REPUBLIC OF KENYA

TENDER DOCUMENT

FOR

SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING, COMMISSIONING AND SUPPORT SERVICES FOR MICROSOFT DYNAMIC 365 BUSINESS CENTRAL ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM
NAC/0T/05/2021-2022

CHIEF EXECUTIVE OFFICER
NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE

P.O BOX 10774-00100 NAIROBI.
NSSF BUILDING, BLOCK A, 18TH FLOOR, BISHOP ROAD.

CLOSING DATE: THURSDAY 10TH FEBRUARY 2022 AT 11.30 A.M.

JANUARY 2022

INVITATION TO TENDER (ITT)

PROCURING ENTITY: NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE

CONTRACT NAME AND DESCRIPTION: SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING, COMMISSIONING AND SUPPORT SERVICES FOR MICROSOFT DYNAMIC 365 BUSINESS CENTRAL ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM - NAC/0T/05/2021-2022

1. The Authority invites sealed tenders for the construction of Supply, Delivery, Installation, Testing, Training, Commissioning and Support Services for Microsoft Dynamic 365 Business Central Enterprise Resource Planning (ERP) System at NACADA head office.

2. Tendering will be conducted under national open competitive method using a standardized tender document. Tendering is open to all eligible, qualified and interested Tenderers.

3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours from 8.30 am to 4.30 pm at the address given below.

4. A complete set of tender documents will be obtained electronically from the Website www.tenders.go.ke or www.nacada.go.ke/tenders Tender documents obtained electronically will be free of charge. Tenderers downloading documents from a designated website shall advise the Procurement Entity that they have downloaded the tender documents, giving full contact addresses of the tenderer (email, telephone number and postal address).

5. Tender documents may be viewed and downloaded for free from the website www.tenders.go.ke or www.nacada.go.ke/tenders. Tenderers who download the tender document must forward their particulars immediately to procurement@nacada.go.ke to facilitate any further clarification or addendum.

6. All Tenders must be accompanied by a tender security of **Kshs. 395,000/-** from a reputable bank operating in kenya or insurance company that is approved by PPRA

7. Completed tenders must be delivered to the address below on or before **THURSDAY 10TH FEBRUARY 2022 AT 11.30 A.M**. Electronic Tenders will not be permitted.

8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.

10. The addresses referred to above are:

   A.   Address for obtaining further information and for purchasing tender documents

   CHIEF EXECUTIVE OFFICER,
   NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE
   NSSF BULDING, BLOCK A, EASTERN WING, 18TH FLOOR, BISHOP ROAD
   P. O. BOX 10774-00100, NAIROBI

B. Address for Submission of Tenders.

CHIEF EXECUTIVE OFFICER,
NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE
NSSF BULDING, BLOCK A, EASTERN WING, 18TH FLOOR, BISHOP ROAD
P. O. BOX 10774-00100, NAIROBI

D. Address for Opening of Tenders.

CHIEF EXECUTIVE OFFICER,
NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE
NSSF BULDING, BLOCK A, EASTERN WING, 18TH FLOOR, BISHOP ROAD
P. O. BOX 10774-00100, NAIROBI

Victor G. Okioma, EBS
Chief Executive Officer
NACADA

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS (ITT)

Section I - Instructions to Tenderers

A.   GENERAL

1.   Scope of Tender

1.1   The Procuring Entity, as indicated **in the TDS**, issues this tendering document for the supply and installation of the Information System as specified in Section V, Procuring Entity's Requirements. The name, identification and number of lots (contracts) of this ITT are specified **in the TDS.**

2.   Definitions

2.1   Unless otherwise stated, throughout this tendering document definitions and interpretations shall be as prescribed in the Section VI, General Conditions of Contract.

2.3   Throughout this tendering document:
   a)   The term "in writing" means communicated in written form (e.g., by mail, e-mail, fax, including if specified in the **TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
   b)   If the context so requires, "singular" means "plural" and vice versa; and
   c)   "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.
   d)   "Information System" shall carry the same meaning as "Information Technology".

3.   Fraud and Corruption

3.1   The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

3.2   The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/ or civil sanctions may be imposed. To this effect, Tenderers shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.

3.3   Unfair Competitive Advantage -Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. The Procuring Entity shall indicate in the TDS firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

3.4   Tenderers shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

4 Eligible Tenderers

4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter in to such an agreement supported by a Form of Intent. Public employees and their close relatives *(spouses, children, brothers, sisters and uncles and aunts)* are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.

4.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms / organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.

4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:

    a. Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or

    b. Receives or has received any direct or indirect subsidy from another Tenderer; or

    c. Has the same legal representative as another Tenderer; or

    d. Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or

    e. Any of its affiliates participates as a consultant in the preparation of the design or technical specifications of the Information System that are the subject of the Tender; or

    f. Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity as Project Manager for the Contract implementation; or

    g. Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDSITT2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or

    h. Has a close business or family relationship with a professional staff of the Procuring Entity who: -

        i. Are directly or in directly involved in the preparation of the tendering document or specifications of the Contract, and/ or the Tender evaluation process of such Contract. or

        ii. Would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.

4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate as a Tenderer or as JV member in more than one Tender except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. However, this does not limit the participation of a Tenderer as subcontractor in another Tender or of a firm as a subcontractor in more than one Tender.

4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that

country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case maybe. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub- consultants for any part of the Contract including related Services.

4.6 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke

4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of the Procuring Entity.

4.8 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

4.9 The Procuring Entity may require tenderers to be registered with certain authorities in Kenya. Such registration shall be defined in the **TDS**, but care must be taken to ensure such registration requirement does not discourage competition, nor exclude competent tenderers. Registration shall not be a condition for tender, but where a selected tenderer is not so registered, the tenderer shall be given opportunity to register before signing of the contract.

4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in "SECTION III- EVALUATION AND QUALIFICATION CRITERIA, Item 9".

4.11 Pursuant to the eligibility requirements of ITT 4.11, a tenderer is considered a foreign tenderer, if it is registered in Kenya, has less than 51 percent ownership by nationals of Kenya and if it does not subcontract foreign contractors more than 10 percent of the contract price, excluding provisional sums. JVs are considered as foreign tenderers if the individual member firms are registered in Kenya have less than 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

4.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke

4.13 Tenderers shall be considered ineligible for procurement if they offer goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment.

4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5   **Eligible Goods and Services**

5.1   The Information Systems to be supplied under the Contract may have their origin in any eligible country.

5.2   For the purposes of this tendering document, the term "Information System" means all:

i.   the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Supplier is required to supply and install under the Contract, plus all associated documentation, and all other materials and goods to be supplied, installed, integrated, and made operational; and

ii.   the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the Information System to be provided by the selected Tenderer and as specified in the Contract.

5.3   For purposes of ITT 5.1 above, "origin" means the place where the goods and services making the Information System are produced in or supplied from. An Information System is deemed to be produced in a certain country when, in the territory of that country, through software development, manufacturing, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

5.4   Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement under this Act.

B.   **CONTENTS OF TENDERING DOCUMENT**

6   **Sections of Tendering Document**

PART 1 - Tendering Procedures

Section I - Instructions to Tenderers (ITT)

Section II - Tender Data Sheet (TDS)

Section III - Evaluation and Qualification Criteria

Section IV - Tendering Forms

PART 2 - Procuring Entity's Requirements

Section V - Requirements of the Information Systems

Section VI - Technical Requirements

Section VII - Implementation Schedule

Section VIII - System Inventory Tables

Section IX - Background and Informational Materials

PART 3 - Contract

Section X - General Conditions of Contract

Section XII - Special Conditions of Contract

Section XIII - Contract Forms

6.1   The Invitation to Tender Notice issued by the Procuring Entity is not part of this tendering document.

6.2   Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender

meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.3 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7 Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall beat the Tenderer's own expense.

8 Pre-Tender Meeting and a pre- arranged pretender visit of the site of the works

8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender visit of the site of the works will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.

8.3 Minutes of the pre-Tender meeting and the pre-arranged pre-tender visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.

8.4 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pre-tender visit of the site of the works at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9 Clarification of Tender Documents

9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the TDS or raise its enquiries during the pre-Tender meeting and the pre- arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the TDS prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification resulting changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 10.

10 Amendment of Tendering Document

10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.

10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's webpage in accordance with ITT 8.1.

10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

C.   PREPARATION OF TENDERS

11   Cost of Tendering

11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

12   Language of Tender

12.1 The Tender, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the Procuring Entity, shall be written in the English language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

13   Documents Comprising the Tender

13.1 The Tender submitted by the Tenderer shall comprise the following:

   a. **Form of Tender** prepared in accordance with ITT 14;

   b. **Price Schedules** completed in accordance with ITT 14 and ITT 16;

   c. **Tender Security or Tender-Securing Declaration** in accordance with ITT 22;

   d. **Alternative Tender:** if permissible, in accordance with ITT 15;

   e. **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 23.3;

   f. **Eligibility of Information System:** documentary evidence established in accordance with ITT 16.1 that the Information System offered by the Tenderer in its Tender or in any alternative Tender, if permitted, are eligible;

   g. **Tenderer's Eligibility:** documentary evidence in accordance with ITT 17 establishing the Tenderer's eligibility and qualifications to perform the contract if its Tender is accepted;

   h. **Conformity:** documentary evidence established in accordance with ITT 18 that the Information System offered by the Tenderer conform to the tendering document;

   i. **Subcontractors:** list of subcontractors, in accordance with ITT 18.4;

   j. **Intellectual Property**: a list of: Intellectual Property as defined in GCC Clause 15;

      i) All Software included in the Tender, assigning each item to one of the software categories defined in GCC Clause1.1(C):

         a. System, General Purpose, and Application Software; or

         b. Standard and Custom Software;

      iii. All Custom Materials, as defined in GCCClause1.1(c), included in the Tender;

        All Materials not identified as Custom Materials shall be deemed Standard Materials, as defined in GCC Clause 1.1 (c); Re-assignments among the Software and Materials categories, if necessary, will be made during the implementation of the Contract according to GCC Clause 39 (Changes to the Information System); and

k. Any other document required **in the TDS.**

13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members indicating at least the parts of the Information System to be executed by the respective members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the information System to be executed by the respective members.

13.1 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender. The Tenderer shall serialize page so fall tender documents submitted.

14   Form of Tender and Price Schedules

14.1 The Tenderer shall complete the Form of Tender, including the appropriate Price Schedules, using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

15   Alternative Tenders

15.1 The TDS indicates whether alternative Tenders are allowed. If they are allowed, the **TDS** will also indicate whether they are permitted in accordance with ITT 13.3, or invited in accordance with ITT 13.2 and/or ITT 13.4.

15.2 When alternatives to the Time Schedule are explicitly invited, a statement to that effect will be included **in the TDS**, and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.1 Except as provided under ITT 15.4 below, Tenderers wishing to offer technical alternatives to the Procuring Entity's requirements as described in the tendering document must also provide: (i) a price at which they are prepared to offer an Information System meeting the Procuring Entity's requirements; and (ii) all information necessary for a complete evaluation of the alternatives by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed installation methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

15.4 When Tenderers are invited **in the TDS** to submit alternative technical solutions for specified parts of the system, such parts shall be described in Section V, Procuring Entity's Requirements. Technical alternatives that comply with the performance and technical criteria specified for the Information System shall be considered by the Procuring Entity on their own merits, pursuant to ITT 35.

16   Documents Establishing the Eligibility of the Information System

16.1 To establish the eligibility of the Information System in accordance with ITT 5, Tenderers shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.

17   Documents Establishing the Eligibility and Qualifications of the Tenderer

17..1 To establish its eligibility and qualifications to perform the Contracting accordance with Section III, Evaluation and Qualification Criteria, the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tendering Forms.

17.1 In the event that pre-qualification of potential Tenderers has been undertaken as stated **in the TDS**, only Tenders from pre-qualified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification

applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

17.2 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, <u>a particular contractor or group of contractors</u> qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

17.3 The purpose of the information described in ITT 15.1 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

17.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control, any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

17.5 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

17.6 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

17.7 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
   a. If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
   b. If the contract has been awarded to that tenderer, the contract award will be set aside,
   c. the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

17.8 If a tenderer submits information pursuant to these requirements that is in complete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

18   Documents Establishing Conformity of the Information System

18.1   Pursuant to ITT 11.1(h), the Tenderer shall furnish, as part of its Tender documents establishing the conformity to the tendering documents of the Information System that the Tenderer proposes to design, supply and install under the Contract.

18.2   The documentary evidence of conformity of the Information System to the tendering documents including:

a)   Preliminary Project Plan describing, among other things, the methods by which the Tenderer will carry out its overall management and coordination responsibilities if awarded the Contract, and the human and other resources the Tenderer proposes to use. The Preliminary Project Plan must also address any other topics **specified in the TDS**. In addition, the Preliminary Project Plan should state the Tenderer's assessment of what it expects the Procuring Entity and any other party involved in the implementation of the Information System to provide during implementation and how the Tenderer proposes to coordinate the activities of all involved parties;

b)   Written confirmation that the Tenderer accepts responsibility for the successful integration and inter- operability of all components of the Information System as required by the tendering documents;

c)   An item-by-item commentary on the Procuring Entity's Technical Requirements, demonstrating the substantial responsiveness of the Information System offered to those requirements. In demonstrating responsiveness, the Tenderer is encouraged to use the Technical Responsiveness Checklist (or Checklist Format) in the Sample Tendering Forms (Section IV). The commentary shall include explicit cross- references to the relevant pages in the supporting materials included in the tender. Whenever a discrepancy arises between the item-by-item commentary and any catalogs, technical specifications, or other preprinted materials submitted with the tender, the item-by-item commentary shall prevail;

d)   Support material (e.g., product literature, white papers, narrative descriptions of technologies and/or technical approaches), as required and appropriate; and

e)   Any separate and enforceable contract(s) for Recurrent Cost items which the TDS ITT 17.2 required Tenderers to tender.

18.3   References to brand names or model numbers or national or proprietary standards designated by the Procuring Entity in the tendering documents are intended to be descriptive and not restrictive. Except where explicitly prohibited in the **TDS** for specific items or standards, the Tenderer may substitute alternative brand /model names or standards in its tender, provided that it demonstrates to the Procuring Entity's satisfaction that the use of the substitute(s) will result in the Information System being able to perform substantially equivalent to or better than that specified in the Technical Requirements.

18.4   For major items of the Information System as listed by the Procuring Entity in Section III, Evaluation and Qualification Criteria, which the Tenderer intends to purchase or subcontract, the Tenderer shall give details of the name and nationality of the proposed subcontractors, including manufacturers, for each of those items. In addition, the Tenderer shall include in its Tender information establishing compliance with the requirements specified by the Procuring Entity for these items. Quoted rates and prices will be deemed to apply to whichever subcontractor is appointed, and no adjustment of the rates and prices will be permitted.

18.5   The Tenderer shall be responsible for ensuring that any subcontractor proposed complies with the requirements of ITT 4, and that any goods or services to be provided by the subcontractor comply with the requirements of ITT 5 and ITT 16.1.

19   Tender Prices

19.1 All Goods and Services identified in the Supply and Installation Cost Sub-Tables in System Inventory Tables in Section VII, and all other Goods and Services proposed by the Tenderer to fulfill the requirements of the Information System, must be priced separately and summarized in the corresponding cost tables in the Sample Tendering Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below.

19.2 **Unless otherwise specified in the TDS**, the Tenderer must also tender Recurrent Cost Items specified in the Technical Requirements, Recurrent Cost Sub-Table of the System Inventory Tables in Section VII (if any). These must be priced separately and summarized in the corresponding cost table sin the Sample Tendering Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below:

a) **If specified in the TDS,** the Tenderer must also tender separate enforceable contracts for the Recurrent Cost Items not included in the main Contract;

b) prices for Recurrent Costs are all-inclusive of the costs of necessary Goods such as spare parts, software license renewals, labor, etc., needed for the continued and proper operation of the Information System and, if appropriate, of the Tenderer's own allowance for price increases;

c) prices for Recurrent Costs beyond the scope of warranty services to be incurred during the Warranty Period, defined in GCC Clause 29.4 and prices for Recurrent Costs to be incurred during the Post-Warranty Period, defined in SCC Clause 1.1. (e) (xiii), shall be quoted as Service prices on the Recurrent Cost Sub-Table in detail, and on the Recurrent Cost Summary Table in currency totals.

19.3 Unit prices must be quoted at a level of detail appropriate for calculation of any partial deliveries or partial payments under the contract, in accordance with the Implementation Schedule in Section VII), and with GCC and SCC Clause 12 – Terms of Payment. Tenderers may be required to provide a breakdown of any composite or lump-sum items included in the Cost Tables

19.4 The price of items that the Tenderer has left blank in the cost tables provided in the Sample Tender Forms (Section IV) shall be assumed to be included in the price of other items. Items omitted altogether from the cost tables shall be assumed to be omitted from the tender and, provided that the tender is substantially responsive, an adjustment to the tender price will be made during tender evaluation in accordance with ITT 31.3.

19.5 The prices for Goods components of the Information System are to be expressed and shall be defined and governed in accordance with the rules prescribed in the edition of incoterms **specified in the TDS,** as follows:

a) Goods supplied from outside Kenya:
Unless otherwise specified in the TDS, the prices shall be quoted on a CIP (named place of destination) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in Kenya. The named place of destination and special instructions for the contract of carriage are as specified in the SCC for GCC 1.1(e) (iii)**.** In quoting the price, the Tenderer shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Tenderer may obtain insurance services from any eligible source country;

b) Locally supplied Goods: Unit prices of Goods offered from within Kenya, shall be quoted on an EXW (ex- factory, ex works, ex ware house or off- the-shelf, as applicable) basis, including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT or sales and other taxes and duties/fees incurred for the Goods at the time of invoicing or sales transaction, if the Contract is awarded; and

c) Inland transportation.

19.6 Unless otherwise stated in the **TDS,** inland transportation, insurance and related local costs incidental to the delivery of the Goods to the designated Project Sites must be quoted separately as a Service item in accordance with ITT 17.5, whether the Goods are to be supplied locally or from outside Kenya, except when these costs are already included in the price of the Goods, as is, e.g., the case, when ITT 17.5 (a) specifies CIP, and the named places of destination are the Project Sites.

19.7 The price of Services shall be separated into their local and foreign currency components and where appropriate, broken down into unit prices. Prices must include all taxes, duties, levies and fees whatsoever, except only VAT or other indirect taxes, or stamp duties, that may be assessed and/ or apply in Kenyan /to the price of the Services invoiced to the Procuring Entity, if the Contract is awarded.

19.8 Unless otherwise specified in the **TDS**, the prices must include all costs incidental to the performance of the Services, as incurred by the Supplier, such as travel, subsistence, office support, communications, translation, printing of materials, etc. Costs incidental to the delivery of the Services but incurred by the Procuring Entity or its staff, or by third parties, must be included in the price only to the extent such obligations are made explicit in these tendering documents (as, e.g., a requirement for the Tenderer to include the travel and subsistence costs of trainees).

19.9 Unless otherwise specified in the **TDS,** prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to increases on any account. Tenders submitted that are subject to price adjustment will be rejected.

20 Currencies of Tender and Payment

20.1 The currency(ies) of the Tender and currencies of payment shall be the same. The Tenderer shall quote in Kenya shillings the portion of the Tender price that corresponds to expenditures incurred in Kenya currency, unless otherwise specified **in the TDS**.

20.2 The Tenderer may express the Tender price in any currency. If the Tenderer wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than **two foreign currencies** in addition to Kenyan currency.

21 Period of Validity of Tenders

21.1 Tenders shall remain valid for the period specified **in the TDS** after the Tender submission deadline date prescribed by the Procuring Entity in accordance with ITT 23.1. A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

21.2 exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20.1, it shall also be extended for thirty days (30) beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

22 Tender Security

22.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.

22.2 A Tender-Securing Declaration shall use the form included in Section IV, Tendering Forms.

22.3 If a Tender Security is specified pursuant to ITT 20.1, the tender security shall be a demand guarantee in any of the following forms at the Tenderer's option:
   a. cash;
   b. a bank guarantee;
   c. a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
   d. a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
   e. any other form specified in the **TDS.**

If an unconditional guarantee is issued by a non-bank financial institution located outside Kenya, the issuing non-bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required.

22.4 In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms or in another substantially similar format approved by the Procuring Entity prior to Tender submission. I neither case, the form must include the complete name of the Tenderer. The Tender Security shall be valid for thirty days (30) beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 19.2.

22.5 If a Tender Security or a Tender-Securing Declaration is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.

22.6 The Tender Security shall be returned/release as promptly as possible

    a) The procurement proceedings are terminated;

    b) The procuring entity determines that none of the submitted tenders is responsive;

    c) A bidder declines to extend the tender validity.

    d) Once the successful Tenderer has signed the Contract and furnished the required Performance Security.

22.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

    a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender; or

    b) if the successful Tenderer fails to:

    i) sign the Contract in accordance with ITT 47; or

    ii) furnish a performance security in accordance with ITT 48.

22.8 Where the Tender-Securing Declaration is executed the Procuring Entity will recommend to the PPRA to debars the Tenderer from participating in public procurement as provided in the law.

22.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the tender. If the JV has not been legally constituted in to a legally enforceable JV at the time of Tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 11.2.

22.10 A tenderer shall not issue a tender security to guarantee itself.

23 Format and Signing of Tender

23.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 13, shall be clearly marked "ALTERNATIVE". In addition, the Tenderer shall submit copies of the Tender, in the number specified **in the TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

23.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

23.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified **in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of

the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

23.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

23.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D.   SUBMISSION AND OPENING OF TENDERS

24   Submission, Sealing and Marking of Tenders

24.1 The Tenderer shall deliver the Tender in a two, sealed envelope (Two (2) envelope process). Bidders shall submit both Technical and Financial proposals in separate envelopes which should be clearly marked "Technical Proposal" and "Financial Proposal". The two envelopes shall then be enclosed in a plain sealed envelope with the Tender Number and Name and clearly marked "DO NOT OPEN TECHNICAL PROPOSAL WITH FINANCIAL PROPOSAL". Within the single envelope the Tenderer shall place the following separate, sealed envelopes:

   a)   Sealed Financial proposal.

   b)   In an envelope marked "ORIGINAL", all documents comprising the technical proposal Tender, as described in ITT 11; and

   c)   In an envelope marked "COPIES", all required copies of the technical proposal Tender; and,

   d)   If alternative Tenders are permitted in accordance with ITT 13, and if relevant:

   i)   In an envelope marked "ORIGINAL–ALTERNATIVETENDER", the alternative Tender; and

   ii) in the envelope marked "COPIES – ALTERNATIVE TENDER" all required copies of the alternative Tender.

24.2 The inner envelopes shall:

   a)   Bear the name and address of the Tenderer;

   b)   Be addressed to the Procuring Entity/ Employer in accordance with ITT 23.1;

   c)   Bear the specific identification of this Tendering process specified in accordance with ITT 1.1; and

   d)   Bear a warning not to open before the time and date for Tender opening.

   The outer envelopes shall:

   e)   Be addressed to the Procuring Entity/ Employer in accordance with ITT 23.1;

   f)   Bear the specific identification of this Tendering process specified in accordance with ITT 1.1; and bear a warning not to open before the time and date for Tender opening.

24.3 I fall envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

25   Deadline for Submission of Tenders

25.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time indicated **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

25.2 The Procuring Entity may, at its discretion, extend this deadline for submission of Tenders by amending the tendering documents in accordance with ITT 8, in which case all rights and obligations of the

Procuring Entity and Tenderers will thereafter be subject to the deadline as extended.

26   Late Tenders

26.1   The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

27   Withdrawal, Substitution, and Modification of Tenders

27.1   A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

a)   prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," "MODIFICATION;" and

b)   received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT23.

27.2   Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

27.3   No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tender sand the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

28   Tender Opening

28.1   Except as in the cases specified in ITT 24 and ITT 25.2, the Procuring Entity shall conduct the Tender opening in public, in the presence of Tenderers' designated representatives who chooses to attend, and at the address, date and time specified **in the TDS**. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.

28.2   First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

28.3   Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

28.4   Envelopes marked "Modification" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening. Only Tenders that are opened and read out at Tender opening shall be considered further.

28.5   Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and the Tender Price(s), including any discounts and alternative Tenders, and indicating whether there is a modification; the presence or absence of a Tender Security or Tender-Securing Declaration; and any other details as the Procuring Entity may consider appropriate.

28.6   Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall

be considered further in the evaluation. The Form of Tender and the Price Schedules are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.

28.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

28.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
   a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
   b) The Tender Price, per lot if applicable, including any discounts;
   c) Any alternative Tenders; and
   d) The presence or absence of a Tender Security or a Tender-Securing Declaration.

28.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

E.   Evaluation and Comparison of Tenders

29   Confidentiality

29.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until the Notification of Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.

29.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its Tender.

29.3 Not with standing ITT 27.2, from the time of Tender opening to the time of Contract award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

30   Clarification of Tenders

30.1 To assist in the examination, evaluation, and comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT32.

30.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

31   Deviations, Reservations, and Omissions

31.1 During the evaluation of Tenders, the following definitions apply:
   a) "Deviation" is a departure from the requirements specified in the tendering document;
   b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
   c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

32 Determination of Responsiveness

32.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 11.

32.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that;

    a) If accepted, would:

        i) Affect in any substantial way the scope, quality, or performance of the Information System specified in the Contract; or

        ii) Limit in any substantial way, in consistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the proposed Contract; or

    b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

32.3 The Procuring Entity shall examine the technical aspects of the Tender in particular, to confirm that all requirements of Section V, Procuring Entity's Requirements have been met without any material deviation, reservation, or omission.

32.4 To be considered for Contract award, Tenderers must have submitted Tenders:

    a) for which detailed Tender evaluation using the same standards for compliance determination as listed in ITT 29 and ITT 30.3 confirms that the Tenders are commercially and technically responsive, and include the hardware, Software, related equipment, products, Materials, and other Goods and Services components of the Information System in substantially the full required quantities for the entire Information System or, if allowed in the TDS ITT 35.8, the individual Subsystem, lot or slice Tender on; and are deemed by the Procuring Entity as commercially and technically responsive; and

    b) that offer Information Technologies that are proven to perform up to the standards promised in the tender by having successfully passed the performance, benchmark, and/or functionality tests the Procuring Entity may require, pursuant to ITT 39.3.

33 Non-material non-conformities

33.1 Provided that a Tender is substantially responsive, the Procuring Entity may waive any nonconformity in the Tender that does not constitute a material deviation, reservation or omission.

33.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

33.3 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the TDS**.

34 Correction of Arithmetical Errors

34.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.

34.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the

following basis:

a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.

b) Any errors in the submitted tender a rising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and

c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

35   Conversion to Single Currency

35.1   For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted into a single currency as specified **in the TDS**.

36   Margin of Preference and Reservations

36.1   A margin of preference on local contractors may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/ threshold specified in the Regulations.

36.2   A margin of preference shall not be allowed unless it is specified so in the **TDS**.

36.3   Contracts procured on basis of international competitive tendering shall not be subject to reservations exclusive to specific groups as provided in ITT 34.4.

36.4   Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case maybe), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates in the **TDS** that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

37   Evaluation of Tenders

37.1   The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Best Evaluated Tender.

37.2   To evaluate a Tender, the Procuring Entity shall consider the following:

a) Price adjustment due to discounts offered in accordance with ITT 14.4;

b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33;

c) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3; and

d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

38   Preliminary Examination

38.1   The Procuring Entity will examine the tenders, to determine whether they have been properly signed, whether required sureties have been furnished, whether any computational errors have been made, whether required sure ties have been furnished and are substantially complete (e.g., not missing key

parts of the tender or silent on excessively large portions of the Technical Requirements). In the case where a pre-qualification process was undertaken for the Contract (s) for which these tendering documents have been issued, the Procuring Entity will ensure that each tender is from a pre-qualified Tenderer and, in the case of a Joint Venture, that partners and structure of the Joint Venture are unchanged from those in the pre-qualification.

39 Technical Evaluation

39.1 The Procuring Entity will examine the information supplied by the Tenderers Pursuant to ITT 11 and ITT 16, and in response to other requirements in the Tendering document, considering the following factors:

a) Overall completeness and compliance with the Technical Requirements; and deviations from the Technical Requirements;

b) suitability of the Information System offered in relation to the conditions prevailing at the site; and the suitability of the implementation and other services proposed, as described in the Preliminary Project Plan included in the tender;

c) achievement of specified performance criteria by the Information System;

d) compliance with the time schedule called for by the Implementation Schedule and any alternative time schedules offered by Tenderers, as evidenced by a milestone schedule provided in the Preliminary Project Plan included in the tender;

e) type, quantity, quality, and long-term availability of maintenance services and of any critical consumable items necessary for the operation of the Information System;

f) any other relevant technical factors that the Procuring Entity deems necessary or prudent to take into consideration;

g) any proposed deviations in the tender to the contractual and technical provisions stipulated in the tendering documents.

39.2 The Procuring Entity's evaluation of tenders will consider technical factors, in addition to cost factors. The Technical Evaluation will be conducted following the Criteria specified in Section III, Evaluation and Qualification Criteria, which permits a comprehensive assessment of the technical merits of each Tender. All tenders that fail to pass this evaluation will be considered non-responsive and will not be evaluated further.

39.3 Where alternative technical solutions have been allowed in accordance with ITT 13, and offered by the Tenderer, the Procuring Entity will make a similar evaluation of the alternatives. Where alternatives have not been allowed but have been offered, they shall be ignored.

39.4 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

40 Financial/ Economic Evaluation

40.1 To evaluate a Tender, the Procuring Entity shall consider the following:

a) price adjustment due to unconditional discounts offered in accordance with ITT 26.8; excluding provisional sums and contingencies, if any, but including Day work items, were priced competitively.

b) Price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;

c) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITT 33; and

d) the evaluation factors indicated in Section III, Evaluation and Qualification Criteria.

If price adjustment is allowed in accordance with ITT 17.9, the estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

40.1 The Procuring Entity will evaluate and compare the Tenders that have been determined to be substantially responsive, pursuant to ITT 35.4. The evaluation will be performed assuming either that:

a) The Contract will be awarded to the Lowest Evaluated Tender for the entire Information System; or

b) if specified **in the TDS**, Contracts will be awarded to the Tenderers for each individual Subsystem, lot, or slice if so defined in the Technical Requirements whose Tenders result in the Lowest Evaluated Tender/ Tenders for the entire System.

In the latter case, discounts that are conditional on the award of more than one Subsystem, lot, or slice may be offered in Tenders. Such discounts will be considered in the evaluation of tenders as specified **in the TDS**.

41 Comparison of Tenders

41.1 The Procuring Entity shall compare all substantially responsive Tenders in accordance with ITT 35.6 to determine the lowest evaluated cost.

42 Abnormally Low Tenders and Abnormally High Tenders

42.1 An Abnormally Low Tender is one where the Tender price in combination with other constituent elements of the Tender appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Tenderer to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.

42.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

42.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

Abnormally High Tenders

42.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

42.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

a. If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.

b. If specifications, scope of work and/ or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

42.6 If the Procuring Entity determines that the Tender Price is abnormally too high because <u>genuine competition between tenderers is compromised</u> (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

43 Unbalanced or Front-Loaded Tenders

43.1 If the Tender that is evaluated as the lowest evaluated cost is, in the Procuring Entity's opinion, seriously unbalanced or front loaded the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Tender prices with the scope of information systems, installations, proposed methodology, schedule and any other requirements of the tendering document.

43.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may: -

a) Accept the Tender; or

b) If appropriate, require that the total amount of the Performance Security be increased, at the expense of the Tenderer, to a level not exceeding twenty percent (20%) of the Contract Price; or

c) Reject the Tender.

44 Eligibility and Qualification of the Tenderer

44.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

44.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 15.

44.3 Unless otherwise specified in the **TDS,** the Procuring Entity will NOT carry out tests at the time of post-qualification, to determine that the performance or functionality of the Information System offered meets those stated in the Technical Requirements. However, if so specified in the **TDS** the Procuring Entity may carry out such tests as detailed in the **TDS**.

44.4 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the next lowest evaluated cost or best evaluated Tender, as the case may be, to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

44.5 The capabilities of the manufacturers and subcontractors proposed by the Tenderer that is determined to have offered the Best Evaluated Tender for identified major items of supply or services will also be evaluated for acceptability in accordance with Section III, Evaluation and Qualification Criteria. Their participation should be confirmed with a Form of intent between the parties, as needed. Should a manufacturer or subcontractor be determined to be unacceptable, the Tender will not be rejected, but the Tenderer will be required to substitute an acceptable manufacturer or subcontractor without any change to the Tender price. Prior to signing the Contract, the corresponding Appendix to the Contract Agreement shall be completed, listing the approved manufacturers or subcontractors for each item concerned.

44.6 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in *"SECTIONIII- EVALUATION AND QUALIFICATION CRITERIA.*

45 Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

45.1 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. AWARD OF CONTRACT

46 Award Criteria

46.1 Subject to ITT 40, the Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest/ best Evaluated Tender. The determination of the lowest/ Best Evaluated Tender will be made in accordance to one of the two options as defined in the **TDS**. The methodology options are:

The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender

a) When **rated criteria are used**: The Tenderer that meets the qualification criteria and whose Tender:
   i) Is substantially responsive; and
   ii) Is the Best Evaluated Tender (i.e., the Tender with the highest combined technical/ quality/ price score); or

b) When **rated criteria are not used**: The Tenderer that meets the qualification criteria and whose Tender has been determined to be:
   i) Most responsive to the tendering document; and
   ii) The lowest evaluated cost.

47 Procuring Entity's Right to Vary Quantities at Time of Award

47.1 The Procuring Entity reserves the right at the time of Contract award to increase or decrease, by the percentage (s) for items as indicated **in the TDS.**

48 Notice of Intention to enter into a Contract/ Notification of award

48.1 Upon award of the contract and prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/ Notification of award to all tenderers which shall contain, at a minimum, the following information:
   a) The name and address of the Tenderer submitting the successful tender;
   b) The Contract price of the successful tender;
   c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
   d) the expiry date of the Standstill Period; and
   e) instructions on how to request a debriefing and/ or submit a complaint during the standstill period;

49 Standstill Period

49.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

49.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

50 Debriefing by the Procuring Entity

50.1 On receipt of the Procuring Entity's <u>Notification of Intention to Enter into a Contract</u> referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

50.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

51 Letter of Award

51.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT44.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the <u>Letter of Award</u> to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21days of the date of the letter.

52 Signing of Contract

52.1 Upon the expiry of the fourteen days of the Notification of Intention to enter in to contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

52.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

52.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

52.4 Notwithstanding ITT 47.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Procuring Entity, to Kenya, or to the use of the Information System to be supplied, where such export restrictions arise from trade regulations from a country supplying those Information System, the Tenderer shall not be bound by its Tender, provided that the Tenderer can demonstrate that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Tenderer in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the Information System under the terms of the Contract.

53 Performance Security

53.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer shall furnish the performance security in accordance with the General Conditions, subject to ITT38.2 (b), using for that purpose the Performance Security Form included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a Performance Security shall have a correspondent financial institution located in Kenya.

53.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the

Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

49   Publication of Procurement Contract

Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

a)   Name and address of the Procuring Entity;

b)   Name and reference number of the contract being awarded, a summary of its scope and the selection method used;

c)   The name of the successful Tenderer, the final total contract price, the contract duration.

d)   Dates of signature, commencement and completion of contract;

e)   Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

50.   Adjudicator

50.1   Unless **the TDS** states otherwise, the Procuring Entity proposes that the person named **in the TDS** be appointed as Adjudicator under the Contract to assume the role of informal Contract dispute mediator, as described in GCC Clause 43.1. In this case, a résumé of the named person is attached to the TDS. The proposed hourly fee for the Adjudicator is specified in the TDS. The expenses that would be considered reimbursable to the Adjudicator are also specified **in the TDS**. If a Tenderer does not accept the Adjudicator proposed by the Procuring Entity, it should state its non-acceptance in its Tender Form and make a counter proposal of an Adjudicator and an hourly fee, attaching résumé of the alternative. If the successful Tenderer and the Adjudicator nominated **in the TDS** happen to be from the same country, and this is not Kenya too, the Procuring Entity reserves the right to cancel the Adjudicator nominated **in the TDS** and propose a new one. If by the day the Contract is signed, the Procuring Entity and the successful Tenderer have not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed, at the request of either party, by the Appointing Authority specified in the SCC clause relating to GCC Clause 43.1.4, or if no Appointing Authority is specified there, the Contract will be implemented without an Adjudicator.

51.   Procurement Related Complaints and Administrative Review

51.1   The procedures for making a Procurement-related Complaint are as specified in the **TDS.**

51.2   A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Information System to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITT 1.1	The reference number of the Request for Tenders is: **NAC/0T/05/2021-2022**
	The Procuring Entity is: **National Authority for The Campaign Against Alcohol and Drug Abuse**
	The name of the ITT is: **Supply, Delivery, Installation, Testing, Training, Commissioning and Support Services for Microsoft Dynamic 365 Business Central Enterprise Resource Planning (ERP) System**
	The number and identification of lots (contracts) comprising this ITT is: **None**
ITT 3.3	The firms (if any) that provided consulting services for the contract being tendered for are **Not Available**
ITT 4.1	Maximum number of members in the JV shall be **Three (3)**
ITT 4.9	The Procuring Entity may require tenderers to be registered with **Information Communication and Technology Authority (ICTA).**
B. Tendering Document	
ITT 8.1	For **Clarification of Tender purposes** only, the Procuring Entity's address is:
	Attention: **Chief Executive Officer**
	Address: **Box 100774-00100, Bishop Road, Nairobi**
	Floor/ Room number: **18th Floor**
	City: **Nairobi**
	ZIP Code: **00100**
	Country: **Kenya**
	Telephone: **+254 0202721997**
	Facsimile number: **None**
	Electronic mail address: *procurement@nacada.go.ke*
	Requests for clarification should be received by the Procuring Entity no later than: **Three (3) to tender closing date.**
ITT 8.2	Web page: ***None***
ITT 8.4	A Pre-Tender meeting **shall not** take place.
	A site visit conducted by the Procuring Entity ***shall not be*** organized.
ITT 9.1	The Procuring Entity shall publish its response at the website: www.nacada.go.ke or www.tenders.go.ke
C. Preparation of Tenders	
ITT 13.1 (k)	The Tenderer shall submit with its Tender the following additional documents:
	As required in the evaluation criteria
ITT 15.1	Alternative Tenders are **not permitted**.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 15.2	Alternatives to the Time Schedule are **not permitted**.
ITT 15.4	Alternative technical solutions shall **not be permitted**.
ITT 17.2	Prequalification **has not** been undertaken.
ITT 18.2 (a)	In addition to the topics described in ITT Clause 16.2 (a), the Preliminary Project Plan must address the following topics: i) *Project Organization and Management Sub-Plan, including management authorities, responsibilities, and contacts, as well as task, time and resource-bound schedules (in GANTT format);* ii) *Implementation Sub-Plan;* iii) *Training Sub-Plan;* iv) *Testing and Quality Assurance Sub-Plan;* v) *Warranty Defect Repair* vi) *Technical Support Service Sub-Plan (Service level agreement template)*
ITT 18.3	In the interest of effective integration, cost-effective technical support, and reduced re-training and staffing costs, Tenderers are required to offer specific brand names and models for the following limited number of specific items: **None**
ITT 19.2	The Tenderer **must** tender Recurrent Cost Items
ITT 19.2 (a)	The Tenderer **must** tender for contracts of Recurrent Cost Items not included in the main Contract.
ITT 19.5	The Incoterms edition is: **Incoterms® 2020**
ITT 19.5 (a)	Named place of destination is: **Nairobi, Kenya**
ITT 19.6	Named place of final destination (or Project site) is: **Nacada head Office, Nairobi-Kenya.**
ITT 19.8	There is no modification to ITT 17.8
ITT 19.9	The prices quoted by the Tenderer **shall not** be subject to adjustment during the performance of the Contract.
ITT 20.1	The Tenderer **is** required to quote in the currency of Kenya the portion of the Tender price that corresponds to expenditures incurred in that currency.
ITT 21.1	The Tender validity period shall be **One Hundred and Twenty (120)** days.
ITT 22.1	A *Tender Security* **shall be** required. If a Tender Security shall be required, the amount and currency of the Tender Security shall be **Three Hundred and Ninty Five Thousand (395,000/-) Kenya Shillings**
ITT 22.3 (v)	Other types of acceptable securities are **None**
ITT 23.1	In addition to the original of the Tender, the number of copies is: *one (1) Copy*
ITT 23.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of **Power of Attorney letter**
	D. Submission and Opening of Tenders

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 25.1	For **Tender submission purposes** only, the Procuring Entity's address is: Attention: **Chief Executive Officer** Street Address: **Box 10074, Bishop Road** Floor/Room number: **18th Floor** City: **Nairobi** ZIP Code: **00100** Country: **Kenya** **The deadline for Tender submission is:** Date: **THURSDAY 10TH FEBRUARY 2022** Time: **11.30 A.M** Bidders shall submit both Technical and Financial proposals in separate envelopes which should be clearly marked "Technical Proposal" and "Financial Proposal" in the format provided. The two envelopes shall then be enclosed in a plain sealed envelope with the Tender Number and Name and clearly marked "DO NOT OPEN TECHNICAL PROPOSAL WITH FINANCIAL PROPOSAL". **Only tenderer's who passed the mandatory and technical evaluation shall be invited for financial opening.**
ITT 25.1	Tenderers **shall not** have the option of submitting their Tenders electronically.
ITT 28.1	The Tender opening shall take place at: Street Address: **Box 10074, Bishop Road** Floor/Room number: **18th Floor** City: **Nairobi** ZIP Code: **00100** Country: **Kenya** Date: **THURSDAY 10TH FEBRUARY 2022** Time: **11.30 A.M**
ITT 28.1	The electronic Tender opening procedures shall be: **None**
ITT 28.6	The Form of Tender and Price Schedules shall be initialed by **Members of the opening Committee as per their appointment letter** representatives of the Procuring Entity conducting Tender opening.
E. Evaluation, and Comparison of Tenders	
ITT 33.3	The adjustment shall be based on the **Average** price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate. If the missing Goods and Services are a scored technical feature, the relevant score will be set at zero.
ITT 35.1	The currency(ies) of the Tender shall be converted into a single currency as follows: **Kenya Shilling** The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies into a single currency is: **Kenya Shilling** The source of exchange rate shall be: **the Central Bank in Kenya** The date for the exchange rate shall be: **As at time of tender closing**
ITT 36.2	Margin of Preference **shall not apply.**

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 36.4	The invitation to tender is extended to **Special groups (Youth, Women and PWD)**
ITT 40.2 (b)	Tenderers shall **not be allowed** to quote separate prices for different lots (contracts for Subsystems, lots, or slices of the overall Information System) and the methodology to determine the lowest tenderer is specified in Section III, Evaluation and Qualification Criteria.
	Discount that are conditional on the award of more than one Subsystem, lot, or slice may be offered in Tenders and such discounts **shall** be considered in the price evaluation
ITT 44.3	As additional qualification measures, the Information System (or components/parts of it) offered by the Tenderer with the Best Evaluated Tender may be subjected to the following tests and performance benchmarks prior to Contract award*:* **The Authority will carry out demonstration tests and reference site visits to the highest three bidders. The evaluation Committee will be responsible with this post qualification exercise. For demonstration testing details are provided in the Technical Requirements**
ITT 46.1	The award will be made on the basis of **not rated criteria** pursuant to ITT 35.7, if applicable, in accordance with Section III, Evaluation and Qualification Criteria.
ITT 47.1	The maximum percentage by which quantities may be increased is: **fifteen per cent (15%)**
	The maximum percentage by which quantities may be decreased is: **fifteen per cent (15%)**
	The items for which the Procuring Entity may increase of decrease the quantities are the following. **Hardware, softwares and components as provided in the terms of reference.**
ITT 50.1	The proposed Adjudicator is: **as per the Kenyan law**
	The proposed hourly fee is **as per the rates provided in the law**.
ITT 51.1	The procedures for making a Procurement-related Complaint are detailed in the "Notice of Intention to Award the Contract" herein and are also available from the PPRA website info@ppra.go.ke or complaints@ppra.go.ke.
	If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:
	In summary, a Procurement-related Complaint may challenge any of the following:
	1. the terms of the Tendering Documents; and
	2. the Procuring Entity's decision to award the contract.

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1 Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2 Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

MANDATORY REQUIREMENTS

	DESCRIPTION	YES	NO
	Preliminary evaluation criteria		
MR1	Submit certified audited accounts by a certified accountant for the last 2 years (2019 & 2020)		
MR2	Attach certified Copies of PIN, valid Tax compliance Certificate, Certificate of incorporation and valid business permit certified by a Commissioner for Oaths/ Magistrate		
MR3	Must have handled Cumulative Contract value of at least KSh.50 million in the last two years (2019 & 2020)		
MR4	Must have at least 5 years' experience in Information System development		
MR5	Provide a Work Plan / Methodology of the Information System development		
MR6	Evidence of qualification/ experience for Lead System Specialist with a minimum of Masters in ICT and 10 years of relevant experience and two other system specialists with relevant Bachelor's degree and 7 years of relevant working experience. The specilists MUST be backed up with core Finance Systems, Procurement System and Human Resource System experts with relevant qualification and experience in Finance, HR and Procurement. Attach CVs and copies of certificates for the specialist.		
MR7	Must submit tender security/Bid bond of Ksh.400,000 valid for 120 days		
MR8	Provide letter of credit worthiness from the tenderer's bank not older than 3 months from closing date of this tender.		
MR9	Provide 3 current reference letters from clients you have undertaken similar project.		
MR10	Dully filled, Signed and stamped Form of tender, Price schedule and Confidential business questionnaire with all forms attached to it as provided.		
MR11	Litigation History		
MR12	Certified declaration that the tenderer will not engage in any corruption or fraudulent practices in this tender in the form provided.		
MR13	Certified self-declaration that the tenderer has not been debarred as a service provider in Kenya in the form provided.		
MR14	Certified copy of current CR 12 not older than 6 six months from closing date of this tender.		

MR15	Compliance to Requirement technical Specifications as provided in the document		
MR16	Pagination/serialization of tender document		
MR17	Filled declaration and commitment to the code of ethics		
MR18	Filled tenderer information form		
MR19	Met all the requiremets in the Qualification Form provided		

TECHNICAL EVALUATION

TS No.	Technical Requirement Details	Max Score
TS 1	Specific experience of the firm relevant to the provision of IT systems – 1mark for each year to a maximum of 5 years.	5
TS 2	Adequacy and quality of the proposed methodology, and work plan: a) Technical approach and methodology (*4 marks*) b) Work plan *[4 marks]* c) Organization and staffing *[4 marks]* *Note: The Authority will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts*	12

	Requirements of the Tenderer's Technical Team: (Attach CV, Certificates and other certifications)
	
	a) **Key Expert 1: Team Leader - [6marks]**
	
	    i. General qualifications (Masters in ICT related training)- **2 marks**
	
	    ii. Relevant ICT Certification - **2 marks**
	
	    iii. Ten (10) years relevant experience in Information System administration and processes. -**2 marks**
	
	b) **Key Expert 2: Programmer 1 - [5 marks]**
	
	    i. General qualifications (Bachelor's degree in ICT or ICT related field). – 2 **marks**
	
	    ii. Relevant ICT Certification – 1 **mark**
	
	    iii. Seven (7) years relevant experience in System programming – **2 marks**
	
	c) **Key Expert 3: Programmer 2** - **[5 marks]**
	
	    i. General qualifications (Bachelor's degree in ICT or ICT related field). – 2 **marks**
	
	    ii. Relevant ICT Certification - 1 **marks**
		25

TS 5	iii. Seven (7) years relevant experience in System programming - 2 **marks**		
	d) **Key Expert 4: Finance Specialist - [3 Marks]**		
	i. General qualifications (Minimum Masters degree in Finance). – 1 **mark**		
	ii. ICPAK/ACCA Certification– 1 **mark**		
	iii. Seven (7) years relevant experience in Finance Management -1 **marks**.		
	e) **Key expert 5: Human Resource Specialist - [3 Marks]**		
	i. General qualifications (Minimum Masters degree in Human Resourcemanagement o related field)- 1 **mark**		
	ii. IHRM certification – 1 **mark.**		
	iii. Seven (7) years experience in Human Resource Management – 1 **mark**		
	f) **Key expert 5: Procurement Specialist - [3 Marks]**		
	iv. General qualifications (Minimum Masters degree in Procurement)- 1 **mark**		
	v. KISM/CIPS certification – 1 **mark.**		
	vi. Seven (7) years relevant experience in procurement – **1 mark**		

TS 3	**AGPO Certificate**	7

	Transfer of knowledge and training program (relevance of approach and methodology)
	
	    a) Relevance of training program- 1 Mark
	    b) Training approach and methodology – 1 Mark
	    c) Qualifications of experts and trainemrs- 3 Marks
		5

TS 4	**Conformity to Technical Specifications**
	
	    i. Functional, Architectural and Performance Requirements, including suitability of the Information System offered. – **2marks**
	    ii. Service Specifications –achievement of specified performance criteria by the Information System. – **2marks**
	    iii. Testing and Quality Assurance Requirements. - **3 Marks**
	    iv. Service Specifications– Recurrent Cost Items. – **3 Marks**
	    v. Implementation Schedule. **3 Marks**
	    vi. System Inventory. – **2 marks**
		15

TS 5	Demonstrate that it has access to, or has available, liquid assets, encumbered real assets, lines of credit, and other financial	3
TS 6	Minimum average annual turnover of Kenya Shillings 30 million, equivalent calculated as total certified payments received for contracts	5

	in progress and/ or completed within the last Two years – (2.5 marks for each year)	
TS 7	At least 4 contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings 15,000,000 equivalent. Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last 2 years. The required information shall be furnished in the appropriate form.	3
	Total Technical Scores (TTS)	**80**

Tenderers who score less than the required pass will be automatically disqualified. Tenderers who pass the technical evaluation will be evaluated further.

The minimum pass for the bidder to proceed to System Demonstration is **60 marks out of 80 marks.** Any bidder scoring below **60** marks will be considered to be non responsive**.**

SYSTEM DEMONISTRATION

The bids that will be responsive at the technical evaluation stage, will be invited for a demonstration of the ERP system proposed, evaluation will be based on the following criteria:

Demonstration Score sheet

No.	Key System Implementation Requirements	Max Score (20 marks)
1	The tenderer to demonstrate the expert's knowledge of the system Knowledge, network and hardware knowledge.	7
2	The tenderer should be able to demonstrate that the system meets the entities requirements in financial management, Supply chain Management, Human Resource and payroll, Project management and Asset Management & maintenance	8
3	The system should be able to demonstrate the reporting functionality	5
	Total Demonstrated Score (TDS)	**20**
	Total Combined Score (TCS)- {TCS= TTS+ TDS}	**100**

The bidder to proceed to financial evaluation should have a combined score of 70 marks and above. Any bidder scoring below 70 marks will be considered to be non responsive.

FINANCIAL EVALUATION

At this stage, the evaluation will be done by comparing the prices submitted by the successful bidders. The bid with the lowest price shall be considered to be the lowest evaluated bid and will be awarded the contract.

