

**African Development Bank
Temporary Relocation Agency**



**Corporate Procurement Division
Fax Number: + (216) 71 835 249**

Date: 26 July 2010

**REQUEST FOR PROPOSALS -
FOR SUPPLY, INSTALLATION, TRAINING AND MAINTENANCE OF IT VULNERABILITY
ASSESSMENT SYSTEM FOR THE AFRICAN DEVELOPMENT BANK**

ADB/ICB/CGSP/2010/0079

Letter of Invitation

Dear Sir/ Madam,

1. The African Development Bank (hereinafter referred to as "AfDB" or the "Bank") requests your proposal for the items and service(s) specified in this request for proposals (RFP). To qualify for award, the bidder must meet the qualification criteria, if any, stated in the RFP Data Sheet, Annex I of this RFP.
2. This RFP includes the following letter of invitation together with its annexes and the appendices to these annexes:

Annex 1	:	RFP Data Sheet
Annex 2	:	Terms of Reference
Annex 3	:	Contents of the Proposal to be submitted + Appendix A, B, C, D
Annex 4	:	Evaluation Criteria
Annex 5	:	General Terms and Conditions for the Purchase of Goods, Works and Services
Annex 6	:	List of the Member Countries of the Bank

3. Only those bidders that are nationals of member countries of the Bank and whose items and services that are provided originate from the member countries of the Bank are eligible to submit a bid in accordance with the RFP. The list of member countries is given as in Annex 6.
4. Your proposal must be received on or before the date and time specified in the RFP data sheet by mail, courier or hand-delivery at the addresses given below:

Postal Address:

**African Development Bank,
Corporate Procurement Division (CGSP.2)
ADB Temporary Relocation Agency (Tunis)
Angle des trois rues: Avenue du Ghana, Rue Pierre de
Coubertin, Rue Hedi Nouira**

75BP: 323
1002 - Tunis Belvédère
Tunisia

Delivery Address:

Corporate Procurement Division (CGSP.2)
EPI Block B Building
Office 2A2
African Development Bank
ADB Temporary Relocation Agency (Tunis)
Angle des trois rues: Avenue du Ghana, Rue Pierre de
Coubertin, Rue Hedi Nouria
BP : 323
1002 - Tunis Belvédère
Tunisia

5. Proposals should be enclosed in a sealed envelope (**with both the technical and the financial proposal in separate sealed envelopes**) and addressed to the Bank at the address given below.

Each bidder will submit their proposal in one original and four copies: the original proposal must carry the mention "original" and each of the four copies the mention "copy". The technical proposal (one original + 4 copies) and the financial proposal (one original + 4 copies) will each be placed in two separate sealed envelopes (the "internal envelopes").

The following mention should appear on each internal envelope:

- a) the purpose of the present bid
- b) the mention "Technical Proposal" or "Financial Proposal" as the case may be.
- c) the name and address of the bidder.

The two internal envelopes should be placed together in a large single sealed envelope called "**external envelope**", which must be anonymous and, **carry only the label specified in the RFP data sheet which should be photocopied and placed on the external envelope.**

6. It is the sole responsibility of the bidders to ensure that the sealed envelope containing the proposal reaches the above address before the time and date indicated in paragraph 4 above. When delivered by hand, the proposals must be delivered at the above address during the Bank's working hours from 0800 hrs to 1200 hrs and from 1400 hrs to 1800 hrs, Monday through Friday except for holidays observed by the African Development Bank. Delivery to any other office of the African Development Bank will be at the risk of the bidder and will not constitute timely delivery. **Proposals received after the above-mentioned closing time or deadline shall be rejected.** If the deadline for submission happens to be a holiday, the proposals will be opened at the same time on the next working day. The Bank may extend the deadline for submission of proposals at any time without incurring any liability to the bidders. A Public opening of the technical bids will occur at the date and time specified in the RFP data sheet.
7. A prospective bidder requiring any clarification in relation with the bidding documents may notify the Bank in writing to the Bank's mailing address indicated in these documents. All requests for clarifications must be received by telefax (at the fax number +216-71 835 249) or by electronic mail : tender@afdb.org, no later than the date stated in RFP Data Sheet. If a Bidder feels that any important provision in the documents will be unacceptable, such an issue should be raised at this stage. The Bank will respond within a week in writing to all prospective requests for clarification

or modification of the bidding documents that it receives before the date stated in RFP Data Sheet. Bidders are also encouraged to attend a non compulsory site visit and pre-bid meeting scheduled on the date and time and at the place specified in the RFP data sheet. Written copies of the Bank's response to questions raised by telefax or electronic mail or during the site visit (including an explanation of the query but with no indication of its source) will be sent to all prospective bidders that have received the bidding documents.

8. At any time before the submission of proposals, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidder, amend the RFP. The amendment shall be sent in writing by telefax or email to all invited firms and will be binding on them. The Bank may at its sole discretion extend the deadline for the submission of proposals.
9. Proposals must be submitted in the English or French language in **One Original + Four Copies** (any attachments or appendices and annexes thereto must also be submitted in **One Original + Four Copies**). The Technical Proposal must include information in sufficient detail to allow the Bank to consider whether your company has the necessary capability, experience, knowledge, expertise, and the required capacity to perform satisfactorily the services specified along with any other information that may be requested by Annex 3 of this RFP.
10. It is mandatory for the bidders to submit the Financial Proposal by using the bid submission form, attached as Appendix B of this RFP, including a description of the proposed items and services. Any deviation from the requested requirements (see TOR on **Annex 2**) shall be highlighted and explained. Please note that the Bank will only consider those deviations that have an effect of improving the items and services requested.
11. The evaluation method of the proposal is described in detail in **Annex 4**. For this procurement, evaluation will be based on combined technical and financial proposals. Only bidders, whose technical proposal meet or exceed the minimum qualification points, will be considered for financial evaluation.
12. By submitting the proposal, the bidders confirm that they have taken into account all the documents of this RFP including the addenda (if any), all the annexes and as the case may be, the appendices to annexes. The Bank is not bound by any other terms and conditions unless agreed in writing by the Bank.
13. The prices quoted shall be net free and clear of all applicable taxes including withholding tax duties, fees, levies or indirect taxes including customs duties. Prices must be expressed in Euros. Surcharges imposed by, or pursuant to the laws, statutes or regulations of any governmental agency or authority as the Bank, its property, other assets, income and its operations and transactions are exempt from any obligation relating to the payment, withholding, or collection of any tax or duty, by virtue of article 57 of the Agreement establishing the Bank.
14. By submitting their bids, each bidder also warrants that they are legally authorized to provide the items and perform the services and that they are not in default with the tax and social security obligations in their country. The Bank may, at its sole discretion, ask any bidder to provide documentary evidence establishing the same.
15. Proposals should remain valid for a period of not less than ninety (90) days after the deadline date specified for submission.
16. The Bank will award the contract to the bidder whose technical proposal has been determined to be substantially responsive and who has offered the lowest financial proposal in accordance with the evaluation criteria given in **Annex 4**. Responsiveness will be judged by conformance to all the terms, conditions and specifications of the RFP.

