

Bank of Uganda



**REQUEST FOR PROPOSALS DOCUMENT
FOR PROVISION OF CONSULTANCY SERVICES FOR
ESTABLISHMENT OF FORENSICS AND CYBERCRIME
INVESTIGATION CAPABILITIES FOR BANK OF UGANDA**

UNDER OPEN BIDDING METHOD

SUBJECT OF PROCUREMENT:	Provision of Consultancy Services to Establish Forensics and Cybercrime Investigation Capabilities for Bank of Uganda
PROCUREMENT REFERENCE NUMBER:	BOU/CONS/22-23/00053/C
DATE OF ISSUE:	September 08, 2022

BLANK

Request for Proposals Document

Table of Contents

Section 1: Instructions to Consultants.....7

Section 2: Technical Proposal Submission Sheet.....13

Section 3: Financial Proposal Submission Sheet.....16

Part 2: Statement of Requirements.....28

Terms of Reference.....28

Part 3: Contract34

Section 5: General Conditions of Contract.....34

Section 6: Special Conditions of Contract.....34

Section 7: Agreement36

ABRIDGED BID NOTICE UNDER OPEN BIDDING
BANK OF UGANDA



37/45 KAMPALA ROAD, P.O. BOX 7120, KAMPALA;

Telephone: 256-414-258441/6, 258061, 0312-392000, 0417-302000. Telex: 61069/61344; Fax:
+256-414-233818

Website: www.bou.or.ug E-mail address: procurement@bou.or.ug

BID NOTICE

1. Bank of Uganda invites sealed bids from eligible bidders for:

No.	Procurement Reference	Subject of Procurement	Bid Security
1	BOU/CONS/22-23/00053/C	Provision of Consultancy Services for Establishment of Forensics and Cybercrime Investigation Capabilities for Bank of Uganda	Bid Securing Declaration

2. The bidding document shall be inspected online under the procurement tab on the Bank of Uganda website www.bou.or.ug
3. The bidding document will be issued to interested bidders free of charge upon request. Interested bidders will submit their request for the bidding document to procurement@bou.or.ug or download the document from the Bank of Uganda Website under the procurement tab/invitation to tender.
4. The deadline for bid submission shall be at **11:00hrs (EST) on September 28, 2022.**

MANAGEMENT

September 2022

BANK OF UGANDA



September 08, 2022

Invitation to Bid for Provision of Consultancy Services to Establish Forensics and Cybercrime Investigation Capabilities of Bank of Uganda -Proc Ref No: BOU/CONS/22-23/00053/C

1. The Bank has allocated funds to be used for Procurement of Consultancy Services to Establish Forensics and Cybercrime Investigation Capabilities of Bank of Uganda.
2. The Bank invites sealed bids from eligible bidders for the provision of the above service.
3. Bidding will be conducted in accordance with the open international bidding method contained in the Bank of Uganda Manual Procurement and Disposal of Assets Manual, 2017 and is open to all bidders.
4. Bidding document shall be issued to interested bidders by email upon submission of a request to procurement@bou.or.ug or downloaded directly from the Procurement/Invitation to tender tab of the Bank of Uganda Website (www.bou.or.ug).
6. Bids labelled “**Provision of Consultancy Services to Establish Forensics and Cybercrime Investigation Capabilities of Bank of Uganda-Ref No: BOU/CONS/22-23/00053/C**” must be delivered to the address below on 8 (b) at or before 11:00am EST on September 28, 2022. All bids must be accompanied with a Bid Securing Declaration. Bid Securing Declaration must be valid until April 28, 2023. Late bids shall be rejected. Results of the bid opening will be shared by email and or posted on the website.
7. There shall be no a pre-bid meeting/site visit.
8. (a) Documents shall be inspected online under the Procurement tab on the Bank of Uganda website www.bou.or.ug .

