

**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE
SUPPLY, DELIVERY AND INSTALLATION OF AN ENTERPRISE
VULNERABILITY MANAGEMENT SYSTEM**

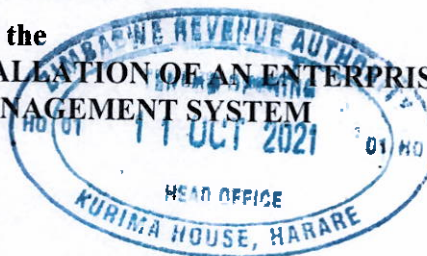
PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA RFP 05/2021 RETENDER

Government of Zimbabwe

STANDARD

REQUEST FOR PROPOSALS

**For the
SUPPLY, DELIVERY AND INSTALLATION OF AN ENTERPRISE
VULNERABILITY MANAGEMENT SYSTEM**



September 2021



ZIMRA
Zimbabwe Revenue Authority

**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE
SUPPLY, DELIVERY AND INSTALLATION OF AN ENTERPRISE
VULNERABILITY MANAGEMENT SYSTEM**

PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA RFP 05/2021 RETENDER

**STANDARD REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES
FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AN ENTERPRISE
VULNERABILITY MANAGEMENT SYSTEM**

Procurement Reference No: Domestic Tender ZIMRA RFP 05/2021 Retender

Procuring Entity: ZIMBABWE REVENUE

Date of Issue: 08 October 2021

Closing Date : 05 November 2021



**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE SUPPLY,
DELIVERY AND INSTALLATION OF AN ENTERPRISE VULNERABILITY
MANAGEMENT SYSTEM**

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Part 3: Contract

PART 1: REQUEST FOR PROPOSALS PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Proposals and should be read by all Consultants.

Preparation of Proposals:

You are requested to submit a Proposal to provide the consulting services detailed in the Statement of Requirements by submitting separate technical and financial proposals, as detailed below. **Failure to separate Technical and Financial proposal leads to Automatic Disqualification** The standard forms contained within this Request for Proposals may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to read carefully the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for Consultancy Services (available on the Authority's website or on request), before preparing your proposal. Part 3: Contract Agreement is provided not for completion at this stage but to enable Consultants to note the Contract terms they will enter into if their bid is successful.

Number of bids allowed

No Consultant may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor. A conflict of interest will be deemed to arise if bids are received from more than one Consultancy owned, directly or indirectly, by the same person.

The consultant is also required to register with the Procurement Regulatory Authority of Zimbabwe and submit the following with the bid:

1. Proof of registration with the Procurement Regulatory Authority of Zimbabwe (2021)
2. a copy of your current and valid tax clearance certificate and VAT registration; For Zimbabwean Firms only.
3. Company Profile
4. Proof of registration with NSSA. For Zimbabwean Firms only.
5. Certificate of Incorporation, CR6 now CR5 and CR14 now CR6 or other company registration documents. For Zimbabwean Firms only.
6. Bidders **MUST** state the number of operational experience.
7. Bidders must provide a minimum of three (3) references in form of reference letters showing

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8. Bidders must submit a signed Technical Proposal bid submission sheet and Financial Proposal Bid Submission Sheet to demonstrate compliance to the terms and conditions of the bid.

9. Preparation of Technical Proposals:

10. Technical proposals should contain the following documents and information.
11. The Technical Proposal Submission Sheet in this Part;
12. A technical proposal document clearly showing fully technical and functional specifications, to be supplied and installed in order to achieve the given objectives. These specifications must meet the minimum specifications that are given under the Terms of References.
13. A proposed technical approach and methodology which gives a description and summary of the approach to be taken in performing the services, that is;

A. Functionality

A.1 Vulnerability Management

The solution should have the ability to discover devices and organize host assets running in different parts of the network- from perimeter and corporate network to virtualized machines and cloud services. In addition, the solution should be able to:

- Visually map network with graphical host map.
- Prioritize remediation by assigning a business impact to each asset.
- Identify which OS, ports, services and certificates are on each device on the network
- Organize hosts to match the structure of the organization—e.g., by location, region, and company department Control which hosts can be scanned by which users
- Continuously monitor the perimeter for unexpected changes
- Dynamically tag assets to automatically categorize hosts by attributes like network address, open ports, OS, software installed, and vulnerabilities found

A.1.1 Scan for vulnerabilities everywhere, accurately and efficiently

The solutions should be able to scan systems anywhere from the same console: perimeter, y internal network, and cloud environments. The following functionality should be supported:

Selection of target hosts by IP address, asset group or asset tag

Scanning manually, on a schedule, or continuously

Scanning behind firewall securely

Scanning complex internal networks, even with overlapping private IP address spaces

Secure use of authentication credentials to log in to each host, database or web server

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A.1.2 Identify and prioritize risks

