



**KENYA NATIONAL BUREAU OF STATISTICS
P.O.BOX 30266-00100
NAIROBI**

TENDER NO. KNBS/EOI/12/2019-2020

EXPRESSION OF INTEREST

FOR

**UPGRADE, IMPLEMENTATION, MAINTENANCE
AND SUPPORT OF AN ENTERPRISE RESOURCE
PLANNING SYSTEM**

CLOSING DATE: 11TH FEBRUARY, 2020

TERMS OF REFERENCE FOR UPGRADE, IMPLEMENTATION, MAINTENANCE AND SUPPORT OF AN ENTERPRISE RESOURCE PLANNING SYSTEM

Introduction

BACKGROUND INFORMATION

The Kenya National Bureau of Statistics is a Semi-Autonomous Government Agency established under the Statistics Act 2006 to collect, compile, analyze, publish and disseminate statistical systems and for connected purposes. The Bureau intends to engage an experienced and reliable firm For Upgrade, Implementation, Maintenance and Support of An Enterprise Resource Planning System

Project Goals and Scope of Services

In aligning to the KNBS strategic goals and Key Efficiency plans in the institutional operations, this RFP has been requested for the upgrade of the current Sage 200 Evolution System to the more robust and feature-rich Sage X3 Enterprise Resource Planning System; which includes installation, parameterisation, customisation, training, data migration and support and maintenance for KNBS.

Item	Description	Remarks
ERP Requirements	1. Configuration, Customisation, and commissioning of Sage X3 ERP	Mandatory
	2. User Acceptance Testing and Data Migration	Mandatory
	3. User Training and provision of technical manuals	Mandatory
ERP Integration	4. Integration with existing systems	Mandatory
Warranty and Support	5. Warranty and Post Go-live support	Mandatory
Business Continuity	6. Provide a contingency plan to ensure smooth service continuity, availability and integrity of transactions	Mandatory
	7. Provide adequate backup and restoration processes	Mandatory

Goal and Objectives of the Upgrade of System

- Achieve quality of service, efficiency, effectiveness and improve controls over student examinations, financial transactions and project activities.
- Establish uniform standards and global best practice in business processes related to .
- Enhance the customer relationship management.
- Enable real time and end-to-end visibility of information on multiple dimensions (projects, financials, inventory, etc.)
- Avail information seamlessly and on demand without manual intervention and duplication.
- Facilitate management dashboards for monitoring and decision support systems.
- Facilitate business process re-engineering in the various functions of the organization to make them efficient, transparent, and compliant to regulatory requirements.
- Accelerate and control all aspects of the value chain from procurement to accounting, by integrating all business processes and connecting employees, partners, suppliers and customers to a common data source for all transactions.
- Focus on what matters most, with role-based dashboards, automated workflows and by alerting users of events that require immediate attention.
- Accelerate issue resolution and responsiveness with Web and mobile access to data: check inventory, take customer orders, approve purchases and view key performance indicators on the go.
- Accelerate compliance and audit, with real-time insight into costs and performance, simple reporting and analytics, and extensive traceability of all transactions.
- Increase user productivity and satisfaction, with easy-to-use business applications personalized to their role, and accessible in a familiar Web browser or on mobile devices.

- **Reduce need for user support**, with self-service reporting tools and intuitive applications that users can easily personalize to their role and preferences.
- **Reduce demand on in-house IT staff** and free up resources, by opting for cloud deployment and updates of the solution, meeting the best security and performance standards at an affordable and predictable subscription.

To achieve the above goal the following are the objectives that should be met by this upgrade:

- **Improve service levels to suppliers and users involved in public sector procurement.**
- **Minimize the transaction costs associated with procurement through standardization, streamlining and automation of the procurement processes within, and where appropriate across agencies and sectors.**
- **Maximize value for money for KNBS by enhancing the transparency and traceability within its business processes.**
- **Promote competition among suppliers while maintaining reliable sources of supply.**
- **Optimize inventory levels through the adoption of efficient procurement practices.**
- **Make effective use of human resources by use of integrated ICT systems.**
- **Achieve better budgetary control in the financial system.**
- **Multi-tiered ledger accounts structure to help KNBS report flexibly and**

efficiently to various stakeholders.

- Easier management of fixed assets of the organization through an integrated system.
- Provide or receive information from other systems like HR, IFMIS due to integration features in the system and its database.
- A chart of accounts that is aligned to the strategic plan and which can report on separate projects.
- Audit trail and access control

Functional Overview, Capabilities and Technology

Modules

- Account Payable and Account Receivable Accounting
- Financial
- Fixed Assets
- Purchasing
- Sales
- Stock / Inventory

Finance and Accounting

- General Ledger
- Accounts Receivable
- Accounts Payable
- Payments and Cash Management

- Cost Accounting
- Budgeting and budgetary control
- Fixed Assets
- Financial extraction, reporting and intercompany consolidation
- Employee expenses entry and management
- A complete audit trail available across the entire business management system

Fixed Assets

Fixed asset management is according to IFRS and GAAP.

