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

TENDER NO.KNBS/RFP/16/2019-2020

REQUEST FOR PROPOSALS (RFP)

FOR

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

CLOSING DATE: 31ST MARCH, 2020 AT 10:00AM

Issued by the Public Procurement Oversight Authority

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SECTION I - LETTER OF INVITATION

TENDER REF: NO. KNBS/RFP/16/2019-2020

DATE: 17TH MARCH, 2020

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

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

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

1.1 The request for proposals (RFP) includes the following documents:

Section I	-	Letter of invitation
Section II	-	Information to service providers
		Appendix to Service provider's information
Section III	-	Terms of Reference
Section IV	-	Technical proposals
Section V	-	Financial proposal

1.2 Upon receipt, please inform us

(a) that you have received the letter of invitation
(b) whether or not you will submit a proposal for the assignment

SENIOR MANAGER, PROCUREMENT
FOR: KENYA NATIONAL BUREAU OF STATISTICS

SECTION II - INFORMATION TO SERVICE PROVIDERS

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SECTION II - INFORMATION TO SERVICE PROVIDERS

2.1 Introduction

2.1.1 The Kenya National Bureau of Statistics (KNBS) will select a service provider among those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.

2.1.2 The service providers are invited to submit a technical proposal and a financial proposal required for the assignment stated in the letter of invitation (Section I)

2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees, will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the service providers. In such a case the highest ranked Service provider in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected Service provider.

2.1.4 The service providers must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, service providers are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.

2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the Service provider to carry out the assignment.

2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.

2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

2.2.1 Service providers may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Service providers invited to submit proposals.

2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason; either at its own initiative or in response to a clarification requested by an intended Service provider amend the RFP. Any amendment shall be issued in writing or email to all invited Service providers and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.

2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within three (3) days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

2.3.1 The Service provider's proposal shall be written in English language.

2.3.2 In preparing the Technical proposal, the Service providers are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical proposal, the Service provider must give particular attention to the following:-

(a) If a Service provider considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other service individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. Service provider will not propose other Service providers invited to submit proposals for the assignment. Any Service provider in contravention of this requirement shall automatically be disqualified.

(b) For all the staff who will be involved in the exercise of the proposals to service provider must indicate their responsibility in the assignment and also the staff time as necessary.

(c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

(a) The Service providers CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the Service provider's involvement.

(b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.

(c) A description of the methodology and work plan for performing the proposed assignment.

(d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the financial proposal and shall not include any financial information.

2.4 Financial proposal

2.4.1 In preparing the financial proposal, the Service providers are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day, week or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 120 days after the submission date. During this period the Service provider is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the service providers who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the service provider.

2.5 Submission, Receipt and opening of proposals

2.5.1 The technical proposal and the financial proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Service providers. Any such corrections must be initialed by the Service provider.

2.5.2 For each proposal the Service provider shall prepare the proposals in the number of copies indicated in the special conditions of contract. Each Technical proposal and financial proposal shall be marked **"ORIGINAL"** or **"COPY"** as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL",** and the original and all copies of the financial proposal in a sealed envelope duly marked **"FINANCIAL PROPOSAL".** Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to service providers and clearly marked **"DO NOT OPEN** before **31st March, 2020 at 10:00am**

2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to service providers. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the Service provider unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the Service provider submitting the proposals.

2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the Service provider's number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

2.6 Evaluation of the Proposal (General)

2.6.1 From the time the proposals are opened to the time of the contract award, if any Service provider wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to service providers. Any effort by Service provider to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the Service provider proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

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	
3	Single Business Permit/ Trade License	
4	Financial Audited statements for the last three years i.e. 2016, 2017 and 2018. Auditor MUST indicate registration/Practicing Number	
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 ***serialization of the entire tender document is a*** **MUST.**	
	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.*

1.0 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. Copies MUST be certified by commissioner of Oaths/Advocate	10
		(ii Attach (5No.) certified copies of Completion certificates of (i) above. Copies MUST be certified by commissioner of Oaths/Advocate	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
		(ii) Technical Personnel – 2 pax	
		– Bachelor Degree/Diploma IT, Computer Science or equivalent from a recognized university a) Degree- 5Marks b) Experience- 5 marks	10
		– At least five (5) years' experience	10