The system should have ability to identify the highest business risks using trend analysis, Zero-Day and Patch impact predictions. The following functionality should be supported:

- Track vulnerabilities over time: as they appear, are fixed, or reappear
- Monitor certificates deployed throughout the network—see what's about to expire, which hosts they are used on, what their key size is, and whether or not they are associated with any vulnerabilities.
- See which hosts need updates after Patch Tuesday every month
- Examine network vulnerabilities over time, at different levels of detail, instead of just single snapshots
- Predict which hosts are at risk for Zero-Day Attacks



A.1.3 Remediate vulnerabilities

The solution should have a library of built-in reports. Reports should be generated on demand or scheduled automatically and then shared with the appropriate recipients online, in PDF or CSV. Additionally, the solution should:

- Automatically generate and assign remediation tickets whenever vulnerabilities are found
- Get consolidated reports of which hosts need which patches
- Integrate with third-party IT ticketing systems
- Manage exceptions when a vulnerability might be riskier to fix than to leave alone
- Exceptions can be set to automatically expire after a period of time for later review

A.1.4 Reporting

The following reporting functionality should be supported:

- Create different reports for different audiences— from scorecards for executives, to detailed drilldowns for IT teams
- Document that policies are followed & lapses get fixed
- Provide context & insight about each vulnerability, including trends, predictions, and potential solutions
- Track ongoing progress against vulnerability management objectives
- Share up-to-the-minute data with GRC systems & other enterprise applications via XML-based APIs

A.2 Web Application Scanning

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The solution should provide for continuous web application discovery and detection of vulnerabilities and misconfigurations. The following functionality should be supported:

- Integrate web app scan data via a rich, extensive set of APIs into other security and compliance systems, such as firewalls, and SIEM and ERM solutions
- Find approved and unapproved web apps in the network with continuous, comprehensive application discovery and cataloging
- Organize your data and reports using labels with customizable web app asset tagging
- Detect OWASP Top 10 risks such as SQL injection, cross-site scripting (XSS), XML External Entities (XXE), broken authentication, and misconfigurations.
- Test IoT services and mobile apps as well as API-based business-to-business connectors
- Identify and provide alerts to infections, including zero-day threats via behavioral analysis
- Proactively monitor websites for malware infections, sending alerts to website owners to help prevent blacklisting and brand reputation damage.

A.3 Policy Compliance

The solution should be able to assess security configurations of IT systems throughout the network. The solution should facilitate:

- Compliance assessments using industry-recommended best practices such as CIS Benchmarks and DISA STIGs, which are customizable to meet organization's unique needs.
- Provide ability to build fully custom baseline standards from scratch or from a "golden image" system, to align directly with internal standards across the broad list of supported technologies ranging from operating systems and applications to network devices.
- Define configuration policies required for different environments and assets
- Specify baseline standards required for different sets of hosts.
- Hardening policies assessment
- Built-in library of extensively used policies certified by CIS
- Perform internal network scans in parallel by using multiple appliances to accelerate scanning and prevent network bottlenecks.
- Efficiently monitor internal hosts, network devices, databases, and other assets without opening inbound firewall ports or setting up special VPN connections.

A.4 Security Configuration Assessment

The solution should provide functionality for detecting IT asset flaws with capabilities for assessment and reporting of configurations settings.

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A.5 Asset Inventory

The solution should provide the following functionality:

- Provides complete visibility of your IT environment
- Gives deep visibility into assets
- Performs continuous and automatic updates
- Helps highlight and rank criticality of assets
- Includes interactive, customizable dashboarding and reporting



B. Solution Supplier and Deployment

B.1 Solution should be a leader in the **Gartner** Magic Quadrant.

B.2 Hybrid deployment (On-premise + Cloud).

C. Training

C.1 Provide certification classroom training on solution for 7 administrators (*Training should be provided by a Trained and certified expert with 5 or more year's proven experience of implementing the same product*).

D. Volume

D.1 Private IPs-3,500

D.2 Public IPs- 46

D.3 Internal Systems- 20

D.4 Web Applications-10

E. Licensing

E.1 Licensing for 2 years should be provided.

13. A proposed work plan which describes the steps to be undertaken to address the proposed scope of work, including a delineation of specific tasks to also be undertaken in each project activity and timelines, showing the inputs of all key staff who will be carrying out the required work;

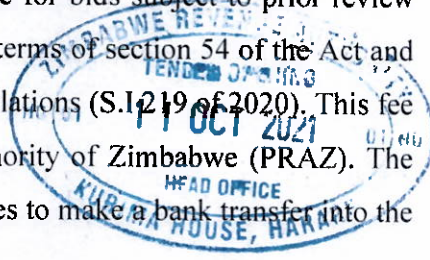
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14. Profiles (CVs and Experiences) of key personnel who will be directly involved in the project.
15. A commitment to present and/demonstrate your proposed solution when required by ZIMRA.
16. All documentation related to system configuration, system administration, system support, source code and training material must be submitted to the Authority and will remain the property of the Authority.