- Numerous depreciation models
- Fixed asset lifecycle with traceability of capital expenditure
- Interim statements and closing
- Fixed asset stock count and financing
- Franchised asset management
- Financial reporting and dashboards

Purchasing

- Supplier and product category management
- Pricing and discounts
- Purchase planning, ordering, and requests
- Purchase orders, delivery, and scheduling
- Requests for proposal
- Open orders, budget accounting
- Multi-level signature management
- Supplier invoice entry and returns

With the inventory management and stock control system that will have:

- A multi-level warehousing and location management system
- Flexible location management that is dedicated, suggested, or random storage for single or multiple item location
- Stock management by physical location, lot and sub-lot, quality status, serial numbers, expiration dates and potency
- Inter-company, inter-site stock transfers and stock in transit management,
- Consigned inventory and third-party inventory
- Inventory replenishment with or without MRP
- Intra-company movements
- Our business management solution has a variety of inventory costing methods
- Location management
- Inventory balances
- Quality control and sample
- Replenishment and inter-site transfers
- Stock movements
- Import tracking
- Mobile apps

Specific Requirements

Requisition to Payment process

S/N	Requirement	Bidder Response
1	Flexible facilities for handling multiple currencies payments and remittance advice production.	
2	Handle multiple terms of business for each account or group of accounts.	
3	Future implementation of VAT coding, such as 'Zero' and 'Standard'.	
4	There must be facilities to register a purchase invoice, match the purchase invoice with goods received notes (GRN) and the purchase order.	
5	Purchase Invoice General Ledger coding should be taken from the Purchase Order or from the Item Master file where available. There must be an override facility available to the user if the users security profile allows.	
6	Modify the due date and payment terms of a particular Purchase Invoice.	
7	Declare an authorise "upto" value for each user, for both Purchase Orders and Requisitions.	
8	Must have facilities to track serial numbers.	
9	Must have facilities to record warranty details for supplied items.	
10	Must have supplier returns management facilities.	
11	Must have the store free text comments by Purchase Order and also by Purchase Order line.	
12	Create and maintain supplier details.	
13	Record and maintain item/supplier specific purchasing instructions.	
14	Handle the conversion between purchasing and stock Units Of Measure.	
15	Handle multiple currencies, with facilities to hold standard conversion values or spot conversions.	
16	Create and maintain a material price file, including volume discounts and extra charges, in a variety of currencies, over effective date ranges.	
17	Identify the person or department originating a Purchase Order. Ideally a suffix or prefix to the purchase order number, would satisfy this need.	
18	Specify 'Extra Charges' such as Insurance, Carriage, Returnable Packaging on the Purchase Order.	
19	Trace stock by supplier batch number or GRN number.	

20	Monitor supplier performance. This is especially important where materials have been rejected.	
21	Incorporate multiple items on the same purchase requisition	
22	Optionally enter a line item price, and associate accounting codes, by any combination of account, sub-account, cost centre or project code, either on a per line item basis or for the overall requisition.	
23	Specify preferred supplier(s) for a purchase requisition, potentially from an approved supplier list.	
24	Define purchase requisition type. e.g. Purchase/Fixed Assets/Service.	
25	Maintain the details of original requisitions when they are subsequently split.	
27	Incorporate on the same purchase order requirements for the same part number but with different due dates and quantities.	
28	Incorporate additional text against either: specific line items, i.e. additional technical description etc. the overall order, i.e. special delivery terms, Terms & Conditions, set payment terms	
29	Allocate during the creation of the purchase order or at a later approval stage any combination of account, sub-account, cost centre or project code to be charged, either on a per line item basis or for the overall order.	
30	Modify, where multiple suppliers exist for the same part number, by supplier/product combination: lead time (in working days) pack size	
31	Maintain safety stocks policies that need to be taken into consideration when generating purchase order recommendations: a fixed safety stock quantity or a lead time	
32	Amend an “open” purchase order (prior to delivery) and the system automatically increment its revision number and, if the overall value has increased, “flag” for approval.	
33	Ability, for products specified as lot/serial controlled, to either force entry of supplier lot/serial numbers and corresponding quantities or automatically assign an internally generated lot/serial number.	
34	Ability, during the receiving process, to record not only quantities received as OK but also quantities rejected at the goods receiving stage and assign a reason code for rejection.	
35	Specify a purchase receipt inspection process where: Deliveries of certain part numbers are required to be	

	inspected Deliveries from certain suppliers are required to be inspected	
36	Assign a supplier "Returns Authorisation Number" to a return.	
37	Update current cost data based upon an averaged recent purchase price.	
38	Flexibility on setting up a supplier price list.	
39	Calculate and track schedule updates using cumulative receipts.	
41	Specify the lead time for a "sub contract" part.	
42	Maintain an approved list of suppliers.	
43	Maintain: multiple approved suppliers for a single product an approved supplier for multiple products	
44	Use "effectivity" dates to allow changes to be made to the approval of supplier/product combinations, with the option to add notes.	
45	Assign a buyer code against: a site a part number	
46	Maintain supplier/product price lists specifying: the effective dates the agreed price(s) and currency any agreed volume or value-based discount schemes terms of reimbursement of discounts, i.e. frequency etc. any agreed contractual quantities	
47	Maintain a cross reference between a supplier's part number and the internal part number to allow purchase orders, receipts and purchasing enquiries and /or reports to be by supplier or internal part number.	
48	Maintain a hierarchy of supplier, supplier ship-from and supplier remitt-to addresses.	
49	Ability to enter and code supplier invoices.	
50	Maintain purchase price variance information against both: a part number (for standard products)	
51	Purchase invoicing must interface with the Purchase Order Processing module and perform on-line validation of posting controls.	
52	The systems must be able to support multiple branch plant and business units	
53	Systems must have flexible and user defined order activities rules to accommodate different order types and document numbering	
54	Allow the user to define and easily modify the print layout of cheques and remittance advice documents.	