(b) Bids shall be delivered and opened at: The Procurement and Disposal Department, 3rd Floor, New Building Room 3E 05, Bank of Uganda Headquarters, Plot 37/45 Kampala Road, P.O. Box 7120, Kampala.
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	September 08, 2022
b. Bid closing date	September 28, 2022 at 11:00am

c. Evaluation process	<i>(Within 20 working days from bid closing date)</i>
d. Display and communication of best evaluated bidder notice	<i>(Within 3 working days from Contracts Committee award)</i>
e. Contract signature	<i>(After expiry of at least 5 days from display of the best evaluated bidder notice and Attorney General's approval where applicable).</i>

MANAGEMENT

Signature:

Name:

Position of Authorised Official:

Part 1: Proposal Procedures

Section 1: Instructions to Consultants

Procurement Reference Number: **BOU/CONS/22-23/00053/C**

Preparation of Proposals: You are requested to submit separate technical and financial proposals, as detailed below. The standard forms in this RFP may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3: Contract, before preparing your proposal.

Where an electronic copy of the Request for Proposals Document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail

Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. A brief methodology for performing the services;
3. A work plan, showing the inputs of all key staff;
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.

Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable and miscellaneous costs;

Validity of Proposals: Proposals must remain valid until **March 28, 2023**.

Sealing and marking of Proposals: The Technical and Financial Proposals should be sealed in a single envelope, clearly marked with the Procurement Name and Reference Number above, the Consultant's name and the name of the Procuring and Disposing Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected and bear a warning not to open before the time and date for proposal opening.

Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Any proposal received by Bank of Uganda after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

Date of deadline: **September 20, 2022**

Time of deadline: **11:00am**

Address: **Director, Procurement and Disposal Department
3rd Floor, New Building
Bank of Uganda Headquarters
Plot 37/45 Kampala Road,
P.O. Box 7120, Kampala
Telephone: +256-312-392000**

Opening of Proposals: Proposals will be opened by the Procuring and Disposing Entity at the time, date and address shown above for submission of proposals. Due to COVID-19

Part 1: Proposal Procedures

restrictions, a public bid opening will not be held however, results of the bid opening session will be shared with bidders who submissions were received on time and opened accordingly.

Evaluation of Proposals: The evaluation of Proposals will use the Quality and Cost Based Evaluation methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation;
3. Financial comparison to determine the best evaluated bid.

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

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in this procurement:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible country, as defined in the Special Conditions of Contract;
6. not to have a conflict of interest in relation to this procurement requirement; and
7. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority.

Documents Evidencing Eligibility: Consultants are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Technical Proposal Submission Sheet:

1. *A copy of the Bidder's Certificate of Incorporation/Registration or equivalent.*
2. *A copy of the Bidder's Trading License for **2022** or equivalent.*
3. *Provide a valid Tax Clearance Certificate covering a period up to **May 2022** or equivalent.*
4. *A copy of a valid Clearance Certificate from National Social Security Fund evidencing fulfilment of obligations to pay social security contributions up to **May 2022** or equivalent.*
5. *A copy of a Registered /Notarized Power of Attorney that authorizes bidders to sign documents on behalf of the company. Must bear both Donor and Donee signatures.*
6. *A duly signed Quotation Submission Sheet valid until **March 28, 2023**.*
7. *A duly signed Bid Securing Declaration valid until **April 28, 2023**.*
8. *Signed code of ethical conduct*

NOTE:

In the case of a joint venture (JV), consortium, or association, all parties shall be jointly and severally liable. For bids submitted by an existing or intended JV, a Power of Attorney from each member of the JV nominating a Representative in the JV and a Power of Attorney from the JV nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution. All parties shall provide documentary proof (purchase order or contract) of experience in executing similar assignment. Provision of Consultancy Services for Establishment of Forensics and Cybercrime Investigation Capabilities

Part 1: Proposal Procedures

Where the business of the bidder is not registered in Uganda and a document required above is not available in the country of the bidder, the bidder shall submit its equivalent or alternative document or statement on official company letterhead affirming that the document is not available in the country of the bidder.