You are also required to pay the administration fee of **ZWS\$16,000.00** for local bidders and equivalent of **US\$200.00** for foreign bidders, payable for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations (S.I. 219 of 2020). This fee is paid directly to the Procurement Regulatory Authority of Zimbabwe (PRAZ). The below account details may be used if the bidder wishes to make a bank transfer into the PRAZ account.



Clarification of the request for proposals document may be requested in writing by any Consultant up to **10 days** from date of issue and should be sent to:

**The Acting Principal Procurement Manager
Zimbabwe Revenue Authority (ZIMRA)
10th Floor, ZB Centre, Corner Kwame Nkrumah Ave/ First Street
Harare, Zimbabwe.**

Or via Email to procurement@zimra.co.zw

Responses to questions / queries will be made in writing to all prospective bidders at least 5 days before tender closing.

Validity of Proposals:

The minimum period for which the Consultant's proposal must remain valid is **90 Days** from the deadline for submission of proposals.

Bid Security

The Bidder must include Bid Security of **ZWS\$40,000.00**, in *either* of the following forms;

- Option 1 ----- A Certified Bank Cheque in the ZIMRA name.**
- Option 2 ----- A Bank Guarantee in the ZIMRA name**

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Option 3 ----- A Cash Deposit to the Authority PRAZ

The bid security shall be valid for a period of 90 days after the end of the bidding period.

Any bid not accompanied by a Bid Security where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

If a bidder chooses options 2 or 3, the following should be noted;

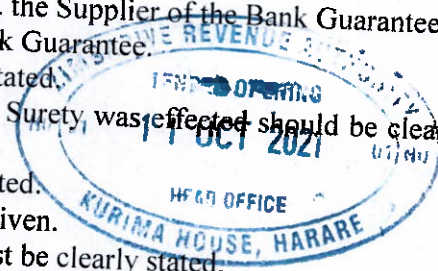
Option 2

Submission of bank guarantee

A standard bank Guarantee of **ZWS\$40,000.00** which is valid for 90 days, obtainable from a reputable Registered Commercial Bank redeemable in **Zimbabwe**.

Please note: The required Bank Guarantee should include the following features and be redeemable in Zimbabwe in order for it to be considered valid:

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. The date when the Common Seal of the said Surety was effected should be clearly shown.
5. Conditions of the said Obligations must be stated.
6. The physical address of the Surety should be given.
7. The validity period of the Bank Guarantee must be clearly stated.
8. Signature of surety and the date when it was endorsed must be clearly shown.
9. It must be an original document that is date stamped.
10. Bid Bonds from Insurance Companies are not acceptable.
11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.



The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the Tender while that of the winning bidder will only be released after submission of the Performance Bond as specified in the tender document section 1.9

Option 3

If **Option 3** is chosen bidders must pay **ZWS\$40,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWS\$8,000.00** that shall be non-refundable for cash bid bond establishment fee in line with Part IV of the Procurement Regulations (S.I.5 of 2018). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited into the following Account numbers:

1. NON-REFUNDABLE (LOCAL)

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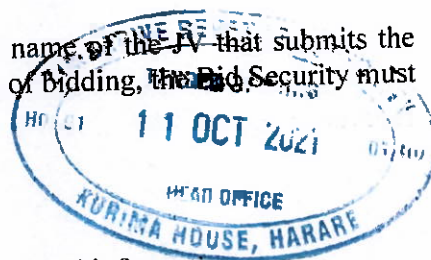
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BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF
ZIMBABWE
ACCOUNT NUMBER: 01121064850020
BRANCH: KWAME NKURUMAH

2. REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF
ZIMBABWE
ACCOUNT NUMBER: 01121064850030
BRANCH: KWAME NKURUMAH

The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security must be in the names of all intended partners.



Preparation of Financial Proposals:

Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. The Breakdown of Contract Price form in this Part, showing all costs for the assignment,

NB: That is, bidders should clearly show breakdown of costs for each phase.

Basis of Pricing and Payment:

The contract will be a lump sum.

Payments will be made on the following basis:

The contract price must be a fixed total lump sum, including all costs required to carry out the Services. The Breakdown of Contract Price may be used only for evaluation purposes and to determine the price for any additional services agreed.

Sealing and marking of Proposals:

The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

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Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the Procuring Entity. All the two envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected. The single outer envelope makes a single full bid. **Failure to separate Financial proposal and Technical proposal leads to Automatic Disqualification.**

Bids should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY". All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the below address. In the event of any discrepancy between the original and the copies, the original will prevail.

Submission of Proposals:

Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected. The Procuring Entity reserves the right to extend the proposal submission deadline but will notify all consultants invited to submit proposals of the amended proposal submission deadline.