1   QUALIFICATION FORM

Item No.	Qualification Subject	Qualification Requirement to be met	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
1	Nationality	Nationality in accordance with ITT 4.5.	Form ELI –2.1.1 and 2.1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.	Form of Tender	
3	Conflict of Interest	No- conflicts of interests as described in ITT 4.3.	Form of Tender	
4	Country Ineligibility	Not having been declared ineligible by the PPRA as described in ITT 4.6.	Form of Tender	
5	State owned Entity of the Procuring Entity country	Compliance with conditions of ITT 4.7	Form ELI –2.1.1 and 2.1.2, with attachments	
6	United Nations resolution or Kenya law	Not having been excluded as a result of prohibition in Kenya laws or official regulations against commercial relations with the Tenderer's country, or by an act of compliance with UN Security Council resolution, both in accordance with ITT 4.8	Form of Tender	
7	History of non-performing contracts	Non-performance of a contract[1] did not occur as a result of Tenderer's default since 1st January 2020.	Form CON - 2	
8	Suspension	Not under suspension based on execution of a Tender Securing Declaration or Tender Securing Declaration pursuant to ITT 4.8 and ITT 20.10	Form of Tender	
9	Pending Litigation	Tenderer's financial position and prospective long-term profitability still sound according to criteria established in 2.3.1 below and assuming that all pending litigation will be resolved against the Tenderer.	Form CON – 2	
10	Historical Financial Performance	Submission of audited balance sheets or if not required by the law of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last _____ [ ] years to demonstrate the current soundness of the Tenderers financial position and its prospective long-term profitability.	Form FIN – 2.3.1 with attachments	

Item No.	Qualification Subject	Qualification Requirement to be met	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
11	Average Annual Turnover	Minimum average annual turnover of **40 million** Kenya Shillings equivalent, calculated as total certified payments received for contracts in progress or completed, within the last 2 years	Form FIN –2.3.2	
12	Financial Resources	The Tenderer must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet the following cash-flow requirement: Minimum of 30 million Kenya Shillings equivalent.	Form FIN –2.3.3	
13	General Experience	Experience under Information System contracts in the role of prime supplier, management contractor, JV member, or subcontractor for at least the last **5** years prior to the applications submission deadline.	Form EXP-2.4.1	
14	Specific Experience	Participation as a prime supplier, management contractor, JV[2] member, sub-contractor, in at least **3** contracts within the last 3 years, each with a value of at least **10 million** Kenyan Shillings that have been successfully and substantially completed and that are similar to the proposed Information System.	Form EXP 2.4.2	

10.   Personnel

The Tenderer must demonstrate that it will have the personnel for the key positions that meet the following requirements:

No.	Position	Information System Experience *[Specify specific experience requirement for the key positions]*
1		
2		
3		
…		

The Tenderer shall provide details of the proposed personnel and their experience records in the relevant Forms included in Section IV, Tendering Forms.

11.   Subcontractors/vendors/manufacturers

Subcontractors/vendors/manufacturers for the following major items of supply or services must meet the following minimum criteria, herein listed for that item:

Item No.	Description of Item	Minimum Criteria to be met
1		
2		
3		
…		

Failure to comply with this requirement will result in rejection of the subcontractor/vendor.
In the case of a Tenderer who offers to supply and install major items of supply under the contract that the Tenderer did not manufacture or otherwise produce, the Tenderer shall provide the manufacturer's authorization, using the form provided in Section IV, showing that the Tenderer has been duly authorized by the manufacturer or producer of the related sub system or component to supply and install that item in Kenya. The Tenderer is responsible for ensuring that the manufacturer or producer complies with the requirements of ITT 4 and 5 and meets the minimum criteria listed above for that item.

SECTION IV - TENDERING FORMS

1.   FORM OF TENDER

INSTRUCTIONS TO TENDERERS

i)   The Tenderer must prepare this Form of Tender on stationery with its letter head clearly showing the Tenderer's complete name and business address.

ii)   All italicized text is to help Tenderer in preparing this form.

iii)   Tenderer must complete and sign TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender

iv)   The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.

- *Tenderer's Eligibility-Confidential Business Questionnaire*
- *Certificate of Independent Tender Determination*
- *Self-Declaration of the Tenderer*

Date of this Tender submission......................... [*insert date (as day, month and year) of Tender submission*]

ITT No.: .... [*insert number of ITT process*]

Alternative No.: .... [*insert identification No if this is a Tender for an alternative*]

To: .... **[*insert complete name of Procuring Entity*]**

a)   **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with Instructions to Tenderers (ITT 8);

b)   **Eligibility**: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;

c)   **Tender-Securing Declaration:** We have not been debarred by the Authority based on execution of a Tender- Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 4.8;

d)   **Conformity:** We offer to provide design, supply and installation services in conformity with the tendering document of the following: [*insert a brief description of the IS Design, Supply and Installation Services*];

e)   **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: [*Insert one of the options below as appropriate*]

[Option1, in case of one lot:] Total price is: [*insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies*];

Or

[Option 2, in case of multiple lots:] (a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

(f)   **Discounts:** The discounts offered and the methodology for their application are:

i)   The discounts offered are: [*Specify in detail each discount offered.*]

ii)   The exact method of calculations to determine the net price after application of discounts is

shown below: [*Specify in detail the method that shall be used to apply the discounts*];

g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS ITT 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS ITT 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;

i) **One Tender per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 13;

j) **Suspension and Debarment**: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Laws of Kenya or official regulations or pursuant to a decision of the United Nations Security Council;

k) **State-owned enterprise or institution**: [*select the appropriate option and delete the other*] [*We are not a state- owned enterprise or institution*]/ [*We are a state-owned enterprise or institution but meet the requirements of ITT 4.7*];

l) **Commissions, gratuities and fees**: We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: [*insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity*]

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

m) **Binding Contract**: We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and

o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

   Name of the Tenderer: *[*insert complete name of person signing the Tender*]

p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.

q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from ***www.pppra.go.ke*** during the procurement process and the execution of any resulting contract.

r)　We, the Tenderer, have fully completed and signed the following Forms as part of our Tender:

   i)　Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.

   ii)　Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.

   iii)　Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

   iv)　Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya. Further, we confirm that we have read and understood the full content and scope of fraud and corruption as in formed in **"Appendix1-Fraud and Corruption"** attached to the Form of Tender.

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: **[*insert complete name of person duly authorized to sign the Tender*]

Title of the person signing the Tender: [*insert complete title of the person signing the Tender*] Signature **of**

the person named above: [*insert signature of person whose name and capacity are shown above*] **Date**

signed [*insert date of signing*] **day of** [*insert month*], [*insert year*].

(1)   TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.* Tenderer is further reminded that it is an offence to give false information on this Form.

a)   Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (*postal and physical addresses, email, and telephone number*) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (*postal and physical addresses, email, and telephone number*) of state which stock exchange	

General and Specific Details

b)   **Sole Proprietor,** provide the following details.

Name in full_____Age_____ Nationality

_____Country of Origin_____ Citizenship

_____

c)   **Partnership,** provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d)   **Registered Company,** provide the following details.

(i)   Private or public Company _____

(ii)   State the nominal and issued capital of the Company

Nominal Kenya Shillings (Equivalent)..

Issued Kenya Shillings (Equivalent)...

(iii)   Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e)   **DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

i)   are there any person/persons in…………………… (*Name of Procuring Entity)* who has/have an interest or relationship in this firm? Yes/ No………………………

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) **Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name_____

Title orDesignation_____

_____   _____

(Signature)   *(Date)*

1) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____
_____*[Name of Procuring Entity]* for:
_____*[Name and number of tenders]* in
response to the request for tenders made by: _____*[Name of Tenderer]* do
hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____*[Name of Tenderer]* that:

i). I have read and I understand the contents of this Certificate;

ii). I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;

iii). I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;

iv). For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:

   a) Has been requested to submit a Tender in response to this request for tenders;

   b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;

v). The Tenderer discloses that [check one of the following, as applicable]:

   a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;

   b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

vi). In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   a) prices;

   b) methods, factors or formulas used to calculate prices;

   c) the intention or decision to submit, or not to submit, a tender; or

   d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;

vii). In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;

viii). The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b) above.

Name_____ Title_____ Date_____*[Name, title and signature of authorized agent of Tenderer and Date]*

(3) **SELF-DECLARATION FORMS**

FORM SD1

SELF DECLARATION THAT THE PERSON/ TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ……………………………………., of Post Office Box ……………………………. being a resident of …………………………………….. in the Republic of ……………………………. do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of …………………………………………….. *(insert name of the Company)* who is a Bidder in respect of **Tender No.………………….** for……………………. *(insert tender title/description)* for……………………. *(insert name of the Procuring entity)* and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

………………………………….   ………………………………….   ……………………………… (Title)
                                                             (Signature)   (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, ...of P. O. Box... being a
resident of ……………………………. in the Republic of..do hereby make a
statement as follows: -

1. THAT I am the Chief Executive /Managing Director/ Principal Officer/ Director of………………………
    ....….……………………… *(insert name of the Company)* who is a Bidder in respect of **Tender No.
    ………………….** for ……………………. *(insert tender title/description)* for ……………… *(insert name of the
    Procuring entity)* and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt
    or fraudulent practice and has not been requested to pay any inducement to any member of the
    Board, Management, Staff and /or employees and /or agents of……………………. *(insert name of the
    Procuring entity)* which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and /or agents /subcontractors have not offered any
    inducement to any member of the Board, Management, Staff and/ or employees and/ or agents
    of……………………. *(name of the procuring entity).*

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other
    bidders participating in the subject tender

5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

…………………………….   …………………………..   ………………………… (Title)
                                        (Signature)   (Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I .... (person) on behalf

of *(Name of the Business/Company/Firm)* …………………………………………. declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory…..............…………………………………………….

Sign………………………………………………………………………………………………

Position……

Office address……………………………………………………………. Telephone……………………………. E-

mail……

Name of the Firm/Company………………………………………………………………………………….……

Date……………………………………………………………………………………………..

(Company Seal/ Rubber Stamp where applicable)

Witness

Name………………………………………………………………………………………………..

Sign………………………………………………………………………………………………..

Date………………………………………………………………………………………………..

4) **APPENDIX 1 - FRAUD AND CORRUPTION**

1. **Purpose**

1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act, 2015 (the Act) and the Public Procurement and Asset Regulations, 2020 (the Regulations) and any other relevant Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. **Requirements**

2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

2.2 Section 66 of the Act describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below high light Kenya's policy of no tolerance for such practices and behavior:

  i) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;

  ii) Adperson referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;

  iii) Without limiting the generality of the subsection (1) and (2), the person shall be: -

    a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or

    b) if a contract has already been entered into with the person, the contract shall be voidable;

  iv) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;

  v) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
    a) Shall not take part in the procurement proceedings;
    b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
    c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
  vi) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
  vii) If a person contravenes sub section (1) with respect to a conflict of interest described in sub section (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

2.2 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

a) Defines broadly, for the purposes of the above provisions, the terms:

    i) "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

    ii) "Fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

    iii) "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

    iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

    v) "Obstructive practice" is:

        1) Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

        2) acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.

b) Defines more specifically, in accordance with the Act, provisions set forth for fraudulent and collusive practices as follows:

"Fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal processor the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

c) Rejects a proposal for award[1] of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

d) Pursuant to the Act and the Regulations, the Procuring Entity may recommend to PPRA for sanctioning and debarment of a firm or individual, as applicable under the Act and the Regulations;

e) Requires that a clause be included in the tender documents and Request for Proposal documents requiring
(i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect[2] all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and

f) Pursuant to Section 62 of the Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/ will not engage in any corrupt or fraudulent practices.

PRICE SCHEDULE FORMS

1.1 General

The Price Schedules are divided into separate Schedules as follows:

a   Grand Summary Cost Table

b   Supply and Installation Cost Summary Table

c   Recurrent Cost Summary Table

d   Supply and Installation Cost Sub-Table (s)

e   Recurrent Cost Sub-Tables (s)

f   Country of Origin Code Table

1.2   The Schedules do not generally give a full description of the information technologies to be supplied, installed, and operationally accepted, or the Services to be performed under each item. However, it is assumed that Tenderers shall have read the Technical Requirements and other sections of these tendering documents to ascertain the full scope of the requirements associated with each item prior to filling in the rates and prices. The quoted rates and prices shall be deemed to cover the full scope of these Technical Requirements, as well as overhead and profit.

1.3   If Tenderers are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the Instructions to Tenderers in the tendering documents prior to submitting their tender.

2. Pricing

2.1   Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be initialed by the Tenderer. As specified in the Tender Data Sheet, prices shall be fixed and firm for the duration of the Contract.

2.2   Tender prices shall be quoted in the manner indicated and, in the currencies, specified in ITT 18.1 and ITT 18.2. Prices must correspond to items of the scope and quality defined in the Technical Requirements or elsewhere in these tendering documents.

2.3   The Tenderer must exercise great care in preparing its calculations, since there is no opportunity to correct errors once the deadline for submission of tenders has passed. A single error in specifying a unit price can therefore change a Tenderer's overall total tender price substantially, make the tender noncompetitive, or subject the Tenderer to possible loss. The Procuring Entity will correct any arithmetic error in accordance with the provisions of ITT 32.

2.4   Payments will be made to the Supplier in the currency or currencies indicated under each respective item. As specified in ITT18.2.

1. Grand Summary Cost Table

No.	Cost Components	Total Price (Kenya shillings]
1.	Supply and Installation Costs (from Supply and Installation Cost Summary Table)	
2.	Recurrent Costs (from Recurrent Cost Summary Table)	
3.	Grand Totals (to Tender Submission Form)	

Name of Tenderer: _____

_____ Date _____
Authorized Signature of Tenderer:

2. Supply and Installation Cost SummaryTable

Costs MUST reflect prices and rates quoted in accordance with

Line-Item No.	Subsystem / Item	Supply and Installation Cost Sub-Table No.	Total price (Kenya shillings]
1	General Sytem Plan	S.1	
2	Finance & Accounting System	S.2	
3	Procurement System	S.3	
4	Human Resource System	S.4	
5	Technical and Administration System	S.5	
SUBTOTALS			
TOTAL (To Grand Summary Table)			

Name of Tenderer:_____

_____Date_____
Authorized Signature of Tenderer:

3. Recurrent Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITT 17 and ITT18.

Line-Item No.	Subsystem / Item	Recurrent Cost Sub-Table No.	*Total Price (Kenya shilling]*
1	**Single lot Procurement**	1	
	Subtotals (to Grand Summary Table)		

Name of Tenderer:_____

Date_____

Authorized Signature of Tenderer: _____

Supply and Installation Cost Sub-Table: S.1

Line-item number*:* **1- General Sytem Plan**

Prices, rates, and subtotals MUST be quoted in accordance with ITT 17 and ITT18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates	Total Prices
1	General Sytem Plan	Kenya	1		
Subtotals of Item S.1					

Name of Tenderer: _____

_____Date_____ Authorized
Signature of Tenderer:

Supply and Installation Cost Sub-Table: S.2

Line-item number*: 2- **Finance & Accounting System**

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates	Total Prices
1	Management Accounting (Budgeting)	Kenya	1		
2	General Ledger	Kenya	1		
3	Accounts Payables	Kenya	1		
4	Accounts Receivables	Kenya	1		
5	Imprest Management	Kenya	1		
6	Cash and Bank Management	Kenya	1		
7	Requisition for Stationeries/consumables/assets	Kenya	1		
Subtotals of Item S.2					

Name of Tenderer: _____

_____Date_____ Authorized

Signature of Tenderer:

Supply and Installation Cost Sub-Table: S.3

Line-item number: **3- Procurement System**

Prices, rates, and subtotals MUST be quoted in accordance with ITT 17 and ITT18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates	Total Prices
1	Formulation of procurement plan	Kenya	1		
2	Registration/Prequalification of suppliers	Kenya	1		
3	Tendering and Requests for Quotations	Kenya	1		
4	Purchase requisition and Purchase Order Management	Kenya	1		
5	Goods/Services Receipts and Inspections	Kenya	1		
6	Stores Management	Kenya	1		
7	Project Administration and Accounting	Kenya	1		
8	E - Tendering Requirements	Kenya	1		
9	Asset Management System Requirement	Kenya	1		
Subtotals of Item S.3					

Name of Tenderer: _____

_____Date_____ Authorized

Signature of Tenderer:

Supply and Installation Cost Sub-Table: S.4

Line-item number: **4- Human Resource System**

Prices, rates, and subtotals MUST be quoted in accordance with ITT 17 and ITT18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates	Total Prices
1	Organizational Structure	Kenya	1		
2	Employee Management	Kenya	1		
3	Performance management	Kenya	1		
4	Training Management	Kenya	1		
5	Leave Management	Kenya	1		
6	Compensation and Benefits Management (Payroll)	Kenya	1		
7	Self – Service	Kenya	1		
Subtotals of Item S.4					

Name of Tenderer: _____

_____Date_____ Authorized
Signature of Tenderer:

Supply and Installation Cost Sub-Table: S.5

Line-item number*:* **5- Technical and Administration System**

Prices, rates, and subtotals MUST be quoted in accordance with ITT 17 and ITT18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates	Total Prices
1	System Administration	Kenya	1		
Subtotals of Item S.5					

Name of Tenderer: _____

_____Date_____ Authorized
Signature of Tenderer:

Recurrent Cost Sub-Table– Single lot Procurement -Warranty Period

Costs MUST reflect prices and rates quoted in accordance with ITT 17 and ITT18.

Component No.	Component	Maximum all-inclusive costs (for costs in *Kshs.*) Y1	Y2	Y3	Y4	Sub-total for Kenyan Shillings
2.	Software Licenses & Updates	Incl. in Warranty				
2.1	System and General-Purpose Software	Incl. in Warranty				
2.2	Application, Standard and Custom Software	Incl. in Warranty				
3.	Technical Services					
3.1	Sr. Systems Analyst					
3.2	Sr. Programmer					
3.3	Sr. Network Specialist, …. etc.					
4.	Telecommunications costs					
5.	Training of Staff					
	Annual Subtotals:					- -
	Cumulative Subtotal (to in the Recurrent Cost Summary Table)					

Name of Tenderer:_____Date_____

Authorized Signature of Tenderer: _____

QUALIFICATION FORMS

1. **Form ELI-1 Tenderer Information Form**

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: ....*[insert date (as day, month and year) of Tender submission*]

ITT No.: ....*[insert number of Tendering process]*

Alternative No.: ....*[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name [*insert Tenderer's legal name]*
2. In case of JV, legal name of each member: *[insert legal name of each member in JV]*
3. Tenderer's actual or intended country of registration: *[insert actual or intended country of registration]*
4. Tenderer's year of registration: *[insert Tenderer's year of registration]*
5. Tenderer's Address in country of registration: *[insert Tenderer's legal address in country of registration]*

6. Tenderer's Authorized Representative Information
 	
    Name: *[insert Authorized Representative's name]*
    Address: *[insert Authorized Representative's Address]*
    Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*
    Email Address: *[insert Authorized Representative's email address]*

7.   Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐   Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. ☐   In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. ☐   In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: • Legal and financial autonomy • Operation under commercial law • Establishing that the Tenderer is not under the supervision of the Procuring Entity ☐ Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

2. Form ELI-1 Tenderer's JV Members Information Form

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture].

Date: ....*[insert date (as day, month and year) of Tender submission]*

ITT No.: ....*[insert number of Tendering process]*

Alternative No.: ....*[insert identification No if this is a Tender for an alternative]* Page___of_____pages

1. Tenderer's Name: *[insert Tenderer's legal name]*
2. Tenderer's JV Member's name: *[insert JV's Member legal name]*
3. Tenderer's JV Member's country of registration: *[insert JV's Member country of registration]*
4. Tenderer's JV Member's year of registration: *[insert JV's Member year of registration]*
5. Tenderer's JV Member's legal address in country of registration: *[insert JV's Member legal address in country of registration]*
6. Tenderer's JV Member's authorized representative information   Name: *[insert name of JV's Member authorized representative]*   Address: *[insert address of JV's Member authorized representative]*   Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]*   Email Address: *[insert email address of JV's Member authorized representative]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*   ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4.   ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity in accordance with ITT 4.6.   ☐ Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

3. Form CON–1 Historical Contract Non-Performance and Pending Litigation.

In case a pre-qualification process was conducted this form should be used only if the information submitted at the time of pre-qualification requires updating

Tenderer's Legal Name: _____ Date: _____

JV member Legal Name: _____

ITT No.: _____

Age of _____ pages

Non-Performing Contracts in accordance with Section III, Evaluation and Qualification Criteria			
Contract non-performance did not occur during the stipulated period, in accordance with Sub-Factor 2.2.1 of Section III, Evaluation Criteria			
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
No pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria Pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US$ equivalent)
_____	_____	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute:	_____

4. Form EXP - 1 Experience – General Experience

Tenderer's Legal Name: _____ Date: _____ JV

Member Legal Name: _____ ITT No.: _____

Page_____of_____pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Tenderer
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____ _
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____ _
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____ _
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____ _
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____ _
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____ _

*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year.

5. Form EXP – 2 Specific Experience

Tenderer's Legal Name: _____ Date: _____
JV Member Legal Name: _____ ITT No.: _____

Page _____ of _____ pages

Similar Contract Number: ___ of ___ required.	Information		
Contract Identification	_____		
Award date Completion date	_____ _____		
Role in Contract	☐ Prime Supplier	☐ Management Contractor	☐ Subcontractor
Total contract amount	_____		US$_____
If member in a JV or subcontractor, specify participation of total contract amount	_____%	_____	US$_____
Procuring Entity's Name:	_____		
Address: Telephone/fax number: E-mail:	_____ _____ _____ _____		

6. Form EXP – 2 (cont.) Specific Experience (cont.)

Tenderer's Legal Name: _____ Page _____ of _____ pages
JV Member Legal Name: _____

Similar Contract No. __ [insert specific number] of [total number of contracts] ___ required	Information
Description of the similarity in accordance with Sub-Factor 2.4.2 of Section III:	
Amount	_____
Physical size	_____

Similar Contract No. __ [insert specific number] of [total number of contracts] ___ required	Information
Complexity	_____
Methods/Technology	_____
Key Activities	_____

8. Form CCC-1 Summary Sheet: Current Contract Commitments/ Work in Progress

Name of Tenderer or partner of a Joint Venture.

Tenderers and each partner to a Joint Venture tender should provide information on their current commitments on all contracts that have been awarded, or for which a Form of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued

Name of contract	Procuring Entity, contact address/tel./fax	Value of outstanding Information System (current US$ equivalent)	Estimated completion date	Average monthly invoicing over last six months (US$/month)
1.				
2.				
3.				
4.				
5.				
etc.				

9. Form FIN – 1 Financial Situation

Historical Financial Performance

Tenderer's Legal Name: _____Date: _____

JV Member Legal Name: _____ITT No._____

Page _____ of _____ pages

To be completed by the Tenderer and, if JV, by each member

Financial information in US$ equivalent	Historic information for previous _____ (__) years (US$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year …	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							

Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

a) Must reflect the financial situation of the Tenderer or member to a JV, and not sister or parent companies.

b) Historic financial statements must be audited by a certified accountant.

c) Historic financial statements must be complete, including all notes to the financial statements.

d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

10. **Form FIN –2 Average Annual Turnover**

Tenderer's Legal Name: _____ Date: _____

JV Member Legal Name: _____ ITT No.: _____

Page _____ of _____ pages

Annual turnover data (applicable activities only)		
Year	Amount and Currency	US$ equivalent
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
*Average Annual Turnover	_____	_____

*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.2.

11. Form F-3 Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria.

Source of financing	Amount (US$ equivalent)
1.	
2.	
3.	
4.	

12. **Personnel Capabilities**

   i) **Key Personnel**

   Name of Tenderer or partner of a Joint Venture

   Tenderers should provide the names and details of the suitably qualified Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

1.	**Title of position:** …	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
2.	**Title of position:** …	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
3.	**Title of position:** …	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
4.	**Title of position:**	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]

	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
6…	**Title of position:**	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]

ii) **Candidate Summary**

Position		Candidate ☐ Prime ☐ Alternate	
Candidate information	Name of candidate	Date of birth	
	Professional qualifications		
Present employment	Name of Employer		
	Address of Employer		
	Telephone	Contact (manager / personnel officer)	
	Fax	Email	
	Job title of candidate	Years with present Employer	

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience

iii) **Technical Capabilities**

Tenderer shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Tenderer should summarize important certifications, proprietary methodologies, and/or specialized technologies that the Tenderer proposes to utilize in the execution of the Contract or Contracts.

(iv) **Manufacturer's Authorization**

Note: This authorization should be written on the Form head of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

Invitation for Tenders Title and No.:_____[*Procuring Entity insert: **ITT Title and Number**]*

To:_____[*Procuring Entity insert: **Procuring Entity's Officer to receive the Manufacture's Authorization**]*

WHEREAS *[insert: **Name of Manufacturer**]* who are official producers of_____*[insert: **items of supply by Manufacturer**]* and having production facilities at_____*[insert: **address of Manufacturer**]* do here by authorize_____*[insert: **name of Tenderer or Joint Venture**]* located at_____*[insert: **address of Tenderer or Joint Venture**]* (hereinafter, the "Tenderer") to submit a tender and subsequently negotiate and

sign a Contract with you for resale of the following Products produced by us:

We hereby confirm that, in case the tendering results in a Contract between you and the Tenderer, the above-listed products will come with our full standard warranty.

Name *[insert: **Name of Officer**]* in the capacity of *[insert: **Title of Officer**]* Signed_____

Duly authorized to sign the authorization for and on behalf of:___*[insert: **Name of Manufacturer**]* Dated this

_____*[insert: **ordinal**]* day of _____ *[insert: **month**]*, *[insert: **year**]*. *[add Corporate Seal*

(where appropriate)]

(v)   **Subcontractor's Agreement**

Note: This agreement should be written on the Form head of the Subcontractor and be signed by a person with the proper authority to sign documents that are binding on the Subcontractor.

Invitation for Tenders Title and No.:_____*[Procuring Entity insert: **ITT Title and Number**]*

To:_____*[Procuring Entity insert: **Procuring Entity's Officer to receive the Subcontractor's Agreement**]*

WHERE AS *[insert: **Name of Subcontractor**]*, having head offices at_____*[insert: **address of Subcontractor**]*, have been informed by_____*[insert: **name of Tenderer or Joint Venture**]* located at _____*[insert: **address of Tenderer or Joint Venture**]* (here in after, the "Tenderer") that it will submit a tender in which_____*[insert: **Name of Subcontractor**]* will provide_____*[insert: **items of supply or services provided by the Subcontractor**]*. We hereby commit to provide the above-named items, in the instance that the Tenderer is awarded the Contract.

Name *[insert: **Name of Officer**]*in the capacity of_____*[insert: **Title of Officer**]* Signed

_____ Duly authorized to sign the authorization for and on behalf

of:_____*[insert: **Name of Subcontractor**]*

Dated this_____*[insert: **ordinal**]* day of_____*[insert: **month**]*, _____ *[insert: **year**]*.

[add Corporate Seal (where appropriate)]

vi)   **List of Proposed Subcontractors**

Item	Proposed Subcontractor	Place of Registration & Qualifications

13. Intellectual Property Forms

Notes to Tenderers on working with the Intellectual Property Forms

In accordance with ITT 11.1(j), Tenderers must submit, as part of their tenders, lists of all the Software included in the tender assigned to one of the following categories: (A) System, General-Purpose, or Application Software; or (B) Standard or Custom Software. Tenderers must also submit a list of all Custom Materials. These categorizations are needed to support the Intellectual Property in the GCC and SCC.

i) Software List

	(select one per item)			(select one per item)	
Software Item	System Software	General-Purpose Software	Application Software	Standard Software	Custom Software

ii) List of Custom Materials

Custom Materials

14. Conformance of Information System Materials

I) Format of the Technical Tender

In accordance with ITT 16.2, the documentary evidence of conformity of the Information System to the tendering documents includes (but is not restricted to):

a) The Tenderer's Preliminary Project Plan, including, but not restricted, to the topics specified in the TDS ITT 16.2. The Preliminary Project Plan should also state the Tenderer's assessment of the major responsibilities of the Procuring Entity and any other involved third parties in System supply and installation, as well as the Tenderer's proposed means for coordinating activities by each of the involved parties to avoid delays or interference.

b) A written confirmation by the Tenderer that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Technical Requirements.

c) Item-by-Item Commentary on the Technical Requirements demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Technical Requirements.

   In demonstrating the responsiveness of its tender, the Tenderer must use the Technical Responsiveness Checklist (Format). Failure to do so increases significantly the risk that the Tenderer's Technical Tender will be declared technically non-responsive. Among other things, the checklist should contain explicit cross-references to the relevant pages in supporting materials included the Tenderer's Technical Tender.

   Note: The Technical Requirements are voiced as requirements of the *Supplier* and/or the *System*. The Tenderer's response must provide clear evidence for the evaluation team to assess the credibility of the response. A response of "yes" or "will do" is unlikely to convey the credibility of the response. The Tenderer should indicate *that*–and to the greatest extent practical–*how* the Tenderer would comply with the requirements if awarded the contract. Whenever the technical requirements relate to feature(s) of existing products (e.g., hardware or software), the features should be described and the relevant product literature referenced. When the technical requirements relate to professional services (e.g., analysis, configuration, integration, training, etc.) some effort should be expended to describe how they would be rendered – not just a commitment to perform the [cut-and-paste] requirement. Whenever a technical requirement is for the Supplier to provide certifications (e.g., ISO9001), copies of these certifications must be included in the Technical Tender.

   Note: The Manufacture's Authorizations (and any Subcontractor Agreements) are to be included in Attachment 2 (Tenderer Qualifications), in accordance with and ITT 15.

   Note: As a matter of practice, the contract cannot be awarded to a Tenderer whose Technical Tender deviates (materially) from the Technical Requirements – *on any Technical Requirement*. Such deviations include omissions (e.g., non-responses) and responses that do not meet or exceed the requirement. Extreme care must be exercised in the preparation and presentation of the responses to all the Technical Requirements.

d) Supporting materials to underpin the Item-by-item Commentary on the Technical Requirements (e.g., product literature, white-papers, narrative descriptions of technical approaches to be employed, etc.). In the interest of timely tender evaluation and contract award, Tenderers are encouraged not to overload the supporting materials with documents that do not directly address the Procuring Entity's requirements.

e) Any separate and enforceable contract(s) for Recurrent Cost items which the TDSITT17.2 required Tenderers to tender.

Note: To facilitate tender evaluation and contract award, Tenderers encouraged to provide electronic copies of their Technical Tender–preferably in a format that the evaluation team can extract text from to facilitate the tender clarification process and to facilitate the preparation of the Tender Evaluation Report.

Technical Responsiveness Checklist (Format)

Tech. Require. No. _	Technical Requirement: *[insert: abbreviated description of Requirement]*
Tenderer's technical reasons supporting compliance:	
Tenderer's cross references to supporting information in Technical Tender:	

FORM OF TENDER SECURITY-[**Option 1–Demand Bank Guarantee**]

Beneficiary:_____ **Request forTenders No:** **Date:**__
_____ **TENDER GUARANTEE No.:**_____
_____

Guarantor: _____

1. We have been informed that_____(here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of_____ under Request for Tenders No. ("the ITT").

2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.

3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of_____(__) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

(a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or

b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.

5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above onor before that date.

_____
[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas ………… [*Name of the tenderer]* (hereinafter called "the tenderer") has submitted its tender dated ……… [*Date of submission of tender]* for the …………… *[Name and/or description of the tender]* (hereinafter called "the Tender") for the execution of____under Request for Tenders No.___ _("the ITT").

2. KNOW ALL PEOPLE by these presents that WE ………………… of ………… [**Name of Insurance Company**] having our registered office at …………… (hereinafter called "the Guarantor"), are bound unto …………….. [*Name of Procuring Entity*] (hereinafter called "the Procuring Entity") in the sum of ………………… (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

    Sealed with the Common Seal of the said Guarantor this ____day of _____ 20 __.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:

    a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Principal; or

    b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers ("ITT") of the Procuring Entity's Tendering document.

    then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii)twenty-eight days after the end of the Tender Validity Period.

5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

_____   _____
            [Date]   *[Signature of the Guarantor]*
_____   _____
            [Witness]   *[Seal]*

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

TENDER - SECURING DECLARATION FORM {r 46 and155(2)}

[The Bidder shall complete this Form in accordance with the instructions indicated] Date:
.... *[insert date (as day, month and year) of Tender Submission]*

Tender No.: .... *[insert number of tendering process]*

To: .... *[insert complete name of Purchaser]* I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.

2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we–(a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.

3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
   a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
   b) thirty days after the expiration of our Tender.

4. I/We understand that if I am/ we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: ……..

Capacity / title (director or partner or sole proprietor, etc.)
………………….………………………………………………………….

Name: ……………………………………………………………………….……………………………………….......... Duly authorized

to sign the bid for and on behalf of: _____ [insert complete name of Tenderer] Dated

on…………………. day of…………………. [Insert date of signing]

Seal or stamp

PART 2 – PROCURING ENTITY'S REQUIREMENTS

SECTION V - REQUIREMENTS OF THE INFORMATION SYSTEM

Background

NACADA wishes to invite tenders from qualified firms to upgrade its Microsoft Dynamics NAV ERP System installed at NACADA HQ according to the specifications described in this Tender.

NACADA currently runs on Microsoft Dynamics NAV 2009 R2 ERP and intends to engage a reputable consultant in the provision of a robust ERP solution that meets the Authority's requirements. The described processes are typical functionalities required in the ERP solution which are indicative and not exhaustive. The bidder shall undertake scoping to ensure that the proposed ERP solution covers all the requirements, quality standards applicable to each functional area, statutes, rules and regulations applicable to the functions and the international best practice in each discipline.

The proposed solution will cover the below areas but not limited to;

i. Financial Management
ii. Supply Chain Management
iii. Human Resource and Administration
iv. Audit Services
v. System Administration
vi. Integration with EDMS
vii. ICT

Acronyms Used in the Technical Requirements

Table of organizational and technical acronyms used in the Requirements.

	Term	Explanation
	DBMS	Database Management System
	ERP	Enterprise resource planning
	IEEE	Institute of Electrical and Electronics Engineers
	ISO	International Standards Organization
	KB	Kilobyte
	LAN	Local area network
	MTBF	Mean time between failures
	NOS	Network operating system
	ODBC	Open Database Connectivity
	OS	Operating system
	PS	PostScript -- Adobe page description language
	RAM	Random access memory
	SCSI	Small Computer System Interface
	SNMP	Simple Network Management Protocol
	SQL	Structured Query Language
	TCP/IP	Transmission Control Protocol / Internet Protocol
	WAN	Wide Area Network

Bidders shall use the following options to indicate the "DEGREE OF SUPPORT OF COMPLIANCE" their solution provides for each of items listed in this section:

a) FS - (Fully Supported) the application fully supports the requirement without any modifications.

b) PS - (Partially Supported) the application supports the requirement with use of a workaround.

c) CR - (Customization required) the application will be customized to meet the requirement(s).

d) NS - (Not Supported) the system is not capable of supporting the requirement and cannot be modified to accommodate the requirement

Current Status of the ERP Solution and Business Processes

The Authority currently runs on Microsoft Dynamics NAV 2009 R2 with modules in Finance Management, Human Resource Management and Fixed Asset Management.

The Consultant is required to understand the current systems in place and establish existing gaps.

Objectives of the assignment

To enhance service delivery the Authority desires to:

i.   To upgrade to the required System applications and the required licenses.
ii.   To upgrade and implement a licensed modern Enterprise Resource Planning System and a database management system that will address the automation of the entire organization. It is envisaged that the ERP will be available to internal users at Headquarters, users at Regional Offices around the country while customers and stakeholders will access part of the system through a web portal.
iii.   Enhance the ability to support management decision-making based upon access to accurate and timely financial and operational information and reports from the ERP system and database system business intelligence reports.
iv.   Ensure that NACADA users and IT administrators are suitably trained and equipped in the usage and support of the ERP.
v.   Make the necessary changes noted and customization based on the user requirements by either coding or modifying the system to achieve the desired results.
vi.   Test the system by allowing users to work with the modified module/component until it achieves the desired and agreeable results.
vii.   Integrate with existing systems such as Banks, and other organization systems.
viii. Provide post implementation support services.

Scope of Implementation work required

The Scope of work entails and not limited to implementation of the following main elements as per the Specifications. The Consultant will be required to review comprehensively all the current implementation, requirements documents, identify gaps, re-engineer processes with an aim of improving the overall performance of the systems, code conversions and reorganization as well as data migration.

a) Upgrade, Enhancement, Support and Maintenance of Enterprise Resource Planning and functionalities required.
b) Upgrade, Enhancement, Support and Maintenance licensed ERP Database System and related software utilities and add-ons
c) Project Implementation Services
   - Implementation and customization of various modules and reports
   - User Acceptance Testing (UAT)
   - Data Migration from current data formats
   - Test & Live Implementation
   - Launch and Go Live hand holding support.
d) Training & Certification
   - Business User Training
   - Administrators & Super Users

The proposed ERP solution should be able to conform to the following minimum functionalities in each thematic area. The detailed technical specifications/features are captured in next section

Financial Management

a) General Ledger
b) Accounts Receivable
c) Accounts Payable
d) Payments and Reconciliation
e) Costing
f) Cash and Treasury Management
g) Bank transactions including reconciliation
h) Budgeting and variance analysis
i) Assets accounting
j) Taxation, duties and levies
k) Banking
l) Fund Management
m) Tracking of funds utilization
n) Preparation of utilization reports
o) Trial Balance
p) Cost Centre Accounting
q) Imprest processing
r) Internal Order cost controlling

s) Project management

t) Statutory reporting- interface with other systems to facilitate statutory reporting

Human Resource Management and Administration

a) Organization structure and establishment

b) Employee master database

c) Recruitment management

d) Training and development

e) Payroll administration

f) Benefits administration

g) Retirement/resignation/termination and death cases

h) Human capital planning

i) Medical insurance and group life assurance

j) General insurance

k) Employee transfer, postings and promotion

l) Leave administration

m) Performance management

n) Document management system

o) Security management and biometric access control

p) Property management and maintenance

q) Fleet management

r) Employee self service

s) Asset management and distribution

t) Asset maintenance

u) Asset tagging and allocation among others

v) Surveys such as employee satisfaction, work environment, gender mainstreaming among others.

Risk Assessment

a) Reporting to the Risk Management Committee

b) Reporting to the Audit and Risk Committee

c) Integration with the risk management system

Supply Chain Management

a) Procurement and asset disposal planning

b) Procurement plan monitoring

c) Registration of suppliers

d) Purchase/stores requisition management

e) Sourcing of goods, works and services

f) Evaluation process

g) Preparation of professional opinions

h) Award of contracts

i) Procurement and contract management

j) Contract administration, implementation and monitoring

k) Inventory management

l) Supplier performance management

m) Store issuance and stock taking

n) Inspection and acceptance

o) Statutory reporting- interface with IFMIS among other systems used for statutory reporting

p) Sale or disposal of assets

Strategic Planning

a) Development of the strategic plan

b) Implementation, monitoring and reporting

c) Evaluation and review

d) Stakeholder analysis

Performance Contracting

a) Development of the performance contract

b) Implementation, monitoring and reporting

c) Evaluation

Monitoring And Evaluation Process

a) Planning

b) Execution

c) Reporting

Post Implementation Services

a) Annual Technical Support (ATS) for Application Software and Users

b) Additional Customization, add-ons setup and upgrade rollout

c) Supply of additional Licenses for Packaged Solution Modules

KEY MINIMUM FEATURES

A comprehensive ERP business management solution with Web based features and supports Workflow with enhanced graphical user interface for simplicity and ease of use. NACADA looks at acquiring an integrated adaptable and scalable ERP solution that fully supports enterprise-wide Processes and functionality.

I. Intuitive graphical interface for a short learning curve

II. Network ready with multi-user password control

III. Web access with full functionality which enables stakeholders' accessibility.

IV. Employee and member Self Service

V. Workflow and Alert Management

VI. Email Integration

VII. Integrating with other systems

VIII. Process Workflow, Alerts and embedded Document attachment

IX. Business Intelligence & Analytics

X. MIS reports on dash board for different category of users

XI.   Enterprise performance management
XII.   Enterprise information management
XIII.   Creation of ad hoc query, reporting, analysis, dashboard, and user- friendly information search and navigation functionality,
XIV.   Installation and configuration of the Business Intelligent Tool
XV.   Ability to create ad-hoc reports
XVI.   Set up the role-based access for each user

Methodology

The bidder should clearly provide documentation regarding the proposed implementation methodology. This should be framed in terms of the various stages associated with the implementation. In addition, the bidder should identify the tools utilized for maintaining the project schedule and required resources. This should include system design and blueprints.

Knowledge transfer

As part of the implementation process the vendor will train NACADA ICT personnel to gain significant expertise in both the technology used by the application as well as the inner workings and Backend of the application itself. It is our requirement that comprehensive training will be conducted to super users, administrators, developers and end users. Selected users will be trained up to certification level in an accredited institution.

Technology

The bidder must define the technology platform(s) to be used to fully deliver their proposed solution. This should include:

- The proposed ERP System, Module components of the system (Names and Latest versions)
- The application development environment.
- The database System proposed (latest version).
- Operating system supported.
- Client or end-user operating systems supported
- Network environment(s) supported.
- Hardware requirements proposed

Training

NACADA attaches great importance to the training of its staff at different levels including system support, database administrators, developers, operational personnel and end users.

- The successful supplier of the solution will be required to provide training as an essential part of the contract. The supplier will conduct training using the most efficient and effective techniques and use qualified personnel.
- Training for the system administrators and developers must be instructor - led.
- Training for end users will be on-site and scheduled according to the user roles.
- The bidder should include the training program and cost in detail for the training requirements and means to assess its adequacy.
- Training manuals in both soft and hard copies should be provided.

Workflow and Alerts

- Workflow Configuration and Management Alerts
- Custom reporting services enabled through and Business Intelligence and Analytics
- Development and Integration with other corporate Applications Audit Trails, Archiving and automated backups and Restore

Architecture

The System must be based on a Service-oriented architecture (SOA) and web based. This design will provide business agility when implementing enhancements to the system in line with the changing business requirements.

Database

The system should have the ability to work on MSSQL Database.

Security

The system should adhere to and demonstrate compliance to information security and privacy best practice standards.

Scalability

The system should be robust and scalable to other modules and other 3rd Party enterprises. Ensure full integration to 3rd party business applications by building appropriate connections for all critical interfaces with the new system. These include interfaces (but are not limited to):

   i.   Regulatory authority portals (Tax, Insurance Returns, etc.)
  ii.   Banking Portals & Systems.
 iii.   Data Warehouse & Business Intelligence.
  iv.   Database Management System.
   v.   Other third-party systems.

Warranty

Demonstrate capability to offer post commissioning support services on warranty basis, within Kenya, for a period of three (3) years after date of commissioning of the system.

First year annual support must be included as part of the proposal.

Documentation or a clear statement of undertaking, committing the bidder to provide the warranty, must be included in the proposal.

Bidders must include a sample Warranty Agreement that describes the warranty terms and conditions. During warranty period, the Consultant may be required to work after hours to fix problems that would negatively impact normal operations of the Authority.

The supplier warrants, for the duration of the warranty period commencing from the date of acceptance of each product, that all systems supplied under this contract shall have no defect arising from design or workmanship.

During the warranty period, the supplier will make available at no additional cost to NACADA all product and documentation updates and new software version releases within 30 days of their availability in Kenya, and no later than 12 months after they are released in the country of origin of the product.

The supplier hereby represents and warrants that the software as delivered does not and will not infringe any intellectual property rights held by any third party and that it has all necessary rights or at its sole expense shall have secured in writing all transfers of rights and other transfers of intellectual property rights. The warranties set forth in the contract, and for NACADA exclusively to own or exercise all intellectual property rights as provided in the contract. Without limitation, the Supplier shall secure all necessary written agreements, consents and transfers of rights from its employees and other persons or entities whose services are used for development of the software.

IMPLEMENTATION SCHEDULE

As per the needs, requirements, scope and work plan developed and agreed upon by the tenderer and NACADA.

FUNCTIONAL REQUIREMENTS BY MODULE

Financial Managemnent Requirements

FINANCIAL MANAGEMENT	PRIORITY	COMPLIANCE (FS, PS, CR, NS)	DETAILED DESCRIPTION
GENERAL FUNCTIONALITY			
1. Verification before updating data	Mandatory		
2. Approval of transactions before posting	Mandatory		
3. Provides transaction reference to trace source documents	Mandatory		
4. Distributed data entry	Mandatory		
5. Multi-access to data fields	Mandatory		
6. Workflow, Authorization and Reporting	Mandatory		
7. Multiple Companies (Branches / supporting Regions as Cost Centers)	Mandatory		
8. Data Drill Down, referencing and Pop-ups	Mandatory		
9. Integration with other Modules	Mandatory		
10. Adding, Editing, Deleting and archiving of records	Mandatory		
11. Aging Analysis	Mandatory		
12. Ability to show Flags and Alerts for operations like Prepayments, Overpayments, and journal reversals	Mandatory		
13. support a customizable home page (dashboard) with user defined for analysis/reports /menus optional	Mandatory		
MODULAR FUNCTIONALITY			
1. General Ledger and Chart of Accounts Setup	Mandatory		
2. Accounts Payables	Mandatory		
3. Accounts Receivables	Mandatory		
4. Financial Dimension with Multi-Dimensional hierarchy	Mandatory		
5. Multiple Companies (Branches / supporting Regions as Cost Centers)	Mandatory		
6. Intercompany functionality - Regions as Cost Centre functionality	Mandatory		

7. Bank Management and Setup	Mandatory		
8. Bank Reconciliation	Mandatory		
9. Vendor Check Runs and Electronic Payments	Mandatory		
10. Budgeting with Revisions and Approvals	Mandatory		
11. Budgeting module, Vote book management & Commitment Budgeting	Mandatory		
12. Dynamic financial Planning, budgeting and forecasting	Mandatory		
13. Allow for uploading of budget from Excel spread sheets	Mandatory		
14. Workflow and Embedded Document Management and Journal Approval	Mandatory		
15. Imprest and Petty Cash Management Modules with web based access	Mandatory		
16. Finance / Expense Management	Mandatory		
17. Invoicing, Receipting and Petty Cash Management Modules	Mandatory		
18. Imprest Management with web application	Mandatory		
19. Invoicing, Receipting and payment Vouchers management	Mandatory		
20. Imprest Management Modules (Imprest Issuance and Surrender)	Mandatory		
21. Petty Cash Management Modules (Petty Cash Issuance and Surrender)	Mandatory		
22. Expense Management, Business policies and Expense	Mandatory		
23. Workflow for multi-level expense approvals	Mandatory		
24. Employee web portal for expense entry, application and surrender	Mandatory		
25. Ability to attach and view expense receipts	Mandatory		
26. Integration with General Ledger and Accounts Payable	Mandatory		
27. Imprest Management with web application	Mandatory		
28. Business Policies and Expense rules	Mandatory		
29. Workflow for multi-level expense approvals	Mandatory		
30. Employee web portal for expense entry	Mandatory		
31. Ability to attach and view expense receipts	Mandatory		

32. Reports & Custom reporting e.g. Trial Balance, Income /Expenditure, Balance sheet, Custom monthly /quarterly reports, Cash Flow, Payments, Budget reports, statutory ledger reports, Customers, Vendors and, Region Expenditure and allocation report, Fund accountability report among others.	Mandatory		
DETAILED FINANCE MANAGEMENT REQUIREMENTS			
General Ledger			
1. Ability to support segmented accounts with user defined lengths at the time of installation	Mandatory		
2. Ability to tag accounts as active or inactive	Mandatory		
3. Ability to prevent posting to inactive accounts	Mandatory		
4. Ability to summarize detail accounting information into multiple summary levels as needed	Mandatory		
5. Ability to distinguish transactions per department and cost centre	Mandatory		
6. Ability to force balanced transactions (restrict transactions from updating accounts unless there is an offsetting entry)	Mandatory		
7. Provide for automatic journal entries numbering and support for capturing of supporting/external document numbers such as cheque reference numbers and Comments	Mandatory		
8. Ability to approve journal entries in the system	Mandatory		
9. Ability to import journal entries from excel spreadsheet			
10. Ability to support reallocation of e.g. reallocation of expenses across cost centers based on user defined criteria	Mandatory		
11. Display running total of transactions (debits and credits) as they are entered	Mandatory		
12. Ability to support automated recurring journal entries based on user-defined schedules	Mandatory		
13. In relation to recurring journals, the ability to:			

a) Set up fixed amount standing journals several periods in advance;	Mandatory		
b) Set up standing journals whereby the user is prompted to enter the appropriate amount each month	Mandatory		
14. Ability to drill-down from ledger balances into supporting modules for transaction details	Mandatory		
15. Ability to query transaction history by account or any other relevant parameters	Mandatory		
16. Month, Quarter, and Year End Closing	Mandatory		
17. Provide access to multiple years of history with a minimum of 7 years of history	Mandatory		
18. Ability to delete archived data from the system after a specific period (minimum seven years). This should require authorization	Mandatory		
19. Ability to automatically generate accrual transactions at the end of the accounting period for e.g., for open purchase orders	Mandatory		
Reports:			
20. Ability to provide transaction journals reports	Mandatory		
21. Cash Receipts Journal: Show all cash receipts by batch and by period	Mandatory		
22. Cash Disbursements Journal: Show all cash expenditures by batch and by period e.g. day	Mandatory		
23. Purchases Journal	Mandatory		
24. Ability to create custom reports at multiple levels (detail and summary).	Mandatory		
25. The system should have the capability to view general ledger accounts in a graphical format to compare *Accounts Payables*	Mandatory		
26. Ability of Vote booking of LSO/LPO/Road Works Certificates/Approved Memos & Other Expenditure.	Mandatory		
27. Ability for LSO/LPO/Road Works Contract approval	Mandatory		
28. Ability for LSO/LPO/Road Works Contract reversed in the Vote Book.	Mandatory		
29. Ability for Invoice recorded in the Vote Book.	Mandatory		

30. Ability for Purchase daybook updated.	Mandatory		
31. Ability to post purchase day book in the general ledger.	Mandatory		
32. Ability for Credit Ledger Updating.	Mandatory		
33. Ability to prepare Payment Voucher and forward for Cheque writing.	Mandatory		
34. Ability for Creditors Ledger updating.	Mandatory		
35. Ability to carry prepaid and accrued expenses into a new year	Mandatory		
36. Allow generation of a payment voucher entry	Mandatory		
37. Ability to assign payment voucher numbers automatically	Mandatory		
38. Ability to distribute expenses to multiple accounts per line item	Mandatory		
39. Ability to approve invoices on the system	Mandatory		
40. Ability to provide pending bills report without posting the transactions	Mandatory		
41. Ability to generate payment schedule based on the IPC amount	Mandatory		
42. Ability to generate payment approval for Authorisation	Mandatory		
43. Ability to retrive invoice details and description at the point of settlement	Mandatory		
44. Ability to generate bank letters for RTGS payments	Mandatory		
45. Ability to approve payment vouchers on the system	Mandatory		
46. Ability to configure error and warning conditions during the posting validation process. E.g. ability to define that department and cost centre must be indicated before posting to an expense account	Mandatory		
Payables Analysis			
47. Ability to age supplier balances	Mandatory		
48. Ability to report on days/months it took to settle supplier invoices	Mandatory		
49. Ability to mark an invoice/voucher as held with appropriate approval	Mandatory		
50. Ability to prevent duplicate invoice numbers per supplier	Mandatory		
51. Provide reviews/queries of open invoices: By supplier, invoice number, date and expense account	Mandatory		
52. Produce cash flow projections:	Mandatory		
53. Including only invoices released for payment or scheduled for payment	Mandatory		
54. Produce past due payables report	Mandatory		

