



**REQUEST FOR PROPOSAL**

**RFP-003-ICT-ASSETS-2025**

**PROVISION FOR THE INSTALLATION OF TRACKERS ON OFFICE ASSETS AND EQUIPMENT AT TAX JUSTICE NETWORK AFRICA OFFICES.**

**RFP ISSUE DATE: - 28<sup>th</sup> July 2025**

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SECTION 1 - INVITATION LETTER FOR REQUEST FOR PROPOSAL.

RFP REF NO.: - RFP-003-ICT-ASSETS-2025

RFP Reference No.	RFP-003-ICT-ASSETS-2025
Title of Tender	PROVISION FOR THE INSTALLATION OF TRACKERS ON OFFICE ASSETS AND EQUIPMENT AT TAX JUSTICE NETWORK AFRICA OFFICES.
Issuing Office & Address	TAX JUSTICE NETWORK AFRICA Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - <a href="https://taxjusticeafrica.net/">https://taxjusticeafrica.net/</a>
Location of this Assignment	Nairobi-Kenya
Point of contact for clarifications & questions	TJNA Procurement Unit, <a href="mailto:tender@taxjusticeafrica.net">tender@taxjusticeafrica.net</a>
Amendment of RFP Documents	At any time before the submission of proposals, Client TJNA may, for any reason, whether at its 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. The addenda shall be sent by mail to all invited consultants and will be binding on them. The Client may, at his discretion, extend the deadline for the submission of proposals, if deemed necessary, allow bidders reasonable time to take the amendment into account.
Email address for submission of Proposals	TJNA Procurement Unit, <a href="mailto:tender@taxjusticeafrica.net">tender@taxjusticeafrica.net</a>
Email address for submission of clarifications	<a href="mailto:procurement@taxjusticeafrica.net">procurement@taxjusticeafrica.net</a>
Deadline for submission of questions and clarifications	08 <sup>th</sup> August 2025
Deadline for Answering questions and clarifications	12 <sup>th</sup> August 2025
Deadline for submission of Proposals	Please include the subject line "RFP-003-ICT-ASSETS-2025" in the email.
Anticipated Award Type	Consultancy Agreement
<b>PRELIMINARY/MANDATORY EVALUATION CRITERIA</b>	
	<p><b>Preliminary Mandatory Requirements</b> Bidders will be evaluated based on the following mandatory requirements. Those who fail to submit any of the documents below will not be considered for evaluation in the subsequent steps.</p> <p><b>Registered Firms/ Individual Entities: -</b></p> <ol style="list-style-type: none"> <li>1. Certificate of registration or Incorporation</li> <li>2. Copy of List of Directors, Shareholders, and beneficial owners (CR12)</li> <li>3. Tax Compliance Certificate</li> <li>4. Valid business permit from country of jurisdiction</li> <li>5. Submission Technical Proposal</li> <li>6. Submission of the financial proposal</li> <li>7. Previous Experience (Reference letter/LSO/Contract)</li> <li>8. Company Profile</li> <li>9. CVs for the proposed team</li> </ol>

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## **SECTION 2: INSTRUCTIONS TO BIDDERS**

### **INTRODUCTION**

Tax Justice Network Africa (TJNA) is a pan-African research and advocacy organization established in 2007 and a member of the Global Alliance for Tax Justice (GATJ). Through its Nairobi Secretariat, TJNA collaborates closely with its member organizations and other civil society partners across Africa to curb illicit financial flows (IFFs) and promote progressive taxation systems. TJNA advocates pro-poor tax policies and the strengthening of tax systems to promote domestic resource mobilization (DRM). TJNA also plays a leading role in global coalitions committed to tackling the phenomena of global tax avoidance and evasion and achieving fundamental reforms of the current global financial architecture.

### **2. PROPOSAL SUBMISSION**

Interested and Eligible consultants/consortiums are required to submit their application in the English language with the following specific information: -

- Experience in similar assignments.
- Availability of appropriate key staff to be involved in the assignment.
- A brief profile of the firm, including a description of the firm.
- Proposed work plan and approach/methodology/concept.

Interested consultants may obtain further information from our website: <https://taxjusticeafrica.net/>.

2.1 The Technical and Financial Proposals must be submitted separately to **(tender@taxjusticeafrica.net)** by **18<sup>th</sup> August 2025 @5:00PM.**

#### **2.2 Association**

Consultants may associate with other firms in the form of a Joint venture or a sub-consultancy to enhance their qualifications (provide group agreement to the effect). Shortlisted consultants may associate with non-shortlisted consultants ONLY after seeking written approval from TJNA.

#### **2.3 Grounds for Exclusion**

Organizations or Individuals are to be excluded from participating in this RFP if: -

- They are declared prohibited by TJNA because of their involvement in corrupt or Fraudulent practices in Procurement.
- TJNA staff or management involved in the procurement process have financial interest.  
in, or close relatives working with, the organization or individual.
- They are bankrupt or being wound up, whose affairs are being administered by a court, who have entered an arrangement with creditors, who have suspended

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business activities, or who are subject to an injunction against running a business by the court.

