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**TENDER FOR  
PROVISION OF AN ENTERPRISE RESOURCE  
PLANNING (ERP) SOLUTION**

**TENDER NO. KTNA/OT/05/2020-2021**

**OCTOBER, 2020**

## TABLE OF CONTENTS

	<b>Page</b>
<b>INTRODUCTION .....</b>	<b>3</b>
<b>SECTION I INVITATION TO TENDER.....</b>	<b>4</b>
<b>SECTION II INSTRUCTIONS TO TENDERERS.....</b>	<b>7</b>
<b>APPENDIX TO INSTITUTIONS TO TENDER .....</b>	<b>18</b>
<b>SECTION III GENERAL CONDITIONS OF CONTRACT.....</b>	<b>62</b>
<b>SECTION IV SPECIAL CONDITIONS OF CONTRACT.....</b>	<b>66</b>
<b>SECTION V SCHEDULE OF REQUIREMENTS.....</b>	<b>67</b>
<b>SECTION VI TECHNICAL REQUIREMENTS.....</b>	<b>70</b>
<b>SECTION VI STANDARD FORMS.....</b>	<b>110</b>

## **INTRODUCTION**

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury whose mandate is to implement, operationalize and manage the Kenya National Electronic Single Window System (KNESWS) as well as Trade Facilitation.

### **1.1 The need**

KenTrade is seeking a qualified and competent service provider to provide and implement an On-premise Enterprise Resource Planning System and provide 24/7 support and maintenance for 3 years, payable annually.

The solution shall be implemented at KenTrade HQs within a period of one year, while support and maintenance shall be for a three-year period, payable from the second year of implementation.

### **1.2 Objective of ERP Implementation**

The objective of this assignment is to streamline the internal processes with a view to automate manual processes and create controls to ensure KenTrade's operational efficiency.

The key automation objectives are:

- a. Improvement of Decision making.
- b. Operational efficiency through implementation of ERP for the Financial Management processes, Procurement and stock control, HR & Administration, Internal Audit, integration with:
  - i. Two Banks;
  - ii. Kenya TradeNet System (Billing Module); and
  - iii. Customer Relationship Management (CRM).
- c. Document and automate internal business processes.

The ERP functional modules should cover the functions of the departments as described in the user requirements provided in Section VI of this document.

October 13, 2020

**TENDER NO. KTNA/OT/05/2020-2021****TENDER FOR THE PROVISION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION**

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1.1 The Kenya Trade Network Agency invites sealed tenders from eligible candidates for the provision of an Enterprise Resource Planning (ERP) Solution.

1.2 Interested eligible candidates may view and download the document **free of charge** from the Government Tenders Portal (PPIP) or from the KenTrade website on the following link: - <http://www.kentrade.go.ke/index.php/procurement/tenders>, or purchase the documents at a cost of **Kshs. 1000.00** from the procurement office at Embankment Plaza (1<sup>st</sup> Floor), Upper Hill.

**Bidders who download the tender document from the Government Portal- shall be required to email their detailed contact information to [procurement@kentrade.go.ke](mailto:procurement@kentrade.go.ke) for future communication.**

1.3 Candidates may also obtain further information at the Kenya Trade Network Agency offices (Procurement Office) at Embankment Plaza, Upper Hill, (First Floor) at the address given below.

1.4 Completed Tenders should be submitted accompanied by a Tender Security issued by a bank or a Financial Institution approved by the Public Procurement Regulatory Authority, in the amount of Kenya Shillings Two Hundred Thousand only (**Kshs. 200,000.00**). The tender security should be valid for one Hundred and twenty (120) days from the closing date of the tender and should be received on, or before **Tuesday, October 27, 2020 at 1000hours**. Failure to provide tender security will lead to disqualification of the tender.

1.5 Prices quoted shall be inclusive of duty and other taxes and shall remain valid for **150 days** from the closing date of the tenders.

1.6 The completed tender documents, shall be submitted in two copies, marked as: -

**“ORIGINAL TENDER” and “COPY OF TENDER”.**

and shall be placed in one outer envelope and sealed. This outer envelope shall bear the Tender number and name, and marked **“DO NOT OPEN BEFORE Tuesday, October 27, 2020 at 1000hours**, and shall be addressed to: -

**The Chief Executive Officer,  
Kenya Trade Network Agency,**

**Embankment Plaza, Upper Hill,  
P.O Box 36943-00200  
NAIROBI**

I.7 All Tender Documents **MUST** be submitted in **HARD COPY** and should be deposited in the Tender Box located at the reception area of KENTRADE Offices at Embankment Plaza (First Floor). Documents submitted online shall **NOT** be acknowledged.

I.8 Tenders will be opened immediately after the closing time in the presence of tenderers representatives who choose to attend the opening in the boardroom on first floor, Embankment Plaza.

**CHIEF EXECUTIVE OFFICER**

## SECTION II – INSTRUCTIONS TO TENDERERS

<b>TABLE OF CONTENTS.</b>	<b>Page</b>
2.1 Eligible Tenderers .....	7
2.2 Cost of tendering .....	7
2.3 Contents of tender documents .....	7
2.4 Clarification of Tender documents .....	8
2.5 Amendment of tender documents .....	8
2.6 Language of tenders .....	8
2.7 Documents comprising the tender .....	9
2.8 Form of tender .....	9
2.9 Tender prices .....	9
2.10 Tender currencies .....	9
2.11 Tenderers eligibility and qualifications .....	9
2.12 Tender security .....	10
2.13 Validity of tenders .....	11
2.14 Format and signing of tenders .....	11
2.15 Sealing and marking of tenders .....	11
2.16 Deadline for submission of tenders .....	12
2.17 Modification and withdrawal of tenders .....	12
2.18 Opening of tenders .....	13
2.19 Clarification of tenders .....	13
2.20 Preliminary Examination .....	13
2.21 Conversion to other currencies .....	14
2.22 Evaluation and comparison of tenders .....	14
2.23 Contacting the procuring entity .....	15
2.24 Post-qualification .....	15
2.25 Award criteria .....	16
2.26 Notification of award .....	16
2.27 Signing of Contract .....	16
2.28 Performance security .....	17
2.29 Corrupt or fraudulent practices .....	17

## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of tender documents**

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
  - i) Instructions to tenderers
  - ii) General Conditions of Contract
  - iii) Special Conditions of Contract
  - iv) Schedule of Requirements
  - v) Details of service
  - vi) Form of tender
  - vii) Price schedules
  - viii) Contract form

- ix) Confidential business questionnaire form
  - x) Tender security form
  - xi) Performance security form
  - xii) Principal's or manufacturers authorization form
  - xiii) Declaration form
- 2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.4 Clarification of Documents**

- 2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"
- 2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

## **2.5 Amendment of documents**

- 2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of tender**

- 2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in



another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7 Documents Comprising the Tender**

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

## **2.8 Form of Tender**

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## **2.9 Tender Prices**

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted **by** the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **2.10 Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to Instructions to Tenderers

## **2.11 Tenderers Eligibility and Qualifications.**

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## 2.12 Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

(a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the

procuring entity on the  
Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 30

**or**

(ii) to furnish performance security in accordance with paragraph 31.

© If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14 Format and Signing of Tender**

2.14.1 The tenderer shall prepare two copies of the tender, clearly /marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.15 Sealing and Marking of Tenders**

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE **Tuesday, October 27, 2020 at 1000hours.**”

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”. —

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.16 Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than (*day, date and time of closing*)

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

## **2.17 Modification and withdrawal of tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on

the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.18 Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **1000hours on Tuesday, October 27, 2020** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.20 Preliminary Examination and Responsiveness**

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21 Conversion to a single currency**

- 2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

## **2.22 Evaluation and comparison of tenders.**

- 2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.
- 2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) **Operational Plan.**

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) **Deviation in payment schedule.**

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

**2.23. Contacting the procuring entity**

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

## **2.24 Award of Contract**

### **a) Post qualification**

- 2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **b) Award Criteria**

- 2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- 2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.25 Notification of award**

- 2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.



2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.26 Signing of Contract**

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.27 Performance Security**

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

## **2.28 Corrupt or Fraudulent Practices**

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

**2.28.3** Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## APPENDIX TO INSTRUCTIONS TO THE TENDERERS

### Appendix on the instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1	Bidders who are partners with the solution provider or have Manufacturer Authorization certificate from the solution provider
2.10	Prices shall be quoted in Kenya Shillings
2.11	Bidders MUST submit either proof of being a partner with the solution provider or Manufacturer Authorization certificate from the solution provider
2.12	The tender security shall be <b>Kshs. 200,000.00</b> (Kshs. Two Hundred Thousand only) in the form of a bank guarantee from a reputable bank or a Financial Institution approved by PPRA
2.18	The closing date for the tender shall be <b>Tuesday, October 27, 2020 at 1000hours</b>
2.24	<p><b>6.2 EVALUATION CRITERIA</b></p> <p>The following evaluation criteria shall be applicable for this tender:</p> <p><i>6.2.1 Mandatory Requirements</i></p> <ul style="list-style-type: none"> <li>i. Form of Tender duly filled and signed</li> <li>ii. Power of Attorney.</li> <li>iii. Statutory documents as follows:- <ul style="list-style-type: none"> <li>• Registration certificate/ Certificate of incorporation</li> <li>• Valid Tax Compliance Certificate (TCC).</li> <li>• CR 12 certificate from the registrar of companies</li> <li>• Valid trade license.</li> </ul> </li> <li>iv. Confidential Business questionnaire duly filled and signed</li> <li>v. Anti-corruption affidavit duly filled and signed</li> <li>vi. Audited financial accounts for the past three years.</li> <li>vii. Bidders MUST provide proof of being a partner with the solution provider or have Manufacturer Authorization certificate from the solution provider.</li> </ul>

- viii. Bound document **MUST** be sequentially serialized (paginated) on every page

**Bidders must comply / meet all requirements in section 6.2.1 (Mandatory Compliance Requirements) to proceed to section 6.2.2.**

### **6.2.1 GENERAL TECHNICAL COMPLIANCE REQUIREMENTS**

This section has **General Technical Compliance Requirements** and **Module specific Requirement** specifications. Bidders **MUST** respond to **ALL** the requirements on a clause by clause basis **stating clearly** how their solution meets the requirements. Responses to compliance to the specifications in any other way other than **clause by clause** will be treated as **NON-RESPONSIVE**. Responses such as “complied”, “possible to do”, “✓”, “meets” will be considered as **NON-RESPONSIVE** and will not be awarded any scores.

The bidder should clearly describe how their proposed solution will meet the following general requirements:

NO.	DESCRIPTION OF CRITERIA	Bidder Response	Compliant (Yes / No)
<b>TECHNOLOGY REQUIREMENTS</b>			
1.	<b>Integrations</b> - Ability for seamless integrations with other systems including Email & an EDMS		
2.	<b>Ability to incorporate Emerging Technologies</b> <ul style="list-style-type: none"><li>- Cloud - Computing, Artificial Intelligence, Machine Learning, Block chain, Advanced Analytics</li></ul>		
3.	<b>Business Continuity:</b> - <ul style="list-style-type: none"><li>- Ability for data recovery in-line with the Agency's Business continuity plan</li></ul>		
4.	<b>Security:</b> - <ul style="list-style-type: none"><li>- Ability to support use of security certificates and Single Sign on</li><li>- It must be possible to protect historical data from unintentional deletion;</li><li>- The system should be available 24 x 7, and data should be recoverable. (No data should ever be lost)</li><li>- The System should ability to provide adequate audit trails that can be reviewed for information. These records shall be</li></ul>		

		non – editable and be secured from unauthorized access; - The proposed solution should be accessible to users remotely and securely through the internet; - Prevent duplication of records			
	5.	<b>Logical Access Management: -</b> - Segregation of duties - different user access levels/ system defined access matrices. - Access Controls- password management/password lifecycles. - User management processes- self service capabilities/ admin support modules/user list generation capabilities (for control checks).			
	6.	<b>Support workflow management: -</b> - Optimize business processes by ensuring automated work flows for all key processes and approvals;			
	7.	<b>Have Electronic Document Management functionalities: -</b> - EDMS system to facilitate document collaboration, digital signatures, digital archiving, retrieval of physical records, and enterprise search capabilities.			
	8.	<b>Notification Capabilities:</b> - System should have ability to send notifications including but not limited to email and SMS etc. These notifications should be user-definable (e.g. retirement dates, over-expenditure recoveries, etc.) data items.			
	9.	<b>System should be accessible on Mobile platforms &amp; web browsers:</b> - Mobile Application: on major platforms such as IOS, Android, Windows;			
	10.	<b>Scalability and adaptability:</b> - The system should easily be reconfigurable by KenTrade staff to respond to changes in business practices, policy directives, organization structure, statutes and regulations. As business requirements change, the system should			

		<p>be able to change to support the new requirements.</p> <ul style="list-style-type: none"> <li>- Vendor to hand over source code or application resources / documents and perform knowledge transfer to facilitate support and enhancement by KenTrade staff post contract period</li> </ul>		
	<b>REPORTING CAPABILITIES</b>			
	1.	<b>Usability</b> Reporting tool must be intuitive and user friendly		
	2.	<b>Visualization</b> <ul style="list-style-type: none"> <li>- Provide intuitive presentations with ability to implement customizable dashboards, Analytics</li> <li>- Ability to export and import data in various file formats such as csv, xml, pdf, word etc.</li> </ul>		
	3.	<b>Reports Model</b> <ul style="list-style-type: none"> <li>- Ability for Business rules and filters to be applied to the underlying data.</li> <li>- Provide standard / static, dynamic and ad hoc reporting capability for all modules.</li> <li>- Ability to run simple, complex and multiple reports based on queries.</li> <li>- Provide capability to extract data from different Agency systems into ERP e.g. CRM.</li> <li>- Configured security access to secure data and also harmonize security roles of accessing the ERP.</li> <li>- Define security profile for user defined reports.</li> </ul>		
	4.	<b>Capability to perform Analytics:</b> <ul style="list-style-type: none"> <li>- User has the ability to define criteria of the data required for the reports.</li> <li>- Fast performance is required.</li> <li>- Examples are customer analysis, productivity analysis, etc.</li> </ul>		
	5.	<b>Ad-hoc reporting capability:</b> <ul style="list-style-type: none"> <li>- Ability to customize reports created by the entities with respect to their</li> </ul>		

	<div>businesses, revenue streams, divisions etc.</div> <div><div><div>- Must have the ability to accept user defined values for report parameters, such as but not limited to dates, period, and transaction type.</div><div>- Must have the ability to add user defined reports to a report menu structure as defined by the user.</div></div></div>																														
<div>6.3.0 HUMAN RESOURCE &amp; ADMINISTRATION</div> <div>6.3.1 Human Resource Requirements</div> <table><tr><th>NO.</th><th>REQUIREMENT</th><th>Bidder Response</th><th>Compliant (Yes / No)</th></tr><tr><td>A</td><td>CORE HR</td><td></td><td></td></tr><tr><td>1.</td><td>Maintain an employee e-file with all correspondences, testimonials etc.</td><td></td><td></td></tr><tr><td>2.</td><td>Provide capability to Data mine and generate reports on all HR spheres such as, recruitment, payroll, performance, leave, benefits, learning &amp; development etc;</td><td></td><td></td></tr><tr><td>3.</td><td>The system should have automatic number generation for new employees and applicants and retain existing employee numbers.</td><td></td><td></td></tr><tr><td>4.</td><td>The system should maintain - employee data and details which includes (but is not limited to) following detailed employee Information: Employee Name, Employment Number, NHIF (National Hospital Insurance Fund) Number, PIN Number (Tax Number), NSSF (National Social Security Number) Number, National Identity Card Number, Age, Driving License, Labor Contracts, Passport Number, status, photograph, Assets/Company Property assigned, multiple employee addresses and contact details etc.</td><td></td><td></td></tr><tr><td>5.</td><td>The system should maintain detailed professional and educational information (experience with other companies, details of job assignments, transfer, training, performance appraisals, career planning information).</td><td></td><td></td></tr></table>				NO.	REQUIREMENT	Bidder Response	Compliant (Yes / No)	A	CORE HR			1.	Maintain an employee e-file with all correspondences, testimonials etc.			2.	Provide capability to Data mine and generate reports on all HR spheres such as, recruitment, payroll, performance, leave, benefits, learning & development etc;			3.	The system should have automatic number generation for new employees and applicants and retain existing employee numbers.			4.	The system should maintain - employee data and details which includes (but is not limited to) following detailed employee Information: Employee Name, Employment Number, NHIF (National Hospital Insurance Fund) Number, PIN Number (Tax Number), NSSF (National Social Security Number) Number, National Identity Card Number, Age, Driving License, Labor Contracts, Passport Number, status, photograph, Assets/Company Property assigned, multiple employee addresses and contact details etc.			5.	The system should maintain detailed professional and educational information (experience with other companies, details of job assignments, transfer, training, performance appraisals, career planning information).		
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	6.	Accept the details of unlimited number of dependents details (name, gender, date of birth, relationship, etc.).		
	7.	Ability to attach copies or any other relevant document.		
	8.	Monitor Employee Contract expiry dates / renewals and flag expired ones.		
	9.	The system to keep track of each employee's history right from hiring, grades, job assignment, probation/confirmation, transfer, promotions, salary/ benefits changes (including reasons/background), rewards, recognition, warning, grievances, disciplinary action, etc. till the employee leaves the Agency. (Including reasons for leaving in order to analyze turnover).		
	10.	The solution must allow for terminating the employee record at the conclusion of the employment period without deletion.		
	<b>B</b>	<b>EMPLOYEE SELF-SERVICE PORTAL</b>		
	1.	Allow employees to make requests such as; salary advance, update employee records, request for medical card, apply for leave, change bank account details etc;		
	2.	Allow employee to request for Learning and Development		
	<b>C</b>	<b>ORGANIZATIONAL STRUCTURE &amp; PLANNING</b>		
	1.	Capability to develop and maintain a live organization structure with hierarchies such as directorate, department, sections with approved staff establishment;		
	2.	The system should be able to identify vacancies when they arise		
	3.	The system shall provide the capability to store, review and update Job descriptions and specifications		
	<b>D</b>	<b>RECRUITMENT</b>		
	1.	Ability to accept online applications and summarize the same into report for easier evaluation		
	2.	Capability to effectively and efficiently conduct recruitment with ability to report on		

		progress and profile applications against a set criterion;		
	3.	Ability to generate correspondence to staff such as offer letter, contracts, acting appointments etc;		
	<b>E</b>	<b>PAYROLL REQUIREMENTS</b>		
	1.	Accurate computation of payroll information, including payables, taxation, other statutory deductions and checkoff;		
	2.	The system should be able to define the compensations elements, allowances, associated benefits, remunerations and other facilities based on employee grade.		
	3.	The system should support various deduction of loans and payments		
	4.	Provide payroll approval workflows		
	5.	The solution must produce pay slips, in an approved format; showing both deduction and cumulative balances		
	6.	Provide for generation of earnings and deduction reports		
	7.	Provides the facility to apply future commencement and completion dates for all allowances		
	8.	The system should interface with the GL and other applicable applications		
	9.	Allow running of multiple payrolls to reflect different group of employees or different payroll calendars.		
	10.	Ability to integrate to a clocking/biometric system		
	<b>F</b>	<b>LEAVE MANAGEMENT</b>		
	1.	Provide functionality to facilitate application for all leave types - Annual, maternity, paternity, sick, compassionate, study, unpaid etc.		
	2.	Provide leave approval workflows and ability to capture handover details		
	3.	Maintain leave balances and carry over leave days with ability to set the maximum carry over days		
	4.	Link leave application to the payroll module for leave allowance		