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country as defined in the Special Conditions of Contract. Any related supplies or works purchased under any resulting contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

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

Detailed Technical Evaluation Criteria	Maximum score
Company Experience	40 points
The consulting firm shall have at least 5 years of operational existence with at least 3 years in the cyber security consulting industry.	5
The firm shall demonstrate a wide range of technical experience in cyber security which shall include forensics and cybercrime investigation services.	5
The vendor shall demonstrate experience in performing the following but not limited to these types of forensics: - i. Memory forensics. ii. OS forensics for MS Windows, Linux and Unix. iii. Mobile devices forensics i.e., Android, IOS and Windows. iv. Network forensics. v. SIEM, Web Application forensics. vi. Applications forensics (Software, Database, Email, Web and Malware) vii. Storage forensics (NAS and SAN); viii. Email forensics; and ix. Virtual system forensics. <i>(2 points each)</i> To achieve this the firm shall provide a company brochure on the services provided and a list of its notable clientele in the last three years (Reference letters, copies of the contracts from previous similar projects must be attached).	18
The firm shall have executed similar assignments (cybercrime forensics consultancy) for a minimum of three national and or international organisations in the last five (5) years. To prove this the firm shall provide information about these assignments, which shall include; i. Customer's name, address and telephone number of contact person ii. Type of services iii. Brief description of scope of services offered iv. Duration of business relationship v. Cost of the project vi. Name, address, email address and telephone number of contact person for confidential reference	12

Provision of Consultancy Services for Establishment of Forensics and Cybercrime Investigation Capabilities

Part 1: Proposal Procedures

Detailed Technical Evaluation Criteria	Maximum score
vii. A copy of a work order, contract or completion certificate for the work done (4 points for each relevant reference site with adequate documentary proof)	
Personnel Qualifications and Experience (To demonstrate this, the consultant(s) shall provide copies of their qualifications, certifications and signed CVs that enumerate the projects in which he or she held the roles, the duration and a brief description of his or her tasks. Proof of employment with the firm e.g., copy of valid company ID)	40 points
The lead consultant shall have at least; a. A Master's degree in computer science, computer engineering or information technology or related discipline. (2 points) b. Internationally recognized certification in forensics, cybercrime investigation, incident handling or analysis. (6 points) c. 5 years' experience in providing forensics and cybercrime investigation consultancy services. (5 points) d. Having been a project manager or team leader on at least two projects in financial institutions or large organisations (with at least 1000 end points). (5 points)	18
At least two other members of the consultant's team shall have at least. a. A Degree in Computer Science, computer engineering or information technology or related discipline. (2 points) b. Internationally recognized certification in information/cyber security, forensics, cybercrime investigations, incident handling or analysis like Computer Hacking Forensic Investigator, Certified Computer Examiner, Certified Computer Forensics Examiner, Certified Digital Forensics Examiner, Cybersecurity Forensic Analyst, GIAC certified forensic analyst or related. (2 point each up to 12 points) c. 2 years' experience in cyber security or forensics consultancy or support services. (3 points for each member with 2 years' experience; 1 point for each member with 1 years' experience; 0 for experience below 1 year)	20
At least two of the Consultant's team members shall each have membership or certifications with at least one internationally recognised cyber security organization e.g., EC-Council, Cellebrite, Logrhythm	2
Adequacy and Quality of the Proposal	20 points
1) Technical Approach and Methodology (12 points) 2) Work Plan (2 points) 3) Organization and staffing (4 points) 4) Sample report (2 points)	20
Total points for technical evaluation	100 points

The minimum technical score required to pass the technical evaluation is 80 points.

Part 1: Proposal Procedures

The technical weight shall be **80%** and the financial weight shall be **20%**

The Bank may visit some of the clients stated by the bidders in their proposal to verify information included in the bid document and confirm the capacity of the bidder to handle the assignment. The visits shall focus on the experience of the users of the services provided. The site visits shall be part of the evaluation process. Bank of Uganda shall meet its own costs of the site visits such as travel and accommodation. Bidders shall not participate in the Site Visits.

Financial Criteria:

Currency: Proposals should be priced in Uganda Shillings (UGX).

Determination of Financial Score

To determine financial scores for each bid, the lowest priced bid shall be given a financial score of 100, and other bids shall, by application of the following formulae be given a score proportionate to this:

$$Sf = 100 \times Fm/F \quad \text{in which:}$$

Sf denotes the financial score of the bid under consideration;

Fm is the price of the lowest price bid that passed the technical evaluation;

F denotes the price of the bid under consideration.