Date for Submission:	05 November 2021
Time of Submission	1000 Hours (local time).
Address for submission:	Zimbabwe Revenue Authority Reception Area, 6 th Floor, ZB Centre Corner Kwame Nkrumah Ave/ First Street Harare, Zimbabwe. Or via Email to procurement@zimra.co.zw



Means of acceptance:

Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should record their bids in the tender submission register situated thereto, in the format prescribed in the register.

Opening of Proposals:

The technical proposals will not be opened in public due to the current Covid-19 Regulations following the deadline for submission. Financial proposals will be kept unopened and the evaluation committee will have no access to financial information until the technical evaluation is concluded.

Financial proposals of rejected bids will be returned unopened.

Due to the COVID 19 pandemic, NO Bidders will be allowed to witness the opening of bids on the closing day.

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Withdrawal, amendment or modification of Proposals:

A Consultant may withdraw, substitute, or modify its Proposals after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Consultant or any extension thereof.

Evaluation of Proposals:

The evaluation of proposals will use the **Quality and Cost Based Selection (QCBS)** evaluation methodology as detailed below:

The evaluation of proposals will use the **Quality and Cost Based Selection (QCBS)** evaluation methodology as detailed below:

Quality and Cost Based Selection (QCBS):

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation;
2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below.
3. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Preliminary Examination and Eligibility Evaluation Criteria

Evaluation Parameter	Compliant / Non-Compliant
1. Bid Validity Must be 90 days.	
2. Bid Security of ZW\$42,820.00. MUST BE ATTACHED IN THE TECHNICAL BID.	
3. Proof of registration with the Procurement Regulatory Authority of Zimbabwe (2021).	
4. Valid Tax Clearance Certificate. For Zimbabwean firms.	
5. Proof of registration with NSSA. For Zimbabwean firms only.	
6. Bidders must provide a minimum of three (3) references in form of reference letters on client letterhead showing direct experience on similar projects.	

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7. Bidders must submit a signed Technical Proposal bid submission sheet and Financial Proposal Bid Submission Sheet to demonstrate compliance to the terms and conditions of the bid.	
8. SPOC admin fee of ZW\$16000.00 for local bidders and US\$200.00 for foreign bidders	
9. Warranty Period must be stated	
10. Delivery Period must be stated. Preferably shorter delivery period.	
11. Company Profile with, Certificate of Incorporation, CR6 now CR5 and CR14 now CR6 or other company registration documents.	
Responsiveness	Responsive / Non- Responsive



Technical Evaluation Criteria:

Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Evaluation Parameter	Score
Compliance with the technical and functional specifications as given in the Statement of Requirements.	40
A proposed technical approach and methodology which gives a description and summary of the approach to be taken in performing the required services.	15
A proposed work plan which describes the steps and timeframes to be taken to complete the project.	10
Presentations/Demonstrations of the proposed solution.	20
Profiles of key personnel.	10
Knowledge Transfer.	5

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Total Score	100
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The minimum technical qualifying score required to pass the technical evaluation is 80 points. That is, the technical scores shall be marked as a percentage of 80 points.

Financial Criteria:

Financial scores will be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Total scores will be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.”

Proposals failing at any stage will be eliminated and not considered in subsequent stages.

Currency:

According to S.I. 185/2020, Proposals must be priced in United States Dollars (US\$) and Zimbabwean Dollars (ZW\$) and the contract shall be in ZW\$.

Recommendation for Award:

The proposal with the highest total scores will be recommended for award of contract, for all the phases, subject to any negotiations required.

Award of contract:

Award of contract will be by placement of a contract in accordance with Part 3 of this Request for Proposals. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Consultants will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

The contract will only be valid subject to payment of annual contract administration fees in line with Part V of the Fifth Schedule to the Regulations in the sum of ZWL\$8,000.00 per annum.

Right to Reject:

The Procuring Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract award.

Corrupt Practices:

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The Government of Zimbabwe requires that Procuring Entities, as well as Consultants, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC;
2. the Authority may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations;
3. in accordance with section 42 of the Regulations, submission of a bid will be deemed to be an undertaking on behalf of the Consultant to accept the responsibilities described in clause 1.1 of the GCC; and Any conflict of interest on the part of the Consultant must be declared.

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and the Consultant's qualifications.


.....
Signature

08/10/2021
.....
Date



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Technical Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.}

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Technical Proposal:

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: days from the date of the submission.

We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and Work Plan;

Appendix B: Experience and Qualifications.

Appendix C: Technical proposal document of the Enterprise Vulnerability Management system, showing the technical and functional specifications of the proposed solution.

We understand that the proposals in these Appendices, if approved or as amended, will be included in the Contract Appendices and shall form a contractual commitment.

