



AGRICULTURAL FINANCE CORPORATION

EXPRESSION OF INTEREST (EOI) FOR PROVISION OF CONSULTANCY SERVICES FOR ICT SYSTEMS AUDIT

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1. INVITATION TO TENDER

DATE: 21st December 2021

Tender Ref. No. AFC/EOI/ICT-SA/2021

TO: All Qualified Prospective Bidders,

- 1) The Agricultural Finance Corporation (AFC) (herein referred to as the “procuring entity or the corporation” now invites eligible consulting firms (“Consultants”) to express their interest in providing the ICT Systems Audit Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria on required qualifications and experience of the firm are listed under the Tender Evaluation Criteria in this document.
- 2) The attention of interested Consultants is drawn to the following provisions that will be better highlighted in the Standard Tender Document for Request for Proposals to be issued to shortlisted firms:
 - a) The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
 - b) The consultant has no personal or business relationship with the procuring entity’s senior management or professional staff.
 - c) A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
 - d) Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions may not eligible.
- 3) Consultants may associate with firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
- 4) A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method. This method takes into account both the Quality and the Cost of the proposals. For the purpose of this assignment these two will be weighted to Quality 80% and Price 20%. This will be better specified in the Standard Tender Document for Request for Proposals to be issued to shortlisted firms.

2. EOI GENERAL INFORMATION

2.1 Introduction

The Agricultural Finance Corporation (hereinafter referred to as “the Procuring entity or the corporation”) is a state corporation incorporated under the AFC Act (cap 323 Laws of Kenya). It is charged with the mandate of supporting the development of agriculture and agricultural industries by making loans, and providing managerial and technical assistance to the loan beneficiaries.

The corporation plans to transform into a Farmers Bank in the next few years. As of now the corporation 47 branches spread across the country through which it carries out lending activities.

This document constitutes the formal Request for Expression of Interest (EOI) for the provision of consultancy services for ICT System Audit. It’s being availed on an open competitive tender basis to legally registered firms (hereinafter referred to as “the respondents(s)”) which ordinarily provide for consultancy services for ICT Systems Audit and have ownership of the various proprietary rights attaching thereto and are interested in submitting a response.

2.2 Objective of the Expression of Interest (EOI)

The objective of the EOI is to shortlist suppliers who will later be invited to submit detailed Technical and Financial Proposals for the Provision of Consultancy Services for ICT Systems Audit that supports both the functional and technical requirements of the procuring entity.

Objectives of the ICT Systems Audit includes;

- a) Testing logical and physical security controls.
- b) Testing IT operations.
- c) Testing the effectiveness of disaster recovery procedures.
- d) Testing the business continuity
- e) Data integrity assessment (process assessment, controls identification and associated activities)

- f) Assessment of controls over critical system platforms, network and physical components, IT infrastructure supporting relevant business processes
- g) Review of the IT strategy in line with the corporate strategic objectives.
- h) IT governance review (organizational structure, leadership and the processes.)
- i) Testing IT use efficiency and the associated security controls.
- j) IT process review (helpdesk, service management, application management oversight).

2.3 Format of EOI response and instructions to bidders

The summary requirements for selection of the consultant to conduct ICT Systems Audit is given under section 2.1.4. The respondents shall include in their response any additional information on other services or items considered necessary for the successful completion of the assignment.

Responses to the EOI from respondents should be submitted in a common sealed envelope, clearly marked:

“Expression of Interest for Provision of Consultancy Services For ICT Systems Audit” And marked with the right Tender No.

Respondents should provide two (2) hard copies of the response to the EOI, an Original and a copy.

2.1.1 All responses shall be addressed to:

**The Managing Director
Agricultural Finance Corporation
Development House, 7th Floor,
P.O. Box 30367 – 00100, Nairobi, Kenya
Tel: 020-3272000/317199**

The documents should be deposited in the Tender Box at our Headquarters, Development House, 5th Floor, along Moi Avenue, Nairobi, so as to reach on or before **Wednesday, 12th January 2022 at 12.00noon.**

The expression of interest (EOI) will be opened thereafter in the presence of tenderers or their representatives who choose to attend at Development House, Conference Room, located on 3rd Floor, at 11.00am on the same day.

