



REQUEST FOR PROPOSAL DOCUMENT

PROPOSED CONSULTANCY SERVICES FOR MANAGEMENT INFORMATION SYSTEM AUDIT OF
ZETECH UNIVERSITY

TENDER NO. ZU/19/RFP/02/2026

SUBMISSION DEADLINE – **THURSDAY 11TH MARCH, 2026 AT 5:00 P.M.**

Email: procurement@zetech.ac.ke

LETTER OF INVITATION

To: All Interested Consulting Firms

Date: 25th FEB,2026

Dear Sir/Madam,

RE: REQUEST FOR PROPOSALS FOR MIS AUDIT

Zetech University invites Proposals from interested qualified Firms for provision of Consultancy Services in Management Information System Audit.

This invitation is open to qualified Consulting Firms based in Kenya. Consultants will be selected under the Quality and Cost Based Selection (QCBS) Method as described in the policies of the University.

Prices quoted should be inclusive of all taxes, must be expressed in Kenya shillings and shall remain valid for a period of 90 days from the closing date of the Proposal.

Zetech University reserves the right to accept or reject any tender and may annul the bidding process and reject all bids at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

Bids can either be submitted through the email address provided above i.e (procurement@zetech.ac.ke) or a hard copy (*sealed and referenced with the tender number and name*) deposited in the tender box located at Ruiru Campus, Reception office.

The bids should be received on or before **WEDNESDAY 11th MARCH, 2026 at 5:00pm.**

All submissions should be addressed to:

The Vice Chancellor,
Zetech University,
P.O.BOX 2768-00200
NAIROBI.

All bidders are encouraged to familiarize with proposed scope (See appendix 1) and define their methodology and work plan to achieve the desired deliverables.

For: Procurement Department.

- 2.1 Introduction
- 2.1.1 The consultants are invited to submit a Proposal (combined technical and financial proposal) for provision of consultancy services in MIS audit for Zetech University. This will include an end-to-end engagement scope on driving the successful execution of the subject matter. The proposal will be the basis for Contract negotiations and engagement with the selected firm.
- 2.1.2 Please note that
- (i) The costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment;
 - (ii) The Client is not bound to accept any of the proposals submitted.
- 2.1.3 The University's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.4 No price shall be chargeable for the RFP document.
- 2.2 Clarification and Amendment of RFP Documents
- 2.2.1 Interested consultants may seek clarification on any provisions of the RFP document no later than two (2) days before the proposal submission deadline. All clarification requests must be submitted in writing via email. The University will provide its response through email and may also follow up using its official mobile contact line.
- 2.2.2 At any time before the submission of proposals, the University may for any justifiable reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda to be sent by email to all invited consultants and will be binding on them. The University may at his discretion extend the deadline for the submission of proposals.
- 2.3 Preparation of Technical Proposal
- 2.3.1 The bidder's proposal shall be written in English language.
- 2.3.2 While preparing the Technical Proposal, the bidder must give particular attention to the following:
- (i) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
 - (ii) Proposed professional staff must as a minimum, have the experience indicated hereinafter preferably working under conditions similar to those prevailing in Kenya.
- 2.3.3** The Technical Proposal shall provide the following information:
- (i) A brief description of the firm's structure and an outline of recent

experience on assignments of a similar nature. For each assignment, the bidder should indicate *inter alia*, the profiles of the staff engaged, duration of the assignment, contract amount and success rate achieved.

- (ii) A list of services (scope) to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed team by specialty, the tasks that would be assigned to each staff team member and their timing. Preferred areas of specialty should include but not limited to ICT Infrastructure and Network Engineering, Systems and Applications Audit expert, Cybersecurity Specialist, Data Protection and Compliance expert, Educational Technology and LMS Expert, Business Analyst / ICT Policy Consultant.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last five (3) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each task.
- (vii) Demonstration of eligibility; bidders should attach
 - a) Valid tax compliance,
 - b) Business license,
 - c) Company profile,
 - d) Registration certificate/incorporation Certificate.
 - e) Applicable practicing license.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to list all costs associated with the assignment including; (a) direct cost of service, and; (b) reimbursable expenses such as subsistence, transportation, services and equipment, printing of documents, surveys, and training, if it is a major component of the assignment. Where possible, these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law governing the consultants, the sub-consultants and their personnel.

2.4.3 Consultants shall express the price of their services in Kenya Shillings.

2.4.4 The Proposal must remain valid for 90 days after the closing date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission of Proposals.

2.5.1 The original proposal (Technical Proposal and financial Proposal) shall be prepared in indelible ink or type written. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 The completed proposal (combined Technical and Financial Proposal) can either be submitted through the email provided above(*procurement@zetech.ac.ke*) or a hard copy deposited in the tender box located at Thika Road Campus, Reception Area. Any proposal received after the closing time for submission of proposals shall not be admissible.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the University on any matter related to his proposal, he should do so in writing through provided email address. Any effort by any firm to influence the evaluation process, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.