We enclose a separately sealed financial proposal.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

Technical Proposal Authorised By:

Signed

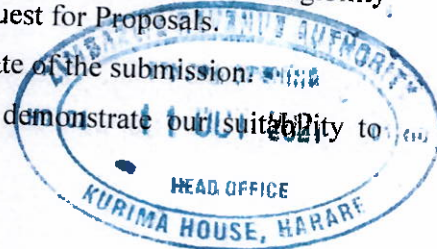
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Name

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In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
...	
Address:	
...	
.....	
Corporate Seal (where appropriate)	



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Financial Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Financial Proposal:

The total price of our proposal is: ZW\$ _____ including VAT

The total price of our proposal is: US\$ _____ including VAT

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

Financial Proposal Authorised By:

Signed

In capacity of:

Duly authorised for and on behalf of:

Firm

Address:

Name:

Date: (DD/MM/YY)



**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE
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Part 3: Contract

**Corporate Seal (where
appropriate)**



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Part 3: Contract

Summary of Costs

{Complete this form to summarise all the costs together from the breakdown of costs and submit it as part of your financial proposal.

Item	Costs	
	FINANCIAL PROPOSAL [US\$]	FINANCIAL PROPOSAL [ZWS]
TOTAL COSTS		
VAT		
TOTAL COST OF FINANCIAL PROPOSAL		

Payment Arrangements

Payment will be made on deliverables which is within 30 days and the consultant is free to state their own payment arrangements for the project.

Delivery period

Expected delivery period is four (4) weeks and the consultant is free to state their delivery period for the project.



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Part 3: Contract

BREAKDOWN OF CONTRACT PRICE (SUPPLY, DELIVERY INSTALLATION OF THE ENTERPRISE VULNERABILITY MANAGEMENT SYSTEM AND PROVISION OF ADDITIONAL SERVICES AS REQUIRED)

[COMPLETE THIS FORM FOR EACH PHASE]

{Complete this form with details of all your costs and submit it as part of your financial proposal. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services. Where this is a time-based contract, the breakdown will be used as the cost estimates and payment will be made for the services actually performed and costs actually incurred.}

Currency of Costs: _____

FEES				
Description of item	Input Quantity	Unit of Input	Unit Rate	Total Price
Sub Total:				

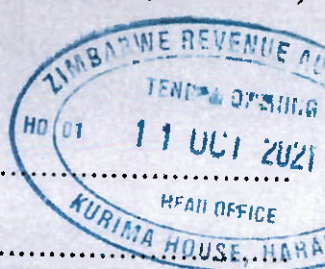


**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE
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Part 3: Contract

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
Corporate Seal (where appropriate)	



Breakdown of Contract Price Authorised By:

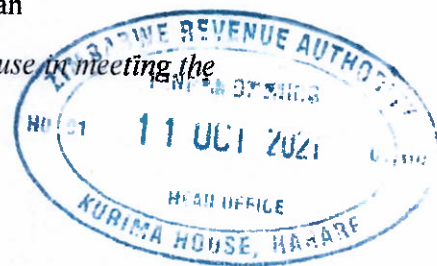
**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE
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Part 3: Contract

Appendix A: Methodology and Work Plan

{Describe the methodology and work plan you would propose to use in meeting the requirements in the statement of requirements in Part 2.}



Appendix B: Experience and qualifications

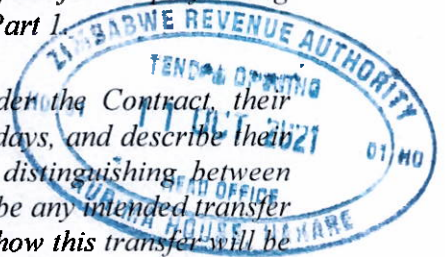
**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE
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Part 3: Contract

{Provide background information about the consultancy firm that is bidding for the Contract and of any other firm that is associated with this bid. State whether any of the required services will be sub-contracted. Describe the experience of the firm in performing similar consultancy Contracts, if so required by the instructions in Part 1.

Name the key personnel who will perform the requirements under the Contract, their proposed period of engagement, including working hours and holidays, and describe their qualifications and experience in working on similar Contracts, distinguishing between foreign consultants and national (Zimbabwean) consultants. Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved.