55. Support partial payment of specified Invoices: · Ability to select specific invoices for payment	Mandatory		
56. Ability to select specific suppliers for payment	Mandatory		
57. Ability to pay a designated percentage of the total due	Mandatory		
58. Ability to place supplier on hold (for payment purposes) with appropriate approval	Mandatory		
59. Ability to capture invoice date as well as a receipt date	Mandatory		
60. Ability to specify person/department responsible for authorizing each voucher	Mandatory		
Cheque Writing			
61. Ability to support system printed cheques in accordance with duly approved vouchers.	Mandatory		
62. Ability to prevent duplicate cheque numbers for a payment account	Mandatory		
63. Ability of posting of cheques and direct debits in the payments cash book and general ledger.	Mandatory		
64. Ability to pay multiple invoices with one cheque	Mandatory		
65. Ability to a print remittance advice	Mandatory		
66. Ability to print digital signatures on checks	Mandatory		
67. Ability to specify thresholds/maximum amounts for which digital signatures are applicable	Mandatory		
68. Ability to support on-line check registers	Mandatory		
69. Ability to print check register before printing checks	Mandatory		
70. Ability to support on-line approvals for specific checks or check registers	Mandatory		
71. Ability to re-print checks. This should be restricted to specific personnel and an audit trail maintained of reprinted cheques	Mandatory		
72. Ability to void checks. This should be restricted to specific personnel and an audit trail maintained of reprinted cheques	Mandatory		
Tax Processing (Must be based on current TAX regime)			

73. Ability to account for, analyze and report on input and output VAT	Mandatory		
74. A VAT analysis report should be available over a user defined period	Mandatory		
75. NACADA is a tax withholding agent and withholds VAT and tax on goods and services before submitting to KRA. The system should therefore have:	Mandatory		
76. Ability to compute withholding VAT and withholding tax and post them to relevant GL accounts	Mandatory		
77. Ability to classify customers/suppliers and services/products as VAT exempt or VAT chargeable.	Mandatory		
78. Ability to generate periodic report on withheld VAT showing details of tax withheld by supplier and invoice and total for the period	Mandatory		
79. Ability to generate periodic report on withheld tax showing details of tax withheld for each payment and total for the month.	Mandatory		
80. Ability to setup tax tables and update them when rates change at the financial administration level	Mandatory		
81. Ability to generate withholding tax (VAT/WHIT) certificates from the system	Mandatory		
Budgeting			
82. Ability to capture budgets by:	Mandatory		
83. Ability to issue instructions/guidelines to heads of departments and regional offices	Mandatory		
84. Month, quarter and year	Mandatory		
85. By GL account, department and cost centre etc.	Mandatory		
86. Ability to generate new budget based on prior year budget and apply a percentage increase or decrease	Mandatory		
87. Ability to prepare both expense budgets and revenue budget/forecasts	Mandatory		
88. Ability to retain historical budget data	Mandatory		
89. Ability to store multiple "proposed" budgets	Mandatory		
90. Allow automated conversion of "proposed" budget to actual budget	Mandatory		
91. Ability to support top down and bottom up budgeting	Mandatory		

92. Ability to reallocate budgets. This should require online approval.	Mandatory		
93. Ability to allow pre-determined allocating/apportionment of budgets to required departments. Top-down budget allocation	Mandatory		
94. Ability to create balance sheet, profit & loss, cash flow and capital budgets	Mandatory		
95. Ability to monitor expenses against the budget per department per GL a/c	Mandatory		
96. Ability to control access to particular budgets	Mandatory		
97. Ability to provide a comprehensive audit trail of changes to a budget	Mandatory		
98. Ability to revise and approve a new budget	Mandatory		
99. Ability to synchronize budget with current GL structure and changes to cost centres and departments	Mandatory		
100. Ability to reallocate budget items with appropriate audit trail	Mandatory		
101. Ability to upload budgets from excel spreadsheet			
102. Ability to segregate working versions of budgets and forecasts from the approved version	Mandatory		
103. Ability to generate budget reports based on the national treasury MTEF templates.	Mandatory		
104. Ability to prepare programm based budgeting based on the prescribed format and parameters	Mandatory		
Reporting Analysis			
105. Ability to generate budget vs. actual reports across multiple levels e.g. departmental, GL codes, cost centre, overall etc.	Mandatory		
106. Ability to factor commitments e.g. open purchase orders in carrying out analysis of budget against actual	Mandatory		
107. Ability to import/export budgets or budget information elements from/to spreadsheet	Mandatory		
108. Ability to print monthly departmental exception reports of actual amounts that exceed a user-defined budget variance	Mandatory		
109. Ability to create user-defined budget analysis reports	Mandatory		

110. Ability to compare current year actual/budget/forecast month and YTD, previous year actual/budget month & YTD at any level, department, GL code etc.	Mandatory		
Expense Reporting			
111. Ability to support self-service expense requisition and submission by employees	Mandatory		
112. Ability to support expense policy definition and compliance – e.g. approval limits for expenses	Mandatory		
113. Ability to support per diem and mileage calculation	Mandatory		
114. Ability to upload expenses from excel worksheets	Mandatory		
115. Ability to capture expenses by individual persons *Reports*	Mandatory		
116. Provide expense reports grouped by: Individual , Cost centers ,Expense Item of Department	Mandatory		
117. Ability to support expense reporting and analysis by vote	Mandatory		
118. Ability to consolidate individual expenses into departmental expense reports	Mandatory		
Accounts Receivables			
119. Ability to enter and maintain different types of customer profiles	Mandatory		
120. Ability to import customer details from the NACADA Financial Management System	Mandatory		
121. Ability to search or look up customer based on any criteria stored in the customer record	Mandatory		
122. Allow entry and maintenance of primary contact name and contact information like telephone, fax, email etc..	Mandatory		
123. Allow entry and maintenance of comment fields per customer	Mandatory		
124. Age the receivables by Months if Less than 1 year and years for others	Mandatory		
125. Indicate time (days/months) taken to receive the receivables *Cash Receipts/ Receivables Managements*	Mandatory		
126. Ability to support different types of customer remittances for example	Mandatory		

check, EFT, Real time gross settlement (RTGS) payments etc.			
127. Ability to support multiple bank accounts. Bidder to specify no. of bank accounts the system can support	Mandatory		
128. Levies and penalties received from schemes and registration fees received from Consultants will be receipted in the NACADA functional units system. The financial system should have the ability to import cash receipts from the supervision system and update the cash book and revenue accounts.	Mandatory		
129. Ability to support creation of suspense accounts for funds received without allocation details	Mandatory		
130. Ability to receive cash and cheques from debtors and others.	Mandatory		
131. Ability of Receipting of the cash, cheques and direct bank credits in the receipt book.	Mandatory		
Banking			
132. Posting of the receipts cash book into the general ledger.	Mandatory		
133. Ability to reports receivables outstanding by set days if outstanding for less than 1 year and years if more than an year	Mandatory		
Standing Imprest			
134. Staff will make an imprest requisition and surrender on a self- service web portal.	Mandatory		
135. Staff Approval of the Requisition.	Mandatory		
136. Enter return date and surrender date	Mandatory		
137. Funds would be processed and dispatched to the staff.	Mandatory		
138. Funds recorded as amounts issued to the staff under the imprest register.	Mandatory		
139. Age the receivables by days	Mandatory		
140. Report on time taken (days) to surrender - Staff surrenders - expenditure receipts	Mandatory		
141. Preparation of reimbursement vouchers.	Mandatory		
142. Checking expenditure vouchers against imprest register.	Mandatory		

143. Analyzing the expense of the imprest surrender.	Mandatory		
144. Reconciliation	Mandatory		
145. Posting of the imprest surrender expenditures in the general ledger.	Mandatory		
146. Ability to generate imprest claim based on the dates past dates of travel	Mandatory		
Invoices Billing			
147. Ability to Generate Invoices	Mandatory		
148. Ability to import information and automatically create invoices from the NACADA Financial Management System for levies and penalties	Mandatory		
Credit Memos			
149. Ability to import credit notes captured in the NACADA Financial Management System	Mandatory		
150. Ability to import data on refunds processed in the system. This should update the cash book and revenue accounts	Mandatory		
Reports			
151. Produce Aged debtors listing reports	Mandatory		
152. Ability to provide Invoice reports based on different parameters for example, Customer, Date range etc.	Mandatory		
153. Ability to provide receipt reports based on different parameters for example, customer, date range	Mandatory		
FIXED ASSETS			
Asset Maintenance			
1. Ability to create a fixed asset and capture fixed asset information (e.g. asset serial number, warranty period, Tag nos. etc.) at the point of purchase through a purchase order in the system	Mandatory		
2. Ability to maintain a fixed assets register	Mandatory		
3. Ability to create fixed asset categories for grouping fixed assets for reporting purposes e.g. Furniture, by department	Mandatory		
4. Ability to record comprehensive asset details including original cost, insured cost, asset description, asset type, location, serial numbers, barcodes etc.	Mandatory		

5. Ability to assign different life spans to assets and process accordingly	Mandatory		
6. Ability to register assets but not depreciate them	Mandatory		
7. Able to add, transfer, dispose, revalue, write off and re-life assets	Mandatory		
8. Ability to account for part disposals of assets	Mandatory		
9. Automatically calculating gains / losses on disposal of assets and creating the journal in the GL	Mandatory		
10. Maintain cost of improvements to existing assets as component of asset value	Mandatory		
11. Ability to report on life left on the asset	Mandatory		
12. Comprehensive search facility based on details captured on the assets	Mandatory		
13. Prompt for insurance cover on asset addition	Mandatory		
14. Prompt for renewal insurance cover on assets requiring insurance cover	Mandatory		
15. Automatic capture of fixed asset items into the GL account as assets and not expenses _Depreciation_	Mandatory		
16. Ability to use flexible depreciation methods and change as required and to vary these over the asset life)	Mandatory		
17. Ability to support the following depreciation methods:	Mandatory		
18. Reducing balance	Mandatory		
19. Straight-line	Mandatory		
20. Sum of the years	Mandatory		
21. Ability to define depreciation/amortization method by asset	Mandatory		
22. Ability to calculate future depreciation based upon budgeted additions and disposals	Mandatory		
23. Ability to project depreciation charges for budgeting up to 5 years using existing depreciation rates.	Mandatory		
24. Ability to calculate allowable depreciation expense and compare with the actual depreciation expense	Mandatory		
25. Ability to calculate depreciation cost and post automatically to GL across multiple cost centres /departments	Mandatory		

26. Ability to effectively date an asset for commencement of depreciation.	Mandatory		
Assets Disposals			
27. Ability to mark assets to be disposed on the system	Mandatory		
28. Ability to provide for at least three levels of approval for items being disposed	Mandatory		
29. Support for various statuses for the items to be disposed. E.g. items marked for disposal, items approved for disposal, assets valued for disposal, and items disposed off.	Mandatory		
30. Ability to hold the net book value of the asset (computed from depreciation process) as well as capture valuation amount (where a valuation is carried out prior to disposal and the reserve price (where a reserve price is set prior to disposal)	Mandatory		
31. Ability to store quotations received for the items to be disposed off.	Mandatory		
32. Ability to keep track of the final amount paid for a disposed off item	Mandatory		
33. Ability to split both new and existing assets and allow partial disposals	Mandatory		
34. Support asset cycle count facility (prompting the counting and reconciliation of certain classes of assets).	Mandatory		
35. Ability to transfer assets with history of the asset to other departments, etc.	Mandatory		
Reporting/Analysis			
36. Ability to aid in making decisions about capital requirements in future based upon life of existing assets. (e.g. Motor Vehicles etc..), assess lease vs. buy, carry out 'what if', scenarios etc.., and assist in decision making of Retain vs. replace, (i.e. based on value of vehicles etc.)	Mandatory		
37. Print asset details showing cost, salvage value, accumulated & current depreciation, and book value	Mandatory		
38. Provide a report of all disposed off items showing the reserve price, valued amount, disposal amount and	Mandatory		

variances. Allow filtering and sorting by date, asset class, amounts etc.			
Bank and Cash Management			
39. Ability to print bank deposit slips automatically	Mandatory		
40. Ability to support automated bank reconciliation (i.e. ability to accept from our bankers an electronic file of transactions passed through our bank account and then to match that off against our own records, highlighting un presented payments, etc..) for all bank accounts	Mandatory		
41. Ability to support manual bank reconciliation	Mandatory		
42. Ability to flag large value discrepancies from the reconciliation process for management attention	Mandatory		
43. Generate bank reconciliation report (as per provided format)	Mandatory		
44. Ability to support EFT payments to vendors by providing an automated interface to the EFT system	Mandatory		
45. Ability to process and record manual payments	Mandatory		
46. Ability to set up payment tolerance levels and reason codes for writing off payment differences.	Mandatory		
47. Ability to support at least two levels of approval for withdrawal of cash, maintain petty cash and support accounting for petty cash	Mandatory		
48. Ability to define petty cash limits in the system. The system should not allow petty cash accounts to exceed defined petty cash limits	Mandatory		
49. Ability to prevent issue of new advances until prior advances have been accounted for	Mandatory		
50. The system should have full multi- currency functionality	Mandatory		
51. Ability to setup periodic foreign currency rates in the system. All foreign currency transactions will be converted to local currency at rates held on the system	Mandatory		
52. Ability to override system rates and enter transaction specific rates. This should be restricted to authorized	Mandatory		

individuals and an audit trail should be retained			
53. For each foreign transaction the currency code, currency amount and base currency amount should be retained on the system	Mandatory		
54. Ability to provide a facility to revalue foreign currency balances and generate appropriate postings to an unrealized currency gains/losses account	Mandatory		
55. On transaction enquiries the system should display the foreign currency value, base currency at historical rate and base currency at current rates	Mandatory		
Treasury Management			
56. Ability to capture and retain a register of treasury investments such as call deposits	Mandatory		
57. Ability to capture the principal and interest components	Mandatory		
58. Ability to support approval process for treasury investments with at least two levels of approval	Mandatory		
59. Ability to keep track of investments made and expected returns as well as handling reinvestments	Mandatory		
60. Ability to prompt on the maturity dates	Mandatory		
Treasury Reports			
61. Ability to provide detailed reports on:	Mandatory		
62. Cash receipts	Mandatory		
63. Reconciling differences	Mandatory		
64. Daily reconciled cashbook position	Mandatory		
65. Reconciled items and un-reconciled items	Mandatory		
66. Mismatched items	Mandatory		
Project Accounting			
67. Project Creation Features and functions to support detailed contract management and its sub-unit levels	Mandatory		
68. A new project type may be created by creating a new task sequence and assigning a cost code structure	Mandatory		

69. A project can be created from a default table containing different project templates, which in turn contain definitions and separate coding structures	Mandatory		
70. An existing project structure may be duplicated with no data being transferred	Mandatory		
71. Permits multiple phase project definitions ,Support for multiyear projects	Mandatory		
72. Tracks a contract change order from identification, where it is reported as pending; to formal approval, when it is included in the contract and automatically transferred to commitment	Mandatory		
73. Project and code structure Features and functions	Mandatory		
74. Contract reporting is separate from the coding structure and supports rollups by contract of all the related project activities	Mandatory		
75. Defines summary accounts in a multilevel hierarchy, including features associated with posting accounts	Mandatory		
76. Free-form notes or text comments can be posted at any level of the structure, with optional notes history, notes notification, and notes display at summary details	Mandatory		
77. Permit user definition of the sizes of each segment	Mandatory		
78. Provide an option to budget or commit project expenditures by periods	Mandatory		
79. Provide cut, copy, and paste of coding structure elements between projects	Mandatory		
80. Provide for user definition of project or cost code segments	Mandatory		
81. Use the project and cost coding structures for selection required in reporting	Mandatory		
82. User-defined number of actual, commitment, budget, and statistical accounts for each level of the account structure	Mandatory		
83. User-defined sub-project coding can be applied at any level of the regular cost coding structure to provide a unique breakdown of costs, with	Mandatory		

optional inclusion or exclusion in project reports			
84. Uses date sensitivity in a structure, such as particular roll-up of tasks, which will take effect within a certain period of time	Mandatory		
85. Cost Coding Structure creation and Maintenance Features and functions	Mandatory		
86. Cost codes may be added to the structure without affecting existing projects	Mandatory		
87. Cost codes to general ledger account conversion is maintained in an online table	Mandatory		
88. A cost code may not be deleted if there are any values for that code in existing projects	Mandatory		
89. When deleting a cost code the system either automatically deletes all references to the code from other parts of the system, or disallows the deletion	Mandatory		
90. Retains statistical accounts in a manner that allows the statistical amount to be defined as either a balance forward account or as a balance only account	Mandatory		
91. Uses the same accounting calendars as the general ledger	Mandatory		
92. Transaction Processing Features and functions	Mandatory		
93. A running total shows the total debits and credits as they are being entered	Mandatory		
94. An accounting date or effective date, indicating which cost ledger accounting period is to be posted	Mandatory		
95. Automatic creation of general ledger transactions with appropriate debit or credit offsets	Mandatory		
96. Distribution to unlimited project and cost codes accounts	Mandatory		
97. E-mail and workflow routing and tracking of un posted transactions and related images for approval	Mandatory		
98. Posting of budget, commitment, or statistical data to any open or future period	Mandatory		
99. Posting of financial transactions to open periods	Mandatory		

100. Provide for recording and tracking of contingent liabilities by project	Mandatory		
101. Provide for recording and tracking of preliminary notices by project and contract	Mandatory		
102. Support a posting interface which permits simultaneous updates of the general and cost ledgers when financial transactions are posted to either ledger	Mandatory		
103. The system should be able to track a transaction either as income or expense to particular projects	Mandatory		
104. Line item Features and functions	Mandatory		
105. A transaction description field of at least sixty characters in the summary or header	Mandatory		
106. Transaction number, transaction type, and general reference fields by line	Mandatory		
107. A line item description initially taken from the sixty-character description field in the journal header and optionally overridden by operator	Mandatory		
108. A source or subsidiary accounting system reference field	Mandatory		
109. Reporting format and tools Features and functions	Mandatory		
110. Actuals, Authorized funds, Commitments, Current budget	Mandatory		
111. Estimate-to-complete and Original budget	Mandatory		
112. Pending commitments (change orders in process)	Mandatory		
113. Permits inter-project comparisons at the user-defined level of detail	Mandatory		
114. Prior budget	Mandatory		
115. Provides an online query tool or direct link to query tool, and real-time spreadsheet interface (specifies spreadsheets, i.e. Excel)	Mandatory		
116. Retentions	Mandatory		
117. Supports reporting of posted transactions, un-posted transactions, or both	Mandatory		
118. Uses the cost coding structure to allow online drill-downs from summary to detail; drills-through to source transactions and related documents and images, including estimates and supporting detail,	Mandatory		

contracts and change orders (actual and pending commitments), and invoices (actuals)			
119. Ability to generate ad-hoc reports base on users' needs	Mandatory		
120. The system should be able to provide seamless integration with other systems/modules	Mandatory		
121. Reports to be able to filter those items specifically related to the project the organization is controlling.	Mandatory		
122. Ability to manage contract instruments with prompt for expiry(performance Guarantee)	Mandatory		
123. Automate development expenditure entry in to fixed assets register.	Mandatory		
124. Purchase order /requisition to check procurement threshold against the PPR matrix	Mandatory		
125. Ability to requisition for subsequent year using the next FY budget	Mandatory		
126. Ability to provide funds absorption reports	Mandatory		
127. Ability to generate IPSAS compliant quarterly and annual reports	Mandatory		
128. Ability to maintain project data with the following parameters	Mandatory		
129. Project name and code	Mandatory		
130. Estimated cost of the project	Mandatory		
131. Planned Start date and end date	Mandatory		
132. Actual start and end date	Mandatory		
133. Financing components (GOK, Donor)	Mandatory		
134. Implementation status	Mandatory		
135. Project cumulative costs to date	Mandatory		
136. Project outstanding costs	Mandatory		
137. Project goals	Mandatory		
138. Project objective and rationale	Mandatory		
139. Project challenges and Risks	Mandatory		
140. Geographical coverage with GPS coordinates and with data for county, constituency, village	Mandatory		
141. Medium Term cost	Mandatory		
142. Project background information (situation analysis)	Mandatory		

143.	Relevance	Mandatory		
144.	Project Scope	Mandatory		
145.	Project input	Mandatory		
146.	Expected Out put	Mandatory		
147.	Project Impact	Mandatory		
148. Ability to develop concept notes in the prescribed format for new projects.		Mandatory		

Audit Function Requirements

General requirements	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
1. Access to all modules of the ERP system	Mandatory		
2. Audit Trails to be implemented	Mandatory		
3. Rights to audit the audit trail	Mandatory		
4. Capability to query and export to various formats	Mandatory		
5. Ability to query from different tables that data is kept and linking them	Mandatory		
6. Ability to produce and print various reports as per audit requirements	Mandatory		
7. Ability to link with an audit software for the purpose of audit			
Controls			
8. Adequate controls to ensure no functional overlaps; e.g LPOs/ LSOs should only be prepared by officers in the supply chain department and all purchase orders should be linked to purchase requisitions	Mandatory		
9. Where any control overlap happens, notification to audit should be raised immediately	Mandatory		
10. Inability to change documents after the next person has acted on it unless returned by the person e,g. LPOs, Purchase requisitions	Mandatory		
11. Inability to change transactions of past period that has been closed	Mandatory		
12. Mandatory fields to capture primary data should be well put for employees, vendors e.t.c.	Mandatory		
13. Rights of users should be properly segregated.	Mandatory		
14. Where a system is inactive and transactions are processed, a notification should be sent to audit automatically	Mandatory		

Human Resource Section Requirements

HUMAN RESOURCE MANAGEMENT & ADMINISTRATION DEPARTMENT USER REQUIREMENT IN THE ERP UPGRADE	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
EMPLOYEE DATA	Mandatory		
1. Ability to capture personal data such as:	Mandatory		
a. Name	Mandatory		
b. Employee number (PF number)	Mandatory		
c. National ID number/Passport number	Mandatory		
d. Address: Postal address, Physical address, Email address	Mandatory		
e. Phone number	Mandatory		
f. Employment term details: Employment date, employment type etc.	Mandatory		
g. Date of birth	Mandatory		
h. Position	Mandatory		
i. Marital status	Mandatory		
j. Gender	Mandatory		
k. NSSF, NHIF, PIN numbers	Mandatory		
l. Directorate/Department / Region	Mandatory		
m. Exit date	Mandatory		
n. Photo	Mandatory		
o. Tribe/Nationality	Mandatory		
p. Disability status	Mandatory		
2. Benefit entitlement details	Mandatory		
3. Dependent data details	Mandatory		
B. Employee number (PF number)	Mandatory		
Next of kin details	Mandatory		
End of probationary period alerts	Mandatory		
Alerts for contract renewal and expiry 6 months before the contract ends	Mandatory		
Alerts for end of probation and confirmation of appointment	Mandatory		
Engagement status (internship, contract or permanent and pensionable)	Mandatory		
Ability to issue alerts on retirement date (1 year in advance)	Mandatory		
Beneficiaries details	Mandatory		

Pension details	Mandatory		
Banking details	Mandatory		
Previous employment details	Mandatory		
Qualifications, skills and trainings	Mandatory		
Memberships to professional organizations	Mandatory		
Ability to capture emergency contact details	Mandatory		
Flexibility to define who can access what data in HR	Mandatory		
Ability to capture transfers (station and period), and retain previous information	Mandatory		
Reporting			
Automatic generation of all reports based on gender, age, ethnicity, qualifications, disability, years of experience, job grades, directorate/department/region	Mandatory		
Generate listing of employees with ability to filter based on captured data e.g. list by position	Mandatory		
ORGANIZATION STRUCTURE AND JOB DESCRIPTIONS			
Ability to define the organization structure in the system with job positions	Mandatory		
Ability to maintain organizational structure if and when it changes without reference to the vendor	Mandatory		
Ability to link the position to a staff record	Mandatory		
Ability to define the staff grading structure in the system and assign grades to staff. Current staff grades range from NACADA 10 to NACADA 1	Mandatory		
Maintain multiple employee address and contact details	Mandatory		
Ability to attach any relevant document	Mandatory		
Ability to generate notifications via email, distribution/work lists or online notifications. These notifications should be user-definable (such as Anniversaries, retirement dates, over-expenditure recoveries, among others) data items.	Mandatory		
The system should be flexible enough for administrator to define new fields	Mandatory		
Reporting			
Generate report on position and occupant(s)	Mandatory		
Generate organizational structure from the system	Mandatory		

Generate job descriptions per position	Mandatory		
SELECTION AND RECRUITMENT			
Ability to incorporate recruitment plan, maintain information about historical vacancies and the organisation's preferred recruitment media	Mandatory		
Ability to track vacant positions based on the defined number of staff required for each position (staff establishment)	Mandatory		
Ability to support positions and vacancies linked to the organisation structure structure	Mandatory		
Ability for applicants to check status of their application through the internet	Mandatory		
Ability to accommodate recruitment agencies	Mandatory		
Ability to define and track closing dates of advertised positions	Mandatory		
Ability to capture applicant data in the system such as qualifications and years of experience	Mandatory		
Allow for on-line applications for vacant positions, online tracking /monitoring of applicants through each stage of the recruitment cycle.	Mandatory		
Ability to automatically allocate unique applicant number for each applicant	Mandatory		
Ability to automatically transfer applicants' details into employee details upon appointment without re-keying.	Mandatory		
Ability to produce a short list from applicants data based on defined requirements for a vacant position such as minimum qualification and experience	Mandatory		
Ability to create test and interview schedules. (Applicant event schedules)	Mandatory		
Ability to record scores for interview tests and interview results with detailed comments.	Mandatory		
Ability to provide a checklist and generate alerts if the necessary documents required from a successful candidate have not been received and entered in the system.	Mandatory		
Ability to retain a database of previous job applications and CVs. This should be searchable by Job description and the date of the application. e.g. it should be possible to filter applications received for a certain position within the last six months	Mandatory		

Ability to generate letters at the various stages of the recruitment cycle (such as interview letter, offer letter, regret letter among others)	Mandatory		
Ability to capture notes from reference checks	Mandatory		
Ability to capture date of appointment for new hires and issue reminders to HR one week to reporting date	Mandatory		
Ability to indicate the employment status of staff as either "On Probation", "Permanent" or "Temporary employment" Intern" etc.	Mandatory		
The system should enforce that newly hired staff must go through probation before they are confirmed for permanent employment.	Mandatory		
Ability to issue reminders to HR staff to prepare a probation report on elapsing of the six month probation period	Mandatory		
Where a recommendation is made to extend the probation period, the system should issue reminders on elapsing of a further six months.	Mandatory		
Ability to enforce the requirement that no staff member should be on probation for more than a year and should either be confirmed or terminated	Mandatory		
Ability to allow for conduct of background check before issuance of appointment letters	Mandatory		
Ability to export online forms to a PDF, Excel, MS Word document for offline operation.	Mandatory		
Ability to determine if applicant has worked for the company before	Mandatory		
Ability to update the staff establishment once position is filled	Mandatory		
Ability to incorporate or capture details in the NACADA Job Application Form	Mandatory		
Reporting			
Summary report on overall number of applicants a specific position (by age, gender, ethnicity, etc.)	Mandatory		
Provide an online form for vacant position based on customizable to suit the Job specs	Mandatory		
A shortlist of qualified candidates with their details	Mandatory		
Reference checks details generated by the system	Mandatory		
LEAVE MANAGEMENT			
Ability to define allowed leave days per year for each staff grade	Mandatory		
Ability to define rules on maximum number of leave days that can be carried over to the next year	Mandatory		

Ability for employees to define leave plans in the system and send to appropriate persons for approval	Mandatory		
Ability for employees and management to view leave records	Mandatory		
Ability to set up calendar with national holidays.	Mandatory		
Automatic calculation/update of employee's leave accruals according to defined policies	Mandatory		
System records the key planned and actuals for leave including start-end dates and entitlements and balances	Mandatory		
Ability to provide a year-end roll-over calculation and process for leave plans and processes	Mandatory		
Distinguish between holiday, vacation, and other non-work time and report on actual time or time off against planned, earned or allowed	Mandatory		
Audit "patterns" of time-off, by individual (e.g., to track regulatory requirements regarding the number of consecutive days off taken over the course of a year)	Mandatory		
Ability for authorized personnel to make adjustments when actual leave days taken are more or less than leave days applied for and approved	Mandatory		
Ability to add additional leave days based on weekends that staff work	Mandatory		
Ability to define and track allowed maternity, paternity and study leave	Mandatory		
Ability to provide web-based[portal] leave applications and approvals	Mandatory		
Integration with employee email system for updates on leave status	Mandatory		
Direct integration of leave schedule with payroll system for automatic posting of leave allowance to employee salary for the end of calendar year (December)	Mandatory		
Ability to capture all the leave schedule for all staff/departments and update it	Mandatory		
Employee should be able to track the position of his/her leave applications online	Mandatory		
Ability to track disciplinary compulsory leave i.e. Interdiction with half pay and suspension with no pay	Mandatory		
Ability to process leave allowance twice for staff in hardship areas (if the staff proceeds for 15 days in June and December)	Mandatory		
Automatic processing of leave allowance at the end of the calendar year (December)	Mandatory		

Reporting			
Report on leave balances by staff/department/region etc.	Mandatory		
Provision of customizable/ad-hoc report facility	Mandatory		
Report on leave taken by staff for a specific periodic and by leave type	Mandatory		
Report on approved/rejected leave request	Mandatory		
Delegation reports	Mandatory		
TRANSITIONS			
Ability to keep track of staff retirement dates and provide reminders to HR in advance and staff as well	Mandatory		
Ability to compute terminal benefits due to staff	Mandatory		
Ability to record deaths and provide follow up notifications to compute any dues and follow up on insurance	Mandatory		
Ability to record staff transfers, secondments, promotions and demotions on the system and update job descriptions and training needs	Mandatory		
Ability to capture notes from exit interviews	Mandatory		
Ability to generate a standard letter for employees who leave the organization with details such as how long worked and provision to add comments.	Mandatory		
Ability to generate certificate of service upon clearance from the Authority	Mandatory		
Ability to generate a report on staff exits through death, retirement, resignation, termination, non renewal of contract, retrenchment, etc.	Mandatory		
TRAINING AND DEVELOPMENT			
Ability to input training needs by employees	Mandatory		
Training needs should be generated from:	Mandatory		
a) Output of the performance appraisal process. The performance appraisal module should provide for input of training requirements arising from the appraisal	Mandatory		
b) Defined training needs for newly recruited, promoted or transferred staff	Mandatory		
Ability to link training needs to training courses and programs	Mandatory		
Ability to schedule trainings and indicate venue and participants	Mandatory		
Ability to generate reminders to staff on trainings due	Mandatory		
Ability for a trainee to capture feedback on the training through a standard feedback form immediately after the training	Mandatory		

Ability to capture details of training carried out per employee	Mandatory		
For each type of training, ability to provide for review of the effectiveness of the training by the supervisor three (3) months after training. On elapsing of this period, the system should send a notification to the supervisor and employee to provide a report on the impact of the training on work performance	Mandatory		
Ability to capture and track training budget on the system and notify when budget is exceeded	Mandatory		
Ability to provide an interface with Finance and Accounts Department for course billing and allocation	Mandatory		
Ability to restrict modification of training data and feedback captured in the system	Mandatory		
Ability to alert employees to submit a training evaluation/feedback report 2 weeks after training and capture report	Mandatory		
Ability to capture and/or import training providers, instructors and courses (contacts, type, cost, duration among others)	Mandatory		
Ability to generate training schedules including venues, cost and training	Mandatory		
Ability to set up training schedules, associated budgets, monitoring and evaluation	Mandatory		
Ability to capture training materials e.g. power point presentations, notes, certificates	Mandatory		
Reporting	Mandatory		
Ability to generate training schedules including venues, cost and training durations	Mandatory		
Ability to generate reports showing trainings carried out and staff who attended them	Mandatory		
Ability to generate report on staff who have missed scheduled trainings	Mandatory		
Ability to generate a report on actual training costs against budget and balances	Mandatory		
Ability to generate report on cost of training per employee	Mandatory		
Ability to generate a training needs assessment report	Mandatory		
Ability to generate report on feedback of training as provided by trainees for various trainings attended	Mandatory		
Ability to generate a report on effect/impact of training on individual employees as evaluated by the supervisor	Mandatory		

PERFORMANCE EVALUATION			
Ability to capture set targets and performance plans for each staff member on the system	Mandatory		
Ability for managers and employees to set, review and change goals online via automated workflow with online approval	Mandatory		
Ability to describe key result areas when setting goals	Mandatory		
Ability to have the goals and performance plans approved on the system by the relevant staff supervisor	Mandatory		
Ability to capture the actual achievements of goals per quarter/year	Mandatory		
Ability to conduct performance appraisals on the system and record the result of the appraisal. Scores are assigned by a supervisor against each goal. A percentage score is then computed based on a defined weighting scale for each category of goals for each employee	Mandatory		
Ability to maintain historical information pertaining to an employee's performance including review dates and outcomes	Mandatory		
Ability to maintain history of promotion and demotion data including effective date, amount of pay change, reason for promotion/demotion	Mandatory		
Ability to define dates in the system when performance appraisals are due for each staff member. The system should issue reminders to staff when these dates are due.	Mandatory		
Ability to restrict access to appraisal information to only relevant personnel.	Mandatory		
Ability for staff fill a self-appraisal online	Mandatory		
Ability to define multiple appraisal templates (e.g., pre-confirmation, quarterly, mid-year, end-year)	Mandatory		
Ability to support multiple levels of appraisals where a line manager appraises and a different manager reviews the appraisal	Mandatory		
Ability for supervisors to propose rewards and sanctions for excellent performance and poor performance respectively	Mandatory		
Ability to provide for moderation of rewards and/or sanctions by a Management Committee and recommendation to the appropriate authority	Mandatory		

Ability to capture training needs arising from the appraisal and link them to the training module to feed into the training needs assessment report	Mandatory		
Ability to capture mitigating factors for nonperformance	Mandatory		
Ability to define managers and link employees to their relevant supervisors	Mandatory		
To enforce discussions between line managers and staff on appraisal result, the system should have the ability for both the supervisor and staff to indicate on the system that the discussion has taken place	Mandatory		
Ability to allow supervisor to reject targets set and the employee to receive back the targets for amendment	Mandatory		
Ability to capture job factors and rate them online e.g., time management, quality of work, job knowledge, initiative etc.	Mandatory		
Ability to compute individual scores online	Mandatory		
Ability to capture employee's comments on the appraisal	Mandatory		
Ability to accept an initiated review process from an aggrieved employee	Mandatory		
Ability to generate letters and memos e.g., standard commendation/warning letter for excellent and poor performance respectively	Mandatory		
Ability to issue reminders to staff and supervisors to set targets and do evaluation based on agreed timelines	Mandatory		
Ability to send alerts to supervisors and employees to perform certain actions e.g., set targets, key in achievements, evaluate performance, etc.	Mandatory		
Reporting	Mandatory		
Report on staff appraised/ not appraised by designation, department, directorate, region, etc.	Mandatory		
Report on status of the appraisal including whether goals have been set, self-assessment done, manager review done	Mandatory		
Report on competences analysis of the employees	Mandatory		
Periodic performance evaluation reports at end of review period	Mandatory		
Report on training requirements listed by employees	Mandatory		
Report on staff performance scores per grade, department or region	Mandatory		

Report on rewards and sanctions proposed by supervisors	Mandatory		
Report on factors for unsatisfactory performance and/or over-performance	Mandatory		
INSURANCE	Mandatory		
Ability to issue notifications when policies are up for annual renewal	Mandatory		
Ability to track payments for staff medical insurance and life insurance premiums and create recurring payment journals	Mandatory		
DISCIPLINE	Mandatory		
Ability to record identification of offences committed by employees. The system should also capture the date of offenses	Mandatory		
Ability to setup types of offences in the system with flexibility to add/remove	Mandatory		
Ability to schedule disciplinary hearing meeting where applicable	Mandatory		
Ability to generate invitation letter to the hearing meeting stating date, venue, time and a notification of right to be accompanied	Mandatory		
Ability to capture employee's attendance during the hearing meeting and a note on whether he/she is accompanied	Mandatory		
Ability to capture the employee's submissions during the hearing meeting	Mandatory		
Ability to capture recommended disciplinary action by the Human Resource Advisory Committee (HRAC)	Mandatory		
Ability to record approval of the recommended disciplinary action by the CEO	Mandatory		
Where the employee appeals the decision, ability to capture the result of the appeal	Mandatory		
Ability to generate report on disciplinary incidents per staff and actions taken	Mandatory		
Capture the steps taken in the disciplinary process (e.g., verbal warnings, written warnings, show cause letters, investigations, etc.)	Mandatory		
Capture the start and end (dates) of the disciplinary process	Mandatory		
Ability to send alerts to the Disciplinary Committee before the expiry of the six (6) months duration for finalization of the disciplinary process	Mandatory		
Ability to capture communication of right to appeal	Mandatory		

Ability to capture constitution/appointment of the Human Resource Advisory Committee with terms of reference	Mandatory		
Reporting	Mandatory		
Report on disciplinary cases in a period (quarterly, yearly) with specification on whether minor, major or gross	Mandatory		
Report on disciplinary penalties issued (warnings, surcharge, demotion, termination, etc.)	Mandatory		
Report on disciplinary appeals and their outcomes	Mandatory		
Report on any investigation carried out	Mandatory		
Report on duration of resolution of disciplinary cases (within 6 months, beyond)	Mandatory		
SUBSCRIPTIONS AND CONTINUOUS PROFESSIONAL DEVELOPMENT	Mandatory		
Ability to capture and track employee memberships to professional bodies (including classes/categories of membership)	Mandatory		
Ability to generate payment journals for finance to pay when membership fees are due.	Mandatory		
Ability to capture CPD points required by each professional body where applicable	Mandatory		
Ability to capture CPD providers' details including contacts, workshops/seminars, venues, dates, costs etc.	Mandatory		
Ability to capture details of employees sponsored for CPD workshops in a given period (by designation, profession, gender, department, etc.	Mandatory		
Ability to attach documents e.g., certificates of attendance in each employee's portal	Mandatory		
Reporting	Mandatory		
Report on all employees who are members of professional bodies by designation, department, gender, ethnicity including membership status (e.g., Full Member, Member, Affiliate, Graduate, Associate, Fellow, etc.)	Mandatory		
Report on all professional bodies where NACADA employees subscribe to (include contact details)	Mandatory		
Report on annual subscription paid to professional bodies (amounts paid) per period (quarterly, yearly)	Mandatory		
Report on conferences and seminars attended by members of professional bodies and amounts paid per period	Mandatory		
PENSION			
Ability to compute pension per employee in a monthly and yearly basis	Mandatory		

Capture lump sum pension and gratuity of the employees	Mandatory		
Capture all the Consultants for the pension scheme	Mandatory		
Ability to capture changes in employment status (promotion, demotion)	Mandatory		
Ability to capture a pensioner's withdrawal from the scheme	Mandatory		
Ability to generate pension statutory reports	Mandatory		
PAYROLL			
Payroll Processing	Mandatory		
Support integration with the HR module so that staff details e.g., Names are captured once	Mandatory		
Ability to accumulate deductions according to deduction codes	Mandatory		
Ability to accumulate earnings according to earning code	Mandatory		
Produce all statutory reports required by Kenya's laws and regulations	Mandatory		
Supports for automatic computation of Kenyan statutory deductions, insurance, mortgage relief and report generation	Mandatory		
Manage a benevolent scheme- including production of members statement	Mandatory		
The system should maintain data up to statutory period of (7 years) without downgrading the performance of the system	Mandatory		
Ability to allow e- communications (email reports/statements/pay slips automatically from the application – interface to an email application)	Mandatory		
Ability to support timed deductions, i.e., provide deductions for a specific period	Mandatory		
Allows for unlimited number of loans in the system and support multiple loans per employee	Mandatory		
Ability to limit the number of loans given to an employee	Mandatory		
Ability to detect when an employee's earnings fall below the recommended one third and send alerts to the payroll administrator	Mandatory		
Provide integration with the financial management system/General Ledger	Mandatory		
Ability to pre-run the payroll before the final run and commitment	Mandatory		
Ability to support various benefits such as car loan, mortgages	Mandatory		
Ability to calculate lost days	Mandatory		

Ability to administer involuntary deductions e.g., recovery of advances	Mandatory		
Ability to automatically calculate employee and employer taxes	Mandatory		
Ability to make adjustments after payroll run with audit trails	Mandatory		
Ability to process part of payroll	Mandatory		
Ability to distribute payroll processing throughout payroll period, e.g., processing static data at the beginning of period and making adjustments at period end	Mandatory		
Ability to automatically detect and effect an employee's salary progression based on his/her appointment anniversary	Mandatory		
Ability to generate a payroll bank payment file for electronic transfer of funds	Mandatory		
Ability to compute annual leave allowance for each staff in December	Mandatory		
Ability to process pension deductions through the payroll	Mandatory		
Ability to specify deductions for a specific period and automatically stop the payment deductions when complete	Mandatory		
Ability to specify and effect additional earnings such as acting/special duty and automatically stop them when the period lapses	Mandatory		
Ability to integrate/link with the disciplinary module and enable automatic deductions associated with suspension or interdiction	Mandatory		
Ability to view payslip messages	Mandatory		
Reporting			
Ability to generate report of changes/variance from previous payroll	Mandatory		
Ability to produce Pay slips and also reprint pay slips and reports from prior periods	Mandatory		
Ability to report on earnings by gender for different salary bands	Mandatory		
Ability to maintain audit logs of changes to employee records	Mandatory		
Allow Customization of reports for ad hoc reporting	Mandatory		
Provide standard payroll reports e.g., all deductions report, net deductions reports, summary of statutory reports	Mandatory		
Ability to generate a monthly reconciliation report indicating the shift in the salary and reasons	Mandatory		

Ability to generate exception reports for cases where the one third rule is not met	Mandatory		
GENERAL REPORTING	Mandatory		
Ability to generate reports on staff costs per employee based on training costs, medical costs, insurance, subscriptions, payroll etc..	Mandatory		
Ability to generate ad-hoc reports	Mandatory		
FLEET MANAGEMENT	Mandatory		
Provide platform to capture details of each of the vehicles as they appear in the vehicle logbooks.	Mandatory		
TRANSPORT REQUISITION MANAGEMENT			
Ability to Allow Users to requisition for transport services online.	Mandatory		
Ability to Capture relevant details of users like designation, Department/Directorate etc.	Mandatory		
Ability to Capture relevant details of all the drivers	Mandatory		
Capture all the details of the available vehicles including their location within the Authority.	Mandatory		
The Module to allow Users to requisition for local transport two hours before departure time.	Mandatory		
Module to allow users to requisition for transport outside the work station three days before departure.	Mandatory		
The system to show the available vehicles/drivers for booking.	Mandatory		
The system to show the drivers already assigned trips.	Mandatory		
Restrict assigning of driver(s) who have already been assigned another trip during the period of application for allocation of trip.	Mandatory		
Provide relevant periodic reports on the trips i.e., the driver, vehicle used, number of days of the trip, departure & return dates.	Mandatory		
Give provisions for attaching the approved memo for trip & other relevant documents.	Mandatory		
Provide daily, weekly, monthly, quarterly and other periodic reports on the requisition and allocation of trips.	Mandatory		
Approvals to be done by immediate supervisor & assigning of vehicles/driver to be done by the Transport officer.	Mandatory		
Provide update alerts on pending requisitions for approvals & assigning.	Mandatory		
Narration of the trip itinerary.	Mandatory		
Reports to show the number of days per driver and the dates of the trips.	Mandatory		

Allow assigning of drivers for trips within the workstation.	Mandatory		
Training to the users of the module on how the system works.	Mandatory		
Fuel Management			
System to be aligned to the current use of the pre-paid fuel card system in the Authority	Mandatory		
Capture fuel data like fuel card numbers, amount of funds deposited, amount of funds distributed to each card, opening balance, closing balances of fuel funds.	Mandatory		
Allow inter-card transfers.	Mandatory		
Ability to Allow distribution of fuel from main account to various cards.	Mandatory		
Capture quantities of fuel drawn and respective unit prices.	Mandatory		
Provide relevant reports on fuel drawn per vehicle, mileage at the time of fuel consumption & rate of consumption per vehicle i.e., Km/Litre, etc.	Mandatory		
Compute the total fuel consumed per vehicle and amount spent.	Mandatory		
Allow editing of specified fields by the user.	Mandatory		
Give provisions for separate fuel accounts for each region and headquarters to allow monitoring of respective accounts.	Mandatory		
Generate viewable and printable periodic reports.	Mandatory		
System Architecture- Must allow users at the administration level to select and unselect fields and functions to be utilized system-wide as well as permit or restrict access to selected fields by the user profile. It should be user defined.	Mandatory		
Vehicle Maintenance			
Capture details of all the Authority vehicles.	Mandatory		
Categorize type of vehicle maintenance i.e., minor, major or other repairs.	Mandatory		
Have a field to capture the specific repair works undertaken on each vehicle.	Mandatory		
Show the maintenance history of vehicles.	Mandatory		
Generate Maintenance schedule for each vehicle.	Mandatory		
Enable users to establish the local service order (LSO) no. released for specific repairs.	Mandatory		
Allow linking of the invoice and cheque number released for the respective repairs.	Mandatory		

Provide analytical reports on the maintenance of vehicles i.e., periodic reports on vehicles repaired, dates of repairs, cost of repairs.	Mandatory		
Ensure maintenance Reports are viewable and printable with NACADA letterheads.	Mandatory		
Motor Vehicle Insurance			
Allow capture of data on contracted insurance company, category of insurance (comprehensive private or commercial), and commencement & expiry dates of the insurance cover.	Mandatory		
Archiving of data on the insurance of vehicles in each financial year.	Mandatory		
Provide alerts through email/SMS on the pending expiry dates of the existing insurance.	Mandatory		
Relevant viewable and printable Reports on vehicle insurance.	Mandatory		
Records Management			
Ability to Maintain an up-to-date file movement record	Mandatory		
Ability to manage an Inventory of all the files in the Authority	Mandatory		
Ability to ensure proper classification of records as per the file index in place	Mandatory		
Ability to maintain a trail on File movement, Tracking & Recalling from action officers/ users.	Mandatory		
Ability to Allow authorized officers to make request of file opening for new projects/ subjects and allow for an online approval process	Mandatory		
Ability to allow users to make requests on retrieval of files/ specific documents and provide reports on the same.	Mandatory		
Ability to Compile all reports and organize by date, month, year on file movement.	Mandatory		
Ability to search and retrieve files/records with ease	Mandatory		
Ability to determine which records can be accessed either as read only or with amendment rights granting or revoking access rights]	Mandatory		
Ability to Document and Auto archive all the reports for a set period of time	Mandatory		
Provide alerts and reminders on archiving & disposal of specific records & registers as per the disposal schedules and guidelines provided.	Mandatory		
Ability to Maintain up to date file movement reports	Mandatory		

Ability to Ensure security of information in the system by controlled access i.e., only by permission or by authorized officers	Mandatory		
Ensure proper classification of records & documents as per the file index.	Mandatory		
Provide alerts through email on the files that are due for return and signing out. Officers are allowed to only use each file for a maximum of 3 days and can request for an extension subject to request renewal by the officer in-charge.	Mandatory		
Ability to provide reports on access logs on confidential personnel files for security reasons	Mandatory		
Ability to generate reports on all the processes	Mandatory		
Asset Management			
Ability to Manage all Assets in the Authority; this include what has been procured/ new, worn out, broken, stolen, repaired, disposed and reports on the same for HQ and Regional offices.	Mandatory		
Ability for the module to interface with the Asset Register in place	Mandatory		
The system should enable update of the assets register with a provision of the details fed in the system i.e., date, tag no., description, value, location, update done by.	Mandatory		
The system should be able to carry out Tracking and identification of Asset location as per the tag numbers provided, their description and departments / location	Mandatory		
Employees should be able to make requests and approvals through the system. Reminders & alerts should be prompt	Mandatory		
Office Maintenance			
The system should be able to have an audit trail and provide reports on office maintenance, office equipment maintenance with details as date, place/type of asset maintained, description/type carried out, by who	Mandatory		
Ability to make Requests for maintenance/ repair/ replacement of office Items and furniture and ability for alerts	Mandatory		
Occupational Safety and Health			
Ability to maintain schedules for inspection, OSH audits and related statutory procedures	Mandatory		
Ability to track repair and maintenance of firefighting equipment	Mandatory		
Ability to track repair and maintenance of first aid kits	Mandatory		

Ability to generate reports	Mandatory		
Staff Welfare			
The system should allow the officer in charge to confirm at a click of a button whether store items requested are available or out of stock to enable him / her make decisions from the reports provided by the system	Mandatory		
Ability to allow for receiving and Issue of Items and enable provision of reports by dates/ month/ year	Mandatory		
Approval to issue items should also be through the system after the Officer in charge confirms and provides reports on the same	Mandatory		
Ability to provide for Office cleaning reports- scheduled and unscheduled.	Mandatory		
Ability to provide details of company responsible for the cleaning services, type of contract, start date and end date of contract, number of cleaners and details of cleaners responsible for the various sections in the building.	Mandatory		
Tea provision reports should be easily generated for both HQ and Regions i.e., when store items are purchased and entries are made through the system. In and out of the stores, the officer in charge of welfare should be able to know the balances and also be able to have reports on the same	Mandatory		
Ability to generate reports for decision making	Mandatory		
Security Management			
Ability to Capture the steps and actions taken in the security management process	Mandatory		
Ability to integrate with the biometrics access control system to provide reports of employees present on a particular day or the offices accessed at a particular time for decision making	Mandatory		
Ability to interface with service level agreements and contract management	Mandatory		
Ability to generate reports on security matters reported by authorized Officers for decision making	Mandatory		
Ability to generate reports on security incidents reported and actions taken	Mandatory		
Knowledge Management			
Integration of different databases (digital and non- digital libraries)	Mandatory		
interface with intranet, groups and discussion networks linkages (news mediums)	Mandatory		
Ability to classify knowledge	Mandatory		

Ability to share knowledge	Mandatory		
Ability to link to communication platforms such as intranet, email, etc.	Mandatory		
Ability to integrate/link with training and development module and other relevant modules on the system	Mandatory		

Administration Section User Requirements

SPECIFICATIONS	REQUIRED	PRIORITY	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
Fleet Management Module	Provide platform to capture details of each of the vehicles as they appear in the vehicle logbooks.	Mandatory		
A) Transport Requisition	Allow Users to requisition for transport services online.	Mandatory		
	Capture relevant details of users like designation, Department/Directorate etc.	Mandatory		
	Capture relevant details of all the drivers	Mandatory		
	Capture all the details of the available vehicles including their location within the Authority.	Mandatory		
	The Module to allow Users to requisition for local transport two hours before departure time.	Mandatory		
	Module to allow users to requisition for transport outside the work station three days before departure.	Mandatory		
	The system to show the available vehicles/drivers for booking.	Mandatory		
	The system to show the drivers already assigned trips.	Mandatory		
	Restrict assigning of driver(s) who have already been assigned another trip during the period of application for allocation of trip.	Mandatory		
	Provide relevant periodic reports on the trips i.e., the driver, vehicle used, number of days of the trip, departure & return dates.	Mandatory		
	Give provisions for attaching the approved memo for trip & other relevant documents.	Mandatory		
	Provide daily, weekly, monthly, quarterly and other periodic reports on the requisition and allocation of trips.	Mandatory		

