



Request for Proposal (RFP) for Onsite Visit, Independent reviews and market feedback on specific IT services offered by service providers to NCBA Bank Rwanda

1. Invitation and Scope

NCBA BANK RWANDA PLC wishes to invite qualified Firms to conduct onsite visit and independent review of Service and systems outsourced by the Bank.

Lot 1: 22 (Systems and services)

An onsite visit, Independent reviews and market feedback on specific IT services offered by NCBA Bank KENYA to NCBA Bank Rwanda.

The purpose is to provide an assurance of IT system technical and infrastructure capacity to serve the NCBA Bank Rwanda subsidiary as part of Group shared services and evaluation of adequacy of disaster recovery measures.

Lot 2: 4 services

An onsite visit, Independent reviews and market feedback on specific IT services offered by service providers in Rwanda.

2. Contact

For the purposes of this procurement process, the "RFP Contact" will be:

Email: procurementcba.rwanda@ncbagroup.com

Tel: +250 788149500

All inquiries shall be channeled through these contacts.

3. Content of proposal

The proposal shall contain the following;

- The profile of the bidder
- Experience in the auditing field by indicating the previous executed contracts in banking industry
- Profile/CVs of the staff to represent the firm in each respective area of work to be done.
- The bidder should also provide RDB certificate of registration / Certificate of incorporation where applicable and Tax clearance certificate.
- Audited financial statement year 2023 and 2022
- Technical proposal
- Financial proposal

4. Submission of Proposals

The proposals shall be submitted to through email address:

Procurement.Rwanda@ncbagroup.com

The Proposal must be delivered to the address above on or before 16: 00 GMT on Friday 30th May 2024.

5. Eligibility

The invitation to bid is open to all bidders who fulfils below criteria:

- 1) The bidder must be among recognized firms.
- 2) The Bidder should be a regular player in auditing services, with background in banking industry.
- 3) Technical and advisory Staff should be competent and certified in the respective fields.

6. Responsibility of the selected bidder

- *The selected bidder will exercise the job with due care and diligence; respecting NCBA Policies and best practices.*
- *The bidder should adhere to International best practices and standards, laws regulations and other guidelines prescribed by various regulatory, statutory and government authorities during the execution of the service.*

-----END-----