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**Appendix C: Technical proposal of an Enterprises Vulnerability Management system,
showing the technical and functional specifications of the proposed solution, that
complies with the minimum specifications given in the statement of requirements.**



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Part 3: Contract

PART 2: STATEMENT OF REQUIREMENTS

F. Functionality

A.1 Vulnerability Management

The solution should have the ability to discover devices and organize host assets running in different parts of the network- from perimeter and corporate network to virtualized machines and cloud services. In addition the solution should be able to:

- Visually map network with graphical host map.
- Prioritize remediation by assigning a business impact to each asset..
- Identify which OS, ports, services and certificates are on each device on the network
- Organize hosts to match the structure of the organization—e.g., by location, region, and company department Control which hosts can be scanned by which users
- Continuously monitor the perimeter for unexpected changes
- Dynamically tag assets to automatically categorize hosts by attributes like network address, open ports, OS, software installed, and vulnerabilities found

A.1.1 Scan for vulnerabilities everywhere, accurately and efficiently

The solutions should be able to scan systems anywhere from the same console: perimeter, internal network, and cloud environments. The following functionality should be supported:

Selection of target hosts by IP address, asset group or asset tag
Scanning manually, on a schedule, or continuously
Scanning behind firewall securely
Scanning complex internal networks, even with overlapping private IP address spaces
Secure use of authentication credentials to log in to each host, database or web server

A.1.2 Identify and prioritize risks

The system should have ability to identify the highest business risks using trend analysis, Zero-Day and Patch impact predictions. The following functionality should be supported:

- Track vulnerabilities over time: as they appear, are fixed, or reappear
- Monitor certificates deployed throughout the network—see what's about to expire, which hosts they are used on, what their key size is, and whether or not they are associated with any vulnerabilities.
- See which hosts need updates after Patch Tuesday every month
- Examine network vulnerabilities over time, at different levels of detail, instead of just single snapshots
- Predict which hosts are at risk for Zero-Day Attacks

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A.1.3 Remediate vulnerabilities

The solution should have a library of built-in reports. Reports should be generated on demand or scheduled automatically and then shared with the appropriate recipients online, in PDF or CSV. Additionally the solution should:

- Automatically generate and assign remediation tickets whenever vulnerabilities are found
- Get consolidated reports of which hosts need which patches
- Integrate with third-party IT ticketing systems
- Manage exceptions when a vulnerability might be riskier to fix than to leave alone
- Exceptions can be set to automatically expire after a period of time for later review

A.1.4 Reporting

The following reporting functionality should be supported:

- Create different reports for different audiences— from scorecards for executives, to detailed drilldowns for IT teams
- Document that policies are followed & lapses get fixed
- Provide context & insight about each vulnerability, including trends, predictions, and potential solutions
- Track ongoing progress against vulnerability management objectives
- Share up-to-the-minute data with GRC systems & other enterprise applications via XML-based APIs

A.2 Web Application Scanning

The solution should provide for continuous web application discovery and detection of vulnerabilities and misconfigurations. The following functionality should be supported:

- Integrate web app scan data via a rich, extensive set of APIs into other security and compliance systems, such as firewalls, and SIEM and ERM solutions
- Find approved and unapproved web apps in the network with continuous, comprehensive application discovery and cataloging
- Organize your data and reports using labels with customizable web app asset tagging
- Detect OWASP Top 10 risks such as SQL injection, cross-site scripting (XSS), XML External Entities (XXE), broken authentication, and misconfigurations.
- Test IoT services and mobile apps as well as API-based business-to-business connectors



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- Identify and provide alerts to infections, including zero-day threats via behavioral analysis
- Proactively monitor websites for malware infections, sending alerts to website owners to help prevent blacklisting and brand reputation damage.

A.3 Policy Compliance

The solution should be able to assess security configurations of IT systems throughout the network. The solution should facilitate:

- Compliance assessments using industry-recommended best practices such as CIS Benchmarks and DISA STIGs, which are customizable to meet organization's unique needs.
- Provide ability to build fully custom baseline standards from scratch or from a "golden image" system, to align directly with internal standards across the broad list of supported technologies ranging from operating systems and applications to network devices.
- Define configuration policies required for different environments and assets
- Specify baseline standards required for different sets of hosts.
- Hardening policies assessment
- Built-in library of extensively used policies certified by CIS
- Perform internal network scans in parallel by using multiple appliances to accelerate scanning and prevent network bottlenecks.
- Efficiently monitor internal hosts, network devices, databases, and other assets without opening inbound firewall ports or setting up special VPN connections.

A.4 Security Configuration Assessment

The solution should provide functionality for detecting IT asset flaws with capabilities for assessment and reporting of configurations settings.



A.5 Asset Inventory

The solution should provide the following functionality:

- Provides complete visibility of your IT environment
- Gives deep visibility into assets
- Performs continuous and automatic updates
- Helps highlight and rank criticality of assets
- Includes interactive, customizable dashboarding and reporting

REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AN ENTERPRISE VULNERABILITY MANAGEMENT SYSTEM

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G. Solution Supplier and Deployment

B.1 Solution should be a leader in the **Gartner** Magic Quadrant.

B.2 Hybrid deployment (On-premise + Cloud).

H. Training

C.1 Provide certification classroom training on solution for 7 administrators (Training should be provided by a Trained and certified expert with 5 or more year's proven experience of implementing the same product).



