

# **INTERNATIONAL INVITATION FOR BIDS FOR THE IMPLEMENTING OF IT GOVERNANCE WITH COBIT 5**

## **1. Background**

The Central Bank of Burundi « Banque de la République du Burundi », BRB in acronym, through its website [www.brb.bi](http://www.brb.bi) and the daily newspaper "Le RENOUVEAU " launch an International Invitation for Bid for the implementing of IT Governance with COBIT 5.

## **2. Source of Funds**

The project is being funded by BRB.

## **3. Eligible Bidders**

This bidding process is open on equal terms to all legal entities establishing legal and financial capacities and the necessary technical requirements to successfully complete the project.

To this end, all offers will be accompanied by the following information:

- Notarized Statutes of the organization;
- Professional references indicating similar IT developments in the banking sector;
- Complete address of the company.

May not participate in the bidding all firms affected by one of the ineligibility rules listed in Article 8 of the Procurement Regulations of BRB, published on the website [www.brb.bi](http://www.brb.bi).

## **4. Submission of Bids**

The Bids shall be submitted in two separate sealed envelopes, one containing the Technical Bid and the other the Financial Bid. Each indicates the name and address of the bidder. The Technical and Financial Bids are contained in a sealed outer envelope bearing the following address:

Monsieur le Gouverneur de la Banque de la République du Burundi  
1, Avenue du Gouvernement



B.P. 705 Bujumbura  
Tél. (257) 22 20 4000/Fax (257) 22 22 3128  
E-mail : brb@brb.bi

In addition to this address, the envelope must bear the inscriptions: "**To be opened only during opening session of the Bids**". The outer envelope must not contain any distinctive sign of the Bidder. The Bids with the different required documents (see point 7) will be provided in two copies, the original and one copy. They will be in separate sealed envelopes marked "ORIGINAL" or "COPY "as appropriate.

In addition, the Bidder will submit its Bid in digital format on a CD or Flash drive. In case of divergence between the original and the copies, the original copy shall prevail.

## **5. Documents Comprising the Bids**

### **5.1. Documents Comprising the Technical Bid**

The Technical Bid includes the following:

- A submission letter signed by a person or persons duly authorized to bind the Bidder to the Contract, accompanied by a written power of attorney authenticated by a notary in case of delegation;
- A commitment declaration of the Bidder to complete the contract in accordance with the Bidding Documents;
- A list of two (2) similar works carried out over the three (3) years, detailing the amount paid; when and where the work was performed; and if they were carried out according to the rules of the trade or profession and have been duly performed;
- The consultants to align must be certified COBIT 5 and have a good experience with ISO 15504, ISO 38500, ITIL, CMMI
- The presentation of the last three balance sheets or extracts from balance sheets
- A figure of average annual turnover of at least 200,000 dollars for the past three years.
- Information on the staff aligned;
- The implementation plan

### **5.2. Documents Comprising the Financial Bids**

The Financial Bid includes:

- Financial Bid submission letter signed by a person or persons duly authorized to bind the Bidder to the Contract



- All Price Schedules

#### **6. Period of Validity of Bids**

Bidders are bound by their Bids for a period of sixty (60) calendar days from the date of opening of Bids.

#### **7. Deadline for Submission of Bids**

Bids must reach the Board of Directors Secretariat (5th floor) no later than 27/03/2015 at 10:00 at the following address:

Banque de la République du Burundi  
Secrétariat de Direction  
1, Avenue du Gouvernement  
Tél. (257) 22 20 4000/Fax (257) 22 22 3128  
E-mail : brb@brb.bi

The opening of bids will take place the same day at 10.30am in the meeting room on the 4th floor No. 4.26

#### **8. Bid Evaluation**

The evaluation will begin with the analysis of compliance of the Bids with the Bidding Documents and the Procurement Regulations of BRB. It will continue with the analysis of technical and financial bids.

The notes for technical and financial merits will be respectively assigned weighting of 70% and 30%. The final grade will be obtained by total weighted points.

#### **9. Award of Contract**

The contract will be awarded to the Bidder which has submitted the Bid with best value.

The notification of the award will be made by registered mail or other reliable transmission medium. Upon notification of the award, the bidder has a maximum of seven (7) calendar days to make contact with BRB for the contract signing formalities.

#### **10. The turnaround time**



The turnaround time for all the work is estimate to 6 calendar months, after the contract signing.

### **11. Bid Security**

The contractor is required to provide a Bid Security equivalent to 5% of the market value of the Bid.

### **12. Content of the Bidding Documents**

The Bidding documents are made up of the following:

- Invitation for Bids;
- Terms of References.

### **13. Clarification of Bidding Documents and Pre-bid Meeting.**

Bidders are welcome to attend a pre-bid meeting that will be held at BRB on March 18<sup>th</sup> 2015 at 10h:00 AM, in the meeting room at the fourth floor, No 4.26.

Bidders are requested to submit any questions in writing to reach BRB not later than 3 days before the meeting. Any modification to the Bidding Documents, which may become necessary as a result of the pre-bid meeting, shall be made exclusively by issuing an Addendum pursuant to the Bidding Documents that will be transmitted without delay to all those that purchased the Bidding Documents.

### **14. Acquisition of Bidding Documents**

A complete set of Bidding Documents may be purchased by interested Bidders from the Logistics and Safety Department of BRB, 4th Floor, Office No. 4.21, tel. +257 22 22 03 45 and obtained on presentation of a proof of payment of a non-refundable fee of one hundred dollars (\$ 100), on the account number 9829/000 opened in the books of BRB.

### **15. Language of Bid**

The language to be used for the tendering can be French or English, but the reports and other outputs to deliver to the Bank, after the execution of the contract must be written in both French and English.