	<b>G</b>	<b>PERFORMANCE MANAGEMENT</b>		
	1.	Allow Line Managers and employees to set SMART objectives and track performance of the employee ensuring that employee performance and objectives are aligned to the overall corporate objectives		
	2.	Have functionality to enable 360 performance appraisal		
	3.	Support self-appraisal		
	4.	Have capability to define and amend KPI's associated with the SMART objectives defined and subjected to a workflow approval		
	5.	Enable calculations for the KPIs against predefined rules to arrive at the performance measurement		
	6.	Monitor and manage performance contract deliverables;		
	7.	Ability to receive periodic (e.g. monthly, quarterly) appraisal reviews/results from various departments online		
	8.	Ability to send employees / special groups performance appraisal report on the system		
	9.	Ability to track performance appraisal results over a period of time per employee, special group, department, etc.		
	10.	Support the associating of evidence to performance KPI's;		
	11.	Support performance data export to excel, MS word, pdf etc. per various grouping such as employee, department		
	12.	Support electronic signoffs between the appraised and appraiser and other relevant officials		
<b>6.4.0 Finance Module</b>				
<b>Finance Module Requirement Specifications</b>				
	<b>No.</b>	<b>Requirement</b>	<b>Bidder Response</b>	<b>Compliant (Yes / No)</b>
	1.	<b>Integrated Financial Systems:</b> GL and other Financial systems should be integrated. Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down, End-user		

		reporting, Data import/export etc. functionalities should be within the package.		
	2.	<b>Object linking</b> The package should enable linking of objects such as images, scanned images of documents, MS Word documents, MS Excel spreadsheets etc. to the screens and the reports. For example, a spreadsheet may be attached to a JV to support how the values of the JV were derived.		
	3.	<b>Report Writer</b> An end-user driven online report writer should be available within the package. Up to the moment data from the GL and the other financial systems should be available to the end-users for reporting purposes.		
	4.	The system should be able to analyze Financial information.		
	5.	The system should provide an online facility to maintain a centralized, flexible, company level Chart of Account.		
	6.	The structure, coding scheme and the maintenance will be controlled centrally. All sub-systems should make use of this Chart of Accounts.		
	7.	The Chart of Account should provide for an alpha-numeric, flexible account code structure with a user-defined number of segments and lengths per segment. Example: Account structure may consist of the segments Company, Account No., Profit Centre, Sub-Account Type and Code, Region, Location, etc. Examples: <ul style="list-style-type: none"> <li>- Sub-account may be mandatory for an account.</li> <li>- Only Profit Centers 101010, 101020 and 101030 are valid for account number – 10001000.</li> <li>- Profit Centres 101010, 101020 and 101030 are not valid for account number- 10002000.</li> </ul>		
	8.	It should be possible to add new account segments whenever required and to delete the segments that have never been in use and hence not required.		

	9.	System should have capability to classify accounts into assets, liability, equity, income, expense, etc.		
	10.	Maintain non-financial data along with account numbers and segments. Example: Description etc.		
	11.	Provide the capability to perform mass updates to the Chart of Accounts.		
	12.	Define Parent-Child relationship at multiple levels. The system should not allow posting to the parent account.		
	13.	Online facilities should be available to inquire/print the Chart of Account.		
	14.	An online facility should be provided to input, update, copy, balance and post the Journals. JV No. should be automatically generated by the system.		
	15.	Provide the capability to identify source documents or module references which are associated with the journal entry (e.g., Invoice No., Payment Voucher No., Telephone No. etc.) for reporting purposes.		
	16.	Maintain a reason code to indicate the purpose of the journal entry (e.g., general, reconciliation, late entry, amortization, etc.)		
	17.	Provide the capability to hold a JV, even if it is error free, for later recall by the user.		
	18.	Provide the capability to copy a JV (with or without reversing the signs).		
	19.	Restrict updates to account structure and amounts of a JV after posting.		
	20.	Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.		
	21.	Journals may be created by sub-systems (Accounts Receivable, Accounts Payable, Fixed Assets, Materials, Budgeting/forecasting etc.) These journals will be transferred to the General Ledger system directly or through interfaces, edited, validated and posted in the General Ledger system. The frequency of the interface will be established by the users. The interfaces should be automated.		

	22.	The system should be able to detect and prevent duplicate journals.		
	23.	The General Ledger and the subsystems should support an accrual method of accounting.		
	24.	The system should allow the user to post to the G/L from the sub-modules in detail or summary.		
	25.	Provide a daily transaction log of all postings made during the day. Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.		
	26.	<b>Auto Reversal Journal:</b> This is a journal that posts an accrual to an account. The reversal date is also input in the accrual Journal. The system automatically generates the reversal JV and posts it. Reversal need not be in the same fiscal year.		
	<b>A</b>	<b>Journals – Input/Processing Authorization</b>		
	1.	It should be possible to control the posting period both at the company level or user level.		
	2.	It should be possible to control the access to each function and level of access within each function e.g.		
	3.	Restrict access of a user to view JVs only or data entry only or post etc.		
	4.	Provide a workflow management feature to create/review/post online journals according to the journal type, amount etc.		
	5.	It should be possible to re-open an already closed year, post journals in that year and then re-close that year. Account balances should be automatically carried over to the subsequent years.		
	6.	The module should allow for multiple open periods.		
	7.	The system should keep minimum 7 (seven) years of data (General Ledger and the subsystems) online.		
	<b>B</b>	<b>Budget</b>		
	1.	User-friendly on-line budget preparation and input tools should be available.		

	2.	It should be possible to import Budget data from Excel sheets.		
	3.	Templates shall be provided to prepare and input budgets.		
	4.	Ability to Transfer budget between accounts within various sections.		
	5.	Ability to Restrict transfer of budget between two groups of account such as recurrent expenses budget and capital expenditure budgets.		
	6.	Ability to Restrict inputting/changing finalized budgets by way of password.		
	7.	Ability for Each department/function should be able to view its own actual budget, spending to date and expected expenditures for the rest of the period.		
	<b>C</b>	<b>Commitment Accounting &amp; Fund Checking</b>		
		<b>Commitment Accounting</b>		
	1.	Ability to automatically generate Purchase Requisition (PR) commitment journals when a PR is created/amended/cancelled. When a PR is converted into P.O., reverse PR commitment and increase the PO commitment. When the PO is closed or cancelled reverse the PO commitment.		
	2.	Ability to Provide a link to the Commitment journal and the Obligating document.		
	<b>D</b>	<b>Budget Balance Checking</b>		
	1.	Ability to Provide option to set up account codes to check funds.		
	2.	Ability to Allow funds to be reserved at different instances. Example: While creating/forwarding the Purchase Request for approval or while finally approving the Purchase Request		
	3.	Ability to Recheck for funds availability when changes are made to commitments.		
	4.	Ability to Provide inquiries based on budget, commitment and actual.		
	<b>E</b>	<b>Multi -Currency Management</b>		
	1.	<b>Currency Table:</b> The system should support multiple currencies. For this purpose, it should maintain a currency table that is common to GL and the sub-systems.		

	2.	<b>Exchange gain/loss:</b> The system should automatically generate Exchange gain/loss entries for Supplier/Customer transactions.		
	3.	<b>Foreign Currency Valuation:</b> System should be able to carry out foreign currency valuation of Foreign currency Balance sheet accounts.		
	<b>F</b>	<b>General Requirements</b>		
	1.	<b>Import of data:</b> It should be possible to import Journals, Chart of Account, General Ledger, Sub-ledgers, Budget etc. from text files or Excel sheets. All imported data should go through respective data validation.		
	2.	<b>Export of data:</b> Flexible data export capability based on user-defined selection criteria should be available to support decision support modules and reporting needs.		
	3.	<b>Bank Reconciliation:</b> The module should provide the bank reconciliation function (manual and electronic).		
	4.	<b>Cash Flow Management:</b> The module should provide the Cash Flow Management function.		
	5.	<b>Drill-down facility:</b> It should be possible to seamlessly drill down from the summary level to each subsequent hierarchy level below it, including the data from the sub-systems.		
	6.	<b>Audit Trails:</b> All data entry and changes to online JVs, interface JVs, Chart of Account etc. should be audit trailed with user name, date and time of entry/change etc. System generated recurring JVs, allocation JVs etc. also should be audit trailed. Online facility should be provided to review these Audit trails.		
	<b>G</b>	<b>Planning and Budgets Requirements</b>		
	1.	Ability to Support different methods of Budgeting such as: top down, bottom up		
	2.	Ability to Enter budget by GL code, period (e.g. monthly) , in summary or in detail		
	3.	Consolidate various budget sections/departments etc to a single master budget		
	4.	Ability to integrate the budgets to all relevant modules.		

	5.	Maintain budgets by: Account, sections, departments, stations etc.		
	6.	Ability to produce a starter set of data for new budget year and send to various departments through desktop integrators or spreadsheets through email. Actual to be downloaded from General ledger		
	7.	Ability to provide formula tools for calculating the budgets based on statistical / prior year figures		
	8.	Ability to Upload budget from spreadsheets.		
	9.	Ability to record and keep an original budget, budget changes, and a revised budget for each cost account at each level in the hierarchy		
	<b>H</b>	<b>Budgetary Controls</b>		
	1.	Maintain encumbrance Accounting (absolute) basis.		
	2.	Ability to stop processing the RFQ / PO / invoice when the commitment exceeds budget		
	3.	Ability to encumber the budgets at Purchase order / invoice level on absolute check .The commitment check to be made at detailed and top level of each expense account and to be passed if cleared at either level		
	4.	Support commitment accounting interlinked with Purchasing module		
	5.	Ability to reverse commitment once the concerned RFQ / PO are cancelled		
	6.	Verify that funds distributed do not exceed the amount of funds available for allocation or sub-allocation at each distribution level.		
	7.	Ability to amend / reallocate budgets at any time during the year with subject to management approval.		
	<b>I</b>	<b>Fund Checking &amp; Commitment Accounting</b>		
	1.	Absolute, advisory and no fund checking option to be possible for: - All commitment transactions - All actual transactions including direct journals		
	2.	Allow funds to be reserved at different instances. e.g.: While creating and forwarding the PR for approval or while finally approving the PR		

	3.	Recheck for funds availability when changes are made to commitments.		
	4.	Create commitment journals automatically when a PR or a PO is created, amended or cancelled		
	<b>J</b>	<b>Budget Reporting</b>		
	1.	An on-line query system with flexible options to show the budget (original, revised, encumbered, actual, statistical etc.) at top and detailed level of cost codes, the details filtered based on user privileges.		
	2.	Ability to produce reports on the same basis as above with variations / percentages / ratios and graphical presentations if needed		
	3.	Ability to produce reports on budget changes and transfers		
	4.	Ability to produce exception reports		
	5.	The ability to download and upload information		
	6.	To capture budgets for reporting at pre-defined times per year (PTD, QTD, YTD, etc.)		
	<b>K</b>	<b>Accounts Payable (AP) Requirements</b>		
	1.	<b>State of the art Technology:</b> Accounts Payable and the other Financial systems should be parts of an integrated Enterprise solution based on the state of the art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down		
	2.	Provide an online facility to maintain the vendor master.		
	3.	Main data to be kept for each vendor <ul style="list-style-type: none"> <li>- Vendor No. (alphanumeric, system generated or user assigned)</li> <li>- Legal name of a vendor, Other Name, Short name</li> <li>- Vendor category/type for reporting purposes</li> <li>- Remittance-to addresses (minimum 5 nos.) including phone no., contact name, fax no., email id.</li> <li>- Bank information (e.g., Bank code, Bank account number, etc.)</li> <li>- Vendor PIN Number</li> <li>- Vendor VAT Number</li> </ul>		



		<ul style="list-style-type: none"> <li>- Default payment currency</li> <li>- Status (active/inactive/on-hold etc.)</li> <li>- User defined data</li> </ul>		
	4.	<b>Prevention of duplicate Vendor Master records:</b> The system should not allow for duplicate vendors		
	5.	Maintain Vendor History (Invoices, payments etc.) online for the required no. of years. Minimum 7 (seven) years.		
	6.	Provide an online facility to register recurring payments with following data. <ul style="list-style-type: none"> <li>- Vendor no.</li> <li>- Invoice/Contract no.</li> <li>- Recurring payment amount</li> <li>- Accounting information</li> <li>- Begin and End payment date</li> <li>- Frequency of payment (Weekly, Monthly, Quarterly, Biannually, Annually etc.)</li> <li>- Recurring payment type</li> <li>- Business reason for the payment etc.</li> </ul>		
	7.	Provide an online data entry facility to register and maintain vendor invoices. Display default information obtained from vendor master such as Vendor name, Remit-to address, Payment terms, Payment due date, Payment mode, Payment grouping indicator, Payment currency, Bank information, Discount terms etc. that may be overridden by the user.		
	8.	Prohibit the entry of duplicate vendor invoices.		
	9.	Permit the user to specify multiple accounting entries per line item in order to facilitate the proper allocation of expenses across the organization.		
	10.	Require the entry of the employee number if the expense involves an employee (e.g. imprest, petty cash etc.)		
	11.	The Accounts Payable System should support entry, approval, and payment of advances to employees (Salary advances, Duty travel advances, Expense Reports etc.).		
	12.	The Accounts Payable system should integrate with Payroll module to ensure that		

		the employee number is valid and the employee is currently in service.		
	13.	Provide an alert to the employee responsible for processing the payment when the expense is scheduled for payment.		
	<b>L</b>	<b>Certification of Invoices for Payment</b>		
	1.	Validate invoices entered through a user defined approval hierarchy with amount limits and pass it for payment		
	2.	Provide invoice approval workflow module.		
	3.	Payment should not be cleared unless goods are accepted by the concerned department and electronic approval is provided.		
	4.	Accept payment, or reject it while seeking further clarifications for the rejected payments.		
	<b>M</b>	<b>Payment Features</b>		
	1.	Enable Partial payments of invoices and payments in installments and manage the balances.		
	2.	Consolidate multiple payments to a single payee.		
	3.	The system should support <ul style="list-style-type: none"> <li>- Part payment of invoices, Payment of invoices in installments</li> <li>- Recurring Payment as per contracts, Pre-paid Invoices</li> <li>- Petty cash payment</li> </ul>		
	4.	Allow defining multiple bank accounts (normally, depending on currency).		
	5.	Hold Payments <ul style="list-style-type: none"> <li>- Enable to hold Payments for a specific vendor/ specific invoice.</li> <li>- Automatically hold payment of invoices that do not match with PO.</li> <li>- Provide user definable hold types.</li> <li>- Hold removal should be based on password control.</li> </ul>		
	<b>N</b>	<b>Interface to General Ledger</b>		
	1.	Option to interface accounting entries to GL in detail or in summary.		
	2.	Should be able to post Expense accounting entries and Payment entries.		
	3.	Capability to pass accruals for invoices.		

	4.	Accounts Payable Sub-ledger should reconcile with GL at any point of time.		
	<b>O</b>	<b>General Requirements</b>		
	1.	Goods and services may be received as a single receipt or multiple receipts. An invoice may contain multiple Purchase Orders.		
	2.	Prevent duplicate payment and overpayment of invoices/Purchase-orders.		
	3.	Close the P.O. Automatically upon final matching of invoices.		
	4.	Fixed Assets should be automatically interfaced into the Fixed Assets System from Accounts Payable System.		
	<b>Accounts Receivable (AR) Requirements</b>			
	<b>No.</b>	<b>Requirement</b>	<b>Bidder Response</b>	<b>Compliant (Yes / No)</b>
	1.	<b>State of the art Technology:</b> Accounts Receivable and the other Financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-Down		
	2.	Main data to be kept for each customer. These includes: <ul style="list-style-type: none"> <li>- Customer Id. (alphanumeric, system generated or user assigned)</li> <li>- Legal name of the customer, Short name</li> <li>- Multiple addresses (Sold-to, Bill-to, Shipment-to, Statement-to etc.) names and addresses including phone no., contact name and designation, fax no., email id. Web address etc.</li> <li>- Customer category/type for reporting purposes (Internal/External, Local/Foreign, Private/Government etc.)</li> <li>- Default Currency</li> <li>- Default Payment/Credit/Discount terms (Payment days, Interest rates on overdue payments, Prepayments, Minimum charge etc.). Default standard customer terms</li> </ul>		

		may be overridden by the user. - Allow different Payment terms by the billing address. - Credit Rating and Limit - Method of payment		
	3.	Maintain a Customer Master for each company with the facility to identify common customers within the Corporation.		
	4.	Provide an online facility to maintain the Customer Master. Customer master may be interfaced from external applications to Accounts Receivable System.		
		<b>Customer Invoices</b>		
	5.	Provide for various types of invoices Every document type should have its own document sequence.		
	6.	The system should prevent inputting duplicate invoices.		
		<b>Receipts from Customers</b>		
	7.	Receipts from Customers may be interfaced from a feeder module. However, provide an online facility to input and maintain receipts.		
	8.	Provide facility to print Cash Receipt form (customer copy).		
	9.	Maintain collections history for every customer.		
		<b>Application of Receipts to Invoices</b>		
	1.	Enable to apply Credit Notes to invoices.		
		<b>Inquiries</b>		
	1.	Summary screen showing following details by customer. - Sales year to date - Last invoice date and amount - Last receipt date and amount - Outstanding invoice balance, ageing - Overdue invoice balance, ageing - Unapplied receipts It should be possible to drill-down these details to Invoices and Receipts level.		