	Approvals to be done by immediate supervisor & assigning of vehicles/driver to be done by the Transport officer.	Mandatory		
	Provide update alerts on pending requisitions for approvals & assigning.	Mandatory		
	Narration of the trip itinerary.	Mandatory		
	Reports to show the number of days per driver and the dates of the trips.	Mandatory		
	Allow assigning of drivers for trips within the workstation.	Mandatory		
	Training to the users of the module on how the system works.	Mandatory		
B) Fuel management	System to be aligned to the current use of the pre-paid fuel card system in the Authority	Mandatory		
	Capture fuel data like fuel card numbers, amount of funds deposited, amount of funds distributed to each card, opening balance, closing balances of fuel funds.	Mandatory		
	Allow inter-card transfers.	Mandatory		
	Allow distribution from main account to various cards.	Mandatory		
	Capture quantities of fuel drawn and respective unit prices.	Mandatory		
	Provide relevant reports on fuel drawn per vehicle, mileage at the time of fuel consumption & rate of consumption per vehicle i.e., Km/Litre, etc.	Mandatory		
	Compute the total fuel consumed per vehicle and amount spent.	Mandatory		
	Allow editing of specified fields by the user.	Mandatory		
	Give provisions for separate fuel accounts for each region and headquarters to allow monitoring of respective accounts.	Mandatory		
	Generate viewable and printable periodic reports.	Mandatory		

	System Architecture- Must allow users at the administration level to select and unselect fields and functions to be utilized system- wide as well as permit or restrict access to selected fields by the user profile. It should be user defined.	Mandatory		
C)Maintenan ce of vehicles	Capture details of all the Authority vehicles.	Mandatory		
	Categorize type of vehicle maintenance i.e., minor, major or other repairs.	Mandatory		
	Have a field to capture the specific repair works undertaken on each vehicle.	Mandatory		
	Show the maintenance history of vehicles.	Mandatory		
	Generate Maintenance schedule for each vehicle.	Mandatory		
	Enable users to establish the local service order (LSO) no. released for specific repairs.	Mandatory		
	Allow linking of the invoice and cheque number released for the respective repairs.	Mandatory		
	Provide analytical reports on the maintenance of vehicles i.e., periodic reports on vehicles repaired, dates of repairs, cost of repairs.	Mandatory		
	Ensure maintenance Reports are viewable and printable with NACADA letterheads.	Mandatory		
D) Vehicle Insurance	Allow capture of data on contracted insurance company, category of insurance (comprehensive private or commercial), and commencement & expiry dates of the insurance cover.	Mandatory		
	Archiving of data on the insurance of vehicles in each financial year.	Mandatory		
	Provide alerts through email/SMS on the pending expiry dates of the existing insurance.	Mandatory		

	Relevant viewable and printable Reports on vehicle insurance.	Mandatory		
General Administration/Welfare	Management of all Assets in the Authority; this include what has been procured/ new, worn out, broken, stolen, repaired, disposed and reports on the same for Headquarters and Regional offices.	Mandatory Mandatory		
	Tracking and identification of Assets location as per the tag numbers provided, their description and departments / location.	Mandatory		
	Employees should be able to make requests and approvals through the system. Reminders & alerts should be prompt.	Mandatory Mandatory		
	The system should allow the officer in charge of Administration store to confirm at a click of a button whether items requested are available in the store or out of stock to enable him / her make decisions from the reports provided by the system.	Mandatory		
	Receiving and Issue of Items from administration store and provision of reports by dates/ month/ year.	Mandatory		
	Requests for maintenance/ repair/ replacement of Items and furniture.	Mandatory		
	Approvals should also be through the system after the Officer in charge confirms and provides reports on the same.	Mandatory		
	Tea/Water provision reports should be easily generated for both HQ and Regions i.e., when store items are purchased and entries are made through the system. In and out of the stores, the officer in charge of welfare should be able to know the balances and also be able to have reports on the same.	Mandatory		

	On security matters all reports on the same should be easily generated by authorized Officers for decision making.	Mandatory		
	The biometrics system can be linked with the ERP system to provide reports of employees present on a particular day or the offices accessed at a particular time for decision making.	Mandatory		
Records Management	Maintaining an up-to-date file movement records/ report	Mandatory		
	Inventory of all the files in the Authority.	Mandatory		
	File movement, Tracking & Recalling from action officers/ users.	Mandatory		
	Allow authorized personnel make request of file opening for new projects/ subjects and allow approval process online	Mandatory Mandatory		
	Allow users to make requests on retrieval of files/ specific documents and provide reports on the same.	Mandatory		
	Compile all reports and organize by date, month, year on file movement.	Mandatory		
	Document and auto archive all the reports	Mandatory		
	Provide alerts and reminders on archiving & disposal of specific records & registers as per the disposal schedules and guidelines provided.	Mandatory		
	Maintain up to date file movement reports.	Mandatory		
	Ensure security of information in the system by ensuring access is by permission or only authorized personnel.	Mandatory		
	Ensure proper classification of records & documents as per the file index.	Mandatory		

Supply Chain Management (SCM) Requirements

No.	Requirements	Priority	Compliance (FS,PS,CR,NS)	Detailed description
PROCUREMENT PLANNING				
	❖ Ability to define a detailed procurement plan in the format approved in the PPADA 2015 and Regulations 2020 that is linked to the Budget. ❖ The system should allow users in all the regions and HQ to prepare, edit and submit the Procurement Plan For approval. ❖ The system should provide a link between requisitioning, ordering, receiving, storing, issuing and should generate all the required reports at every level of procurement. ❖ Ability to generate report for items reserved for AGPO as per the ACT. ❖ Ability to analyze current status of procurement plan, Implementation: Planned Vs Actual and generate monitoring Reports. ❖ Ability to prompt users on planned procurement timelines ❖ Allow users to submit their need to revise their plan and allow necessary approvals ❖ Should allow SCM to seek approval of the consolidated Procurement Plan and communicate back to us user. ❖ Legal department should be able to communicate the board resolution through the system. ❖ Ability to scan and attach documents related to Procurement plan			
SUPPLIER APPRAISAL/ VENDOR MANAGEMENT				

❖ The system should support multiple addresses and contact ❖ Capture suppliers/contractor and subcontractor details: System should keep necessary supplier information such as: • Name • Supplier code • Business Location • PIN registration • Suppler VAT No. • Supplier Type (service, goods or works) • Contact persons • Contact Number • Email address • P.O Box Number • Default payment currency • Default bank account (EFT details) • Lead Time • Pricing • Payment Methods • Payment Terms • Special Groups (AGPO) • Should enable supplier information to be accessed by different user categories with respective privileges (such as SCM , finance etc) • Multiple classification schemes for suppliers such as by product type, national/ international, YAGPO/standard among others ❖ Ability to tie Items to supplier during reporting/ enquiring			

	❖ Ability to rate a supplier's /contractor's performance that may lead to blacklisting them.			
	❖ Ability for end users to anonymously evaluate supplier performance.			
	❖ Ability to analyze suppliers/ contractors on parameters such as late deliveries per year, number of LPO that have been awarded to supplier groups such as YAGPO amongst others			
	INVENTORY MANAGEMENT			
	❖ All requisitions should be linked to the available stock levels			
	❖ Create purchase requisitions for stocked item and reject for non-stocked			
	❖ Capture all stock items and fixed assets			
	❖ All requisitions creation should be done online by the users			
	❖ Enable Online approvals for requisitions			
	❖ Stores requisition should provide details such as • Item number • Unit of Measure • Item description • Expected date • Unit/division requisition • Estimated cost			
	❖ Source of budget (as dropdown from an already approved budget.			
	❖ Capture Date requisition is made			
	❖ Inspection and Acceptance information			
	❖ User department			

	- Name of user department representative - Signature (approval or rejection) of acceptance by user - Acceptance committee chairman Name Signature (approval or rejection) of chairman o f acceptance committee - Stores representative name - Signature (approval or rejection) of Stores representative - Notes on rejection or acceptance - Dates ❖ The system should automatically update the inventory once the inspection committee has recorded successful delivery of items ❖ Create item cards and assign multiple stock- keeping units (SKUs), units of measure, serial numbers, lot numbers, physical attributes, expiry dates, and other variables ❖ Create multiple inventory locations and bins ❖ Ability to assign items and SKUs to locations/bins based on product storage requirements special handling requirements, and other criteria ❖ Make manual adjustments to inventory quantities, transfer inventory from one location to another. ❖ Count and record the number of items physically present in Inventory, including full support for cycle counts. ❖ Monitor Inventory Management performance with KPIs, ❖ Generate Standard reports, and ad hoc reports. ❖ Support the setup of re-order replenishment levels			

❖ Automatically sent out alerts to stores personnel, user departments, and other relevant personnel when re-order replenishment levels are about to be reached. This should factor in functional lead times ❖ Managing the issuance of stocks from user requisitions (internal) to collection ❖ Quickly determine actual and projected item availability, overstock situations, replenishment requirements ❖ Ability to define costing methods for inventory ❖ Ability to monitor stock aging based on manufacturers ❖ Track Payment ❖ The system should incorporate an invoice/payment tracking system.				
All requisitions creation should be online				
Online approvals for requisitions				
Ability to create workflows representing current business processes				
System should not allow requisition of items without a Corresponding budget and approved Procurement plan.				
Purchase requisition should provide details such as ☐ Item number ☐ Unit of Measure ☐ Item description ☐ Expected date ☐ Unit/division requisition ☐ Estimated cost ☐ Source of budget (as dropdown from an already approved budget.				

☐ Date requisition is made ☐ Delivery location ☐ Notes for approver			
The system should generate the appointment memos for opening and evaluation committees and once approved, sent to the committee members via email.			
Once the requisition has been approved with method of purchase indicated, then where necessary, it should be possible to start next process for example an RFQ/ TENDER DOCUMENT can be generated by the system automatically			
Ability to enquire on number of RFQ/ TENDER DOCUMENTs issued to a supplier within a certain period and how many of the bids the supplier won			
Ability to create Purchase Requisition for local as well as foreign purchases			
Quotations to be raised by suppliers online			
Ability to receive quotations electronically from suppliers			
Ability to open quotation electronically through an authorized committee			
Ability to record date and time of receipt of supplier quotations			
Ability to analyse quotations			
Specifications issued during purchase requisition should be available during evaluations and inspections			
System should electronically store the minutes to each			

Purchase request. In particular, the Evaluation committee reports should be linked to the purchase requisition.			
No amendments to confirmed minutes/ signed reports should be allowed by the system.			
Management of addendums of additional information to the subject of tender arising from inquiries from vendors.			
Tender/FRP/RFQ Inquiry process – Registered bidders should be capable of making any inquiries in respect of the subject of tender within the tender preparation period within the time allowed for such inquiries prior to closure.			
Tender/FRP/RFQ Submission – The system should support submission of tender documents electronically in PDF. The submission of tenders should be within the period allowed for tender preparation. The system should allow for an authorized change of date of submission.			
System should be able to capture and calculate the cost comparison for bids received by retrieving the information from the captured bids'details.			
The system should be able to capture the technical Evaluation and financial criteria including □ Mandatory criteria Detailed evaluation showing minimum score/merit for which the bidder proceeds to the next level			
The system should provide a linked timeline of all the activities related to a particular purchase request from the time the user raises the requisition to the point the supplier gets payment .where there are any deviations from the happy path, the			

system should keep a record of this and provide alerts where necessary.			
Inspection and Acceptance information • The system should prepare an I &A certificate at every stage of procurement with provision of relevant committee members signatures			
System to provide a portal for bidders to access and support procurement through electronic reverse auction			
Market Survey – The system should have a platform where the procuring entity may input market prices and generate reports with price indices of common items for reference in its future tenders.			
REGISTRATION OF SUPPLIERS AND CONTRACTORS			
• Vendor Registration Process that takes into consideration among other documents, specific contacts including general email addresses e.g., yahoo, Gmail, Hotmail etc...			
E-PROCUREMENT			
Supply Chain Department would wish to implement the E-procurement which involves the introduction of electronic processes to support the different phases of a procurement process and it may include one or more of the following processes: • Budget and yearly procurement plan: It could help to streamline the approved budget to procurement plan and then identify the appropriate tender procedures and schedule. It can be used for checking the available budget for each tender procedure automatically. • e-advertisement: the publication of tenders and procurement notices (calls and advertisements) on the Internet, further to			

that the tender documentations are available for downloading • e-submission: the submission of bids online, • e-evaluation: the bids are opened and evaluated online without the necessary of meeting in person, • e-awards: the final selection of suppliers, • e-noticing: sending notification to the selected and non-selected bidders in electronic way, • e-contracting: preparing the contracts electronically from templates, exchanging them using electronic ways, distributing, and storing the signed contract electronically, • e-ordering: the automatic placement of orders online (including electronic markets), • e-invoicing: the provision of electronic invoices, • e-payment: the online payment of contracts.			
• Tender evaluation. The system should only allow the members of the evaluation Committee access to the submitted documents within the evaluation environment. • Uploading the signed Evaluation Report – Once the evaluation has been completed, the system should upload this report to a platform where only authorized users may access it. • Professional Opinion – The system should be capable of generating a professional opinion from the information availed in the format provided • Award and Regret Notification – The system shall support an e- based notification of award and regrets with customizable award and regret templates. These letters should bare pre-scanned signatures that are appended in the system by authorized users.			
• Acceptance of Awards – The system to allow for the submission of acceptances online by the notified successful bidders.			

• Allow for upload of the negotiation results in PDF format by the authorized users being members of the negotiation committee. The system should be able to support a workflow system to notify the department responsible for contract preparation to commence contract preparation and provide that user with access to required contract preparation documents.			
Financial settlement – Handle financial transactions through the e-procurement system and to make financial settlement more efficient to handle Vendor Invoices, evaluated receipt settlement, and invoice payment.			
Market Survey – The system should have a platform where the procuring entity may input market prices and generate reports with price indices of common items for reference in its future tenders.			
DISPOSAL PROCESS			
The System should generate the Disposal plan as per the format provided in PPADA,2015			
Manage the process of disposal of items capturing all details such as the technical evaluation r e p o r t s , d i s p o s a l committee deliberations, recommendations, invitations for bidders, evaluations of bids, awards, actual collection of items by buyers			

PSC User Requirements

GENERAL REQUIREMENTS	PRIORITY	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
1. To be integrated with other systems in terms of reports sharing. E.g., ERM system	Mandatory		
2. To enable users, generate Monthly/ quarterly progress reports	Mandatory		
3. To enable users, generate Quarterly/ annually reports on strategic plan implementation	Mandatory		
4. To enable users, generate Quarterly / annually reports on performance contracting	Mandatory		

TECHNICAL REQUIREMENTS

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
1. The system should have been developed using modern programming languages and development tools that will make it easy to support and maintain.	Mandatory		
2. The system should provide report writing tools that make it easy to define new reports and customise existing reports.	Mandatory		
3. The system should be compatible with commercial off the shelf query and report writing tools such as Crystal reports or provide report writing tools.	Mandatory		
4. High degree of parameterisation and scalability to allow easy customisation of the system to meet NACADA's current and future requirements	Mandatory		
5. Status of user activity in the system	Mandatory		
6. Business Intelligence with decision support	Mandatory		
7. Multi-level security authorizations	Mandatory		
8. Should have Secure Audit trails	Mandatory		
9. Work flow automation with notification capability	Mandatory		
10. Reporting capability for: user permissions and authorizations, Audit trails, status of approvals, system reliability (operational time versus downtime)	Mandatory		
11. Consistency in layout and design among modules and user interface	Mandatory		
12. Capture of data once, at the source, and distributed throughout the system	Mandatory		
13. Enterprise representation of entities, management hierarchies,	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
departments and related security infrastructure			
14. Common approach to business process modelling and implementation across application modules (routing and approval processing, event notification, task assignments, document management, task scheduling).	Mandatory		
15. Seamless integration between all modules, system data structures and events that incorporate the reflection of these integration points.	Mandatory		
16. Integrated security administration reflective of enterprise and Authority hierarchies including the ability to identify individuals with multiple relationships within areas/departments of the Authority and reflect appropriate security variables for each relationship	Mandatory		
17. Integrated workflow management and inbox capabilities-users look in one location for work-in-progress and task assignments.	Mandatory		
18. Single security sign-on for access to all application modules.	Mandatory		
19. The bidder shall include in the proposal a section for the optimal hardware requirements to utilize the proposed software. This will consist of but not limited to the optimal number and type of servers and how they are distributed, desktop requirements, Storage solution, wide area network capabilities, Printers, magnetic readers and Scanners needed to run the proposed solution etc.	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
ON PREMISE DOMAIN REQUIREMENTS			
1. Active Directory domain. Active Directory Domain Services (AD DS)	Mandatory		
2. The domain controller must be Microsoft Windows Server 2019 or later, and the domain functional level must be 2019 or more.	Mandatory		
3. VMs that run Finance and Operations (on-premises) components must have access to each other. This access is configured in AD DS.	Mandatory		
5. Virtual Hosting	Mandatory		
OPERATIONAL REQUIREMENTS			
Architecture			
1. Support for a three-tier architecture – Client, Application Server/Web Server, Database Server.	Mandatory		
Server			
2. Ability to run on current versions of Windows server systems.	Mandatory		
3. Ability to run on entry level or mid-range servers from leading manufacturers	Mandatory		
Database			
4. Ability to support real-time database update of transactions	Mandatory		
5. Ability to support relational databases (RDBMS) MS SQL Server	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
6. Ability to support database replication for disaster recovery purposes.	Mandatory		
7. Ability to support batch system in case of network failure of a remote location i.e. working offline and upload the data into the system once connectivity resumes	Mandatory		
8. Separate database from the application system	Mandatory		
Remote Access			
9. Allow remote access to system administrators for support purposes on LAN	Mandatory		
10. Ability to support access from various web browsers.	Mandatory		
11. Ability to support Wide Area Network for regional offices and allow secure remote working from anywhere	Mandatory		
12. Remote Desktop required for servicing operations on the virtual machines (VMs) that make up the server deployments.	Mandatory		
Network Protocol			
13. Ability to use dynamic addresses (DHCP) on client computers. 14. Ability to provide a higher level of security and controls to remote/roaming users.	Mandatory		
Network response time			
15. Latency: AOS to Database: <1ms on LAN. AOS & DBASE servers must be co- located			
16. Latency from a browser client to the data center that hosts Finance and Operations: 250-300ms	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
17. Latency: WebBrowser to AOS: <250 ms-300ms			
18. Bandwidth: AOS to Database: 100 MBps			
19. Bandwidth: WebBrowser to AOS: 50 kbps per user			
20. Bandwidth of more than 50 KBps between the browser and the Finance and Operations server.			
SYSTEM ADMINISTRATION			
System Administration User Interface			
21. Ability to administer the application level, the database level, or other level	Mandatory		
22. Provide a user friendly GUI based system administration module.	Mandatory		
System Change Management			
23. Provide controls to prevent system changes from being made directly in the production environment.	Mandatory		
24. Provide tools to log any changes to system configuration settings, installation of patches and changes to system files.	Mandatory		
Performance Monitoring			
25. Provide tools to monitor the system. For example, monitor system response time, system usage, reliability and availability.	Mandatory		
26. Provide tools for alerts due to serious violations of the systems access and controls and malfunctioning.	Mandatory		
27. Provide help system within it for users to be able to address simple issues within the system.	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
28. Ability to provide a dashboard summarising all the activities of the system with levels of attentions.	Mandatory		
ENTERPRISE WIDE			
Data Importing and Exporting			
29. Full integration of all sub-systems and modules required to support NACADA's finance, HR, procurement, inventory, fleet, projects and administration needs.	Mandatory		
30. Ability to import and export data into and out common application packages e.g. MS Office suite packages and text files	Mandatory		
31. Ability to import account balances and master data from the existing HRMIS systems.	Mandatory		
32. Ability to automatically schedule data imports and exports to occur based on defined criteria such as time of the day and day of the week.	Optional		
Reporting			
33. Ability to generate ad-hoc reports online and to save them within the system for future use.	Mandatory		
34. Ability to schedule reports to run periodically at a predetermined time (for example at midnight on Sunday).	Optional		
35. Ability to combine multiple reports to be run as a batch	Optional		
36. Ability to support drill down capabilities to supporting detail in inquiry screens	Mandatory		
37. Ability to provide a dashboard summary reports for higher level officers	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
38. Provide different views and levels of access for each user group	Mandatory		
WEB BASED ENTERPRISE PORTAL & ERP CLIENT			
39. Support, Web based, Client and Remote access facility	Mandatory		
40. Web enabled modules that clients can access within LAN and over the Internet via browsers	Mandatory		
41. Automatic Log-off for web based functionalities	Mandatory		
CRM incident management			
42. Ticketing of incidences			
43. Resolution status and analysis reports			
GENERAL ADMINISTRATION			
44. ERP Integration to Document Management System.	Mandatory		
45. Document management.	Mandatory		
46. Work Activity Collaboration.	Mandatory		
47. Records management (File and archive management).	Mandatory		
48. Legal Case register.	Optional		
49. Workflow/business information processing and management	Mandatory		
50. Reports	Mandatory		
Reporting and Business Intelligence			
51. Custom Reports	Mandatory		
52. Database SQL Reporting Services enabled	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
53. Development and Integration with other corporate Applications Support for Business Intelligence reporting of all modules data and ability to define adhoc views and reports	Mandatory		
54. Ability to support analysis of financial reports using graphs and charts	Mandatory		
55. Ability to define key performance indicators and monitor them through the reporting and analysis tool.	Mandatory		
56. Ability to support analysis of financial reports using graphs and charts	Mandatory		
57. Ability to perform 'what if' analysis based on data in the system	Mandatory		
58. Provide a user friendly ad-hoc reporting and analysis tool to assist users in generating reports based on data in the system.	Mandatory		
59. Ability to define key performance indicators and monitor them through the reporting and analysis tool. Examples include performance on levy collection, actual expenditure vs. budget, ratio of recurrent to development expenditure, rate of cost reduction	Mandatory		
60. Ability to preview reports before printing	Mandatory		
61. Ability to use multiple querying capabilities to feed the results of one query into another and roll them up into a single report	Mandatory		
Audit Trails, Security and Controls	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
62. Ability to maintain detailed and summary transaction history by account with audit trail	Mandatory		
63. Ability to secure data and reporting information to appropriate individuals associated with specific departments, roles or functions	Mandatory		
64. Ability to log reversals or corrections without allowing complete deletion	Mandatory		
65. Ability to query audit trails by transaction, by user, by account or GL code for both transactions and standing data	Mandatory		
66. Allow definition of roles with different system permissions which can be assigned to user accounts to ensure segregation of duties including segregation between transaction creator and approver roles; - System Admin / Super User - Functional User - Technical User - Standard Users	Mandatory		
67. Allow user access to be controlled at numerous levels e.g. menu level, screens level, transaction level and field level	Mandatory		
68. Should provide user Authorization matrix	Mandatory		
69. Exceptional reporting and audit trails Integration, Archiving and backups	Mandatory		
70. Data Archiving	Mandatory		

TECHNICAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
71. Ability to support Replication and automated scheduled backups	Mandatory		
72. System Integration	Mandatory		
73. Integration with Corporate Emails for workflow and ability to support other systems	Mandatory		
74. ERP Integration to EDMS and any other Authority's system	Mandatory		
75. Work Activity Collaboration	Mandatory		
76. Records management (File and archive management)	Mandatory		
77. Workflow/business information processing and management	Mandatory		
78. Reports	Mandatory		
79. Integration to other Government reporting systems eg PSC, KRA etc.	Mandatory		
REPORTS			
80. All Users and login time	Mandatory		
81. Online Users	Mandatory		
82. User Role Matrix	Mandatory		
83. Audit trails reports for all transactions	Mandatory		
84. Security and controls reports	Mandatory		
85. CRM reports	Mandatory		

Training, Documentation and Support

REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
TRAINING			
1. Provide technical training for application support staff (technical support, security administration, development tools and report writer tools).	Mandatory		
2. Provide training for day-to-day system users covering application usage and report writer tools	Mandatory		
3. Provide training for NACADA senior management on how to access key reports and query transaction and standing data.	Mandatory		
4. Provide NACADA with customised manuals for end-user, senior management and executive training.	Optional		
5. A detailed training schedule shall be provided and it will cover all the operational aspects of the implemented solution.	Mandatory		
DOCUMENTATION			
6. Avail quick reference module specific documentation for day-to-day reference by end users	Mandatory		
7. Ability to provide users with context specific on-line help related to their current location in the application	Mandatory		
Provide the following technical application software documentation:			
8. System documentation - system structure schema, interface specifications, data/object/application descriptions, customizations and any code used	Mandatory		

REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
that is not inherent in the original application			
9. Operation / Administration - installation and configuration manuals, operator manuals, system / database / performance / security administration manuals, restart and recovery manual, backup and restoration manual, archiving manual	Mandatory		
10. Data dictionary and database design documentation to facilitate preparation of ad-hoc reports	Mandatory		
11. Software Development documentation - toolkit manuals, API manuals	Mandatory		
12. New version release notes	Mandatory		
13. Fix and patch notes	Mandatory		
14. Online help support manual	Mandatory		
SUPPORT			
15. Bidder must have a comprehensive support procedure for NACADA	Mandatory		
16. The bidder must have qualified professional/systems engineers to offer functional and technical support	Mandatory		
17. Access to online support system	Mandatory		
18. Warranty Service: Warranty will be for a period of six (6) Months after go-live. Support during this period is expected to be on site. Software issues/bugs/support calls will be raised in formats to be defined as part of project mobilization.	Mandatory		

REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
19. Post-warranty maintenance services: User support after warranty period is expected to be within working hours from 8AM to 5PM Kenyan time excluding weekends and public holidays. Expected response time will be 24hrs after raising a support call in line with the format to be agreed on before Go-Live.	Mandatory		
20. Data Conversion and Migration: The Data will be migrated into their respective functional management systems and before go-live each functional area will be required to sign-off the data migrated. The data to be migrated includes but not limited to payroll, finance system data, personnel details, procurement items, assets etc.	Mandatory		

Work Methodology

Tenderers to Submit of a brief work methodology. The methodology shall be well-defined and structured in approach. It should adhere to the globally accepted best practices of ERP implementation and should cover the following broad phases or work elements.

i. Project Preparation.

ii. System Study/Business Process Design / Scoping

iii. Realization / configuration / customization / development.   Integration, Testing and Acceptance.

iv. Validation.

v. Data extraction, transformation and migration.

vi. User and Technical training.

vii. User adoption and support.

viii. System stabilization support.

ix. Post implementation support.

TERMS OF REFERENCE

TERMS OF REFERENCE FOR SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING, COMMISSIONING AND SUPPORT OF MICROSOFT DYNAMICS NAVISION ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Introduction/ Background

This document sets out the Terms of Reference to be used for consultancy services to be procured for Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System. The National Authority for the Campaign against Alcohol and Drug Abuse (NACADA) is a state corporation established under National Authority for the Campaign against Alcohol and Drug Abuse Act 2012. It is mandated to coordinate a multi-sectoral campaign against Alcohol and drug abuse through prevention, advocacy, policy development, research, treatment and rehabilitation programs and execution of relevant statutes in Kenya. The necessity for the NACADA to automate its processes (financial, Procurement, Human Resource and other activities) arises from the fact that the Authority is a procuring entity with the responsibilities to have its internal operations run smoothly to enable it fulfil its mandate. It is with this understanding that the Authority wishes to automate its processes which will help it to efficiently and effectively execute its mandate.

Objective of the Assignment

In aligning to the NACADA strategic goals and key efficiency plans in the institutional operations, this RFP has been requested in the Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System; which includes installation, parameterization, customization, training, data migration and support and maintenance. The implementation of this ERP will enable the organization to achieve quality of service, efficiency, effectiveness and improve controls, financial transactions and project activities as well as enable real time and end-to-end visibility of information on multiple dimensions (projects, financials, inventory, etc.)

NACADA wishes to invite proposals from qualified consultants to undertake the Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System.

NACADA intends to have 25 concurrent user licenses. The successful Consultant is required to perform the job as stipulated and thereafter enter into service and annual maintenance contract and guarantee support for a period of not less than **two years** as SLA. The support and maintenance contract award shall not be automatic but shall depend on the performance of the Service Provider after completion of works as per the TORs.

Scope of the Assignment

a) The Consultant shall do a gap analysis with respective user departments.

b) Analysis of the Authority's functions and procedures.

c) Evaluation of the existing Microsoft Navision Dynamics 2009 (NAV) and get a detailed understanding

of the Authority's current business processes, which are unique.

d) Preparation of a Project proposal detailing implementation methodology, Training plans, timelines and milestones.

e) Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System to solve the challenges/gaps to be identified during the specific systems' analysis and reviews.

f) The consultant shall be required to Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System Modules and apply adequate patches, upgrades, utilities and tools to achieve full functionality.

g) Provide training to users and system administrators which shall entail imparting skills required to understand and have a working knowledge of the NAVISION ERP System. Technical training on the other hand shall involve the provision of complete training of trainers on Administration of supplied ERP, system development and training on related software including databases to certification.

h) Software support: The provision of a Service Level Agreement for the maintenance of the ERP system support for not less than **two** years.

i) Create portals to be incorporated in the NACADA website for clients to apply for various services online.

j) Integrate with online payment systems e.g. Mobile money and banks

k) The service provider shall provide a test script for end user testing

l) Provide detailed and clear documentations and user manuals as support and reference material.

m) This assignment is expected to be completed in 24 months

Deliverables

a) Inception Report giving a detailed understanding of the assignment.

b) Project charter.

c) A detailed work plan with the resource requirements schedule.

d) Risk management report

e) Functional Requirements Design Document

f) Installed and Configured NAV and DB software on MS windows server operating system

g) Customized ERP Modules as per requirements

h) Online portals.

i) System integrations report.

j) User Acceptance Test reports of fully implemented, customized and Tested Modules.

k) Milestone signoffs

l) List of standard and Customized Reports

m) Data migration and Reports

n) Training of administrators, Super Users and end users training reports and attendance sheets.

o) Go-Live Report

p) Final Project Report

q) Warranty of 1 year for Software and database.

r) Annual Support Agreement after the warrant period lapses.

s) Certificate of Commission

Summarized scope analysis

Item	Description	Remarks
ERP Requirements	Configuration, Customization, and commissioning Navision ERP	Mandatory
	User Acceptance Testing and Data Migration	Mandatory
	User Training and provision of technical manuals	Mandatory
ERP Integration	Integration with existing systems	Mandatory
Warranty and Support	Warranty and Post Go-live support	Mandatory
	Ready to enter into a Service Level Agreement (SLA)	Mandatory
Business Continuity	Provide a contingency plan to ensure smooth service continuity, availability and integrity of transactions	Mandatory
	Provide adequate backup and restoration processes	Mandatory
	Ensure Subscriptions are updated regularly	Mandatory

There are several modules to be implemented, these are:

- **Finance and Accounting**
- **Supply Chain Management**
- **Human Capital Management**

The system will be expected to have the following general technical specification.

No.	GENERAL TECHNICAL SPECIFICATION
1.	Proposed solution is based on proprietary software and not open source.
2.	The proposed implementation covers all functional areas listed under **SPECIFIC TECHNICAL SPECIFICATION**
3.	The set of applications shall be by one software manufacturer. NACADA will not accept different software vendors
4.	Proposed implementation **MUST** have ability to interface with other existing systems within the organization
5.	Proposed implementation should support Extraction, Transformation and Loading of legacy systems data with no or minimal programming effort
6.	System supports ODBC and multi database environment
7.	Ability to scale UP in the future
8.	Has an Inbuilt development/customization tool
9.	Multi-tenant, multi-user system
10.	Easily customizable
11.	Has an inbuilt adaptive workflow
12.	Web enabled i.e. The proposed solution must be accessible to users remotely and securely through the internet
13.	Has inbuilt backup and recovery
14.	User logs and audit trail
15.	Real time and near real time transaction processing updates
16.	Ability to define access privileges and rights as per business workflows
17.	Centralized data management for all modules/subsystems
18.	Secure access for system administrators
19.	Compatibility with office suite
20.	Ability to integrate with existing email service
21.	Consistency in layout, color, fonts and other design features among all modules/subsystems
22.	Online help system/manual
23.	Should support a menu driven navigation with drag and drop where necessary
24.	Single sign-on for all modules - a user signs once and has access to modules where she/he has rights
25.	Transactions made in one module should be transparent to other modules
26.	Customizable reports (standard document formats including excel, pdf)
27.	Capture data once, access in all points
28.	Should have executive dashboard for management.
29.	Every subsystem/module should have an analytic dashboard
30.	Consultant to Extract, transform (where necessary) and load all existing data from legacy automated systems, soft copy, printed files and other materials
31.	24X7 support for system to be offered by the consultant during the contract period

No.	GENERAL TECHNICAL SPECIFICATION
32.	Compatibility with commercial off the self-reporting writing tools such as crystal reports
33.	System to provide data dictionary and database design documentation to facilitate preparation of ad-hoc reports
34.	Ability to create scheduled backups of system data. System should allow different backups including daily, weekly among others. as well as remote backups, online backups and multiple backups
35.	Ability to schedule data export and imports
36.	Multilevel approval of data capture and edits with the system (minimum 3)
37.	New version release notes
38.	Fix and patch notes
39.	Backup manuals
40.	Restore manuals
41.	Archival Manual

42.	System documentation - system structure schema, interface specifications, data/object/application descriptions
43.	Ability to support different levels of drill down in report design and generation.
44.	Ability to schedule report generation
45.	System logs should clearly indicate the kind of log (warning, error, access violations)
46.	Ability to implement password policy as captured in the [Organization] ICT policy
47.	Ability to support batch processing
48.	Ability to support DHCP connection between the server and the client computers
49.	Provide tools for managing and logging system configuration changes
50.	A project closure document in soft copy and three printed copies is to be provided at the end of project
51.	Dashboard for system administration where Administrators can choose various system variables such as performance indicators, system logs among others.
52.	Ability to monitor system performance
53.	System status notification
54.	Multiplatform solution
55.	Common approach to business process modeling and implementation
56.	Notification, task assignments, document management, task scheduling.
57.	The consultant must offer trial licenses for use during project implementation
58.	Consultant must be ready to enter into a contract with the client with regard to warranty, support and annual preventive maintenance services

SPECIFIC MODULE TECHNICAL SPECIFICATION
This will include:

a) **FINANCE AND ACCOUNTING**

Management Accounting (Budgeting)
Budgeting Process
The system should incorporate online budget preparation functionality and should be able to cover all budgetary elements whether capital or operational expenses
The system must possess functionality that allows budget preparation at activity, divisional and departmental levels prior to merging into a corporate budget.
System should be able to maintain and track budgets and expenditure at activity, divisional, departmental and corporate level. It must be able to provide alerts upon attainment of defined threshold.
The system must have a workflow approval for creating, uploading and updating the company's annual and supplementary budgets
The system must be able to keep historic budget information
The system must keep track of all changes to the budget.
The system must link payments and invoices to budget line items for cost management purposes.
The system MUST link payments to project budget line items for cost management purposes (where applicable)
The system MUST be able to accommodate a budget calendar that may be different from a financial calendar
The system should support rolling over of budget amounts/lines year on year
The system should provide functionality to view actual data against budgeted data
The system must be able to support reallocation of budgets between budget lines
The system must support Activity Based Budgeting providing for a facility to capture objectives, activities and outcomes at item and sub item level
The system must facilitate multiple years budgeting – prior years and at least 3 future years.
The system must facilitate allocation of budget ceilings by activity and account code.
The system must have ability to allow for creation of special budgets (Monthly, Quarterly, Biannual, Annually) etc.
The system must support both Bottom-Up and Top-Down budgeting.
The system must support commitment control by not allowing spending on a line item without a budget.

	The system MUST be able to link advances to staff (imprest) and regional offices to budget. Funds so advanced must remain as commitments until they are accounted.
	The system MUST allow for importation of Budget from excel.
	The application should support copying of budgets from a financial period to another.

	The copied budget should be modifiable through application of percentages or absolute figures.
	The system must link all procurements and payments to the budget.
	The system must facilitate viewing of each department/function budget and expenditure to date.

Reporting Requirements for Budgeting Process

	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	The reports must conform to the defined reporting templates: • Monthly budget reports • Quarterly budget reports • Annual budget reports • Actual vs. Budget • Year expenditure/revenue reports • Reallocation reports • Cost center budget reports in user defined period • Performance contracting reports • Un utilized commitments • Variance reports.

Budgetary Controls

	When preparing the budget out-turn report, one must be able to generate it with the options of:
	Factoring in all actual payments and committed funds (i.e. funds whose purchase requisition has been approved but the actual payment has not been made)
	Factoring in only actual payments made
	The budget out-turn should not include future payments (not yet incurred) as a result of scheduled LPOs or journals.
	The system must be able to capture funded program budgets (e.g. GoK, World Bank, etc.) and report on them per the funder's reporting template.
	The system must enable tracking of budget expenditure and produce a report of the Same
	Produce comparative financial statements showing: • Prior year budget data • Year to date budget • Annual budget
	The system must be able to produce reports on committed budgets, actual expenditures and balances per budget line/account holder
	System prevents department level users from updating budget information after it has been submitted.
	Allows Budget Office to "push" worksheets out to departments electronically for budget preparation.

Financial Reporting Requirements

	The system MUST facilitate forecasting of costs and revenue in terms of trends based on historical data.

	The application MUST have following types of reports by date range
	• Profit & Loss account monthly, quarterly annual, comparative
	• Trial balance
	• Performance report
	• Forecasted Income Statement
	• Cash Flow Statement

	• Statement of changes in equity
	User defined
	Complete IPSAS formats including notes, IFRS formats,
	Complete Quarterly financial statements reports in IPSAS & IFRS formats
	User defined period reports
	Notes to the financial statements

General Ledger

Chart of Accounts

	One must be able to define and maintain the structure of the Chart of Accounts
	The system should allow for the same Chart of Accounts that can be used by multiple Company setups
	The Chart of Accounts must provide for a unique alpha-numeric, flexible account code Structure.
	The Chart of Accounts must provide for user-defined number of segments
	Changes to the Chart of Accounts must be controlled and require necessary approval or amendment to be restricted to authorized personnel
	The system must be able to maintain budgets tied to specific GLs
	The system must be able to create/setup GL accounts and deactivate the same without erasing
	Enable the viewing and extraction of GL accounts listing
	The chart of accounts MUST be flexible to accommodate the future business expansions in the segments & GL codes
	The application should facilitate summary account reporting based on all dimensions available in the database
	The system must be able to support reporting on different reporting templates
	The system MUST have the capability to create sub ledgers within the accounts defined or account categories for all possible combinations. The system MUST be able to generate reporting for specific accounts.
	The application should facilitate summary account reporting based on all dimensions available in the database
	The system must be able to support reporting on different reporting templates
	The application MUST have the capability to generate parent-child within the accounts defined or account categories for all possible combinations. The system MUST be able to generate reporting for specific accounts.

Reporting Requirements for the Chart of Accounts

	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). *Users who perform this function will have to **be trained on use of the tools***
	Reports with the following parameters:
	Expenditure/Revenue by GL code either individually or as consolidated

	Expenditure/Revenue by Cost center
	Supplier/Staff/Customer accounts
	Budget Vs Actual expenditure
	Based on posting date, date of data capture
	Reversed journals
	Based on transaction numbers, type, document totals etc.
	Able to translate amounts from functional currency or source currency in the originating ledger, based on a specified exchange rate
	Should be able to perform foreign exchange gain/loss per transaction and post in the designated account.
	The application MUST support currency Conversion:
	The application MUST support currency Revaluation.
	The application MUST maintain all effective exchange rates for all foreign currency transactions.
	The system must be able to support the Kenya Shilling as the functional currency and should further be able to support other currencies.
	The system should allow upload of currency exchange rates downloaded in predefined file formats

Reporting Requirements for Currencies	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	Reports with the following parameters:
	- Foreign currency trends
	- Currency loss/gain per transaction
	- Currency loss/gain translation at defined periods
	- Invoices/Credit Notes/Debit Notes in foreign currency
	The system must be able to create and post automatic journal entries
	The system MUST provide a facility to input, update, copy, balance, and post the Journals. Journal Voucher Number MUST be automatically generated by the system.
	The system MUST restrict updates to the GL of a Journal Voucher after posting.
	The system must allow the holding of journal entries pending approval.
	The system must enable held journals to be viewed and posted
	For any transaction posted through this system, it must allow for Correction or reversal of the same through an approved workflow process
	When reversing a transaction, the system must maintain the previous transaction historically without erasing. However, for rejected journals, the system should cancel the transaction without keeping its record.
	The system should be able to handle different types of journals
	The system must be able to maintain a history of full details of all transactions and avail them for printing when required
	Maintain a closed period history on-line.
	A facility to enable enquiry on archived data and reports
	The system must be able to import/upload journal vouchers in batch from a Spreadsheet document or text files. There should be workflow for approving such uploads.
	The system must be able to export journal transactions in batch to spreadsheet or text file
	The application MUST have categories for single journals and batches
	The application MUST provide the capability to identify source documents or module references which are associated with the journal entry (e.g., Invoice No., Payment Voucher No., Telephone No. etc.) for reporting purposes.
	The application SHOULD provide for Recurring Journals.
	Recurring Journal Entries may be based on templates with predefined schedules.
	Posting to control accounts must only take place via business partners (employees, customers, suppliers etc.)
	The system must provide for period closing functionality
Reporting Requirements for Journals	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). *Users who perform this function will have to be trained on use of the tools*
	Reports with the following parameters
	- Foreign currency journals
	- Journals reports by preparer, reviewer, date posted etc.
	- Journals held (pending posting)
	- Journal reversal
	- Journals by date/user defined period
	The system must have a mechanism for defining a financial year and setting up accounting periods it contains.
	The system should be able to close accounting periods at pre-defined frequencies

	The system must allow for setup and updating separate accounting periods for adjusting and closing entries
	The system should only allow posting to the current period. Posting to closed periods must be subject to approved workflow procedure. Future posting MUST NOT be allowed.
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	Reports with the following parameters
	Notifications on due date
	Change of dates
	Calendar by due date
	Calendar by competed activities
	Calendar by pending activities
Other General Ledger Requirements	
	Setting up GL parameters that will ensure:
	Ledger validity and approvals are captured

	Handling of bank payments (A function on its own)
	Definition of currency rules such as payment limits, currency rates, tolerance levels, and other currency related parameters
	Authorization matrix
	Unique identification/numbering of all transactions
	Audit trail showing name of originator, details of the GL affected, date, etc.
	Query functionality must be sufficient to query all information that has been captured
	Capable of allocating costs across cost centers
	The system must be able to consolidate several general ledgers into one at reporting
	The system should enable one to preview all open items such as open purchase orders, open invoices, etc.
	Ability to meet requirements of the following types of tax and have provision for setting up any additional tax requirements:
	• Corporation tax
	• Withholding tax
	• Withholding Value Added Tax
	• Pay as You Earn (PAYE)
	• Value Added Tax (VAT)
	• Any other defined taxes
	• Reverse VAT
	The system must import opening balance of assets & liabilities (suppliers, customers, staff loans, Staff advances etc.)
	The system must have facility for adjusting entries after closing of the posting period/ financial year.
Reporting Requirements for Other General Ledger Requirements	
	The system must allow for posting of invoices based on LPOs/LSOs, GRNs or on account. It should allow for capturing of all invoice details
	The system must provide for raising of payment voucher based on invoice posted. Payment maybe full or partial payment.
	The system must allow advance payment (down payment) based on purchase document.
	The system must have provision for cancellation/reversal of posted invoice
	The system must have a facility for capturing supplier credit notes
	The system must link an invoice with the approval request (requisition) and the expenditure item.
	The system must calculate tax for vendor invoices and record tax transactions separately. The system must support different taxes and tax rates on an invoice.
	Automate the generation of remittance advice and tax certificate

	The system should be able to process payments in multiple currencies, capture the foreign exchange rate, and date.
	The system must have controls that prevent duplicate processing of payments or over-payment.

Accounts Payables	
	The system should be able to indicate payment type: cash, physical Cheque, EFT, Card, Mobile money transfer/pay, and RTGS
	The system must be able to maintain a complete payment history and enable extraction for analysis
	The system should automatically notify the payment recipient upon completion of the payment process.
	System should be capable of grouping several invoices to be settled as a single payment or settled individually
	Support matching: Requisition, Purchase/Service Order, Goods/Service Receipt Note, Invoice & payment:
	The system should be able to close a purchase order upon payment of the full amount. The system should also be able to close unutilized commitments.
	The system must be able to create and maintain supplier payment information (if not captured in the procurement when creating a supplier)
	The setting up of all supplier details should be via a workflow/process
	The system must interface with the procurement module so as to be able to retrieve all other supplier master details relevant for the payment.
	The system must be able to capture payment terms such as payment discount conditions and penalty conditions.
	The system must interface with the HR module so as to be able to retrieve employee master details relevant for payment.
	The system must be able to interface with the online banking platforms for uploading approved payments and notifications from the bank (accepted/rejected payments).
	The payment application MUST stop payment clearance for all the vendors whose payments are on hold due to specific reasons
	The application MUST support payment interventions such as partial payments, stop payments, void payments, write offs etc.
Reporting Requirements for Accounts Payables Requirements	
	The system must be able to generate the following AP reports:
	• Invoice Aging Report (using specific criteria -- department, date range, specific vendor or all vendors and suppliers)
	• Down payments/payment advances listing
	• Supplier Payment history report
	• Supplier statement
	• Contract Payment history report
	• Contract Payment History Report
	• Project Payment History Report
	• AP posting status reports per period
Accounts Receivables	
	Ability to record different types of receivables and revenues
	Integrated with GL and provides capability to update GL with A/R transaction
	Ability to bill based on various or combination of billing types with variable rates by customer
	The system must be able to automate the receipting process and generate Payment Receipt.

	The system must be able to update accounts receivables and cash/bank as a result of receipting
	The application MUST provide facilities to query accounts receivables
	The system should be configurable so as to allocate receipts into various GL accounts.
	The application must be able to restrict posting of receipts by users to specific accounts.

	The application MUST support the reversals, corrections of the payments and the receipts.
	The application MUST capture receipts other than revenue.
	The application MUST allow matching of receipts to invoices based on different parameters like customer id, name, invoice numbers etc.
	The receivable module MUST define Payment terms such as penalties and/or fines.
	The system must allow one to print a comprehensive customer account statement showing all transactions.
	The application must be able to process receipts in multiple currencies
	The system should be able to produce cumulative reports on receipts per customer, per bank, etc.
	The application should interface with the bank so as to support creation of automatic receipts based on the bank files having customers depositing the cash directly into the corporate account.
	The system must be able to interface with other modules so as to be able to retrieve customer details (such as: customer codes, customer name, location, contact details, etc.) and invoices being settled (licenses, penalties, etc.).
	The system must be able to set up payment parameters for customers such as: currency of payment, payment frequency, etc.
	The system must be able to handle suppliers who are also customers.
	The system must be able to detect duplicate customers by comparing a combination of unique customer details like the NACADA internal generated numbers and the tax PIN.
	The system must be able to capture and maintain a complete history of customer transactions and generation of customer statements that can be emailed.
	Alerts and notifications when accounts receivables are due.
	The system must be able to produce exceptional reports so as to determine customers whose credit limit is older than a specified number of days.
	The System MUST generate dunning or collection letters, to have credit limit and credit hold functions.
	The system should be able to handle payments in excess of the receivable amount
	Ability to define Customer credit policies/limits.
	Ability to track a customer's credit balance and issue alerts upon attainment of a set threshold.
	The system must support bad debt provisioning.
	The application MUST have write off limits defined for users and inbuilt approval process for bad debts or adjustments.

	The system should have an employee self-service functionality that allows the staff to clear all outstanding balances before they apply for new per diem/imprest.
Reporting Requirements for Accounts Receivables	
	The system must be able to generate the following AR reports:
	• AR Aging Report:
	• Using specific criteria -- department, date range, specific customer or all
	Customers. The report MUST have details in terms of payment terms, customer profile class, customer category, the amount overdue and the payment mode.
	Aging report categorizes receivables from clients based on time intervals:
	• Down payments/payment advances listing
	• Client Payment history report
	• AR posting status reports per period
	• Cash Receipts Report
	• Client Statement
Imprest Management	
	The system must be able to address imprest management process
	The system must embed a workflow for application, verifying, reviewing and approving staff imprest
	The system must have a facility for defining per diem rates applicable to staff based on job group for different towns.
	The system must interface with the requisition module.