17. The Contract shall be governed by the Terms of References (attached in **Annex 2** of this RFP), and the General terms and Conditions (attached as **Annex 5** of this RFP). Any such contract will require compliance with all factual statements and representations made in the proposal.
18. Unless otherwise specified in this RFP, the rates quoted should be fixed for the duration of the contract and should not be subject to adjustment on any account.
19. Notwithstanding the above, the Bank reserves the right to amend the content of this RFP and to accept or reject any or all proposals and to cancel the bidding process at any time prior to the award of the contract without incurring any liability to any bidder.
20. Please note that it is the policy of the Bank that bidders, observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuance of this policy, the Bank will reject a bid if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.
21. We look forward to receiving your proposal and thank you for your interest in the African Development Bank.



YVETTE GLELE-AHANHANZO
Manager
Corporate Procurement Division (CGSP. 2)

**African Development Bank
Temporary Relocation Agency**



**Corporate Procurement Division
Fax Number: + (216) 71 835 249**

Date: 26 July 2010

RFP DATA SHEET

RFP Data Sheet

The numbering below refer to the appropriate numbering of the RFP

§ 1.1 The Items and services to be delivered are listed in the Price Schedule (Appendix D) and clearly described in the TOR (Annex 2)

§ 1.2 The qualification criteria (pass-fail criteria) are the following:

- (a) **Eligibility Criteria:** Interested companies must originate from one of the Bank's member countries listed in **Annex 6**. All products and equipment proposed within their offers must also originate from one of the Bank's member countries;
- (b) **Financial Criteria:** An average turnover of at least EUR 250 000 per annum for the past three years (2007, 2008 and 2009) in the form of audited Financial Statement.
- (c) **Manufacturer's authorization:**
 - Reseller Agreement, and/or
 - Annual Qualification, and/or
 - Sales Certification, and/or
 - Technical Certification, and/or
- (d) **General and Specific Experience Criteria:** The bidder should have a minimum of five years experience, and shall have successfully implemented as a principal contractor, three projects of a similar nature and complexity in similar institutions or IT environments during the last three years: 2007, 2008 and 2009 (the Bank reserves the right to check references);
- (e) Proof that the company is an integrator of technical solutions;
- (f) Insurance certificate for professional liability of the bidder.

§ 4. The deadline for submission of proposals is Thursday September 9th 2010

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§ 5. The text to be photocopied and placed on the external envelope is the following:

Corporate Procurement Division, CGSP.2
EPI Block B Building
Office 2A2
African Development Bank
ADB Temporary Relocation Agency (Tunis)
Angle des trois rues: Avenue du Ghana, Rue Pierre de Coubertin, Rue Hedi
Nouira
BP : 323
1002 - Tunis Belvédère
Tunisia
REQUEST FOR PROPOSALS – DO NOT OPEN UNTIL ON BID OPENING DAY
Reference: ADB/ICB/CGSP/2010/0079

RFP Closing Date and Time: Thursday September 9, 2010 1500 HRS

§ 6. The Public opening of the technical bids will occur Thursday September 9th 2010 15.30 HRS

§ 7.1 All requests for clarifications must be received by telefax or by electronic mail seventeen days before the deadline for submission

§ 7.2

**African Development Bank
ADB Temporary Relocation Agency (Tunis)
EPI B Building
Rue de Syrie (behind BNA Bank)
Tunis, Tunisia**



TERMS OF REFERENCE (TOR)

**INTERNATIONAL COMPETITIVE BIDDING FOR
SUPPLY, INSTALLATION, TRAINING OF AND MAINTENANCE OF IT
VULNERABILITY ASSESSMENT SYSTEM FOR THE AFRICAN
DEVELOPMENT BANK**

ADB/ICB/CGSP/2010/0079

1. Presentation of the Bank

The African Development Bank group, hereinafter referred to as "The Bank", is a multilateral development institution, established by agreement by and among its member states, for the purpose of contributing to the sustainable economic development and social progress of its Regional Member Countries (RMCs) in Africa. The members of the Bank, currently seventy seven (77), comprise 53 African states (RMCs), and 24 non-African states (the "Non-Regional Member Countries"). The Bank was established on 4 August 1963, and began its operations from its headquarters, in Abidjan, Côte d'Ivoire on July 1, 1966. However, since 2003 it has been carrying out its operations from its Temporary Relocation Agency (TRA) in Tunis, Tunisia. For purposes of its operations the Bank also maintains field offices in certain of its RMCs, including Algeria, Cameroon, Gabon, Ghana, Guinea Bissau, Kenya, Nigeria, Egypt, Ethiopia, Uganda, Mozambique, Mali, Morocco, Madagascar, Rwanda, RD Congo, Senegal Tanzania The Bank currently has seventy-seven (77) members comprising 53 African states (RMCs), and 24 non-African states (NRMCs).