	2.	Online inquiry of invoices/receipts by - Invoice No. - Customer No. - Customer Name - Cheque / Receipt No. - Invoice amount - Invoice date - Receipt amount - Receipt date		
	3.	Online inquiry of Period-to-date/Year-to-date invoices/Receipts/Voided-Receipts etc. by Customer or Customer-type		
	<b>Cash Management Requirements</b> The following requirement should be supported by the Cash Management module:			
	<b>No.</b>	<b>Requirement</b>	<b>Bidder Response</b>	<b>Compliant (Yes / No)</b>
	1.	The module should provide cash flows projections from the integrated modules		
	2.	Module should allow the recording of bank statements automatically or manually		
	3.	Users should be able to reconcile bank statements automatically or manually		
	4.	Users should be able to reconcile with payments and receipts in the payables and receivables programs and external modules		
	<b>Fixed Assets Requirements</b>			
	<b>No</b>	<b>Requirement</b>	<b>Bidder Response</b>	<b>Compliant (Yes / No)</b>
	1.	<b>State of the art Technology:</b> Fixed Assets and the other Financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down		
	2.	<b>Depreciation Setup and Processing:</b> Capitalized assets are setup within asset groups. Provide online facility to maintain depreciation method, depreciation schedule and the first year convention for the asset		

		groups. Support depreciation methods such as Straight line, Declining balance,		
	3.	For an asset, the system assigns the depreciation method and schedule that correspond to the group of the asset. However, these values may be overridden by the user.		
	4.	Allow the user to specify how depreciation should be applied. Depreciation can be applied to: <ul style="list-style-type: none"> <li>- Active (asset currently in use)</li> <li>- Inactive (asset currently not in use e.g., in storage)</li> <li>- All (All fixed assets, both active and inactive)</li> </ul>		
	5.	Allow the user to switch depreciation methods for a specific fixed asset or group of fixed assets during the life of the asset(s) (e.g., switch from an accelerated method to straight line in order to maximize depreciation).		
	6.	Prorate depreciation when changes occur.		
	7.	Compute depreciation as per the depreciation method and depreciation schedule specified for the asset. Post appropriate accounting entries in GL.		
	8.	Provide the ability to calculate the annualized and forecast depreciation expense.		
	9.	Allow comparison of different methods of depreciation for an asset.		
		<b>Fixed Assets Addition</b>		
	10.	Main data to be kept for each asset: <ul style="list-style-type: none"> <li>- Asset Serial No. (system generated as well as manually numbered)</li> <li>- Manufacturer, Model, Description</li> <li>- Asset bar code</li> <li>- Asset Type or Group, Account No.</li> <li>- Vendor, Invoice reference, P.O. reference, Acquisition Date</li> <li>- Commissioned date or Depreciation start date</li> <li>- Original cost, Multiple add-on costs, Salvage value, Useful life</li> <li>- Main and Sub category</li> <li>- Asset Status (active, inactive)</li> <li>- Location, Profit Centre</li> </ul>		

		- Component		
	11.	Provide an indicator to record assets that are received free of charge.		
		<b>Fixed Assets Disposal</b>		
	12.	Should support Asset disposal workflows. Assets may be disposed off at any point of time. There may be various types of disposals. Examples: - Donation - Sale - Write-off - Trade-in etc.		
	13.	The users will input all information necessary to record the disposal. - Type of disposal - Date of disposal (may be in past accounting period) - Reason for the disposal - Proceeds in the case of a sale or trade-in - Disposal quantity in case of super asset		
	14.	Enable mass disposals.		
		<b>Fixed Assets Transfer</b>		
	15.	Provide for various types of asset transfers. Examples: - Change of location (Inter-department, Inter-company etc.) - Change of commissioned date to retrospective/future date - Change of Asset account number - Upgrading or Value addition to the asset - Mass asset transfers from one account, project, location, or responsibility center to another. - Revaluation of assets (Change the basis of depreciation and net-book value) - Adjustment to the cost of the asset (e.g. capitalization of renovation cost)		
		<b>Reports</b>		
	1.	An asset register (showing net book value) as per user defined selection criteria and sorting order		
	2.	List of Fixed assets transactions (Asset additions, Asset changes, Asset disposals etc.)		

	3.	Gains/Losses report for all sales and trade-in disposal assets		
	4.	Asset depreciation register (detail and summary)		
		<b>KENTRADE IMPREST REQUEST MODULE</b>		
		The Bidder will be required to customize the ERP solution to provide Imprest functionalities and handle imprest items given below. There are various types of Imprest Requests i.e. International Travel, Local Travel, Office Standing Imprest and Other Imprest. All Imprest requests must get final approval from the Chief Executive officer. Line Items claimed for both local and internal travel as specific as detailed below.		
	1.	<b>Local Travel Items:</b>  Imprest items include the following: <ul style="list-style-type: none"> <li>- Subsistence Allowance (Per Diem)</li> <li>- Taxi Fare.</li> <li>Transport – Air, Rail and Bus</li> <li>- Breakfast/Lunch/Dinner.</li> <li>- Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)</li> </ul>		
	2.	<b>International Travel Items:</b> <ul style="list-style-type: none"> <li>- Subsistence Allowance (Per Diem).</li> <li>- Taxi Fare.</li> <li>- Transport – Air, Rail and Road</li> <li>- Warm Clothing Allowance – Once claimed on one travel, it can only be claimed again after 3 years.</li> <li>- Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)</li> </ul>		
	3.	<b>Office Standing Imprest</b> – Account selected from Chart of Accounts		
	4.	<b>Other Imprest</b> (This is purchase of any items needed. They might not be specific) Account selected from Chart of Accounts		
		<b><u>Process flows:</u></b>		



		<p><b><u>STEP 1: INTERNAL MEMO APPROVAL</u></b></p> <ul style="list-style-type: none"> <li>- An Internal Memo is raised for the Expenditure Request.</li> <li>- Requestor Sends approval to Supervisor. Approval is done as per Organization reporting hierarchy.</li> <li>- Finance checks the Internal Memo</li> <li>- Last and final approval is given by the CEO.</li> </ul>		
		<p><b><u>STEP 2: IMPREST APPROVAL</u></b></p> <ul style="list-style-type: none"> <li>- Once the Internal Memo gets final approval from the CEO, the requestor then raises an Imprest request as per the Memo.</li> <li>- The requestor sends the Imprest request for approval. The approval follows the organization reporting hierarchy approval.</li> <li>- Finance to Approve before CEO approval</li> <li>- Final approval is done by the CEO.</li> <li>- Notifications and Emails are sent to the respective employees</li> <li>- Notification is sent to Finance</li> <li>- Finance then processes the payment.</li> <li>- Funds are then disbursed to the requestor by Finance.</li> </ul>		
		<p><b><u>STEP 3: IMPREST SURRENDER</u></b></p> <ul style="list-style-type: none"> <li>- Surrender of International Travel, Local Travel, Office Standing Imprest and Other Imprest</li> <li>- There is a requirement that the Imprest is surrendered.</li> <li>- Surrender is more of a proof to confirm the requestor did travel on duty. The proof will be either be a receipt for e.g. an air ticket, bus ticket, train ticket or any other Receipts (Office Standing Imprest and Other Imprest)</li> <li>- This must be attached to the surrender. The line item surrendered in the Imprest is therefore TRANSPORT ONLY (For Local or/and International Travel), Office Standing Imprest and Other Imprest.</li> </ul>		

		<ul style="list-style-type: none"> <li>- Supervisor to approve Before Finance.</li> <li>- The surrender is then submitted to finance. Finance check the date of travel on the tickets. This is done by the Accounts Assistant and Management accountant.</li> <li>- Once the checks are done approval is sent to the Finance Manager.</li> <li>- Final approval of the surrender is done by the CEO.</li> </ul> <p><b>Process of surrendering less</b></p> <p>Surrender of amounts less than the advanced amount &gt;</p> <p>The Employee will surrender the fewer amounts the system will create a refund in receivables.</p> <p>The refund will generate a document in Internet Expense with the refund amount. This (Transaction) will create an Expense report in payables which will net off the remaining amount in payables.</p> <p>The concept in this scenario is that a credit will be done in Accounts receivables as a refund (Clearing account) and a DR of the Expense Report will be done in payables thus netting off.</p> <p>DR:</p> <p>Payables Expense report (Clearing account)</p> <p>CR:</p> <p>Accounts Receivable Refund (Clearing account)</p> <p><b><u>STEP 4 CLAIMS</u></b></p> <p>Claims will use the Claim responsibility</p> <p>Claims will be captured by individual users where the users either used his/her personal money or money that was not advanced during the Imprest process.</p> <p>Approval process</p> <p>User claims &gt;Supervisor Approves &gt; Finance Approves &gt; CEO Approves</p>			
		<p><b>Additions</b></p> <p>I. Cater for the Acting Positions</p>			

	<div>2. Cater for Notifications to End users once payment advice is done to bank (e.g. End user gets notification of money sent to bank etc.)</div> <div>4. After the 3 notifications the Imprest and/or Surrender, claim automatically escalates to next Approver (Supervisor)</div> <div>5. Approvals/Rejection should also be done via Email (Sometimes our Approvers or Supervisors are out of office).</div>																														
<div>6.5.0 Supply Chain Management</div> <div>Supply Chain Management Requirement Specifications</div> <table><tr><th>No.</th><th>Requirement</th><th>Bidder Response</th><th>Compliant (Yes / No)</th></tr><tr><td></td><td>General requirements</td><td></td><td></td></tr><tr><td>1.</td><td>Ability to initiate, approve and publish all procurement cycle processes for goods, services and works;</td><td></td><td></td></tr><tr><td>2.</td><td>The system shall support a wide variety of procurement agreements including Technical/Works, Goods/Services, Consulting Services, In-Licensing Agreements, etc.</td><td></td><td></td></tr><tr><td>3.</td><td>The system should provide a mechanism to enforce the business rules and functions required to execute the business.</td><td></td><td></td></tr><tr><td>4.</td><td>If the system is dependent on incoming data feeds, for a user to perform a task, and then the system must be able to accommodate such feeds.</td><td></td><td></td></tr><tr><td>5.</td><td>Must include sub modules / functionalities for:<div><div>- Procurement and disposal plans to be catered for</div><div>- User Requisitions</div><div>- Tendering / Request for Quotation processing</div><div>- Contract preparation</div><div>- Contract Administration</div><div>- Inventory management / Stores (support requisition of items from the store by departmental users)</div></div></td><td></td><td></td></tr></table>				No.	Requirement	Bidder Response	Compliant (Yes / No)		General requirements			1.	Ability to initiate, approve and publish all procurement cycle processes for goods, services and works;			2.	The system shall support a wide variety of procurement agreements including Technical/Works, Goods/Services, Consulting Services, In-Licensing Agreements, etc.			3.	The system should provide a mechanism to enforce the business rules and functions required to execute the business.			4.	If the system is dependent on incoming data feeds, for a user to perform a task, and then the system must be able to accommodate such feeds.			5.	Must include sub modules / functionalities for: <div><div>- Procurement and disposal plans to be catered for</div><div>- User Requisitions</div><div>- Tendering / Request for Quotation processing</div><div>- Contract preparation</div><div>- Contract Administration</div><div>- Inventory management / Stores (support requisition of items from the store by departmental users)</div></div>		
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	6.	Module must store and access all contracts (for all contract types, divisions, subsidiaries and affiliates) in a single database, or otherwise searchable with a single search query.		
		Must keep track of all these related documents, and all related agreements, with sub-folders or other structured hierarchy (e.g., original agreement and all amendments; master consulting agreement and all statements of work)		
		<b>Contract information</b>		
	1.	Execute contract processing such as: <ul style="list-style-type: none"> <li>- Maintain Contract</li> <li>- Change Contract with proper approvals</li> <li>- Maintain Contract Supplement</li> <li>- Create and send a Message for Contract</li> <li>- Release/approve contracts</li> </ul>		
		<b>Contract Management</b>		
	1.	The system should allow contracts to be automatically/manually created, based on contract 'types'.(i.e.-Advertising Revenue, Other Revenue, Purchasing Agreements, Lease Agreement, procurement/sales, general, single and multi-supplier etc.		
	2.	Easily capture, index, and manage contracts.		
	3.	Each contract should have a unique ID. This unique ID should exist for both manual and auto-created contracts.		
		<b>Contract Creation</b>		
	1.	Need to have the ability to create contracts using standard terms and clauses through reuse of templates configurable with individual company style guides		
	2.	Accelerate contract review and approval with scanning, workflows and digital signatures. Easily manage drafts and revisions to contracts		
	3.	Build mechanisms for pricing and service-level agreement flexibility into the contract.		
	4.	Attach supporting documents in any format, e.g. MS Word, Adobe PDF, and .rtf		

	5.	The Contract Management module should display the current status of the contract.		
	6.	Every revised contract must have a valid revision reason associated with it.		
		<b>Contract Admin and Maintenance</b>		
	1.	Provide capabilities that minimize cost, risk, delay and complexity in contract management.		
	2.	Proactively manage contract renewal. The system should inform all parties of expiring contracts way before expiry date as per configured time.		
	3.	Allow rapid documentation of finalized renewal of contract by coping existing contract and allowing for modification (content and dates) to previously established contract.		
	4.	Manage financial performance like price compliance, milestones, renewal and amendments.		
	5.	Need to have the ability to store and access all contracts in a single location. The system should provide searchable contracts archive that's accessible anywhere, anytime with ability to search on keywords		
	6.	Provide for permission based contract access and modification.		
		<b>System Integration</b>		
	1.	The Contract Management Module should support integration with other ERP modules including, Purchasing		
		<b>Auditing and Controls</b>		
	1.	The system should have the ability to Maintain audit trails of the contract lifecycle.		
		<b>Supplier Master Information- Supplier code</b>		
	2.	Allow Supplier code to be created as follows: <ul style="list-style-type: none"> <li>- Manual alphanumeric Supplier code</li> <li>- System generated alphanumeric supplier code</li> </ul>		
		<b>Centralized Supplier Information</b>		
	3.	Ability to create Supplier master centrally for the entire Organization. However, the		

		Suppliers should be grouped by business functions		
	4.	Supplier file can be shared by both Finance and Supply Chain Management departments with different authority levels.		
	5.	Ability to attach Company's internal banks to suppliers or supplier group from where the payment is made		
		<b>Duplication</b>		
	6.	System should avoid creation of duplicate suppliers. System should check for duplicate Suppliers		
		<b>Purchase Requisitions - Create Purchase Requisitions</b>		
	1.	Allow Online requisition entry and update		
	2.	Purchase Requisition (PR) Header should facilitate at least the following information: <ul style="list-style-type: none"> <li>- PR Number</li> <li>- PR Description</li> <li>- PR Type</li> <li>- Requester id &amp; Service</li> <li>- Total Value of PR in default currency</li> <li>- Remarks</li> <li>- PRs originated either manually or from PNR (Procurement Notification Report)</li> </ul>		
	3.	Purchase Requisition line facilitate at least following information: <ul style="list-style-type: none"> <li>- Item Code</li> <li>- Item Description if requesting non coded item / service</li> <li>- Unit of Measure</li> <li>- Currency for purchase</li> <li>- Estimated Price in both Local and foreign currency (if any)</li> <li>- Multiple delivery dates for the PR header and for each line item</li> <li>- Delivery instruction &amp; Address for delivery (allow delivery at multiple locations)</li> <li>- Suggested Supplier(s)</li> <li>- Contact person(s)</li> <li>- Justification for requisition</li> <li>- Note for approver</li> <li>- Note for buyer / purchasing agent</li> </ul>		

		<ul style="list-style-type: none"> <li>- Note for receiver</li> </ul> <p>Note to Payable clerk</p> <ul style="list-style-type: none"> <li>- General Notes</li> <li>- Multiple Charge Accounts / Cost Center</li> <li>- Tolerance limit for quantity receiving with proper authority approvals.</li> <li>- Tolerance limit for price when PR line is converted into PO/Contract with proper authority approvals.</li> <li>- System should provide the functionality of three-way matching Concept.</li> </ul>		
	4.	Linking Purchase/Service Requisitions to Budget and option of reserving budget at the time of creating PR or at its approval		
	5.	Have the capability to consolidate multiple purchase requisition from multiple departments in one PO/Contract per supplier		
	6.	User can check the budget online against different charge account mentioned on the lines of PR		
	7.	Ability to attach documents (e.g. Word, excel etc.) with the header and lines of purchasing documents (PR, RFQ, Quotes and PO/Contract)		
	8.	The purchasing document should be integrated with supplier module		
		<b>Validating Purchase Requisitions</b>		
	1.	Receive PRs electronically in a central admin Office		
	2.	Check PR for completeness of information and proper authorization, if incomplete, do not allow for further processing. Send PR electronically back to originator with reasons for doing so and indicating action required by originator		
	3.	Check items in PR against the Standardized list (list of approved suppliers) and categorize PR as not from the Standardized list		
	4.	Change status of PRs		
	5.	Allow Printing of PR		
	6.	Return PR requesting further Information		
	7.	Track time taken to process Purchase Requisitions in system		

	8.	Transfer the Purchase Requisition electronically to the concerned person through workflow as per authority level		
	9.	View supplier database		
	10.	Cancel all or part of PR at any time and record the reason for canceling it, this Should be done only with proper authority		
		<b>Purchase Orders Processing- Purchase order information</b>		
	1.	POs/Contracts are maintained on-line		
	2.	Different PO/Contract sequential numbering per purchase order type		
	3.	POs/Contracts can be printed (Original PO/Contract should be printed only once with the company stamp; the next print should say "Duplicate copy", or the like): <ul style="list-style-type: none"> <li>-On-line</li> <li>-Batch</li> <li>-Tracks Pos/Contracts for at least the following status:</li> <li>-Unapproved</li> <li>-Approved</li> <li>-Held</li> <li>-Released (in case of release order only)</li> <li>-Issued</li> <li>-Received</li> <li>-Closed</li> <li>-Canceled</li> </ul>		
	4.	Purchase Order Header facilitate following information: <ul style="list-style-type: none"> <li>- PO Number</li> <li>- PO Description</li> <li>- PO Type (call off order, maintenance &amp; repair, one-time purchase, and service contract)</li> <li>- Description</li> <li>- Buyer</li> <li>- Requester id</li> <li>- Supplier id</li> <li>- P.O. Date</li> <li>- Expiry Date</li> <li>- Extension Date</li> <li>- Total Value of the PO/Contract</li> </ul>		



