



STANBIC BANK LIMITED

**REQUEST FOR INFORMATION
(RFI)**

SECURITY ACCESS CONTROL SYSTEM

Date: 6/8/2017

RFI number: RFI 09/08/2016-SECURITY ACCESS CONTROL

STANBIC BANK LIMITED

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1. Introduction and purpose of the RFI

The purpose of this RFI is to gather information from identified suppliers. This information shall be used to further understand the supplier regarding its structure, its ability to deliver service, how it mitigates its risk and information about the services. The same information will be gathered from different companies and will be used to evaluate what suppliers would be followed up through the sourcing process with a RFP or RFQ.

2. Confidentiality

Suppliers are advised that all information that shall be provided in this RFI shall be treated with confidence. It shall only be used for the purpose for which it has been designed and for the sole benefit of STANBIC BANK LIMITED. No information included here with shall be discussed or shared with third parties.

3. Scope

Specific information is requested according to the form below.

4. Abbreviation and terminology

RFI- REQUEST FOR INFORMATION

5. RFI PROCEDURE

To respond to the RFI please complete the attached form. –Below

Contact person listed below is available for assistance in case that is needed.

The answers to this RFI will be evaluated by staff from different functions in STANBIC BANK KENYA LIMITED.

(i) **Where to deliver;**

The RFI clearly marked AS “RFI –SECURITY ACCESS CONTROL, BY 2.00 P.M, **Thursday 22nd June 2017**

(ii) Contacts

For questions regarding this RFI, you are welcome to contact:

Kamau Mwangi

Operations / Procurement / Manager Procurement

Tel +254 (0)20 3268 309 / Mobile +254 (0)721 739314

kamau.mwangi@stanbic.com

sbk_procurement@stanbic.com

(iii) *Timeframe;*

This is the timeframe for the RFI - SECURITY ACCESS CONTROL SYSTEM

16th June 2017 10.00 a.m – Last date for questions

22nd June 2017 2.00 p.m – Last date for submission of answer

To be advised – - Result from the evaluation delivered from Stanbic Bank Kenya Limited

To be advised – RFP or RFQ sent to suppliers who have passed the RFI

To be advised – Final supplier(s) chosen for prototyping and tests

To be advised – Project start date

6. **Description of requirements**

Stanbic bank is focusing on engaging a service provider who can supply install and maintain a robust Physical Security Access Control infrastructure (software and hardware) for its entire network. Considering both technological change and scalability

(i) Statement of need

Stanbic bank seeks to gather information on the different options of Physical Security access infrastructure that can support the above

(ii) Requirements

The system should be able to perform but not limited to the following functions

- Digital Video surveillance
- Identity management
- Visitor management
- Asset management
- Building management system
- Smart card & biometric
- Time attendance
- Intruder alarm integration
- Fire alarm integration
- Local security
- Any other

(iii) Requirements Delivery Limitation

Provide reasons why the requirements cannot be met or any reasons why the requirements cannot be fully met. Suggest any considerations to improve the chances of value delivery if any

7. Technical Capability

- (i) Supplier is to provide details of how the specified requirement is going to be fulfilled. This should include but not limited to;
 - a. The infrastructure,
 - b. Human capital and the technology available to deliver on the mandate. Capacity and capability
 - c. The company experience in handling similar assignments.
 - d. The relationship between the service provider and the manufacturer or owner of the system
- (ii) *Other Internal capabilities / but not limited to;*
 - a. Company's ability to handle Logistics, Services, Quality, Innovation and how the company is aware of its regulatory environment to include their responsiveness to sustainability and safety.
- (iii) **Sub-Contract work**

The supplier must disclose if there is work that would be subcontracted to other service providers. The supplier must give details of such work and the percentage of such work load as compared to the entire scope
- (iv) **Time Line**

Supplier is to provide the time lines under which the proposed works are to be undertaken and that there is an understanding how aligns to the requirements

8. **Feasibility Evaluation**

- (i) All proposal submitted will be evaluated by the Review Panel according to a rating scale which will take the following in consideration
- (ii) Whether the response demonstrates an understanding of the requirements of the criterion;
- (iii) Whether the potential partner has the capability in relation to the requirements of the criterion; and
- (iv) The level of confidence that the Review Panel has that the potential partner will be able to meet each requirement.
- (v) The cost impact of employing an agency partner to undertake management of the non-permanent staff, including the conversion cost from the current to future operating models.
- (vi) The practical feasibility of the solution for the group, from a process efficiency, logistical orientation, system interface requirements and speed to implementation perspectives.

12. **Validity of Proposals**

- (i) The proposal already submitted to the bank and this RFI document Shall remain valid for period of no less than [120] days from the submission date.

12.2 **Delivery of Proposal**

- (i) Please submit proposal to...22ND June, 2017 by 2.00 p.m

THE RFI CLEARLY MARKED AS “RFI – SECURITY ACCESS CONTROL SYSYTEM” SHOULD BE IN A PLAIN SEALED ENVELOPE ADDRESSED TO THE PROCUREMENT MANAGER, TO BE DELIVERED AT STANBIC BANK CENTRE, WESTLANDS ROAD, GROUND FLOOR AND DROPPED IN THE TENDER BOX, BY 2.00 P.M, THURSDAY 22ND JUNE , 2017.

Form to fill in as answer to the RFI

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Ownership structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Environmental management system(s)	
Quality management system(s)	
Describe your business continuity management	
Employees	
Production	
R&D	
Marketing and sales	
Quality department	
Financial information	
Last year turnover	
Last year gross margin	
Last year profit	
Stock markets where your company is listed	
Contact person and responsible for answering this RFI	
Telephone	
Email	
Capacity conditions today	
Anticipated capacity conditions within	

12 months	
Conditions that's listed in the RFI and can't be met	
Description of products or services that are already delivered to customers today, and could be comparable to what is requested in this RFI	
Reference customers using comparable products or services (including contact information)	
Reference customers using your products or services today, although they are not comparable with what is requested in this RFI (including contact information)	
Locations available for delivery, if not worldwide.	
Availability of spare parts and support worldwide	

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