55	Support a choice of payment methods, including cash, cheque and etc.	
56	Ability to exclude items from the payment list	
57	Ability to process part payments	
	Ability to specify receipting location rules including Accepted, QC Requests and Rejects with various sub-statuses	
58	Must have facilities to handle multiple stock locations.	
59	Process Purchase Orders for both Stock and Non Stock items.	
60	Ability to identify a preferred supplier, where more than one supplier exists for the material.	
61	On-line authorise any type of Purchase Requisition.	
62	Route the requisition for authorisation, to a user with appropriate authority.	
63	Must have a flexible approach to the printing of Purchase Orders. The user should be able determine whether to print, fax or electronically transmit the Purchase Order.	
	Support supplier prepayments or deposits	
64	Allow for partial receipts of goods.	
65	Flag all items on a multiple line order as received.	
66	Generate a 'goods received note' (GRN) document.	
67	Generate self adhesive user defined GRN labels.	
68	Process 'one-off' purchase orders.	
69	Must provide automatic approval of the Purchase Invoice, but not automatically generate a payment.	
70	Must have facilities to process Purchase Invoices, where a Purchase Order or Requisition has not been raised, such as Utilities Bills, Professional Service Fees etc.	
71	Allow the confirmation of receipt of Non Stock goods on the system, such as stationery and marketing literature.	
72	Check purchase requisition values, against the available budgets and outstanding commitments for the associated accounting code.	
73	Ability to accommodate deputy approvers for purchase requisition e.g. when the main approver is on holiday	
74	Ability for approval to be sought through the automatic sending of e-mails. automatically acknowledge, via e-mail when an approval has been granted.	
75	Approve, reject, or put on hold, either complete or partial requisitions.	
76	Release, either complete or partial requisitions.	
77	Split purchase requisitions into multiple requisitions. e.g. where someone has requested a PC and stationery on the same requisition.	

78	Manually create purchase order requirements for non inventory items.	
79	Manually create purchase order requirements for production parts.	
80	Select the supplier for a purchase order from an approved supplier list.	
81	Review and approve purchase order requirements.	
82	Print purchase orders using any combination of: purchase order number range part number range supplier range buyer code project code date range	
83	Cancel an "open" purchase order (prior to delivery).	
84	Process supplier receipts manually, from a csv file received or through scanning of bar code label information.	
85	Ability to, for part numbers requiring inspection, automatically set their status to "awaiting inspection".	
86	Process supplier returns, including a reason code and/or description.	
87	"Flag" a supplier as either "active" or "inactive". If "active" then the supplier can be used for selected during the raising of purchase orders; if "inactive" then the supplier is not available for selection during the raising of purchasing orders. Note: the use of this "flag" has no effect on the purchase ledger operation.	
88	Approve supplier invoices for payment using a three-way match between the suppliers invoice, the goods receiving note (GRN) and the original purchase order.	
89	Match and approve a supplier invoice that covers multiple purchase orders and/or good receipt note(s) and can apply to specific line items only.	
90	Ability to void, reject or place "on hold" a supplier invoice and enter a narrative detailing the reason.	
91	"Reverse" out purchase order receipts if incorrect entries made with the option	
92	Consolidate multiple supplier invoices into a single payment.	
93	Generate all cheques with remittance advices.	
94	Generate remittance advices for manual cheques	
95	Generate remittance advices for payment methods other than by cheque.	
96	Will have enough user defined fields for reporting needs	
97	Complete analysis of intrastat statistics must be available, meeting all statutory requirements.	
98	Must provide full and easy to interrogate audit trails	

99	Generate standard management control reports, such as: Goods Received not yet invoiced, Registered Invoices, Invoices Received Goods Not, Purchase Price Variance etc.	
100	Generate a purchase requisitions awaiting approval, on-hold, or rejected report for any combination of: purchase requisition, part number range, buyer code range, date range	
101	Enquiry and/or report on purchase receipt history using any combination of: Purchase order number Part number supplier Buyer code Date(s) lot/serial number	
102	Maintain an audit trail of all purchase orders received containing, but not limited to: purchase order number supplier buyer code project code quantity ordered quantity received lot/serial number date and time received standard cost at time of receipt actual cost etc.	
103	Ability for the system to capture supplier delivery performance information and report, for a given date range and supplier's delivery performance.	
104	Generate a report that details all purchase order requests awaiting approval" by department	
105	Generate a goods received awaiting invoice report.	
106	Generate a report of invoices received awaiting GRN	
107	Generate report of unapproved invoices awaiting approval	
108	Generate report of all allocation shortages	

NB: Please note that all the above requirements shall all be treated as Mandatory which will form part of the Tender Responsiveness.