	5.	Purchase order line facilitate following information: <ul style="list-style-type: none"> <li>- Item code</li> <li>- Item description</li> <li>- Quantity ordered</li> <li>- Price</li> <li>- Tax if applied</li> <li>- Total Value of the line item</li> <li>- Units of purchase</li> </ul>		
	6.	Ability to convert the PR budget reservation into commitment and adjusting any difference in PR and PO prices to budget		
	7.	Set authority levels to approve POs		
	8.	Automatically generate a PO serial number which satisfies the following: <ul style="list-style-type: none"> <li>· Includes the PR serial number</li> <li>· Denotes the section that has placed the order</li> </ul>		
		<b>Purchase Order History</b>		
	1.	System maintains a purchase order history		
	2.	Purchase order history file is maintained on-line		
		<b>Approval Hierarchies</b>		
	3.	System supports on-line approval processing for purchase orders and call off orders		
	4.	Ability to designate approval hierarchies to approve Purchase Requisitions, Purchase Orders and supplier Quotations on the following criteria: <ul style="list-style-type: none"> <li>- Amount limit</li> <li>- Item ranges</li> <li>- Types of purchases</li> </ul>		
	5.	Ability to send an electronic notification to approver to take action on the Purchasing document submitted for approval		
	6.	Ability to send an electronic notification on approval or rejection of purchasing document (PR, PO and Quotation) to initiator		
	7.	Ability to include a person more than one time in hierarchy if he is sharing more than one role (designation) in organization		
		<b>Goods Receiving information</b>		
	1.	Receiving information is maintained on-line with on-line validation		

	2.	Receiving Header facilitate at least following information <ul style="list-style-type: none"><li>- P.O. Number</li><li>- Buyer</li><li>- Requester id</li><li>- Date required</li><li>- Comments</li><li>- Receipt location</li><li>- Contract Number</li></ul>														
	3.	Receiving line facilitate at least following information <ul style="list-style-type: none"><li>- Quantity required</li><li>- Quantity delivered</li><li>- Price</li><li>- Units of issue/purchase</li><li>- Expiry date</li><li>- Item required date</li><li>- Delivery date</li><li>- Item description</li><li>- Comment lines</li><li>- Destination</li></ul>														
	4.	Receipt numbers can be automatically generated														
	5.	Receipt entry screen displays latest purchase order data														
	6.	Validates receipts on-line against: <ul style="list-style-type: none"><li>- An open purchase order line item</li><li>- A scheduled quantity</li><li>- A scheduled delivery date</li></ul>														
		<b>Goods Inspection and Acceptance Information</b>														
	1.	Specifications provided in the PR shall be available under the inspection information														
	2.	Provision to accept or reject the specification														
	<b>Sourcing Requirements</b>															
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1.	Ability to create ITQ / ITT by converting PR															

	2.	Create ITQ / ITT by selecting items from different PRs		
	3.	Annotate the PR as pending whilst requesting further information from the services at any stage prior to dispatch of ITQ / ITT		
	4.	Amend ITQ / ITT specification at any stage prior to the closing date		
	5.	Monitor closing date extensions		
	6.	Send ITQs / ITTs electronically to suppliers		
	7.	Send amendments to ITQ/ITT electronically		
	8.	Documentation for reason of selection/rejection can be included with the ITQ / ITT		
		<b>Quotations/Bids Received from Suppliers- Recording quotations</b>		
	1.	Ability to receive quotations electronically from suppliers		
	2.	Ability to open quotation electronically through an authorized committee		
	3.	Ability to accept quotations only from suppliers who purchased tender documents (in case of ITT)		
	4.	Ability to record date and time of receipt of supplier quotations		
	5.	Ability to record the user name of staff acknowledging receipt of quotation/ to be minimum of three unsealers		
	6.	Ability to register details (value, currency etc.) for all the supplier quotations received against each tender. Sometimes one supplier provides multiple quotations against the same tender.		
	7.	Record supplier's response to the tender (Offer, Regret, No Bid)		
	8.	Retrieve ITQ/ITT details by entering ITQ/ITT Reference		
	9.	Insert bids details in the ITQ/ITT specification pricing schedule.		
	10.	Create a record of suppliers who submitted their bids by retrieving supplier names from database		
	11.	Record details of samples received or any remarks		

		<b>Cost Comparison Worksheet - Compiling Cost Comparison Worksheet</b>		
	1.	System should automatically generate cost Comparison sheet for Quotations/bids received from different suppliers		
		<b>Bids Evaluation</b>		
	1.	Ability to conduct evaluation process via the system for the submitted bids, declaration of conflict of interest, scoring and moderation exercise and selection of the winning bidder		
	2.	Record when and to whom the item specification details were sent		
	3.	Input various technical assessment criteria in the form of points or percentages, where applicable.		
	4.	Generate, based on the technical assessment report and the cost comparison sheet, the best supplier(s)/item combination		
	5.	Select the best supplier(s)/item combination, and record the reason for choosing a specific supplier		
	6.	Maintain audit trail of supplier selection		
	7.	Ability to Analyze supplier's Quotations/ Tenders (Technically, Financially)		
	<b>Inventory Management Requirements</b>			
	<b>No.</b>	<b>Requirement</b>	<b>Bidder Response</b>	<b>Compliant (Yes / No)</b>
		<b>Maintain Inventory Item / Products</b>		
	1.	Ability to maintain alpha numeric Character Item / Product code		
	2.	Ability to break item / product code in individual segments		
	3.	Ability to identify alternate items for the item / product		
	4.	Ability to issue goods to the Department assets and/or to employees' custody		
		<b>Group inventory Item / Products</b>		
	5.	Ability to group the inventory Item / Products in user defined groups		
		<b>Maintain stock levels</b>		

	6.	System alerts on the Item / Products to be replenished / transferred for the Item / Products below the pre-defined minimum levels										
	7.	Ability to ensure the inventory at desired level, and as stock varies the insurance value should be adjusted										
		<b>Inventory costing -Define costing methods</b>										
	1.	Supports the following costing methods: - FIFO - Weighted Average - LIFO										
		<b>Inventory transfers- Transfer stock Item / Products</b>										
	1.	Ability to generate Stock transfer requests										
	2.	Ability to route requests for appropriate approvals										
		<b>Issue stock (other than sale transactions)</b>										
	3.	Issue Stock for internal Transfer										
	4.	Each user should be able to do their personal requisition, then the system consolidates per directorates for approval and issues channeled through one staff per division										
	5.	Ability to pick and dispatch Item / Products based on internal requests and track the following: - Internal request number - Requestor										
	6.	Issue stock on delivery order										
	7.	Ability to dispose surplus items										
	<b>6.6.0 Project Management Module Requirement Specifications</b>											
	<table><tr><th>No.</th><th>Requirement</th><th>Bidder Response</th><th>Compliant (Yes / No)</th></tr><tr><td>1.</td><td>Have functionality to Track project and programme inputs, activities, outputs, outcomes and impacts connected to the approved Results Frameworks and</td><td></td><td></td></tr></table>					No.	Requirement	Bidder Response	Compliant (Yes / No)	1.	Have functionality to Track project and programme inputs, activities, outputs, outcomes and impacts connected to the approved Results Frameworks and	
No.	Requirement	Bidder Response	Compliant (Yes / No)									
1.	Have functionality to Track project and programme inputs, activities, outputs, outcomes and impacts connected to the approved Results Frameworks and											

		monitoring plans, including an activity-based budget with budgetary control at activity level;		
	2.	Ability to Generate Gantt charts based on project outputs and activities;		
	3.	Support the preparation of Project Appraisal Reports (PAR) through collaboration;		
	4.	Ability to create and update assumptions, risks and mitigation measures and relate risks to either project activities outputs and outcomes;		
	5.	Provide capability to implement projects with complex relationships such as overlapping outcomes, outputs and activities;		
	6.	Support periodical customizable (Quarterly/Bi-annually) reports on Corporate, portfolio, Programme and Project performance with aspects such as budgets, results, procurement, risks etc.;		
	7.	Time sheets for project teams to capture actual activities done by PIT and for how long;		
	8.	We specifically need Burndown Chart and Dashboards to provide graphical representation of the remaining tasks or activities during a certain period.		
	9.	Provide an overview of the procurement pipeline at corporate, portfolio, programme and project level;		
	10.	Have the ability to assign projects tasks to members and monitor them		
	11.	Have the ability to capture project member's details (name, email phone etc.) and their roles (project manager, secretary, member etc.)		
	12.	Have the ability to assign projects roles to members other than the KenTrade team (projects with external stakeholders)		
<b>6.7.0 Internal Audit</b> <b>System Requirements for Audit</b>				

No.	Capability	Requirement	Bidder Response	Compliant (Yes / No)
1	Easy to Learn and Use	Tool must be intuitive and user friendly		
2	Visualization	i. Allow for a single presentation layer of reports, dashboards, BI portals, of all reports from Finance, HR and Procurement Modules. ii. Defined work flows for system processes of all modules. iii. <b>Audit Trails:</b> All data entry and changes to master files and transactions should be audit trailed with user name, date and time of entry/change etc.		
3	Information Data Model	i. Business rules and filters are already applied to the underlying data. It should be seamless to internal audit users. ii. Static and dynamic reports. iii. Exception reports, alerts etc. iv. Ability to run simple, complex and multiple queries. v. Provides for a central data store of financial, HR and Procurement Data. vi. Provides for preconfigured financial information data model. vii. Provides for capability to extract data from different ERP Modules in various formats. E.g.		

			Microsoft Excel spreadsheets, PDF		
	4	Analytic Applications/Processing	<ul style="list-style-type: none"> <li>i. User has the ability to define criteria of the data required.</li> <li>ii. Fast performance is required.</li> <li>iii. Interactive data analysis.</li> <li>iv. The ability to slice and dice data according to specific dimensions.</li> </ul>		
	5	Performance Dashboards	<ul style="list-style-type: none"> <li>i. Monitor key business metrics (KPIs) in Financial, Human Resource &amp; Supply Chain Management.</li> <li>ii. KPIs are presented in visual formats that highlight performance, trends, forecasts and alerts clearly and concisely.</li> <li>iii. Dashboard is integrated with underlying analytics applications to support drill-down to the details.</li> </ul>		
	6	Enable Scorecards	<ul style="list-style-type: none"> <li>i. Monitor a large number of metrics historically and with a strong focus on trends / targets.</li> <li>ii. The Agency is viewed from 4 perspectives: Financial e.g. Enhanced self-sufficiency and financial management. Business Processes E.g. Enhanced efficiency in service delivery, Improved Trade Networks. Learning and Growth e.g. training per employee, hours of training etc.</li> </ul>		



	7	Financial Reporting And Analysis	<ul style="list-style-type: none"> <li>i. Reporting on a daily basis on key business processes.</li> <li>ii. Perform Ad hoc reporting</li> <li>iii. Perform Variance analysis</li> <li>iv. Forecasting</li> <li>v. Follows international reporting standards such as IFRS</li> </ul>		
	8	Budgeting and Planning	<ul style="list-style-type: none"> <li>i. Ability to automate the budget process</li> <li>ii. Budgeting process should follow a configurable business process</li> <li>iii. Handle both bottom up and top down budgeting processes</li> <li>iv. Tight integration with Excel</li> <li>v. Create different planning scenarios</li> <li>vi. Roll department planning up to corporate level</li> <li>vii. Support real time planning and analysis</li> <li>viii. Enable Cross Functional Enterprise Planning</li> <li>ix. Facilitates dynamic forecasting</li> <li>x. Support Rolling period plans for continuous planning</li> <li>xi. Event-based planning incorporating internal and external events</li> </ul>		
<p><b>7.0 TECHNICAL APPROACH AND METHODOLOGY EVALUATION</b></p> <p><i><b>Please provide a technical approach &amp; methodology document to demonstrate how you will approach the Seven (7) tasks below.</b></i></p>					

No.	Criteria	Max. Score
<b>Task 1: User requirements review &amp; System implementation plan (20 points)</b>		
a.	Provide an appropriate approach for implementing the scope of work and Quality Assurance Framework including how prioritization and implementation will be done	5
b.	Provide an appropriate approach for establishing status and tracing implementation against the defined scope and QA Framework	2
c.	Provide a logically and realistically sequenced work plan on how you will undertake the tasks	5
d.	Provide a Team Leader for the proposed team for the assignment with clearly defined roles (Include an Organization Structure of the team)	2
e.	Demonstrate how stakeholders/system users in KenTrade will be engaged in each phase of the project	3
f.	Provide a sample of the system blueprint	1
g.	Provide an approach of how change requests (1. within the scope and 2. outside the scope) will be managed	2
<b>Task 2: Required Hosting Infrastructure (5)</b>		
a.	Provide the minimum hardware specifications required to run the system.	5
<b>Task 3: Current systems review (including Databases) &amp; data migration (5 points)</b>		
a.	Provide an appropriate approach for assessing KenTrade's existing systems including their respective Databases.	2
b.	Provide a sample data assessment report	1
c.	Provide an appropriate approach for data migration clearly outlining the steps to be taken.	2
<b>Task 4: User Training and Knowledge Transfer(15 points)</b>		
a.	Provide an appropriate approach/plan for training of all users.	3
b.	Provide an appropriate approach / plan for Knowledge transfer to KenTrade technical team to support and maintain the solution	10
c.	Provide appropriate sample tools for conducting all trainings (including self-training tools).	2
<b>Task 5: Software development / customization, testing, deployment and documentation (10 points)</b>		
a.	Provide a detailed and suitable methodology for undertaking the assignment.	2

	b.	Provide an appropriate approach for reporting and verifying the progress in System Development / Customization	1
	c.	Provide an appropriate approach for Testing and Debugging	2
	d.	Provide an appropriate approach for Releasing and Piloting Modules	2
	e.	Provide an appropriate strategy that guarantees business continuity during the transition period (to ensure minimal business disruptions).	1
	f.	Provide an appropriate system deployment strategy	2
	<b>Task 6: Support &amp; Maintenance (5 points)</b>		
	a.	Provide Support & Maintenance Plan that has an incident resolution mechanism and detail what services are included and excluded.	5
	<b>Task 7: Qualifications, Experience of the Proposed Team for the assignment &amp; Reference sites (40 points)</b>		
	a.	Provide a project manager who has a PMP or Prince2 certification	3
	b.	The Project Manager provided has undertaken/participated in at least 2 relevant and comparable assignments in the last 5 years.	4
	c.	Provide two business analysts	2
	d.	At least one Business Analyst has a CBAP or equivalent certification from an internationally recognized body	2
	e.	Both Business Analysts have undertaken/participated in at least 2 similar assignments in the last 5 years	2
	f.	Provide at least one System Architect	1
	g.	The proposed System Architect should have at least 5 years' experience in implementing similar types of assignments	1
	h.	Provide at least one tester with an internationally recognized certification in testing preferably ISTQB	2
	i.	The tester should have at least 3 years of relevant working experience	3
	j.	The tester should have worked on similar assignment in the last 3 years	2
	k.	Provide at least one (1) Database Expert with 5 years of relevant experience	1
	l.	The Database Expert should have an OCP or equivalent certification from an internationally recognized body	1
	m.	The Database Expert should have undertaken at least one similar assignment in the last 3 years	1
	n.	Provide at least one User Interface / Experience (UI/UX) expert	1
	o.	The proposed UI/UX expert has 5 years of relevant experience	2

	p.	The proposed UI/UX expert has undertaken at least one similar assignment in the last 3 years	2
	q.	Provide at least two (2) Developers who have 5 years of relevant working experience	2
	r.	All proposed Developers have undertaken at least one similar assignment in the last 3 years	2
	s.	At least one of the team members should be drawn from the disadvantaged group (Youth, Women or Persons with disabilities) (attach ID and/or NCPWD registration certificate)	2
	t.	Provide at least 2 reference Sites relevant to this project (include a brief of work done or services rendered, value of contracts, and contact person with reachable telephone number, Physical address and email). Proof of satisfactory completion and letters of reference for at least 2 sites	4
	<b>TOTAL</b>		<b>100</b>
	To proceed to financial evaluation, a bidder <b>MUST</b> score at least score 90% in the <b>Technical approach and methodology Evaluation section.</b>		
2.27.4	<b>8.3.0 Financial Evaluation Criteria</b>  The bidder with the lowest total financial cost for the three years shall be recommended for award of the tender provided that the bidder has met <b>ALL the Requirements at the Compliance Evaluation Criteria</b> and attained a <b>minimum score of 90</b> Marks under <b>Technical approach and methodology Evaluation section.</b>		

## **SECTION III GENERAL CONDITIONS OF CONTRACT**

<b>TABLE OF CONTENTS</b>	<b>Page</b>
3.1 Definitions	62
3.2 Application	62
3.3 Standards	62
3.4 Patent Rights	62
3.5 Performance security	62
3.6 Inspections and tests	63
3.7 Payment	64
3.8 Prices	64
3.9 Assignment	64
3.10 Termination for default	64
3.11 Termination for insolvency	64
3.12 Termination for convenience	65
3.13 Resolution of disputes	65
3.14 Governing language	65
3.15 Force majeure	65
3.16 Applicable law	65
3.17 Notices	65

## **SECTION III GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

### **3.2 Application**

These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

### **3.3 Standards**

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

### **3.5 Patent Right's**

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

### **3.6 Performance Security**

Within thirty (30) days of receipt of the notification of Contract award, the successful

tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) Cash.
  - b) A bank guarantee.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit.
- 3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

### **3.7 Inspections and Tests**

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.8 Payment**

3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

### **3.9 Prices**

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

### **3.10 Assignment**

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

### **3.10 Termination for Default**

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

### **3.12 Termination of insolvency**

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such



termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

### **3.13 Termination for convenience**

- 3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

### **3.14 Resolution of disputes**

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15 Governing Language**

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

### **3.16 Force Majeure**

The contractor shall not be liable ~~for~~ forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

### **3.17 Applicable Law.**

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

### **3.18 Notices**

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC. A notice shall be effective when delivered or on the notices effective date, whichever is later.