The Bank's principal functions include: (i) using its resources for the financing of investment projects and programs relating to the economic and social development of its RMCs; (ii) the provision of technical assistance for the preparation and execution of development projects and programs; and (iii) promoting investment in Africa of public and private capital for development purposes; and (iv) to respond to requests for assistance in coordinating development policies and plans of RMCs. In its operations, the Bank is also required to give special attention to projects and programs which promote regional integration.

2. Purpose of the Vulnerability Assessment Project

The IT Vulnerability Assessment Project (ITVAP) consists of the acquisition, the installation and the maintenance of a system based on nCircle technology, which will automate the vulnerability assessment of the Bank's IT systems, and assist in ensuring that remediation actions are prioritized for effectively implementing these in a timely manner.

3. Objectives

As a business-enabler, the main objective of this project is to help the Bank enhancing its IT risk management, reducing therefore his risk exposure in this area, in order accomplish its missions in a better secured IT environment.

This project will also help the Bank to : (i) better securing the his IT systems that store, process, or transmit organizational and business information; and (ii) enabling management to make well-informed risk management decisions to justify some expenditures on the basis of the supporting documentation resulting from the performance of risk management.

4. Scope of Work

4.1 Requirements

The bidder should propose a complete solution of IT vulnerability assessment including resources (staff, technology, etc.), organization, procedures, skills and training requirements for "

- Supplying, installing, training on, and maintaining an IT vulnerability assessment system,
- Running the implemented solution on the Bank's IT environment
- Providing deliverables listed below.

The vulnerability assessment system should target applications, network devices, databases and web applications.

The bidder should plan and include training of around 5 people for knowledge transfer.

The bidder should be proficient in information security with an excellent knowledge and practice of, especially in vulnerability management. The execution of similar projects in multilateral development Banks will be a plus.

The selected bidder shall take necessary steps to ensure that the entrusted task is executed properly and scheduled in accordance with the TOR.

The selected bidder shall maintain a complete list of sources of information used and surrender all documents to the Bank at the end of the project.

All the reports produced by the selected bidder within the framework of the project shall be the exclusive property of the Bank.

4.2 Presentation of the Project Environment

Location: The African Development Bank operates from multiple buildings in Tunis. In addition to its headquarters and its TRA, in Abidjan, the African Development Bank 23 field offices in various

African countries. For the time being, the African Development Bank have a maximum of 20 users in each field office.

Network: The African Development Bank runs an Enterprise Architecture Campus network that spans multiple buildings and incorporates several active network devices at each layer of the network structure.

Network devices: The target number of active network devices for the vulnerability assessment is estimated to 3,000.

Applications: The African Development Bank runs multitude of applications from office applications to ERP, and specialized financial applications.

Web applications: The African Development Bank runs some web applications.

Databases: The African Development Bank runs well known databases like Oracle, MSSQL and DB2.

Operating systems (OS): Microsoft operating systems, unix, linux, Cisco IOS, Bluecoat SGOS, Stonegate OS are the main operating systems.

4.3 Deliverables

At the end of the work the bidder will provide:

- (i) The vulnerability assessment system delivered, installed, configured, deployed and operational.
- (ii) Integration of the vulnerability assessment system with the existing security event management system.
- (iii) The outcome of a comprehensive host and network profiling.
- (iv) An automated and comprehensive devices discovery report.
- (v) Comprehensive method and procedure for classifying assets
- (vi) Comprehensive method and procedure for prioritizing vulnerabilities for remediation.
- (vii) The outcome of a vulnerability assessment of scanned devices.
- (viii) Recommendations for successful remediation of identified vulnerabilities.
- (ix) A centralized and operational reporting and administration web interface for administration, configuration, reporting, and workflow.
- (x) Automated steps the vulnerability management lifecycle from discovery to prioritization and issue resolution
- (xi) A written executive summary report that summarizes the scope, approach, findings and recommendations, in a manner suitable for senior management.
- (xii) A document developed for the use of the Bank's technical staff which discusses: the methodology employed, positive security aspects identified, detailed technical vulnerability findings, an assignment of a risk rating for each vulnerability,

supporting detailed exhibits for vulnerabilities when appropriate, and detailed technical remediation steps.

5. Scope, Approach, Methodology and Plan

The bidder will specify the scope and propose approach, methodology and plan for implementing the ITVAP.

6. Project Management Approach

The bidder will include the method and approach used to manage the overall project. He will briefly describe how the engagement proceeds from beginning to end.

7. Vulnerability Assessment Solution

This bidder should provide a comprehensive description of the proposed vulnerability assessment solution in responses to the RFP.

In addition to free presentation from the bidder, the latter is requested to provide details of the solution by using the format as described in "Technical Form 1" below.

The bidder should also provide documentation, (i.e. technical sheets) on every item requested (including photos and including manufacturer's guarantee) and description of related services;

8. Expected commencement and duration of the project

When a bidder is selected and the contract is signed by both the selected bidder and the Bank, the expected commencement of the ITVAP implementation is one week following the delivery of all required equipment at the Bank's premises. From then, the total duration of the ITVAP implementation is estimated to a maximum of 10 days.