I. Volume

D.1 Private IPs-3,500

D.2 Public IPs- 46

D.3 Internal Systems- 20

D.4 Web Applications-10

J. Licensing

E.1 Licensing for 2 years should be provided.

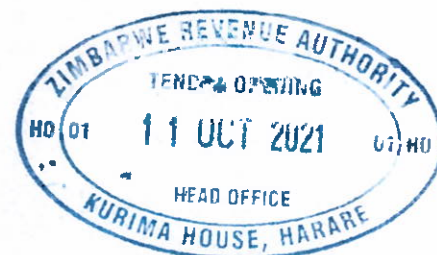
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Part 3: Contract

PART 3: CONTRACT FOR CONSULTANTS' SERVICES

Lump Sum based Contract



between

[name of the Procuring Entity]

and

[name of the Consultant]

Dated: _____

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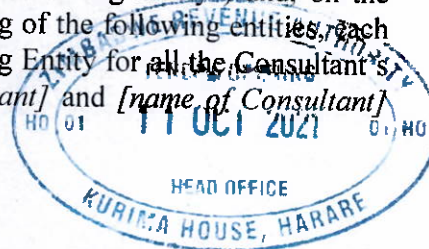
Part 3: Contract

Contract

[Text in brackets [] is for the guidance of the person who drafts the document; all notes should be deleted in final text]

This CONTRACT (hereinafter called "the Contract") is made on the [day] day of the month of [month], [year], between, on the one hand, [full name and address of Procuring Entity] (hereinafter called the "Procuring Entity") and, on the other hand, [full name of Consultant] (hereinafter called the "Consultant").

[Note: If the Consultant consist of more than one entity, the above should be partially amended to read as follows: "... (hereinafter called the "Procuring Entity") and, on the other hand, a joint venture/consortium/association consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Consultant's obligations under this Contract, namely, [name of Consultant] and [name of Consultant] (hereinafter called the "Consultant").



WHEREAS

- (a) the Procuring Entity has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Procuring Entity that he has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Procuring Entity has secured budgeted funds towards the cost of the Services and intends to apply a portion of the funding to eligible payments under this Contract, it being understood that such payments will be subject, in all respects, to the terms and conditions of the contract;

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents (hereinafter called "the Contract Documents") attached hereto shall be deemed to form an integral part of the Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The following Appendices: *[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below, next to the title of the Appendix]*

Appendix A: Methodology and Work Plan *{This should be in accordance with Section A of the Statement of Requirements}* [Not used]

REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AN ENTERPRISE VULNERABILITY MANAGEMENT SYSTEM

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Part 3: Contract

Appendix B: Experience and Qualifications of Key Personnel *{This should be in accordance with Section B of the Statement of Requirements.} [Not used] (not applicable)*

Appendix C: Cost Estimates *[Not used]*

This Contract shall prevail over the Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.

2. The reciprocal rights and obligations of the Parties shall be as set forth in the Contract and the Contract Documents, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Entity shall make payments to the Consultant in accordance with the provisions of the Contract.
3. Irrespective of when the Contract is signed by the Parties, the Effective Date of the Contract is the date referred to in clause 2.1 of the General Conditions of Contract, i.e. the date of the Procuring Entity's notice to the Consultant instructing the Consultant to begin carrying out the Services.



IN WITNESS WHEREOF, the Parties have caused the Contract to be signed in their respective names.

For and on behalf of	<i>[name of Procuring Entity]</i>
Signed: <i>[Authorized Representative]</i>
Name:	
In capacity as:	
For and on behalf of	<i>[full name of Consulting Company]</i>
Signed: <i>[Authorized Representative]</i>
Name:	
in capacity as:	

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[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Consultants

Name of Member:

.....[Authorized
Representative]

Name of signatory:

in capacity as:

Name of Member:

.....[Authorized
Representative]

Name of signatory:

in capacity as:

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Part 3: Contract

General Conditions of Contract

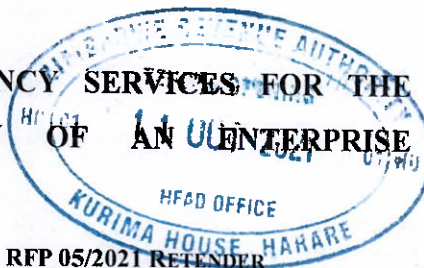
Any resulting contract placed shall be subject to the General Conditions of Contract (GCC) for the Procurement of Consultancy Services (copy available on the Authority's website or on request) except where modified by the Special Conditions below.

Special Conditions of Contract

The clause numbers given in the first column correspond with the relevant clause numbers of the General Conditions of Contract.