Inventory Management

S/N	Requirement	Bidder Response
1	Set the status of a stock location so that stock can or cannot be allocated from it.	
2	Have an alpha numeric item code with a minimum of 12 digits.	
	Support Auto numbering of items on creation	
3	Must have analysis fields to allow for the 'grouping' and 'sub-grouping' of products.	
4	Record stock by batch or lot and Sub-batch or Sub-Lot	
5	Record additional product information, for both selling pack and stock pack, such as container size.	
6	Record the results of Physical Stock Checks (preferably Perpetual Inventory).	
7	Generate stock item count, with the facility to identify the individual who counted the stock.	
	Support Cycle Count functions including suggestions for A/B/C categories based on value and/or activity of the items	
8	Support for multiple unit of measure conversions for inventory items (metric vs. imperial, and operational conversions)	
9	Maintain a hierarchy of sites, locations and bins for storage of inventory.	
10	Ability to auto-create bin codes within a location	
11	Maintain a series of user-definable inventory status codes, i.e. Accepted, QC request and Rejects with up to at least 10 levels of sub statuses.	
12	Maintain inventory balances by site, by location, by bin.	
13	Maintain 'in transit' inventory.	
14	Manage items by potency	
15	Integrate transactions with the Nominal ledger.	
16	Nominal ledger codes must be validated.	
17	Track items by serial number.	
18	Must have facilities to handle multiple stock locations or bins.	
	Ability to set stock keeping rules for individual bins; eg. Only a certain item(s) can be kept in a particular bin	
	Ability to set limits storage for individual bins	
19	Value stock and stock transactions using FIFO or average costs.	
20	Perform stock location transfers. Where stock transferred from more than one stock location into a single location, the system identify the original stock locations, quantity and cost values.	
21	Charge stock movements to valid ledger charge codes.	

22	Support interface to common Radio Frequency (RF) bar-coding devices and software	
	Set stock allocation rules based on packing types and Quality Controlled categories	
23	Issue stocks based on FIFO, LOT FIFO or FEFO	
24	Search for stock using a number of different 'codings' and combination, including: product number product description lot number serial number	
25	Value stock using a number of calculations methods, including, but not limited to: FIFO (Essential) LIFO (Desirable) Weighted Average Cost (Desirable) Standard Cost (Desirable)	
	Valuation methods can be specified globally, by company, by site, by inventory groups and individual inventory items.	
26	Report a full inventory valuation.	
27	Produce a number of stock management reports, such as: Slow Moving Stock Daily Low Stock High/low stock Stock turnover Stock Turnover Ratior Stock Movement History etc.	
28	Produce inventory balance reports by any combination of sites and/or locations.	
29	Ability for inventory reports to show good materials plus any damaged or rejected items.	
	Projected stock report based on existing sales orders, work orders and purchase orders	
30	Run a number of reports against inventory, including: by location by bin by product aged stock listing value, e.g. top 10 most expensive items reevaluations	
31	Reports by product group, stock levels, reorder levels	

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Budgeting Forecasting

S/N	Requirement	Bidder Response
1	Maintain budgets using any combination of: account sub-account cost centre project code period	
2	Maintain multiple sets of budgets including: original and revised	
3	Maintain budgets that span multiple financial years	
4	Update budgets with actuals and generate a rolling forecast	
5	The system allows the construction of a user-definable model, defining the: Content Structure Level of detail and Time periods (number and duration of)	
6	The system supports the construction of the model using any combination of “top down” or “bottom up” approaches.	
7	The model accommodates a flexible coding structure including any combination of companies, cost centres, detail codes, project/locations codes and General Ledger (GL) codes.	
8	There is no restriction on the number of levels of detail or volume of data that can be accommodated within the model.	
9	The model can be structured to incorporate any combination of: Company information Cost centre information Detail code information Project/location code information GL code information Profit & Loss information Balance Sheet information Payroll information Fixed Asset information Cash Flow information Project information	
10	The model can contain both: Financial data, and Non-financial data, i.e. headcount, volumes etc.	

	The model can hold multiple versions of budgets and forecasts, including: Budget for a full 12 period financial year, e.g. January to December A forecast to the end of the current financial year, with actuals replacing prior periods, e.g. in April, the forecast would contain actuals for January to March, and revised forecasts for April to December.	
11	A full rolling 12 month forecast	
12	Multiple currencies can be incorporated.	
13	It is possible to utilise data from previous years' Budgets, Forecasts or Actuals, as the basis for constructing current budgets.	
14	The system allows yearly amounts and/or quantities to be spread/distributed across multiple periods.	
15	The system allows data being exported to be manipulated during the process to ensure the exported data is in an appropriate format for the receiving application(s), including: Adding headers and line item identifiers Re-structuring the format of the data "Look up" and replacement of codes Arithmetic operations Boolean operations	
16	Create new budgets by copying an existing budget or an existing budget's actual values with the option, during the copy, to apply a percentage increase or decrease	
17	Validate, during purchase order maintenance (when purchase is coded to a project code or cost centre) the availability of an approved budget and flag for additional approval if budget targets will be exceeded.	
18	Different assumptions can be incorporated by period.	
19	The system allows the generation and maintenance, at each level of the Chart of Accounts (CoA), of multiple user-definable versions of the model including, but not limited to: Current budget Prior budgets Forecast Prior forecasts	
20	It is possible to construct a series of user-definable templates to allow budget and actual data required by the model to be input, with the ability to restrict access to these templates or sections of data within the templates based upon any combination of: Company User or User group security	

