



REQUEST FOR PROPOSAL

FOR

PROVISION OF ICT SERVICES

**ELIGIBLE TO REGISTERED FIRMS ONLY
(NOT INDIVIDUALS)**

LUMP-SUM CONTRACT

Description of Bid: PROVISION OF VMWARE TO HYPER-V MIGRATION & ACTIVE DIRECTORY UPGRADE SERVICES.

Bid Number: MESPT-ICT-I0086-2026

Bid Closing/Opening Date: 9th June 2026

Bid Opening Time: 12:00 noon East Africa Time

Issue Date: 25th May 2026

1. Micro Enterprises Support Programme Trust (MESPT) invites sealed bids from eligible candidates for VMware to Hyper-V migration & Active Directory upgrade. Eligible candidates may obtain further information from MESPT at the address below during business hours **0800hrs** to **1700hrs**.

Micro Enterprises Support Programme Trust (MESPT)

Tausi Lane 01, Westlands

P.O. Box 187-00606,

Nairobi, Kenya

Tel: 0722 207 905 / 0735 333 154

Email address: procurement@mespt.org

2. Bid documents herein are free of charge.
3. All bids shall not be accompanied by bid security.
4. Complete bidding documents **shall be** submitted through electronic means in the manner indicated below:

[submission via email: tender@mespt.org]

Email attachments should be 10Mbs maximum. If it exceeds, submit in form of a link.

Bids must be received on or before the date and time indicated below:

Date: 9th June 2026

Time: 12:00 Noon (East Africa Time)

5. Prices quoted should be net inclusive of all taxes and quoted in **Kenyan Shillings**. All prices shall remain valid for **90 days** from the closing date of the bid.

Chief Executive Officer

Micro Enterprises Support Programme Trust

TERMS OF REFERENCE

VMWARE TO HYPER-V MIGRATION & ACTIVE DIRECTORY UPGRADE

INTRODUCTION

Micro-Enterprises Support Programme Trust (MESPT) is a Kenyan development organization established in 2002. MESPT's overall objective is to promote economic growth, employment creation and poverty alleviation through enterprise development. This is achieved predominantly through support to the development of agricultural value chains whilst embracing and promoting the green growth and climate change agenda. Through its vision of building a more Prosperous Society, MESPT facilitates increased commercialization, decent employment and green transformation through targeted interventions in the selected value chains. The Trust is a multi-donor entity jointly founded by the Government of Kenya and the European Union who later relinquished their position to the Royal Danish Embassy in Kenya, Ministry of Foreign Affairs of Denmark (DANIDA). To learn more about MESPT, please visit www.mespt.org.

I. INTRODUCTION AND BACKGROUND

MESPT is seeking proposals from qualified IT service providers to modernize its core server infrastructure. Currently, the environment relies on a VMware virtualization platform and a legacy, physical Active Directory (AD) server. To optimize licensing costs, improve scalability, and ensure robust disaster recovery, the Organization has decided to transition its virtual workload to Microsoft Hyper-V and modernize its identity management framework.

II. OBJECTIVE

The primary objective of this project is to seamlessly migrate the existing virtual infrastructure from VMware to Microsoft Hyper-V with zero data loss and minimal operational downtime. Additionally, the project aims to phase out legacy physical hardware by upgrading and virtualizing the Active Directory environment.

III. SCOPE OF WORK

The selected vendor will be responsible for the end-to-end execution of the following tracks:

I VMware to Hyper-V Migration

- **Assessment:** Audit the current VMware environment (vSphere/vCenter), including CPU, memory, storage utilization, and network configurations.
- **Target Architecture Design:** Design the new Hyper-V environment (including disaster recovery, storage configurations and failover clustering if required).

- **Migration Execution:** Convert and migrate all existing Virtual Machines (VMs) from VMware formats to Hyper-V compatible formats.
- **Testing & Validation:** Conduct post-migration verification to ensure VM functionality, network connectivity, and resource allocation.

2 Active Directory Upgrade & Virtualization

- **Health Check:** Assess the current legacy physical Active Directory domain controller, schema version, and DNS/DHCP health.
- **Modernization:** Provision a new virtualized Active Directory environment on the Hyper-V platform running a modern, supported Windows Server OS.
- **Migration & Promotion:** Safely promote the new virtual Domain Controllers, replicate directory data, migrate Flexible Single Master Operations (FSMO) roles, and demote/decommission the legacy physical server.
- **Best Practices:** Configure time synchronization, policies, and security baselines specific to virtualized Active Directory domains among other best practices.

IV. EXPECTED DELIVERABLES

The vendor must deliver the following artifacts and outcomes:

- **Project Inception & Architecture Design Document (ADD):** Detailed migration roadmap and target Hyper-V/AD design.
- **Fully Migrated Hyper-V Environment:** All targeted virtual workloads running smoothly on Hyper-V and disaster recovery working
- **Upgraded, Virtualized Active Directory Domain:** Modernized identity infrastructure with decommissioned legacy physical hardware.
- **As-Built Documentation:** Complete technical documentation detailing the new environment configuration, IP schemes, and credentials.
- **Handover & Knowledge Transfer Session:** Technical walkthrough and training for the internal IT team.

