

# **TITLE: REQUEST FOR PROPOSAL FOR THE SUPPLY AND INSTALLATION OF BIOMETRICS ACCESS CONTROL SYSTEMS TO THE FINANCIAL SECTOR DEEPENING TRUST (FSDT)**

## **TERMS OF REFERENCE**

### **1. INTRODUCTION**

The Financial Sector Deepening Trust (FSDT) was incorporated in Tanzania on 1st July 2004. The FSDT's overall aim is to make a contribution to All Tanzanians to (derive value) from regular use of financial services which are delivered with dignity and fairness. FSDT's objective are:

- Advocating for an improved policy, institutional, legal and regulatory framework at national and sub-national levels of financial services
- Promoting more relevant market infrastructure and ways to reduce transaction costs between FSPs and potential clients
- Stimulating improved access to financial products and services that respond to the needs of MSMEs
- Stimulating improved access to financial products and services that respond to the needs of households and individual.

### **2. OBJECTIVES OF THE ASSIGNMENT**

Financial Deepening Trust Fund intends to acquire services of a reputed Service Provider to supply and install Biometrics access control systems in Government offices. The biometric devices will be utilized in nine (9) government offices for attendance management purposes.

Proposals are invited from the interested companies, as per the scope of details described hereafter. Selection will be made on the basis of low premium cost with maximum benefits.

### **3. SCOPE OF WORK AND LENGTH OF ASSIGNMENT**

- Service providers are invited to supply, install and commission Biometric fingerprint device in nine (9) Government institutions including their branches (Location includes: DSM, Dodoma, Mtwara, Tabora, Mbeya, Singida, Tanga)
- Biometric fingerprint device will have a warranty of at least two years after commissioning date.
- The successful bidder will be required to provide training and support to the users after the installation of the system for a period of one year.
- Service providers should provide the warranty and the maintenance plan after the expiry of the warranty period.
- Service providers should provide implementation plan with identified timeframes

**Biometric Device Requirements**

- i. Supports Android version from 6.0.
- ii. Support multiple connectivity options for communicating with the BAS server i.e. Ethernet, PoE capability, USB, GPRS, Wi-Fi (802.11 b/g/n) and Mobile Broadband 3G/4G.
- iii. Supports Fingerprint, RF card, PIN and Facial.
- iv. Wall Mountable.
- v. Backup battery that can support device operation for at least 6 hours.
- vi. Provide APIs with lifetime license and Software Development Kit (SDK) to enable communication with the web server
- vii. Support SSL VPN technology.
- viii. Higher capacity for managing multiple users and events.
- ix. Sign-in and sign-out button on the biometric device interface.
- x. RAM capacity: at least 4GB
- xi. Storage: HDD at least 8GB
- xii. Support storage and computation of image (fingerprint) in various format including WSQ format.
- xiii. Display: 7 inch color screen
- xiv. At least Quad core 1.5 GHz
- xv. Fingerprint sensor: 500ppi optical sensor
- xvi. Grayscale: 256 levels
- xvii. Sensing area: 15.2 x 20.3 mm
- xviii. Platen size=20 x 33 mm (0.8" x 1.3") or Optical scanning area 24.4 mm x 16.3 mm
- xix. At least template matching speed (fingerprints per second): 3000
- xx. Identification Speed: Less 0.5 sec
- xxi. Operating Temperature: 0 - 45 Degree Celsius
- xxii. False Acceptance Rate (FAR) :0.0001%
- xxiii. False Rejection Rate (FRR): 0.1%

**4. REQUIRED DOCUMENTS**

- The service provider must be registered with the Regulatory Authority and Proof of registration must be submitted. (Official Business Documents)
- Detail of clients to whom similar facilities/services are being provided and their contact numbers for verification
- Must have a sound financial background. The company financials should be mentioned with supporting documents.
- The service provider will be requested to provide a quote regarding the work to be undertaken for this project. The total cost must be VAT inclusive and should be quoted in United States dollars (USD). Detailed breakdown of the total bid must be attached.
- Service providers should have at least three (3) years' experience in providing similar (supply and installation of Biometrics systems) services and should provide proof accompanied by correspondence from three (3) referees indicating that such project was executed as well as their contactable references.
- Service providers should provide the warranty and the maintenance plan after the expiry of the warranty period.