21	“Approve” and restrict unauthorised changes to: The entire model or Sections of the model	
22	The system incorporates functionality to administer the creation and update of budgets and actual data, recognising data will come from multiple sources.	
23	The system provides a clear warning during the consolidation process if not all input has been received and/or processed	
24	The system provides a clear warning during the generation of reports if not all input has been received and/or processed.	
25	It is possible to perform analysis by specifying the desired output and from a series of defined variables the system determine the required amounts/volumes to meet that criteria, i.e. how much sales are required to generate a profit of x.	
26	Generate a planned versus actual budget status report for any combination of: department range account range sub-account range cost centre range project range date range	
27	Generate the above mentioned report in either summarised or detail format.	
28	Compose and store additional reports to meet individual requirements, e.g. Commission Development Costs Marketing Costs	
29	Comparison reports, including but not limited to: Budget-to-actual Forecast-to-budget Last year budget-to-current year budget	
30	Generate reports that monitor performance against previously defined KPIs (key performance indicators), conditions or covenants required by management and/or shareholders.	
31	System allows reports to be generated and run: In background mode As part of a batch processing routine	

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GL

S/N	Requirement	Bidder Response
1	Must have the ability to define various levels and sub-levels within ledger coding, to allow for analysis, such as Company, Cost Centre, owner, Budget	
2	Must be able to define a Sub-Ledger code to facilitate the consolidation of one or more ledger codes.	
3	Must provide full and easy to interrogate audit trails.	
4	Specify the base currency, by company, to be used for reporting purposes.	
5	Support multi currency	
6	Maintain user-definable financial periods, by company, by specifying the corresponding start and end dates.	
7	Change the start and end dates for future periods that have already been set up.	
8	Define and amend the number of financial periods which make up a financial year.	
9	Must be able to process multiple currencies.	
10	Must have the ability to control currency exchange rates.	
11	Must be able to process journals, such as reversing and template.	
12	Undertake a year end close, independently of the close of the final period.	
13	Control the posting to future General Ledger periods.	
14	Configure multiple journal type templates.	
15	Support standard, recurring and reversing journals	
16	Cancel and amend Journal entries	
17	Set up prepayments and accruals	
18	Automatically post the periods prepayments and accruals as part of period end process.	
20	Produce key statutory and management reports, in either consolidated or detailed format, including, but not limited to: Income Statement Balance Sheet P&L Cash Flow VAT	
	Produce key statutory and management reports as above in two different currencies by Ledger or Book.	

21	Generate these reports by specifying any combination of: company coding structure element period reference (from and to) date range (from and to)	
22	Incorporate within these reports actual, budget, forecast and variance information for: current period year-to-date prior year variances	

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Cash Book

S/N	Requirement	Bidder Response
1	Handle payment and receipt of petty cash, cheques, standing orders, credit cards and expenses etc..	
2	Process multiple currencies.	
3	Transfer amounts between different multiple currency accounts.	
4	Produce one-off cheque payments and remittances.	
5	Support simple bank reconciliation. Where a query exists, there should be facilities to suspend reconciliation processing.	
6	Determine the exchange rate value for multiple currency conversions.	
7	Post journal payments and receipts directly to the General Ledger.	
8	Must provide full and easy to interrogate audit trails.	

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Fixed Assets

Number	Description	Bidder Response
1	The system should be capable of supporting and recording the asset numbers and all relevant information about the asset	
2	All items shall be tagged upon receipt	
3	Once an asset has been received, it needs to be recorded in the asset register.	
4	The following information should be captured: - Barcode Number: the number shown on the bottom of the barcode label placed on the asset. - Location: where asset is primarily located. - Asset Description: Brief description of the item, Make/Model: Use the manufacturer's name and model number, and Serial #: Use the manufacture's serial number.	
5	The supported barcode types should include: UPC-A and UPC-E Code 3 of 9 (normal, check-digit and extended) Code 93 Code 128 EAN-8 and EAN-13 GS1-128 and EAN-128 Interleaved 2 of 5 POSTNET SSCC-14 Interleaved	
6	Generate, export and print unlimited 2D barcodes including QR Codes	
7	Connect texts, barcodes and images to an external data source or database such as Excel, Access, Outlook, Sendblaster, csv, txt, Sql Server, MySql, Oracle. Generate customized barcode labels quickly	
8	Scan asset barcodes individually or read dozens of RFID tags at once.	
9	Role-based user security to restrict system access by function and location. Easily create and assign roles to employees as needed.	