2.6.2 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal) In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.6.3 Where foreign firms are invited in the tender process, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 20% preferential bias in the financial evaluation. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied.

- 2.6.4 The University shall evaluate the tender within 30 days from the date of closure of the submission deadline.
- 2.6.5 Where contract price variation is allowed, the variation shall not exceed 20% of the original contract price.
- 2.6.6 Price variation requests shall be processed by the University within 14 days of receiving the request.
- 2.6.7 The invited bidders shall explicitly indicate their proposed payment terms.

Negotiations

- 2.6.8 Any precontract negotiations will be held within the premise of the University with the aim of reaching an agreement on scope and financial offer.
- 2.6.9 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The University and the successful firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the head office, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the University to ensure satisfactory implementation of the assignment.
- 2.6.10 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the University expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the University will require assurances that the experts will be actually available. The University will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 2.6.11 The negotiations will conclude with a review of the draft contract. Upon reaching an agreement, the University and the selected firm will initial the finalized contract document. If the negotiations are unsuccessful, the University will invite the firm with the second-highest evaluated score to enter into contract negotiations.

2.6.12 The University shall appoint a team for the purpose of the negotiations.

2.7 Award of Contract

2.7.1 The contract shall be awarded upon successful completion of negotiations. Once the process is concluded, the University will promptly inform all unsuccessful bidders of the outcome.

2.7.2 The selected firm is expected to commence the assignment on the date and at the location as agreed with the University.

2.7.3 The parties to the agreement shall sign the contract within 7 days from the date of notification of contract award unless there is an administrative review request.

2.7.4 The University may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.7.5 The University shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.7.6 To qualify for contract awards, the tenderer shall have the following:

- (a) Necessary qualifications, capability experience, services, and man power to provide the services.
- (b) Legal capacity to enter into a contract for procurement of services.
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in any procurement proceedings.

2.8 Confidentiality

2.8.1 Information regarding the evaluation of proposals and recommendations for award shall remain confidential and shall not be disclosed to the consultants who submitted proposals or to any individuals not officially involved in the process, until the successful firm has been formally notified of the contract award.

2.9 Corrupt or fraudulent practices

2.9.1 The University requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign the declaration form that he has not and will not be involved in corrupt or fraudulent practices.

2.9.2 The University will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

3.0 Preliminary Evaluation Criteria (Mandatory Requirements)

The tenderer must:

- (i) Submit a complete proposal (combined technical and financial proposals.)
- (ii) Submit certificate of Registration/Incorporation.
- (iii) Submit a valid Tax Compliance Certificate from Kenya Revenue Authority
- (iv) Submit an updated company profile.
- (v) Updated CVs of key persons proposed for this assignment.
- (vi) Submit a current business permit.
- (vii) Submit a dully filled declaration form that the bidder is not debarred from participating in Procurement (See Form 1).
- (viii) Submit a duly filed declaration form that the bidder will not engage in any corrupt practice (See Form 2)
- (ix) Tender is valid for the 90 days

4.0 Technical Evaluation Criteria

1. Work Plan and Methodology:

All bidders shall demonstrate an understanding of the scope and shall define a work plan and methodology in responding to the subject matter.

Technical Approach and Methodology

Requirements		Marks
Technical Approach and Methodology	Submit a methodology plan that demonstrates a <u>clear understanding of the scope of work and the relevant activities involved in achieving the expected results.</u>	30
	The scope of work -	5 Marks
	The relevant input activities -	10Marks

	The Methodology – 15 Marks	
	<u>The methodology plan should equally demonstrate a clear understanding of the required input information, applicable standards, audit procedures, deliverables/ outputs and relevant reporting requirements needed for the assignment.</u>	20

	Relevant input information -5marks	
	Audit procedure(proposed) - 5marks	
	Applicable standards (Proposed) -5marks	
	Relevant Reporting - 5marks	
Work plan	A work plan showing all the key activities to be conducted and their linkages to the deliverables.	15
	Logical sequencing and timing of audit activities.	15
Specific Experience	Specific experience of the Bidder in four (4) similar assignments in the last four (4) years 2.5 marks per assignment) {Submit references/recommendation letters}	10
Mandatory Documents	- Tax Compliance -1 marks - Certificate of registration -1mark - Business Permit - 1mark - Business Profile - 1mark - Recommended Experts CV's - 2mrks	6
Qualification of the proposed consultants.	- Experience spanning to Five (5) years and above. - 2 marks - Post Graduate professional Qualification (certification)- 1 marks - Valid relevant Practicing license – 1 mark	4
	Sub- total	100

B. Qualification and Experience of the Consultants.

A bidder shall propose a team of at least two (2) expert consultants who are well experienced in the following areas:

- a) ICT Infrastructure and Network Engineering,
- b) Systems and Applications Audit expert,

- c) Cybersecurity Specialist,
- d) Data Protection and Compliance expert,
- e) Educational Technology and LMS Expert,
- f) Business Analyst / ICT Policy Consultant.