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Technical Form 1: Vulnerability Assessment Solution Details Form

Feature/Item	Description/Response (if not available indicate N/A)
Solution Architecture	2 marks (appliances are required)
Hardware platform	
Operating System	
Database Software	
Software for TRA if any	
Appliance for TRA if any	
Software for Field Offices if any	
Appliance for Field Offices if any	
User Interface requirements	
Central Management Console	
Solution Requirements	1 mark
Hardware	
Software	
Other requirements	
Delivery format	1 marks (appliances are required))
Software	
Appliance	
Site discovery	4 marks
Network vulnerabilities	
Operating systems vulnerabilities (OS list)	
Application vulnerabilities (Appl. Types list)	
Web applications	
Database vulnerabilities (DB list)	
Wireless Device (types list)	
Item discovery	2 marks
Number and types of identifiable operating systems	
Number and types of identifiable applications	
Number and types of identifiable devices	
Does not crash or cause to stop responding host or services when discovering devices on the network	
Tracks hosts over time in a dynamic IP environment (DHCP)	
Customizable list of default ports	
Vulnerability Assessment	2 marks
Agentless or active network scanning?	
Passive observation of network traffic?	
Persistent agents?	
Local checks with credentials?	
Accuracy of the vulnerability assessment	
Size of vulnerability signature database	

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Feature/Item	Description/Response (if not available indicate N/A)
Customizable scan scheduling?	
Scanning options	2 marks
Predefined scan templates	
Scan template customization	
Remediation	2 marks
Automated remediation	
Workflow capabilities	
Tickets include links to patches and remediation Instructions	
Ticket validation capabilities	
Reports & Alert	2 marks
Out-of-the box pre-defined reports	
Custom reports	
Regulatory-specific reports	
Email report distribution	
Multiple export formats	
Consolidated reports	
Multiple alerts capabilities	
Vulnerability scoring capabilities	
Vulnerability prioritization capabilities	
Software and vulnerabilities updates	1 mark (automatic is preferred)
Manual software or vulnerability updates	
Automatic software or vulnerability updates	
Vulnerability Assessment Solution Security	2 marks
Role-Based Access Control for users	
Security for data in transit	
External authentication	
Logging and audit-trail capabilities	
Other security options	
Integration Capabilities	2 marks
Integration with SIEM solutions (list)	
Integration with IPS (list)	
Integration with IDS (list)	
Integration with Asset Management Systems (list)	
Application Programming Interface (API)	
Integration capabilities with external ticketing systems (list)	
Size	2 marks
Max # of offered IP > 3000	
Max # of authorized IP	
Max # of users > 10	
Field Office integration options?	
Support and training	1 mark

Feature/Item	Description/Response (if not available indicate N/A)
Online customer support?	
Phone customer support?	
Service level agreements response time	
Available Training	
Warranty >= 1 years (minimum 1 year)	2 marks
Other	2 marks
Does the vulnerability assessment product introduce any application instability during a scan of an end device?	
Does the vulnerability assessment cause any services or devices to fail?	
Does the vulnerability assessment consume too much network bandwidth?	
Does the vulnerability assessment create excessive log entries?	
Where to deploy the vulnerabilities assessment - externally, in the demilitarized zone (DMZ) and throughout the internal network?	

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ANNEX 3

Contents of the Proposal

All submissions must be written in English or in French.

1. Technical Proposal (Technical Envelope- 1 original and 4 copies)

In respect of article 9 above, the bidder must submit its technical proposal as outlined below.

Executive Summary

This section will present a high-level synopsis of the bidder's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

Vulnerability Assessment Solution

This section will present a comprehensive description of the vulnerability assessment solution offered by the bidder in responses to the RFP, provide details of the solution by using the format as described in "Technical Form 1" above, and provide any other documentation, (i.e. technical sheets) on every item requested (including photos and including manufacturer's guarantee) and description of related services;

Scope, Approach, Methodology and Plan

The bidder will specify the scope and propose approach, methodology and plan for implementing the ITVAP.

Project Deliverables

The bidder will confirm that he will provide the deliverable requested in this RFP. In addition, he will include descriptions of the types of reports used to summarize and provide detailed information on security risk, vulnerabilities, and the necessary countermeasures and recommended corrective actions.

The bidder will also include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this engagement.

Project Management Approach

The bidder will include the method and approach used to manage the overall project. He will briefly describe how the engagement proceeds from beginning to end.

Appendix: References

The bidder is required to provide three current corporate references (similar institutions or IT environments) for which he has performed similar work.

Appendix: Project Team Staffing

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The firm will submit for approval to the Bank, the CV of the proposed key staff assigned to the implementation of the ITVAP showing all the relevant experience in conducting similar projects for comparable institutions or IT environments (use format as described in **Appendix C**)

Appendix: Bidder's Company Overview

The bidder will provide the following for his company:

- (i) Official identification information (registered name, address, main telephone number, fax numbers, etc
- (ii) Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- (iii) Person authorized to contractually bind the organization for any proposal against this RFP.
- (iv) Brief history, including year established and number of years your company has been offering IT vulnerability assessment.
- (v) A statement of conformity (using format as described in Appendix A);
- (vi) A copy of the company certificate of incorporation and/or register of commerce. The requested documents shall clearly indicate the country of origin of the company and allocation of capital between stakeholders, which must meet the Bank eligibility requirements;
- (vii) Audited financial statements for the past 3 years (2007, 2008, 2009)
- (viii) Proof of Partnership Status or Manufacturer's authorization;
- (ix) Proof that the company is an integrator of technical solutions;
- (x) A description of your relevant experience on this particular field, supported with at least three (03) examples of projects with similar nature and complexity carried out with satisfaction in similar institutions or IT environments during the last three years 2007, 2008 and 2009;
- (xi) Full name and address of the manufacturer's representative if any, closest to the consignee, who can provide after- sales-service, spare- parts and warranty services;
- (xii) Any other relevant documentation such as proof of competence for risk management;
- (xiii) Explanations for deviations (if any)

2. Financial Proposal (Financial envelope- 1 original and 4 copies)

The financial proposal will include:

- a bid submission form, fully completed and signed (using format as described in **Appendix B**)
- a general table summarizing pricing (**Appendix D** fully completed and signed)
- The overall quotation (free and clear of all taxes).
- The contract initialed and stamped on each page

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(To be included in the Technical Proposal)

A statement of conformity

To the African Development Bank
PO 323, 1002 Tunis Belvedere
Tunisia

Dear Sir,

Having examined the Request for Proposals documents (RFP N° ADB/ICB/CGSP/2010/0079), we, the undersigned, offer to provide the Bank, with [the items and services], in conformity with the Request for Proposals mentioned above, in the amount indicated in the Price Schedule form included in our Financial Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all items and services required in this Request for Proposals within the time frame stipulated in our Proposal.