Reporting and View

S/N	Requirement	Bidder Response
1	Provide a 'report writer' that is flexible and easy to use throughout the system. The 'report writer' should provide cross analysis, and 'slice and dice' facilities.	
2	Define a security profile for a user defined report. Ideally the report should reference the user account profile for access rights.	
3	Must have the ability to format report text, using colour, underline, bold and font sizing.	
4	Must have the ability to accept user defined values for report parameters, such as but not limited to dates, period, transaction type.	
5	Must have the ability to add user defined reports to a report menu structure as defined by the user.	
6	having a Dashboard for management users to drill down information online	

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Asset Barcoding

S/N	Requirement	Bidder Response
1	Record asset details such as: Name Type Location Purchase Value Date of Installation.	
2	Provide full and easy to interrogate audit trails.	
3	Support Hire-Purchase / Leasing acquisition of assets	
4	Adjust depreciation rates after they have been set up.	
5	System to automatically assign a unique asset id to all new assets, with the option to override.	
6	Asset id reference to be user-configurable.	
7	Maintain a series of user-definable asset category type codes, record against individual assets and enquire and/or report assets by category/type code.	
8	Maintain a series of user-definable asset location codes, record against individual assets and enquire and/or report assets by location code.	

9	Associate an asset with a company/financial entity and cost centre combination.	
10	Assign additional free form text to an asset record.	
11	Process variable depreciation rates.	
12	Handle a range of different depreciation policies and types.	
13	Generate a monthly depreciation value and automatically pass it to the General Ledger.	
14	Search for an asset using any combination of: asset number location description asset type	
15	Add to an existing asset cost	
16	Ability to deal with part disposals	
17	Transfer, scrap and consolidate assets.	
18	Print asset tags, including a bar code.	
19	Enable the interface between the Fixed Asset and General Ledger modules.	
20	Support Asset Revaluation and automatically pick up the accounting entries related to such revaluation	
21	Support Asset count processes	
22	Pickup costs from purchase ledger – Interface to Purchase Ledger	
23	Generate sales invoices on disposal - Interface to Sales Ledger	
24	Generate a report and enquiry listing all current assets and their current value.	
25	Generate a report and enquiry listing the current month and year-to-date depreciation in either: detailed format, i.e. with assets listed or summary format, i.e. just total listed	
26	Generate a report listing by principal assets with respective component assets	
27	Generate a report listing all asset disposals.	
28	Generate a report and enquiry listing asset values b/fwd, current year / period and closing for: costs depreciation additions disposals net book values	
29	Bar code readers with integrated Software	

30	Barcode Preprinted Tags (1.5" x 3") Embedded print within the aluminum on metal asset tags with a high-bond adhesive that fuses permanently to most surfaces	
31	The supported barcode types should include: UPC-A and UPC-E Code 3 of 9 (normal, check-digit and extended) Code 93 Code 128 EAN-8 and EAN-13 GS1-128 and EAN-128 Interleaved 2 of 5 POSTNET SSCC-14 Interleaved	
32	Generate, export and print unlimited 2D barcodes including QR Codes	
33	Connect texts, barcodes and images to an external data source or database such as Excel, Access, Outlook, Sendblaster, csv, txt, Sql Server, MySql, Oracle. Generate customized barcode labels quickly	
34	Scan asset barcodes individually or read dozens of RFID tags at once.	
35	Role-based user security to restrict system access by function and location. Easily create and assign roles to employees as needed.	

NB: Please note that all the above requirements shall all be treated as Mandatory which will form part of the Tender Responsiveness.

S/N	Requirement	Bidder Response
	Payroll	
1	Pay employees in multiple positions, pay types, and pay frequencies.	
2	Ability to support multiple pay types and frequencies: bi-weekly, semi-monthly, monthly and special monthly basis (e.g. certain employees are paid on the first Friday of every month.)	
3	Ability to accommodate earnings, deduction and company contribution codes, effectively date, prioritize and calculate deductions, and define deduction setup (e.g. stop and start dates, limit amounts, eligibility for partial deductions, frequency, employer and employee share, tax method.)	
4	Ability to restrict use of an earning or deduction based on certain criteria such as department, division, other defined deductions (for example, Union dues and Union fees), or attendance data at the point of processing.	
5	Ability to perform mass deduction changes based upon specific input parameters. Payroll team should also have the ability to upload these files (text / excel) onto the system directly.	
6	Ability to audit and edit pay cheques both at the department level and at a central location.	
7	Ability to support multi currency payrolls	
8	Ability to maintain retirement deduction balances across multiple positions, and interface the data to the Statutory bodies such as NHIF, Pension Fund, Social Security etc.	
9	Automatic pro-rata calculations of earnings and deductions by engagement or termination dates.	
10	Ability to produce detailed descriptions on pay stubs such as year to date balances, leave balances, hourly rates for each hour, daily rates for each day, employer paid deductions, savings balances, loan balances, hours of time sheet paid etc.	
11	Ability to automatically prorate an employee's pay to their end date.	
	Leave management	
1	Ability to specify an initial accrual amount an employee is to receive upon employment based on position attributes; for example, employee groups	