	The system should have an employee self-service functionality that allows the staff to Apply and account for outstanding balances before they apply for new imprest.
	The system should automatically reject imprest application for staff with unclearly advances
	The system should automatically reject imprest application for staff not included in the requisition.
	The system must embed a workflow for verifying, reviewing and approving accountability of staff imprest
	The system must have a facility for uploading accountability supporting documents.
	Imprest Management module should be interfaced with payroll processing component to enable correct recovery of overdue advances/imprest to the employee. This process is subject to approval by an authorized user
	The system should enable posting of imprest and their accountabilities entries to the GL.
	Raise alerts/Reminders or notifications on overdue petty cash/imprest both to the applicant and the issuer (cash office/Finance).
Reporting Requirements for Imprest	
	The system must be able to generate the following imprest management reports:
	• Imprest disbursements by individual/amount/date/division/department
	• Ageing staff imprest

	• Aging report categorizes receivables to clients/staffs based on time intervals
	• Client/staff Payment history report
	• Client/staff Statement
Cash and Bank Management	
	The system must be able to capture advances.
	Staff must be able to apply for petty cash request online with the defined limits.
	System must have a workflow for processing approved petty cash requests.
	Automatic tracking of petty cash balance for purposes of replenishment.
	The system should provide for definition of petty cash float limits. The system must raise alerts when the limits are exceeded.
	The system should enable posting of petty cash transactions to the GL.
	The system should provide for creation and definition of bank accounts. This facility should define type of account and also capture important details such as account name, number branch, swift code etc.
Reporting Requirements for Cash Management	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
Bank Reconciliation	
	The system must provide for uploading of electronic bank statements
	Functionality for matching and reconciling entries in the cashbook with those on the bank statements by amounts, PV ref etc. The bank balance MUST be automatically updated online based on clearances.
	The system SHOULD interface with the bank banking platform to initiate payment receipts based on credits in the bank.
	The system MUST provide for creation of miscellaneous transactions to record bank- initiated activities like interest gained, bank charges etc.
	The system SHOULD have facilitated definition of matching rules and report on both reconciling and non-reconciling items
Reporting Requirements for Bank Reconciliations	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	The system must be able to generate the following:
	• Bank reconciliation report

	• Direct debits/credits
	• Unreconciled items
Bank Accounts	
	Bank details to be captured in full:
	• Bank code
	• Status (active/inactive)
	• Bank name
	• Bank branch
	• Sort code

	• Address
	• Account name
	• Account number
	• Lookup code
	• Transaction details:
	- Transaction limit
	- Transaction reference
	- Comments
	- Transaction type
	- Supplier code
	- Customer code
Reporting Requirements for Bank Accounts	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	• Deposit List
	• Deposit Report
	• Cash payments (supporting electronic fund transfer)
	• Cash receipts (supporting direct debit)
	• The reports conforming to NACADA's existing bankers' requirements
	• Bank by Bank name/staff/amount
Cash Forecasting	
	The application MUST provide cash flows projections based on the transactions
	Processed in the integrated modules including receivables and payables.
	The application MUST provide the facility to define cash forecast templates such as:
	• Forecasting periods
	• Selection criteria for each source
	The application MUST be able to generate cash forecast in any currency based on the user's parameters assigned
Reporting Requirements for Cash Forecasting	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	• Forecast Report
The system should have a functionality that allows the user to make requisition for either "Stationeries", "assets" or "Activity Approval"	
Requisition for Activity Approval	
	The system MUST allow the initiation of a request for approval for an activity by a user.
	The system must have a functionality that allows requisition generation for Program based activity and/or procurement-based activity
	In this request for approval, the system should have fields to input;

	• The Title of the activity
	• Select the Budget Vote line

	• Performance Contract indictor
	• Select Strategic Plan Goal & Area
	• Description of the activity
	• Justification
	• Expected output
	• Venue (County, Region)
	• Number of persons (including drivers)
	• Number of days
	• Activity Dates (from – To)
	Once the request is made, the system should electronically allow the approver(s) to access the request and make the appropriate approval within the system and must have an audit trail of changes. The system must have a workflow approval for creating, uploading, reviewing, updating and approving the requisition.
	The system should allow the user to indicate the state of urgency for the activity.
	The system should have an interface with the budget module
	The system should not allow the user budget for the activity to exceed the budget line' budget balance
	The system should have an interface with the procurement module and be linked to the procurement plan. .
	The system should not allow the user to include the supply of item/services not included in the procurement plan in the Procurement based activity.
	The system should not allow the budget for purchase of items/services in the Procurement based activity beyond the budget allocation in the procurement plan.
	The system should have an interface with the HR Module.
	The system should have a functionality that allows the user to include either NACADA staff or Non-NACADA staff or Both in the requisition
	The system should allow the user to select NACADA staff as the activity participants for a Program based activity and include them in the requisition. The system should not allow the user to select individuals beyond the indicated Number of the activity participants
	The system should notify the user on the participants selected with overlapping activities as per the activity dates. It should caution the user and allow him/her to continue with without making changes or allow him/her to make changes. It should allow the management to view individuals included in the activity despite having overlapping activities.
	The system shall allow the user to develop activity budget from the main budget. The user shall define expenditure items and determine the total expenditure per expenditure item.
	In the budget creation, the system should allow the user to input;
	• Expenditure item
	• The rate per item
	• Number of items
	• Number of days

	The system should not allow the user to input number of days beyond the indicated activity number of days.
	The system shall allow the user to include DSA (where applicable) expense only for the selected participants of an activity. The system should not allow the user to submit the requisition unless the DSA (where applicable) for all selected participants have been included in the budget.
	The system should allow the user to indicate whether the expense item is ;
	• Procurement related
	• User related

	Finance related.
	It should clearly indicate the total budget amount for the separate expenses.
	The system should have functionality that allows the user to submit the requisition as draft copy to the supervisor for review and/or as a final copy to the AIE Holder Budget Manager for budget approval.
	The system shall not allow the AIE holders to approve commitments outside their budget allocation.
	The budget should allow the supervisor to review and make comment on the draft requisition and revert back to the user for corrections. It should allow the user to make corrections and resubmit to the supervisor for review and approval as a final requisition.
	The system should not allow "Draft requisition" be submitted to the AIE Holder for commitment approval. It should only allow "Final requisition" be submitted for approval.
	The system should not allow the user to submit the requisition to the management for approval before clearance by the AIE Holder.
	The system should provide notification to the AIE holder once the "Final requisition" has been submitted for commitment approval
	The system should provide a notification to the user once the budget commitment is approved by the AIE Holder.
	The system should allow the user to submit the requisition to the management for reviewing, commenting and approval. It should allow the user to make corrections where the requisition has been reverted for clarification and further justification before resubmission to the management for approval.
	The system should allow the user to track the approval process of the requisition.
	Upon submission to the CEO, system should have a functionality that allows the CEO to "Accept", "Reject" or "Hold" a requisition subject to advise from relevant staff (DDFA/HF/HOD/HODIV or any other staff). It should not allow the CEO to hold a requisition for more than pre-defined time.
	The system should allow the CEO to "Hold" a requisition and get clarification from relevant officers without the knowledge of the user and later "Accept" or "Reject (with reasons)" the requisition subject to the advice given
	The system should allow the CEO to "reject " a requisition subject to further clarification or "reject" a requisition permanently with reason. And on rejection the requisition should be sent into the document repository in the EDMS and the funds de-committed.

	The system should allow the user to make corrections and resubmit to the CEO for further consideration where the requisition was rejected subject to further clarification.
	The system should have a functionality that allows the CEO/HOD/HODIV to delegate the approval function to the relevant staff. It should provide a notification of such delegation to the person delegated to.
	The system should enable the CEO to make any changes in the requisition before approval.
	The system should not allow any staff to make changes to the requisition once approved by the CEO. The approved requisition should be automatically converted to PDF and stored in the Document repository into the EDMS
	The system should provide a notification to the User, to all activity participants, HHR&A, Finance and the Procurements once requisition has been "Accepted" by the CEO.
	B. Requisition for Stationeries/consumables
	The system should have a functionality that allows the user to make a request to the procurement officer for office consumables.
	The system should have an interface with inventory management module
	The system should allow the user to all select consumables they require before submission of the request for consideration by the approvers.
	The system should not allow the user to submit the requisition to the procurement officer without the approval of the HP
	The system should notify the user and the procurement officer once the requisition has been approved by the HP
	The system should notify the user on the item requested is out of stock
	The system should notify the user once the consumables are ready for collection.

	The system should have a repository of the items requested by the users which were out of stock and notifies the user once the items have been procured. It should allow the user to resubmit the previous requisition to the procurement officer without making a new requisition.
	The system should track the time taken from the submission of the request to the collection of the consumables.
	C. Requisition for Asset
	The system should have a functionality that allows the user to request for assets from the relevant Divisions.
	The system should have a functionality that allows the user to request for assets either "ICT Assets" or "Other Assets" (this includes assets other than ICT assets)
	The system should have an interface with inventory management module
	The system should allow the user to select all assets they require before submission of the request for consideration by the approvers.
	The system should not allow the user to submit the requisition to the procurement officer without the approval of the HODIV/HP.
	The system should notify the user and the procurement officer once the requisition has been approved by the HODIV/HP.
	The system should notify the user whether the item is in stock

	The system should not allow the procurement officer to issue the ICT asset without approval of Head, MIS
	The system should not allow the procurement officer to issue the "Other assets" without approval of Head, Human Resource
	The system should o notify the user once the asset(s) are ready for collection.
	The system should have an interface with Activity Requisition Module.
	The system should allow the user to make a "Procurement Activity requisition" through the "Activity Requisition Module" once the items requested is out of stock
	The system should have a repository of the items requested by the users which were out of stock and notifies the user once the items have been procured. It should allow the user to resubmit the previous requisition to the procurement officer without making a new requisition.
	The system should track the time taken from the submission of the request to the collection of the consumables.
	The system should have a functionality that allow the user to indicate the reason why they are requesting for an asset (eg New staff, lost, change, etc). It should not allow the staff to be issued with more than one same asset.
	Where the asset is lost, the system should allow the staff to make request subject to approval from Top Management after processes have been followed

b) SUPPLY CHAIN MANAGEMENT

Formulation of procurement plan	
	Ability to create annual procurement plan
	The system to allow work flow process for preparation and approval of the procurement plan based on various initiators/processors and approvers.
	The system must enable various divisions to develop their procurement plans for the year whose view can be broken down to enable viewing as per various periods e.g. month-on-month, week- on-week, etc.
	Ability to allow end users to create a procurement requisition based on the procurement plan.
	Automatic confirmation of procurement plans against departmental/divisional budget codes
	Consolidation of procurement plans of various department/division into a single procurement plan and vice versa
	Ability to create, print and view of divisional, departmental and the consolidated procurement plan
	Enable the attachment of documentation to procurement plans submitted by departments and avail the

	same during consolidated viewing
	The system must be able to address the requirement of updating the
	procurement plan on a periodic basis by having an inbuilt workflow for updating and approval of the procurement plan
	Ability to track requisitions against the procurement plan at divisional, departmental and organization-wide level
	Ability to follow different requisition approval processes depending on the value of goods

	The system should be able to allow procurement personnel to group
	procurement plan requests into categories
	The system should be able to set alerts with respect to initiation of procurement plans preparation
	Ability to indicate the approved method of purchasing for the requisition e.g. some requisition requires open tender, this should trigger the tender initiation process while others can trigger a purchase order directly.
	Provide a report of all pending requisitions as at a certain date showing how long they have been pending. Give periodic alerts to Procurement Division and the users for orders pending in the system.

Formulation of procurement plan – Reporting

	Ability to track and report on purchasing trends against the procurement plan
	Procurement Plan implementation report based on a defined criterion e.g. per period, division, department etc.

Registration/Prequalification of suppliers

	The system must support the registration and prequalification of suppliers
	The system must support an on-line supplier portal that shall allow interaction between suppliers and NACC.
	The suppliers should be able to:
	• Track on-line the status of their procurement documents (e.g. Order, invoice, etc.).
	• Maintain supplier information (e.g. Contacts, Directors, bank details, etc.)
	• Register as a supplier and submit bids and seek clarifications pertaining to open bids.
	Embed a workflow for the supplier registration and prequalification process and capture approvals and comments associated with this process
	Should be able to capture the following supplier details and maintain a central repository (supplier master database):
	• Supplier number (auto-generated)
	• Supplier type
	• Category of service
	• Items / services supplied
	• Supplier's name
	• Multiple supplier addresses
	• Office address
	• Physical location
	• Nature of business
	• Telephone
	• E-mail address
	• Trade license no
	• Certificate of incorporation/registration
	• Registration no. & date
	• Tax compliance certificate number
	• Tax compliance certificate expiry date
	• VAT Certificate Number
	• VAT number

	• PIN Certificate
	• PIN number
	• Details of directors (name, nationality, shares)
	• Share capital
	• Name of bankers
	• NSSF Compliance Certificate
	• NHIF Compliance Certificate
	• Certificate of Good Conduct
	• Access to Government Procurement Opportunities (AGLPO/LSO) Certificate
	• Maximum value of business which can be handled by your firm at any given time
	• NCA Registration Certificate Number and date of registration (where applicable)
	• NCA Registration expiry date
	• NCA Approved Classification
	• IATA Registration Certificate Number and date of registration (where applicable)
	• IATA Registration expiry date
	- Bank details
	- Supplier status (Inactive)
	- Comments on the supplier
	- Ownership/directorship of the company
	The system must allow users in the procurement division to update the status of a successfully registered or prequalified supplier to various status e.g. active to inactive and vice versa.
	Allow sharing of supplier data in the central repository.
	Detection of duplicate suppliers based on unique multiple supplier identification number such as PIN, Internal NACADA reference numbers, etc.
	For suppliers with more than one location, the system should be able to capture all the alternate locations of the supplier under one profile (belonging to the supplier).
	Enable the attachment of documents to supplier prequalification tasks e.g. tender advertised, supplier responsiveness, filled business questionnaire, prequalification document, etc.
	The system MUST be able to block the suppliers who have been debarred
	The system MUST be able to unblock the supplier by appropriate authority
	The system MUST be able to record complaints about the supplier.
	The system MUST maintain a list that shows the items supplied by different suppliers.
	The application MUST facilitate assignment of different items/ products to a supplier upon prequalification/registration.
	The application MUST facilitate assignment of different items/products to a supplier upon prequalification/registration.

Registration/Prequalification of suppliers – Reports	
	The system should maintain Purchases Year to Date (YTD) in number and currency per supplier
	The system MUST support LSO/LPO reporting of supplier performance analysis in a given period e.g. quality defects, delivery performance, cost/price amongst others.
	The system MUST support LSO/LPO reporting of supplier performance in a given period e.g. Price, quality, delivery, rejected items in number and currency amongst others.
	The system MUST support LSO/LPO generation of a report on shortlisted suppliers
	The system MUST support LSO/LPO generation of a report on status of supplier prequalification process.
	The system MUST support LSO/LPO generation of a report history of bidders who have been given work many times (to promote fairness). The report should have the following details:
	• Name of supplier
	• Date of award

	• Nature of work
	• Value of work
	• Date of prequalification
	The system MUST support LSO/LPO generation of reports for supplier company ownership
	The system MUST support LSO/LPO generation of historical information on purchase order/contract cancelled by Company, if any
	The system MUST support generation of reports for supplier company Ownership
	The system MUST support generation of historical information on purchase order/contract cancelled by Company, if any

Tendering and Requests for Quotations

	The system must be able to capture the following tender details. At a minimum, these details are:
	• Tender number
	• Name / description of service, goods or works
	• Tender submission format e.g. combined technical and financial proposal
	• Location of the bid document e.g. on website or obtained from procurement office
	• Tender submission location
	• Deadline for tender submission
	• Date of tender opening
	• Bid Bond/ Bid Declaration Certificate
	• Purchasing fee for tender documents & mode of submission (banker's cheque, cash, insurance bond, etc.)
	• System generated evaluation criteria
	• Ability of online evaluation and scoring

	• System supported evaluation START of Tender closure and end Date after 30 days from closure
	• Tender evaluation results (both technical and financial results)
	• Currency of the quotations
	• Tender Validity period
	• Tender document (specifications, terms & conditions, etc.)
	• Status (Evaluation, under negotiation, awarded, advertised, etc.)
	• Value of tender/quotation
	• Name of bidder
	• Number of tenders issued
	• Responder details: Name of responders, value, technical and financial scores, etc.
	• System should be able to capture the tender opening proceedings and registration of attendees.
	• Location of the suppliers
	• Performance bond value
	• Expected date of start and completion
	• Source of funds/budget availability for the tender
	• User department
	• Date of contract signing
	• Name of persons signing the contract/signatories
	• Date of advertisement
	• System generated evaluation report
	• System generated professional opinion
	• Date of tender award
	• Method of tender procurement (direct procurement, open tender, restricted, etc.)
	• Reasons for using the method of procurement
	• Persons who approved the tender

	• Tender termination details: tender number, reasons for Termination
	The system should support LSO/LPO the generation of tender number for the different types of tender
	The system must be able to print out the tender details above for purposes of advertisement and reporting
	The system should have the functionality to manage procurements through Open Tendering process
	The system should have the functionality to manage procurements through Request for Proposals process
	The system should have the functionality to manage procurements through Two-Stage Tendering process
	For all the above tendering processes, based on the Procurement Plan, it should then provide alerts (to user and procurement divisions) within a pre-defined advance period to initiate tender requests.
	The value based on which the system determines whether an RFQ or a tender is needed should be configurable as per the procurement method.

	The system should support the RFQ process by providing a workflow that allows procurement Division to:
	• Receive purchase requisitions from the user department/division
	• Convert the purchase requisition into an RFQ if it is less than a specified amount
	• Allow prequalified suppliers to be selected.
	• Automatically send the RFQ to the selected suppliers via email or allow for printing
	• Convert an RFQ to the procurement division's purchase Requisition
	• Convert the procurement division's purchase requisition to an LPO/LSO upon approval
	• Email the approved LPO/LSO to a supplier.
	The workflow must be able to clearly capture all approval stages that have taken place.
	Provide functionality for evaluating and ranking supplier responses to an RFQ so as to determine the lowest quoting vendor.
	For each RFQ sent, the system should be able to capture the following details:
	• RFQ reference number
	• Description of service
	• Names of suppliers to whom the RFQ was sent
	• Name of responders
	• Prices quoted
	• Results of evaluation
	• User defined comments
	Ability to keep track of the tender evaluation process and stages and time frames through the process including:
	• Tender opening:
	• Technical evaluation
	• Financial evaluation
	• Management of tender opening/evaluation committees
	• Supplier notification
	The management tender opening/evaluation committee's access rights are only valid for 30 days. System to provide alerts and reminders to the committee members.
	Ability to track timelines for each stage of the procurement process
	Ability to maintain documents associated with the tender process such as:
	• Minutes of opening of tenders
	• Evaluation reports
	• Contracts
	• LPO/LSOs
	Ability to create a "single "contract number per physical contract that can be utilized across all operations of the ERP, and other NACADA systems.

	Create standardized contracts quickly and easily by utilizing standard
	menus, lists and auto-fills for LPO/LSO population of contract data.
	Ability to create contracts using standard terms and Clauses.
	The system support LSO/LPOs required fields to avoid missing information

	The system differentiates between prospective and existing vendors.
	Allow special item products to be defined as needed
	The system should have the ability for contract specialists to document the products covered by the contract. This should include general and specific product information.
	Build mechanisms for pricing and service-level agreement flexibility into the contract.
	Support for document management to maintain a tender library of templates and sample documents for the various elements of a tender including tender terms and conditions, draft contract terms and conditions, specifications and related documents
	Ability to track timelines associated with each stage in the contract process and flag where these are exceeded
	Ability to track status of bid bonds. Bid bonds for unsuccessful bidders should be returned when sending regret letters.

Tendering and Requests for Quotations – Reporting

	The system MUST be able to generate reports on tenders in the pipeline and their status
	The system MUST be able to generate reports on status of the tendering process e.g. contract being drawn, awarded, evaluating, advertised as per specified periods. Alerts should be created to remind users.
	The system MUST be able to generate reports on a list of tenders whose submission dates were extended.
	The system MUST be able to generate reports on a list of RFQ sorted by different criteria e.g. RFQ number, supplier, material group, material/product etc.
	The system MUST be able to generate reports on a price comparison list for RFQs.
	The system MUST be able to generate reports on a summary of tender awards by procurement method, value, reserved tenders etc.
	The system should generate reports on the responsiveness in a particular period e.g. How many responsive tenders in a particular period?
	The system should generate monthly contract status alerts to user divisions.
	The system should generate a list of tenders that have been terminated.

Purchase requisition and Purchase Order Management

	Embed a workflow for the purchase requisition process and capture approvals, comments and documentation associated with this process/task.
	The system should allow for requisition approvals based on the set thresholds for the different approvers in the work flow process.
	Avail online a purchase requisition form for internal users for raising purchase requisitions to the procurement division. The purchase requisition form should capture the following details:
	• Department and Division raising the request
	• Requisition date
	• Description of the item requested
	• Quantity of items
	• Reasons for purchase

	• Technical specifications (e.g. TOR, engineering specifications, etc.)
	• Budget code
	• Budget Officer to confirm availability (this should be the funds available as at the time of making the requisition)
	• Name of requestor
	• User divisional/departmental/Director approval
	• Date of approval
	Once the purchase requisition is submitted to procurement, the procurement division should be able to input extra data that will enable the requisition to be converted to a Purchase Requisitioning Order:

•	Name of suggested supplier
•	Address of suggested supplier
•	Quantity & unit of measure
•	Description/quality of goods
•	Costs
•	Name of alternative supplier
•	Address of alternative supplier
•	Delivery address
•	Delivery date of goods
•	Deadline of submission of the quotation/tender
•	Discount (percentages, amount)
•	VAT
•	Tender/quotation number
•	Opening Date
•	System generated price comparison
•	System generated comments/opinion for recommendation for award
	The system should have a workflow that allows the following to be carried out when raising a purchase requisition:
•	Enables verification of the requisition against departmental budget so as to confirm the availability of funds
•	Capturing approval/rejection of the requisition by the user departments/Divisional head
•	Verification by Budget Officer that the budget code has been allocated correctly
•	Computation of divisional budget balance following the final approval of the purchase requisition
	The workflow for raising a purchase requisition must be set up such that approval of the budget code associated with a purchase requisition is subjected to the approved procurement plan and the available budget
	The system should be able to perform funds reservation for budgeted Items
	For purchase requisitions that have been rejected, the system must be able to release the commitment of funds
	The system must automate the raising of purchase requisition for stocked and non-stocked goods, and services from short listed suppliers

	The system MUST capture the following details for Purchase order header
•	LPO/LSO Number
•	LPO/LSO description
•	LPO/LSO type (maintenance & repair, one-time purchase, and service contract)
•	Requestor ID
•	Supplier physical address
•	Suppliers' contact person/directors
•	Expected delivery date
•	Comments
•	Delivery address
•	Terms
•	Payment term
•	Full /Partial Delivery
•	P.O date
•	Warranty
•	Total value of the LPO/LSO/Contract
•	Quantity

	And any other necessary details for an LPO/LSO
	• Local Agent
	• Audit Trail of the Creator, Approver and Modifier of the LPO/ LSO
	The system SHOULD be able to print the LPO/LSO information with company logo only once as an original copy. The re-print option SHOULD indicate duplicate copy.
	The system must have a workflow for generation / raising of local purchase orders following approval of purchase requisition
	Ability to record purchase order acknowledgement from vendor when LPO/LSO is sent by email.
	The system should be able to generate Purchase Orders (LPO/LSO) through a workflow.
	System should automatically generate an alert if acknowledgement is not received within a specified time from LPO/LSO issue date
	All LPO/LSOs generated should include terms and conditions; the system should allow for the definition and maintenance of the terms and conditions.
	The system shall allow an authorized user to update delivery or payment method for a purchase order
	Ability to consolidate related procurements
	The system shall notify the user about any changes made to the order.
	Confirmation of item stock levels prior to raising a purchase requisition
	The system should have a workflow for processing Purchase Requisitions where:
	• The supplier and prices have been identified (Prequalified)
	The system must be able to capture all approvals related to the purchase requisitions. These include:
	• Electronic signoff/approvals at the user department level (name, department, Division, date of approval)

	• Approval references such as referencing to tender deliberation minutes/reports etc.
	• All approvals on the system must be clearly captured.
	The system should have provision for raising purchase requisition for recurring services automatically
	The system should have provision for raising purchase requisition for recurring services that do not issue an invoice such as invoices from utility companies, etc.
	The system should be able to provide for supplementary Purchase Orders and Purchase Requisitions
	System should be able to support LSO/LPO procurement of different services i.e. fixed rate contract service/fixed rate temporary labor/rate based temporary labor
	Manage the entry of Service Entry Sheets i.e. the acknowledgement of the of services received against an LPO/LSO or Contract
	System should be able to show International commercial terms and display clearly the terms with selection options for Countries and their city (s). the final output on LPO/LSO should be e.g. Free on Board (FOB)
	Ability of the system to input and analyze price trending per item and units of Services (Market Survey)
	Ability of the system to track the total cost of Ownership for projects. The system to provide traceability of all cost relating to initial acquisition, installation, maintenance/support LSO/LPO as well as disposal/residual value especially for projects.
	The system should be able to generate an acceptance certificate provide flex fields for end user acceptance of goods and comments for both the NACC internal processes and the supplier.
	Ability of system to generate material requests based on the set-up min-max levels.
	Ability to have the material requests generated go through an approval process and a purchase order or requisition created from them.
	Ability of the system to allow for multiple line description per LPO/LSO
	• Processes multi-item type LPO/LSOs
	The system should be able to process LPO/LSOs with multiple delivery Locations
	The system Checks for duplicate Purchase order numbers
	Purchase order/requisition numbers to be system assigned
	System should allow reprint of LPO/LSO with 'copy, amendment no., reprint' marked on the print out
	Ability to enter project details while creating purchase order and interface the details to budget module
	Ability to print purchase order terms and conditions

	Ability to allow authorized users to track status of approval their purchase requisitions and related purchase orders
	Ability to restrict information that end users should view in the procurement process
	Ability to enforce requirement for a contract based on the nature of items/service or value

Purchase requisition and Purchase Order Management- Reporting
The system MUST Provide a report of all requisitions for a specific Period.
The system MUST provide a report of all pending requisitions as at a certain date showing how long they have been pending
The system MUST generate reports on Frequency and volumes purchased and seasonal trending of items
The system MUST generate reports on a list of open purchase orders
The system MUST generate multi-dimensional reports on open purchase order e.g. By cost center etc.
The system MUST generate reports on overdue supplies, which can be used to follow-up with suppliers for the material to be supplied.
The system MUST generate reports on Purchase order commitment for the specified period.
The system MUST generate reports on Purchase order detail showing the details of all type of purchase orders specified by the user. It MUST display the quantity received against the purchase order.
Goods/Services Receipts and Inspections
The system allows for the receipt of goods, services, works, repaired items, inter stores transfers, etc.
The system automates generation of Goods Received Note (GRN) that must be associated / matched with an open Purchase Order(s).
The system allows for full or partial receipts against a purchase order or contract
The system must allow for the inspection of goods/services/works
The system must allow for ad hoc set up of the Inspection and Acceptance Committee
The system must be able to capture the Inspection and Acceptance Committee reports after a workflow approval process
The system must be able to address situations where the goods have been received but needs to be returned to the supplier.
The system should be able to provide alerts to key stakeholders on attainment of certain GRN status
System should allow invoicing only for an approved GRN or for consolidated GRNs
The system SHOULD have the ability to support one-time vendors
The system SHOULD have the ability to maintain approved supplier catalogue/lists for inventory items
Goods/Services Receipts and Inspections – Reporting
The system should have the ability to generate reports on pending Purchase Requisition /LPO/LSO
By supplier, by item and by department.
Stores Management
Inventory Item
The system MUST allow the definition and maintenance of alpha numeric character codes for items
The system should have templates with predefined set of item attributes

The system MUST capture the following important information for each Item:
• Item Number/code (barcode or QR Code)
• Item description (brief information)
• Unit price
• Minimum stock quantity, maximum stock quantity
• Safety stock level, re-order stock quantity
• Last stock date, last stock quantity
• Cycle count code
• Physical attributes such as weight, volume, length etc.
• Lot number, serial number, bar code number

	• Supplier information, country of origin
	• Expiry date, purchase date
	The system MUST allow the definition of the following inventory types inside the application e.g. Consumables, Assets etc.
	The system MUST have an ability to define new Item categories and Catalogues based on their characteristics
	The system MUST allow the assignment of Inventory items to one of these categories and catalogues defined
	The systems allow collecting of item information using barcodes or QR codes during receiving and issuing of items.
	The system allows for the issuance of goods and assets and collecting of the data using barcodes/QR Codes, inter stores transfers, etc.
	The system should allow approval of issuance of all stores or assets through the requisition form by the officer in charge of the procurement function or only delegated officer
	The system automates generation of Goods Issue Note that must be associated/matched with a stores requisition note.
	The system allows for full or partial issues/receipts against a stores requisition note or contract
	System should allow for creation and maintenance of approved items price lists
	System should allow for creation and maintenance of supplier items catalogues
	System should allow for creation of an internal Catalogue for all items/Services
	The system allows for the delivery of goods to a specific store
	The system must allow for the generation of:
	• stores issue notes
	• stores receipt notes
	• goods in transit notes
	• proof of delivery notes
	The system has the functionality that allows different movements of stock items from one store location to another
	The system has the functionality to close a store for stock take Purposes
	The system has the functionality to open a store after a stock take
	The system has the ability to create a new storage location including:
	• A new store
	• A new stock room
	• A new bin location

	The system has the ability to retire an existing storage location including:
	• A store
	• A stock room
	• A bin location
Inventory Item – reporting	
	The system can generate, per storage location, the store movement reports including:
	• Current stocks (Value and Quantity reports, reorder level, balance to reorder level, etc.)
	• Receipts per a selected period (Value and Quantity LPO/LSO reports)
	• Issues per a selected period (Value and Quantity reports)
	• Transfers ((Value and Quantity reports))
	• Damaged stocks (Value and Quantity reports)
	• Expired stocks (Value and Quantity reports)
	Stock Analysis Report: this report gives information classifying all the items available based on their importance and value as follows:
	• Item categories Report
	• Stock issues
	• Per user

	• Per department/Division
Inventory maintenance	
	Embed a workflow for the receipt/rejection of inventory (including related procurement and stores movements) and capture approvals, comments and documentation associated with this process/task and updating of the inventory data.
	Automatic updating of inventory levels and balances after issuance/reception of inventory (stocked items and services)
	Valuation of stock: The following options must be available for calculating the unit cost of a good in the store:
	• Last in First Out (LIFO)
	• First in First Out (FIFO)
	• Simple average
	• Weighted average
	The following details should be captured for updating the stock levels:
	• Item / part number
	• Item name
	• Inventory type/category
	• Item description
	• Stock date
	• Comments
	• Goods Receipt Note (GRN) number
	• Delivery note number
	• Quantity in
	• Cost of items
	• Quantity out
	• Expiry date

	• Supplier number (referenced to the supplier master data in the procurement module)
	• Supplier name (referenced to the supplier master data in the procurement module)
	Allow the receiving of inventory both at once and partially
	Should maintain a central access-controlled items master database
	The system must give alerts and notifications when stocks are at the re-order level and on expiry dates
	Embed a workflow for the disposal of items (fixed assets and store items) and capture approvals, comments and documentation associated with this process/task and updating of the information in the fixed asset register or inventory.
	Support the identification of items for disposal both manually and through preconfigured rules e.g. expired, useful life exhausted, damaged, etc.
	Automatic generation of disposal codes
Inventory maintenance – Reporting	
	The system must have provision for extracting any or all of the information above as a report.
Stock takes	
	The system should be able to generate a Stock take count lists
	Allow the manual stock verification stock counts capture by the system, reconcile the physical count against the system count and produce a variance report
	The system should allow for the different actions to be carried out to address the identified variances (e.g. adjustments of the system values, or capture of missing store movements, etc)
	The system should allow for approval of the stock take through a workflow process
	The system should allow for the following types of stock takes:
	• Annual stock take
	• Periodic stock takes
	• Ad hoc stock takes

	• Select (e.g. Fast-moving items, etc.) stock takes
	The system should have the ability to stop, complete, approve/cancel, and/or suspend the movement freeze the stock movements during the period of stock take.
	The system should allow for scheduled stock takes alerts
	The system should have the ability to set up an ad hoc Stock take and Physical Verification Committee
	The system should have the ability to set up access rights to the ad hoc Stock take and Physical Verification Committee for only the duration of the stock take
	The system should have the ability to carry out the stock take for a Division or stock room of the store
	The system should have the ability to generate all standard reports with respect to stock takes

	The system should allow for capture of stock take notes/observations to accompany the physical counts
Additional Reporting requirements	
	In addition to providing a flexible reporting mechanism, the system must be readily able to generate the following reports must be readily able to generate the following reports:
	• Value of store with options for calculating the value of the Store
	• With items flagged for disposal
	• Minus items flagged for disposal
	The officer in charge of the procurement function should have access to a screen that provides him/her with an update on the status of all workflows in his/her division. The objective of this is to allow the officer in charge of the procurement function to have an overview of the status of all requests and activities of his department.
Project Administration and Accounting	
	The system is expected to provide fully automated interfaces with the following systems/modules:
	• Procurement module to receive supplier invoices
	The system MUST perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established in the General Ledger.
	The system should have the ability to differentiate transactions between operating and capital budget items.
	The system should provide budget forecasting for multi-year periods, which can support development of a Capital Improvement Plan and an Operating Project Improvement Plan.
	The system should allow for multiple fiscal year budgets for projects.
	The system should provide multiple revisions and amendments to the budget in the above detail.
	The system should track projects over multiple years.
	The system should track projects by budgets.
	The system should allow users to create and maintain project schedule templates.
	The system should support the recording of scanned supporting documentation, and will link the document from the document management system (DMS) with the ERP transaction.
Project Accounting	
	The system MUST be completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include but are not limited to the following:
	• Purchasing
	• Payroll
	The system MUST track both outsourced contracts and in-house spending to a project.
	The system should track multiple contracts to a single project
Project Budgets	
	The system should allow for inquiries into project budgets, pre-encumbrances/encumbrances, revenues, and expenditures at any level described above.

	The system should access prior years' project cost.
	The system should establish reimbursable budgets for projects.
	The system should track Reimbursable budgets control expenditures available for project billing only.
	The system should report actual project cost-to-date for the capital or operating budget.

Reporting Requirement for Project Administration and Accounting

The system should provide multiple levels of reporting
Dynamic reports with the provision for a drill-down capability.
Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
Following additional reports:
•   Monthly budget reports
•   Quarterly budget reports
•   Reallocation reports
•   Actual vs. Budget
•   Year expenditure/revenue reports
•   Annual budget reports
•   Cost center budget reports in user defined period
•   Performance contracting reports

E - Tendering Requirements

Access E – Tendering Portal

Access to the e-tendering system should be by way of either User ID/Password
for some Tenders and through digital signatures and an existing Telegram bot for some Tenders (based on NACADA criteria). All ways of Access should be available. NACADA should be able to decide which Tenders will be accessed through User ID/Password and which will be through digital signatures.
The portal MUST be able to interface with the Telegram Application in a predefined bot.
It should be possible for the Administrator to create Tender Owners and Users with any of the two modes i.e. User ID and Password or with digital signatures
The system should have at least 3 levels of Access Control:
•   Administrator - who will be the super User and create Internal Users
•   Tender Owners - who can approve Tenders □
•   Users - Third Level will be the Users who will create Tenders, create corrections, attend pre-bid meetings, download Tender documents of Vendors, evaluate etc.
•   Users (Outside the Organization)□
•   The system should cover full life cycle of purchase (from Initiation to Purchase Order)

Types of Tender

Should support various types of Bids applicable at NACADA namely:
•   Open Tendering
•   Request for Proposals
•   Request for Quotations
•   Restricted Tendering

•   Direct Procurement
•   Low Value Procurement
•   Design Competition
•   Electronic Reverse Auction
•   Framework Agreements
•   Force Account
•   Two-Stage Tendering
The system should have the facility of tender preparation/indent / Creation that allows for one to:
•   Approve and reject Indent
•   Split Single Indent into multiple Tenders

Tender Notice Creation

It should be possible to float Tender notice in any format including emailing of tender notice Government Advertising Agency, selected or pre-qualified bidders

	Notices should be visible to Vendors only after it is approved
	System should allow Archival of Tenders and allow retrieval when required.
	System should allow Cancelled Tender to be revived
	It should be possible to categorize a Tender as New, Live, Archived, on-hold, Cancelled, etc.
	There should be provision for attaching images with Tender Notice
	The system should have the capability of assigning unique internal reference number to each Tender.
	There should be a facility for Online Pre-bid Meeting, if required
Tender Setting	
	System should support Tenders with or without RFP cost
	System should support Tenders with bid security requirements (or Earnest Money Deposit)
	System should support Tenders with or without Pre-Bid Meeting
	System should support Tenders with or without pre-qualification phase
	System should support Tenders with or without Technical Bid
	System should have provision for inviting EOI and issuing RFP to only pre-qualified bidders of EOI
	System should have inbuilt check to ensure that incomplete bids in any manner is not accepted
	Bid withdrawal option should be available such that Vendor is allowed to withdraw bid, that they might have submitted on or before due date and time.
	System should have facility of sending emails to all Registered Vendors
	System should have the ability to set maximum size of single file upload
	System should have ability for uploading various types of documents
	System should have facility for Vendor Registration & Administration
	It should be possible to down load Tenders free of cost or at determined cost
	System should maintain Vendor details of those Vendors who have downloaded the Tender
	It should be possible to specify online brief description of the Tender to enable Vendors to view
	System should allow upload of multiple documents for a Tender.
	System should have the facility of virus scan for uploading documents

Electronic document formats	
	Support the capture of records created in native file formats from commonly used Software applications such as:
	☐ standard office applications (word processing, spread-sheets, presentation, simple databases)
	☐ email client applications
	☐ imaging applications
	☐ web authoring tools
Online Pre-Bid Queries	
	The system should allow Vendors to post any number of questions.
	It should be possible for Vendors to upload pre-bid queries within the timeline prescribed
	The system should have the facility of masking the name of the Vendors who have raised the questions and should be visible only to NACADA
	It should be possible to upload corrigendum and correlate them to the main Tender
	Corrections should be maintained chronologically
	Corrigendum should be made visible to all those who have already downloaded the original Tender.
Vendor Registration	
	Only those Vendors who Register with NACADA for each Tender shall have access to the Tender
	It should be possible to provide different levels of access to the employees of the Vendors as required by them
	New vendors have to register online on the E-procurement website by providing requisite details and obtain valid username, password and Vendor
	ID for participating in the bidding process
	The system should have Provision for uploading / updating of vendors.
	Authorized NACADA users should have the authority to change the vendor details.

	Option to be provided to upload the Public Documents like Terms & Conditions, Calendar of Events, etc.
	Option to add / modify the different taxes like, VAT, Withholding Taxes, Excise Duties, Customs duty
	Option to Approve/Reject the vendor based on his technical suitability for each item is to be provided.
Bid Submission	
	System should allow online submission along with attachments
	Allow extension of tenders opening date before closure of tender
	Tender Opening links should not get activated before due date and time
	As each phase gets completed the comparative chart of Vendors should get auto generated
	Rejected Vendors should not qualify for next round automatically
	System should have the facility to export data to spread sheets
	System should support online Tender Opening where Vendors can participate online from their respective offices

	"Generate Bid Comparison Sheet", Comparative Statement should be generated automatically. The Comparative Statement will be in MS Excel format.
Bid Opening	
	In case of multi envelope Tender, it should not be possible to open the second stage envelope unless the first stage (envelope) is completed
	System should have a provision that NACADA can see the name of the Vendors who are present online at the time of online Tender Opening event
	System should have a provision such that Suppliers can mark their presence online when they try to participate in online Tender opening event
	Financial tender opening links should not get activated before due date and time.
	Should support appointment the online appointment of the various Procurement Committees (e.g. Tender Opening, Evaluation, Disposal, Inspection and Verification, Specialized Contract Implementation Team) with the various approval level.
Bid Evaluation	
	Ability to analyze quotations
	Specifications issued during purchase requisition should be available during evaluations and inspections
	System should electronically store the minutes to each purchase request. In particular, the Evaluation committee minutes should be linked to the purchase requisition.
	No amendments to confirmed minutes should be allowed by the system
	System should be able to capture and calculate the cost comparison for bids received by retrieving the information from the captured bid's details.
	The system should be able to capture the technical evaluation criteria including • Mandatory criteria • Detailed evaluation showing minimum score for which the bidder proceeds to the next level
	The system should provide a linked timeline of all the activities related to a purchase request from the time the user raises the requisition to the point the supplier gets payment. Where there are any deviations from the happy path, the system should keep a record of this.
Reverse Auctioning	
	System should have provision of Reverse / Forward auctions, including Rank bidding, Anonymous & Alias bidder etc.
	System should have provision for Parameters Defining and Setting of Opening Price, Historic Price, Reserve Price etc.
	The System should display and record Start and End Time
	There should have flexibility for Extensions of closing rules and/or Times
	There should be facility of Uploading file attachments
	There should be facility for Message Broadcast to Vendors during auction for information and clarification

	Administration features like Roles and Rights, Checking login status of participants etc. should be available

	The system should be capable of providing event-wise history, Vendor-wise, Product-wise, date-wise reports
	System should have the provision to generate L1, L2, L3 chart dynamically
	Audit Trail - logs should be available for all User Transactions and administrative actions
	The system should have the ability to set:
	☐ Auction Opening Price
	☐ Auction Historic Price
	☐ Auction Reserve Price
	☐ Revised Extension Times
	☐ Auction Start and End Time
	The system should have the ability to set Data validation rules, Auction Rules like lowest / highest bid wins or highest / lowest quality wins etc.
	Facility is provided to NACADA to define criteria for accepting bids during the auction, with any one of the following options:
	☐ 'Meet or Beat on Start Price' and also 'Beat on Rank-1 Bid'
	☐ 'Meet or Beat on Start Price', and also 'Meet or Beat on Rank-1 Bid'
	☐ 'Beat on Starting Price', and also 'Beat on Rank-1 Bid'
	☐ 'Meet or Beat on Start Price', 'Beat on own Last Bid'
	Should have ability to provide for selection of the 'Currency' for bidding.
	The system's Disclosure Norms for Security & Transparency capabilities should allow for:
	a) Display of system-generated 'Pseudo-Identity' in lieu of each Bidder's 'Actual-Identity'
	b) Display of Rank-1 Bid Details (i.e. Rank-1 Bidder's Identity)
	c) Display of Bidder's Own Rank
	d) Display of Other Bidders' Details
	e) Display of Reserve-Price
	The system maintains a complete Audit-trail of the various activities of the auction process.

Purchase Indent Management

	Indent Creation/tender preparation - Facilitate online creation of the works and goods indents in standardized formats. Facilitate upload of documents (Drawings-scanned or NACADA format, technical specifications, etc.) with the indent. The system should auto generate a unique indent number for each new indent.
	Demand Aggregation - In case of goods procurement, provide online templates for demand estimation from several divisions' locations. Support LSO/LPO consolidation of several indents into a single indent by a centralized indenting authority.
	Estimate Preparation – In case of works and goods procurements facilitate preparation of estimates should be supported.
	Indent Approval Workflow - Facilitate hierarchy-based workflow in the system for creation and approval of the indent. In the workflow system, comments made by an approver at each stage or creator should be frozen, stored and viewable. In case of works procurement, facilitate the workflow for creation and approvals (Administrative & Technical Approvals) of plans and estimates. Facilitate configuration of separate workflows depending on the type & value of work selected at the time of creating the indent (e.g. major or minor work, original or repair, etc.)
	Indent Approval - Facilitate online review of submitted indent by the approver. In case of works procurement, support LSO/LPO use of Digital Certificates for providing administrative approval and technical sanction online. Facilitate providing comments, etc. with the indent. System should capture comments of the approvers at each stage. Update/cancel the indent number based on the results of the review by the authorized approver. Provision for modifications/ amendments after publication of indent
	Identification of indents under project code - Allow linking of the indent number with the overall project code, if the procurement is part of a bigger project with multiple procurements (indents). Facilitate computation of the overall project expenditure based on the expenditures of the individual procurements (indents) linked to the project code
	Integration with Budgeting Module - Allow integration with existing budgeting module to facilitate

	validation of project (indent) cost with available departmental budget, to avoid project cost overruns
	Indent Tracking - Allow tracking of the indent throughout the creation and approval cycle using the unique indent number
Vendor Contract management	
	The system should support the automatic/balanced allocation of the file(s) to the contract drafting officer for drafting the contract
	The system should support the sending of an allocation alert to the drafting officer and contract reviewer(s)
	The system should support the reallocation instructions by the reallocating officer and capture the reason for the reallocation
	The system should support the upload, storage, versioning and tracking of iterations of draft documents in their original form (e.g. MS Word, MS Excel, PDF, etc.)
	The system should support the insertion of annotations on the draft contract document by each reviewer
	The system should support the tracking of comments made by reviewers (i.e. both internal and external reviewers)
	The system should support the final editing of the penultimate contract (i.e. Notification of award, Letter of acceptance, negotiation minutes, draft contract, etc.) by the drafting officer
	The system should support the uploading of the signed contract by authorized personnel
	System should enable supplier(s) to digitally sign the contract upon granting of access rights.
	The system should support the sending of alerts upon uploading of the signed contract to the relevant internal stakeholders (e.g. Finance, Procurement, user departments, etc.)
	The system should support the flagging of the file serialized number with the various statuses such as opened, signed, registered, open, on-hold, closed.
Project Management Requirements	
	The bidder MUST provide information on the proposed, recognized methodology for implementing the integrated Enterprise Resource Planning including the functional analysis, installation, configuration, testing, staging, data migration deployment activities, risk management, and training services.

	The vendor MUST develop an overall implementation strategy which includes a comprehensive project implementation plan; it shall include, but not be limited to:
	• Tasks estimation
	• Project planning
	• Work allocation
	• Progress tracking and monitoring
	• Reporting scenarios
	The vendor MUST develop an issues resolution methodology.
	The vendor must be verifiable with manufacturer of the system
	The vendor MUST develop a risk identification and mitigation strategy and develop a contingency plan.
	The vendor MUST develop technical standards for modifications, security, conversion, and system administration for all modules.
	The bidder MUST describe what tools and techniques will be used in managing this project.
	The bidder MUST describe the project management team structure, along with their technical qualifications and roles and responsibilities of all team members.
	The bidder MUST describe the approach that will be used for task management and tracking as well as project meetings and documentation, as well as the updating of the senior management on timely status of the project.
	The bidder MUST describe what resources (Business & IT resources) will be necessary for the project to succeed including clear resource roles and responsibilities during the project and how to better utilize these resources, and transfer the knowledge for them.
	The bidder MUST describe what procedures will be used to keep the project on track, and what escalation procedures will be used to address any problems with project progress.
	The bidder MUST describe process of transferring the knowledge and training of NACADA admin.
	The bidder MUST provide specifications and a list of all project deliverables.
	The bidder MUST NOT propose a development, customization or implementation model where offshore resources are required to log on to onshore servers, instead the vendor MUST propose a plan for

	performing all development activities on – site.

Asset Management System Requirement

	The system must interface with the procurement and inventory management module. For items defined as assets, there should be an embedded workflow for updating the asset register with all the requisite details
	The system should provide a notification to Asset Manager once an item marked as assets is received.
	Ability to generate asset tag based on asset class & predefined sequence numbering to help in the process of physical verification process.
	Ability to allocate each asset to one or more insurance policies
	Provide alerts for payment of insurance premium before the expiry
	Ability to trigger off alerts as reminders for maintenance for assets
	Ability to register and track warranty information

	Ability to associate a fixed asset with a regional office and calculate depreciation expense accordingly
	The system provides the ability to store manufacturing information
	The system provides the ability to store supplier information.
	The system provides the ability to track to what system a piece of equipment belongs to
	The system provides the ability to track the asset purchased, installed dates, removed dates, original costs, life-to-date repair costs, current replacement costs.
	The system provides the ability to allow for categorization of an asset (apply different depreciation methods for different components of a major asset)

Asset Movement Management

	The system should have the functionality to request for and get approval of an asset movement/transfer from one location to another
	The system should have the functionality to monitor the asset movements within NACADA
	Provide facility to generate asset movement forms and approvals when asset is moved and identify current location and current user (whenever it is applicable)
	Ability to facilitate inter-region / inter-department asset issues and transfers
	Ability to facilitate inter-region / inter-department asset receipts

Reporting Requirements for Asset Movement Management

	The system should have the functionality to produce standard reports on the asset movements within NACADA

Asset Maintenance Management

	The system must be able to maintain an Asset Maintenance budget and total life cycle of the assets
	The system should have the functionality to manage Preventive maintenance. It should have the ability to:
	• Define PM (preventative maintenance) parameters per asset
	• Define PM inspection schedules per asset
	• Capture PM inspection feedback reports per asset
	• Capture PM actions carried
	• Update PM next inspection date
	• Capture the team (internal or outsourced) scheduled to carry out the PM
	• Track all stock items issued towards the asset maintenance work order
	• Track all outsourced service orders issued towards the asset maintenance
	The system should have the functionality to manage Breakdown Maintenance. It should have the ability to:
	• Capture repairs reported per asset
	• Capture repairs inspection feedback reports per asset
	• Capture repairs actions carried
	• Define repairs next inspection date
	• Define the next repair actions
	• Capture the team (internal or outsourced) scheduled to carry out the repairs

	• Track all stock items issued towards the asset maintenance work order

	• Track all outsourced service orders issued towards the asset maintenance
Reporting Requirements for Asset Maintenance Management	
	Provide reports on:
	• PM scheduled, conducted on time, conducted after due date, and not yet done
	• Per selected period/department/organization unit actions carried out under:
	• Per selected period/department/organization unit the costs incurred under:
	The system should generate the following reports:
	• Assets beyond their useful life
	• Assets that have been maintained over a select period
	• Assets with maintenance costs over a select threshold
	• Assets with +/- maintenance budget balances
	The system should be able to generate the following work order reports:
	• How many work orders in a certain time period were scheduled or non- Scheduled
	• How many work orders in a certain time period by reason, subassembly and/or repair type
	• Open work orders by type, by status (pending, waiting parts, etc.), by location, and/or by asset category
	The system should be able to generate the Asset/Equipment downtime report by summary or detail by user defined periods for:
	• Each location
	• Cost center
	• Asset Category
	Ability for creating annual disposal plans
	The system should have the functionality to manage different types of
	asset disposals at NACADA.
	The system should have the functionality to manage asset disposals through Sale by Public Tender process
	The system should have the functionality to manage asset disposals through Sale by Public Auction process
	The system should have the functionality to manage asset disposals through Donation process
	The system should have the functionality to manage asset disposals through Trade-In process
	The system should have the functionality to manage asset disposals through Waste/Destruction/burying Disposal process
	Ability to mark assets, in the approved disposal plan, for disposal as well as re-admit assets back into the assets listing.
	Ability to calculate and create automated journals and reverse accumulated depreciation at the time of sale, scrap, and retirement of asset
	The system should have the functionality for the estimation of disposal costs, and ensuring that costs recovered are sent to the appropriate location in budget module

Asset Disposal Management	
	Manage all asset disposal related data including dates, rates and attachable documents.
	Allow for the management of important dates in the asset disposal plan (deadlines, stages and conditions).
	Create individual reports for presenting data on asset disposal
	The system must enable various divisions to develop their disposal plans for the year whose view can be broken down to enable viewing as per various periods e.g. month-on-month, week-on-week, etc.
	Consolidation of disposal plans of various divisions into a single disposal plan and vice versa
	Ability to view and print divisional and consolidated disposal plan
	Have a workflow for disposal plan preparation and approval

	Enable the attachment of documentation to disposal plans submitted by divisions and avail the same during consolidated viewing
	The system must be able to address the requirement of updating the disposal plan on a periodic basis by having an inbuilt workflow for updating the disposal plan
	Ability to track disposal requisitions against the disposal plan at divisional level and company-wide level
	The system should be able to allow categorization of disposal plan requests
	The system should be able to set alerts with respect to initiation of disposal plans preparation
	The system should have a functionality that allows one to generate a number of different standard reports, including:
	• Current asset tagging listing
	• List of fixed assets transferred between locations or custodian during the period
	• List of newly added fixed asset
	• Assets disposed during the period indicating the reserve disposal price, Actual disposal price, and Variance
	• Assets earmarked for disposal listing
	All these reports can have their layout changed and have fields included / excluded depending on the users' needs.
	The system must be able to perform fixed assets registration. The registration should be from the procurement/AP process.
Reporting Requirements for Asset Disposal Management	
	• Asset tag (Barcode)
	• An asset to be uniquely identified
	• An asset classification(s)
	• An asset to be adequately described
	• The status of the asset to be monitored (whether active, suspended, or disposed)
	• Impact on the depreciation accounts (balance sheet and profit &loss) when different periods are selected
	• The location and holder (responsible person) of the asset to be determined and transfers to be approved and recorded

Asset Accounting	
	• Quantity and value of fixed assets per category and in summary to be determined
	• Categorization of fixed assets
	• Depreciation value to be computed using various methods and parameters
	• Quantity and value of fixed assets per category and in summary to be determined
	• Fixed asset details to be retrieved such as cost, useful life, salvage value, date of commissioning, etc.
	• Warranty & licensing information to be captured and renewal alerts
	• Inspection data to be recorded (tagging)
	• Revaluation
	• Impairments
	The system should have flexible reporting functionality that enables one to extract any information above as a report. It should have a report on assets whose residue book value is fully depreciated.
	The system must be able to perform fixed assets disposal through a workflow. This disposal may be a full or partial disposal.
	The system must be able to perform fixed assets depreciation with options for using different depreciation methods
	The system must be able to post fixed assets ledger entries to the general ledger
	Automated calculation of net book value and gains/loss of asset value
	The system should allow for revaluations of fixed assets
	Ability to automatically check and stop depreciation on reaching the user defined residual values for assets or predefined service years

	Provide facility to account for the retrospective change in depreciation rate/ method (i.e. calculate depreciation for prior periods as per revised depreciation rate/method)
	Provide facility to distribute depreciation expenses among reporting units & department
	Ability to handle impairment of fixed assets and its accounting Treatment
	Ability to permit accounting of sale of fixed assets as per statutory requirements
	The system should have a functionality that allows one to generate a number of different standard report and have their layout changed and fields included /excluded depending on the users' needs including:
	• Fixed assets register
	• Fixed asset valuation report
	• Fixed asset depreciation report
	• Fixed asset reports by asset type and other assets category
	• Depreciation forecasting report
	• Accumulated depreciation list by category by Location
	• List of fixed assets transferred between locations or custodian during the period
	• List of newly added fixed asset

c) HUMAN CAPITAL MANAGEMENT

	Organizational Structure
	System MUST have ability to include Organization structure hierarchy definition and organogram.
	System MUST be able to build an organization structure, which caters for various organization units such as departments, Divisions, sub-Divisions, Units, B533costcentres.
	System MUST have an ability to multiple organizations (subsidiaries) Hierarchies
	System MUST have a functionality to modify the organization structures as and when required and maintain the history of all such changes.
	System MUST have an ability to have position-based organizations.
	System MUST have a functionality to assign managers to various Organizations and view the managers and sub-ordinates reporting to them.
	System MUST have an ability to view positions linked to various Organizations.
	System MUST have provision to define various divisions at various locations.
	The system must be able to define, develop, analyze/ evaluate and store job descriptions, skills and qualifications required for each position.
	Job forms will include breakdown of approved jobs or staff establishment, (total number, vacant, occupied, blocked, etc.).
	The system MUST be able to identify jobs and positions uniquely.
	The system MUST be able to maintain history of changes done to the position details
	Ability to show all vacant and occupied positions & jobs (staff in post).
	Allow job rotation
	Ability for Departmental heads, Division Heads using the self-service to request for "New Jobs", "Transfer of jobs and positions" and build the required workflow.
	Ability to link rewards and salary scales with employees' position grading.
	Ability to integrate staff costs with the budget module
	The system must have the ability to maintain changes in employee position and jobs details such as:
	• Position and job Transfer
	• Position and job Status
	• Position and job Description
	• Position and job History
	The system should allow for changes in position title.
	The system should allow for upgrading a position.
	The system should allow for downgrading a position.
	The system should allow for removing or returning a position.
	The system should allow for the ability to create several types of employment (terms of service) such as Permanent and Pensionable, contractual, consultant, internship etc.
	The system should allow for addition, removal or amendment of types of employment
	Ability to create grading levels (managerial, technical and support) and flexibility to adding new levels.

