late offers will be rejected except under extraordinary circumstances at TJNA's discretion. |

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| | <ul style="list-style-type: none"> Bidders shall submit quotes through email procurement@taxjusticeafrica.net quoting the Proposals Number (TJNA/IPD/028/2021). Proposals will be valid for one month. Bidders shall sign and date their Proposals. |
| 12. Questions Regarding the RFP | <ul style="list-style-type: none"> Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders. |
| 13. Technical Specifications and requirements for Technical Acceptability | <ul style="list-style-type: none"> The winning bidder will provide a work schedule before commencement of the works. |
| 14. Determination of Responsibility | <ul style="list-style-type: none"> TJNA will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration: <ol style="list-style-type: none"> Provide copies of the required business Permits and licenses to operate in the country. The source, origin and nationality of the services are not from a Prohibited Country (explained below). Ability to comply with required or proposed delivery or performance schedules. |
| 15. Compliance with Terms and Conditions | <ul style="list-style-type: none"> Bidder shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Bidder shall comply with all requirements mentioned in Annex 1 |
| 16. Procurement Ethics | <ul style="list-style-type: none"> By submitting a Bid, Bidders certify that they have not/will not attempt to bribe or make any payments to TJNA employees in return for preference. Any such practice constitutes an unethical, illegal, and corrupt practice. |

SECTION B:

TERMS OF REFERENCE FOR NETWORK AUDIT/HEALTH CHECK

INTRODUCTION

Tax Justice Network Africa (TJNA) is a pan-African network established in 2007 with 40 -member organisations in 24 African countries. The network envisions a new Africa where tax justice prevails to contribute to an equitable, inclusive, and sustainable development. The mission of the network is to spearhead tax justice in Africa's development by enabling citizens and institutions to promote equitable tax systems through policy influencing. The coordination of the network's activities is delivered by a secretariat based in Nairobi, Kenya.

TJNA seeks to promote socially just, accountable, and progressive taxation systems in Africa. This is by advocating for tax policies with pro-poor outcomes and tax systems that curb public resource leakages and enhance domestic resource mobilisation. It aims to achieve this by challenging harmful tax policies and practices that on one hand facilitate illicit financial outflows of resources and on the other hand favour the wealthy, while aggravating and perpetuating inequality. TJNA strives to promote the role of tax justice in the African development agenda. It further endeavours to provide a platform dedicated to enabling African researchers, campaigners, civil society organisations, policy makers, and investigative media to co-operate and synergise their efforts in the struggle against illicit financial flows, tax evasion, tax competition and other harmful tax policies and practices.

Following a request by the ICT Department for the audit and health check of TJNA network and infrastructure, the service provider will be looking at two main areas which are Hardware and software.

The main purpose of these is to establish any errors on our network which then help the service provider us to recommend on what should be done in order to achieve better and optimum network performance.

These also helps for better production when it comes to human resource, better time management and helps to reduce IT costs.

IT NETWORK AUDIT/HEALTH CHECK SCOPE

The scope of work will be to check on all systems below:

a) **Internet Assessment:**

- a) Confirm load balancing is working correctly on Firewall.
- b) Verify both JTL & Zuku are delivering correct internet speeds.
- c) Confirm switch can handle network and distribution of internet.
- d) Resolve Slow Internet Performance.
- e) Resolve high bounce rate.

b) **SOFTWARE:** (servers, computers, and Telephone pbx).

- a) Checking windows operating system on all devices.
- b) Checking any raid on the system – Antivirus.
- c) Firewall-**FortiGate 90E**.
- d) Hard disk and Disk's face status.
- e) Processor.
- f) Memory.
- g) Wireless access points – upgrading firmware and installing updates.

c) **HARDWARE:**

- a) Checking the status of power supply, fans, raid and hold on both servers and computers.
- b) Doing preventive maintenance which involves blowing.
- c) Checking the telephone pbx status, these involves checking extension ports, extension cards and power supply system operation.
- d) Preventive maintenance of the telephone headsets.
- e) Checking LAN ports.
- f) Checking Network switches, routers etc.
- g) Power sockets.

Interested bidders will be required to conduct site survey before submitting their Proposals.

Deliverables:

1. Full report on Network and health status.
2. Find errors within network and rectify.

3. Offer recommendations of outdated software or devices e.g., Switches or access points.
4. Clean Server room, Servers, and Cabinets.
5. Repair any broken ports or phone lines.

Requirements/Qualifications:

1. Network Engineer with experience in managing network.
2. Experience working with Ubiquiti access points.
3. Experience in managing Windows Server 2012 standard.
4. Cabling and wiring experience.

Documents

1. Technical Proposal and Financial Proposal
2. Provide at least three references (**Email address, Telephone and Name**)
3. CV/Profile of the technicians.

Duration of work:

The Project will run for **2 days**, and we propose the work to be done during the weekends in order to avoid any down time during working hours. Saturday and Sunday.

SECTION C: EVALUATION CRITERIA

The bids submitted shall be subjected to a four (4)-stage evaluation process as shown below:

- a) Mandatory Evaluation
- b) Technical Capacity Evaluation
- c) Financial Evaluation
- d) Interview with TJNA

a) Mandatory Evaluation

The proposal shall be subjected to the mandatory evaluation, where firms must submit paper copies the following:

| No | Mandatory Requirement |
|-----------|---|
| 1 | Company /Consultants Profile (CVs of Technicians). (Including IT/ICT Accreditation or Certification documents). |
| 2 | Technical Proposal |
| 3 | Financial Proposal |
| 4 | At least three contacts for reference checking |

b) Technical capacity Evaluation

| No | Criteria | Weighted Award |
|----------|--|----------------|
| 1 | Technical Analysis | 70 |
| a | Network Engineer with experience in managing network. | 10 |
| b | Experience working with Ubiquiti access points, managing Windows Server 2012 standard. | 10 |
| c | Cabling and wiring experience | 10 |
| d | Reference Checks and quality of work | 10 |
| e | Delivery Timeline. | 10 |
| 2 | Methodology and Approach | |
| a | Responsiveness of Technical proposal to the scope of work. | 20 |
| | | |
| 3 | Financial Analysis | 30 |
| | | |
| | Grand Totals | |

Bidders that score 75 points and above out of 100 Points in the technical capacity and Financial Proposal evaluation shall be invited for an interview with TJNA which will be the second stage of evaluation.