2	Manage transactions that record leave attributes for leave taken for a designated 12-month period while also recording sick, vacation, or personal leave, study leave, compassionate leave, or leave-without-pay.	
3	Manage employee leave plan enrolment on a position by position basis each assigned to a different programme based on the different accruals defined.	
4	Maintain employee leave balances and history of accrual and use.	
5	Generate advance warning notification to employee and supervisor prior to reaching a deadline or a leave hours maximum where the employee is in danger of losing hours which must be used by December 31st, or exceeding annual leave maximum	
6	Provide monthly calendar view of employees' leave requests for planning and scheduling.	
7	Provide leave usage data for month, quarter, and year by employee, supervisor, and department.	
8	Track changes to employee leave history, appointment and salary history.	
9	Ability to track the different types of leave accrued during use.	
10	Provide real-time update of online information for leave usage and leave accrual.	
11	Maintain a history of all leave transactions by date, leave type, reason, and other selection criteria.	
12	Allows employees to enter, save, and review leave information from a variety of devices.	
13	Manage different business rules for each leave plan, including the maximum hours/days allowable balance.	
14	Ability to enter/process, in advance, leave requests and approvals in multiple forms (for example, web, hard copy) and update employee schedule	
15	Employees can apply for leave from the web portal and mobile app.	
	Personnel Management	
1	Allows you to create multiple records for a single person.	
2	Use built-in checklists to create new employees and terminate existing ones.	
3	Move employees between companies, company rules or policies easily with the employee transfer wizard, and much more.	

4	Lets you attach employee and company documents (such as Microsoft Word documents, scanned files, Microsoft Excel files) to any record in the system. This ensures that you have easy access to complete electronic records for each employee.	
5	All uploaded documents are stored within the database, so they're secured and backed up with all other company and employee information.	
Performance Management		
1	The flexible setup lets you to define performance agreements and competencies per position, with specific objectives for execution per employee.	
2	Transaction history includes performance, competency and free-format reviews; value assessments that form part of 360° reviews; performance goals and development plans per employee.	
3	The Supervisor have rights to the appraise the subordinate,review and make changes based on what has been agreed in the performance conversation.	
4	Ability to prioritize the timelines in the performance cycle	
5	Ability to define multiple appraisal templates.	
6	Employees having access to web self-service can do self-reviews.	
Employee Self Service		
1	Your employees can: <ul style="list-style-type: none"> • Apply for leave • Manage their claims • Manage their own personal details like bank accounts and next-of-kin information • View current and previous payslips and tax certificates and print selected reports • Complete a performance review • Start a free-text workflow 	
2	Your managers are able to: <ul style="list-style-type: none"> • Approve transactions • Manage performance reviews • Manage surveys • View the leave of all their employees on the team calendar • Print reports 	

3	Allow employees to reset there own password if they forgot	
4	Can integrate with MS Active directory	
5	Has iCal that can be imported onto the MS outlook calender	

NB: Please note that all the above requirements shall all be treated as Mandatory which will form part of the Tender Responsiveness.

eDMS

Existing Document Management System Requirement		
KNBS HAVE AN EXISTING EDMS THAT MUST BE INTEGRATED TO THE ERP SYSTEM		
	<p>The current EDMS solution has the following Modules that are currently being used to manage electronic document</p> <ul style="list-style-type: none"> lContract Management lImp rest Surrender lLeave application and forms lManagement of Physical Mails lHR Files lProcurement Files lAppraisal Forms lConfidential Files lPayment Files <p>The successful bidder MUST have an understanding of How and EDMS system works and MUST have at-least 10 years plus in the same Industry. Provide evidence of the same.</p>	
S/N	Requirement	Bidder Response
1	The bidder must have worked with ELeCtronic Document Management System for the last 10 Years Plus	Demonstrate Experience
2	The bidder Must have capability and experience in four local sites in building of an EDMS module and fully integrating it with an ERP system. Demonstration of sites with contact persons where such integration have been done MUST be submitted including certificates of Completion of works done.	process
3	The current Document Management system is developed using J2EE environment, The bidder Must show capability of building APIs that can be used to integrate with current existing systems	process
4	The successsful bidder will be required to do full configurations of the EDMS to align with the Modules of the ERP for purposes of document archival and Document upload.	process

5	The successful bidder MUST be able to configure security access within the current EDMS to secure data and also harmonize security roles of access with the ERP	process
6	The successful bidder MUST Integrate the EDMS with ERP to achieve seamless view of images / supporting documents from all modules of ERP (Indicate integration strategies proposed). The images shall be stored in the EDMS repository	process

NB: Please note that all the above requirements shall all be treated as Mandatory which will form part of the Tender Responsiveness.

1.0 EVALUATION OF TECHNICAL PROPOSAL ~ STAGE 1

Evaluation Criteria

The evaluation committee appointed by the Bureau shall evaluate the EOIs on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

PRELIMINARY/MANDATORY REQUIREMENTS

Table 1: PRELIMINARY/MANDATORY REQUIREMENTS

No	Requirements	REMARKS (Y/N)
1	Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)	
2	Certificate of Incorporation/Registration Certificate which should be certified by commissioner of oaths.	
3	Single Business Permit/ Trade License which should be certified by commissioner of oaths.	
4	Financial Audited statements for the last three years i.e. 2016, 2017 and 2018.	
5	Declaration stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA).	
6	Submit a Signed Declaration statement that you will not be involved in corrupt or fraudulent practices.	
7	Attach a valid(2019) manufacturers Authorization/dealership License of the product proposed.	
8	Duly, Filled, Signed and stamped Confidential Business Questionnaire.	