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Performance Security shall be 5% of the tender price
3.9	Prices shall be fixed for the first year of contract implementation
3.14	Disputes shall be resolved between the two parties through mechanisms provided under the Kenyan Law
3.17	Kenyan Law
3.18	Kenya Trade Network Agency, Embankment Plaza, 1 <sup>st</sup> Floor, P.O Box 36943-00200, NAIROBI. Email: procurement@kentrade.go.ke

## SECTION V – SCHEDULE OF REQUIREMENTS

This part will include any deliverables under the service contract

Number	Description	Quantity	Delivery Time
			Start _____ End _____

## SECTION VI – DESCRIPTION OF SERVICES

### 6.0. INTRODUCTION

KenTrade is seeking a qualified and competent service provider to provide and implement an On-premise Enterprise Resource Planning System and provide 24/7 support and maintenance for 3 years payable annually.

The solution shall be implemented at KenTrade HQs within a period of one year, while support and maintenance shall be for a three-year period, payable from the second year of implementation.

KenTrade currently has a staff base of seventy-eight (78) employees. The number is likely to grow by 20% in the near future. KenTrade's operations are headquartered in Nairobi and supported by other regional offices in Mombasa, Namanga, Kisumu, Busia, Malaba and Isebania. The ERP functional modules should cover the functions of the departments as described in the user requirements provided.

The total number of the required user access to the system is as follows: -

No	Function (Department)	No of Users
1.	CEO	2
2.	Head of Directorates	4
3.	Finance Department	4
4.	Supply Chain Management Department	3
5.	HR & Administration Department	12
6.	Marketing & Corporate Communications Department	6
7.	Information Technology & Infrastructure Department & Info Security	8
8.	Innovations & Solution Development Department	5
9.	Strategy and Compliance Department	4
10.	Projects Management Department	6
11.	Legal Department	3
12.	Internal Audit Department	2
13.	Trade Facilitation Department	6
14.	Customer Service & Contact Center	13
	Total	78

## 6.1 SCOPE OF WORK

The scope of work will include the following:

1. Requirements Assessment Review and Gap Analysis
  - Review and refine system requirements where necessary and to a limited extent.
2. Solution Design
  - Re-affirm the solution design, customize to inform the system design and architecture document;
  - Define the infrastructure requirements for the solution. (The hosting infrastructure will be provided by KenTrade. The bidder is only required to provide the minimum infrastructure hosting specifications required by the solution)
3. Supply and Implementation of the proposed solution with work flows including the following components:
  - a. Human Resource Module;
  - b. Finance Module;
  - c. Supply Chain Management Module;
  - d. Internal Audit support capabilities;
  - e. Project Management Capabilities;
  - f. Contract Management
  - g. Business intelligence analytics and dashboards.
  - h. All above integrated to an EDMS
  - i. Risk management module
4. Data migration and input / conversion
  - Assess current systems and data, develop and implement a data cleaning / conversion and migration plan (The volume of data that needs to be migrated is about 110 GB with an expected annual data growth of about 20GB)
5. Knowledge Transfer and Training:
  - Prepare a training plan and conduct training sessions for users, develop system training material, operations manual for end users and technical documents for ICT Staff for the solution (soft and hard copy);
  - Prepare and implement a Knowledge transfer plan to enable further customization, support and maintenance of the solution (level 2 and 3 support) by KenTrade staff leading to certification in the solution.
6. Acceptance testing and Commissioning,
  - Design, customize, test, pilot and deploy all modules of the proposed solution as per the approved assignment implementation plan ensuring it covers all requirements.
7. Provide Post Implementation Support and Quality Management.

The proposed solution must support KenTrade's end to end operations or provide viable and proven alternatives to integrate with other systems where needed. The proposed solution should be secure, scalable and customizable. The scope of services includes all the indispensable services to achieve the objectives described above, and the respondent should not execute the tasks less than the below detailed requirements which will form part of the bid evaluation.

## 6.2 EVALUATION CRITERIA

The evaluation will follow the following steps: -

- i. Step 1: Preliminary Evaluation- Compliance to Mandatory Tender Requirements
- ii. Step 2: General Technical Compliance Requirements and Module specific Requirement specifications)
- iii. Step 3: Technical Approach and Methodology Evaluation;
- iv. Step 4: Evaluation of the Financial Proposals.

### 6.2.1 Mandatory Compliance Requirements

Bidders are required to provide the following mandatory requirements: -

- i. Form of Tender duly filled and signed
- ii. Power of Attorney.
- iii. Statutory documents as follows:-
  - Registration certificate/ Certificate of incorporation
  - Valid Tax Compliance Certificate (TCC).
  - CR 12 certificate from the registrar of companies
  - Valid trade license.
- iv. Confidential Business questionnaire duly filled and signed
- v. Anti-corruption affidavit duly filled and signed
- vi. Audited financial accounts for the past three years.
- vii. Bidders **MUST** provide proof of being a partner with the solution provider or have Manufacturer Authorization certificate from the solution provider
- viii. Bound document **MUST** be sequentially serialized (paginated) on every page

**Bidders must comply / meet all requirements in section 6.2.1 (Mandatory Compliance Requirements) to proceed to section 6.2.2.**

### 6.2.2 GENERAL TECHNICAL COMPLIANCE REQUIREMENTS

This section has **General Technical Compliance Requirements** and **Module specific Requirement** specifications. Bidders **MUST** respond to **ALL** the requirements on a clause by clause basis **stating clearly** how their solution meets the requirements. Responses to

compliance to the specifications in any other way other than **clause by clause** will be treated as **NON-RESPONSIVE**. Responses such as “complied”, “possible to do”, “✓”, “meets” will be considered as **NON-RESPONSIVE** and will not be awarded any scores.

The bidder should clearly describe how their proposed solution will meet the following general requirements:

NO.	DESCRIPTION OF CRITERIA	Bidder Response	Compliant / Not Compliant (Yes / No)
<b>TECHNOLOGY REQUIREMENTS</b>			
1.	<b>Integrations</b> - Ability for seamless integrations with other systems including Email & an EDMS		
2.	<b>Ability to incorporate Emerging Technologies</b> - Cloud - Computing, Artificial Intelligence, Machine Learning, Block chain, Advanced Analytics		
3.	<b>Business Continuity:</b> - - Ability for data recovery in-line with the Agency’s Business continuity plan		
4.	<b>Security:</b> - - Ability to support use of security certificates and Single Sign on - It must be possible to protect historical data from unintentional deletion; - The system should be available 24 x 7, and data should be recoverable. (No data should ever be lost) - The System should ability to provide adequate audit trails that can be reviewed for information. These records shall be non – editable and be secured from unauthorized access; - The proposed solution should be accessible to users remotely and securely through the internet; - Prevent duplication of records		
5.	<b>Logical Access Management:</b> - - Segregation of duties - different user access levels/ system defined access matrices. - Access Controls- password management/password lifecycles. - User management processes- self service capabilities/ admin support modules/user list generation capabilities (for control checks).		

6.	<b>Support workflow management: -</b> <ul style="list-style-type: none"> <li>- Optimize business processes by ensuring automated work flows for all key processes and approvals;</li> </ul>		
7.	<b>Have Electronic Document Management functionalities: -</b> <ul style="list-style-type: none"> <li>- EDMS system to facilitate document collaboration, digital signatures, digital archiving, retrieval of physical records, and enterprise search capabilities.</li> </ul>		
8.	<b>Notification Capabilities:</b> <ul style="list-style-type: none"> <li>- System should have ability to send notifications including but not limited to email and SMS etc. These notifications should be user-definable (e.g. retirement dates, over-expenditure recoveries, etc.) data items.</li> </ul>		
9.	<b>System should be accessible on Mobile platforms &amp; web browsers:</b> <ul style="list-style-type: none"> <li>- Mobile Application: on major platforms such as IOS, Android, Windows;</li> </ul>		
10.	<b>Scalability and adaptability:</b> <ul style="list-style-type: none"> <li>- The system should easily be reconfigurable by KenTrade staff to respond to changes in business practices, policy directives, organization structure, statutes and regulations. As business requirements change, the system should be able to change to support the new requirements.</li> <li>- Vendor to hand over source code or application resources / documents and perform knowledge transfer to facilitate support and enhancement by KenTrade staff post contract period</li> </ul>		
<b>REPORTING CAPABILITIES</b>			
1.	<b>Usability</b> Reporting tool must be intuitive and user friendly		
2.	<b>Visualization</b> <ul style="list-style-type: none"> <li>- Provide intuitive presentations with ability to implement customizable dashboards, Analytics</li> <li>- Ability to export and import data in various file formats such as csv, xml, pdf, word etc.</li> </ul>		
3.	<b>Reports Model</b> <ul style="list-style-type: none"> <li>- Ability for Business rules and filters to be applied to the underlying data.</li> <li>- Provide standard / static, dynamic and ad hoc reporting capability for all modules.</li> <li>- Ability to run simple, complex and multiple reports based on queries.</li> </ul>		



	<ul style="list-style-type: none"> <li>- Provide capability to extract data from different Agency systems into ERP e.g. CRM.</li> <li>- Configured security access to secure data and also harmonize security roles of accessing the ERP.</li> <li>- Define security profile for user defined reports.</li> </ul>		
4.	<b>Capability to perform Analytics:</b> <ul style="list-style-type: none"> <li>- User has the ability to define criteria of the data required for the reports.</li> <li>- Fast performance is required.</li> <li>- Examples are customer analysis, productivity analysis, etc.</li> </ul>		
5.	<b>Ad-hoc reporting capability:</b> <ul style="list-style-type: none"> <li>- Ability to customize reports created by the entities with respect to their businesses, revenue streams, divisions etc.</li> <li>- Must have the ability to accept user defined values for report parameters, such as but not limited to dates, period, and transaction type.</li> <li>- Must have the ability to add user defined reports to a report menu structure as defined by the user.</li> </ul>		

### 6.3.0 HUMAN RESOURCE & ADMINISTRATION

#### 6.3.1 Human Resource Objectives

The Human Resource and Administration System objectives are:

- Integrate and track the lifecycle of various human resource and payroll management processes, including but not limited to recruitment, staffing requests, personnel transactions, new hires, promotions, pay changes, transfers, performance evaluations, training assessment, payroll and succession planning.
- Automate all aspects of workforce management to achieve drastic productivity gains and cost savings throughout the workforce, while ensuring that confidential data is maintained electronically and securely.
- Develop the skills and knowledge of KenTrade workforce, using a systematic method for assessing skills and competencies, and rewarding staff performance to meet the Agency's objectives.
- Adopt the latest automation methods based on best practices as well as comply with governmental legislation by using a rules-based and workflow defined system.

#### 6.3.2 Human Resource Requirements

NO.	REQUIREMENT	Bidder Response	Compliant / Not Compliant (Yes / No)
<b>A</b>	<b>CORE HR</b>		
1.	Maintain an employee e-file with all correspondences, testimonials etc;		
2.	Provide capability to Data mine and generate reports on all HR spheres such as, recruitment, payroll, performance, leave, benefits, learning & development etc;		
3.	The system should have automatic number generation for new employees and applicants and retain existing employee numbers.		
4.	The system should maintain - employee data and details which includes (but is not limited to) following detailed employee Information: Employee Name, Employment Number, NHIF (National Hospital Insurance Fund) Number, PIN Number (Tax Number), NSSF (National Social Security Number) Number, National Identity Card Number, Age, Driving License, Labor Contracts, Passport Number, status, photograph, Assets/Company Property assigned, multiple employee addresses and contact details etc.		
5.	The system should maintain detailed professional and educational information (experience with other companies, details of job assignments, transfer, training, performance appraisals, career planning information).		
6.	Accept the details of unlimited number of dependents details (name, gender, date of birth, relationship, etc.).		
7.	Ability to attach copies or any other relevant document.		
8.	Monitor Employee Contract expiry dates / renewals and flag expired ones.		
9.	The system to keep track of each employee's history right from hiring, grades, job assignment, probation/confirmation, transfer, promotions, salary/ benefits changes (including reasons/background), rewards, recognition, warning, grievances, disciplinary action, etc. till the employee leaves the Agency. (Including reasons for leaving in order to analyze turnover).		
10.	The solution must allow for terminating the employee record at the conclusion of the employment period without deletion.		
<b>B</b>	<b>EMPLOYEE SELF-SERVICE PORTAL</b>		
1.	Allow employees to make requests such as; salary advance, update employee records, request for medical card, apply for leave, change bank account details etc;		
2.	Allow employee to request for Learning and Development		

NO.	REQUIREMENT	Bidder Response	Compliant / Not Compliant (Yes / No)
<b>C</b>	<b>ORGANIZATIONAL STRUCTURE &amp; PLANNING</b>		
1.	Capability to develop and maintain a live organization structure with hierarchies such as directorate, department, sections with approved staff establishment;		
2.	The system should be able to identify vacancies when they arise		
3.	The system shall provide the capability to store, review and update Job descriptions and specifications		
<b>D</b>	<b>RECRUITMENT</b>		
1.	Ability to accept online applications and summarize the same into report for easier evaluation		
2.	Capability to effectively and efficiently conduct recruitment with ability to report on progress and profile applications against a set criterion;		
3.	Ability to generate correspondence to staff such as offer letter, contracts, acting appointments etc;		
<b>E</b>	<b>PAYROLL REQUIREMENTS</b>		
1.	Accurate computation of payroll information, including payables, taxation, other statutory deductions and checkoff;		
2.	The system should be able to define the compensations elements, allowances, associated benefits, remunerations and other facilities based on employee grade.		
3.	The system should support various deduction of loans and payments		
4.	Provide payroll approval workflows		
5.	The solution must produce pay slips, in an approved format; showing both deduction and cumulative balances		
6.	Provide for generation of earnings and deduction reports		
7.	Provides the facility to apply future commencement and completion dates for all allowances		
8.	The system should interface with the GL and other applicable applications		
9.	Allow running of multiple payroll to reflect different group of employees or different payroll calendars.		
10.	Ability to integrate to a clocking/biometric system		
<b>F</b>	<b>LEAVE MANAGEMENT</b>		
1.	Provide functionality to facilitate application for all leave types - Annual, maternity, paternity, sick, compassionate, study, unpaid etc		

NO.	REQUIREMENT	Bidder Response	Compliant / Not Compliant (Yes / No)
2.	Provide leave approval workflows and ability to capture handover details		
3.	Maintain leave balances and carry over leave days with ability to set the maximum carry over days		
4.	Link leave application to the payroll module for leave allowance		
<b>G</b>	<b>PERFORMANCE MANAGEMENT</b>		
1.	Allow Line Managers and employees to set SMART objectives and track performance of the employee ensuring that employee performance and objectives are aligned to the overall corporate objectives		
2.	Have functionality to enable 360 performance appraisal		
3.	Support self-appraisal		
4.	Have capability to define and amend KPI's associated with the SMART objectives defined and subjected to a workflow approval		
5.	Enable calculations for the KPIs against predefined rules to arrive at the performance measurement		
6.	Monitor and manage performance contract deliverables;		
7.	Ability to receive periodic (e.g. monthly, quarterly) appraisal reviews/results from various departments online		
8.	Ability to send employees / special groups performance appraisal report on the system		
9.	Ability to track performance appraisal results over a period of time per employee, special group, department, etc		
10.	Support the associating of evidence to performance KPI's;		
11.	Support performance data export to excel, MS word, pdf etc. per various grouping such as employee, department		
12.	Support electronic signoffs between the appraised and appraiser and other relevant officials		

#### 6.4.0 Finance Module

##### 6.4.0 Finance and Accounting System ERP Objectives:

The Finance and Accounting System objectives are:

- a) Develop and deliver financial reports that meet the Kenya government reporting requirements
- b) Elimination of redundant data entry

- c) Support flexible and enhanced chart of accounts that provides financial tracking for department, cost centers, product and service, as well as defined projects.
- d) Provide ability to forecast and track budget expenditure.
- e) Enable drilldown, audit trail, and workflow based processes and approvals.
- f) Integrate with revenue collection systems
- g) Integrate with two Banks

#### 6.4.1 Finance and Accounting System Scope

The scope of the Finance and Accounting system comprises of the following modules:

- a) General Ledger
- b) Budget Preparation and Control
- c) Banks and Cash Management
- d) Accounts Receivable (AR)
- e) Accounts Payable (AP)
- f) Fixed Assets
- g) Employee Imprest and Claims module as per the current ERP implementation

#### 6.4.2 Finance Module Requirement Specifications

No.	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
1.	<b>Integrated Financial Systems:</b> GL and other Financial systems should be integrated. Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down, End-user reporting, Data import/export etc. functionalities should be within the package.		
2.	<b>Object linking</b> The package should enable linking of objects such as images, scanned images of documents, MS Word documents, MS Excel spreadsheets etc. to the screens and the reports. For example, a spreadsheet may be attached to a JV to support how the values of the JV were derived.		
3.	<b>Report Writer</b> An end-user driven online report writer should be available within the package. Up to the moment data from the GL and the other financial systems should be available to the end-users for reporting purposes.		