We agree to abide by this proposal for a period of sixty (60) days from the date of the submission of the proposals in the Request for Proposals, and it shall remain binding on us and may be accepted by the Bank at any time before the expiration of that period.

Dated

Signature

In the capacity of

Duly authorized to sign this proposal for and on behalf of:



(To be included in the Financial Proposal)

Bid submission Form

To the African Development Bank
PO 323, 1002 Tunis Belvedere
Tunisia

Dear Sir,

Having examined the Request for Proposals N° ADB/ICB /CGSP/2010/0079),, the receipt of which is hereby acknowledged, we the undersigned, offer to provide the requested items and services in full conformity with the said Request for Proposals in the total amount (free and clear of all taxes) of *[amount in words]*, *[amount in figures]*.

We agree to abide by this proposal, for a period of ninety (90) days from the proposal submission date as stipulated in the Request for Proposals, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until a formal contract is prepared and executed between us, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

Dated:

Duly authorized to sign this proposal for and on behalf of:

[Signature]

In the capacity of

[Position]

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Format of Curriculum Vitae (CV) For Proposed Key Staff

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm:

Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of key staff member's experience and training most pertinent to tasks assignment. Describe *degree of responsibility held* by each staff member on relevant previous assignments and give dates and locations. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of each staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by each staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in *last ten years*, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these biodata correctly describe myself, my qualifications and my experience.

Signature of or authorized officer from the bidding firm

Date:

Day/Month/Year

PRICE SCHEDULE FORM

The bidder should consider applying nCircle government pricing to the Bank.

Price Currency: _____

N°	Description	Quantity	List Price	Discounted Unit Price	Total Price	Country of Origin
1	One Time Cost					
1.1	Hardware cost					
1.2	Software cost					
1.3	Perpetual Licenses cost					
1.4	Training/knowledge transfer cost					
1.5	Professional services cost (implementation)					
1.6	Other costs (freight, insurance, miscellaneous...)					
T1	Sub-Total: One Time Cost					
2	Recurring Cost (Annual basis)					
2.1	Software Maintenance, Support and Content Updates	1 st year				
		2 nd year				
		3 rd year				
2.1	Hardware Support, Preventive Maintenance twice a year starting from first year	1 st year				
		2 nd year				
		3 rd year				
T2	Sub-Total: Recurring Cost					
T(T1+T2)	Grand Total					

Delivery required at

Tunis, Tunisia

Delivery Terms

CIP Tunis

Shipping Mode

Air Freight

Delivery date

__ weeks upon signature of the contract

Warrant/ Guarantee offered

Proposal Valid till

Dated:

Duly authorized to sign this proposal for and on behalf of:

[Signature]

In the capacity of

[Position]

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ANNEX 4

Evaluation Criteria

1. DETAILS OF THE EVALUATION

To be responsive, offers must contain all information required in each envelop as described above. Responsive offers will be the subject of a three-stage evaluation procedure detailed as follows:

- a) A pass/fail assessment will be carried out to determine whether the proposals meet the minimum pass/fail criteria indicated in 2, below.
- b) Technical proposals determined to meet the minimum pass/fail criteria shall be evaluated using a two stage evaluation procedure, as indicated under point 3 below.
- c) Firms scoring less than 75 points will be rejected and their financial proposals returned unopened.
- d) The financial evaluation will be carried for bids which have satisfied the minimum technical evaluation score of 75 points. Firms shall be ranked using a combined technical (Nt) / financial scores (Nf), as indicated below.

2. PREQUALIFICATION STAGE: PASS/FAIL ASSESSMENT

If the Bidder fails to satisfy the criteria listed below, their bid will be disqualified and will not proceed further in the Technical Evaluation.

The pass/fail criteria are as follows:

	CRITERIA	Satisfied (Yes/No)
1	Bidder Eligibility: Interested companies must originate from one of the Bank's member countries listed in the RFP (see annex 6)	
2	Product Country of Origin: The proposed products must originate from one of the Bank's member countries listed in the RFP(see annex 6)	
3	Financial Criteria: Audited Financial Statement for the past three years (2007, 2008 and 2009)	
4	Manufacturer's authorization: <ul style="list-style-type: none"> • Reseller Agreement, and/or Annual Qualification, and/or Sales Certification, and/or Technical Certification, and/or 	
5	General and Specific Experience Criteria: The bidder should have a minimum of five years experience, and shall have successfully implemented as a principal integrator of the solution, three projects of a similar nature and complexity in similar institutions or IT environments (the Bank reserves the right to check references)	
6	Proof that the company is an integrator of IT technical solutions	
7	Insurance certificate for professional liability of the bidder.	
	Proposal Prequalified for next stage	

3. TECHNICAL EVALUATION (100 POINTS) (weight = 75%)

The evaluation for qualified firms shall be based on the evaluation criteria and point system specified below.

	CRITERIA	SCORE
1	Bidder Experience and References: Firm's General Experience, Reputation and Experience in previous similar assignments in similar institutions or IT environments: (2 marks for each project) To earn full marks- bidders are expected to include a list of contact people together with the references	10
3	Solution Conformity: Responses from the Vulnerability Assessment Solution Details Form	30
4	Bidder's Ability: Responsiveness of the bidder to TORs and demonstrated evidence to be able to deliver the solutions according to listed deliverables	10
5	General Qualifications: Service delivery management, Language Capacity and Knowledge of the region	5
6	Key Staff Competency: Skills and experience of the proposed personnel in the Specific Assignment Described (3 projects each 3.3 points) at lease one person	10
7	Project team: Composition of qualified technical Staff to be deployed for the project.	5
8	Project Plan and the overall proposed methodology: Quality of project plan proposed	10
9	Training: Training and transfer of knowledge- Indicate the type Type of training available Duration of the training Modules to be covered under the training Whether the training will be done in Tunis of in a different location Training outline	10
10	Assistance Ability: Existence of local representative close to the Bank or a proposal of an alternative service, which can provide after- sales-service, warranty services and local support.	10
TOTAL		100

An offer is declared technically valid and is considered for the financial analysis if it obtains a minimum score of seventy (75) points.