Determination of Combined Technical and Financial Scores

Bids will be ranked according to their combined technical (St) and financial (Sf) scores using the weightings.

$$S = (St \times T\%) + (Sf \times P\%) \quad \text{where S is the combined technical and financial score}$$

The weights given to the scores of the Technical and Financial Bids are:

$T = 80$ denotes the weight given to the Technical Bid; and

$P = 20$ denotes the weight given to the Financial Bid;

Margin of Preference: A margin of preference shall apply. In accordance with section 59A of the PPDA Act. The Bidder shall submit with its bid the following documents to evidence that they qualify for a margin of preference

1. Copy of certificate of incorporation or registration in Uganda
2. Copy of Ugandan National Identity Card or Passport of the shareholders for all the bidding entities.
3. Copy of Company Form 7 or 10 to show owner that more than 50% capital is owned by Ugandan citizens.

Best Evaluated Bid: The best evaluated bid shall be the bidder who obtains the highest weighted average score above the minimum 80 points and shall be recommended for award of contract.

Award of contract: Award of contract shall be by placement of an Agreement in accordance with Part 3: Contract. Bank of Uganda shall not award a contract to the best evaluated bidder until the lapse of 5 days after the date of display of the Notice of Best Evaluated Bidder.

Part 1: Proposal Procedures

Right to Review: Consultants may seek administrative review by the Accounting Officer in accordance with the Bank of Uganda Manual Procurement and Disposal of Assets Manual 2017 if they are aggrieved with the decision of the Bank.

Right to Reject: Bank of Uganda 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 signature and issue by the Procuring and Disposing Entity, without incurring any liability to Consultants.

Part 1: Proposal Procedures

Section 2: Technical Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical 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.]

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Technical Proposal:	
Procurement Reference Number:	BOU/CONS/22-23/00053/C
Subject of Procurement:	

I/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.

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

I/We, including any subcontractors or consultants for any part of the contract resulting from this procurement process are registered with the Authority. *[Consultants who are not registered or whose subcontractors are not registered should amend the statement to reflect their status].*

I/We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

My/Our proposal shall be valid until _____ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Part 1: Proposal Procedures

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Bank of Uganda Manual Procurement and Disposal of Assets Manual 2017)

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Uganda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Bank of Uganda; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the Bank of Uganda;
- (f) withholding information from the Bank during contract execution to the detriment of the Bank of Uganda.

Part 1: Proposal Procedures

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

Part 1: Proposal Procedures

Consultant's References

Relevant Services carried out in the last five (5) years before submission of your Proposal that best illustrate experience. The reference sites shall be completed.

Using the format below, provide information on each assignment for which the Consultant, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Consultant's Name: _____

Assignment name:		Country:
Location within country:		Professional Staff provided by consultant (profiles):
Name of client:		N ^o of staff:
Address:		N ^o of Staff-Months; Duration of assignment:
Start date (Month/Year):	Completion date (Month/Year):	Approx. Value of services (in Current UGX).
Name of Associated Consultants, if any:		N ^o of Months of Professional Staff provided by Associated Consultants:
Name of senior staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative description of Project:		
Description of actual services provided by your Staff:		

Part 1: Proposal Procedures

[The information requested is required in the format provided below and should be included by the Consultant in its proposal. If none, include form and state "None"]

Comments and Suggestions on the Terms of Reference

[Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.]

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

Part 1: Proposal Procedures

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

Description of the Methodology for performing the Assignment

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff. Clearly indicate the Team Leader and the three team members}

Part 1: Proposal Procedures

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.5. Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task(s)

2. Support Staff		
Name	Position	Task(s)

Part 1: Proposal Procedures

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

Format of Curriculum Vitae for Proposed Professional Staff

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., A-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. A2 , Project manager]		

Part 1: Proposal Procedures

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Part 1: Proposal Procedures

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date

Signature

Representative of the Consultant
(the same who signs the Proposal)

Part 1: Proposal Procedures

Format for confirmation of availability of Key Professional Staff

Subject of procurement :		Procurement reference number	
--------------------------	--	------------------------------	--