4.	The system should be able to analyze Financial information.		
5.	The system should provide an online facility to maintain a centralized, flexible, company level Chart of Account.		
6.	The structure, coding scheme and the maintenance will be controlled centrally. All sub-systems should make use of this Chart of Accounts.		
7.	<p>The Chart of Account should provide for an alpha-numeric, flexible account code structure with a user-defined number of segments and lengths per segment. Example: Account structure may consist of the segments Company, Account No., Profit Centre, Sub-Account Type and Code, Region, Location, etc.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Sub-account may be mandatory for an account.</li> <li>- Only Profit Centers 101010, 101020 and 101030 are valid for account number – 10001000.</li> <li>- Profit Centres 101010, 101020 and 101030 are not valid for account number-10002000.</li> </ul>		
8.	It should be possible to add new account segments whenever required and to delete the segments that have never been in use and hence not required.		
9.	System should have capability to classify accounts into assets, liability, equity, income, expense, etc.		
10.	Maintain non-financial data along with account numbers and segments. Example: Description etc.		
11.	Provide the capability to perform mass updates to the Chart of Accounts.		
12.	Define Parent-Child relationship at multiple levels. The system should not allow posting to the parent account.		
13.	Online facilities should be available to inquire/print the Chart of Account.		
14.	An online facility should be provided to input, update, copy, balance and post the Journals. JV No. should be automatically generated by the system.		
15.	Provide the capability to identify source documents or module references which are associated with the journal entry (e.g., Invoice No., Payment Voucher No., Telephone No. etc.) for reporting purposes.		
16.	Maintain a reason code to indicate the purpose of the journal entry (e.g., general, reconciliation, late entry, amortization, etc.)		
17.	Provide the capability to hold a JV, even if it is error free, for later recall by the user.		
18.	Provide the capability to copy a JV (with or without reversing the signs).		

19.	Restrict updates to account structure and amounts of a JV after posting.		
20.	Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.		
21.	Journals may be created by sub-systems (Accounts Receivable, Accounts Payable, Fixed Assets, Materials, Budgeting/forecasting etc.) These journals will be transferred to the General Ledger system directly or through interfaces, edited, validated and posted in the General Ledger system. The frequency of the interface will be established by the users. The interfaces should be automated.		
22.	The system should be able to detect and prevent duplicate journals.		
23.	The General Ledger and the subsystems should support an accrual method of accounting.		
24.	The system should allow the user to post to the G/L from the sub-modules in detail or summary.		
25.	Provide a daily transaction log of all postings made during the day. Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.		
26.	<b>Auto Reversal Journal:</b> This is a journal that posts an accrual to an account. The reversal date is also input in the accrual Journal. The system automatically generates the reversal JV and posts it. Reversal need not be in the same fiscal year.		
<b>A</b>	<b>Journals – Input/Processing Authorization</b>		
1.	It should be possible to control the posting period both at the company level or user level.		
2.	It should be possible to control the access to each function and level of access within each function e.g.		
3.	Restrict access of a user to view JVs only or data entry only or post etc.		
4.	Provide a workflow management feature to create/review/post online journals according to the journal type, amount etc.		
5.	It should be possible to re-open an already closed year, post journals in that year and then re-close that year. Account balances should be automatically carried over to the subsequent years.		
6.	The module should allow for multiple open periods.		
7.	The system should keep minimum 7 (seven) years of data (General Ledger and the subsystems) online.		

<b>B</b>	<b>Budget</b>		
1.	User-friendly on-line budget preparation and input tools should be available.		
2.	It should be possible to import Budget data from Excel sheets.		
3.	Templates shall be provided to prepare and input budgets.		
4.	Ability to Transfer budget between accounts within various sections.		
5.	Ability to Restrict transfer of budget between two groups of account such as recurrent expenses budget and capital expenditure budgets.		
6.	Ability to Restrict inputting/changing finalized budgets by way of password.		
7.	Ability for Each department/function should be able to view its own actual budget, spending to date and expected expenditures for the rest of the period.		
<b>C</b>	<b>Commitment Accounting &amp; Fund Checking</b>		
	<b>Commitment Accounting</b>		
1.	Ability to automatically generate Purchase Requisition (PR) commitment journals when a PR is created/amended/cancelled. When a PR is converted into P.O., reverse PR commitment and increase the PO commitment. When the PO is closed or cancelled reverse the PO commitment.		
2.	Ability to Provide a link to the Commitment journal and the Obligating document.		
<b>D</b>	<b>Budget Balance Checking</b>		
1.	Ability to Provide option to set up account codes to check funds.		
2.	Ability to Allow funds to be reserved at different instances. Example: While creating/forwarding the Purchase Request for approval or while finally approving the Purchase Request		
3.	Ability to Recheck for funds availability when changes are made to commitments.		
4.	Ability to Provide inquiries based on budget, commitment and actual.		
<b>E</b>	<b>Multi -Currency Management</b>		
1.	<b>Currency Table:</b> The system should support multiple currencies. For this purpose, it should maintain a currency table that is common to GL and the sub-systems.		
2.	<b>Exchange gain/loss:</b> The system should automatically generate Exchange gain/loss entries for Supplier/Customer transactions.		



3.	<b>Foreign Currency Valuation:</b> System should be able to carry out foreign currency valuation of Foreign currency Balance sheet accounts.		
<b>F</b>	<b>General Requirements</b>		
1.	<b>Import of data:</b> It should be possible to import Journals, Chart of Account, General Ledger, Sub-ledgers, Budget etc. from text files or Excel sheets. All imported data should go through respective data validation.		
2.	<b>Export of data:</b> Flexible data export capability based on user-defined selection criteria should be available to support decision support modules and reporting needs.		
3.	<b>Bank Reconciliation:</b> The module should provide the bank reconciliation function (manual and electronic).		
4.	<b>Cash Flow Management:</b> The module should provide the Cash Flow Management function.		
5.	<b>Drill-down facility:</b> It should be possible to seamlessly drill down from the summary level to each subsequent hierarchy level below it, including the data from the sub-systems.		
6.	<b>Audit Trails:</b> All data entry and changes to online JVs, interface JVs, Chart of Account etc. should be audit trailed with user name, date and time of entry/change etc. System generated recurring JVs, allocation JVs etc. also should be audit trailed. Online facility should be provided to review these Audit trails.		
<b>G</b>	<b>Planning and Budgets Requirements</b>		
1.	Ability to Support different methods of Budgeting such as: top down, bottom up		
2.	Ability to Enter budget by GL code, period (e.g. monthly) , in summary or in detail		
3.	Consolidate various budget sections/departments etc to a single master budget		
4.	Ability to integrate the budgets to all relevant modules.		
5.	Maintain budgets by: Account, sections, departments, stations etc.		
6.	Ability to produce a starter set of data for new budget year and send to various departments through desktop integrators or spreadsheets through email. Actual to be downloaded from General ledger		
7.	Ability to provide formula tools for calculating the budgets based on statistical / prior year figures		
8.	Ability to Upload budget from spreadsheets.		

9.	Ability to record and keep an original budget, budget changes, and a revised budget for each cost account at each level in the hierarchy		
<b>H</b>	<b>Budgetary Controls</b>		
1.	Maintain encumbrance Accounting (absolute) basis.		
2.	Ability to stop processing the RFQ / PO / invoice when the commitment exceeds budget		
3.	Ability to encumber the budgets at Purchase order / invoice level on absolute check. The commitment check to be made at detailed and top level of each expense account and to be passed if cleared at either level		
4.	Support commitment accounting interlinked with Purchasing module		
5.	Ability to reverse commitment once the concerned RFQ / PO are cancelled		
6.	Verify that funds distributed do not exceed the amount of funds available for allocation or sub-allocation at each distribution level.		
7.	Ability to amend / reallocate budgets at any time during the year with subject to management approval.		
<b>I</b>	<b>Fund Checking &amp; Commitment Accounting</b>		
1.	Absolute, advisory and no fund checking option to be possible for: - All commitment transactions - All actual transactions including direct journals		
2.	Allow funds to be reserved at different instances. e.g.: While creating and forwarding the PR for approval or while finally approving the PR		
3.	Recheck for funds availability when changes are made to commitments.		
4.	Create commitment journals automatically when a PR or a PO is created, amended or cancelled		
<b>J</b>	<b>Budget Reporting</b>		
1.	An on-line query system with flexible options to show the budget (original, revised, encumbered, actual, statistical etc.) at top and detailed level of cost codes, the details filtered based on user privileges.		
2.	Ability to produce reports on the same basis as above with variations / percentages / ratios and graphical presentations if needed		
3.	Ability to produce reports on budget changes and transfers		
4.	Ability to produce exception reports		
5.	The ability to download and upload information		

6.	To capture budgets for reporting at pre-defined times per year (PTD, QTD, YTD, etc.)		
<b>K</b>	<b>Accounts Payable (AP) Requirements</b>		
1.	<b>State of the art Technology:</b> Accounts Payable and the other Financial systems should be parts of an integrated Enterprise solution based on the state of the art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down		
2.	Provide an online facility to maintain the vendor master.		
3.	<p>Main data to be kept for each vendor</p> <ul style="list-style-type: none"> <li>- Vendor No. (alphanumeric, system generated or user assigned)</li> <li>- Legal name of a vendor, Other Name, Short name</li> <li>- Vendor category/type for reporting purposes</li> <li>- Remittance-to addresses (minimum 5 nos.) including phone no., contact name, fax no., email id.</li> <li>- Bank information (e.g., Bank code, Bank account number, etc.)</li> <li>- Vendor PIN Number</li> <li>- Vendor VAT Number</li> <li>- Default payment currency</li> <li>- Status (active/inactive/on-hold etc.)</li> <li>- User defined data</li> </ul>		
4.	<b>Prevention of duplicate Vendor Master records:</b> The system should not allow for duplicate vendors		
5.	Maintain Vendor History (Invoices, payments etc.) online for the required no. of years. Minimum 7 (seven) years.		
6.	<p>Provide an online facility to register recurring payments with following data.</p> <ul style="list-style-type: none"> <li>- Vendor no.</li> <li>- Invoice/Contract no.</li> <li>- Recurring payment amount</li> <li>- Accounting information</li> <li>- Begin and End payment date</li> <li>- Frequency of payment (Weekly, Monthly, Quarterly, Biannually, Annually etc.)</li> <li>- Recurring payment type</li> <li>- Business reason for the payment etc.</li> </ul>		
7.	Provide an online data entry facility to register and maintain vendor invoices. Display default information obtained from vendor master such as Vendor name, Remit-to address, Payment terms, Payment due date, Payment mode, Payment grouping indicator, Payment currency, Bank information, Discount terms etc. that may be overridden by the user.		

8.	Prohibit the entry of duplicate vendor invoices.		
9.	Permit the user to specify multiple accounting entries per line item in order to facilitate the proper allocation of expenses across the organization.		
10.	Require the entry of the employee number if the expense involves an employee (e.g. imprest, petty cash etc.)		
11.	The Accounts Payable System should support entry, approval, and payment of advances to employees (Salary advances, Duty travel advances, Expense Reports etc.).		
12.	The Accounts Payable system should integrate with Payroll module to ensure that the employee number is valid and the employee is currently in service.		
13.	Provide an alert to the employee responsible for processing the payment when the expense is scheduled for payment.		
<b>L</b>	<b>Certification of Invoices for Payment</b>		
1.	Validate invoices entered through a user defined approval hierarchy with amount limits and pass it for payment		
2.	Provide invoice approval workflow module.		
3.	Payment should not be cleared unless goods are accepted by the concerned department and electronic approval is provided.		
4.	Accept payment, or reject it while seeking further clarifications for the rejected payments.		
<b>M</b>	<b>Payment Features</b>		
1.	Enable Partial payments of invoices and payments in installments and manage the balances.		
2.	Consolidate multiple payments to a single payee.		
3.	The system should support <ul style="list-style-type: none"> <li>- Part payment of invoices, Payment of invoices in installments</li> <li>- Recurring Payment as per contracts, Pre-paid Invoices</li> <li>- Petty cash payment</li> </ul>		
4.	Allow defining multiple bank accounts (normally, depending on currency).		
5.	Hold Payments <ul style="list-style-type: none"> <li>- Enable to hold Payments for a specific vendor/ specific invoice.</li> <li>- Automatically hold payment of invoices that do not match with PO.</li> <li>- Provide user definable hold types.</li> <li>- Hold removal should be based on password control.</li> </ul>		
<b>N</b>	<b>Interface to General Ledger</b>		
1.	Option to interface accounting entries to GL in detail or in summary.		

2.	Should be able to post Expense accounting entries and Payment entries.		
3.	Capability to pass accruals for invoices.		
4.	Accounts Payable Sub-ledger should reconcile with GL at any point of time.		
<b>O</b>	<b>General Requirements</b>		
1.	Goods and services may be received as a single receipt or multiple receipts. An invoice may contain multiple Purchase Orders.		
2.	Prevent duplicate payment and overpayment of invoices/Purchase-orders.		
3.	Close the P.O. Automatically upon final matching of invoices.		
4.	Fixed Assets should be automatically interfaced into the Fixed Assets System from Accounts Payable System.		

### Accounts Receivable (AR) Requirements

No.	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
1.	<b>State of the art Technology:</b> Accounts Receivable and the other Financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-Down		

2.	<p>Main data to be kept for each customer. These includes:</p> <ul style="list-style-type: none"> <li>- Customer Id. (alphanumeric, system generated or user assigned)</li> <li>- Legal name of the customer, Short name</li> <li>- Multiple addresses (Sold-to, Bill-to, Shipment-to, Statement-to etc.) names and addresses including phone no., contact name and designation, fax no., email id. Web address etc.</li> <li>- Customer category/type for reporting purposes (Internal/External, Local/Foreign, Private/Government etc.)</li> <li>- Default Currency</li> <li>- Default Payment/Credit/Discount terms (Payment days, Interest rates on overdue payments, Prepayments, Minimum charge etc.). Default standard customer terms may be overridden by the user.</li> <li>- Allow different Payment terms by the billing address.</li> <li>- Credit Rating and Limit</li> <li>- Method of payment</li> </ul>		
3.	Maintain a Customer Master for each company with the facility to identify common customers within the Corporation.		
4.	Provide an online facility to maintain the Customer Master. Customer master may be interfaced from external applications to Accounts Receivable System.		
<b>Customer Invoices</b>			
1.	Provide for various types of invoices Every document type should have its own document sequence.		
2.	The system should prevent inputting duplicate invoices.		
<b>Receipts from Customers</b>			
1.	Receipts from Customers may be interfaced from a feeder module. However, provide an online facility to input and maintain receipts.		
2.	Provide facility to print Cash Receipt form (customer copy).		
3.	Maintain collections history for every customer.		
<b>Application of Receipts to Invoices</b>			
1	Enable to apply Credit Notes to invoices.		
<b>Inquiries</b>			
1.	<p>Summary screen showing following details by customer.</p> <ul style="list-style-type: none"> <li>- Sales year to date</li> <li>- Last invoice date and amount</li> <li>- Last receipt date and amount</li> <li>- Outstanding invoice balance, ageing</li> <li>- Overdue invoice balance, ageing</li> </ul>		

	<ul style="list-style-type: none"> <li>- Unapplied receipts</li> </ul> It should be possible to drill-down these details to Invoices and Receipts level.		
2.	Online inquiry of invoices/receipts by <ul style="list-style-type: none"> <li>- Invoice No.</li> <li>- Customer No.</li> <li>- Customer Name</li> <li>- Cheque / Receipt No.</li> <li>- Invoice amount</li> <li>- Invoice date</li> <li>- Receipt amount</li> <li>- Receipt date</li> </ul>		
3.	Online inquiry of Period-to-date/Year-to-date invoices/Receipts/Voided-Receipts etc. by Customer or Customer-type		

### Cash Management Requirements

The following requirement should be supported by the Cash Management module:

No.	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
1.	The module should provide cash flows projections from the integrated modules		
2.	Module should allow the recording of bank statements automatically or manually		
3.	Users should be able to reconcile bank statements automatically or manually		
4.	Users should be able to reconcile with payments and receipts in the payables and receivables programs and external modules		

### Fixed Assets Requirements

No	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
1.	<b>State of the art Technology:</b> Fixed Assets and the other Financial systems should be parts of an integrated Enterprise solution based on the state of the art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down		

2.	<b>Depreciation Setup and Processing:</b> Capitalized assets are setup within asset groups. Provide online facility to maintain depreciation method, depreciation schedule and the first year convention for the asset groups. Support depreciation methods such as Straight line, Declining balance,		
3.	For an asset, the system assigns the depreciation method and schedule that correspond to the group of the asset. However, these values may be overridden by the user.		
4.	Allow the user to specify how depreciation should be applied. Depreciation can be applied to: <ul style="list-style-type: none"> <li>- Active (asset currently in use)</li> <li>- Inactive(asset currently not in use e.g., in storage)</li> <li>- All(All fixed assets, both active and inactive)</li> </ul>		
5.	Allow the user to switch depreciation methods for a specific fixed asset or group of fixed assets during the life of the asset(s) (e.g., switch from an accelerated method to straight line in order to maximize depreciation).		
6.	Prorate depreciation when changes occur.		
7.	Compute depreciation as per the depreciation method and depreciation schedule specified for the asset. Post appropriate accounting entries in GL.		
8.	Provide the ability to calculate the annualized and forecast depreciation expense.		
9.	Allow comparison of different methods of depreciation for an asset.		
<b>Fixed Assets Addition</b>			
1.	Main data to be kept for each asset: <ul style="list-style-type: none"> <li>- Asset Serial No. (system generated as well as manually numbered)</li> <li>- Manufacturer, Model, Description</li> <li>- Asset bar code</li> <li>- Asset Type or Group, Account No.</li> <li>- Vendor, Invoice reference, P.O. reference, Acquisition Date</li> <li>- Commissioned date or Depreciation start date</li> <li>- Original cost, Multiple add-on costs, Salvage value, Useful life</li> <li>- Main and Sub category</li> <li>- Asset Status (active, inactive)</li> <li>- Location, Profit Centre</li> <li>- Component</li> </ul>		
2.	Provide an indicator to record assets that are received free of charge.		
<b>Fixed Assets Disposal</b>			



