



FARIJI SACCO SOCIETY LTD.

Head Office: Diplomat P.O. Box 589-00216, Githunguri
Cell: 0727-398699
Email: saccokcdf@yahoo.com, info@farijisacco.co.ke
Website: www.farijisacco.co.ke



INVITATION TO TENDER

PROVISION OF ICT SYSTEM AUDIT SERVICES

TENDER NO: FSSL/PREQ/01/2024

We invite tenders for provision of services for the year 2024.

The fully filled tenders clearly marked **“PRE-QUALIFICATION TENDER FOR PROVISION OF ICT SYSTEM AUDIT SERVICES”** and bearing no indication of the tenderer must be addressed to:

THE CHAIRMAN

FARIJI SACCO SOCIETY LIMITED

P.O. BOX 589,

GITHUNGURI.

So as to be deposited in the Society’s FOSA premises at Githunguri, Diplomat House not

Later than...**23rd.....February2024.....** at 12.00 noon.

The Sacco reserves the right to reject any tender without giving reasons for the decision

And does not bind itself to accepting the lowest or any tender.

Any canvassing will lead to automatic disqualification.

Yours faithfully

FRANCIS .N. NJIHIA
CHIEF EXECUTIVE OFFICER



HEAD OFFICE

Development House,
P.O Box 589-00216,
GITHUNGURI
CELL: 0727 398 699
Email: info@farijisacco.co.ke
Website: www.farijisacco.co.ke

Kagwe Branch

Opposite Total Petrol Station
Cell: 0700 252 394

Kigumo Branch

Opposite Kigumo Market
Cell: 0719 372 314

Kimende Branch

Kimende Women Group Building
Cell: 0727 935 722

Kirasha Branch

Kirasha Junction
Cell: 0727 104 615

Mundoro Branch

Mundoro Town
Cell: 0792 790 107

INTRODUCTION

Fariji Sacco Society Limited was established in 1989. The main objective of the society is to give services to members through savings and credit at affordable interest rates. The society opened its FOSA in year 2000 and it currently serves Kiambu county.

TENDER QUALIFICATION

1. This invitation for tendering is open to any service provider with qualifications and technical competence necessary to undertake the contract if the tender is accepted.
2. The service provider must have a proven performance record/ability of handling similar projects.

TENDER COSTS.

Costs related to preparation, submission and other expenses are the tenderer's responsibility irrespective of the conduct or outcome of the tendering process.

TENDER DOCUMENT CHARGE

The bidders will be charged Kshs.1, 000=

TENDER STRUCTURE

Tenders shall be expected to include comprehensive technical specifications, current clientele, product brochures and financial proposals in a single document and also fill in the Business questionnaire (Appendix B) attached.

PRICES

Prices quoted must be inclusive of VAT where applicable and should remain unchanged during the validity period.

SUPPLY

The provision of services shall be as and when ordered; the bidder should state how he intends to accomplish this kind of provision and the mode of payment preferred.

TENDER VALIDITY

Tenders must clearly furnish the validity period effective from the closing date.

TENDER FORMAT

1. The supplier shall prepare tenders in duplicate, one clearly marked "original" and the other "copy". In the event of discrepancy between them, the original shall prevail.
2. Both the original and the copy of tenders must be signed by a duly authorized person of the bidder including necessary initialization of any erasures or overwriting to correct errors made by the tenderer.

Tenders in plain, wax-sealed envelopes marked " **PRE-QUALIFICATION TENDER FOR PROVISION OF ICT SYSTEM AUDIT SERVICES** " should be addressed to:-

**THE CHAIRMAN,
FARIJI SACCO SOCIETY LIMITED,
P.O. BOX 589,
GITHUNGURI.**

OPENING OF TENDERS

Tender opening will be communicated at a later date.

NOTIFICATION

The successful as well as the unsuccessful tenderers will be notified by the society prior to expiry of Thirty (30) days starting from the closing date.

MANDATORY DOCUMENTS

1. Certificate of Incorporation.
2. Pin Certificate
3. Tax Compliance Certificate
5. Company Profile
6. List of References
7. Registration certificate no.
8. Data protection handler certificate.
9. Any other relevant supportive document.

APPENDIX B
FARIJI SACCO SOCIETY LIMITED

P.O. BOX 589 GITHUNGURI

TENDERERS BUSINESS QUESTIONNAIRE

BUSINESS NAME.....

POSTAL ADDRESS

EMAIL ADDRESS.....

OFFICE CELL NUMBER.....

BUSINESS LOCATION.....

BUILDING.....

ROAD.....

Particular details of business undertaken.

Your bankers.....

Financial ability (Working capital)

Details of Partners as follows: Name, Nationality, Citizenship, Shares

1.
2.
3.
4.
5.

I DECLARE that the information given on this form is correct to the best of my knowledge and belief

Name.....

(For duly authorized person)

FSSL/PREQ/01/2024 PROVISION OF ICT SYSTEM AUDIT SERVICES

TERMS OF REFERENCE FOR PROVISION ICT SYSTEMS AUDIT

Key Highlights of ICT Systems

Enterprise Resource Planning (ERP) System

The Sacco's module processes includes; Financial management, payment process, Human Resource Management, Payroll, Agile banking and administration all integrated in the Microsoft Dynamics NAV ERP application. The ERP System was rolled out in the Financial Year 2017 and has since been Sacco's core banking system.

Network Infrastructure

The Sacco has sound decentralized infrastructure across all our branches. The Network Infrastructure encompasses routers, switches, radios, physical servers, Antivirus, desktop computers, laptops and printers.

Scope of Work

1. IT system audit.
2. Penetration testing and Vulnerability Assessment.
3. Remediation Support.
4. Network Security.

1:0 IT System Audit

- Assess the business value of the current network security and control.
- Assess the current state of the network security controls and make recommendations for correcting control weaknesses and strengthening the overall level of security.
- Security review of the application and Wide Area Network (WAN)
- Integration and interfaces security review
- Examining various components of data security.
- Website penetration testing.
- Assessment of the adequacy of policies, procedures and controls that ensure that records created, and information captured are authentic and reliable.

2.0 Penetration Testing and Vulnerability Assessment

The contracted company is expected to perform the following tasks;

1. Anonymous information gathering to discover all Internet-facing assets a hacker could identify as potential entry-points into the organizations network
2. Scanning of internet-available network access points and web servers for known vulnerabilities (non-credentialed)
3. Verifying scan-result findings through in-depth manual penetration testing attack techniques (both credentialed and non-credentialed)
4. Providing deeply informed remediation guidance and advisory services for identified/verified vulnerabilities
5. Internal & External Penetration Testing
 - Manual Vulnerability Testing and Verification of Identified Vulnerabilities
 - Intrusion Detection/Prevention System Testing
 - Password Service Strength Testing
 - Server Security and Configuration Reviews and Testing
 - Database Security and Configuration Reviews and Testing
 - Router Configuration Reviews and Testing
 - VPN Configuration Reviews
 - Third party interconnection Reviews
 - Application Security Configuration Reviews and Testing among others.

3.0 Remediation Support

The consultants should provide technical assistance for remediation of the issues identified in the security assessment.

- Provide technical remediation support for identified gaps

4.0 Qualifications of the company

The company must provide proof/evidence of carrying similar task to at least 5 reputable organizations in the last 3 years.

Karibu Nyumbani