NO	ITEMS	DETAILS	WEIGHT
		(iii) Human Resource Expert (1 Pax)	
		– 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
	Total		**100**

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non-responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the Service provider unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the Service providers whose proposal did not meet the minimum technical score or were declared non-responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the service providers who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the Service providers who choose to attend the opening. The name of the Service provider, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:-

Sf = 100 x fm/f where

Sf is the financial score

Fm is the lowest fees quoted and

F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 20 Points

2.8.4 The Service providers proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to service providers. Unless otherwise stated in the appendix to the instructions to service providers the formula for the combined scores shall be as follows;

$S = ST \times T\% + SF \times P\%$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The Service provider achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to service providers. The purpose of the negotiations is for the procuring entity and the Service provider to reach agreements on all points regarding the assignment and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the Service provider to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the Service provider whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other Service providers that they were unsuccessful and return the financial proposals of the Service providers who did not pass technical evaluation.

2.10.2 The selected Service provider is expected to commence the assignment on the date indicated in the appendix to the information to service providers or any other date agreed with the procuring entity.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the Service providers who submitted the proposal or to other persons not officially concerned with the process, until the winning Service provider has been notified that he/she has been awarded the contract.

APPENDIX TO INFORMATION TO SERVICE PROVIDERS

The following information for procurement of consultancy services and selection of service providers shall complement or amend the provisions of the information to service providers, wherever there is a conflict between the provisions of the information to service providers and the provisions of the terms of reference, the provisions of the appendix herein shall prevail over those of the information to service providers.

Clause Reference

2.1 The name of the client is: **Kenya National Bureau of Statistics**

2.1.1 The method of selection is: **Quality and Cost Based method**

2.1.2 Technical and Financial Proposals are requested: **Yes**

The name, objectives, and description of the assignment are:

Name of the assignment: Upgrade, implementation, maintenance and support of an enterprise resource planning system

The Objective of the assignment include: -

- 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.

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- 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

Description of the Assignment: - **Refer to Terms of Reference**

2.1.3 A pre-proposal conference will be held: **No**
However, Service providers are allowed to seek clarifications on RFP-see 2.6.1

2.1.4 The Kenya National Bureau of Statistics will provide the following input: All data /statistics and / or information required for the assignment to the successful bidder.

2.1.5 (i) The estimated number of professional staff months required for the assignment is;- **Refer to Terms of Reference and Evaluation criteria.**

(ii) The minimum required experience of proposed professional staff is: - **Refer to Terms of Reference and Evaluation criteria.**

2.1.6 (i) Training is a specific component of this assignment: **Yes.**

(ii) Additional information in the Technical Proposal includes: **None**

2.1.7 Taxes: [Specify firm's liability: nature, sources of information]: the service provider shall be responsible for payment of all applicable taxes

2.1.8 Service providers must submit an original and a copy of each proposal.

2.1.9 The proposal submission address is:

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

Information on the outer envelope should also include: "**Upgrade, implementation, maintenance and support of an enterprise resource planning system", Do not open before 31st March, 2020 at 10.00 am"**

2.1.10 Proposals must be submitted no later than the following date and time: on or before **31st March, 2020 at 10.00 a.m.**

2.1.11 The KNBS Officials to be contacted for additional information or Clarifications is the Ag. Senior Manager, Procurement of email address: procurement@knbs.or.ke

2.1.12 The minimum technical score required to pass: **80%**

2.1.13 The weights given to the Technical and Financial Proposals are:

T=80%
P=20%

2.9.2 The assignment is expected to commence **immediately.**

SECTION III: ~ TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

3.1 In preparing the technical proposals the service provider is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the service providers own risk and may result in rejection of the service provider's proposal.

3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.

3.3 The **Technical proposal shall not include any financial** information unless it is allowed in the Appendix to information to the service providers or the Special Conditions of contract. **Financial proposal should be submitted separately in a different envelop.**

4 Before proceeding to the financial proposal the service provider should have scored 80% and above based on the technical evaluation criteria set.