1.	Should support Asset disposal workflows. Assets may be disposed off at any point of time. There may be various types of disposals. Examples: <ul style="list-style-type: none"> <li>- Donation</li> <li>- Sale</li> <li>- Write-off</li> <li>- Trade-in etc.</li> </ul>		
2.	The users will input all information necessary to record the disposal. <ul style="list-style-type: none"> <li>- Type of disposal</li> <li>- Date of disposal (may be in past accounting period)</li> <li>- Reason for the disposal</li> <li>- Proceeds in the case of a sale or trade-in</li> <li>- Disposal quantity in case of super asset</li> </ul>		
3.	Enable mass disposals.		
	<b>Fixed Assets Transfer</b>		
4.	Provide for various types of asset transfers. Examples: <ul style="list-style-type: none"> <li>- Change of location (Inter-department, Inter-company etc.)</li> <li>- Change of commissioned date to retrospective/future date</li> <li>- Change of Asset account number</li> <li>- Upgrading or Value addition to the asset</li> <li>- Mass asset transfers from one account, project, location, or responsibility center to another.</li> <li>- Revaluation of assets (Change the basis of depreciation and net-book value)</li> <li>- Adjustment to the cost of the asset (e.g. capitalization of renovation cost)</li> </ul>		
	<b>Reports</b>		
1.	An asset register (showing net book value) as per user defined selection criteria and sorting order		
2.	List of Fixed assets transactions (Asset additions, Asset changes, Asset disposals etc.)		
3.	Gains/Losses report for all sales and trade-in disposal assets		
4.	Asset depreciation register (detail and summary)		
	<b>KENTRADE IMPREST REQUEST MODULE</b>		
	The Bidder will be required to customize the ERP solution to provide Imprest functionalities and handle imprest items given below. There are various types of Imprest Requests i.e. International Travel, Local Travel, Office Standing Imprest and Other Imprest. All Imprest requests must get final approval from		

	the Chief Executive officer. Line Items claimed for both local and internal travel as specific as detailed below.		
	<b>1. Local Travel Items:</b> Imprest items include the following: <ul style="list-style-type: none"> <li>- Subsistence Allowance (Per Diem)</li> <li>- Taxi Fare.</li> <li>- Transport – Air, Rail and Bus</li> <li>- Breakfast/Lunch/Dinner.</li> <li>- Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)</li> </ul>		
	<b>2. International Travel Items:</b> <ul style="list-style-type: none"> <li>- Subsistence Allowance (Per Diem).</li> <li>- Taxi Fare.</li> <li>- Transport – Air, Rail and Road</li> <li>- Warm Clothing Allowance – Once claimed on one travel, it can only be claimed again after 3 years.</li> <li>- Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)</li> </ul>		
	<b>3. Office Standing Imprest</b> – Account selected from Chart of Accounts		
	<b>4. Other Imprest</b> (This is purchase of any items needed. They might not be specific) Account selected from Chart of Accounts		
	<b><u>Process flows:</u></b>		
	<b><u>STEP 1: INTERNAL MEMO APPROVAL</u></b> <ul style="list-style-type: none"> <li>- An Internal Memo is raised for the Expenditure Request.</li> <li>- Requestor Sends approval to Supervisor. Approval is done as per Organization reporting hierarchy.</li> <li>- Finance checks the Internal Memo</li> <li>- Last and final approval is given by the CEO.</li> </ul>		
	<b><u>STEP 2: IMPREST APPROVAL</u></b> <ul style="list-style-type: none"> <li>- Once the Internal Memo gets final approval from the CEO, the requestor then raises an Imprest request as per the Memo.</li> <li>- The requestor sends the Imprest request for approval. The approval follows the organization reporting hierarchy approval.</li> <li>- Finance to Approve before CEO approval</li> <li>- Final approval is done by the CEO.</li> </ul>		

	<ul style="list-style-type: none"> <li>- Notifications and Emails are sent to the respective employees</li> <li>- Notification is sent to Finance</li> <li>- Finance then processes the payment.</li> <li>- Funds are then disbursed to the requestor by Finance.</li> </ul>		
	<p><b><u>STEP 3: IMPREST SURRENDER</u></b></p> <ul style="list-style-type: none"> <li>- Surrender of International Travel, Local Travel, Office Standing Imprest and Other Imprest</li> <li>- There is a requirement that the Imprest is surrendered.</li> <li>- Surrender is more of a proof to confirm the requestor did travel on duty. The proof will be either be a receipt for e.g. an air ticket, bus ticket, train ticket or any other Receipts (Office Standing Imprest and Other Imprest)</li> <li>- This must be attached to the surrender. The line item surrendered in the Imprest is therefore TRANSPORT ONLY (For Local or/and International Travel), Office Standing Imprest and Other Imprest.</li> <li>- Supervisor to approve Before Finance.</li> <li>- The surrender is then submitted to finance. Finance check the date of travel on the tickets. This is done by the Accounts Assistant and Management accountant.</li> <li>- Once the checks are done approval is sent to the Finance Manager.</li> <li>- Final approval of the surrender is done by the CEO.</li> </ul> <p><b>Process of surrendering less</b></p> <p>Surrender of amounts less than the advanced amount &gt;</p> <p>The Employee will surrender the fewer amounts the system will create a refund in receivables.</p> <p>The refund will generate a document in Internet Expense with the refund amount. This (Transaction) will create an Expense report in payables which will net off the remaining amount in payables.</p> <p>The concept in this scenario is that a credit will be done in Accounts receivables as a refund (Clearing account) and a DR of the Expense Report will be done in payables thus netting off.</p> <p>DR: Payables Expense report (Clearing account)</p> <p>CR: Accounts Receivable Refund (Clearing account)</p> <p><b><u>STEP 4 CLAIMS</u></b></p> <p>Claims will use the Claim responsibility</p>		

	<p>Claims will be captured by individual users where the users either used his/her personal money or money that was not advanced during the Imprest process.</p> <p>Approval process</p> <p>User claims &gt;Supervisor Approves &gt; Finance Approves &gt; CEO Approves</p>		
	<p><b>Additions</b></p> <ol style="list-style-type: none"> <li>1. Cater for the Acting Positions</li> <li>2. Cater for Notifications to End users once payment advice is done to bank (e.g. End user gets notification of money sent to bank etc.)</li> <li>4. After the 3 notifications the Imprest and/or Surrender, claim automatically escalates to next Approver (Supervisor)</li> <li>5. Approvals/Rejection should also be done via Email (Sometimes our Approvers or Supervisors are out of office).</li> </ol>		

## 6.5.0 Supply Chain Management

### 6.5.0 Supply Chain Management System Objectives

The Supply Chain Management System objectives are:

- a. Standardize the purchasing processes throughout KenTrade departments.
- b. Drive touch-less purchasing and influence KenTrade's corporate procurement policy
- c. Increase saving opportunities
- d. Establish online link between the procurement, financial, budget control, and inventory through requisition, quoting, ordering and contract management. (Ensuring all approvers are adequately and rightly mapped).
- e. Track procurement contracts compliance
- f. Manage maintenance contract and maintenance vendor performance
- g. Integrate fixed assets management with the purchasing and financial information
- h. Monitor asset regular maintenance
- i. Efficient and effective disposal of assets

### 6.5.1 Scope

The scope of the Supply Chain Management system comprises of the following functionalities/modules:

- a) Purchasing Management

- b) Procurement Contracts Management
- c) Inventory Management; also including asset disposal, internal requisition through a self-service portal
- d) Online Request for Prequalification as a supplier
- e) Online submission of tenders , RFQs,
- f) Sourcing

## 6.5.2 Supply Chain Management Requirement Specifications

No.	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
	<b>General requirements</b>		
1.	Ability to initiate, approve and publish all procurement cycle processes for goods, services and works;		
2.	The system shall support a wide variety of procurement agreements including Technical/Works, Goods/Services, Consulting Services, In-Licensing Agreements, etc.		
3.	The system should provide a mechanism to enforce the business rules and functions required to execute the business.		
4.	If the system is dependent on incoming data feeds, for a user to perform a task, and then the system must be able to accommodate such feeds.		
5.	Must include sub modules / functionalities for: <ul style="list-style-type: none"> <li>- Procurement and disposal plans to be catered for</li> <li>- User Requisitions</li> <li>- Tendering / Request for Quotation processing</li> <li>- Contract preparation</li> <li>- Contract Administration</li> <li>- Inventory management / Stores (support requisition of items from the store by departmental users)</li> </ul>		
6.	Module must store and access all contracts (for all contract types, divisions, subsidiaries and affiliates) in a single database, or otherwise searchable with a single search query.		
	Must keep track of all these related documents, and all related agreements, with sub-folders or other structured hierarchy (e.g., original agreement and all amendments; master consulting agreement and all statements of work)		

	<b>Contract information</b>		
7.	Execute contract processing such as: <ul style="list-style-type: none"> <li>- Maintain Contract</li> <li>- Change Contract with proper approvals</li> <li>- Maintain Contract Supplement</li> <li>- Create and send a Message for Contract</li> <li>- Release/approve contracts</li> </ul>		
	<b>Contract Management</b>		
8.	The system should allow contracts to be automatically/manually created, based on contract 'types'.(i.e.-Advertising Revenue, Other Revenue, Purchasing Agreements, Lease Agreement, procurement/sales, general, single and multi-supplier etc.		
9.	Easily capture, index, and manage contracts.		
10.	Each contract should have a unique ID. This unique ID should exist for both manual and auto-created contracts.		
	<b>Contract Creation</b>		
1.	Need to have the ability to create contracts using standard terms and clauses through reuse of templates configurable with individual company style guides		
2.	Accelerate contract review and approval with scanning, workflows and digital signatures. Easily manage drafts and revisions to contracts		
3.	Build mechanisms for pricing and service-level agreement flexibility into the contract.		
4.	Attach supporting documents in any format, e.g. MS Word, Adobe PDF, and .rtf		
5.	The Contract Management module should display the current status of the contract.		
6.	Every revised contract must have a valid revision reason associated with it.		
	<b>Contract Admin and Maintenance</b>		
7.	Provide capabilities that minimize cost, risk, delay and complexity in contract management.		
8.	Proactively manage contract renewal. The system should inform all parties of expiring contracts way before expiry date as per configured time.		
9.	Allow rapid documentation of finalized renewal of contract by coping existing contract and allowing for modification (content and dates) to previously established contract.		
10.	Manage financial performance like price compliance, milestones, renewal and amendments.		
11.	Need to have the ability to store and access all contracts in a single location. The system should provide searchable		

	contracts archive that's accessible anywhere, anytime with ability to search on keywords		
12.	Provide for permission based contract access and modification.		
	<b>System Integration</b>		
13.	The Contract Management Module should support integration with other ERP modules including, Purchasing		
	<b>Auditing and Controls</b>		
14.	The system should have the ability to Maintain audit trails of the contract lifecycle.		
	<b>Supplier Master Information- Supplier code</b>		
15.	Allow Supplier code to be created as follows: <ul style="list-style-type: none"> <li>- Manual alphanumeric Supplier code</li> <li>- System generated alphanumeric supplier code</li> </ul>		
	<b>Centralized Supplier Information</b>		
16.	Ability to create Supplier master centrally for the entire Organization. However, the Suppliers should be grouped by business functions		
17.	Supplier file can be shared by both Finance and Supply Chain Management departments with different authority levels.		
18.	Ability to attach Company's internal banks to suppliers or supplier group from where the payment is made		
	<b>Duplication</b>		
19.	System should avoid creation of duplicate suppliers. System should check for duplicate Suppliers		
	<b>Purchase Requisitions - Create Purchase Requisitions</b>		
1.	Allow Online requisition entry and update		
2.	Purchase Requisition (PR) Header should facilitate at least the following information: <ul style="list-style-type: none"> <li>- PR Number</li> <li>- PR Description</li> <li>- PR Type</li> <li>- Requester id &amp; Service</li> <li>- Total Value of PR in default currency</li> <li>- Remarks</li> <li>- PRs originated either manually or from PNR (Procurement Notification Report)</li> </ul>		
3.	Purchase Requisition line facilitate at least following information: <ul style="list-style-type: none"> <li>- Item Code</li> <li>- Item Description if requesting non coded item / service</li> <li>- Unit of Measure</li> </ul>		

	<ul style="list-style-type: none"> <li>- Currency for purchase</li> <li>- Estimated Price in both Local and foreign currency (if any)</li> <li>- Multiple delivery dates for the PR header and for each line item</li> <li>- Delivery instruction &amp; Address for delivery (allow delivery at multiple locations)</li> <li>- Suggested Supplier(s)</li> <li>- Contact person(s)</li> <li>- Justification for requisition</li> <li>- Note for approver</li> <li>- Note for buyer / purchasing agent</li> <li>- Note for receiver</li> </ul> <p>Note to Payable clerk</p> <ul style="list-style-type: none"> <li>- General Notes</li> <li>- Multiple Charge Accounts / Cost Center</li> <li>- Tolerance limit for quantity receiving with proper authority approvals.</li> <li>- Tolerance limit for price when PR line is converted into PO/Contract with proper authority approvals.</li> <li>- System should provide the functionality of three-way matching Concept.</li> </ul>		
4.	Linking Purchase/Service Requisitions to Budget and option of reserving budget at the time of creating PR or at its approval		
5.	Have the capability to consolidate multiple purchase requisition from multiple departments in one PO/Contract per supplier		
6.	User can check the budget online against different charge account mentioned on the lines of PR		
7.	Ability to attach documents (e.g. Word, excel etc.) with the header and lines of purchasing documents (PR, RFQ, Quotes and PO/Contract)		
8.	The purchasing document should be integrated with supplier module		
<b>Validating Purchase Requisitions</b>			
1.	Receive PRs electronically in a central admin Office		
2.	Check PR for completeness of information and proper authorization, if incomplete, do not allow for further processing. Send PR electronically back to originator with reasons for doing so and indicating action required by originator		
3.	Check items in PR against the Standardized list (list of approved suppliers) and categorize PR as not from the Standardized list		



4.	Change status of PRs		
5.	Allow Printing of PR		
6.	Return PR requesting further Information		
7.	Track time taken to process Purchase Requisitions in system		
8.	Transfer the Purchase Requisition electronically to the concerned person through workflow as per authority level		
9.	View supplier database		
10.	Cancel all or part of PR at any time and record the reason for canceling it, this Should be done only with proper authority		
	<b>Purchase Orders Processing- Purchase order information</b>		
1.	POs/Contracts are maintained on-line		
2.	Different PO/Contract sequential numbering per purchase order type		
3.	POs/Contracts can be printed (Original PO/Contract should be printed only once with the company stamp; the next print should say "Duplicate copy", or the like): <ul style="list-style-type: none"> <li>-On-line</li> <li>-Batch</li> <li>-Tracks Pos/Contracts for at least the following status:</li> <li>-Unapproved</li> <li>-Approved</li> <li>-Held</li> <li>-Released (in case of release order only)</li> <li>-Issued</li> <li>-Received</li> <li>-Closed</li> <li>-Canceled</li> </ul>		
4.	Purchase Order Header facilitate following information: <ul style="list-style-type: none"> <li>- PO Number</li> <li>- PO Description</li> <li>- PO Type (call off order, maintenance &amp; repair, one-time purchase, and service contract)</li> <li>- Description</li> <li>- Buyer</li> <li>- Requester id</li> <li>- Supplier id</li> <li>- P.O. Date</li> <li>- Expiry Date</li> <li>- Extension Date</li> <li>- Total Value of the PO/Contract</li> </ul>		

5.	Purchase order line facilitate following information: <ul style="list-style-type: none"> <li>- Item code</li> <li>- Item description</li> <li>- Quantity ordered</li> <li>- Price</li> <li>- Tax if applied</li> <li>- Total Value of the line item</li> <li>- Units of purchase</li> </ul>		
6.	Ability to convert the PR budget reservation into commitment and adjusting any difference in PR and PO prices to budget		
7.	Set authority levels to approve POs		
8.	Automatically generate a PO serial number which satisfies the following: <ul style="list-style-type: none"> <li>· Includes the PR serial number</li> <li>· Denotes the section that has placed the order</li> </ul>		
	<b>Purchase Order History</b>		
1.	System maintains a purchase order history		
2.	Purchase order history file is maintained on-line		
	<b>Approval Hierarchies</b>		
1.	System supports on-line approval processing for purchase orders and call off orders		
2.	Ability to designate approval hierarchies to approve Purchase Requisitions, Purchase Orders and supplier Quotations on the following criteria: <ul style="list-style-type: none"> <li>- Amount limit</li> <li>- Item ranges</li> <li>- Types of purchases</li> </ul>		
3.	Ability to send an electronic notification to approver to take action on the Purchasing document submitted for approval		
4.	Ability to send an electronic notification on approval or rejection of purchasing document (PR, PO and Quotation) to initiator		
5.	Ability to include a person more than one time in hierarchy if he is sharing more than one role (designation) in organization		
	<b>Goods Receiving information</b>		
6.	Receiving information is maintained on-line with on-line validation		
7.	Receiving Header facilitate at least following information <ul style="list-style-type: none"> <li>- P.O. Number</li> <li>- Buyer</li> <li>- Requester id</li> <li>- Date required</li> <li>- Comments</li> </ul>		

	<ul style="list-style-type: none"> <li>- Receipt location</li> <li>- Contract Number</li> </ul>		
8.	Receiving line facilitate at least following information <ul style="list-style-type: none"> <li>- Quantity required</li> <li>- Quantity delivered</li> <li>- Price</li> <li>- Units of issue/purchase</li> <li>- Expiry date</li> <li>- Item required date</li> <li>- Delivery date</li> <li>- Item description</li> <li>- Comment lines</li> <li>- Destination</li> </ul>		
9.	Receipt numbers can be automatically generated		
10.	Receipt entry screen displays latest purchase order data		
11.	Validates receipts on-line against: <ul style="list-style-type: none"> <li>- An open purchase order line item</li> <li>- A scheduled quantity</li> <li>- A scheduled delivery date</li> </ul>		
	<b>Goods Inspection and Acceptance Information</b>		
12.	Specifications provided in the PR shall be available under the inspection information		
13.	Provision to accept or reject the specification		

## Sourcing Requirements

No.	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
	<b>Invitation to Quote (ITQ) / Invitation to Tender (ITT)- Create ITT / ITQ (Herein after referred as Bids)</b>		
1.	Ability to create ITQ / ITT by converting PR		
2.	Create ITQ / ITT by selecting items from different PRs		
3.	Annotate the PR as pending whilst requesting further information from the services at any stage prior to dispatch of ITQ / ITT		
4.	Amend ITQ / ITT specification at any stage prior to the closing date		
5.	Monitor closing date extensions		
6.	Send ITQs / ITTs electronically to suppliers		
7.	Send amendments to ITQ/ITT electronically		