2.1.2 Procuring entity's right to reject all EOIs

The Corporation reserves the right to accept or to reject any response and to annul the process and reject all responses at any time prior to the award of the contract, without thereby incurring any liability to any respondent.

2.1.1 Cost of Tendering

All tenderers shall bear all costs associated with the preparation and submission of its response and the Procuring entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EOI process.

2.1.2 Clarification of Response Document

All correspondences related to the EOI shall be made in English via email provided below. Any clarification sought by any respondent in respect of the project shall be addressed at least three (3) days before the deadline for submission of responses, in writing to the Head of Procurement of the procuring entity. The queries and replies thereto shall then be circulated to all other prospective respondents (without divulging the name of the respondent raising the queries) in the form of an addendum. The addendum shall be binding on all tenderers and will form part of the selection process. All tenderers interested in the EOI should register via email below for the purposes of circulating addendum, if any.

Enquires made by telephone are not permissible unless they don't impact on the content of the EOI document.

Enquiries for clarifications should be sent by e-mail to:
procurement@agrifinance.org

2.1.3 Amendment (s) to the EOI Document

At any time prior to the deadline for submission of responses, the Corporation, for any reason, whether at its own initiatives or in response to a clarification requested by a prospective respondent, may modify the EOI documents.

In case of any amendment(s), all prospective respondents that have received the EOI documents will be notified via their registered email and through posting on AFC website.

To allow prospective respondents reasonable time to take any amendments into account in preparing their responses, the Corporation may at its sole discretion extend the deadline for the submission of responses based on the nature and the extent of the amendments.

2.1.3 Deadline for the submission of responses

Responses to the EOI should be addressed to the Managing Director of the Procuring entity using address provided elsewhere in this document and received on or before **Wednesday, 12th January, 2022 at 12.00noon.**

Responses sent by post should reach the procuring entity by the same deadline. Responses received later than the opening date and time shall not be considered.

2.1.4 Evaluation Criteria for EOIs

The following criteria will be used to rate all EOIs:

PART A: MANDATORY DOCUMENTS

NO.	Criteria Description	Score (Yes/No)
1.	Certificate of Incorporation	
2.	CR 12 (not more than 3 months old from tender closing date)	
3.	Valid Tax Compliance Certificate	

4.	Registration with ICTA for the relevant category (ICT Consultancy)	
5.	Bank Reference Letter* (not more than 3 months old from tender closing date)	
6.	Valid Business Permit	

***Note:** Bank reference letter should state if the firm is a regular customer of the bank, ability to borrow if need be and maximum amount it can borrow plus outstanding loans, if any.

PART B: OTHER REQUIREMENTS

7.	Company profile setting out: <ul style="list-style-type: none"> i. Organization structure ii. Key management personnel and their brief highlights iii. Number of years of operations iv. Nature of the business 	5 marks 20 marks 10 marks 5 Marks
8.	Previous similar works <ul style="list-style-type: none"> i. Attach Award letters/contracts/LSO plus certificates of completion for each in the last 3 years ii. Reference letters from at least 3 past clients detailing the nature of the assignment and the contract values 	30 Marks 30 marks
	Total Score	100

2.1.5 Responsive EOI Submissions

A substantially responsive submission will be one that meets all the mandatory requirements above and scores at least 85% under part B: the other requirements.

3. PROCURING ENTITY'S SUMMARY ORGANIZATION PROFILE

The Agricultural Finance Corporation has 47 branches countrywide carrying out agricultural lending activities that caters for the needs of individual farmers, organized groups, partnerships, companies and Cooperative societies.

Broadly the Corporation offers loan products on different terms, repayment periods and interest rates. It also provides advisory to farmers on general record keeping for different farming activities and investments for which loan has been acquired.

More information about the organizations vision, mission and core values can be found at the corporation's website www.agrifinance.org