The Bidders who fail to do so, or which offers did not comprehensively address this RFP, will have their financial proposal not opened and not evaluated. Financial offer will then be returned to them unopened.

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4. FINANCIAL EVALUATION (weight = 25%)

1. Bidders obtaining the qualifying minimum technical score will be advised so, and it shall be notified to them (by email or by fax) the date and time of the opening of their financial envelope.
2. The financial proposals will first be checked for completeness and corrected for computational errors.
3. Detailed financial evaluation will then be carried out. The Bidder making the lowest financial proposal (F_m) shall be given 100 points.
4. The financial scores of the other Bidders (F) shall be computed as follows:

$$N_f \text{ (financial score)} = 100 \times F_m / F$$

(F = amount of financial proposal converted in the common currency).

3. Final Ranking

Proposals shall finally be ranked according to their combined technical (N_t) and financial (N_f) scores using the weights (T = the weight given to the technical proposal, 60%); f = the weight given to the financial proposal, 40%; $T + f = 1$) indicated in the above:

$$\text{Final Score (NG)} = N_t \times T\% + N_f \times f\%$$

The bidder making the highest combined score for the base offer will be ranked first, and be eligible for award of the contract. The alternative offer, if allowed, will be discussed later during contract negotiations with the selected provider.

For purpose of evaluation, the Bank will convert all bid prices expressed in the currency of the RFP in which the bid price is payable, into the Bank's Units of Accounts (UA) by using the Bank's monthly moving average rate for the applicable month (deadline for submission of proposals).

Annex 5

African Development Bank General Terms and Conditions for the Purchase of Goods, Works and Services

1.0 Constitution of Contract

1.1 The submission of any bid shall constitute acceptance of the African Development Bank General Terms and Conditions for the Purchase of Works and Services, except to the extent they may be modified by special conditions attached to the Contract or Purchase Order (PO). These General Terms and Conditions are then an integral part of the Contract or PO to which they are attached.

1.2 No additional or inconsistent provisions and no variations in or modifications of that Contract or PO made by the Contractor shall be binding unless agreed to in writing by the African Development Bank (hereinafter called the "Bank" or AfDB).

2.0 Performance of Contract

2.1 The Contractor agrees to provide the works or services (hereinafter called the "Services"), as the case may be, required hereunder in accordance with the requirements set forth in the Contract or PO documents. The Contractor undertakes to perform the Services hereunder in accordance with the highest standards of professional competence and integrity in the Contractor's industry, having due regard for the nature and purposes of the Bank as an international organization and to ensure that the employees assigned to perform any Services under the Contract or PO will conduct themselves in a manner consistent therewith. The Services will then be rendered in (1) an efficient, safe, courteous and businesslike manner; (2) in accordance with any specific instructions issued from time to time by the Bank's designated Project Manager; and (3) to the extent consistent with the above as economically as sound business judgment warrants. The Contractor shall provide the services of qualified personnel through all stages of this Contract/PO. The Contractor shall promptly replace any member of the

Contractor's project team that the Bank considers unfit or otherwise unsatisfactory. The Contractor represents and warrants that it is in compliance with all the applicable laws of any jurisdiction in which the Services shall be performed.

2.2 The Contractor shall not assign or transfer any of its obligations under the Contract/PO. It shall be solely responsible for the performance of the Contract/PO in every respect. The Contractor shall indicate the Contract/PO number on all correspondence which shall be addressed to the Bank, unless otherwise stated. The Contractor shall immediately report to the Bank in writing any problems encountered which may jeopardize the performance of the Contract/PO.

2.3 The Contractor shall be responsible for obtaining and renewing at its own cost and in due time such approvals, consents, governmental and regulatory authorizations, licenses and permits as may be required or deemed necessary by the Bank to perform the Contract/PO.

3.0 Conflict of interest

3.1 The remuneration of the Contractor shall constitute the sole remuneration in connection with the Contract/PO. Contractor shall not accept for its benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract/PO or in the discharge of its obligations hereunder, and the Contractor shall use its best efforts to ensure that any subcontractors, as well as the personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2 Contractor or the contractor's employees, subcontractors and subcontractor's employees shall, during the term of the Contract/PO strictly avoid carrying out any other assignments that may be in conflict with this assignment for the Bank.

4.0 Financial Liability, Immunities and Applicable Law

4.1 The financial liability of the Bank under this Contract/PO shall not exceed the total amount of the Contract/PO.

4.2 Nothing in the Contract/PO or relating thereto shall be construed as constituting a waiver of

the privileges or immunities of the African Development Bank.

- 4.3 This Contract/PO is subject to the laws of England, unless otherwise specified in a specific provision of the Contract/PO.

5.0 Insurance

- 5.1 The Contractor shall procure and maintain during the entire period of performance of this Contract/PO, all adequate insurance required by law in the jurisdiction where the Services will be performed. Upon request of the Bank, the Contractor shall be able to furnish evidence of such insurance, or can be asked to take complementary coverage in order to meet the requirements of the present article.

6.0 Documents

- 6.1 The Contractor shall furnish all documents and technical information that the Bank may deem necessary for the performance of the Contract/PO. The Contractor shall, in the language requested, attach to each unit of the goods any information necessary for their maintenance and operation.
- 6.2 The Contract/PO Number must appear on all invoices, shipping documents, packing slips, packages and correspondence.

7.0 Changes

- 7.1 The Bank may, at any time by written order designated or indicated to be a change order, make changes to the Contract/PO or any part thereof.
- 7.2 If any such change increases or decreases the cost of and/or the time required for the performance of any part of the Contract/PO, an equitable adjustment shall be made in the Contract/PO price or time schedule or both, and the Contract/PO shall accordingly be amended. No change in, modification of, or revision to the Contract/PO shall be valid unless in writing and signed by an authorized representative of the Bank.
- 7.3 Prices indicated in the Contractor's bid shall, at all times, be deemed to be firm and not subject to revision. Works and services for the Bank are exempted from taxes and customs duties. If a Contractor is unable to invoice exclusive of taxes, he shall show these taxes and customs duties on a separate line in the

invoice, and the payment will be made free and clear of these taxes and customs duties.

