

BIDDERS QUESTIONS WITH REPLIES/CLARIFICATIONS BY EIF

ADDENDUM 1:

PROCUREMENT REFERENCE: SC/RP/EIF-03/2024

DESCRIPTION: PROVISION OF CONSULTANCY SERVICES FOR THE ICT INFRASTRUCTURE INTERNAL AUDIT FOR THE EIF

DATE: 02 JULY 2024

Question no.	Questions/Clarifications from Bidders	Answers/Clarification by EIF
1.	Does the EIF have an offsite primary and secondary data centre, or do you have a server room in your office?	<ul style="list-style-type: none"> EIF have a server room, however a copy of the backup is kept offsite by the service provider
2.	Do you have a defined scope of systems and applications that you would like to be audited or do you expect the bidder to determine this during the planning phase?	<ul style="list-style-type: none"> Refer to the TORS, if not covered by the TORs should be determined during the planning phase if deemed necessary.
3.	What is the nature and extent of the audit: a) design and implementation (to assess the control design + one example of control occurrence) only or also to assess the operating	<ul style="list-style-type: none"> Refer to the TOR

	effectiveness (obtain a population of control occurrence over a specific period and select random samples)?	
4.	Does the EIF ICT network have an intrusion detection and prevention system?	<ul style="list-style-type: none"> • Firewall and Anti-Virus
5.	Does the EIF issue end users /employees with laptops, mobile devices and tablets?	<ul style="list-style-type: none"> • Yes, laptops and phone mostly.
6.	Approximately how many end user devices are deployed or how many employees does the EIF have?	<ul style="list-style-type: none"> • About 110 Devices and About 70 Users.
7.	Has an IT audit been performed in the past or is this the first audit of this nature?	<ul style="list-style-type: none"> • No, this would be the first Audit of the kind.
8.	Can you provide an overview of existing ICT policies already in place?	<ul style="list-style-type: none"> • The ICT policy was recently amended, currently under review by the board.
9.	The number of resources that the Fund is looking at in completing these 9 areas in two months	<ul style="list-style-type: none"> • Refer to the TOR
10.	What is the tentative budget for the entire project?	<ul style="list-style-type: none"> • N\$ 250,000.00
11.	What are the ICT Assets e.g. volume hardware or software in terms of the number of elements in the domain that the EIF is holding?	<ul style="list-style-type: none"> • About 110 Devices and About 70 Users.
12.	Number of locations to be covered in Namibia?	<ul style="list-style-type: none"> • 1 (one)
13.	Should a signed contract (Section 6. Sample Contract for Consulting Services - Small Assignment – Lump sum - page 61 of the bid document) be submitted together with the financial proposal or should this be sent later on if selected?	<ul style="list-style-type: none"> • It can be submitted at the later stage.

14.	What is the purpose of Form Tech 7 (staffing schedule): what would you like to see: number of hours per team member or who will work on which activity?	<ul style="list-style-type: none"> • It is to indicate on who is working on which activity. • Kindly read notes under the table on staffing schedule.
15.	<p>In addition, the bidding document states:</p> <p>Form FIN-4: Breakdown of Remuneration1 (Lump-Sum) page 49</p> <p>(This Form FIN-4 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)</p> <p>My follow up question is, is this applicable for this specific project?</p>	<ul style="list-style-type: none"> • This is not applicable under this bid.

Kind Regards



MR. ELVIS MUKAYA
EIF PROCUREMENT COMMITTEE CHAIRPERSON



07.07.2024
 DATE