The technical proposal shall be prepared and submitted by the service provider.

It shall contain the following:~

(a) Submission letter
(b) Particulars of the service provider including Curriculum vitae (CV)
(c) Comments and suggestions of the service provider on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
(d) Description of the methodology and work plan for performing the assignment
(e) Proposed staff to undertake the assignment
(f) Consultancy services activities times' schedule.

(To be prepared by the service provider as appropriate)

EVALUATION CRITERIA

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:

STAGE 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 certified by commissioner of oaths/Advocate	
3	Trade license and/or Single Business permit/Unified Business Permit for 2020 issued by relevant government agency that should be certified by commissioner of oaths and /or Advocate.	
4	Provide Evidence of physical registered office (attach lease agreement/rental payment receipt/evidence of ownership of the premises certified by commissioner for oath/Advocate)	
5	Provide Bank statement for the last 6 (six) months certified by the issuing bank.	
6	Valid Financial Audited statements for the last three years i.e. 2016, 2017 and 2018. Auditor MUST indicate registration/practicing number	
7	Submit a Signed Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA).	
8	Submit a Signed Declaration statement that you will not be involved in corrupt or fraudulent practices.	
9	Duly, Filled, Signed and stamped Confidential Business Questionnaire.	
10	Provide **ONE ORIGINAL** and **ONE COPY** of tender document **properly bound and paginated/serialized/numbered** in a **sequential** manner on all pages and all attachments. **All pages of the tender shall be initialed by the person or persons signing the tender.**	
	OVERALL REMARKS	

NB: *Please note that all the above requirements shall 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.*

STAGE II: TECHNICAL REQUIREMENTS

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. Copies MUST be certified by commissioner of Oaths/Advocate	10
		(ii Attach (5No.) certified copies of Completion certificates of (i) above. Copies MUST be certified by commissioner of Oaths/Advocate	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
		(ii) Technical Personnel – 2 pax	
		– Bachelor Degree/Diploma IT, Computer Science or equivalent from a recognized university c) Degree- 5Marks d) Experience- 5 marks	10

NO	ITEMS	DETAILS	WEIGHT
		– At least five (5) years' experience	10
		(iii) Human Resource Expert (1 Pax)	
		– 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
	Total		**100**

NB: *Please note that pass mark for technical evaluation is 80%.*

SECTION III - TECHNICAL PROPOSAL

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1. TECHNICAL PROPOSAL SUBMISSION FORM

[_______________ *Date*]

To:______________________[*Name and address of Client)*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for ___________________
________________________________[*Title of consulting services*] in accordance with your Request for Proposal dated ______________________[*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope-*where applicable*].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

________________________________*[Authorized Signature]:*

_________________________________*[Name and Title of Signatory]*
:
__________________________________*[Name of Firm]*
:
__________________________________*[Address:]*

2. FIRM'S REFERENCES

Relevant Services Carried Out
That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country: Your	Professional Staff provided by Firm/Entity(profiles):
Name of Client: assignment.	Clients contact person for the
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Service providers. If any: Service providers:	No of Months of Professional Staff provided by Associated
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: ______________________________________

Name and title of signatory; __________________________

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF SERVICE PROVIDERS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

1.

2.

3.

4.

5.

On the data, services and facilities to be provided by the Client:

1.

2.

3.

4.

5.

1. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: ____

Name of Firm: ____

Name of Staff: ____

Profession: ____

Date of Birth: ____

Years with Firm: ________________ Nationality: _______________________

Membership in Professional Societies: _________________________________

Detailed Tasks Assigned: ____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

____ Date: _________________

[Signature of staff member]

____ *Date;* _______________

[*Signature of authorised representative of the firm*]

Full name of staff member: ____

Full name of authorized representative: ____

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Weeks (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Weeks

Reports Due: __________

Activities Duration: __________

Signature: ___________________________
(Authorized representative)

Full Name: ___________________________

Title: __________________________________

Address: ______________________________

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are weeks from the start of assignment)

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION IV: ~ FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal the weight for financial proposal is 20%

4.1 The Financial proposal prepared by the service provider should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken done to be clearly understood by the procuring entity.