Consultant	
------------	--

List of key professional staff	Competencies of key professional staff	Percentage of time for which key staff shall be available

Confirmation

I(insert name of consultant) hereby certify that the staff described above shall be available as indicated

Signature: _____

Name: _____

Part 1: Proposal Procedures

TEMPLATE FOR BENEFICIAL OWNERSHIP DECLARATION FORM

Template beneficial ownership declaration form	
<i>This beneficial ownership declaration form issued by The Bank of Uganda to collect beneficial ownership information. The template includes sections to be completed by the bidders.</i>	
Company identification	
Full legal name of the bidder (Company or Joint Venture)	
Physical / contact address	
Names of Beneficial owner /Joint venture companies / Consortiums etc.	Name:
	1.
	2.
	3
Are any of the beneficial owners a Politically Exposed Person (PEP)? no: <input type="checkbox"/> if yes: <input type="checkbox"/>	
Name:	
Public office position and role:	
Date when office was assumed.....	
Attestation	
I, undersigned, for and on behalf of the bidder confirm that all the information provided in the above beneficial ownership declaration is accurate and reliable	
(Name):	
(Position):	
(Signature):	
Beneficial ownership definition	
“Beneficial owner” means “the natural person who ultimately owns or controls a legal person or the natural person on whose behalf a transaction is conducted and includes those natural persons who exercise ultimate effective control a legal person or arrangement directly or indirectly”	

Part 1: Proposal Procedures

Bid-Securing Declaration

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

Procurement Reference. No.: *[insert Procurement Reference Number]*

To: *[insert complete name of Bank]*

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we may be suspended for three years by the Authority from being eligible for bidding in any contract with the Government of Uganda, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our bid during the period of bid validity specified by us in the Bid Submission Sheet or
 - (b) having been notified of the acceptance of our bid by the Bank during the period of bid validity (i) fail or refuse to execute the Contract if required or (ii) fail or refuse to furnish the Performance Security in accordance with ITB Clause 41; or (iii) fail or refuse to accept the correction of our bid by the Bank, pursuant to ITB Clause 29;
3. We understand this Bid Securing Declaration shall remain valid and including *[insert date in accordance with validity period]*

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid securing declaration for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

Part 1: Proposal Procedures

Section 3: Financial Proposal Submission Sheet

[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 the currency or currencies permitted in the instructions above.]

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Financial Proposal:	
Procurement Reference Number:	BOU/CONS/22-23/00053/C
Subject of Procurement:	

The total price of our proposal is: _____.

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.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Part 1: Proposal Procedures

Breakdown of Lump Sum Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: **BOU/CONS/22-23/00053/C**

CURRENCY OF COSTS: UGX

FEES				
Description Outline your proposed fees	Input Quantity	Unit Input	of Rate	Total Price
TOTAL:				

NOTE:

The bidder should include all applicable taxes.

Please note that in accordance with Section 85 of the Income tax act CAP 340 of Uganda, Withholding tax of 15% and a reverse VAT of 18% shall be deducted from payments to non – residents deriving income from Uganda.

REIMBURSABLE AND MISCELLANEOUS COSTS				
Description of Cost	Quantity	Unit Measure	of Unit Price	Total Price
TOTAL:				

TOTAL LUMP SUM PRICE IN CURRENCY: _____

Breakdown of Lump Sum Price Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Part 2.: Statement of Requirements

Part 2: Statement of Requirements

Terms of Reference

Procurement Reference Number: **BOU/CONS/22-23/00053/C**

Terms of Reference for Provision of Consultancy Services to Establish of Forensics and Cybercrime Investigation Capabilities of Bank of Uganda

List of Abbreviations

PSC	Project Steering Committee
ISO	International Standards Organisation
SIEM	Security Information and Event Management
GIAC	Global Information Assurance Certification
IOS	iPhone Operating System
CVs	Curriculum Vitae
OS	Operating System
NAS	Network-Attached Storage
SAN	Storage Area Network

1.0. Introduction

Bank of Uganda intends to develop internal capability in forensics and cybercrime investigations. In order to achieve this, the Bank will have two major activities including a consultant to carry out the pre-project tasks and a project to put in place the desired capabilities.