8.0 Payment and Claims

- 8.1 Payment will normally be made through check or bank transfer within 30 days after receipt and acceptance of the Services or from receipt of a correct signed invoice whichever is later. Invoices must be sent in duplicate (one original and one copy) at the following address:

**Financial Control Department,
African Development Bank
15, Avenue de Ghana, angle des rues
Pierre de Coubertin et Hedi Nourira
BP 323, 1012 Tunis Belvedere
Tunisia**

Appropriate documentation should accompany all invoices.

- 8.2 Irrespective of their nature, all claims of the contractual parties, other than warranty claims, arising from or in any way connected with the Contract/PO, shall be asserted within six (6) months after its termination.

9.0 Warranties

- 9.1 The Contractor warrants that the Services provided under this Contract/PO will conform to the specifications, or other descriptions furnished or specified by the Bank.
- 9.2 If the Contractor fails to comply with the above requirements, the Bank may after notice to the Contractor, take action at the Contractor expense which in the opinion of the Bank is necessary.

10.0 Safety

- 10.1 The Contractor shall ensure that itself and all Contractor personnel observe and comply with all applicable safety rules including those specified by the Contractor and the Bank and the Bank's fire, safety and security regulations. The Contractor shall ensure that any work areas assigned by the Bank to the Contractor are cleaned daily and remain free of hazards.

11.0 Suspension

11.1 The Bank may at any time suspend the performance of the Contract/PO or any part thereof, even for its convenience, by a written notice specifying the part to be suspended, the effective date and the anticipated period of suspension. The Bank shall not be responsible for the cost of the Contractor's further performance of the suspended part after the Contractor has been directed to suspend performance.

11.2 Suspension of the Contract/PO shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Contract/PO.

12.0 Termination of Contract/PO

12.1 The Bank may, by written notice, without the authorization of a court or any other authorization and without prejudice to any other remedy, terminate the Contract/PO in whole or in part:

12.1.1 If the Contractor fails to perform any of its contractual obligations and does not immediately rectify such failure after receipt of a written notice by the Bank;

12.1.2 If the Contractor becomes insolvent or bankrupt or ceases paying its debts generally as they mature.

12.1.3 For convenience, without assigning any reason.

12.2 Termination of the Contract/PO in whole or in part by the Bank is not limited to a fundamental breach of Contract/PO and shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Contract/PO.

12.3 If the Bank terminates the Contract/PO pursuant to paragraph 12.1 (i), the Bank may procure, upon such terms and in such manner as it may deem appropriate, services and works similar to those not delivered and the Contractor shall be liable for any excess costs or damage caused to the Bank by the Contractor's default. The Bank reserves the right to offset costs, incurred by it in relation to the termination of the Contract/PO, from any monies due. In case of partial termination of the Contract/PO, the Contractor shall continue performance of the Contract/PO to the extent not terminated.

12.4 If the Bank terminates the Contract/PO pursuant to paragraph 12.1 (iii) for convenience, the notice of such a termination

shall state that termination is for the Bank's convenience, the extent to which the performance under the Contract/PO is terminated, and the effective termination date. The Bank will issue an equitable adjustment, not to exceed the total Contract/PO price, to compensate Contractor for: (i) the Contract/PO price for the Services accepted by Bank but not paid previously and adjusted for any savings, (ii) the costs incurred in the performance in the work terminated, including initial and preparatory expenses; (iii) the cost of settling and paying other Contractors, subcontractors or lessors under terminated agreements properly chargeable to the terminated portion of the Contract/PO and not included in items (i) and (ii) hereof; and (iv) a reasonable profit on item (ii) above.

12.5 If the Contractor is found to have engaged in any corrupt or fraudulent practices in connection with the Contract/PO, the Bank may in its sole discretion do any or a combination of the following: (i) declare void or terminate this Contract; (ii) declare the Consultant ineligible to contract with the Bank or to enter into contracts financed by the Bank; and (iii) pursue legal proceedings against the Consultant. For purposes hereof,:

- "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the procurement process or in Contract/PO execution.

- "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract/PO to the detriment of the Bank, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

13.0 Period of performance and Liquidated Damages

13.1 The period of performance of the Services shall be as stated on the front of the Contract/PO. The schedule for submitting deliverables shall be as stated either in the statement of works attached to this Contract/PO or in front of this Contract/PO. Deliverables must be completed within the said period.

13.2 If the Contractor fails to perform the Contract/PO or any part thereof within the specified period, the Bank may, without prejudice to any other remedy under the

Contract/PO, deduct from the Contract/PO price, as liquidated damages, a sum equal to 0.5% of the Contract/PO value for each week of delay until actual performance, up to a maximum of 5% of the Contract/PO value.

14.0 Liability

14.1 The Contractor shall be liable for all damages arising from its action or that of its agents, of which he or its agents could be held liable under the applicable laws.

14.2 The Contractor shall bear the full financial consequences of any material damage or personal injuries, including death which, through its action or that of its agents, may be suffered by himself, its agents, the Bank or its agents or any third party.

14.3 The Contractor undertakes to indemnify and hold the Bank and its agents and principals harmless against all claims, suits and losses that are due to personal injury (including death) or property damage to the extent caused, or alleged by a claimant to have been caused, connection with the performance of the Services under this Contract/PO, by (i) improper or defective work performed by the Contractor; (ii) improper or defective machinery, materials, supplies, implements, equipment or appliances provided, installed or used by the Contractor; and (iii) negligent or wrongful acts or omissions of the Contractor.