GCC reference	Amendment or supplement to the General Conditions of Contract for Services
1.4	<p>The address for the Procuring Entity is:</p> <p><i>[Address]</i></p> <p><i>[Address]</i></p> <p>Email:</p> <p>The address for the Consultant is:</p> <p><i>{Consultant to provide contact details}</i></p> <p>Email:</p>
1.5	The location for the performance of services are <i>[provide details]</i>
1.6	The Member in Charge is <i>{Consultant to provide details}</i>
1.7	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity: <i>[Insert name and telephone number]</i></p>

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GCC reference	Amendment or supplement to the General Conditions of Contract for Services
	<p>For the Consultant: <i>{insert name and telephone number}</i></p> <p><i>[If the Consultant consists of a joint venture/consortium/ association of more than one entity, specify the entity that is authorised to act on behalf of the other entities in exercising all the Consultant's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.]</i></p>
1.8	<p>Taxes and duties:</p> <p>The Consultant, Sub-Consultants and Personnel shall pay all such indirect taxes, duties, fees and other impositions as are levied under the laws of Zimbabwe. <i>[Amend if any tax exemptions apply.]</i></p>
1.10	<p>Nationals of the following countries are ineligible for performance of this Contract [NON-ZIMBABWEAN]</p>
2.3	<p>Latest time for commencement of services from date of contract signature</p>
2.4	<p>The Contract shall expire after two (2) years</p>
2	<p>Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule to the Regulations is due upon the signing of the Contract and the applicable Fee is ZWS8,000.00 per year</p> <p><i>(Foreign contractors shall pay an equivalent in the currency of their contract.)</i></p>
6.1	<p>Contract Price: The contract price is <i>[insert amount(s) and currency(ies)]</i></p>
6.2(b)	<p>Type of Contract: Lump Sum</p>
6.5(b)	<p>The Consultants Account(s): <i>{Consultant to insert Bank Account details for payment}</i></p>
6.5(c)	<p>Advance Payment: there shall be no advance payment and however on extreme circumstance after agreement by both parties the contractor must avail a bank guarantee of the amount equivalent from a registered commercial bank.</p>
6.6(a)	<p>Payment period: Payments shall be made within 30 days from submission of a</p>

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GCC reference	Amendment or supplement to the General Conditions of Contract for Services
	correct payment request. Failure of the bidder to state their payment terms, the Procuring Entity will assume that the bidder agreed with these terms.
6.6(b)	<p>Payment Documentation: The following documentation shall be required to support request for payment: <i>[List the full requirements for documentation to effect payment e.g.:</i></p> <p>Sample clause for Lump Sum Contracts</p> <p><i>(a) reports or other deliverables</i></p>
6.7	<p>Price Adjustment: The following price adjustments are applicable.</p> <p>There shall be no price variations and however on extreme circumstance such an adjustment should be agreed by both parties after necessary evidence have been provided to justify the cost variation.</p>

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Appendices for Contract

APPENDIX A – STATEMENT OF REQUIREMENTS

[Note: This Appendix will include the final Terms of Reference, including the methodology and work plan, worked out by the Procuring Entity and the Consultant during technical negotiations, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, reporting requirements, list format, frequency, and contents of reports; persons to receive them; dates of submission, etc.].

APPENDIX B - KEY PERSONNEL AND SUB-CONSULTANTS

[Note: List:

Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work on the provision of consultancy services, indicating whether foreign or Zimbabwean, number of days' allocation and, for foreign personnel, distinguish between home and field days allocated.

Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved].

Appendix C - Breakdown of Contract Price

[Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price:

- 1. Daily/Monthly rates for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenses.*

This appendix will exclusively be used for determining remuneration for additional services].

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APPENDIX D: ADVANCE PAYMENT SECURITY

[Delete page if no Advance Payment is required in the SCC]

[The bank, as requested by the successful Consultant, must fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year)]*

Procurement Reference No: *[insert reference]*

[Issuing bank's letterhead]

Beneficiary: *[insert legal name and address of Procuring Entity]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We have been informed that *[name of the Contractor]* (hereinafter called "the Contractor") has entered into Contract No..... *[procurement reference number of the Contract]*, dated *[insert day and month]*, *[insert year]* with you, for the execution of *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum of *[name of the currency and amount in figures]* ¹ (..... *[amount in words]*) is to be made against an advance payment guarantee.

At the request of the Contractor, we *[name of the Bank]*, hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[name of the currency and amount in figures]* * (..... *[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number *[Contractor's account number]*, at *[name and address of the Contractor's Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the day of², whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to

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your written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

.....

[Seal of Bank and Signature(s)]

Note –

All italicized text is for guidance in preparing this demand guarantee and must be deleted from the final document.

1 The Guarantor must insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

2 Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

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Appendix E: Bank Guarantee for Performance Security

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

--

**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE
SUPPLY, DELIVERY AND INSTALLATION OF AN ENTERPRISE
VULNERABILITY MANAGEMENT SYSTEM**



PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA RFP 05/2021 RETENDER

Part 3: Contract