8.	Documentation for reason of selection/rejection can be included with the ITQ / ITT		
	<b>Quotations/Bids Received from Suppliers-Recording quotations</b>		
1.	Ability to receive quotations electronically from suppliers		
2.	Ability to open quotation electronically through an authorized committee		
3.	Ability to accept quotations only from suppliers who purchased tender documents (in case of ITT)		
4.	Ability to record date and time of receipt of supplier quotations		
5.	Ability to record the user name of staff acknowledging receipt of quotation/ to be minimum of three unsealers		
6.	Ability to register details (value, currency etc.) for all the supplier quotations received against each tender. Sometimes one supplier provides multiple quotations against the same tender.		
7.	Record supplier's response to the tender (Offer, Regret, No Bid)		
8.	Retrieve ITQ/ITT details by entering ITQ/ITT Reference		
9.	Insert bids details in the ITQ/ITT specification pricing schedule.		
10.	Create a record of suppliers who submitted their bids by retrieving supplier names from database		
11.	Record details of samples received or any remarks		
	<b>Cost Comparison Worksheet - Compiling Cost Comparison Worksheet</b>		
12.	System should automatically generate cost Comparison sheet for Quotations/bids received from different suppliers		
	<b>Bids Evaluation</b>		
1.	Ability to conduct evaluation process via the system for the submitted bids, declaration of conflict of interest, scoring and moderation exercise and selection of the winning bidder		
2.	Record when and to whom the item specification details were sent		
3.	Input various technical assessment criteria in the form of points or percentages, where applicable.		
4.	Generate, based on the technical assessment report and the cost comparison sheet, the best supplier(s)/item combination		
5.	Select the best supplier(s)/item combination, and record the reason for choosing a specific supplier		
6.	Maintain audit trail of supplier selection		
7.	Ability to Analyze supplier's Quotations/ Tenders (Technically, Financially)		

## Inventory Management Requirements

No.	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
	<b>Maintain Inventory Item / Products</b>		
1.	Ability to maintain alpha numeric Character Item / Product code		
2.	Ability to break item / product code in individual segments		
3.	Ability to identify alternate items for the item / product		
4.	Ability to issue goods to the Department assets and/or to employees' custody		
	<b>Group inventory Item / Products</b>		
5.	Ability to group the inventory Item / Products in user defined groups		
	<b>Maintain stock levels</b>		
6.	System alerts on the Item / Products to be replenished / transferred for the Item / Products below the pre-defined minimum levels		
7.	Ability to ensure the inventory at desired level, and as stock varies the insurance value should be adjusted		
	<b>Inventory costing -Define costing methods</b>		
8.	Supports the following costing methods: <ul style="list-style-type: none"> <li>- FIFO</li> <li>- Weighted Average</li> <li>- LIFO</li> </ul>		
	<b>Inventory transfers- Transfer stock Item / Products</b>		
9.	Ability to generate Stock transfer requests		
10.	Ability to route requests for appropriate approvals		
	<b>Issue stock (other than sale transactions)</b>		
11.	Issue Stock for internal Transfer		
12.	Each user should be able to do their personal requisition, then the system consolidates per directorates for approval and issues channeled through one staff per division		
13.	Ability to pick and dispatch Item / Products based on internal requests and track the following: <ul style="list-style-type: none"> <li>- Internal request number</li> <li>- Requestor</li> </ul>		
14.	Issue stock on delivery order		
15.	Ability to dispose surplus items		

### 6.6.0 Project Management Module Requirement Specifications

No.	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
1.	Have functionality to Track project and programme inputs, activities, outputs, outcomes and impacts connected to the approved Results Frameworks and monitoring plans, including an activity-based budget with budgetary control at activity level;		
2.	Ability to Generate Gantt charts based on project outputs and activities;		
3.	Support the preparation of Project Appraisal Reports (PAR) through collaboration;		
4.	Ability to create and update assumptions, risks and mitigation measures and relate risks to either project activities outputs and outcomes;		
5.	Provide capability to implement projects with complex relationships such as overlapping outcomes, outputs and activities;		
6.	Support periodical customizable (Quarterly/Bi-annually) reports on Corporate, portfolio, Programme and Project performance with aspects such as budgets, results, procurement, risks etc.;		
7.	Time sheets for project teams to capture actual activities done by PIT and for how long;		
8.	We specifically need Burndown Chart and Dashboards to provide graphical representation of the remaining tasks or activities during a certain period.		
9.	Provide an overview of the procurement pipeline at corporate, portfolio, programme and project level;		
10.	Have the ability to assign projects tasks to members and monitor them		
11.	Have the ability to capture project member's details (name, email phone etc.) and their roles (project manager, secretary, member etc.)		
12.	Have the ability to assign projects roles to members other than the KenTrade team (projects with external stakeholders)		

#### 6.6.0 Internal Audit

##### 6.6.1 Internal Audit Objectives

The ERP system should:

- a) Improve visibility of auditable processes through integration, analyzing and reporting on information from all automated business functions.
- b) Increase information capabilities to support enhanced decision-making process and highlight business trends
- c) Replace the current manual audit operations with automated and integrated business solutions using a centralized approach
- d) Enable drilldown, audit trail, and workflow-based processes and approvals.
- e) Enhance enterprise audit consolidation processes for reports

### 6.6.2 System Requirements for Audit

No.	Capability	Requirement	Bidder Response	Compliant / Not Compliant (Yes / No)
1.	Easy to Learn and Use	Tool must be intuitive and user friendly		
2.	Visualization	<ul style="list-style-type: none"> <li>iv. Allow for a single presentation layer of reports, dashboards, BI portals, of all reports from Finance, HR and Procurement Modules.</li> <li>v. Defined work flows for system processes of all modules.</li> <li>vi. <b>Audit Trails:</b> All data entry and changes to master files and transactions should be audit trailed with user name, date and time of entry/change etc.</li> </ul>		
3.	Information Data Model	<ul style="list-style-type: none"> <li>viii. Business rules and filters are already applied to the underlying data. It should be seamless to internal audit users.</li> <li>ix. Static and dynamic reports.</li> <li>x. Exception reports, alerts etc.</li> <li>xi. Ability to run simple, complex and multiple queries.</li> <li>xii. Provides for a central data store of financial, HR and Procurement Data.</li> <li>xiii. Provides for preconfigured financial information data model.</li> </ul>		

		xiv. Provides for capability to extract data from different ERP Modules in various formats. E.g. Microsoft Excel spreadsheets, PDF		
4.	Analytic Applications/ Processing	v. User has the ability to define criteria of the data required. vi. Fast performance is required. vii. Interactive data analysis. viii. The ability to slice and dice data according to specific dimensions.		
5.	Performance Dashboards	iv. Monitor key business metrics (KPIs) in Financial, Human Resource & Supply Chain Management. v. KPIs are presented in visual formats that highlight performance, trends, forecasts and alerts clearly and concisely. vi. Dashboard is integrated with underlying analytics applications to support drill-down to the details.		
6.	Enable Scorecards	iii. Monitor a large number of metrics historically and with a strong focus on trends / targets. iv. The Agency is viewed from 4 perspectives: Financial e.g. Enhanced self-sufficiency and financial management. Business Processes E.g. Enhanced efficiency in service delivery, Improved Trade Networks. Learning and Growth e.g. training per employee, hours of training etc.		
7.	Financial Reporting And Analysis	vi. Reporting on a daily basis on key business processes. vii. Perform Ad hoc reporting viii. Perform Variance analysis ix. Forecasting x. Follows international reporting standards such as IFRS		
8.	Budgeting and Planning	xii. Ability to automate the budget process xiii. Budgeting process should follow a configurable business process xiv. Handle both bottom up and top down budgeting processes xv. Tight integration with Excel xvi. Create different planning scenarios		



		xvii. Roll department planning up to corporate level xviii. Support real time planning and analysis xix. Enable Cross Functional Enterprise Planning xx. Facilitates dynamic forecasting xxi. Support Rolling period plans for continuous planning xxii. Event-based planning incorporating internal and external events		
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## 7 TECHNICAL APPROACH AND METHODOLOGY EVALUATION

No.	Criteria	Max. Score
<b>Please provide a technical approach &amp; methodology document to demonstrate how you will approach the Seven (7) tasks below.</b>		
<b>Task 1: User requirements review &amp; System implementation plan (20 points)</b>		
a.	Provide an appropriate approach for implementing the scope of work and Quality Assurance Framework including how prioritization and implementation will be done	5
b.	Provide an appropriate approach for establishing status and tracing implementation against the defined scope and QA Framework	2
c.	Provide a logically and realistically sequenced work plan on how you will undertake the tasks	5
d.	Provide a Team Leader for the proposed team for the assignment with clearly defined roles (Include an Organization Structure of the team)	2
e.	Demonstrate how stakeholders/system users in KenTrade will be engaged in each phase of the project	3
f.	Provide a sample of the system blueprint	1
g.	Provide an approach of how change requests (1. within the scope and 2. outside the scope) will be managed	2
<b>Task 2: Required Hosting Infrastructure (5)</b>		
a.	Provide the minimum hardware specifications required to run the system.	5
<b>Task 3: Current systems review (including Databases) &amp; data migration (5 points)</b>		
a.	Provide an appropriate approach for assessing KenTrade's existing systems including their respective Databases.	2
b.	Provide a sample data assessment report	1

c.	Provide an appropriate approach for data migration clearly outlining the steps to be taken.	2
<b>Task 4: User Training and Knowledge Transfer(15 points)</b>		
a.	Provide an appropriate approach/plan for training of all users.	3
b.	Provide an appropriate approach / plan for Knowledge transfer to KenTrade technical team to support and maintain the solution	10
c.	Provide appropriate sample tools for conducting all trainings (including self-training tools).	2
<b>Task 5: Software development / customization, testing, deployment and documentation (10 points)</b>		
a.	Provide a detailed and suitable methodology for undertaking the assignment.	2
b.	Provide an appropriate approach for reporting and verifying the progress in System Development / Customization	1
c.	Provide an appropriate approach for Testing and Debugging	2
d.	Provide an appropriate approach for Releasing and Piloting Modules	2
e.	Provide an appropriate strategy that guarantees business continuity during the transition period (to ensure minimal business disruptions).	1
f.	Provide an appropriate system deployment strategy	2
<b>Task 6: Support &amp; Maintenance (5 points)</b>		
a.	Provide Support & Maintenance Plan that has an incident resolution mechanism and detail what services are included and excluded.	5
<b>Task 7: Qualifications, Experience of the Proposed Team for the assignment &amp; Reference sites (40 points)</b>		
a.	Provide a project manager who has a PMP or Prince2 certification	3
b.	The Project Manager provided has undertaken/participated in at least 2 relevant and comparable assignments in the last 5 years.	4
c.	Provide two business analysts	2
d.	At least one Business Analyst has a CBAP or equivalent certification from an internationally recognized body	2
e.	Both Business Analysts have undertaken/participated in at least 2 similar assignments in the last 5 years	2
f.	Provide at least one System Architect	1
g.	The proposed System Architect should have at least 5 years' experience in implementing similar types of assignments	1
h.	Provide at least one tester with an internationally recognized certification in testing preferably ISTQB	2
i.	The tester should have at least 3 years of relevant working experience	3
j.	The tester should have worked on similar assignment in the last 3 years	2

k.	Provide at least one (1) Database Expert with 5 years of relevant experience	1
l.	The Database Expert should have an OCP or equivalent certification from an internationally recognized body	1
m.	The Database Expert should have undertaken at least one similar assignment in the last 3 years	1
n.	Provide at least one User Interface / Experience (UI/UX) expert	1
o.	The proposed UI/UX expert has 5 years of relevant experience	2
p.	The proposed UI/UX expert has undertaken at least one similar assignment in the last 3 years	2
q.	Provide at least two (2) Developers who have 5 years of relevant working experience	2
r.	All proposed Developers have undertaken at least one similar assignment in the last 3 years	2
s.	At least one of the team members should be drawn from the disadvantaged group (Youth, Women or Persons with disabilities) (attach ID and/or NCPWD registration certificate)	2
t.	Provide at least 2 reference Sites relevant to this project (include a brief of work done or services rendered, value of contracts, and contact person with reachable telephone number, Physical address and email). Proof of satisfactory completion and letters of reference for at least 2 sites	4
<b>TOTAL</b>		<b>100</b>

To proceed to financial evaluation, a bidder must have scored at least score 90% in the **Technical approach and methodology Evaluation section.**

## 8 Financial Evaluation

### 8.1 Solution Implementation and Licensing Costs for year 1 (In Kenyan Shillings)

The bidder is required to provide **a modular breakdown of the total costs for year 1** as outlined in table below inclusive of applicable taxes.

No	Module Name	Implementation Cost	License Cost (if any)	Total Cost
1.	Human Resource Module			
2.	Finance Module			
3.	Supply Chain Management Module			

4.	Internal Audit support capabilities			
5.	Project Management Capabilities			
6.	Business intelligence analytics and dashboards.			

**8.2 Support and Maintenance Costs for year 2 and year 3 to be given as per table below (In Kenyan Shillings) inclusive of applicable taxes:**

No	Module Name	Component	Year 2	Year 3	Total Cost
1.	Human Resource Module	Support & Maintenance			
		License Renewal Cost (If any)			
2.	Finance Module	Support & Maintenance			
		License Renewal Cost (If any)			
3.	Supply Chain Management Module	Support & Maintenance			
		License Renewal Cost (If any)			
4.	Internal Audit support capabilities	Support & Maintenance			
		License Renewal Cost (If any)			
5.	Project Management Capabilities	Support & Maintenance			
		License Renewal Cost (If any)			
6.	Business intelligence analytics and dashboards.	Support & Maintenance			
		License Renewal Cost (If any)			
Total Cost					

The bidder with the lowest total financial cost for the three years shall be recommended for award of the tender provided that the bidder has met **ALL the Requirements at the Compliance Evaluation Criteria** and attained a **minimum score of 90** Marks under **Technical approach and methodology Evaluation section**.

### 8.3 Overall Evaluation Criteria

The tender evaluation criterion is weighted as follows: -

No.	Criteria	Maximum Score	Cut off
1.	Compliance Evaluation Criteria (section 3.1 to 3.10)	Mandatory	Mandatory
2.	Technical Approach and Methodology Evaluation	100	90
3.	Financial Evaluation	Lowest evaluated cost	Lowest Evaluated cost
	<b>Totals</b>	<b>100</b>	<b>90</b>

**KenTrade may Engage the bidders in competitive negotiations in line with the requirements of Section 131 of the PPADA 2015 and Section 100 of the PPADR 2020 if need arises.**

## **SECTION VII- STANDARD FORMS**

### **Notes on standard forms**

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

## **SECTION VI - STANDARD FORMS**

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

## FORM OF TENDER

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. *[insert numbers,*  
the of which is hereby duly acknowledged, we, the undersigned, offer to provide.  
*[description of services]*  
in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]*  
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

*[signature]* \_\_\_\_\_ *[In the capacity of]*

Duly authorized to sign tender for and on behalf of \_\_\_\_\_



## PRICE SCHEDULE OF SERVICES

Name of Tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_\_.

1	2	3	4	5	6	7
Item	Description	Quantity & quality	Duration	Unit Price	Total Price  EXW per item  (cols. 4x5)	Unit Price of other incidental services payable

Signature of tenderer \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

## CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between.....[name of procurement entity] of .....[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and .....[name of tenderer] of .....[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of .....[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

in the presence of \_\_\_\_\_.

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

### Part I General

Business Name .....  
 Location of Business Premises .....  
 Plot No,.....Street/Road .....  
 Postal address ..... Tel No. .... Fax Email.....  
 Nature of Business .....  
 Registration Certificate No. ....  
 Maximum value of business which you can handle at any one time – Kshs.....  
 Name of your bankers.....  
 Branch .....

### Part 2 (a) – Sole Proprietor

Your name in full.....Age.....  
 Nationality.....Country of Origin.....  
 Citizenship details  
 .....

### Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

### Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

Date.....Signature of Candidate.....

## TENDER SECURITY FORM

Whereas .....[name of the tenderer]

(hereinafter called "the tenderer")has submitted its tender dated.....[date of submission of tender ] for the provision of .....

[name and/or description of the services]

(hereinafter called "the Tenderer").....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called "the Bank")are bound unto.....

[name of procuring entity](hereinafter called "the procuring entity") in the sum of .....

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
[signature of the bank]

*(Amend accordingly if provided by Insurance Company)*

## PERFORMANCE SECURITY FORM

To: .....

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20\_\_\_\_ to

supply.....

[Description services](Hereinafter called "the contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract. AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....  
*[amount of the guarantee in words and figures],*

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of .....

*[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of 20

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*

## BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of .....  
*[amount of guarantee in figures and words].*  
We, the .....

*[bank or financial institution]*, as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding  
*[amount of guarantee in figures and words].*

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

**LETTER OF NOTIFICATION OF AWARD**



**KENYA TRADE NETWORK AGENCY (KENTRADE)**

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

**SIGNED FOR ACCOUNTING OFFICER**

**FORM RB I**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned  
decision on the following grounds , namely:-

- 1.
  - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day  
of .....20.....

**SIGNED**  
**Board Secretary**





Your G2B trading partner

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**KENYA TRADE NETWORK AGENCY (KENTRADE)**

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**REPUBLIC OF KENYA**

**ANTI CORRUPTION AFFIDAVIT FORM**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT**  
**CHAPTER 15 OF THE LAWS OF KENYA**

**AND**

**IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL ACT, NO.**  
**33 OF 2015.**

I, ..... of P.O. Box  
..... being a resident of ..... In the  
Republic of Kenya do hereby make oath and state as follows:-

1. THAT I am the .....;  
(Chief Executive/Managing Director/Principal Officer/Director) of  
.....(Name of the  
Business) which is a Candidate in respect of Tender Number  
..... to supply goods, render services  
and/ or carry out works for Kenya Trade Network Agency and duly authorized and  
competent to make this Affidavit.
2. THAT the aforesaid candidate has not been requested to pay any inducement to any  
member of the Board, Management, Staff and/or employees and /or agents of Kenya Trade  
Network Agency, which is the procuring entity.
3. THAT the aforesaid Candidate , its servant(s) and/or agent(s) have not been offered and  
will not offer any inducement to any member of the Board, Management, Staff and/or  
employees and /or agents of Kenya Trade Network Agency.
4. THAT the aforesaid Candidate, its servant(s) and agent(s) have not been debarred from  
any procurement process.
5. THAT what is deponed to hereinabove is true to the best of my knowledge, information  
and belief.

SWORN at ..... by the said}

.....}

On this ..... day of ..... 20.....}

}  
}

\_\_\_\_\_  
DEPONENT

Before me  
Commissioner for Oaths

}  
}