15.0 Intellectual Property and Confidentiality

15.1 The Contractor agrees to indemnify and hold harmless the Bank, its officers, employees and agents against all claims, suits and losses that arise from patent, trademark and/or copyright infringement by the Contractor. The Contractor further agrees and indemnifies the Bank in any action against the Bank by the Contractor's employees seeking further compensation for claims covered by the Contractor's worker's compensation insurance. The obligation set out in this Article shall survive the expiration or termination of the Contract/PO.

15.2 The Contractor shall not, while performing the Contract/PO or at any time thereafter, use, or disclose in any manner prejudicial to or incompatible with the interests of the Bank any information of a restricted or confidential nature that may come to its knowledge in connection with the

performance of this Contract/PO. The Contractor shall not use the Bank's name or emblem without prior written authorization.

16.0 Dispute Settlement

16.1 The parties shall make every effort to resolve any disagreement or dispute arising between them under or in connection with this purchase order amicably by direct informal negotiation. The party asserting the existence of a disagreement or dispute shall, promptly upon becoming aware of such disagreement or dispute, notify the other party in writing (such writing being referred to herein as the "Notice of Dispute") specifying the nature of the disagreement or dispute, and shall also provide such other information about the disagreement or dispute as the other party may reasonably require.

16.2 If, forty-five (45) days after the date the Notice of Dispute has been given, the parties have been unable to amicably resolve the dispute or difference, either party may require that such dispute be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.

16.3 The arbitral tribunal shall comprise one arbitrator jointly chosen by the parties. However, where the parties are unable to reach an agreement within sixty (60) days of notification of the Conciliation Notice, the London Court of International Arbitration (LCIA) shall become the appointing authority.

16.4 The arbitration shall take place in, [City of the Field office domicile], [Country] and shall be in the English language.

16.5 The resulting award shall be final and binding on the parties and shall be in lieu of any other remedy.

16.6 Nothing contained in this Contract shall be construed as or constitute a waiver, renunciation or other modification of any privileges, immunities and exemptions accorded to the Bank under the Agreement Establishing the African Development Bank, international conventions or any other applicable law.

16.7 The provision of this article shall remain in force after the termination of this contract.

17.0 Governing law

17.1 This Agreement shall be governed by, enforced and construed in accordance with the laws of England.

18.0 Force Majeure

18.1 "Force Majeure" means any event or condition which (a) wholly or partially delays or prevents a party from performing any of its obligations under the Contract/PO, (b) is unforeseeable and unavoidable, (c) is beyond the reasonable control of such party, and (d) occurs without the fault or negligence of such party.

18.2 The party affected by such Force Majeure shall give prompt written notice to the other party of the nature and probable duration of such Force Majeure, and of the extent of its effects on such party's performance of its obligations hereunder.

18.3 During the continuance of such Force Majeure, the obligations of the affected party shall be suspended to the extent necessitated by such Force Majeure.

18.4 In the event of Force Majeure which delays performance of the Contract/PO or any part thereof by more than thirty (30) days, either party shall have the right, by notice to the other party, to terminate the PO.

19.0 Severability

19.1 If any provision of the Contract/PO is held to be invalid or unenforceable, the remainder of the Contract/PO will remain in full force and effect, and such provision will be deemed to

be amended to the minimum extent necessary to render it enforceable.

20.0 Copyrights, database and design rights

20.1 The deliverable report(s) and other creative work of the Contractor called for by this Contract/PO, including all written, graphic, audio, visual and other materials, contributions, applicable work product and production elements contained therein, whether on paper, disk, tape, digital file or any other media, (the "Deliverable Work") is being specially commissioned as work made for hire in accordance with the applicable copyright, data protection and design laws of the country governing the Contract/PO originated. The Bank is the proprietor of the Deliverable Work from the time of its creation and owns all right, title and interest therein throughout the world including, without limitation, copyrights and all related rights. To the extent that it is determined that the Deliverable Work does not qualify as a work made for hire within the meaning of the applicable copyright, data protection and design laws of the country governing the Contract/PO, then the Contractor hereby irrevocably transfers and assigns to the Bank all of its right, title and interest, throughout the world and in perpetuity, in and to the Deliverable Work, including without limitation all of its right, title and interest in copyright and related rights free of any claim by the Contractor or any other person or entity.

**African Development Bank
Temporary Relocation Agency**



**Corporate Procurement Division
Fax Number: + (216) 71 835 249**

Date: 26 July 2010

List of Member Countries of the Bank:

REGIONAL COUNTRIES			
1. Algeria	2. Angola	3. Benin	4. Botswana
5. Burkina Faso	6. Burundi	7. Cameroon	8. Cape Verde
9. Central African Rep.	10. Chad	11. Comoros	12. Congo
13. Côte d'Ivoire	14. Democratic Rep of Congo	15. Djibouti	16. Egypt
17. Equatorial Guinea	18. Eritrea	19. Ethiopia	20. Gabon
21. Gambia	22. Ghana	23. Guinea	24. Guinea Bissau
25. Kenya	26. Lesotho	27. Liberia	28. Libya
29. Madagascar	30. Malawi	31. Mali	32. Mauritania
33. Mauritius	34. Morocco	35. Mozambique	36. Namibia
37. Niger	38. Nigeria	39. Republic of South Africa	40. Rwanda
41. Sao Tome & Principe	42. Senegal	43. Seychelles	44. Sierra Leone
45. Somalia	46. Sudan	47. Swaziland	48. Tanzania
49. Togo	50. Tunisia	51. Uganda	52. Zambia
53. Zimbabwe			
NON REGIONAL COUNTRIES			
1. Argentina	2. Austria	3. Belgium	4. Brazil
5. Canada	6. China	7. Denmark	8. Finland
9. France	10. Germany	11. India	12. Italy
13. Japan	14. Korea	15. Kuwait	16. Netherlands
17. Norway	18. Portugal	19. Saudi Arabia	20. Spain
21. Sweden	22. Switzerland	23. Turkey	24. United Kingdom
25. United States of America			