V. TECHNICAL AND ORGANIZATIONAL REQUIREMENTS

To be considered, the vendor's proposal must explicitly include:

- **Proposed Migration Approach:** A detailed methodology explaining the tools, fallback/rollback strategies, and steps taken to minimize downtime.
- **Technical Capacity of the Team:** Resumes/CVs and professional certifications (e.g., Microsoft Certified Professionals, Azure Solutions Architects, Virtualization Experts) of the specific engineers assigned to this project.
- **Organizational Experience:** Proof of company capability in handling similar virtualization and identity migration projects.
- **Reference Letters:** A minimum of three (3) formal reference letters from previous clients detailing successful VMware-to-Hyper-V migrations or Active Directory modernization projects completed within the last 7 years.

VI. FINANCIAL PROPOSAL STRUCTURE

Vendors are strictly required to split their financial proposals into two distinct pricing options to allow for modular evaluation:

Option A: Comprehensive Scope (Migration + AD Upgrade)

- This option must reflect the total cost for the complete project scope, including the full VMware-to-Hyper-V migration, as well as the Active Directory upgrade and virtualization.

Option B: Virtualization Migration Only (Excluding AD Upgrade)

- This option must reflect the cost for migrating the VMware workloads to Hyper-V *only*. The legacy Active Directory infrastructure will remain untouched and on its physical server under this pricing model.

VII Assignment Timelines

The consultant should finish all the above within eight weeks.

VIII. Submission Procedure

The companies that wish to send their proposal can do so through tender@mespt.org by **9th June 2026 at 12.00pm**

IX. Criteria Score

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest and capability to support MESPT with the transition from VMWARE to Hyper-V.

Evaluation Criteria

1. Preliminary Criteria

1. Certificate of registration/incorporation
2. KRA PIN certificate
3. Valid Tax Compliance certificate
4. IDs of the consultants

2. Technical evaluation

1. **Completeness of Solution in regard to satisfying requirements.** Evaluation of the supplier's overall solution regarding how well it satisfies our requirements. Include planning, scheduling, designing, implementing, managing risks and post migration testing and validation.

2. **Experience.** Evaluation of the supplier’s experience implementing the proposed solution. The supplier must demonstrate that they can provide a solution that meets the requirements of this RFP and encompass flexibility, scalability, performance, management, security, and usability while leveraging our existing system components where feasible. Evaluation of the supplier’s track record of product service, support, and customer satisfaction. Supplier commitment to developing, enhancing, and maintaining systems and flexibility of systems to meet future changing business needs.
1. Qualification and experience profile of the firm relevant to this assignment. At least 5 years’ experience in virtualization implementing Hyper-V, VMWARE etc and Active Directory. Proof indicating that the vendor is a Microsoft Certified Partner, Azure Solutions Architects, Virtualization Experts) **(25 Points)**
2. Technical qualifications of the technical personnel, certified personnel with certifications for Microsoft Certified Professionals, Azure Solutions Architects, Virtualization Experts, etc. The engineers will have at least 4 years’ experience implementing Hyper-V, virtualization and Active directory. **(25 Points)**
3. Letters of recommendation by three major clients where the vendor has implemented a similar solution of the size of MESPT or larger. **(30 points)**

Minimum pass score for technical evaluation is 60points out of 80points.

Notice to bidders on Technical Evaluation

- All bidders should indicate reference sites on Hyper-V and Active Directory implementation.
- All proposals shall be submitted in soft copy.
- Bidders Must meet all our requirements to be progressed to the financial evaluation.

Financial Evaluation

- The lowest evaluated bidder who meets all our technical evaluations will be recommended for award
- Detailed Cost Schedules: Provide detailed, itemized unit and total costs for each component and service proposed.

Deliverables	% Amounts to be paid
1. Project Inception & Architecture Design Document (ADD): Detailed migration roadmap and target Hyper-V/AD design.	20%

2. Fully Migrated Hyper-V Environment: All targeted virtual workloads running smoothly on Hyper-V and disaster recovery working	50%
3. Upgraded, Virtualized Active Directory Domain: Modernized identity infrastructure with decommissioned legacy physical hardware.	
4. As-Built Documentation: Complete technical documentation detailing the new environment configuration, IP schemes, and credentials.	30%
5. Handover & Knowledge Transfer Session: Technical walkthrough and training for the internal IT team.	
Total	100%

Conditions

- i. MESPT reserves the right to accept or reject any proposal.
- ii. Any canvassing will lead to automatic cancellation of the submitted proposal.

VII. SUBMISSION OF PROPOSALS

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and emailed through tender@mespt.org and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”. The subject of the email should clearly capture the description. The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, MESPT shall request via email the Proposer to submit the password to open the Financials. Interested applicants should send their proposals to procurement@mespt.org by **9th June 2026 at 12.00 Hours**. Kindly send your clarifications to procurement@mespt.org by **2nd June 2026 at 12.00Hours**.