4.2 The financial proposal shall be in Kenya Shillings and shall take into account the tax liability and cost of insurances specified in the request for proposal.

4.3 The financial proposal should be prepared using the Standard forms provided in this part

4.4 The financial proposal shall be prepared and submitted by the service providers. It shall contain the following.

(a) Submission letter indicating total fees per Phase
(b) Summary of costs
(c) Breakdown of fees per activity
(d) Breakdown of reimbursable costs/expenses per activity
(e) Miscellaneous expenses

(to be prepared by the service provider as appropriate)

SECTION V - STANDARD FORMS

Table of Contents

1. FINANCIAL PROPOSAL SUBMISSION FORM

_________________*[Date]*

To: ____
____
____
[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____________) *[Title of consulting services]* in accordance with your Request for Proposal dated (___________________) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

_______________________________*[Authorized Signature]*
:
______________________ *[Name and Title of Signatory]:*

________________________ *[Name of Firm]*

_______________________ *[Address]*

2. SUMMARY OF COSTS

Costs	Currency(ies)-Kshs/USD	Amount(s)- Kshs/USD
Upgrade, implementation, maintenance and support of an Enterprise Resource planning system Subtotal **Taxes** **Total Amount of Financial Proposal**		____________________

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: ________________	Description:________________________________
Price Component	**Amount(s)**
Remuneration Reimbursables Miscellaneous Expenses **Subtotal**	______________________________________

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. ___________________________________

Name:_________________________

Names	Position	Input (Staff months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff				
(i)				
(ii)				
Service providers				
Grand Total				

5. REIMBURSABLES PER ACTIVITY

Activity No: ___________________________________

Name:________________________

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				

6. MISCELLANEOUS EXPENSES

Activity No. ________________ Activity Name: _______________________

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
					____________
	Grand Total				

SECTION VI: - TERMS OF REFERENCE

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

Inventory Management

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 diffirent 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 alloction 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 indvidiual 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 revaluations	
31	Reports by product group, stock levels, reorder levels	

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

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.	
11	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. 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	

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

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	

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

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.	

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

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	

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

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.*

HRMS

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: • 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: • 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**		
	The current EDMS solution has the following Modules that are currently being used to manage electronic document lContract Management lImp rest Surrender lLeave application and forms lManagement of Physical Mails lHR Files lProcurement Files lAppraisal Forms lConfidential Files lPayment Files 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.	
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 Managementt 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	process

	and also harmonize security roles of access with the ERP	
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.*

1.1 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	
3	Single Business Permit/ Trade License	
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 ***serialization of the entire tender document is a*** **MUST.**	
	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.*

1.2 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	
		– Bachelor Degree/Diploma IT, Computer Science or equivalent from a recognized university e) Degree- 5Marks f) Experience- 5 marks	10
		– At least five (5) years' experience	10
		(iii) Human Resource Expert (1 Pax)	
		– 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

Complete Request for Proposal (RFP) documents must be 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 RFP document should be deposited in the Tender Box situated at Real Towers, 13th Floor and to be received **on or before 31st March, 2020 at 10:00 a.m.** Bulky RFP documents which will not fit in the tender box shall be delivered and received at the Senior Manager, Procurement office, 5th Floor Real Towers.

RFP 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.

SECTION VII: ~ 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)
~~~~~~

SECTION VIII - CONFIDENTIAL BUSINESS QUESTIONAIRE

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 License No. ....Expiring date ....

Maximum value of business which you can handle at any one time:

Kshs...

Name of your bankers ....

Branch...

Are you an agent of the Kenya National Trading Corporation? YES/NO

Part 2(a) - Sole Proprietor:

Your name in full..

Age..

Nationality ....Country of origin ....

*Citizenship details ....

Part 2(b) - Partnership:

Give details of partners as follows:

Name Nationality Citizenship Details* Shares

1..

2...

3...

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 by Commissioner of Oaths and/or Advocate)* *(Compulsory)***

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

**** Attach certified copy of Recent Form CR12- Certified by Commissioner of Oaths and/or Advocate* ***(Compulsory)***

Part 3- Interest in the Firm:

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

Yes****			No****	

....

Date   Signature of Bidder

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