	Ability to create employee status (active employment, resigned, suspended, study leave and unpaid leave) and integrate it with affected areas in leave management and payroll
	Reporting Requirements for Organizational Structure
	Ability to generate multiple statistical reports for all positions & jobs within the Organization
	The system MUST produce the following reports:
	• Organizational structure reporting by location.
	• Organizational structure reporting by department/divisions.
	• Open and filled positions reporting.
	• Positions associated with organizations.
	• Budget & Actual Head Count Comparison.
	Recruitment and selection
	Ability to create and develop employee requisitions/vacancies.

	Ability to receive applications during online recruitments and serialized
	Ability to allow for information drawn from physical applications to be inputted into the system during recruitments
	Ability to accept both internal and external applications.
	Ability to screen and select candidates.
	Ability to track candidates and recruiter in the placement process.
	Ability to manage pre-placement verification, which includes salary authorization.
	Ability to advertise vacancies internally (self-service)
	Alert the HHRA and the HODs on overdue vacant positions
	The system SHOULD enable candidates to apply for available vacancies and allow only those who meet the minimum requirements.
	Ability to generate a long list as per the job criteria e.g. experience, technical, academic and competence qualifications.
	Ability to capture interviewer notes and feedback.
	System MUST have an inbuilt vacancy approval process/workflow.
	System must have a recruitment and selection workflow that covers the process from vacancy creation to defining a new employee.
	Ability to track recruitment process and produce reports for management (e.g. recruitment costs, time taken to fill a position, status of the process, etc.).
	Ability to generate resumes from candidate input details.
	Ability to upload and share candidate documents (e.g. certificates, CV, etc.).
	Ability to verify budget prior to recruitment drive.
	Ability to generate offer letters, appointment letters, etc. Ability to send an offer letter electronically or as a print out.
	Ability to generate regret letters.
	Ability to hire staff on contract for a specified period.
	Ability to hire temporary staff and/or interns for a specified period.
	The system should be able to shortlist qualified applicants from the long-list at the point of job application. This will assist HR from having to review overwhelming number of applications from unqualified persons.
	When employees are rehired, the system should link all previous employment information to the new record.

	The system SHOULD have recruitment planning mechanism to capture recruitment plans online
	The system MUST be able to track the requisitions for vacancies for a particular job, grade, location or position
	Ability to schedule interviews
	Ability to track interview results
	The requisition form should be flexible to change according to requirements
	Ability to register the employment contract, renewal and termination
	The system must have the ability to provide an interface for customizing recruitment letters
	Ability to implement a specified probation period for newly hired employees
Reporting Requirements for Recruitment and selection	
	Ability to generate the following reports:
	• Recruitment Activity reports, Recruitment reports –direct / internal reports
	• Recruitment reports based on recruiting department.
	• Vacancies report.
	• Applicants Qualifications reporting.
	• Statistical reports of the applicants and provide the management with tabular and graphical reports and other analytic presentations
	• Statistical report of the requested number of employees for a specific area
Staff orientation / induction	
	Should be able to develop induction program within the system with input from HR and user departments.
	Ability to allocate employee compensation and benefits (NHIF, NSSF, club membership, advances, loans, etc.).

	Ability to confirm/reject new employee after completion of probation period or extend probation period.
	At a minimum, the following employee master details must be captured:
	• Staff number (auto-generated)
	• Nationality
	• Ethnicity
	• Disability
	• Gender
	• PIN Details
	• NSSF Details
	• NHIF Details
	• HELB status
	• ID/Passport number
	• Marital status
	• Date of birth
	• Employees names
	• Contacts (Phone Number, Postal Address, and Email etc.)
	• Spouse details: name, ID number, occupation and contacts (Phone number, Postal Address, Email etc.)
	• County of origin
	• Dependents: Age, Gender, relation (daughter, son, adopted)
	• Next of kin details: Names, ID number, occupation and contacts

	• Employee photo
	• Employee qualifications, experience and skills
	• Previous employer
	• Medical related details
	• Employment date
	• Position
	• Category (senior, management, mid management, support)
	• Department/Division
	• Employment status (contract, permanent, probation, temporary)
	• User-defined comments
	• Ability to add/delete any bio data as necessary by authorized user
	The system must allow an employee to view and update personal data such as names, address, contacts, schools and/or University attended, qualifications, HELB, etc. subject to verification and approval.
	The system must allow an employee to view and update payment details such as bank, account name, account number, Bank Branch Codes etc. subject to verification and approval.
	The system must allow the user to view and update information on beneficiary and dependents subject to verification and approval.
	The system SHOULD have storage repository for certification and other relevant documents for employees
	The system SHOULD alert new employees to participate in the induction program coordinated by HR.
	The System SHOULD allow grouping of employees based on various aspects such as department/Division and grades
	The system MUST be able to store working hour's details, work frequency and normal timings for the employee.
Employee Management	
	Act as a centralized portal for disseminating static employee information such as benefits, leave information, disciplinary action and appeal process, FAQs, loans application, benefits, etc. which can be updated as need be.
	The system must be able to manage staff transfers, acting appointments, relocations, promotions and demotions and track such movements.
	The system should be able to address acting appointments. It should be able to capture under an

	employee's profile:
	• The event of acting appointment
	• Position
	• Start and end dates of the appointments
	• Benefits applicable
	Embed a workflow that supports Employee transfers including acting Appointments
	Provision for uploading and attaching documents to an employee's profile such as scanned transfer letters, etc.
	Maintain a history of Employee transfers taken and support the ability to profile the same employee
	Employee transfers module should be interfaced with payroll processing component
	Provision for managing employee disciplinary actions

	Embed a workflow that supports the disciplinary process (disciplinary module)
	Provision for uploading and attaching documents to an employee's profile such as scanned warning letters, certificates, commendations, etc.
	Maintain a history of disciplinary action taken against an employee and support the ability to profile the same employee
	Disciplinary module should be interfaced with payroll processing component
	Disciplinary module should integrate with the personal development, training and separation modules
	The system must be able to adequately address situations where an employee is suspended and capture this event on the employee's profile. This includes provision of workflows for initiating the suspension process, ending suspension and reinstating/rejecting an employee after suspension

Reporting Requirements Employee Management

	Ability to generate the following reports:
	• Employee details by department, location, positions, jobs, grades, payroll, Allowances, date of birth, ID/Passport number, date of employment, personal number, next of kin, beneficiaries, health conditions if any, etc.
	• New appointments / joiners report.
	• Acting appointments report.
	• Transferred employees report.
	• Employee addresses and contact details report.
	• Employees' summary reporting by specific criteria e.g. by department, grade etc.
	• Employees Locations report
	• Employee turnover reporting and analysis
	• Disciplinary actions taken report
	• Positions Analysis
	• Contract Employees
	• Employees by Cost Centre
	• Employees Ethnicity Reports
	• Employees by Education Level
	• Promoted Employees
	• Retiring Employees
	• Terminated Employees
	• Transferred Employees
	• Workforce planning
	• Staffing level analysis
	• Ages of staff
	• Dates of employment
	• Report listing employee NHIF, NSSF, PIN, HELB, NSSF or NITA (National Industrial Training Authority) details
	• Gender analysis
	• People with Disabilities (PWD) analysis

	Skill set and competencies status: to list per employee the professional qualifications, academic qualifications, learning / development map, job requirements.

Performance management	
	System MUST have an inbuilt performance appraisal process/workflow.
	Ability to support the 360 degrees appraisal system with the ability to be configured to any other system such as the balanced scorecard.
	Ability to define various objectives associated with performance management.
	Ability to define and amend KPI's associated with the objectives defined subjected to a workflow approval.
	The 360 degrees appraisal system and KPI's must be amendable for different categories of employees.
	The system must enable calculations for the KPIs against predefined rules to arrive at the performance measurement.
	Ability to monitor and manage performance contract deliverables.
	Ability to capture performance requirements per position: qualification requirements, personal attributes, education, experience, skills, etc.
	Ability to receive periodic (e.g. quarterly) appraisal reviews/results from various Divisions online.
	Ability to send employees / special groups performance appraisal report on the system.
	Ability to track performance appraisal results over a period of time per employee, special group, department, etc.
	The performance management system should interface with the Training and Development module to enable identification of development requirements during the appraisal process and converting them to training requests in the Training and Development module.
	Support the associating of evidence to performance KPI's.
	Extraction of performance data to (excel, MS word, pdf etc.) per employee and per department and Divisions.
	The system should support self-appraisal.
	Assessment of self-appraisals for annual or periodic appraisal process MUST be possible for the managers.
	Support electronic signoffs between the appraised and appraiser and other relevant officials.
	The system should allow the salary adjustment as defined in the salary progression matrix.
	The system must allow the employee to receive performance feedback from their supervisor/manager.
	The system must allow KPI tracking and management dashboards.
	A workflow must be present for issuing a performance rating to an employee.
Reporting Requirements for Performance management	
	The ability to generate the following reports:
•	Performance reporting per individual.
•	Performance reporting by position.
•	Performance reporting by department / special group.
•	Monthly/Quarterly/Annual performance reports per employee/ department

Training Management	
	Ability to match training needs of an employee against their position's qualification requirements (academic, personal attributes, professional, experience, skills, etc.), organizational growth plans and performance management system.
	Ability to identify and evaluate training needs based on the performance appraisal.
	Capturing of training request submissions from user departments.
	Ability to create a list of training providers and their details.
	Ability to create a training plan, manage and update training plan.
	Ability to create a short-list of candidates for training and compare them against the training selection criteria (e.g. competency-based selection).

	The system must have an approval/rejection process for a training request.
	Ability to create, manage and update an employee's personal development plan.
	Ability to capture information on trainings attended by an employee.
	Ability to capture/receive training and development requests from other departments.
	Ability to maintain historical data on all information captured e.g. trainees, trainers, vendors, training requirements, attendance, training record, performance, cost etc.
	Ability to create (define) training selection criteria and maintain historically (e.g. competencies-based criteria.).
	Ability to allocate roles to different personnel in the training development process.
	Ability to interface the training request process with financial system e.g. raising invoice, LSO.
	Ability to track the status of a training request from requisition through planning to delivery and completion by trainees.
	Centralized cataloguing and tracking of training courses
	Ability to design, create and deliver online training programs for new staff as part of induction (modules and tests).
	The system should have provision for setting the maximum number of trainings and cost a single employee can receive in one financial year.
	The system should have functionality to restrict an employee from registering the same training course more than once after successfully undertaking the course
	The system MUST facilitate development of a training calendar specific to departments within the company, jobs skills requirements, technical aspects and publish the calendar
	The system SHOULD be able to generate training requirements-based performance appraisal
	Ability to monitor effectiveness of the training offered
Reporting Requirements for Training Management	
	Ability to generate the following reports pertaining to training:
•	Competencies reporting along with skills.
•	Training requirements reporting.
•	Trainings history reporting.
•	List of Attendees of a Course

•	List of Attendees of a Course in a Department
•	List of Courses for a certain position
•	List of Courses Taken by Employee during a defined period
•	List of Employees not Attended a mandatory Course (if expected to attend)
•	Enrolled For postgraduate courses/ professional courses / scholarship.
•	Employee Training/development needs
•	Staff trained
•	Trainings delivered
•	Trainings in the pipeline
•	Training plan
•	Training feedback reports
•	Total training costs over a particular period
Training Attendance (E-Learning / Staff Induction)	
	The system should be able to present to employees a list of approved courses from which to choose from
	The system MUST facilitate the enrolment for training courses
	The system MUST enable the users to maintain a history of the courses attended, status of registrations and passes/fails
	The system must be able to track enrolment and maintain enrolment status for all courses
	If registrations are received beyond the maximum capacity of the course, the system must be able to keep a waiting list for that course
	Ability to send reminders and notifications to employees on upcoming courses which they have registered for
	Ability to capture training evaluation and feedback by attendees so as to determine the success of the

	training delivered
	Ability to record skills gained by the trainee after attendance of the training
	The system must be able to capture the grade (pass/fail/marks obtained) of an employee upon completion of a course either automatically or manually by the trainer
	The system must be able to track on number of hours of training an employee has attended for each course

Leave Management

	The system MUST automate the leave application process by enabling end-to-end online leave management
	The system must embed a workflow for leave management that can capture comments and approvals related to the task depending on its requirements
	Ability to accrue leave days at a configurable rate.
	Provide alerts and notifications to users and relevant authority on leave days above 15 leave days, 30 days before the close of the financial year
	Ability to deduct leave days.
	Ability to suspend leave subject to approval by Head of Department
	Capability to track and extract a history of the leave management data of an employee
	Calculation of leave balances and how much they are worth
	The system must be able to carry forward leave balances as per HR policy and Kenya Statutory laws

	Interfaced with payroll component of the HRMS so as to support the conversion of leave balances to payment (during separation only)
	Should enable users to perform online leave planning on a **Financial Year based** system and submission of the same into the leave approval workflow or save plans as draft
	Provide alerts and notifications to users and relevant authority on leave anniversary, public holidays, etc.
	The system should provide for Public holidays
	Enable one to apply for different types of leave including: • Maternity • Study • Paternity • Compassionate • Annual • Compulsory • Terminal • Sick • Unpaid
	The system must allow initiation of sick leave on behalf of the employee application by HR personnel
	At a minimum, the following details on leave application must be captured: • Name • Department/Division • Grade • Date of appointment • Leave entitlement (days per annum) • Leave days applied for • Leave start date • Leave end date • Contacts when away • Leave balance carried forward • Leave balance brought forward • Leave balance
	The system MUST have the provision to access leave information online.
	The system MUST have a facility to keep a track of number of days of leaves taken, for the various categories of leave

	The system MUST have a facility for the supervisors or the HR users to approve or reject the leave applied by the employees
Reporting Requirements for Leave Management	
	Ability to generate the following reports:
	• The system MUST have a provision to report the usages of leave types.
	• The system MUST have reporting for various types of leaves for employees.
	• Leave accruals reporting.

Employee separation	
	A workflow must be present for NACADA to initiate the separation of an employee in the event that it is a dismissal and capture comments where necessary.
	A workflow must be present for processing a request for separation from an employee and capture comments where necessary
	A workflow must be present for processing a request for separation through an employee retirement, and demise and capture comments where necessary
	The system should store the notice period details of all employees
	Employees clearance form should be accessible online
	At a minimum, the following should be captured on the clearance form:
	- Name and Employment Number
	- Date employed
	- Forward Contacts
	- Designation
	- Department
	- Type of separation
	- Last day of service
	- Leave days due payable
	- Notice period (adequate/inadequate)
	- Notice period (to hand over NACADA Property)
	- Pay in lieu of notice
	- Signoff requirements with relevant personnel, departments or Divisions
	Electronic signoff of clearance form between user and relevant personnel and capture comments
	Integration with compensation module, loans, mortgages, etc.
	Maintain employee exit interview information
	The system should capture the separation event and date under an employee's profile. Further to this, it should capture type of separation (dismissal, resignation, death, retirement, and contract expiry), details and allow attaching of relevant separation documentation
	The system must have a workflow for processing an employee reinstatement application that allows one to either approve and process the reinstatement or reject the reinstatement application.
	The system must be able to address the process of employee reinstatement. During reinstatement, the system should allow one to continue working with the previous data that was captured prior to termination of the employee and register the event of reinstatement on the employee's profile.
	The System MUST allow for terminating the employee record at the conclusion of the employment period without deletion.
Reporting Requirement for Employee separation	
	The system should have the following reports:
	• Terminated / separated employees report.
	• Terminated Employees by Termination Reason.
	• End dated positions reports.
	• Staff due to retire (in 3 years, 2 years, 1 year, 9 months, 6 months)

	Compensation and Benefits Management (Payroll)
	The system should enable compensation planning.
	The system must provide a workflow for approval or updating of all compensation related configuration data.
	Must be able to capture and maintain all compensation and benefits data such as gross salary, Gratuity, NSSF, NHIF, allowances, benefits, pension contributions, internal loans, insurance relief, Personal Relief, PAYE, HELB etc.
	Must be able to capture Employers' Contribution to Registered or Unregistered Pension Scheme or Provident Fund.
	Must be able to capture Employees' Contribution to Registered or Unregistered Pension Scheme or Provident Fund.
	For the compensation and benefits data above, the system must be able to keep a history of transactions and changes while enabling the extraction of the same separately as a report per employee, department/division for all employees whether current, separated, on leave, etc.
	Must be able to capture and maintain pay disbursement details (i.e. pay mode, bank details, cost center, etc.) allow for amendment and keep a history of such amendments
	Should enable computation of employee costs per employees, Division or Department.
	Must interface with the financial system / accounting module chart of accounts so as to allocate staff costs to the relevant cost/profit centers.
	Generation of tax returns (P9 forms) in batch or on singular basis.
	The system must be able to perform salary transfers / Payments.
	Provision for uploading of payroll data in mass from files such as spreadsheets where necessary. There must be a workflow for approving such uploaded data.
	The system must be able to define categories of benefits and assign employees to benefit categories based on an eligibility criterion (i.e. one-off payments, periodic, recurring, etc.).
	The system must be able to define salary plans (i.e. salary ranges and pay plans) for different categories of employees and associate an employee to a salary plan based on predefined rules/qualification criteria.
	Ability to compute employee salary increment based on salary progression matrix.
	The system must be able to compute salaries in Kenya Shilling.
	The system must be able to compute salaries in Foreign Currency.
	The system should enable attaching or referencing of documentation related to employee compensations e.g. garnishment letters, etc.
	Staff must be able to view their pay information online.
	Provision to enable application for loans and salary advances and facilitate approval of the same through a workflow.
	Provision for Alerts when the employee's deductions reach a set threshold – 1/3 of monthly pay.
	Provision to Alerts employee and the HHRA 3 months before the end of the contract
	The system must be compliant to the legal requirements in Kenya regarding employee compensation earning and deductions. Ability to process partial deductions if an employee's pay are insufficient to cover the deduction.

	Ability to compute associated employee taxes while taking into consideration the employee's benefits.
	Ability to facilitate payroll planning and calculations.
	Ability to compute gratuity on a monthly / accrued basis as well as compute associated employee taxes the employee's benefits.
	Ability to make payment of gratuities as per the CBK regulation on the last month of the contract
	Ability to pay mass salary changes retroactively and with different options.
	The system must be able to address payments/deductions missed out in the past either to a single employee or a group of employees.
	The system must be able to record loans/advances to the employee under the employee's profile.
	The system must correctly recover loans / salaries advanced to the employee.
	The system must be able to post the recovered amounts correctly to the financial system.
	All compensation and benefits must be formula driven / criteria based. The systems MUST NOT allow arbitrary allocation of compensation/benefits to an employee.
	The system must have robust security features that will protect sensitive salary related information from

	unauthorized users.
	The system should support multiple payroll cycles
	The system must allow one to define the date when the payroll is run and the date when the salary transfer takes place. The system should allow these dates to be changed in the event that they fall on a holiday.
	Provision for having different payrolls to cater for:
	• Board Members
	• Contract employees
	• Casual employees/Consultant
	• Employees on Secondment/deployment
	• Interns/attachment
	They system must have flexibility for configuring earnings and deductions so as to capture all earnings and deductions applicable at NACADA.
	There should be provision to schedule earning and deductions in order to address situations where an earning/deduction is one time or severally over a period of time.
	The system must offer functionality to make corrections to a payroll already processed.
	There must be a detailed pay slip explaining every earning and deduction made for every payroll run. The pay slip should clearly separate earnings from deductions.
	The system should maintain a history of all payroll runs and all their information (payments made and costings generated).
	The system must notify HR once the payroll runs and payroll transfers are complete. It must allow HR to track their status and be able to view any error/exceptions in the process and view successfully processed payrolls.

Reporting Requirements for Compensation and Benefits Management (payroll)	
	In addition to a flexible reporting facility, the system must be able to extract the following payroll related reports per employee, per department and per company:
	• Automatic generation of pay slips in softcopy that will be sent to employees by email in a read only format
	• Bank advice.
	• Payroll per month
	• Staff journal.
	• Additions (benefits, allowances, low interest benefits, bonuses, reimbursement, etc.).
	• Deductions (loan repayment, HELB, insurance premiums, pensions, mortgage, etc.).
	• Contributions (pensions, etc.).
	• Club subscriptions.
	• Tax returns (P9 forms).
	• Employee costs.
	• Employee compensations details report.
	• Salary related costing details report.
	• Overtime payment report.
	• Payroll related costing reports.
	• Salary on Hold reporting.
	• Report for pending payments to employees.
	• Statutory report such as PAYE reporting.
	• End of service calculations report.
	• Reimbursement status report
	• Employee whose contract is below 3 months to termination/renewal
	• Gratuity paid per employee
Awards	

	The HR system SHOULD have a provision to develop and manage awards /rewards, recognition, and incentive / motivation programs.
	The system SHOULD facilitate tracking and recognition of service awards such as gifts, certificates.
	The system SHOULD be able to store all the employee related awards history.
	The system SHOULD have a provision of reflecting awards related information to an employee's performance.

Reporting Requirements for Awards	
	The ability to generate reports pertaining to awards:
	• Awards issued per period.
	• Awards issued per employee.
	• Incentives provided per period.
	• Incentives provided per employee.
	• Listing of awards type
	• Listing of incentive type.

	• The system SHOULD facilitate reporting of service awards such as gifts, certificates.

Self – Service	

Employee Self – Service	
	The system MUST enable the users to maintain their personal data such as name, address, telephone numbers, contacts, qualifications, school and colleges attended, skills attained etc. subject to the supervisor's verification.
	The system MUST enable the users to view their pay slips and P9 on-line for all the processed payrolls.
	The payment details for employees such as bank name, bank branch, account number etc. MUST be visible to users and they must be able to modify the same. Subject to verification and approval
	The system MUST have a facility for the users to upload maintain their beneficiary details and dependents information
	The system MUST facilitate the users to maintain their emergency / next of kin contact details. Subject to verification and approval
	The system MUST have the leave request functionality, which would enable the users to apply for leave.
	The system MUST be able to display the leave balances, leaves taken and eligible leaves for the users.
	Allow employees to update their training information.

Manager Self – Service	
	Line managers MUST have an access to search and view information pertaining to their team members.
	A supervisor MUST have access to view his/her team members' employment as well as applicant history.
	Supervisors MUST have access to view the team members' leave requests and Approve/reject those
	Manager MUST be able to view absence history for his/her entire team.
	Manager MUST be able to update their Divisional/Departmental calendar of events to the institutional annual calendar

Institutional Calendar	
	The system should incorporate online annual institutional calendar preparation functionality and should be able to cover all Divisions/Departments programmatic Calendar
	The system must possess functionality that allows activity plan preparation at a departmental/Divisional level prior to merging several departments'/Divisions' activity plan into a singular institutional activities plan.
	System should be able to maintain and track of activities at departmental/divisions and institutional level and be able to provide alerts to the user Divisional/Departmental Heads and HP, HF, HHRA 1month, 2 weeks and 1 week before the actual date of the activity
	The system must have a workflow approval for creating, uploading and updating the organization's annual calendar.

Reporting Requirements for Institutional Calendar	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	Reports with the following parameters
	• Notifications on due date
	• Notifications on due date
	• Calendar by due date
	• Calendar by completed activities
	• Calendar by pending activities
	• Calendar by Division/department
Loans and advances	
	Staff must be able to fill loan application form online through the self-service module for the different types of loans and advances:
	• Salary advance
	• Mortgage/ Car Loan
	An inbuilt workflow(s) for processing applications of the different types of loans and advances must be present that addresses the unique qualification requirements for each loan/advance. The workflow must address the entire loans application, processing and approval process
	The system must capture the loan/advance against the employee's compensation and benefits profile
	The system must interface with the payroll component so as to correctly record issued loans, recovered loans/advances.
	The system must not allow for issuance of loans/advances that violate the statutory guidance on employee deductions in Kenya
Reporting Requirements for Loans and advances	
	Production of the various Payroll forms/reports including:
	• P9A - Tax Deduction Card (Benefits / Owner Occupiers Interest / Normal Cases)
	• P9A (HOSP) - Tax Deduction Card (Home Ownership Savings Plan)
	• P9B - Tax Deduction Card (Tax Free Remuneration)
	• P10 - Employers Covering Certificates End of Year Returns
	• P10A - Supporting list to End of Year Certificate
	• P10B - Fringe Benefit Tax Return
	• P10C - Employer's Certificate (WCPS Cases Only)
	• P10D - PAYE Quarterly Return Form
	• P11 - Credit Slip Pay In Book (sample) (only originals are acceptable)
SYSTEM ADMINISTRATION REQUIREMENTS	
System Administration	
	The System MUST have ability to provide adequate audit trails that can be reviewed for information. These records MUST be non – editable and be secured from unauthorized access.
	Electronic records MUST maintain the old and new values to the change and the transaction used to generate the record.

	The system parameters, including application controls, authorizations and standard security configuration MUST be clear, well defined and can allow processing in an efficient and controlled manner, while protecting valuable data.
	The system MUST support multiple levels of security. This includes protecting certain fields from unauthorized access. In addition, access to certain functions and data MUST be protected until they are approved by policy makers (e.g. budget scenarios that are created for analysis prior to publishing a formal recommendation.) Application security MUST be integrated with database security and Microsoft Active Directory.

	Templates or group functions MUST be provided to facilitate maintenance. Changes in assignment or termination MUST automatically trigger a review of the employee's security privileges. Comprehensive logs of transactions and security incidents MUST be maintained for auditing purposes.
	The system MUST allow administrator to export logs on various formats for further offline analysis.

System Access

	The System MUST have a robust security active directory integrated administration and authorization profiles that assure system access.
	The system user and security administration functions MUST provide necessary controls to ensure that not more than one individual can access the system or perform specific operations
	The system MUST execute authority checks in its security administration and authorization profiles to ensure only authorized individuals can access the system or perform specific operations.
	The system MUST record changes to authorization profiles.
	The system MUST facilitate archival of documents from the ERP System to a Separate repository and MUST be accessible.
	Access to archived records MUST be secured using standard authorization profiles.
	System MUST prohibit multiple users from updating the same record simultaneously.
	The number of failed attempts allowed MUST be configurable
	The system MUST have features that prevent the user from further access when the SET number of failed attempts is exceeded
	The system MUST allow one to define security events / incidents which upon occurrence, the system generates an email and sends it to a defined distribution list to notify the security administration "in an immediate and urgent manner". The messaging system MUST also have the capability of being interfaced to send this message externally to Microsoft Exchange or SMS system.
	The system MUST have the ability to log out the user automatically after a specified period of an idle session.
	The "profiles" user defined or system defined MUST be maintained at different levels for better security usage.
	The system MUST have the ability to support single sign-on.
	The users in the systems MUST have controlled access to different business areas such as modules and /or menus in the system. The system administrator MUST control this access.

	The user MUST be able to access a single or multiple menus / modules in the system as granted by the system administrator.
	The system MUST have facility to run an individual job schedule request / group of job schedule requests.
	The system MUST have facility to create a group of job schedule requests that would be accessible to a single or group of users.
	The system should have the facility to create user defined menus and attach different business functions to it.
	The system MUST provide default data groups or user defined data groups to enable access to different business data in the system.
	The system MUST have an inbuilt System Administrator Role with the ability to monitor all the requests submitted in the system.
	The system MUST have the flexibility to create user defined responsibilities / profiles to which different requests / functions / reports can be attached.
	The system MUST be able to define policies for different levels of users e.g. a "High Security" profile for power users whose requirements are stricter than "Medium Security" profile for business end users
	Clear segregation of privileges must be presented and implemented by security matrix of roles against authority. Security matrix will be gathered and created by vendor during the project analysis phase
	Data masking/encryption of sensitive data MUST be supported
	The system MUST support digital signatures

User Interface

	The system MUST provide an intuitive, user-friendly, and easy – to - use interface that minimizes the need for training.
	The system SHOULD have a common look and feel across all modules.
	Online help MUST be available for all modules.

	The system MUST identify errors, inconsistencies or additional requirements at the time data is entered. Processing of the transaction MUST be suspended and / or re-routed to resolve the problem in "real time".
	The system SHOULD provide quick menus (favorites) which would be helpful to store the most used menu for a user.
	The language of the system and all its components MUST be English.

Date and Time Stamping (Audit Trails)

	The system MUST automatically generate all records and logs when creating, modifying, or deleting data.
	These records and logs MUST be date and time stamped and MUST include the user ID of the individual who is logged onto the system and performed the action.

System Flexibility

	All records generated by the system MUST be accurate, complete, and presented in a readable format.
	The system MUST support open systems interfaces with complementary software partners.
	The system MUST be available in mobile and must be operating system independent.
	The system MUST support Graphical User Interface (GUI) input and output screen design.

	The system MUST support web-based architecture.
	The system MUST provide a multi-user access solution capability of supporting an unlimited number of work stations while at the same time providing high speed simultaneous multi-user response times.
	The System MUST be scalable
	The system MUST have interface capabilities feeding into the back-office from other systems (such as, including, but not limited to, legacy systems and web-based systems).
	The system MUST be vendor agnostic. It must be compatible with standard hardware, operating system, database management software, networking hardware, internet and intranet supporting the applications software.
	The system MUST be a complete, fully developed, integrated and operationally proven system offering unsurpassed reliability.
	The system MUST be easily reconfigured to respond to changes in business practices, policy directives, organization structure, statutes and regulations. As business requirements change, the system MUST also be able to change to support the new requirements.

Output Controls

	The system MUST ensure that the processed data is provided to users in a consistent and secure manner.

Multiple Environments

	In addition to the production environment, the system MUST support independent copies for training, development, and test.
	The multiple environments MUST be sufficiently isolated from production and from each other so that operations in one environment will not affect those of another.

System Performance

	The system MUST be responsive and available. Any volume processing MUST not interfere with online responsiveness or availability.

Disaster Recovery

	Bidders MUST propose a number of disaster recovery configurations and should indicate the level of protection offered by each alternative.
	The system MUST support replication and rapid fail-over or redeployment in the event of problems or planned maintenance.

Reporting

	The system MUST include comprehensive reporting tools that allow for easy access to authorized data.
	Standard reports SHOULD be included that will serve as models for customized reporting as well as provide for basic functional reports.
	Report wizards or similar techniques SHOULD be available to guide users through report creation.
	The system MUST be designed such that reporting activities do not compromise the responsiveness of the interactive system.
	The system MUST be able to provide departments the ability to develop ad hoc reports at their discretion. The system MUST include a data dictionary or similar provision to allow non - technical users to identify the appropriate data elements for inclusion in their reports.

	Reports MUST have output flexibility i.e. can be printed or exported into several industry-standard formats such as Adobe PDF, XML, XLS, XLSX, CSV, TXT (tab delimited), etc.
Data Migration Requirements	
	The system MUST have capability for data conversion.
	The system MUST have exception reports to capture items not converted automatically during data conversion.
	The system MUST have functionality for methods to verify conversion, e.g. file comparisons, balance / totals / count comparisons.
	The system MUST have Parameters for successful conversion, e.g. Percentages consistency.
	The System MUST have capability for scheduling and sequencing of tasks.
	The Bidder MUST provide in the Technical proposal, sufficient details covering the data conversion approach to be adopted to ensure sound data migration:
	• Database analysis
	• Data mapping.
	• Post - conversion clean up.
	• Conversion coding development.
	• Data integrity checking and audit methodology.
Business Value Enhancements Requirements	
	The Vendor MUST work with the relevant user departments / Divisions to identify all business requirements
	The vendor MUST provide services to implement "best practice" business processes associated with the supplied systems.
	The vendor MUST provide "best practice" business process documentation for business processes associated with the supplied systems.
	The bidder MUST describe how they will assist the organization in maximizing the business value out of the supplied systems.
	The vendor must describe a detailed methodology for undertaking business process improvement activities and execute business process improvement activities
	The vendor should highlight experience of the firm for delivering the following services:
	• Gap analysis of the "best practices" business processes as brought by the bidder with the organization's current business processes.
	• Developing a "To-Be" business model based on the proposed system solution and best practices.
	• Creating Key Performance Indicators (KPIs) to measure the efficiency of the new processes.
Integration Requirements	
	Vendors MUST conduct an integration review workshop. The outcome of the workshop will be a complete mapping of all existing points of system integration, the identification of new points of integration and the identification of existing points of integration which may benefit from re – design or re – implementation.
	The vendor must implement all integration requirements identified as a result of the integration review workshop.
	Bidders MUST describe their interface development process.

	Vendors MUST implement an interface management methodology and process, that will assist NACADA maintain the interfaces in the future.
	Vendors MUST implement operational processes for the monitoring and management of points of systems integration.
	The vendor must conduct an integration training workshop for the ERP Core Team to provide knowledge transfer with the objective of building internal capacity for:
	- Providing in-house maintenance and support to the Interface
	- Development of interfaces
	The vendor must supply all documentation, manuals and guides necessary for maintaining the integration platform
	The system MUST support modern "best business practices", with data located in one integrated system and a centralized location, shared across NACADA's departments. The system MUST support enterprise-wide business processes with a goal of eliminating multiple handling of data and increasing accuracy.

	The vendor must provide an open integration platform that will be used for integrating the ERP with current information systems and future information systems yet to be identified. The platform must not limit integration to particular vendors/products.
Documentation Standards	
	All project documentations (softcopy and hardcopy) MUST be handed over by the **vendor and will be considered FINAL once approved by NACADA ERP Core Team.**
	The documentation provided should be done at all the phases of the implementation
	All project documentation versions MUST be controlled by the use of a Project Library directory. All relevant documentation MUST be handed over to NACADA after the project implementation.
	All documents MUST be submitted in English language, including user manuals.
	The following project documentation, among others, MUST be provided:
	• Requirements and Business Process documents including customization, modification or extensions Solution document, Architecture and design document.
	• Data Migration Strategy (to be reviewed by the NACADA ERP Core Team and amended as appropriate)
	• Testing Strategy (to be reviewed by the NACADA ERP Core Team and amended as appropriate) and amended as appropriate)
	• Training / User guide manuals for each module,
	• Technical administration guide for all the technical components of the Solution
	• Backup and restore document, and any documentation needed to transfer the knowledge.
Training and Knowledge Transfer	
	The Bidder MUST provide information on the types of training to be offered for super users, end users IT personnel, among others.

	The information provided should include:
	• - Training strategy and plan for pre and post implementation
	• - Location
	• - Training provider (in-house, external)
	• - Type of training and modules provided
	• - Medium (class room, e-learning etc.)
	The bidder MUST provide Knowledge Transfer Plan. The approach MUST cover the following:
	Functional Area: by which the key-users MUST be able to configure, setup, and handle any new requirements after the implementation. This will allow NACADA to continue with process improvement exercises after the completion of the implementation.
	Assistance and guidance with development of the business rules and applying them to the software.
	Fit and gap analysis and systems analysis.
	Technical Area: by which the IT personnel of NACADA MUST have the sufficient knowledge that qualify them to carry out:
	• System administration (ability to maintain, install, configure) especially in the initial stages of testing and implementation.
	• Database Administration, during the initial stages of implementation and subsequent performance tuning later in the implementation.
	• Workflow and Graphical User Interface (GUI) customization support Release management support
	• Development of data interfaces to / from external entities.
	• Conversion of data.
	The knowledge transfer plan MUST include a component where NACADA's staff is involved in all phases of the project's design, development, implementation and support.
	Knowledge transfer for the solution implemented should include, and not limited to, operating system administration, database administration, application administration, modules management, troubleshooting, backup and restore.
	The bidder MUST provide a list of expected training documents and material to be delivered during the project.
Testing and Acceptance	

	The Vendor MUST design and develop detailed functional test specifications and scripts that cover all possible business scenarios with the help of business users for all the modules.
	The vendor must participate in the User Acceptance Testing processes and be available for consultation during this process.
	The vendor must implement results of all test activities conducted during the project
	The Vendor MUST designs, develop, manage and conduct Integration System
	Testing (IST). The scope and results of this testing must be presented to NACADA's ERP Core Team for approval.
	The Vendor MUST design, develops, manage and conduct Performance and Volume Testing. The scope and results of this testing must be presented to NACADA ERP Core Team and Management for Approval

	The Vendor MUST provide test reports on all conducted tests.
	The Vendor MUST design, develop and conduct regression testing following the correction of problems identified during the testing cycle.

Implementation Schedule and Location

	The Implementation schedule should be no more than 6 months, addressing the following requirements, among others:
	• Project organization and management plan
	• Full customization, implementation and commissioning of the ERP System.
	• Regular updates to the NACADA's ERP Core Team on the progress of the project
	• Hardware procurement, where necessary.
	• Testing schedules such as unit testing, integration testing, etc.
	• User Acceptance testing, Performance testing and regression testing.
	• Training for NACADA Executives, Managers, end users and power users.
	• Soft launch
	• Final Go live
	• Provision of all documentation and manuals.
	• Sign – offs
	• Official handover and commissioning of the system.
	• Task, time and resource scheduling
	As part of the implementation plan, the bidder should clearly demonstrate how the following reporting components will be incorporated as part of their implementation schedule:
	Updates to the NACADA ERP Core Team and Management summarizing:
	• Results accomplished between the reporting periods
	• Deviations from project plan/milestones and reasons for such Corrective actions to be taken and their due dates
	• Other issues and outstanding problems and proposed corrective actions that should be undertaken
	• Actions that should be undertaken by NACADA and due dates
	• Other issues that the bidder foresees could impact on the project's progress or Effectiveness
	• Project management reports
	• Inspection and quality assurance reports
	• Training participants test results
	• Log of service calls and problems resolution
	The Bidder is required to provide the specification and description of the different phases and activities of the project. The plan shall clearly specify the start and end dates (relative to contract signing) of each of the project phases specifying key milestones allowing visibility of project progress.

Hardware and Operating System Requirements

	The bidder MUST indicate whether the system will work optimally in a Virtual Environment running VMware and Windows Server operating systems.
	While it is expected that the vendor will conduct a technical architecture /sizing exercise during the Definition Phase to determine the required infrastructure to host and run the solution appropriately, the bidder MUST estimate from previous experiences the following:

	• The Computer servers' configuration and architecture including number of applications and database servers, requisition size requirements, CPU power requirements and hard disk capacity requirement for each server.
	• Assess and evaluate the current infrastructure and recommend the best way to utilize it in order to get the maximum reuse of the current hardware.
	• Assess current network connectivity, speed, stability, and recommend any required updates.
	• Recommend other communication requirements, backup, printing, development tools, etc.
	The Vendor MUST Conduct a technical architecture/sizing exercise during the Definition Phase to determine the required infrastructure required to host and run the solution appropriately
	The Vendor MUST ensure that the implementation is secure and reliable for access to the implemented solution.
	The Bidder MUST propose the optimal connectivity required for the solution within a WAN environment while utilizing the NACADA's current infrastructure. The Bidder MUST also recommend any additional optional bandwidth and security requirements to the existing infrastructure.
Warranty, Post implementation and Annual Maintenance Support	
	The Bidder MUST describe the approach and plan to provide on-site support for three months.
	The Bidder MUST describe the services and activities that will be provided during the nine months off-site support.
	The Bidder will be expected to provide comprehensive maintenance of the ERP system after the post-implementation support period. This will include all aspects of the system support including software updates, among others. This will be spelt out in a comprehensive Service Level Agreement (SLA) between the bidder and NACADA. (The SLA must clearly describe Warranty and Licensing mechanism and mode and currency of payment).
	Clearly indicate the channel of communication between the vendor and the NACADA

Training of staff

Before commissioning and handing over of the project, the consultant will be required to train all the officers involved in the handling (users) of the ERP System as well as the Administrator of the system. Similarly, the consultant will be training officers at every module before going live.

Reports and Time Schedule

The consultant will be required to submit the inception report in two weeks from the day of the meeting with the project implementation committee. Subsequently, the consultant will be submitting draft reports at the completion of every module, then the final report to be submitted at the commissioning stage.

Data Services, Personnel and Facilities to be provided by the Client

NACADA will provide the consultant with any information and support required. It will also form a project implementation committee that will help and oversee the project to its completion.

Terms of Payment

Since the project is a multi-year, the payment will be pro-rated to a two-year plan and the Percent payment will be as follows subject to negotiation with the winning Consultant;

- First Payment of 20% will be on acceptance of an Inception reports and Project Implementation blueprint;
- Subsequent Payments will be based on modular approach upon going live on each module;
- Final Payment will be on commissioning and submission of the training report and handover of the System.

Key Personnel

The expert required are; ICT, Human Resource, Finance or Accountant, Procurement and A project manager with ICT background.

Performance Contract

The Successful Consultant will be required to provide a performance security of 10% of the Contract amount before signing the contract within a period of 21 days from date of Notification.

Service Level Agreement

The Successful Consultant after commissioning of the ERP system will Sign a Service Level Agreement which will include but not limited to; Renewal of User licenses, Maintenance of the ERP System, Continuous Training of the Users, continuous one on one User Support and Incorporation of Omitted Functionalities in the System

SITE TABLE

Site Code	Site	City / Town / Region	Primary Street Address	Drawing Reference No. (if any)
HQ	Headquarters	Nairobi	Bishop road	

COST ITEMS

NO	DESCRIPTION		QUANTITY	TOTAL
1.	Supply, installation and configuration of ERP solution		Packages	
2.	Number of Licenses (to state the different type of licenses as per proposed design)		300	
3.	Configuration, installation and Data Migration		Service	
4.	Training	Certified Professional Technical Training of ICT officers at Microsoft certification centre.	16	
		User Training to All NACADA staff	300	
5.	Annual Subscription – Licenses fee (to state the different type of licenses as per proposed design)		300	
6.	Annual Support Services (to state the different type of licenses as per proposed design)		SLA	
	TOTAL			

PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VI - General Conditions of ContractC

General Conditions of Contract

A. CONTRACT AND INTERPRETATION

1.   Definitions

1.1   In this Contract, the following terms shall be interpreted as indicated below.

    a)   Contract Elements

        i)   "Contract" means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein. The Contract Agreement and the Contract Documents shall constitute the Contract, and the term "the Contract" shall in all such documents be construed accordingly.

        ii)   "Contract Documents" means the documents specified in Article1.1(Contract Documents) of the Contract Agreement (including any amendments to these Documents).

        iii)   "Contract Agreement" means the agreement entered into between the Procuring Entity and the Supplier using the form of Contract Agreement contained in the Sample Contractual Forms Section of the tender documents and any modifications to this form agreed to by the Procuring Entity and the Supplier. The date of the Contract Agreement shall be recorded in the signed form.

        iv)   "GCC" means the General Conditions of Contract.

        v)   "SCC" means the Special Conditions of Contract.

        vi)   "Technical Requirements" means the Technical Requirements in Section VII of the tendering documents.

        vii)   "Implementation Schedule" means the Implementation Schedule in Section VII of the tendering documents.

        viii)   "Contract Price" means the price or prices defined in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.

        ix)   "Procurement Regulations" refers to the Regulations issued under the Public Procurement and Asset Disposal Act (2015).

        x)   "tendering documents" refers to the collection of documents issued by the Procuring Entity to instruct and inform potential suppliers of the processes for tendering, selection of the winning tender, and Contract formation, as well as the contractual conditions governing the relationship between the Procuring Entity and the Supplier. The General and Special Conditions of Contract, the Technical Requirements, and all other documents included in the tendering documents reflect the Procurement Regulations that the Procuring Entity is obligated to follow during procurement and administration of this Contract.

    b)   Entities

        i)   "Procuring Entity" means the entity purchasing the Information System, as **specified in the SCC.**

        ii)   "Project Manager" means the person **named as such in the SCC** or otherwise appointed by the Procuring Entity in the manner provided in GCC Clause 18.1 (Project Manager) to perform the duties delegated by the Procuring Entity.

        iii)   "Supplier" means the firm or Joint Venture whose tender to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.

        iv)   "Supplier's Representative" means any person nominated by the Supplier and named as

such in the Contract Agreement or otherwise approved by the Procuring Entity in the manner provided in GCC Clause18.2 (Supplier's Representative) to perform the duties delegated by the Supplier.

v) "Subcontractor" means any firm to whom any of the obligations of the Supplier, including preparation of any design or supply of any Information Technologies or other Goods or Services, is sub contracted directly or indirectly by the Supplier.

vi) "Adjudicator" means the person named in Appendix 2 of the Contract Agreement, appointed by agreement between the Procuring Entity and the Supplier to make a decision on or to settle any Dispute between the Procuring Entity and the Supplier referred to him or her by the parties, pursuant to GCC Clause 43.1 (Adjudication).

c) Scope

i) "Information System," also called "the System," means all the Information Technologies, Materials, and other Goods to be supplied, installed, integrated, and made operational (exclusive of the Supplier's Equipment), together with the Services to be carried out by the Supplier under the Contract.

ii) "Subsystem" means any subset of the System identified as such in the Contract that may be supplied, installed, tested, and commissioned individually before Commissioning of the entire System.

iii) "Information Technologies" means all information processing and communications-related hardware, Software, supplies, and consumable items that the Supplier is required to supply and install under the Contract.

iv) "Goods" means all equipment, machinery, furnishings, Materials, and other tangible items that the Supplier is required to supply or supply and install under the Contract, including, without limitation, the Information Technologies and Materials, but excluding the Supplier's Equipment.

v) "Services" means all technical, logistical, management, and any other Services to be provided by the Supplier under the Contract to supply, install, customize, integrate, and make operational the System. Such Services may include, but are not restricted to, activity management and quality assurance, design, development, customization, documentation, transportation, insurance, inspection, expediting, site preparation, installation, integration, training, data migration, Pre- commissioning, Commissioning, maintenance, and technical support.

vi) "The Project Plan" means the document to be developed by the Supplier and approved by the Procuring Entity, pursuant to GCC Clause 19, based on the requirements of the Contract and the Preliminary Project Plan included in the Supplier's tender. The "Agreed Project Plan" is the version of the Project Plan approved by the Procuring Entity, in accordance with GCC Clause 19.2. Should the Project Plan conflict with the Contract in any way, the relevant provisions of the Contract, including any amendments, shall prevail.

vii) "Software" means that part of the System which are instructions that cause information processing Sub systems to perform in a specific manner or execute specific operations.

viii) "System Software" means Software that provides the operating and management instructions for the underlying hardware and other components, and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Systems Software. Such System Software includes, but is not restricted to, micro-code embedded in hardware (i.e., "firmware"), operating systems, communications, system and network management, and utility software.

ix) "General-Purpose Software" means Software that supports general-purpose office and software development activities and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be General-Purpose Software. Such General- Purpose Software may include, but is not restricted to, word processing, spreadsheet, generic database management, and application development software.

x) "Application Software" means Software formulated to perform specific business or technical functions and interface with the business or technical users of the System and is identified as such in Appendix4 of the Contract Agreement and such other Software as the parties may agree in writing to be Application Software.

xi) "Standard Software" means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Standard Software.

xii) "Custom Software" means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Custom

Software.

xiii) "Source Code" means the database structures, dictionaries, definitions, program source files, and any other symbolic representations necessary for the compilation, execution, and subsequent maintenance of the Software (typically, but not exclusively, required for Custom Software).

xiv) Materials" means all documentation in printed or printable form and all instructional and informational aides in any form (including audio, video, and text) and on any medium, provided to the Procuring Entity under the Contract.

xv) "Standard Materials" means all Materials not specified as Custom Materials.

xvi) "Custom Materials" means Materials developed by the Supplier at the Procuring Entity's expense under the Contract and identified as such in Appendix 5 of the Contract Agreement and such other Materials as the parties may agree in writing to be Custom Materials. Custom Materials includes Materials created from Standard Materials.

xvii) "Intellectual Property Rights" means any and all copyright, moral rights, trademark, patent, and other intellectual and proprietary rights, title and interests worldwide, whether vested, contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from, extractor re-utilize data from, manufacture, introduce into circulation, publish, distribute, sell, license, sub license, transfer, rent, lease, transmit or provide access electronically, broadcast, display, enter in to computer memory, or otherwise use any portion or copy, in whole or in part, in any form, directly or indirectly, or to authorize or assign others to do so.

xviii) "Supplier's Equipment" means all equipment, tools, apparatus, or things of every kind required in or for installation, completion and maintenance of the System that are to be provided by the Supplier, but excluding the Information Technologies, or other items forming part of the System.

d) Activities

i) "Delivery" means the transfer of the Goods from the Supplier to the Procuring Entity in accordance with the current edition Incoterms specified in the Contract.

ii) "Installation" means that the System or a Subsystem as specified in the Contract is ready for Commissioning as provided in GCC Clause 26 (Installation).

iii) "Pre-commissioning" means the testing, checking, and any other required activity that may be specified in the Technical Requirements that are to be carried out by the Supplier in preparation for Commissioning of the System as provided in GCC Clause 26 (Installation).

iv) "Commissioning" means operation of the System or any Subsystem by the Supplier following Installation, which operation is to be carried out by the Supplier as provided in GCC Clause27.1 (Commissioning), for the purpose of carrying out Operational Acceptance Test (s).

v) "Operational Acceptance Tests" means the tests specified in the Technical Requirements and Agreed Project Plan to be carried out to ascertain whether the System, or a specified Sub system, is able to attain the functional and performance requirements specified in the Technical Requirements and Agreed Project Plan, in accordance with the provisions of GCC Clause 27.2 (Operational Acceptance Test).

vi) "Operational Acceptance" means the acceptance by the Procuring Entity of the System (or any Subsystem(s) where the Contract provides for acceptance of the System in parts), in accordance with GCC Clause27.3(Operational Acceptance).

e) Place and Time

i) "Supplier's Country" is the country in which the Supplier is legally organized, as named in

the Contract Agreement.

ii) **Unless otherwise specified in the SCC** "Project Site (s)" means the place (s) in the Site Table in the Technical Requirements Section for the supply and installation of the System.

iii) "Eligible Country" means the countries and territories eligible for participation in procurements.

iv) "Day" means calendar day of the Gregorian Calendar.

v) "Week" means seven (7) consecutive Days, beginning the day of the week as is customary in Kenya.

vi) "Month" means calendar month of the Gregorian Calendar.

vii) "Year" means twelve (12) consecutive Months.

viii) "Effective Date" means the date of fulfillment of all conditions specified in Article 3 (Effective Date for Determining Time for Achieving Operational Acceptance) of the Contract Agreement, for the purpose of determining the Delivery, Installation, and Operational Acceptance dates for the System or Sub system(s).

ix) "Contract Period" is the time period during which this Contract governs the relations and obligations of the Procuring Entity and Supplier in relation to the System, as **unless otherwise specified in the SCC,** the Contract shall continue in force until the Information System and all the Services have been provided, unless the Contract is terminated earlier in accordance with the terms set out in the Contract**.**

x) "Defect Liability Period" (also referred to as the "Warranty Period") means the period of validity of the warranties given by the Supplier commencing at date of the Operational Acceptance Certificate of the System or Sub system(s), during which the Supplier is responsible for defects with respect to the System (or the relevant Sub-system[s]) as provided in GCC Clause 29 (Defect Liability).

xi) "The Coverage Period" means the Days of the Week and the hours of those Days during which maintenance, operational, and/ or technical support services (if any) must be available.

xii) The Post-Warranty Services Period" means the number of years **defined in the SCC** (if any), following the expiration of the Warranty Period during which the Supplier may be obligated to provide Software licenses, maintenance, and/ or technical support services for the System, either under this Contractor under separate contract(s).