## 5. TIMETABLE

- **The successful bidder must be able to supply and install the required devices within two (2) weeks from the date of awarding of the contract.**

## 6. PROPOSALS – FORMAT AND SCOPE

A bidder should submit a technical and financial proposal for undertaking this assignment. These must be submitted electronically via [procurement@fsdt.or.tz](mailto:procurement@fsdt.or.tz) . The deadline for submissions is **10<sup>th</sup> May 2019**.

## 7. EVALUATION AND SELECTION

### 7.1 METHOD USED

Overall, the preferred bidder will be selected on the basis of presenting the most economically advantageous tender. This means that bidders will be evaluated on a combination of technical and financial criteria. In this case the ratio between technical and financial scores will be **80/20**.

The technical component of each proposal will be scored first using a grid that assesses a number of key attributes. This is set out below.

<i>Criteria</i>	<b>Bidder</b>	<b>Max Marks</b>
<b>Experience of the nominated consultants in:</b>		
Company Experience (at least three (3) years' experience in providing similar (supply and installation of Biometrics systems ) services and should provide details of previous similar engagements supported by 3 reference letters		30
Proof of registration with a Regulatory Authority		20
<b>Methodology</b>		
Detailed work plan which includes a comprehensive execution plan with designated timelines and a management.		20
Warranty of 2 years and the maintenance plan after the expiry of the warranty period.		30
<b>Total marks</b>		<b>100</b>

To be considered further, a minimum total technical score of **70/100** is required. Only financial proposals from bidders scoring at least that level will then be evaluated.

The total financial cost in US\$ will be weighted according to the formula:

- (Lowest total financial cost/ Bidder's total financial cost) x 0.2
- Total technical marks weighted by a factor of 0.8.

The weighted technical and financial scores for each proposal that passes the minimum technical threshold will then be added to produce a total score. The preferred bidder will be the one producing the highest total combined score.

All bidders will be informed of the combined weighted scores for all proposals that pass the minimum technical threshold. The FSDT will also separately inform the bidder of any proposal that fails to meet this threshold.

Any queries relating to this ToR should be submitted in writing to FSDT under the following address:

Desire Kachenje,  
Deloitte Consulting Limited,  
10th Floor PPF Tower,  
Cnr of Ohio Street & Garden Avenue,  
P.O. Box 1559 Dar es Salaam, Tanzania  
[dkachenje@deloitte.co.tz](mailto:dkachenje@deloitte.co.tz) or [procurement@fsdt.or.tz](mailto:procurement@fsdt.or.tz)

These questions and the answers will be shared with all shortlisted candidates. The deadline for any queries is 2 days before the proposal submission deadline date.

## **8. OTHER MATTERS**

### **7.1 CONFIDENTIALITY**

All information contained in the terms of reference and attachments is provided on a strictly confidential basis solely for the use of Tenderers in connection with a competition for the supply of services for the above contract. It is a condition of this competition that Tenderers (and any sub-contractors) shall:

- take all reasonable measures to protect this confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of confidential information;
- not use this information other than for the purposes of preparation of a tender, and shall disclose it only to officers, directors, or employees on a specific need to know basis; and
- not disclose, publish or otherwise reveal any of the information contained herein except with the specific prior written authorization of FSDT.

### **7.1 CONFLICT OF INTEREST**

Tenderers (and any sub-contractors) must disclose in their tender details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest, if they were awarded this contract. Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. FSDT reserves the right to reject any tender which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

## **9. TAXATION MATTERS**

**The Consultants will be responsible to pay withholding tax and all other tax liabilities as per Tanzanian Tax laws. Any such tax amounts shall be the responsibility of the consultant**