The qualifications and experience of consultant should be as indicated below:

(i) Consultants

The consultants shall:

- a) Have a degree/professional qualification in ICT with specialty in the highlighted scope. Provide copies of the certificates and a copy of the updated CV.
- b) Submit a valid Practicing license from a professional/regulatory body that governs the bidder's areas of specialization.
- c) At least Five (5) years' experience as a practitioner in the field related to the subject matter.

NOTE

- The minimum technical score required to qualify for financial evaluation shall be 80 Marks. Any bidder who fails to attain the minimum technical score will be disqualified.

5.0 Financial Evaluation Criteria.

- a) The University shall determine the lowest priced bid as the most responsive bid provided the bid passed the technical evaluation and quoted price represents a market range rate.
- b) All bidders shall submit a priced quotation (as required above 2.4.1) which shall form part of the financial proposal.

6.0 SCOPE OF ASSIGNMENT

6.1 AUDIT OBJECTIVES

6.1.1 Primary Objectives:

- Evaluate the effectiveness of IT governance and management practices of the University.
- Assess the security posture of networks, systems, and applications of the University.
- Review compliance with regulatory requirements and industry standards.

- Identify operational risks and control deficiencies within the ICT framework of the University.
- Evaluate the adequacy of business continuity and disaster recovery arrangements.
- Assess data governance, privacy and protection mechanisms.
- Review IT service delivery and performance management.

6.1.2 Secondary Objectives:

- Provide recommendations for improving IT controls and processes within the University.
- Ensure alignment with university strategic objectives.
- Evaluate cost-effectiveness of IT investments.
- Assess vendor management and third-party risk management practices.

6.2 AUDIT SCOPE

The audit covers all IT components within the university's MIS environment, including:

6.2.1 Networks and Infrastructure:

- Local Area Networks (LAN) and Wide Area Networks (WAN).
- Internet connectivity and bandwidth management systems.
- Wireless networks and access points.
- Network security devices (firewalls, intrusion detection/prevention systems).
- Data centers and server infrastructure.
- Storage systems and backup infrastructure.
- Telecommunications systems.

6.2.2 Applications:

- Student Information Systems (SIS)
- Learning Management Systems (LMS)
- Financial management systems
- Human Resource Management Systems (HRMS)
- Library management systems
- Custom-developed applications
- Third-party commercial applications
- Cloud-based Software as a Service (SaaS) applications

6.2.3 Data and Information:

- Student records and academic data

- Financial data and records
- Research data and intellectual property
- Personal and sensitive information
- Data classification and handling procedures

6.2.4 Final Reporting:

- Technical reports for IT management
- Executive summaries for senior leadership
- University Council-level presentation of key findings

7.0 TERMS OF PAYMENT

All bidders shall clearly state their terms of payment.

7.1 TERMINATION OF CONSULTANCY SERVICES

Where a consultant, for any reason, fails to complete the assignment within the agreed duration or consistently demonstrates inability to effectively execute the assignment, the University shall have the option of terminating the contract at no cost to the client.

1.0 SELF DECLARATION FORMS

1.1 SELF DECLARATION THAT THE PERSON/BIDDER IS NOT DEBARRED TO PARTICIPATE IN ANY PROCUREMENT PROCESS IN THE REPUBLIC OF KENYA.

I,, of Post Office Box being a resident of..... in the Republic of..... do hereby make a statement as follows: -

A. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender no..... for ZETECH UNIVERSITY and duly authorized and competent to make this statement.

B. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding in the republic of Kenya.

C. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Name)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

1.2 SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P. O. Box..... being a resident of in the Republic of.....do hereby make a statement as follows: -

- A. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No.....for.....(insert tender title/description) for ZETECH UNIVERSITY and duly authorized and competent to make this statement.
- B. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the board, management, and/or agents of Zetech University.
- C. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ZETECH UNIVERSITY.
- D. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
- E. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....
(Name)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

Note: The Scope detailed herein is defined to provide all interested bidders with a brief understanding on the desired deliverables in relation to this assignment. However, bidders are encouraged to define their own methodology and work plan that best suits successful execution of this assignment.

Any request for Clarification can be sent to procurement@zitech.ac.ke or reach out through 0757-311482.