2.   Contract Documents

2.1   Subject to Article 1.2 (Order of Precedence) of the Contract Agreement, all documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole.

3.   Interpretation

3.1   Governing Language

3.1.1 All Contract Documents and related correspondence exchanged between Procuring Entity and Supplier shall be written in **the English Language** of these tendering documents**,** and the Contract shall be construed and interpreted in accordance with that language.

3.1.2 If any of the Contract Documents or related correspondence are prepared in a language other than the English Language under GCC Clause 3.1.1 above, the translation of such documents into the **English** language shall prevail in matters of interpretation. The originating party, with respect to such documents shall bear the costs and risks of such translation.

3.2   Singular and Plural The singular shall include the plural and the plural the singular, except where the context otherwise requires.

3.3   Headings   The headings and marginal notes in the GCC are included for ease of reference and shall neither constitute a part of the Contract nor affect its interpretation.

3.4   Persons
Words importing persons or parties shall include firms, corporations, and government entities.

3.5   Incoterms
Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by the Incoterms.

Incoterms means international rules for interpreting trade terms published by the International Chamber of Commerce (latest edition), 38 Cours Albert 1er, 75008 Paris, France.

3.6   Entire Agreement
The Contract constitutes the entire agreement between the Procuring Entity and Supplier with respect to the subject matter of Contract and supersedes all communications, negotiations, and agreements (whether written or oral) of parties with respect to the subject matter of the Contract made prior to the date of Contract.

3.7   Amendment
No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party to the Contract.

3.8   Independent Supplier
The Supplier shall be an independent contractor performing the Contract. The Contract does not create any agency, partnership, joint venture, or other joint relationship between the parties to the Contract.

Subject to the provisions of the Contract, the Supplier shall be solely responsible for the manner in which the Contract is performed. All employees, representatives, or Sub contractors engaged by the Supplier in connection with the performance of the Contract shall be under the complete control of the Supplier and shall not be deemed to be employees of the Procuring Entity, and nothing contained in the Contractor in any sub contract awarded by the Supplier shall be construed to create any contractual relationship between any such employees, representatives, or Sub contractors and the Procuring Entity.

3.9   Joint Venture

If the Supplier is a Joint Venture of two or more firms, all such firms shall be jointly and severally bound to the Procuring Entity for the fulfillment of the provisions of the Contract and shall designate one of such firms to act as a leader with authority to bind the Joint Venture. The composition or constitution of the Joint Venture shall not be altered without the prior consent of the Procuring Entity.

3.10   Non-waiver

3.10.1   Subject to GCC Clause 3.10.2 below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contractor the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, nor shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

3.10.2   Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, must

be dated and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

3.11 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity, or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

3.12 Country of Origin

"Origin" means the place where the Information Technologies, Materials, and other Goods for the System were produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, Software development, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The Origin of Goods and Services is distinct from the nationality of the Supplier and may be different.

4. Notices

4.1 Unless otherwise stated in the Contract, all notices to be given under the Contract shall be in writing and shall be sent, pursuant to GCC Clause 4.3 below, by personal delivery, air mail post, special courier, facsimile, electronic mail, or Electronic Data Interchange (EDI), with the following provisions.

4.1.1 Any notice sent by facsimile, electronic mail, or EDI shall be confirmed within two (2) days after dispatch by notice sent by air mail post or special courier, except as otherwise specified in the Contract.

4.1.2 Any notice sent by air mail post or special courier shall be deemed (in the absence of evidence of earlier receipt) to have been delivered ten (10) days after dispatch. In proving the fact of dispatch, it shall be sufficient to show that the envelope containing such notice was properly addressed, stamped, and conveyed to the postal authorities or courier service for transmission by air mail or special courier.

4.1.3 Any notice delivered personally or sent by facsimile, electronic mail, or EDI shall be deemed to have been delivered on the date of its dispatch.

4.1.4 Either party may change its postal, facsimile, electronic mail, or EDI addresses for receipt of such notices by ten
(10) days' notice to the other party in writing.

4.2 Notices shall be deemed to include any approvals, consents, instructions, orders, certificates, information and other communication to be given under the Contract.

4.3 Pursuant to GCC Clause 18, notices from/to the Procuring Entity are normally given by, or addressed to, the Project Manager, while notices from/to the Supplier are normally given by, or addressed to, the Supplier's Representative, or in its absence its deputy if any. If there is no appointed Project Manager or Supplier's Representative (or deputy), or if their related authority is limited by the SCC for GCC Clauses 18.1 or 18.2.2, or for any other reason, the Procuring Entity or Supplier may give and receive notices at their fall-back addresses. The address of the Project Manager and the fall-back address of the Procuring Entity are as **specified in the SCC** or as subsequently established/ amended. The address of the Supplier's Representative and the fall-back address of the Supplier are as specified in Appendix 1 of the Contract Agreement or as subsequently established/amended.

5. Governing Law

5.1 The Contract shall be governed by and interpreted in accordance with the laws of Kenya.

5.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in Kenya when
a   As a matter of law or official regulations, Kenya prohibits commercial relations with that country; or

b   by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

6   Fraud and Corruption

6.1   The Procuring Entity requires compliance with the laws of Kenya on Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in its statutes.

6.2   The Procuring Entity requires the Suppliers to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

B. SUBJECT MATTER OF CONTRACT

7   Scope of the System

7.1   Unless otherwise expressly **limited in the SCC** or Technical Requirements, the Supplier's obligations cover the provision fall Information Technologies, Materials and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System, in accordance with the plans, procedures, specifications, drawings, codes, and any other documents specified in the Contract and the Agreed Project Plan.

7.2   The Supplier shall, unless specifically excluded in the Contract, perform all such work and/or supply all such items and Materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Operational Acceptance of the System as if such work and/or items and Materials were expressly mentioned in the Contract.

7.3   The Supplier's obligations (if any) to provide Goods and Services as implied by the Recurrent Cost tables of the Supplier's tender, such as consumables, spare parts, and technical services (e.g., maintenance, technical assistance, and operational support), areas **specified in the SCC,** including the relevant terms, characteristics, and timings.

7.   Time for Commencement and Operational Acceptance

7.1.   The Supplier shall commence work on the System with in the period **specified in the SCC,** and without prejudice to GCC Clause 28.2, the Supplier shall there after proceed with the System in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan.

7.2.   The Supplier shall achieve Operational Acceptance of the System (or Subsystem(s) where a separate time for Operational Acceptance of such Sub system (s) is specified in the Contract) in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).

8.   Supplier's Responsibilities

8.1.   The Supplier shall conduct all activities with due care and diligence, in accordance with the Contract and with the skill and care expected of a competent provider of information technologies, information systems, support, maintenance, training, and other related services, or in accordance with best industry practices. In particular, the Supplier shall provide and employ only technical personnel who are skilled and experienced in the irrespective callings and supervisory staff who are competent to adequately supervise the work at hand.

8.2.   The Supplier confirms that it has entered into this Contract on the basis of a proper examination of the

data relating to the System provided by the Procuring Entity and on the basis of information that the Supplier could have obtained from a visual inspection of the site (if access to the site was available) and of other data readily available to the Supplier relating to the System as at the date twenty-eight (28) days prior to tender submission. The Supplier acknowledges that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.

8.3. The Supplier shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually Agreed Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision-making may constitute grounds for termination pursuant to GCC Clause 41.2.

8.4. The Supplier shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings in Kenya that are necessary for the performance of the Contract, including, without limitation, visas for the Supplier's and Subcontractor's personnel and entry permits for all imported Supplier's Equipment. The Supplier shall acquire all other permits, approvals, and/or licenses that are not the responsibility of the Procuring Entity under GCC Clause 10.4 and that are necessary for the performance of the Contract.

8.5. The Supplier shall comply with all laws in force in Kenya. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless the Procuring Entity from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature a rising or resulting from the violation of such laws by the Supplier or its personnel, including the Sub contractors and their personnel, but without prejudice to GCC Clause 10.1. The Supplier shall not indemnify the Procuring Entity to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the Procuring Entity.

8.6. The Supplier shall, in all dealings with its labor and the labor of its Subcontractors currently employed on or connected with the Contract, pay due regard to all recognized festivals, official holidays, religious or other customs, and all local laws and regulations pertaining to the employment of labor.

8.7. Any Information Technologies or other Goods and Services that will be incorporated in or be required for the System and other supplies shall have their Origin, as defined in GCC Clause 3.12, in a country that shall be an Eligible Country, as defined in GCC Clause 1.1 (e) (iv).

8.8. Pursuant to paragraph 2.2e. of Appendix B to the General Conditions the Supplier shall permit and shall cause its subcontractors and sub-consultants to permit, the PPRA and/or persons appointed by the PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the PPRA if requested by the PPRA. The Supplier's and its Sub contractors' and sub-consultants' attention is drawn to Sub-Clause 6.1 which provides, inter alia, that acts intended to materially impede the exercise of the PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of in eligibility pursuant to the PPRA's prevailing sanctions procedures).

8.9. The Supplier shall conform to the sustainable procurement contractual provisions, if and as **specified in the SCC.**

8.10. **Unless otherwise specified in the SCC** the Supplier shall have no other Supplier responsibilities.

9. Procuring Entity's Responsibilities

9.1. The Procuring Entity shall ensure the accuracy of all information and/or data to be supplied by the Procuring Entity to the Supplier, except when otherwise expressly stated in the Contract.

9.2. The Procuring Entity shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach an Agreed Project Plan (pursuant to GCC Clause

19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision making may constitute grounds for Termination pursuant to GCC Clause 41.3.1(b).

9.3. The Procuring Entity shall be responsible for acquiring and providing legal and physical possession of the site and access to it, and for providing possession of and access to all other are as reasonably required for the proper execution of the Contract.

9.4. If requested by the Supplier, the Procuring Entity shall use its best endeavors to assist the Supplier in obtaining in a timely and expeditious manner all permits, approvals, and/or licenses necessary for the execution of the Contract from all local, state, or national government authorities or public service undertakings that such authorities or under takings require the Supplier or Sub contractors or the personnel of the Supplier or Sub contractors, as the case may be, to obtain.

9.5. In such cases where the responsibilities of specifying and acquiring or upgrading telecommunications and/or electric power services falls to the Supplier, as specified in the Technical Requirements, SCC, Agreed Project Plan, or other parts of the Contract, the Procuring Entity shall use its best endeavors to assist the Supplier in obtaining such services in a timely and expeditious manner.

9.6. The Procuring Entity shall be responsible for timely provision of all resources, access, and information necessary for the Installation and Operational Acceptance of the System (including, but not limited to, any required telecommunications or electric power services), as identified in the Agreed Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Supplier. Delay by the Procuring Entity may result in an appropriate extension of the Time for Operational Acceptance, at the Supplier's discretion.

9.7. Unless otherwise specified in the Contractor agreed upon by the Procuring Entity and the Supplier, the Procuring Entity shall provide sufficient, properly qualified operating and technical personnel, as required by the Supplier to properly carry out Delivery, Pre-commissioning, Installation, Commissioning, and Operational Acceptance, at or before the time specified in the Implementation Schedule and the Agreed Project Plan.

9.8. The Procuring Entity will designate appropriate staff for the training courses to be given by the Supplier and shall make all appropriate logistical arrangements for such training as specified in the Technical Requirements, SCC, the Agreed Project Plan, or other parts of the Contract.

9.9. The Procuring Entity assumes primary responsibility for the Operational Acceptance Test (s) for the System, in accordance with GCC Clause 27.2, and shall be responsible for the continued operation of the System after Operational Acceptance. However, this shall not limit in anyway the Supplier's responsibilities after the date of Operational Acceptance otherwise specified in the Contract.

9.10. The Procuring Entity is responsible for performing and safely storing timely and regular backups of its data and Software in accordance with accepted data management principles, except where such responsibility is clearly assigned to the Supplier elsewhere in the Contract.

9.11. All costs and expenses involved in the performance of the obligations under this GCC Clause 10 shall be the responsibility of the Procuring Entity, save those to be incurred by the Supplier with respect to the performance of the Operational Acceptance Test (s), in accordance with GCC Clause 27.2.

9.12. **Unless otherwise specified in the SCC** the Procuring Entity shall have no other Procuring Entity responsibilities.

C. Payment

10. Contract Price

10.1. The Contract Price shall be as specified in Article 2 (Contract Price and Terms of Payment) of the

Contract Agreement.

10.2. Unless an adjustment clause is **provided for in the SCC,** the Contract Price shall be a firm lump sum not subject to any alteration, except in the event of a Change in the System pursuant to GCC Clause 39 or to other clauses in the Contract;

10.3. The Supplier shall be deemed to have satisfied itself as to the correctness and sufficiency of the Contract Price, which shall, except as otherwise provided for in the Contract, cover all its obligations under the Contract.

10.4. Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: *(corrected tender price–tender price)/ tender price X 100.*

11. Terms of Payment

11.1. The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the System or Subsystem(s), Delivered, Pre-commissioned, Installed, and Operationally Accepted, and by documents submitted pursuant to GCC Clause 22.5 and upon fulfillment of other obligations stipulated in the Contract. The Contract Price shall be paid as **specified in the SCC.**

11.2. No payment made by the Procuring Entity herein shall be deemed to constitute acceptance by the Procuring Entity of the System or any Sub system (s).

11.3. Payments shall be made promptly by the Procuring Entity, but in no case later than (sixty (60) days after submission of a valid invoice and upon satisfactorily performance of the contractual obligations by the Supplier. In the event that the Procuring Entity fails to make any payment by its respective due date or within the period set forth in the Contract, the Procuring Entity shall pay to the Supplier interest on the amount of such delayed payment at the rate (s) **specified in the SCC** for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.

11.4. Payments shall be made in the currency (ies) specified in the Contract Agreement, pursuant to GCC Clause 11. For Goods and Services supplied locally, payments shall be made **as specified in the SCC.**

11.5. **Unless otherwise specified in the SCC,** payment of the foreign currency portion of the Contract Price for Goods supplied from outside Kenya shall be made to the Supplier through an irrevocable Form of credit opened by an authorized bank in the Supplier's Country and will be payable on presentation of the appropriate documents. It is agreed that the Form of credit will be subject to Article10 of the latest revision of *Uniform Customs and Practice for Documentary Credits*, published by the International Chamber of Commerce, Paris.

12. Securities

12.1. Issuance of Securities
The Supplier shall provide the securities specified below in favor of the Procuring Entity at the times and in the amount, manner, and form specified below.

12.2. Advance Payment Security

12.2.1. Unless otherwise specified in the SCC, the Supplier shall provide within twenty-eight (28) days of the notification of Contract award an Advance Payment Security in the amount and currency of the Advance Payment specified in SCC for GCC Clause 12.1 above and valid until the System is Operationally Accepted.

12.2.2.   The security shall be in the form provided in the tendering documents or in another form acceptable to the Procuring Entity. The amount of the security shall be reduced in proportion to the value of the System executed by and paid to the Supplier from time to time and shall automatically become null and void when the full amount of the advance payment has been recovered by the Procuring Entity. **Unless otherwise specified in the SCC,** the reduction in value and expiration of the Advance Payment Security are calculated as follows:

P*a/(100-a), where "P" is the sum of all payments effected so far to the Supplier (excluding the Advance Payment), and "a" is the Advance Payment expressed as a percentage of the Contract Price pursuant to the SCC for GCC Clause12.1.

The security shall be returned to the Supplier immediately after its expiration.

12.3. Performance Security

13.3.1   The Supplier shall, within twenty-eight (28) days of the notification of Contract award, provide a security for the due performance of the Contract in the amount and currency **specified in the SCC**.

13.3.2   The security shall be a bank guarantee in the form provided in the Sample Contractual Forms Section of the tendering documents, or it shall be in another form acceptable to the Procuring Entity.

13.3.3   The security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The security shall be returned to the Supplier no later than twenty-eight (28) days after its expiration.

13.3.4   Upon Operational Acceptance of the entire System, the security shall be reduced to the amount specified in the SCC, on the date of the Operational Acceptance, so that the reduced security would only cover the remaining warranty obligations of the Supplier.

13.   Taxes and Duties

13.1.   For Goods or Services supplied from outside and inside Kenya, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Kenya and inside Kenya, and these duties or taxes shall be made part of the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to, in which case the duties and taxes will be the Supplier's responsibility.

13.2.   For Goods or Services supplied locally, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods or Services to the Procuring Entity. The only exception are taxes or duties, such as value-added or sales tax or stamp duty as apply to, or are clearly identifiable, on the invoices and provided they apply in Kenya, and only if these taxes, levies and/or duties are also excluded from the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to.

13.3.   If any tax exemptions, reductions, allowances, or privileges may be available to the Supplier in Kenya, the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

13.4.   For the purpose of the Contract, it is agreed that the Contract Price specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement is based on the taxes, duties, levies, and charges prevailing at the date twenty-eight (28) days prior to the date of tender submission in Kenya (also called "Tax" in this GCC Clause 14.4). If any Tax rates are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Supplier, its Sub contractors, or their employees in connection with performance of the Contract, an equitable adjustment to the

Contract Price shall be made to fully take into account any such change by addition to or reduction from the Contract Price, as the case may be.

D.   Intellectual Property

14.   Copyright

14.1. The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested in the owner of such rights.

14.2. The Procuring Entity agrees to restrict use, copying, or duplication of the Standard Software and Standard Materials in accordance with GCC Clause16, except that additional copies of Standard Materials may be made by the Procuring Entity for use within the scope of the project of which the System is apart, in the event that the Supplier does not deliver copies within thirty (30) days from receipt of a request for such Standard Materials.

14.3. The Procuring Entity's contractual rights to use the Standard Software or elements of the Standard Software may not be assigned, licensed, or otherwise transferred voluntarily except in accordance with the relevant license agreement or **unless otherwise specified in the SCC** to a legally constituted successor organization (e.g., a reorganization of a public entity formally authorized by the government or through a merger or acquisition of a private entity)**.**

14.4. **Unless otherwise specified in the SCC,** the Intellectual Property Rights in all Custom Software and Custom Materials specified in Appendices 4 and 5 of the Contract Agreement (if any) shall, at the date of this Contractor on creation of the rights (if later than the date of this Contract), vest in the Procuring Entity. The Supplier shall do and execute or arrange for the doing and executing of each necessary act, document, and thing that the Procuring Entity may consider necessary or desirable to perfect the right, title, and interest of the Procuring Entity in and to those rights. In respect of such Custom Software and Custom Materials, the Supplier shall ensure that the holder of am or alright in such an item does not assert it, and the Supplier shall, if requested to do so by the Procuring Entity and where permitted by applicable law, ensure that the holder of such a moral right waives it.

14.5. **Unless otherwise specified in the SCC**, escrow arrangements shall NOT be required.

15.   Software License Agreements

15.1. Except to the extent that the Intellectual Property Rights in the Software vest in the Procuring Entity, the Supplier here by grants to the Procuring Entity license to access and use the Software, including all inventions, designs, and marks embodied in the Software.
Such license to access and use the Software shall:
  15.1.1.   be:
    i.   non-exclusive;
    ii. fully paid up and irrevocable (except that it shall terminate if the Contract terminates under GCC Clauses 41.1 or 41.3);
    iii. **unless otherwise specified in the SCC** valid throughout Kenya;
    iv. **unless otherwise specified in the SCC subject** to NO additional restrictions.
  15.1.2. Permit the Software to be:

i.   used or copied for use on or with the computer(s) for which it was acquired (if specified in the Technical Requirements and/or the Supplier's tender), plus a backup computer(s) of the same or similar capacity, if the primary is (are) in operative, and during a reasonable transitional period when use is being transferred between primary and back up;

ii.   used or copied for use on or transferred to are placement computer (s), (and use on the original and replacement computer(s) may be simultaneous during a reasonable transitional period) provided that, if the Technical Requirements and/or the Supplier's tender specifies a class of computer to which the license is restricted, the replacement computer (s) is (are) within that class;

iii.   if the nature of the System is such as to permit such access, accessed from other computers connected to the primary and/or back up computer (s) by means of a local or wide-area network or similar arrangement, and used on or copied for use on those other computers to the extent necessary to that access;

iv.   reproduced for safe keeping or back up purposes;

v.   customized, adapted, or combined with other computer software for use by the Procuring Entity, provided that derivative software incorporating any substantial part of the delivered, restricted Software shall be subject to same restrictions as a reset forth in this Contract;

vi.   **unless otherwise specified in the SCC,** disclosed to, and reproduced for use by, support service suppliers and their sub-contractors, (and the Procuring Entity may sub-license such persons to use and copy for use the Software) to the extent reasonably necessary to the performance of their support service contracts, subject to the same restrictions as a reset forth in this Contract; and

vii.   **unless otherwise specified in the SCC** disclosed to, and reproduced for use by, NO other parties.

TheSupplierhastherighttoaudittheStandardSoftwaretoverifycompliancewiththeabovelicenseagreements.
Unless otherwise specified in the SCC, the Procuring Entity will make available to the Supplier, within seven
(7) days of a written request, accurate and up-to-date records of the number and location of copies, the number of authorized users, or any other relevant data required to demonstrate use of the Standard Software as per the license agreement. If and only if, expressly agreed in writing between the Procuring Entity and the Supplier, Procuring Entity will allow, under a pre-specified agreed procedure, the execution of embedded software functions under Supplier's control, and unencumbered transmission of resulting information on software usage.

16.   Confidential Information

16.1. **Unless otherwise specified in the SCC,** the" Receiving Party" (either the Procuring Entity or the Supplier) shall keep confidential and shall not, without the written consent of the other party to this Contract ("the Disclosing Party"), divulge to any third party any documents, data, or other information of a confidential nature ("Confidential Information") connected with this Contract, and furnished directly or indirectly by the Disclosing Party prior to or during performance, or following termination, of this Contract.

16.2. For the purposes of GCC Clause 17.1, the Supplier is also deemed to be the Receiving Party of Confidential Information generated by the Supplier itself in the course of the performance of its obligations under the Contract and relating to the businesses, finances, suppliers, employees, or other contacts of the Procuring Entity or the Procuring Entity's use of the System.

16.3. Notwithstanding GCC Clauses 17.1 and 17.2:

16.3.1. the Supplier may furnish to its Subcontractor Confidential Information of the Procuring Entity to the extent reasonably required for the Subcontractor to perform its work under the Contract; and

16.3.2. the Procuring Entity may furnish Confidential Information of the Supplier: (i) to its support service suppliers and their subcontractors to the extent reasonably required for them to perform their work under their support service contracts; and (ii) to its affiliates and subsidiaries, in which event the Receiving Party shall ensure that the person to whom it furnishes Confidential Information of the Disclosing Party is aware of and a tenderer by the Receiving Party's obligations under this GCC Clause 17 as if that person were party to the Contract in place of the Receiving Party.

16.4. The Procuring Entity shall not, without the Supplier's prior written consent, use any Confidential Information received from the Supplier for any purpose other than the operation, maintenance and further development of the System. Similarly, the Supplier shall not, without the Procuring Entity's prior written consent, use any Confidential Information received from the Procuring Entity for any

purpose other than those that are required for the performance of the Contract.

16.5. The obligation of a party under GCC Clauses 17.1 through 17.4 above, however, shall not apply to that information which:

16.5.1. Now or hereafter enters the public domain through no fault of the Receiving Party;

16.5.2. can be proven to have been possessed by the Receiving Party at the time of disclosure and that was not previously obtained, directly or indirectly, from the Disclosing Party;

16.5.3. otherwise lawfully becomes available to the Receiving Party from a third party that has no obligation of confidentiality.

16.6. The above provisions of this GCC Clause17 shall not in any way modify any undertaking of confidentiality given by either of the parties to this Contract prior to the date of the Contract in respect of the System or any part thereof.

16.7. **Unless otherwise specified in the SCC**, the provisions of this GCC Clause17 shall survive the termination, for whatever reason, of the Contract for three (3) years.

E. Supply, Installation, Testing, Commissioning, and Acceptance of the System

17. Representatives

17.1. Project Manager

If the Project Manager is not named in the Contract, then within fourteen (14) days of the Effective Date, the Procuring Entity shall appoint and notify the Supplier in writing of the name of the Project Manager. The Procuring Entity may from time to time appoint some other person as the Project Manager in place of the person previously so appointed and shall give a notice of the name of such other person to the Supplier without delay. No such appointment shall be made at such a time or in such a manner as to impede the progress of work on the System. Such appointment shall take effect only upon receipt of such notice by the Supplier. **Unless otherwise specified in the SCC** (if any), the Project Manager shall have the authority to represent the Procuring Entity on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Procuring Entity pursuant to GCC Clause4.

17.2. Supplier's Representative

18.2.1 If the Supplier's Representative is not named in the Contract, then with in fourteen (14) days of the Effective Date, the Supplier shall appoint the Supplier's Representative and shall request the Procuring Entity in writing to approve the person so appointed. The request must be accompanied by a detailed curriculum vitae for the nominee, as well as a description of any other System or non-System responsibilities the nominee would retain while performing the duties of the Supplier's Representative. If the Procuring Entity does not object to the appointment within fourteen (14) days, the Supplier's Representative shall be deemed to have been approved. If the Procuring Entity objects to the appointment within fourteen (14) days giving the reason therefor, then the Supplier shall appoint a replacement within fourteen (14) days of such objection in accordance with this GCC Clause 18.2.1.

18.2.2 **Unless otherwise specified in the SCC** (if any), the Supplier's Representative shall have the authority to represent the Supplier on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Supplier pursuant to GCC Clause 4.

18.2.3 The Supplier shall not revoke the appointment of the Supplier's Representative without the Procuring Entity's prior written consent, which shall not be unreasonably withheld. If the Procuring Entity consents to such an action, the Supplier shall appoint another person of equal or superior qualifications as the Supplier's Representative, pursuant to the procedure set out in GCC Clause

18.2.1.

18.2.4   The Supplier's Representative and staff are obliged to work closely with the Procuring Entity's Project Manager and staff, act within their own authority, and a tenderer by directives issued by the Procuring Entity that are consistent with the terms of the Contract. The Supplier's Representative is responsible for managing the activities of its personnel and any subcontracted personnel.

18.2.5   The Supplier's Representative may, subject to the approval of the Procuring Entity (which shall not be unreasonably withheld), at any time delegate to any person any of the powers, functions, and authorities vested in him or her. Any such delegation may be revoked at any time. Any such delegation or revocation shall be subject to a prior notice signed by the Supplier's Representative and shall specify the powers, functions, and authorities there by delegated or revoked. No such delegation or revocation shall take effect unless and until the notice of it has been delivered.

18.2.6   Any act or exercise by any person of powers, functions and authorities so delegated to him or her in accordance with GCC Clause18.2.5shall be deemed to be an act or exercise by the Supplier's Representative.

18.3   Objections and Removals

18.3.1   The Procuring Entity may by notice to the Supplier object to any representative or person employed by the Supplier in the execution of the Contract who, in the reasonable opinion of the Procuring Entity, may have behaved inappropriately, be incompetent, or be negligent. The Procuring Entity shall provide evidence of the same, where upon the Supplier shall remove such person from work on the System.

18.3.2   If any representative or person employed by the Supplier is removed in accordance with GCC Clause18.3.1, the Supplier shall, where required, promptly appoint a replacement.

18.   Project Plan

18.1.   In close cooperation with the Procuring Entity and based on the Preliminary Project Plan included in the Supplier's tender, the Supplier shall develop a Project Plan encompassing the activities specified in the Contract. The contents of the Project Plan shall be as **specified in the SCC** and/ or Technical Requirements.

18.2. **Unless otherwise specified in the SCC**, within thirty (30) days from the Effective Date of the Contract, the Supplier shall present a Project Plan to the Procuring Entity. The Procuring Entity shall, within fourteen (14) days of receipt of the Project Plan, notify the Supplier of any respects in which it considers that the Project Plan does not adequately ensure that the proposed program of work, proposed methods, and/or proposed Information Technologies will satisfy the Technical Requirements and/or the SCC (in this Clause 19.2 called "non-conformities" below). The Supplier shall, within five (5) days of receipt of such notification, correct the Project Plan and resubmit to the Procuring Entity. The Procuring Entity shall, within five (5) days of resubmission of the Project Plan, notify the Supplier of any remaining non-conformities. This procedure shall be repeated as necessary until the Project Plan is free from non-conformities. When the Project Plan is free from non-conformities, the Procuring Entity shall provide confirmation in writing to the Supplier. This approved Project Plan ("the Agreed Project Plan") shall be contractually binding on the Procuring Entity and the Supplier.

18.3. If required, the impact on the Implementation Schedule of modifications agreed during finalization of the Agreed Project Plan shall be incorporated in the Contract by amendment, in accordance with GCC Clauses 39 and 40.

18.4. The Supplier shall undertake to supply, install, test, and commission the System in accordance with the Agreed Project Plan and the Contract.

18.5. **Unless otherwise specified in the SCC**, the Supplier shall submit to the Procuring Entity Monthly Progress Reports summarizing:

   i)   Results accomplished during the prior period;

   ii)   cumulative deviations to date from schedule of progress milestones as specified in the Agreed Project Plan;

   iii) corrective actions to be taken to return to planned schedule of progress; proposed revisions to planned schedule;

   iv)   other issues and outstanding problems; proposed actions to be taken;

   v)   resources that the Supplier expects to be provided by the Procuring Entity and/ or actions to be taken by the Procuring Entity in the next reporting period;

   vi)   other issues or potential problems the Supplier foresees that could impact on project progress and/or effectiveness.

18.6. The Supplier shall submit to the Procuring Entity other (periodic) reports **as specified in the SCC**.

19.   Sub-contracting

19.1. Appendix 3 (List of Approved Subcontractors) to the Contract Agreement specifies critical items of supply or services and a list of Subcontractors for each item that are considered acceptable by the Procuring Entity. If no Subcontractors are listed for an item, the Supplier shall prepare a list of Subcontractors it considers qualified and wishes to be added to the list for such items. The Supplier may from time to time propose additions to or deletions from any such list. The Supplier shall submit any such list or any modification to the list to the Procuring Entity for its approval insufficient time so as not to impede the progress of work on the System. The Procuring Entity shall not withhold such approval unreasonably. Such approval by the Procuring Entity of a Subcontractor (s) shall not relieve the Supplier from any of its obligations, duties, or responsibilities under the Contract.

19.2. The Supplier may, at its discretion, select and employ Subcontractors for such critical items from those Subcontractors listed pursuant to GCC Clause 20.1. If the Supplier wishes to employ a Subcontractor not so listed, or subcontract an item not so listed, it must seek the Procuring Entity's prior approval under GCC Clause 20.3.

19.3. For items for which pre-approved Subcontractor lists have not been specified in Appendix 3 to the Contract Agreement, the Supplier may employ such Subcontractors as it may select, provided: (i) the Supplier notifies the Procuring Entity in writing at least twenty-eight (28) days prior to the proposed mobilization date for such Subcontractor; and (ii) by the end of this period either the Procuring Entity has granted its approval in writing or fails to respond. The Supplier shall not engage any Subcontract or to which the Procuring Entity has objected in writing prior to the end of the notice period. The absence of a written objection by the Procuring Entity during the above specified period shall constitute formal acceptance of the proposed Subcontractor. Except to the extent that it permits the deemed approval of the Procuring Entity of Subcontractors not listed in the Contract Agreement, nothing in this Clause, however, shall limit the rights and obligations of either the Procuring Entity or Supplier as they are specified in GCC Clauses 20.1 and 20.2, or in Appendix3 of the Contract Agreement.

20.   Design and Engineering

20.1. Technical Specifications and Drawings

21.1.1   The Supplier shall execute the basic and detailed design and the implementation activities necessary for successful installation of the System in compliance with the provisions of the Contractor, where not so specified, in accordance with good industry practice.

   The Supplier shall be responsible for any discrepancies, errors or omissions in the specifications, drawings, and other technical documents that it has prepared, whether such specifications, drawings, and other documents have been approved by the Project Manager or not, provided that such discrepancies, errors, or omissions are not because of in accurate information furnished in writing to

the Supplier by or on behalf of the Procuring Entity.

21.1.2   The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification, or other document, or any modification of such design, drawings, specification, or other documents provided or designated by or on behalf of the Procuring Entity, by giving a notice of such disclaimer to the Project Manager.

21.2   Codes and Standards

Wherever references are made in the Contract to codes and standards in accordance with which the Contract shall be executed, the edition or the revised version of such codes and standards current at the date twenty-eight (28) days prior to date of tender submission shall apply. During Contract execution, any changes in such codes and standards shall be applied after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 39.3.

21.3   Approval/ Review of Controlling Technical Documents by the Project Manager

21.3.2   **Unless otherwise specified in the SCC**, there will NO Controlling Technical Documents required. However, **if the SCC specifies** Controlling Technical Documents, the Supplier shall prepare and furnish such documents for the Project Manager's approval or review.

Any part of the System covered by or related to the documents to be approved by the Project Manager shall be executed only after the Project Manager's approval of these documents.

GCC Clauses 21.3.2 through 21.3.7 shall apply to those documents requiring the Project Manager's approval, but not to those furnished to the Project Manager for its review only.

21.3.3   Within fourteen (14) days after receipt by the Project Manager of any document requiring the Project Manager's approval in accordance with GCC Clause 21.3.1, the Project Manager shall either return one copy of the document to the Supplier with its approval endorsed on the document or shall notify the Supplier in writing of its disapproval of the document and the reasons for disapproval and the modifications that the Project Manager proposes. If the Project Manager fails to take such action within the fourteen (14) days, then the document shall be deemed to have been approved by the Project Manager.

21.3.4   The Project Manager shall not disapprove any document except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.

21.3.5   If the Project Manager disapproves the document, the Supplier shall modify the document and resubmit it for the Project Manager's approval in accordance with GCC Clause 21.3.2. If the Project Manager approves the document subject to modification(s), the Supplier shall make the required modification(s), and the document shall then be deemed to have been approved, subject to GCC Clause 21.3.5. The procedure set out in GCC Clauses 21.3.2 through 21.3.4 shall be repeated, as appropriate, until the Project Manager approves such documents.

21.3.6   If any dispute occurs between the Procuring Entity and the Supplier in connection with or arising out of the disapproval by the Project Manager of any document and/ or any modification (s) to a document that cannot be settled between the parties within a reasonable period, then, in case the Contract Agreement includes and names an Adjudicator, such dispute may be referred to the Adjudicator for determination in accordance with GCC Clause 43.1 (Adjudication). If such dispute is referred to an Adjudicator, the Project Manager shall give instructions as to whether and if so, how, performance of the Contract is to proceed. The Supplier shall proceed with the Contract in accordance with the Project Manager's instructions, provided that if the Adjudicator upholds the Supplier's view on the dispute and if the Procuring Entity has not given notice under GCC Clause 43.1.2, then the Supplier shall be reimbursed by the Procuring Entity for any additional costs incurred by reason of such instructions and shall be relieved of such responsibility or liability in connection with the dispute and the execution of the instructions as the Adjudicator shall decide, and the Time for Achieving Operational Acceptance shall be extended accordingly.

21.3.7 The Project Manager's approval, with or without modification of the document furnished by the

Supplier, shall not relieve the Supplier of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the Project Manager or inaccurate information furnished in writing to the Supplier by or on behalf of the Procuring Entity.

21.3.8 The Supplier shall not depart from any approved document unless the Supplier has first submitted to the Project Manager an amended document and obtained the Project Manager's approval of the document, pursuant to the provisions of this GCC Clause 21.3. If the Project Manager requests any change in any already approved document and/or in any document based on such an approved document, the provisions of GCC Clause 39 (Changes to the System) shall apply to such request.

21. Procurement, Delivery, and Transport

21.1. Subject to related Procuring Entity's responsibilities pursuant to GCC Clauses 10 and 14, the Supplier shall manufacture or procure and transport all the Information Technologies, Materials, and other Goods in an expeditious and orderly manner to the Project Site.

21.2. Delivery of the Information Technologies, Materials, and other Goods shall be made by the Supplier in accordance with the Technical Requirements.

21.3. Early or partial deliveries require the explicit written consent of the Procuring Entity; which consent shall not be unreasonably withheld.

21.4. Packaging and Transportation

22.4.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during shipment. The packing, marking, and documentation within and outside the packages shall comply strictly with the Procuring Entity's instructions to the Supplier.

22.4.2 The Supplier will bear responsibility for and cost of transport to the Project Sites in accordance with the terms and conditions used in the specification of prices in the Price Schedules, including the terms and conditions of the associated Inco terms.

22.4.3 **Unless otherwise specified in the SCC,** the Supplier shall be free to use transportation through carriers registered in any eligible country and to obtain insurance from any eligible source country.

Unless otherwise specified in the SCC, the Supplier will provide the Procuring Entity with shipping and other documents, as specified below:

22.4.4 For Goods supplied from outside Kenya:
Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company contracted by the Supplier to provide cargo insurance by cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Procuring Entity by mail or courier, as appropriate, with a copy to the cargo insurance company:

a   Two copies of the Supplier's invoice showing the description of the Goods, quantity, unit price, and total amount;

b   usual transportation documents;

c   insurance certificate;

d   certificate (s) of origin; and

e   estimated time and point of arrival in Kenya and at the site.

22.4.5 For Goods supplied locally (i.e., from within Kenya):

Upon shipment, the Supplier shall notify the Procuring Entity by cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Procuring Entity by mail or courier, as appropriate:

a   Two copies of the Supplier's invoice showing the Goods' description, quantity, unit price, and total

amount;

  b Delivery note, railway receipt, or truck receipt;

  c certificate of insurance;

  d certificate (s) of origin; and

  e estimated time of arrival at the site.

25.5 Customs Clearance

  a) The Procuring Entity will bear responsibility for, and cost of, customs clearance into Kenya in accordance with the particular Incoterm(s) used for Goods supplied from outside Kenya in the Price Schedules referred to by Article2 of the Contract Agreement.

  b) At the request of the Procuring Entity, the Supplier will make available a representative or agent during the process of customs clearance in Kenya for goods supplied from outside Kenya. In the event of delays in customs clearance that are not the fault of the Supplier:

   i) the Supplier shall be entitled to an extension in the Time for Achieving Operational Acceptance, pursuant to GCC Clause40;

   ii) the Contract Price shall be adjusted to compensate the Supplier for any additional storage charges that the Supplier may incur as a result of the delay.

22. Product Upgrades

22.1. At any point during performance of the Contract, should technological advances be introduced by the Supplier for Information Technologies originally offered by the Supplier in its tender and still to be delivered, the Supplier shall be obligated to offer to the Procuring Entity the latest versions of the available Information Technologies having equal or better performance or functionality at the same or lesser unit prices, pursuant to GCC Clause39 (Changes to the System).

22.2. At any point during performance of the Contract, for Information Technologies still to be delivered, the Supplier will also pass on to the Procuring Entity any cost reductions and additional and/ or improved support and facilities that it offers to other clients of the Supplier in Kenya, pursuant to GCC Clause39 (Changes to the System).

22.3. During performance of the Contract, the Supplier shall offer to the Procuring Entity all new versions, releases, and updates of Standard Software, as well as related documentation and technical support services, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in Kenya, and no later than twelve (12) months after they are released in the country of origin. In no case will the prices for these Software exceed those quoted by the Supplier in the Recurrent Costs tables in its tender.

22.4. **Unless otherwise specified in the SCC,** during the Warranty Period, the Supplier will provide at no additional cost to the Procuring Entity all new versions, releases, and updates for all Standard Software that are used in the System, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in Kenya, and no later than twelve (12) months after they are released in the country of origin of the Software.

22.5. The Procuring Entity shall introduce all new versions, releases or updates of the Software within eighteen (18) months of receipt of a production-ready copy of the new version, release, or update, provided that the new version, release, or update does not adversely affect System operation or performance or require extensive reworking of the System. In cases where the new version, release, or update adversely affects System operation or performance, or requires extensive reworking of the System, the Supplier shall continue to support and maintain the version or release previously in operation for as long as necessary to allow introduction of the new version, release, or update. In no case shall the Supplier stop supporting or maintaining a version or release of the Software less than twenty-four (24) months after the Procuring Entity receives a production-ready copy of a subsequent version, release, or update. The Procuring Entity shall use all reasonable endeavors to implement any

new version, release, or update as soon as practicable, subject to the twenty-four-month-long stop date.

23. Implementation, Installation, and Other Services

23.1. The Supplier shall provide all Services specified in the Contract and Agreed Project Plan in accordance with the highest standards of professional competence and integrity.

23.2. Prices charged by the Supplier for Services, if not included in the Contract, shall be agreed upon in advance by the parties (including, but not restricted to, any prices submitted by the Supplier in the Recurrent Cost Schedules of its Tender) and shall not exceed the prevailing rates charged by the Supplier to other Procuring Entity's in Kenya for similar services.

24. Inspections and Tests

24.1. The Procuring Entity or its representative shall have the right to inspect and/or test any components of the System, as specified in the Technical Requirements, to confirm their good working order and/or conformity to the Contract at the point of delivery and/ or at the Project Site.

24.2. The Procuring Entity or its representative shall be entitled to attend any such inspections and/or tests of the components, provided that the Procuring Entity shall bear all costs and expenses incurred in connection with such attendance, including but not limited to all inspection agent fees, travel, and related expenses.

24.3. Should the inspected or tested components fail to conform to the Contract, the Procuring Entity may reject the component (s), and the Supplier shall either replace the rejected component (s), or make alterations as necessary so that it meets the Contract requirements free of cost to the Procuring Entity.

24.4. The Project Manager may require the Supplier to carry out any inspection and/or test not specified in the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such inspection and/ or test shall be added to the Contract Price. Further, if such inspection and/ or test impedes the progress of work on the System and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Time for Achieving Operational Acceptance and the other obligations so affected.

24.5. If any dispute shall arise between the parties in connection with or caused by an inspection and/ or with regard to any component to be incorporated in the System that cannot be settled amicably between the parties within a reasonable period of time, either party may invoke the process pursuant to GCC Clause 43 (Settlement of Disputes), starting with referral of the matter to the Adjudicator in case an Adjudicator is included and named in the Contract Agreement.

25. Installation of the System

25.1. As soon as the System, or any Subsystem, has, in the opinion of the Supplier, been delivered, Pre-commissioned, and made ready for Commissioning and Operational Acceptance Testing in accordance with the Technical Requirements, the SCC and the Agreed Project Plan, the Supplier shall so notify the Procuring Entity in writing.

25.2. The Project Manager shall, within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1, either issue an Installation Certificate in the form specified in the Sample Contractual Forms Section in the tendering documents, stating that the System, or major component or Subsystem (if Acceptance by major component or Sub system is specified pursuant to the SCC for GCC Clause27.2.1), has achieved Installation by the date of the Supplier's notice under GCC Clause 26.1, or notify the Supplier in writing of any defects and/or deficiencies, including, but not limited to, defects or deficiencies in the interoperability or integration of the various components and/or Subsystems making up the System. The Supplier shall use all reasonable endeavors to promptly remedy any defect and/ or deficiencies that the Project Manager has notified the Supplier of. The

Supplier shall then promptly carryout retesting of the System or Sub system and, when in the Supplier's opinion the System or Sub system is ready for Commissioning and Operational Acceptance Testing, notify the Procuring Entity in writing, in accordance with GCC Clause 26.1. The procedure set out in this GCC Clause shall be repeated, as necessary, until an Installation Certificate is issued.

25.3.   If the Project Manager fails to issue the Installation Certificate and fails to inform the Supplier of any defects and/or deficiencies within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1,or if the Procuring Entity puts the System or a Subsystem in to production operation, then the System (or Subsystem) shall be deemed to have achieved successful Installation as of the date of the Supplier's notice or repeated notice, or when the Procuring Entity put the System in to production operation, as the case may be.

26. Commissioning and Operational Acceptance

26.1.   Commissioning

27.1.1 Commissioning of the System (or Subsystem if specified pursuant to the SCC for GCC Clause 27.2.1) shall be commenced by the Supplier:

a)   immediately after the Installation Certificate is issued by the Project Manager, pursuant to GCC Clause 26.2; or

b)   as otherwise specified in the Technical Requirement or the Agreed Project Plan; or

c)   immediately after Installation is deemed to have occurred, under GCC Clause 26.3.

27.1.2 The Procuring Entity shall supply the operating and technical personnel and all materials and information reasonably required to enable the Supplier to carry out its obligations with respect to Commissioning. Production use of the System or Subsystem(s) shall not commence prior to the start of formal Operational Acceptance Testing.

27.2   Operational Acceptance Tests

27.2.1 The Operational Acceptance Tests (and repeats of such tests) shall be the primary responsibility of the Procuring Entity (in accordance with GCC Clause 10.9), but shall be conducted with the full cooperation of the Supplier during Commissioning of the System (or major components or Subsystem[s]), to ascertain whether the System (or major component or Subsystem[s]) conforms to the Technical Requirements and meets the standard of performance quoted in the Supplier's tender, including, but not restricted to, the functional and technical performance requirements. **Unless otherwise specified in the SCC**, the Operational Acceptance Tests during Commissioning will be conducted as specified in the Technical Requirements and/ or the Agreed Project Plan. At the Procuring Entity's discretion, Operational Acceptance Tests may also be performed on replacement Goods, upgrades and new version releases, and Goods that are added or field-modified after Operational Acceptance of the System.

27.2.2 If for reasons attributable to the Procuring Entity, the Operational Acceptance Test of the System (or Subsystem[s] or major components, pursuant to the SCC for GCC Clause 27.2.1) cannot be successfully completed within ninety (90) days from the date of Installation or any other period agreed upon in writing by the Procuring Entity and the Supplier, the Supplier shall be deemed to have fulfilled its obligations with respect to the technical and functional aspects of the Technical Specifications, SCC and/ or the Agreed Project Plan, and GCC Clause 28.2 and 28.3 shall not apply.

27.3   Operational Acceptance

27.3.1 Subject to GCC Clause 27.4 (Partial Acceptance) below, Operational Acceptance shall occur in respect of the System, when

a   the Operational Acceptance Tests, as specified in the Technical Requirements, and/or SCC and/or the Agreed Project Plan have been successfully completed; or

b   the Operational Acceptance Tests have not been successfully completed or have not been carried out for reasons that are attributable to the Procuring Entity within the period from the date of Installation or any other agreed-upon period as specified in GCC Clause 27.2.2 above; or

c   the Procuring Entity has put the System into production or use for sixty (60) consecutive days. If the System is put into production or use in this manner, the Supplier shall notify the Procuring Entity and document such use.

27.3.2   At any time after any of the events set out in GCC Clause 27.3.1 have occurred, the Supplier may give a notice to the Project Manager requesting the issue of an Operational Acceptance Certificate.

27.3.3   After consultation with the Procuring Entity, and within fourteen (14) days after receipt of the Supplier's notice, the Project Manager shall:

a   Issue an Operational Acceptance Certificate; or

b   Notify the Supplier in writing of any defect or deficiencies or other reason for the failure of the Operational Acceptance Tests; or

c   Issue the Operational Acceptance Certificate, if the situation covered by GCC Clause 27.3.1 (b) arises.

27.3.4   The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies and/or other reasons for the failure of the Operational Acceptance Test that the Project Manager has notified the Supplier of. Once such remedies have been made by the Supplier, the Supplier shall notify the Procuring Entity, and the Procuring Entity, with the full cooperation of the Supplier, shall use all reasonable endeavors to promptly carry out retesting of the System or Sub system. Upon the successful conclusion of the Operational Acceptance Tests, the Supplier shall notify the Procuring Entity of its request for Operational Acceptance Certification, in accordance with GCC Clause 27.3.3. The Procuring Entity shall then issue to the Supplier the Operational Acceptance Certification in accordance with GCC Clause 27.3.3 (a), or shall notify the Supplier of further defects, deficiencies, or other reasons for the failure of the Operational Acceptance Test. The procedure set out in this GCC Clause27.3.4 shall be repeated, as necessary, until an Operational Acceptance Certificate is issued.

27.3.5   If the System or Subsystem fails to pass the Operational Acceptance Test(s) in accordance with GCC Clause 27.2, the neither:

a   The Procuring Entity may consider terminating the Contract, pursuant to GCC Clause 41.2.2; or

b   If the failure to achieve Operational Acceptance within the specified time period is a result of the failure of the Procuring Entity to fulfill its obligations under the Contract, then the Supplier shall be deemed to have fulfilled its obligations with respect to the relevant technical and functional aspects of the Contract, and GCC Clauses 30.3 and 30.4 shall not apply.

27.3.6   If within fourteen (14) days after receipt of the Supplier's notice the Project Manager fails to issue the Operational Acceptance Certificate or fails to inform the Supplier in writing of the justifiable reasons why the Project Manager has not issued the Operational Acceptance Certificate, the System or Subsystem shall be deemed to have been accepted as of the date of the Supplier's said notice.

27.4   Partial Acceptance

27.4.1   If so specified in the SCC for GCC Clause 27.2.1, Installation and Commissioning shall be carried out individually for each identified major component or Subsystem (s) of the System. In this event, the provisions in the Contract relating to Installation and Commissioning, including the Operational Acceptance Test, shall apply to each such major component or Subsystem individually, and Operational Acceptance Certificate (s) shall be issued accordingly for each such major component or Subsystem of the System, subject to the limitations contained in GCC Clause 27.4.2.

27.4.2   The issuance of Operational Acceptance Certificates for individual major components or Subsystems pursuant to GCC Clause 27.4.1 shall not relieve the Supplier of its obligation to obtain an Operational

Acceptance Certificate for the System as an integrated whole (if so specified in the SCC for GCC Clauses 12.1 and 27.2.1) once all major components and Subsystems have been supplied, installed, tested, and commissioned.

27.4.3 In the case of minor components for the System that by their nature do not require Commissioning or an Operational Acceptance Test (e.g., minor fittings, furnishings or site works, etc.), the Project Manager shall issue an Operational Acceptance Certificate within fourteen (14) days after the fittings and/or furnishings have been delivered and/or installed or the site works have been completed. The Supplier shall, however, use all reasonable endeavors to promptly remedy any defects or deficiencies in such minor components detected by the Procuring Entity or Supplier.