9	Presentation of the entire tender document in a logical manner indicating table of content and page numbers and <i>serialization of the entire tender document is a MUST.</i>	
	OVERALL REMARKS	

NB: Please note that all the above requirements shall all be treated as Mandatory which will form part of the Tender Responsiveness. Only bidders who meet the above shall proceed to the technical evaluation stage for further evaluation.

1.1 EVALUATION OF TECHNICAL PROPOSAL ~ STAGE 2

The evaluation committee appointed by the Bureau shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:-

Table 2: Evaluation Criteria

NO	ITEMS	DETAILS	WEIGHT
1	Evidence of similar assignments recently undertaken	(i) Attach certified copies of at least five (5) contracts/LPOs of similar jobs completed in the last five (5) years	10
		(ii) Attach (5No.) certified copies of Completion certificates of (i) above	10
		(iii) Attach relevant recommendation letters from at least Five (5) reputable clients.	10
2	Staff Requirements	(i) Project Manager	
		Bachelor Degree in IT, Computer Science, or equivalent from a recognized University and at least 5 years' experience in Project management in a related field.	10
		- At least 5 years' experience	5

NO	ITEMS	DETAILS	WEIGHT
		(ii) Technical Personnel – 2 pax	
		<ul style="list-style-type: none"> – Bachelor Degree/Diploma IT, Computer Science or equivalent from a recognized university a) Degree- 5Marks b) Experience- 5 marks 	10
		<ul style="list-style-type: none"> – At least five (5) years’ experience 	10
		(iii) Human Resource Expert (1 Pax)	
		<ul style="list-style-type: none"> – Should have a degree in Human Resource Management/development/social science or related field from a recognized university and a Diploma in Human Resource management/CPS. – Should be a member of a relevant professional body – At least over five (5) years’ experience in HRMS. 	5
3	Adequacy of Proposed methodology and work plan	(i) Proposed Work Plan	10
		(ii) Proposed Methodology	10
		(iii) User support Mechanism/Escalation Procedures.	10

NO	ITEMS	DETAILS	WEIGHT
	Total		100

EOIs will be assessed against the firm's capability as per the above evaluation criteria

PASSMARK IS 80%

NB: This is **NOT** a Request for Proposal. After a review of the letters of interest, shortlisting will be done and the firms with the most appropriate qualifications and references will be invited to submit their combined Technical and Financial Proposals through a Letter of Invitation including specific Terms of Reference. Only Proposals meeting a **minimum technical score of 80 points and above** will be invited to participate in the Request for Proposal.

Complete EOI documents submitted in two copies "**ORIGINAL**" and "**COPY**" and placed in plain sealed envelopes clearly marked the tender reference and name should be addressed to: ~

The Director General
Kenya National Bureau of Statistics
P.O Box 30266-00100
NAIROBI

The EOI document should be deposited in the Tender Box situated at Real Towers, 13th Floor, and to be received **on or before 11th February, 2020 at 10:00 a.m.**

Bulky EOI documents which will not fit in the tender box shall be delivered and received at the Senior Manager, Procurement office at Real Towers, 5th Floor.

EOI documents will be opened immediately thereafter in the presence of the bidders' representatives who choose to attend the opening at the KNBS Board room located on 13th Floor, Real Towers.

Canvassing will lead to automatic disqualification.

**SENIOR MANAGER, PROCUREMENT
FOR: DIRECTOR GENERAL**

DECLARATION FORM

Date _____

To

**The Director General,
Kenya Bureau of Statistics,
P.O. Box 30266- 00100**

NAIROBI

We (name and address) _____

_____ declare the following:

That we;

- a) Have not been debarred from participating in public procurement.
- b) Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name of Bidder

Signature

Date

(To be signed by authorized representative and officially stamped)

SCHEDULE 3: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business.

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

Part 1 - General:

Business name.....

Location of business premises

Plot No.Street/Road

Postal Address.....Tel No.

Nature of business.....

Current Trade Licence No.Expiring date

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.....

NationalityCountry of origin

*Citizenship details

Part 2(b) - Partnership:

Give details of partners as follows:

Name	Nationality	Citizenship Details*	Shares
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1.....			
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2.....			
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3.....			
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Part 2(c) - Registered Company:

Private or public

State the nominal and issued capital of the company-

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows:

Name	Nationality*	Citizenship Details**	Shares***
1.....
2.....
3.....
.....

Date Signature of Bidder

**Attach proof of citizenship (Certified Copy of National ID or Passport) (Compulsory)*

*** Indicate by birth, registration or naturalization (Compulsory)*

**** Attach certified copy of Recent Form CR12 (Compulsory)*

Part 3- Interest in the Firm:

Is there any person / Kenya National Bureau of Statistics who has interest in this firm?

Yes****	
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No****	
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.....

Date Signature of Bidder

***** Tick (✓) to agree as necessary (Compulsory)*