



CENTRAL BANK OF KENYA

TENDER REF NO: CBK/RFP/029/2025-2026

**MINUTES OF THE PRE-BID MEETING HELD ON 27TH FEBRUARY 2026 AT 10.30
A.M VIRTUALLY FOR TENDER FOR PROCUREMENT OF ISO/IEC 27001:2022
CERTIFICATION AUDIT FOR CENTRAL BANK OF KENYA**

PRESENT

1. Central Bank of Kenya CBK, Procurement Division
2. Central Bank of Kenya CBK, Information Technology Department
3. Three (3) vendors, 7 representatives

Minute 1. Introduction

The meeting started at 10.30 a.m. and participants from both the CBK, and prospective bidding vendors were introduced.

Minute 2. Brief Presentation of the Technical Requirements of the envisaged solution.

A presentation of the Terms of Reference for the consultancy was made to the vendors' representatives by Information Technology Department's representatives. The bidders were informed that the key deliverable of the consultancy was the ISO 270001 Certificate valid for three years. Other Deliverables would include surveillance Audit and the various reports in the course of the three years.

The vendors' representatives confirmed that they all reviewed the documents and understood the technical requirements in the tender document.

Minute 3: Brief Presentation of the Tender document

A brief presentation of the tender document was made to the vendors' representatives. They were informed of the use of the new standard tender document as recommended by the Public Procurement Regulatory Authority (PPRA).

The bidders were taken through the evaluation criteria that requires the prospective bidders to meet the mandatory requirements, technical evaluation on capacity to deliver, financial evaluation, due diligence, and the recommendation of award. Bidders were informed of the requirement need to include a Public Procurement Capacity Building Levy of 0.03% exclusive of taxes on the cost in the price schedule being a recent development in compliance with the PPRA regulations. Bidders were informed that the summary of cost should include the cost of the remuneration rate of the key and non-key experts and all applicable reimbursable cost in the project.

The representatives confirmed that they all reviewed the documents and understood its contents.

Minute 4. Questions and Answer Session

1. The vendors' representatives sought clarification on experience of the firm, if it was restricted to the Kenyan Market only. It was clarified that bidders can present evidence of experience both from Kenya and Global market.
2. The vendors' representatives sought clarification on the type of evidence required to show the experience of the firm as per the technical requirements. It was clarified that bidders may present contracts, completion certificates or ISO certificates issued to the organizations. Anything that is publicly available that does not impact the NDAs signed between bidders and other companies.
3. The vendors' representatives sought clarification on the number of staff to be included in the Certification scope. An addendum will be issued to clarify this requirement.

4. The vendors' representatives sought clarification on whether electronic submission was permitted. It was clarified that all submissions should be written and physical submission in the Green Tender Box located at the Central Bank of Kenya, Head Office, Haile Selassie Avenue, Ground Floor. International bidders may courier their responses directed to Director, General Services Department, Central Bank of Kenya, P. O. Box 60000- 00200, Nairobi, Kenya, Haile Selassie Avenue to be received on or before 11th March 2026 at 10:30am EAT.

Bidders were advised that they can send any further questions and requests for clarification in writing through the email: supplies@centralbank.go.ke and the Bank will respond in the subsequent addendum to be issued. There being no other business, the meeting ended at 11.30 a.m.

DEPUTY DIRECTOR/HEAD OF PROCUREMENT

27th February 2026



Haile Selassie Avenue
P.O. Box 60000 - 00200 Nairobi Kenya
Telephone: 2861000/2863000,
Email: supplies@centralbank.go.ke

ADDENDUM NO. 1

TENDER FOR PROCUREMENT OF ISO/IEC 27001:2022 CERTIFICATION AUDIT FOR CENTRAL BANK OF KENYA TENDER REF. NO. CBK/RFP/029/2025-2026

The above captioned tender was published on www.tenders.go.ke and www.centralbank.go.ke on 18th February 2026. In response to the clarifications sought by prospective bidders in the pre-bid meeting held on 27th February 2026, the Bank is hereby issuing Addendum No. 1 in line with Section 75 of the Public Procurement and Asset Disposal Act 2015 and will form part of the tender document.

NO.	REQUESTS FOR CLARIFICATIONS	Bank's Response
1.	Scope of the Certificate Audit	The Scope of the Audit will cover Five sites as detailed below: • IT Head office • IT Kisumu Branch (approx 300km from Head office) • IT Mombasa Branch (Approx 450km from Head office) • IT Eldoret Branch (Approx 300km from Head office) • Institute of Monetary studies (Within Nairobi City)
2.	Number of Staff to be covered in the Certification Audit	The Number of staff to be included in the Certification Audit are as detailed below: 1. Information Technology- 130 representative 2. Human resource – 1 representative 3. Physical Security – 1 representative 4. Audit Department - 1 representative 5. Risk management - 1 representative 6. Procurement - 1 representative 7. Legal - 1 representative

3	Is Electronic Submission Permitted	All submissions should be written and physical. Submission should be in the Green Tender Box located at the Central Bank of Kenya, Head Office, Haile Selassie Avenue, Ground Floor. International bidders may courier their responses directed to Director, General Services Department, Central Bank of Kenya, P. O. Box 60000- 00200, Nairobi, Kenya, Haile Selassie Avenue to be received on or before 11 th March 2026 at 10:30am EAT
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All other terms and conditions of the tender remain the same.

**DEPUTY DIRECTOR/HEAD OF PROCUREMENT
4TH MARCH 2026**