The Bank seeks to engage a consultant to guide the Bank in establishment and initial operation of the forensics and cybercrime investigations capabilities that will be put in place during the project. This is will be a two phased consultancy.

1.1 Objectives of the consultancy

1. To assess and establish the forensic readiness of the Bank
2. To determine the needs for establishing forensic and cybercrime investigations capabilities that will lead to setting up of a forensic and cybercrime investigations unit including a laboratory that conforms to the legal framework and standards related to the subject matter
3. To advise the Bank in the project to establish the capabilities
4. To provide quality assurance services during the project

2.0. Scope of Work

Reporting to the Project Steering Committee (PSC), the Consultant shall carry out the following tasks:

Part 2.: Statement of Requirements

2.1 Establishment of the current forensics and cybercrime investigative capabilities of the Bank

- i. Assess the Bank's Policies on Cyber Security for provisions on cybercrime investigations policies, guidelines and procedures
- ii. Assess the Bank's cyber security tools and systems so as to determine their forensic and investigations readiness and capabilities
- iii. Assess the Bank's governance and available proposals in relation to and establishment of a forensics and cybercrime investigations practice
- iv. Assess the Bank's skill level in forensics and cybercrime investigations
- v. Assess the existing industrial, national and international cybercrime coordination mechanisms
- vi. Develop a forensics and cybercrime investigations framework, policy and guidelines
- vii. Identify the forensics and cybercrime investigation needs of the Bank by considering but not limited to the following;

Table 1: Considerations for Forensics and Cybercrime Investigations Capabilities

Considerations
a. Establish the reasons for setting up the digital forensics component and crime investigations capabilities
b. Establish the physical requirements necessary for the forensics component (Lab Setup)
c. Establish the technical tools and equipment components necessary for the Forensic component
d. Establish Standard operating procedures (SOPs) for conducting forensics and cybercrime investigations
e. Establish SOPs for evidence collection and handling
f. Establish SOPs and Requirements for engaging 3 rd parties (management/ human resource team/ law enforcement/consultants)
g. Identify staffing needs including the numbers, qualities and qualifications required
h. Establish the legal, statutory and international standards' requirements for establishing and operating a forensics and cybercrime investigations unit

2.2 Project Management Advisory Services

- i. Develop a project concept and baseline in line with BOU Project management procedures. It should be noted that the Bank has adopted the PRINCE 2 Project management methodology. The concept should address the people, processes and technology aspects
- ii. Develop functional and technical performance specifications for the hardware and software of the project in liaison with the Bank's Project Steering Committee (PSC)
- iii. Advise the Bank of internationally recognized forensics and cybercrime investigations skilling organisations
- iv. Identify what needs to be done to acquire and operationalise the needed capacity and capabilities in the people, processes and technology aspects
- v. Advise the Bank on the day-today processes for the forensics and cybercrime investigations practice

Part 2.: Statement of Requirements

2.3 Quality Planning and Quality Control Services

Provide quality control and assurance services during the implementation of the forensics and cybercrime investigations project by;

- i. Preparing a Quality Management Plan. The Quality Management Plan will describe (for each of the people, processes and technology) the quality criteria, the methods that will be used to assess quality, and the responsibilities associated with quality assessment.
- ii. Carrying out quality control activities in accordance with the Quality Management Plan and the ISO standards highlighted above, including reviewing specifications, capacity, performance of the people, processes and technology aspects to the Bank for conformity with the approved requirements.
- iii. Preparing and submit quality control reports.

During the submission of the bids, the bidders will be required to submit a detailed statement of interpretation of the Terms of Reference to exhibit their understanding of the assignment.

2.4 Deliverables

In the course of executing this assignment, the consultant will provide the deliverables listed below in two phases. All deliverables will be considered and approved by the Bank before they can be considered to have been accepted:

2.4.1 Pre-project Phase

- i. A work plan and schedule detailing the execution of the assigned (consultancy services method statement)
- ii. Forensics and cybercrime investigative capabilities readiness report

The report should cover among others the;

- a. current status of cyber forensics and investigations policies, procedures, people and technology available in the Bank and how they measure up to the requirements of the legal framework and standards
- b. existing needs/gaps (if any) in order to bring these capabilities to the standards
- c. recommendations on how to address the needs/gaps
- iii. Forensics and cybercrime investigations project concept note
The note should include a description of the project goal/s, objectives, available and recommended implementation options, timescale, costs, benefits, approach, and risks
- iv. Forensics and cybercrime investigations framework, policy and procedures
- v. Hardware and software specifications for the forensic and cybercrime investigation tools and equipment

Part 2.: Statement of Requirements

2.4.2 Project Implementation Phase

- vi. Project Management advisory reports to the Bank.