- They are the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court, or for an arrangement with creditors, or of any other similar proceedings.
- They have been convicted of an offense concerning their professional conduct by a court.
- they have been found guilty of grave professional misconduct or
- They have not fulfilled obligations relating to payments of taxes or social security contributions.

## 2.5 Validity of Proposal

The proposal must remain valid for **90 calendar days** after the proposal submission deadline.

## 2.6 Communication

Communication between bidders or their agents and any official of TJNA is strictly forbidden except as provided for in the relevant sections of this RFP. Infringement of this clause may lead to automatic disqualification from the bid process.

## 2.7 Taxes

The financial proposal shall include all applicable taxes quoted separately. If taxes are not mentioned in the financial proposal, TJNA shall consider that they are included in the prices provided.

## 2.8 Currency

The financial proposal shall be in **US Dollars (USD)/Kenya Shillings (KES)**.

## 2.9 TJNA Policy and Standard Terms and Conditions

### ○ TJNA Employees

All proposals must indicate any/all known TJNA employees and/or near relatives who hold a position in your organization or have been engaged as a consultant for your organization within the last two years. Also indicate any known TJNA employees or near relatives that own or control more than a ten percent (10%) interest in your organization; If There are none, state so.

### ○ Conflict of Interest

The Consultant shall not hire any officer or employee of TJNA to perform any service covered by this agreement. The Consultant should ascertain that to the best of their knowledge there exists no actual or potential conflict between Consultant's family, business, or financial interest and the service provided under this agreement, and in the event of change in either private interests or service under this agreement, any question regarding possible conflict of interest which may arise because of such change will be raised with TJNA.

The Consultant shall not be in a reporting relationship with TJNA employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Consultant.

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- **Ethics**

The Consultant will exercise extreme care and due diligence to prevent any action or conditions that could result in conflict with the best interest of TJNA.

Throughout the term of any agreement resulting from the RFP, the Consultant will not accept any employment or engage in any work that creates a conflict of interest with TJNA or in any way compromises the work to be performed under this RFP or any agreement resulting from this RFP. The Consultant and its employees will not offer gifts, entertainment, payment, loans, or other gratuities or consideration to TJNA employees, their families, other Consultants, subcontractors, or other third (3<sup>rd</sup>) parties for the purpose of influencing such people to act contrary to TJNA's interest or for personal gain. The Consultant will immediately notify TJNA of all such violations of this clause upon becoming aware of such violations.

- **TJNA's Right to Reject or Modify**

Selection of a proposal does not mean that all aspects of the proposal(s) are acceptable to TJNA. TJNA reserves the right to negotiate the modification of the proposal terms and conditions prior to the execution of a contract to ensure satisfactory procurement.

- **Supplemental Terms and Conditions/Modifications**

Any supplemental terms or conditions, or modification or waiver of these terms and conditions, must be in writing and signed by a Consultant and TJNA.

### 3.0 Form of Agreement

The contents of this RFP and the proposal document of the successful Consultant shall become contractual obligations as part of the Contract if acquisition action ensues. Failure of a successful Consultant to accept these obligations in a contractual agreement shall result in the cancellation of the award. TJNA reserves the right to negotiate provisions in addition to those stipulated in this RFP or proposed by a consultant for the purpose of obtaining the best possible contract.

- **Marketing References**

The successful Consultant shall be prohibited from making any reference to TJNA in any literature, promotional material, brochures, or sales presentations without the express written consent of TJNA.

### 4.0 Purpose of the Assignment:

This project aims to install tracking software or devices in TJNA Office Assets and Equipment to monitor device location, security, and usage compliance. This will enhance data protection, asset management, and employee accountability.

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**Purpose of Installation:**

- **Theft prevention:** Trackers can deter theft by providing real-time location data of valuable assets, allowing for quicker identification and recovery if stolen.
- **Optimized asset utilization:** By knowing the location and usage patterns of assets, the organization can better allocate resources and prevent unnecessary duplication.
- **Improved operational efficiency:** Tracking asset movement streamlines workflows, optimizes delivery routes, and reduces downtime by identifying potential issues early on.
- **Maintenance scheduling:** Tracking data can help identify when assets require maintenance based on usage patterns, preventing breakdowns and extending asset lifespan.
- **Real-time location awareness:** Access to real-time asset location information allows for quicker response times when assets need to be relocated or retrieved.
- **Cost reduction:** By preventing loss or theft and optimizing asset usage, the organization will significantly reduce costs associated with replacing lost or damaged equipment.
- **Employee accountability:** Tracking asset usage will improve employee accountability by identifying who is responsible for specific equipment.
- **Risk mitigation:** Tracking high-value assets in sensitive locations can help mitigate risks associated with potential damage or loss.

