



TOR FOR THE SUPPLY OF CLOUD HOSTING SERVICES

Introduction

Fairtrade Africa (FTA) is the umbrella organisation representing Fairtrade certified producers in Africa. FTA aims to effectively represent producers within the International Fairtrade system and to contribute to livelihood improvement of African producers by increasing access to markets. Established in 2005, FTA directs policy and strategic development of the organisation. FTA has four (4) regional networks – Eastern, Central, Southern, West and Middle East and North Africa and the Middle East supporting producer activities.

FTA is seeking for an IT company to supply cloud services for staff emails. The desired company must have at least three (3) years of experience in the cloud hosting service. Applicants should include any credentials from any certifying organisation that attest to the capabilities of the company or of any of the individuals employed by the organisation.

Requirements:

A Statement confirming that the company meets the minimum criteria required for these TOR

Management and organization

- ❖ A listing of your top 3 clients in the last 3 years (name and major types of services rendered / Products supplied).
- ❖ A statement on your present capabilities as well as your plans in this regard.
- ❖ A statement of relevant experiences to the type of contractual arrangement FTA is seeking.
- ❖ Information on your association with any other organization in the same business line in Kenya.
- ❖ Would you envisage that any portion of this contract would be sub-contracted? What portion and why? Kindly let us know.

Quotations for rating and awarding

For this assignment and for fair selection, the applicant companies should provide quotations for the following Cloud Hosting Service with the following features :-

- I) E-mail Security
- ii) Anti-Spam service

- iii) Unlimited mail box
- IV) Archiving service
- v) Mass Mailing (bulk mails with feedback reports' functionality)
- vi) Around the clock up time
- vii) Free round the clock service
- viii) Any other feature or benefit you can offer

The tendering company is allowed to also give details of its service (what it offers) to be taken into consideration during the selection process.

General Information

- Main office location and address of all branch offices if any;
- List Account Managers that will be assigned to FTA.
- Copy of registration certificate and any other professional body you belong to.
- Registration details - Copy of Certificate of Registration, Licences if any, PIN, VAT.
- Payment Terms.
- Specify the credit period/payment terms that you will offer to FTA if contracted.

Duration

If successful, the Company will enter into contract with FTA. The contract duration will be for a period of 1 (one) Year.