These reports will inform the Project team on the status of the six (scope, time, cost, quality, risk and benefits) aspects of the project and recommendations on corrective action.

- vii. Report on the consistency of the vendor's implementation plan with the achievements of the Bank objectives.
- viii. Quality Management Plan.
- ix. Quality Control reports to the Project Manager.
- x. Project product readiness report

2.5 Expected Duration

It is expected that the assignment shall commence with evaluation of the forensics and cybercrime investigation readiness of the Bank and conclude on full commissioning of a forensics and cybercrime investigations unit that has the skills, policies, procedures and tools. The Duration will therefore be phased in two periods

- 2.5.1 The initial consultancy services (that is from evaluation of the forensics and cybercrime investigation readiness of the Bank to the production of specifications for the tools and equipment will take 60 working days from the date of commencement of the work except for services that are largely dependent on the Client's internal processes.
- 2.5.2 The duration of the second phase of the assignment will be dependent of the duration of the implementation of the project to acquire the identified cyber forensics and investigations capabilities. This is estimated to take about 12 months after completion of the implementation project procurement process

3.0. Required Qualifications and Experience

3.1 Company Experience

- 3.1.1 The consulting firm shall have at least 5 years of operational existence with at least 3 years in the cyber security consulting industry.
- 3.1.2 The firm shall demonstrate a wide range of technical experience in cyber security which shall include forensics and cybercrime investigation services.
The vendor shall therefore demonstrate experience in performing the following but not limited to these types of forensics: -

- i. Memory forensics.
- ii. OS forensics for MS Windows, Linux and Unix.
- iii. Mobile devices forensics i.e., Android, IOS and Windows.
- iv. Network forensics.
- v. SIEM, Web Application forensics.

Part 2.: Statement of Requirements

- vi. Applications forensics (Software, Database, Email, Web and Malware)
 - vii. Storage forensics (NAS and SAN);
 - viii. Email forensics; and
 - ix. Virtual system forensics.
- 3.1.3 To achieve this the firm shall provide a company brochure on the services provided and a list of its notable clientele in the last five years
- 3.1.4 The firm shall have executed similar assignments (cybercrime forensics consultancy) for a minimum of three national and or international organisations in the last five years. To prove this the firm shall provide information about these assignments, which shall include;
- i. Customer's name, address and telephone number of contact person
 - ii. Type of services
 - iii. Brief description of scope of services offered
 - iv. Duration of business relationship
 - v. Cost of the project
 - vi. Name, address, email address and telephone number of contact person for confidential reference
 - vii. A copy of a work order, contract or completion certificate for the work done

3.2 Personnel Qualifications and Experience

- 3.2.1 The **lead consultant** shall have at least;
- e. A Master's degree in computer science, computer engineering or information technology or related discipline
 - f. Internationally recognized certification in forensics, cybercrime investigation, incident handling or analysis
 - g. 5 years' experience in providing forensics and cybercrime investigation consultancy services
 - h. Having been a project manager or team leader on at least two projects in financial institutions or large organisations (with at least 1000 end points)
- 3.2.2 At least two other members of the consultant's team shall have at least;
- d. A Degree in Computer Science, computer engineering or information technology or related discipline
 - e. Internationally recognized certification in information/cyber security, forensics, cybercrime investigations, incident handling or analysis like Computer Hacking Forensic Investigator, Certified Computer Examiner, Certified Computer Forensics Examiner, Certified Digital Forensics Examiner, Cybersecurity Forensic Analyst, GIAC certified forensic analyst or related

Part 2.: Statement of Requirements

- f. 2 years' experience in cyber security or forensics consultancy or support services

To demonstrate the above, the consultant shall provide copies of their qualifications, certifications and signed CVs that enumerate the projects in which he or she held the roles, the duration and a brief description of his or her tasks

4.0. Affiliations

At least two of the Consultant's team members shall each have membership of at least one national and or internationally recognised cyber security organisation.