**The objective of the Assignment:**

- Ensure laptops are protected against loss or theft.
- Monitor device activity for compliance with company policies.
- Enable IT administrators to track and manage company-owned devices remotely.

**5.1 SCOPE OF WORK:**

The consultant will be expected to carry out the following tasks:

**Software Selection & Licensing:**

- Identify and procure the appropriate tracking software (e.g., Absolute, Prey, or Endpoint Manager).
- Ensure software compatibility with existing IT infrastructure.
- Obtain required licenses/trackers for all assets laptops.

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**Installation & Configuration:**

- Install tracking software on all designated office laptops.
- Configure settings for real-time tracking, geofencing, and remote lock/wipe capabilities.
- Ensure software runs in stealth mode (if required) and does not interfere with normal operations.
- Link tracking software to the IT admin dashboard for centralized monitoring.

**Security & Compliance:**

- Ensure compliance with company IT policies and data privacy regulations (GDPR, CCPA, etc.).
- Implement user access controls and encryption to protect tracking data.
- Define acceptable use policies and inform employees about tracking (as per legal requirements).

**Testing & Verification:**

- Conduct initial tests to verify tracking functionality and accuracy.
- Ensure alerts and notifications are properly configured.
- Simulate a lost/stolen laptop scenario to validate remote control features.

**Employee Training & Documentation:**

- Provide IT team training on managing and troubleshooting the tracking system.
- Educate employees on policies regarding laptop tracking and security best practices.
- Prepare a user guide and FAQ document.

**Ongoing Support & Maintenance:**

- Establish a system for software updates and patches.
- Set up periodic audits to ensure all devices remain tracked.
- Provide technical support for troubleshooting tracking-related issues.

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## 6.0 DELIVERABLES:

The consultant is expected to deliver the following:

- Installed and configured tracking software on all designated laptops.
- Centralized tracking dashboard for IT administrators.
- Compliance and Policy Documentation.
- Training session and user guide for employees

## 7.0 TIMELINE

- **Week 1:** Software selection, procurement, and policy review.
- **Week 2:** Installation, configuration, and initial testing.
- **Week 3:** Full system testing, employee training, and documentation.
- **Week 4 & Beyond:** Ongoing monitoring, maintenance, and support.

## 8.0 RESPONSIBILITIES:

Task	Responsible Party
Software procurement	ICT Department & Procurement
Installation & setup	ICT Team & Supplier
Policy compliance	ICT Team & HR Teams
Testing & validation	ICT Security Team
Training & support	ICT Team

## 9.0 ASSUMPTIONS & DEPENDENCIES

- Laptops must have internet connectivity for tracking features to function.
- Employees must be informed about tracking policies to comply with legal requirements.
- The ICT team will ensure regular updates and maintenance of tracking software.

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## 10.0 EXCLUSIONS

- Personal laptops not owned by the company are excluded.
- This scope does not cover monitoring personal activities beyond security compliance.

### TECHNICAL REQUIREMENTS:

- **Demonstrate your suitability:** - Please clearly demonstrate why your team is the most suitable for this assignment. Highlight your technical expertise and capabilities in detail.
- **Methodology statement:** - Provide a methodology Approach outlining how you intend to undertake the assignment if awarded.
- **Personnel team:** - Introduce the key members of your personnel team who will be involved in this project. Clearly outline their roles, responsibilities, and qualifications.
- **Equipment:** Specify the equipment and resources you plan to utilize to ensure the project's successful execution.
- **Previous Experience:** - Include reference letters, purchase orders, & contracts from previous clients or projects that showcase your relevant experience and capabilities on similar assignments.

### EVALUTATION CRITERIA: -

NO.	CRITERIA	WEIGHTING (%)
<b>TECHNICAL EVALUATION</b>		
1.	Proven experience of the proposed team in providing similar services.	20%
2.	Methodology Approach outlining how you intend to undertake the assignment if awarded. Explain the steps, processes, risk mitigation, and strategies you will employ to ensure project success.	30%
3.	Specify the equipment and resources you plan to utilize to ensure the project's successful execution	10%
4.	Previous Experience: - reference letters, purchase orders, & contracts from previous clients or projects that showcase your relevant experience and capabilities on similar assignments.	20%
<b>FINANCIAL EVALUATION</b>		
1.	Best financially competitive bidder	20%
<b>TOTAL</b>		<b>100%</b>

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**HOW TO APPLY:**

Please submit the technical and financial proposal by **17:00 East African time on Monday, August 18<sup>th</sup>,2025**, to [tender@taxjusticeafrica.net](mailto:tender@taxjusticeafrica.net) with the email subject **RFP-003-ICT-ASSESTS-2025: “PROVISION FOR THE INSTALLATION OF TRACKERS ON OFFICE ASSETS AND EQUIPMENT AT TAX JUSTICE NETWORK AFRICA OFFICES”**.

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