Note: Proposals should also demonstrate the Consultant's understanding of the assignment, provide a detailed explanation on how the Bank's needs will be met, techniques to be applied, organization and staffing options to adequately suit the Bank's need, plus any sample demonstrations/ reports, where required.

Part 1: Proposal Procedures

Part 3: Contract

Section 5: General Conditions of Contract

Any resulting contract shall be subject to the Bank of Uganda General Conditions of Contract (GCC) for the Procurement of Consultancy Services (available on request) except where modified by the Special Conditions below.

Section 6: Special Conditions of Contract

Procurement Reference Number: **BOU/CONS/22-23/00053/C**

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

GCC reference	clause	Special Conditions of Contract
Eligible Countries GCC 1.2 (e)		All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country.
Authorised Representatives GCC 4.4		The Authorised Representatives are: For Bank of Uganda: Director Security Department For the Consultant: _____
Governing Law GCC 5.1		The Contract shall be governed by the Laws of Uganda.
Notices GCC 7.1		For notices , the Procuring and Disposing Entity's address shall be: Attention: Director, Security Department Plot 37/45 Kampala Road P. O. Box 7120, Kampala Uganda For notices , the Provider's address shall be: Attention: _____ Street Address: _____ Floor/Room number: _____ Town/City: _____ P. O. Box: _____ Country: _____ Telephone: _____ Facsimile number: _____ Electronic mail address: _____

Part 4: Contract

GCC clause reference	Special Conditions of Contract
Commencement GCC 8.1	The Consultant shall commence the Services: Immediately following Contract signing.
Dispute Resolution GCC 17.2	The formal mechanism for dispute resolution shall be the Arbitration and Conciliation Act Cap 4 of the Laws of Uganda.
Completion Period GCC 18.1	The period for the completion of the Services shall be: The Services shall be performed for a period of sixty (60) working days.
Payment GCC 22.1	The Contract is a Lump Sum Contract.
Payment Documentation GCC 24.1	The following documentation shall be required to support invoices requesting payments: <ol style="list-style-type: none"> 1. A copy of the signed contract 2. A certified tax invoice 3. Acceptance of Deliverables by the User Department
Payment Schedule GCC 25.1	The payment schedule shall be: <ol style="list-style-type: none"> 1. 25% upon submission and acceptance of the forensics and cybercrime investigative capabilities readiness report 2. 60% upon submission and acceptance of the forensics and cybercrime investigations framework, policy and procedures 3. 15% upon supply/submission and acceptance of the Hardware and Software specifications for the forensic and cybercrime investigation tools and equipment <p><i>The above are subject to amendment during contracting at the discretion of the Bank</i></p>
Payment Period GCC 27.1	Payments shall be made by Bank of Uganda within thirty days of receipt and certification of invoices accompanied by the supporting documents specified in GCC 24.1.
Insurance to be taken out by the Provider GCC 40.1	The Consultant shall take out and maintain the following insurance coverage: <ol style="list-style-type: none"> (i) Professional liability: (ii) Other:

Part 4: Contract

Section 7: Agreement

Agreement For Lump Sum

Procurement Reference No: _____

THIS AGREEMENT made this _____ day of _____, _____, between _____ of _____ (hereinafter called "Procuring and Disposing Entity"), and _____ of _____ (hereinafter called "the Consultant").

WHEREAS

- (a) the Procuring and Disposing Entity has requested the Consultant to provide certain consultancy services (hereinafter called the "Services") as defined herein and attached to this Contract;
- (b) the Consultant having represented to the Procuring and Disposing Entity that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto agree as follows:

1. The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
2. The mutual rights and obligations of the Procuring and Disposing Entity and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring and Disposing Entity shall pay the Consultant the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (Authorised Representative of the Procuring and Disposing Entity)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____

Signed by _____ (Authorized Representative of the Consultant)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____