F.   Guarantees and Liabilities

27.   Operational Acceptance Time Guarantee

27.1.   The Supplier guarantees that it shall complete the supply, Installation, Commissioning, and achieve Operational Acceptance of the System (or Subsystems, pursuant to the SCC for GCC Clause 27.2.1) within the time periods specified in the Implementation Schedule and/or the Agreed Project Plan pursuant to GCC Clause 8.2, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).

27.2.   **Unless otherwise specified in the SCC**, if the Supplier fails to supply, install, commission, and achieve Operational Acceptance of the System (or Subsystems pursuant to the SCC for GCC Clause 27.2.1) within the time for achieving Operational Acceptance specified in the Implementation Schedule or the Agreed Project Plan, or any extension of the time for achieving Operational Acceptance previously granted under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance), the Supplier shall pay to the Procuring Entity liquidated damages at the rate of one half of one percent per week as a percentage of the Contract Price (exclusive of Recurrent Costs if any), or the relevant part of the Contract Price if a Subsystem has not achieved Operational Acceptance. The aggregate amount of such liquidated damages shall in no event exceed the amount often (10) percent of the Contract Price (exclusive of Recurrent Costs if any). Once the Maximum is reached, the Procuring Entity may consider termination of the Contract, pursuant to GCC Clause 41.2.2.

27.3.   **Unless otherwise specified in the SCC,** liquidated damages payable under GCC Clause 28.2 shall apply only to the failure to achieve Operational Acceptance of the System (and Subsystems) as specified in the Implementation Schedule and/or Agreed Project Plan. This Clause 28.3 shall not limit, however, any other rights or remedies the Procuring Entity may have under the Contract for other delays.

27.4.   If liquidated damages are claimed by the Procuring Entity for the System (or Subsystem), the Supplier shall have no further liability whatsoever to the Procuring Entity in respect to the Operational Acceptance time guarantee for the System (or Subsystem). However, the payment of liquidated damages shall not in any way relieve the Supplier from any of its obligations to complete the System or from any other of its obligations and liabilities under the Contract.

28.   Defect Liability

28.1.   The Supplier warrants that the System, including all Information Technologies, Materials, and other Goods supplied and Services provided, shall be free from defects in the design, engineering, Materials, and workmanship that prevent the System and/or any of its components from fulfilling the Technical Requirements or that limit in a material fashion the performance, reliability, or extensibility of the System and/or Subsystems. **Unless otherwise specified in the SCC**, there will be NO exceptions and/or limitations to this warranty with respect to Software (or categories of Software). Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.

28.2.   The Supplier also warrants that the Information Technologies, Materials, and other Goods supplied under the Contract are new, unused, and in corporate all recent improvements in design that materially

affect the System's or Subsystem's ability to fulfill the Technical Requirements.

28.3. **Unless otherwise specified in the SCC,** the Supplier warrants that :(i) all Goods components to be incorporated into the System form part of the Supplier's and/or Subcontractor's current product lines, and (ii) they have been previously released to the market.

28.4. **Unless otherwise specified in the SCC**, the Warranty Period shall commence from the date of Operational Acceptance of the System (or of any major component or Subsystem for which separate Operational Acceptance is provided for in the Contract) and shall extend for thirty-six (36) months.

28.5. If during the Warranty Period any defect as described in GCC Clause 29.1 should be found in the design, engineering, Materials, and workmanship of the Information Technologies and other Goods supplied or of the Services provided by the Supplier, the Supplier shall promptly, in consultation and agreement with the Procuring Entity regarding appropriate remedying of the defects, and at its sole cost, repair, replace, or otherwise make good (as the Supplier shall, at its discretion, determine) such defect as well as any damage to the System caused by such defect. Any defective Information Technologies or other Goods that have been replaced by the Supplier shall remain the property of the Supplier.

28.6. The Supplier shall not be responsible for the repair, replacement, or making good of any defect, or of any damage to the System arising out of or resulting from any of the following causes:

28.6.1. Improper operation or maintenance of the System by the Procuring Entity;

28.6.2. Normal wear and tear;

28.6.3. use of the System with items not supplied by the Supplier, unless otherwise identified in the Technical Requirements, or approved by the Supplier; or

28.6.4. modifications made to the System by the Procuring Entity, or a third party, not approved by the Supplier.

28.7. The Supplier's obligations under this GCC Clause 29 shall not apply to:

28.7.1. any materials that are normally consumed in operation or have a normal life shorter than the Warranty Period; or

28.7.2. any designs, specifications, or other data designed, supplied, or specified by or on behalf of the Procuring Entity or any matters for which the Supplier has disclaimed responsibility, in accordance with GCC Clause 21.1.2.

28.8. The Procuring Entity shall give the Supplier a notice promptly following the discovery of such defect, stating the nature of any such defect together with all available evidence. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect any such defect. The Procuring Entity shall afford the Supplier all necessary access to the System and the site to enable the Supplier to perform its obligations under this GCC Clause 29.

28.9. The Supplier may, with the consent of the Procuring Entity, remove from the site any Information Technologies and other Goods that are defective, if the nature of the defect, and/or any damage to the System caused by the defect, is such that repairs cannot be expeditiously carried out at the site. If the repair, replacement, or making good is of such a character that it may affect the efficiency of the System, the Procuring Entity may give the Supplier notice requiring that tests of the defective part be made by the Supplier immediately upon completion of such remedial work, where upon the Supplier shall carry out such tests.

If such part fails the tests, the Supplier shall carry out further repair, replacement, or making good (as the case maybe) until that part of the System passes such tests. The tests shall be agreed upon by the Procuring Entity and the Supplier.

28.10. **Unless otherwise specified in the SCC**, the response times and repair/replacement times for Warranty Defect Repair are specified in the Technical Requirements. Nevertheless, if the Supplier fails to commence the work necessary to remedy such defect or any damage to the System caused by such

defect within two weeks the Procuring Entity may, following notice to the Supplier, proceed to do such work or contract a third party (or parties) to do such work, and the reasonable costs incurred by the Procuring Entity in connection with such work shall be paid to the Procuring Entity by the Supplier or may be deducted by the Procuring Entity from any monies due the Supplier or claimed under the Performance Security.

28.11. If the System or Subsystem cannot be used by reason of such defect and/or making good of such defect, the Warranty Period for the System shall be extended by a period equal to the period during which the System or Subsystem could not be used by the Procuring Entity because of such defect and/or making good of such defect.

28.12. Items substituted for defective parts of the System during the Warranty Period shall be covered by the Defect Liability Warranty for the remainder of the Warranty Period applicable for the part replaced or three (3) months, whichever is greater. For reasons of information security, the Procuring Entity may choose to retain physical possession of any replaced defective information storage devices.

28.13. At the request of the Procuring Entity and without prejudice to any other rights and remedies that the Procuring Entity may have against the Supplier under the Contract, the Supplier will offer all possible assistance to the Procuring Entity to seek warranty services or remedial action from any subcontracted third-party producers or licensor of Goods included in the System, including without limitation assignment or transfer in favor of the Procuring Entity of the benefit of any warranties given by such producers or licensors to the Supplier.

29. Functional Guarantees

29.1. The Supplier guarantees that, once the Operational Acceptance Certificate(s) has been issued, the System represents a complete, integrated solution to the Procuring Entity's requirements set forth in the Technical Requirements and it conforms to all other aspects of the Contract. The Supplier acknowledges that GCC Clause 27 regarding Commissioning and Operational Acceptance govern show technical conformance of the System to the Contract requirements will be determined.

29.2. If, for reasons attributable to the Supplier, the System does not conform to the Technical Requirements or does not conform to all other aspects of the Contract, the Supplier shall at its cost and expense make such changes, modifications, and/or additions to the System as may be necessary to conform to the Technical Requirements and meet all functional and performance standards. The Supplier shall notify the Procuring Entity upon completion of the necessary changes, modifications, and/or additions and shall request the Procuring Entity to repeat the Operational Acceptance Tests until the System achieves Operational Acceptance.

29.3. If the System (or Subsystem[s]) fails to achieve Operational Acceptance, the Procuring Entity may consider termination of the Contract, pursuant to GCC Clause 41.2.2, and forfeiture of the Supplier's Performance Security in accordance with GCC Clause 13.3 in compensation for the extra costs and delays likely to result from this failure.

30. Intellectual Property Rights Warranty

30.1. The Supplier here by represents and warrants that:

30.1.1. The System as supplied, installed, tested, and accepted;

30.1.2. Use of the System in accordance with the Contract; and

30.1.3. Copying of the Software and Materials provided to the Procuring Entity in accordance with the Contract do not and will not infringe any Intellectual Property Rights held by any third party and that it has all necessary rights or at its sole expense shall have secured in writing all transfer so frights and other consents necessary to make the assignments, licenses, and other transfers of Intellectual Property Rights and the warranties set forth in the Contract, and for the Procuring Entity to own or exercise all Intellectual Property Rights as provided in the Contract. Without

limitation, the Supplier shall secure all necessary written agreements, consents, and transfers of rights from its employees and other persons or entities whose services are used for development of the System.

31. Intellectual Property Rights Indemnity

31.1. The Supplier shall indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Procuring Entity or its employees or officers may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights by reason of:

31.1.1. Installation of the System by the Supplier or the use of the System, including the Materials, in the country where the site is located;

31.1.2. copying of the Software and Materials provided by the Supplier in accordance with the Agreement; and

31.1.3. sale of the products produced by the System in any country, except to the extent that such losses, liabilities, and costs a rise as a result of the Procuring Entity's breach of GCC Clause 32.2.

31.2. Such indemnity shall not cover any use of the System, including the Materials, other than for the purpose indicated by or to be reasonably inferred from the Contract, any infringement resulting from the use of the System, or any products of the System produced there by in association or combination with any other goods or services not supplied by the Supplier, where the infringement arises because of such association or combination and not because of use of the System in its own right.

31.3. Such indemnities shall also not apply if any claim of infringement:

31.3.1. Is asserted by apparent, subsidiary, or affiliate of the Procuring Entity's organization;

31.3.2. Is a direct result of a design mandated by the Procuring Entity's Technical Requirements and the possibility of such infringement was duly noted in the Supplier's Tender; or

31.3.3. Results from the alteration of the System, including the Materials, by the Procuring Entity or any persons other than the Supplier or a person authorized by the Supplier.

31.4. If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Clause 32.1, the Procuring Entity shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Procuring Entity within the twenty-eight (28) days, the Procuring Entity shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

31.5. The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided to the Supplier in connection with this Contract by the Procuring Entity or any persons (other than the Supplier) contracted by the Procuring Entity, except to the extent that such losses, liabilities, and costs arise as a result of the Supplier's breach of GCC Clause 32.8.

31.6. Such indemnity shall not cover

    31.6.1.   any use of the design, data, drawing, specification, or other documents or materials, other than for the purpose indicated by or to be reasonably inferred from the Contract;

    31.6.2.   any infringement resulting from the use of the design, data, drawing, specification, or other documents or materials, or any products produced thereby, in association or combination with any other Goods or Services not provided by the Procuring Entity or any other person contracted by the Procuring Entity, where the infringement arises because of such association or combination and not because of the use of the design, data, drawing, specification, or other documents or materials in its own right.

31.7. Such indemnities shall also not apply:

    31.7.1.   If any claim of infringement is asserted by apparent, subsidiary, or affiliate of the Supplier's organization;

    31.7.2.   to the extent that any claim of infringement is caused by the alteration, by the Supplier, or any persons contracted by the Supplier, of the design, data, drawing, specification, or other documents or materials provided to the Supplier by the Procuring Entity or any persons contracted by the Procuring Entity.

31.8. If any proceedings are brought or any claim is made against the Supplier arising out of the matters referred to in GCC Clause 32.5, the Supplier shall promptly give the Procuring Entity notice of such proceedings or claims, and the Procuring Entity may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Procuring Entity fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Procuring Entity has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Procuring Entity's request, afford all available assistance to the Procuring Entity in conducting such proceedings or claim and shall be reimbursed by the Procuring Entity for all reasonable expenses incurred in so doing.

32. Limitation of Liability

32.1. Provided the following does not exclude or limit any liabilities of either party in ways not permitted by applicable law:

    32.1.1.   the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity; and

    32.1.2.   the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to any obligation of the Supplier to indemnify the Procuring Entity with respect to intellectual property rights infringement.

G. Risk Distribution

33. Transfer of Ownership

33.1. With the exception of Software and Materials, the ownership of the Information Technologies and other Goods shall be transferred to the Procuring Entity at the time of Delivery or otherwise under terms that may be agreed upon and specified in the Contract Agreement.

33.2. Ownership and the terms of usage of the Software and Materials supplied under the Contract shall be governed by GCC Clause 15 (Copyright) and any elaboration in the Technical Requirements.

33.3. Ownership of the Supplier's Equipment used by the Supplier and its Subcontractors in connection with the Contract shall remain with the Supplier or its Subcontractors.

34. Care of the System

34.1. The Procuring Entity shall be come responsible for the care and custody of the System or Subsystems upon their Delivery. The Procuring Entity shall make good at its own cost any loss or damage that may occur to the System or Subsystems from any cause from the date of Delivery until the date of Operational Acceptance of the System or Subsystems, pursuant to GCC Clause 27 (Commissioning and Operational Acceptance), except such loss or damage arising from acts or omissions of the Supplier, its employees, or subcontractors.

34.2. If any loss or damage occurs to the System or any part of the System by reason of:

34.2.1.   (in so far as they relate to the country where the Project Site is located) nuclear reaction, nuclear radiation, radioactive contamination, a pressure wave caused by aircraft or other aerial objects, or any other occurrences that an experienced contractor could not reasonably foresee, or if reasonably foreseeable could not reasonably make provision for or insure against, in so far as such risks are not normally insurable on the insurance market and are mentioned in the general exclusions of the policy of insurance taken out under GCC Clause 37;

34.2.2.   Any use not in accordance with the Contract, by the Procuring Entity or any third party;

34.2.3.   Any use of or reliance upon any design, data, or specification provided or designated by or on behalf of the Procuring Entity, or any such matter for which the Supplier has disclaimed responsibility in accordance with GCC Clause 21.1.2, the Procuring Entity shall pay to the Supplier all sums payable in respect of the System or Subsystems that have achieved Operational Acceptance, notwithstanding that the same be lost, destroyed, or damaged. If the Procuring Entity requests the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Supplier shall make good the same at the cost of the Procuring Entity in accordance with GCC Clause 39. If the Procuring Entity does not request the Supplier in writing to make good any loss or damage to the System there by occasioned, the Procuring Entity shall either request a change in accordance with GCC Clause 39, excluding the performance of that part of the System there by lost, destroyed, or damaged, or, where the loss or damage affects a substantial part of the System, the Procuring Entity shall terminate the Contract pursuant to GCC Clause 41.1.

34.3. The Procuring Entity shall be liable for any loss of or damage to any Supplier's Equipment which the Procuring Entity has authorized to locate within the Procuring Entity's premises for use in fulfillment of Supplier's obligations under the Contract, except where such loss or damage arises from acts or omissions of the Supplier, its employees, or subcontractors.

35. Loss of or Damage to Property; Accident or Injury to Workers; Indemnification

35.1. The Supplier and each and every Subcontractor shall abide by the job safety, insurance, customs, and immigration measures prevalent and laws in force in Kenya.

35.2. Subject to GCC Clause 36.3, the Supplier shall indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all losses, liabilities and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Procuring Entity or its employees or officers may suffer as a result of the death or injury of any person or loss of or damage to any property (other than the System, whether accepted or not) arising in connection with the supply, installation, testing, and Commissioning of the System and by reason of the negligence of the Supplier or its Subcontractors, or their employees, officers or agents, except any injury, death, or property damage caused by the negligence of the Procuring Entity, its contractors, employees, officers, or agents.

35.3. If any proceedings are brought or any claim is made against the Procuring Entity that might subject the Supplier to liability under GCC Clause 36.2, the Procuring Entity shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Procuring Entity within the twenty-eight (28) day period, the Procuring Entity shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

35.4. The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of the death or personal injury of any person or loss of or damage to property of the Procuring Entity, other than the System not yet achieving Operational Acceptance, that is caused by fire, explosion, or any other perils, in excess of the amount recoverable from insurances procured under GCC Clause 37 (Insurances), provided that such fire, explosion, or other perils were not caused by any act or failure of the Supplier.

35.5. If any proceedings are brought or any claim is made against the Supplier that might subject the Procuring Entity to liability under GCC Clause 36.4, the Supplier shall promptly give the Procuring Entity notice of such proceedings or claims, and the Procuring Entity may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Procuring Entity fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Procuring Entity has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Procuring Entity's request, afford all available assistance to the Procuring Entity in conducting such proceedings or claim and shall be reimbursed by the Procuring Entity for all reasonable expenses incurred in so doing.

35.6. The party entitled to the benefit of an indemnity under this GCC Clause 36 shall take all reasonable measures to mitigate any loss or damage that has occurred. If the party fails to take such measures, the other party's liabilities shall be correspondingly reduced.

36. Insurances

36.1. The Supplier shall at its expense take out and maintain in effect, or cause to be taken out and maintained in effect, during the performance of the Contract, the insurance set forth below. The identity of the insurers and the form of the policies shall be subject to the approval of the Procuring Entity, who should not unreasonably with hold such approval.

36.1.1. Cargo Insurance During Transport

as applicable, 110 percent of the price of the Information Technologies and other Goods in a freely convertible currency, covering the Goods from physical loss or damage during shipment through receipt at the Project Site.

36.1.2. Installation "All Risks" Insurance

as applicable, 110 percent of the price of the Information Technologies and other Goods covering the Goods at the site from all risks of physical loss or damage (excluding only perils commonly excluded under "all risks" insurance policies of this type by reputable insurers) occurring prior to Operational Acceptance of the System.

36.1.3. Third-Party Liability Insurance

On terms as **specified in the SCC,** covering bodily injury or death suffered by third parties (including the Procuring Entity's personnel) and loss of or damage to property (including the Procuring Entity's property and any Subsystems that have been accepted by the Procuring Entity) occurring in connection with the supply and installation of the Information System.

36.1.4. Automobile Liability Insurance

In accordance with the statutory requirements prevailing in Kenya, covering use of all vehicles used by the Supplier or its Subcontractors (whether or not owned by them) in connection with the execution of the Contract.

36.1.5. Other Insurance (if any), as **specified in the SCC.**

36.2. The Procuring Entity shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1, except for the Third-Party Liability, and the Supplier's Subcontractors shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1 except for Cargo Insurance During Transport. All insurer's rights of subrogation against such co-insured for losses or claims arising out of the performance of the Contract shall be waived under such policies.

36.3. The Supplier shall deliver to the Procuring Entity certificates of insurance (or copies of the insurance policies) as evidence that the required policies are in full force and effect.

36.4. The Supplier shall ensure that, where applicable, its Subcontractor(s) shall take out and maintain in effect adequate insurance policies for their personnel and vehicles and for work executed by them under the Contract, unless such Subcontractors are covered by the policies taken out by the Supplier.

36.5. If the Supplier fails to take out and/or maintain in effect the insurance referred to in GCC Clause 37.1, the Procuring Entity may takeout and maintain in effect any such insurance and may from time to time deduct from any amount due to the Supplier under the Contract any premium that the Procuring Entity shall have paid to the insurer or may otherwise recover such amount as a debt due from the Supplier.

36.6. Unless otherwise provided in the Contract, the Supplier shall prepare and conduct all and any claims made under the policies affected by it pursuant to this GCC Clause 37, and all monies payable by any insurers shall be paid to the Supplier. The Procuring Entity shall give to the Supplier all such reasonable assistance as may be required by the Supplier in connection with any claim under the relevant insurance policies. With respect to insurance claims in which the Procuring Entity's interest is involved, the Supplier shall not give any release or make any compromise with the insurer without the prior written consent of the Procuring Entity. With respect to insurance claims in which the Supplier's interest is involved, the Procuring Entity shall not give any release or make any compromise with the insurer without the prior written consent of the Supplier.

37.   Force Majeure

37.1. "Force Majeure" shall mean any event beyond the reasonable control of the Procuring Entity or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following:

37.1.1.   war, hostilities, or war like operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;

37.1.2.   rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;

37.1.3.   confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or dejure or defacto authority or ruler, or any other act or failure to act of any local state or national government authority;

37.1.4.   strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague;

37.1.5.   earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;

37.1.6.   failure, by the Supplier, to obtain the necessary export permit (s) from the governments of the Country(s) of Origin of the Information Technologies or other Goods, or Supplier's Equipment provided that the Supplier has made all reasonable efforts to obtain the required export permit(s), including the exercise of due diligence in determining the eligibility of the System and all of its components for receipt of the necessary export permits.

37.2. If either party is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.

37.3. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered, or delayed. The Time for Achieving Operational Acceptance shall be extended in accordance with GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).

37.4. The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the Contract and to fulfill its or their obligations under the Contract, but without prejudice to either party's right to terminate the Contract under GCC Clause 38.6.

37.5. No delay or nonperformance by either party to this Contract caused by the occurrence of any event of Force Majeure shall:

37.5.1. Constitute a default or breach of the Contract;

37.5.2. (subject to GCC Clauses 35.2, 38.3, and 38.4) give rise to any claim for damages or additional cost or expense occasioned by the delay or nonperformance, if, and to the extent that, such delay or non-performance is caused by the occurrence of an event of Force Majeure.

37.6. If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the time period covered by the Contract, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Contract by giving a notice to the other.

37.7. In the event of termination pursuant to GCC Clause 38.6, the rights and obligations of the Procuring Entity and the Supplier shall be as specified in GCC Clauses 41.1.2 and 41.1.3.

37.8. Notwithstanding GCC Clause 38.5, Force Majeure shall not apply to any obligation of the Procuring Entity to make payments to the Supplier under this Contract.

H.   Change in Contract Elements

38.   Changes to the System

38.1. Introducing a Change

39.1.1 Subject to GCC Clauses 39.2.5 and 39.2.7, the Procuring Entity shall have the right to propose, and

subsequently require, the Project Manager to order the Supplier from time to time during the performance of the Contract to make any change, modification, addition, or deletion to, in, or from the System (interchangeably called "Change"), provided that such Change falls within the general scope of the System, does not constitute unrelated work, and is technically practicable, taking into account both the state of advancement of the System and the technical compatibility of the Change envisaged with the nature of the System as originally specified in the Contract.

39.1.2   A Change may involve, but is not restricted to, the substitution of updated Information Technologies and related Services in accordance with GCC Clause 23 (Product Upgrades).

39.1.3 The Supplier may from time to time during its performance of the Contract propose to the Procuring Entity (with a copy to the Project Manager) any Change that the Supplier considers necessary or desirable to improve the quality or efficiency of the System. The Procuring Entity may at its discretion approve or reject any Change proposed by the Supplier.

39.1.4   Notwithstanding GCC Clauses 39.1.1 and 39.1.2, no change made necessary because of any default of the Supplier in the performance of its obligations under the Contract shall be deemed to be a Change, and such change shall not result in any adjustment of the Contract Price or the Time for Achieving Operational Acceptance.

39.1.5 The procedure on how to proceed with and execute Changes is specified in GCC Clauses 39.2 and 39.3, and further details and sample forms are provided in the Sample Contractual Forms Section in the tendering documents.

39.1.6 Moreover, the Procuring Entity and Supplier will agree, during development of the Project Plan, to a date prior to the scheduled date for Operational Acceptance, after which the Technical Requirements for the System shall be "frozen." Any Change initiated after this time will be dealt with after Operational Acceptance.

39.1.7 Changes Originating from Procuring Entity

39.1.8 If the Procuring Entity proposes a Change pursuant to GCC Clauses 39.1.1, it shall send to the Supplier a "Request for Change Proposal," requiring the Supplier to prepare and furnish to the Project Manager as soon as reasonably practicable a "Change Proposal," which shall include the following:

a   Brief description of the Change;

b   Impact on the Time for Achieving Operational Acceptance;

c   Detailed estimated cost of the Change;

d   Effect on Functional Guarantees (if any);

e   Effect on any other provisions of the Contract.

39.1.9 Prior to preparing and submitting the "Change Proposal," the Supplier shall submit to the Project Manager a "Change Estimate Proposal," which shall be an estimate of the cost of preparing the Change Proposal, plus a first approximation of the suggested approach and cost for implementing the changes. Upon receipt of the Supplier's Change Estimate Proposal, the Procuring Entity shall do one of the following:

a   accept the Supplier's estimate with instructions to the Supplier to proceed with the preparation of the Change Proposal;

b   advise the Supplier of any part of its Change Estimate Proposal that is unacceptable and request the Supplier to review its estimate;

c   advise the Supplier that the Procuring Entity does not intend to proceed with the Change.

39.1.10   Upon receipt of the Procuring Entity's instruction to proceed under GCC Clause 39.2.2 (a), the Supplier shall, with proper expedition, proceed with the preparation of the Change Proposal, in

accordance with GCC Clause 39.2.1. The Supplier, at its discretion, may specify a validity period for the Change Proposal, after which if the Procuring Entity and Supplier has not reached agreement in accordance with GCC Clause 39.2.6, then GCC Clause 39.2.7 shall apply.

39.1.11 The pricing of any Change shall, as far as practicable, be calculated in accordance with the rates and prices included in the Contract. If the nature of the Change is such that the Contract rates and prices are in equitable, the parties to the Contract shall agree on other specific rates to be used for valuing the Change.

39.1.12 If before or during the preparation of the Change Proposal it becomes apparent that the aggregate impact of compliance with the Request for Change Proposal and with all other Change Orders that have already become binding upon the Supplier under this GCC Clause 39 would be to increase or decrease the Contract Price as originally set forth in Article 2 (Contract Price) of the Contract Agreement by more than fifteen (15) percent, the Supplier may give a written notice of objection to this Request for Change Proposal prior to furnishing the Change Proposal. If the Procuring Entity accepts the Supplier's objection, the Procuring Entity shall withdraw the proposed Change and shall notify the Supplier in writing of its acceptance.

The Supplier's failure to so object to a Request for Change Proposal shall neither affect its right to object to any subsequent requested Changes or Change Orders, nor affect its right to take into account, when making such subsequent objection, the percentage increase or decrease in the Contract Price that any Change not objected to by the Supplier represents.

39.1.13 Upon receipt of the Change Proposal, the Procuring Entity and the Supplier shall mutually agree upon all matters contained in the Change Proposal. Within fourteen (14) days after such agreement, the Procuring Entity shall, if it intends to proceed with the Change, issue the Supplier a Change Order. If the Procuring Entity is unable to reach a decision within fourteen (14) days, it shall notify the Supplier with details of when the Supplier can expect a decision. If the Procuring Entity decides not to proceed with the Change for whatever reason, it shall, within the said period of fourteen (14) days, notify the Supplier accordingly. Under such circumstances, the Supplier shall be entitled to reimbursement of all costs reasonably incurred by it in the preparation of the Change Proposal, provided that these do not exceed the amount given by the Supplier in its Change Estimate Proposal submitted in accordance with GCC Clause 39.2.2.

39.2 If the Procuring Entity and the Supplier cannot reach agreement on the price for the Change, an equitable adjustment to the Time for Achieving Operational Acceptance, or any other matters identified in the Change Proposal, the Change will not be implemented. However, this provision does not limit the rights of either party under GCC Clause 6 (Settlement of Disputes).

39.3 Changes Originating from Supplier

If the Supplier proposes a Change pursuant to GCC Clause 39.1.2, the Supplier shall submit to the Project Manager a written "Application for Change Proposal," giving reasons for the proposed Change and including the information specified in GCC Clause 39.2.1. Upon receipt of the Application for Change Proposal, the parties shall follow the procedures outlined in GCC Clauses 39.2.6 and 39.2.7. However, should the Procuring Entity choose not to proceed or the Procuring Entity and the Supplier cannot come to agreement on the change during any validity period that the Supplier may specify in its Application for Change Proposal, the Supplier shall not be entitled to recover the costs of preparing the Application for Change Proposal, unless subject to an agreement between the Procuring Entity and the Supplier to the contrary.

39.4 Value engineering. The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the Contract.

39.4.1 The value engineering proposal shall, at a minimum, include the following;

(a) The proposed change (s), and a description of the difference to the existing Contract

requirements;

    (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and

    (c) a description of any effect(s) of the change on performance/ functionality.

39.4.2 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

    a) accelerates the delivery period; or

    b) reduces the Contract Price or the life cycle costs to the Procuring Entity; or

    c) improves the quality, efficiency, safety or sustainability of the systems; or

    d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the systems.

39.4.3 If the value engineering proposal is approved by the Procuring Entity and results in:

    a) a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified in the **SCC** of the reduction in the Contract Price; or

    b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in
      (a) to (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price.

39. Extension of Time for Achieving Operational Acceptance

39.1. The time(s) for achieving Operational Acceptance specified in the Schedule of Implementation shall be extended if the Supplier is delayed or impeded in the performance of any of its obligations under the Contract by reason of any of the following:

    39.1.1. Any Change in the System as provided in GCC Clause39 (Change in the Information System);

    39.1.2. Any occurrence of Force Majeure as provided in GCC Clause 38 (Force Majeure);

    39.1.3. Default of the Procuring Entity; or

    39.1.4. Any other matter specifically mentioned in the Contract; by such period as shall be fair and reasonable in all the circumstances and as shall fairly reflect the delay or impediment sustained by the Supplier.

39.2. Except where otherwise specifically provided in the Contract, the Supplier shall submit to the Project Manager a notice of a claim for an extension of the time for achieving Operational Acceptance, together with particulars of the event or circumstance justifying such extension as soon as reasonably practicable after the commencement of such event or circumstance. As soon as reasonably practicable after receipt of such notice and supporting particulars of the claim, the Procuring Entity and the Supplier shall agree upon the period of such extension. In the event that the Supplier does not accept the Procuring Entity's estimate of a fair and reasonable time extension, the Supplier shall be entitled to refer the matter to the provisions for the Settlement of Disputes pursuant to GCC Clause 43.

39.3. The Supplier shall at all times use its reasonable efforts to minimize any delay in the performance of its obligations under the Contract.

40. Termination

40.1. Termination for Procuring Entity's Convenience

41.1.1 The Procuring Entity may at any time terminate the Contract for any reason by giving the Supplier a notice of termination that refers to this GCC Clause 41.1.

41.1.2 Upon receipt of the notice of termination under GCC Clause 41.1.1, the Supplier shall either as soon as reasonably practical or upon the date specified in the notice of termination

a) cease all further work, except for such work as the Procuring Entity may specify in the notice of termination for the sole purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;

b) terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to GCC Clause (d) (ii) below;

c) Remove all Supplier's Equipment from the site, repatriate the Supplier's and its Sub contractors' personnel from the site, remove from the site any wreckage, rubbish, and debris of any kind;

d) In addition, the Supplier, subject to the payment specified in GCC Clause 41.1.3, shall

   i) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;

   ii) to the extent legally possible, assign to the Procuring Entity all right, title, and benefit of the Supplier to the System, or Subsystem, as at the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;

   iii) deliver to the Procuring Entity all nonproprietary drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.1.3 In the event of termination of the Contract under GCC Clause 41.1.1, the Procuring Entity shall pay to the Supplier the following amounts:

a) The Contract Price, properly attributable to the parts of the System executed by the Supplier as of the date of termination;

b) The costs reasonably incurred by the Supplier in the removal of the Supplier's Equipment from the site and in the repatriation of the Supplier's and its Subcontractors 'personnel;

c) any amount to be paid by the Supplier to its Subcontractors in connection with the termination of any subcontracts, including any cancellation charges;

d) costs incurred by the Supplier in protecting the System and leaving the site in a clean and safe condition pursuant to GCC Clause 41.1.2(a); and

e) the cost of satisfying all other obligations, commitments, and claims that the Supplier may in good faith have undertaken with third parties in connection with the Contract and that are not covered by GCC Clauses 41.1.3 (a) through (d) above.

41.2 Termination for Supplier's Default

41.2.1 The Procuring Entity, without prejudice to any other rights or remedies it may possess, may terminate the Contract forth within the following circumstances by giving a notice of termination and its reasons there for to the Supplier, referring to this GCC Clause41.2:

a) If the Supplier becomes bankrupt or in solvent, has a receiving order issued against it, compounds with its creditors, or, if the Supplier is a corporation, a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its under taking or assets, or if the Supplier takes or suffers any other analogous action in consequence of debt;

b) If the Supplier assigns or transfers the Contractor any right or interest, there in in violation of the provision of GCC Clause 42 (Assignment); or

c) If the Supplier, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of the Appendix to the GCC, in competing for or in executing the Contract, including but Not limited to willful misrepresentation of facts concerning ownership of

Intellectual Property Rights in, or proper authorization and/or licenses from the owner to offer, the hardware, software, or materials provided under this Contract.

41.2.2   If the Supplier:

    d)   Has abandoned or repudiated the Contract;

    e)   Has without valid reason failed to commence work on the System promptly;

    f)   Persistently fails to execute the Contract in accordance with the Contract or persistently neglects to carry out its obligations under the Contract without just cause;

    g)   Refuses or is unable to provide sufficient Materials, Services, or labor to execute and complete the System in the manner specified in the Agreed Project Plan furnished under GCC Clause 19 at rates of progress that give reasonable assurance to the Procuring Entity that the Supplier can attain Operational Acceptance of the System by the Time for Achieving Operational Acceptance as extended; then the Procuring Entity may, without prejudice to any other rights it may possess under the Contract, give a notice to the Supplier stating the nature of the default and requiring the Supplier to remedy the same. If the Supplier fails to remedy or to take steps to remedy the same with in fourteen (14) days of its receipt of such notice, then the Procuring Entity may terminate the Contract forthwith by giving a notice of termination to the Supplier that refers to this GCC Clause 41.2.

41.2.3   Upon receipt of the notice of termination under GCC Clauses 41.2.1 or 41.2.2, the Supplier shall, either immediately or upon such date as is specified in the notice of termination:

    h)   cease all further work, except for such work as the Procuring Entity may specify in the notice of termination for the sole purpose of protecting that part of the System already executed or any work required to leave the site in a clean and safe condition;

    i)   terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to GCC Clause (d) below;

    j)   deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;

    k)   to the extent legally possible, assign to the Procuring Entity all right, title and benefit of the Supplier to the System or Subsystems as at the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;

    l)   deliver to the Procuring Entity all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as at the date of termination in connection with the System.

41.2.4   The Procuring Entity may enter upon the site, expel the Supplier, and complete the System itself or by employing any third party. Upon completion of the System or at such earlier date as the Procuring Entity thinks appropriate, the Procuring Entity shall give notice to the Supplier that such Supplier's Equipment will be returned to the Supplier at or near the site and shall return such Supplier's Equipment to the Supplier in accordance with such notice. The Supplier shall thereafter without delay and at its cost remove or arrange removal of the same from the site.

41.2.5   Subject to GCC Clause 41.2.6, the Supplier shall be entitled to be paid the Contract Price attributable to the portion of the System executed as at the date of termination and the costs, if any, incurred in protecting the System and in leaving the site in a clean and safe condition pursuant to GCC Clause 41.2.3 (a). Any sums due the Procuring Entity from the Supplier accruing prior to the date of termination shall be deducted from the amount to be paid to the Supplier under this Contract.

41.2.6   If the Procuring Entity completes the System, the cost of completing the System by the Procuring Entity shall be determined. If the sum that the Supplier is entitled to be paid, pursuant to GCC Clause 41.2.5, plus the reasonable costs incurred by the Procuring Entity in completing the System, exceeds the Contract Price, the Supplier shall be liable for such excess. If such excess is greater than the sums due

the Supplier under GCC Clause41.2.5, the Supplier shall pay the balance to the Procuring Entity, and if such excess is less than the sums due the Supplier under GCC Clause 41.2.5, the Procuring Entity shall pay the balance to the Supplier. The Procuring Entity and the Supplier shall agree, in writing, on the computation described above and the manner in which any sums shall be paid.

41.3 Termination by Supplier

41.3.1 If:

a) the Procuring Entity has failed to pay the Supplier any sum due under the Contract within the specified period, has failed to approve any invoice or supporting documents without just cause **pursuant to the SCC,** or commits a substantial breach of the Contract, the Supplier may give a notice to the Procuring Entity that requires payment of such sum, with interest on this sum as stipulated in GCC Clause 12.3, requires approval of such invoice or supporting documents, or specifies the breach and requires the Procuring Entity to remedy the same, as the case may be. If the Procuring Entity fails to pay such sum together with such interest, fails to approve such invoice or supporting documents or give its reasons for withholding such approval, fails to remedy the breach or take steps to remedy the breach within fourteen
(14) days after receipt of the Supplier's notice; or

b) the Supplier is unable to carry out any of its obligations under the Contract for any reason attributable to the Procuring Entity, including but not limited to the Procuring Entity's failure to provide possession of or access to the site or other areas or failure to obtain any governmental permit necessary for the execution and/or completion of the System; then the Supplier may give a notice to the Procuring Entity of such events, and if the Procuring Entity has failed to pay the outstanding sum, to approve the invoice or supporting documents, to give its reasons for withholding such approval, or to remedy the breach within twenty-eight (28) days of such notice, or if the Supplier is still unable to carry out any of its obligations under the Contract for any reason attributable to the Procuring Entity within twenty-eight (28) days of the said notice, the Supplier may by a further notice to the Procuring Entity referring to this GCC Clause 41.3.1, forth with terminate the Contract.

41.3.2 The Supplier may terminate the Contract immediately by giving a notice to the Procuring Entity to that effect, referring to this GCC Clause 41.3.2, if the Procuring Entity becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, being a corporation, if a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Procuring Entity takes or suffers any other analogous action in consequence of debt.

41.3.3 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, then the Supplier shall immediately:
c) Cease all further work, except for such work as may be necessary for the purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;
d) Terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to Clause 41.3.3
(d) (ii);
e) remove all Supplier's Equipment from the site and repatriate the Supplier's and its Subcontractor's personnel from the site.
f) In addition, the Supplier, subject to the payment specified in GCC Clause 41.3.4, shall:
i) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;
ii) to the extent legally possible, assign to the Procuring Entity all right, title, and benefit of the Supplier to the System, or Subsystems, as of the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;

iii) to the extent legally possible, deliver to the Procuring Entity all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.3.4 If the Contract is terminated under GCC Clauses 41.3.1or 41.3.2, the Procuring Entity shall pay to the Supplier all payments specified in GCC Clause 41.1.3 and reasonable compensation for all loss, except for loss of profit, or damage sustained by the Supplier arising out of, in connection with, or in consequence of such termination.

41.3.5 Termination by the Supplier pursuant to this GCC Clause 41.3 is without prejudice to any other rights or remedies of the Supplier that may be exercised in lieu of or in addition to rights conferred by GCC Clause 41.3.

41.4 In this GCC Clause 41, the expression "portion of the System executed" shall include all work executed, Services provided, and all Information Technologies, or other Goods acquired (or subject to a legally binding

41.5 Obligation to purchase) by the Supplier and used or intended to be used for the purpose of the System, up to and including the date of termination.

41.6 In this GCC Clause 41, in calculating any monies due from the Procuring Entity to the Supplier, account shall be taken of any sum previously paid by the Procuring Entity to the Supplier under the Contract, including any advance payment paid **pursuant to the SCC.**

41. Assignment

42.l Neither the Procuring Entity nor the Supplier shall, without the express prior written consent of the other, assign to any third party the Contractor any part thereof, or any right, benefit, obligation, or interest there in or there under, except that the Supplier shall be entitled to assign either absolutely or by way of charge any monies due and payable to it or that may become due and payable to it under the Contract.

I. Settlement of Disputes

42. Settlement of Disputes

42.1. Adjudication

43.1.1 If any dispute of any kind what so ever shall arise between the Procuring Entity and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, or the operation of the System (whether during the progress of implementation or after its achieving Operational Acceptance and whether before or after the termination, abandonment, or breach of the Contract), the parties shall seek to resolve any such dispute **by mutual consultation**. If the parties fail to resolve such a dispute by mutual consultation within fourteen (14) days after one party has notified the other in writing of the dispute, then, if the Contract Agreement in Appendix2 includes and names an Adjudicator, the dispute shall, within another fourteen (14) days, be referred in writing by either party to the Adjudicator, with a copy to the other party. If there is no Adjudicator specified in the Contract Agreement, the mutual consultation period stated above shall last twenty-eight (28) days (instead of fourteen), upon expiry of which either party may move to the notification of arbitration pursuant to GCC Clause43.2.1.

43.1.2 The Adjudicator shall give his or her decision in writing to both parties within twenty-eight (28) days of the dispute being referred to the Adjudicator. If the Adjudicator has done so, and no notice of intention to commence arbitration has been given by either the Procuring Entity or the Supplier within fifty-six (56) days of such reference, the decision shall become final and binding upon the

Procuring Entity and the Supplier. Any decision that has become final and binding shall be implemented by the parties forth with.

43.1.3 The Adjudicator shall be paid an hourly fee at the rate specified in the Contract Agreement plus reasonable expenditures incurred in the execution of duties as Adjudicator, and these costs shall be divided equally between the Procuring Entity and the Supplier.

43.1.4 Should the Adjudicator resign or die, or should the Procuring Entity and the Supplier agree that the Adjudicator is not fulfilling his or her functions in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Supplier. Failing agreement between the two within twenty-eight (28) days, the new Adjudicator shall be appointed at the request of either party by the Appointing Authority **specified in the SCC,** or, if no Appointing Authority is **specified in SCC,** the Contract shall, from this point onward and until the parties may otherwise agree on an Adjudicator or an Appointing Authority, be implemented as if there is no Adjudicator.

43.2   Arbitration

43.2.1   If
   a)   the Procuring Entity or the Supplier is dissatisfied with the Adjudicator's decision and acts before this decision has become final and binding pursuant to GCC Clause 43.1.2, or
   b)   the Adjudicator fails to give a decision within the allotted time from referral of the dispute pursuant to GCC Clause 43.1.2, and the Procuring Entity or the Supplier acts within the following fourteen (14) days, or
   c)   in the absence of an Adjudicator from the Contract Agreement, the mutual consultation pursuant to GCC Clause 43.1.1 expires without resolution of the dispute and the Procuring Entity or the Supplier acts within the following fourteen (14) days, then either the Procuring Entity or the Supplier may act to give notice to the other party, with a copy for information to the Adjudicator incase an Adjudicator had been involved, of its intention to commence arbitration, as provided below, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

43.2.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC Clause 43.2.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after Installation of the Information System.

43.2.3 Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC.**

43.3   Notwithstanding any reference to the Adjudicator or arbitration in this clause,
   a)   The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;
   b)   The Procuring Entity shall pay the Supplier any monies due the Supplier.

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

A. Contract and Interpretation

1. Definitions (GCC Clause1)

GCC 1.1 (b) (i)	The Procuring Entity is: **National Authority for The Campaign Against Alcohol and Drug Abuse**
GCC 1.1 (b) (ii)	The Project Manager is: ***To be communicated upon assigning of the contract.***
GCC 1.1 (e) (ix)	**The contract period will be Twenty-four (24) Months from date of signing the contract**
GCC 1.1 (e) (xii)	The Post-Warranty Services Period is *12 months* starting with the completion of the Warranty Period.

2. Notices (GCC Clause 4)

GCC 4.3	Address of the Project Manager: **CHIEF EXECUTIVE OFFICER,** **NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE** **NSSF BULDING, BLOCK A, EASTERN WING, 18TH FLOOR, BISHOP ROAD** **P. O. BOX 10774-00100, NAIROBI** Fallback address of the Procuring Entity: **Same as address as provided above**

B. Subject Matter of Contract

3. Scope of the System (GCC Clause 7)

GCC 7.3	The Supplier's obligations under the Contract will include the following recurrent cost items, as identified in the Recurrent Cost tables in the Supplier's Tender: The Supplier agrees to supply spare parts required for the operation and maintenance of the System, as stated below, for **4** years beginning with Operational Acceptance. Moreover, the price of such spare parts shall be those specified in the spare parts price schedule submitted by the Suppler as part of its Tender. These prices shall include the purchase price for such spare parts and other costs and expenses (including the Supplier's fees) relating to the supply of spare parts.

4. Time for Commencement and Operational Acceptance (GCC Clause 8)

GCC 8.1	The Supplier shall commence work on the System within: **Immediately** from the Effective Date of the Contract.

5. Supplier's Responsibilities (GCC Clause 9)

C. PAYMENT

6. Contract Price (GCC Clause 11)

GCC 11.2	Adjustments to the Contract Price shall *not be applicable.*

7. Terms of Payment (GCC Clause 12)

GCC 12.1	Subject to the provisions of GCC Clause 12 (Terms of Payment), the Procuring Entity shall pay the Contract Price to the Supplier according to the categories and in the manner specified below. Only the categories Advance Payment and Complete System Integration relate to the entire Contract Price. In other payment categories, the term "total Contract Price" means the total cost of goods or services under the specific payment category. Within each such category, the Contract Implementation Schedule may trigger pro-rata payments for the portion of the total Contract Price for the category corresponding to the goods or services actually Delivered, Installed, or Operationally Accepted, at unit prices and in the currencies specified in the Price Schedules of the Contract Agreement.
	(a) Advance Payment
	Zero percent (0%) of the entire Contract Price, exclusive of all Recurrent Costs, shall be paid against receipt of a claim accompanied by the Advance Payment Security specified in GCC Clause 13.2.
	(b) Custom Software and go live for finance Module:
	Twenty percent (20%) of the total Contract Price against Delivery
	(c) Custom Software and go live for Procurement Module:
	Twenty percent (20%) of the total Contract Price against Delivery
	(d) Custom Software and go live for Human Resource Module:
	Twenty percent (20%) of the total Contract Price against Delivery
	(e) Custom Software and go live for System Aministration Module:
	Twenty percent (20%) of the total Contract Price against Delivery
	(f) Operationalization of full system
	Ten percent (10%) of the contract price against Operational Acceptance as

	final payment
	(g) Complete System Integration ten percent (10%) of the entire Contract Price, exclusive of all Recurrent Costs, as final payment against Operational Acceptance of the System as an integrated whole. (h) Recurrent Costs one hundred percent (100%) of the price of the services actually delivered will be paid quarterly in arrears, on submission and Procuring Entity's approval of invoices.
GCC 12.3	The Procuring Entity shall pay to the Supplier interest on the delayed payments at a rate of: **N/A**
GCC 12.4	The Supplier will invoice the Procuring Entity in the currency used in the Contract Agreement and the Price Schedules it refers to, for Goods and Services supplied locally, and the conversion between this currency and Kenya shillings for payment purposes - in case the two currencies are different - will be made as of the actual payment date using the exchange rate found in **as per the rate provided by Central bank of kenya at that particular time**.

8. Securities (GCC Clause 13)

GCC 13.3.1	The Performance Security shall be denominated in **Kenyan Shillings** for an amount equal to **Eight (8)** percent of the Contract Price, excluding any Recurrent Costs.
GCC 13.3.4	During the Warranty Period (i.e., after Operational Acceptance of the System), the Performance Security shall be reduced to **Five (5)** percent of the Contract Price, excluding any Recurrent Costs.

D. Intellectual Property

9. Copyright (GCC Clause 15)

GCC 15.3	*There are no Special Conditions of Contract applicable to GCC Clause 15.3*
GCC 15.4	*There are no Special Conditions of Contract applicable to GCC Clause 15.4*
GCC 15.5	*There are no Special Conditions of Contract applicable to GCC Clause 15.5*

10. Software License Agreements (GCC Clause 16)

GCC 16.1 (a) (iv)	*There are no Special Conditions of Contract applicable to GCC Clause 16.1 (a) (iv)*
GCC 16.1 (b) (vi)	*There are no Special Conditions of Contract applicable to GCC Clause 16.1 (b) (vi)*
GCC 16.1 (b)	*There are no Special Conditions of Contract applicable to GCC Clause 16.1 (b) (vii)*

(vii)	
GCC 16.2	*There are no Special Conditions of Contract applicable to GCC Clause 16.2*

11. Confidential Information (GCC Clause 17)

GCC 17.1	*There are no Special Conditions of Contract applicable to GCC Clause 17.1*

E. Supply, Installation, Testing, Commissioning, and Acceptance of the System

12. Representatives (GCC Clause 18)

GCC 18.1	*There are no Special Conditions of Contract applicable to GCC Clause 18*
GCC 18.2.2	*There are no Special Conditions of Contract applicable to GCC Clause 18.2.2*

13. Project Plan (GCC Clause 19)

GCC 19.1	Chapters in the Project Plan shall address the following subject**:**
	(a) Project Organization and Management Sub-Plan, including management authorities, responsibilities, and contacts, as well as task, time and resource-bound schedules (in GANTT format);
	(b) Implementation Sub-Plan;
	(c) Training Sub-Plan;
	(d) Testing and Quality Assurance Sub-Plan;
	(e) Warranty Defect Repair and Technical Support Service Sub-Plan
	Further details regarding the required contents of each of the above chapters are contained in the Technical Requirements
GCC 19.6	The Supplier shall submit to the Procuring Entity:
	(i) monthly inspection and quality assurance reports
	(ii) monthly training participants test results
	(iii) monthly log of service calls and problem resolutions

14. Design and Engineering (GCC Clause 21)

GCC 21.3.1	*There are no Special Conditions of Contract applicable to GCC Clause*

15. Product Upgrades (GCC Clause 23)

GCC 23.4	*There are no Special Conditions of Contract applicable to GCC Clause 23.4.*

16. Inspections and Tests (GCC Clause 25)

GCC 25	*There are no Special Conditions of Contract applicable to GCC Clause 25.*

17. Commissioning and Operational Acceptance (GCC Clause 27)

GCC 27.2.1	*There are no Special Conditions of Contract applicable to GCC Clause 27.2.1.*

F. Guarantees and Liabilities

18. Operational Acceptance Time Guarantee (GCC Clause 28)

GCC 28.2	*There are no Special Conditions of Contract applicable to GCC Clause 28.2.*
GCC 28.3	*There are no Special Conditions of Contract applicable to GCC Clause 28.3.*

19. Defect Liability (GCC Clause 29)

GCC 29.1	*There are no Special Conditions of Contract applicable to GCC Clause 29.1.*
GCC 29.4	*There are no Special Conditions of Contract applicable to GCC Clause 29.4.*
GCC 29.10	*There are no Special Conditions of Contract applicable to GCC Clause 29.10*

20. Functional Guarantees (GCC Clause 30)

GCC 30	*There are no Special Conditions of Contract applicable to GCC Clause 30.*

G. Risk Distribution

21. Insurances (GCC Clause 37)

GCC 37.1 (c)	The Supplier shall obtain Third-Party Liability Insurance in the amount of *N/A* with deductible limits of no more than *N/A* The insured Parties shall be *N/A.* The Insurance shall cover the period from *N/A N/A*
GCC 37.1 (e)	*There are no Special Conditions of Contract applicable to GCC Clause 37.1 (e).*

22. Changes to the System (GCC Clause 39)

GCC 39.4.3	**Value Engineering** If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Supplier shall be __0_% (insert appropriate percentage. The percentage is normally up to 50%) of the reduction in the Contract Price.

I. Settlement of Disputes

23. Settlement of Disputes (GCC Clause 43)

GCC 43.1.4	The Appointing Authority for the Adjudicator is: ***To be agreed during contract signing***
GCC 43.2.3	If the Supplier is from outside Kenya arbitration proceedings shall be conducted in accordance with the rules of arbitration of *[select one of the following:* ***UNCITRAL / the International Chamber of Commerce (ICC) / the Arbitration Institute of the Stockholm Chamber of Commerce / the London Court of International Arbitration]***. These rules, in the version in force at the time of the request for arbitration, will be deemed to form part of this Contract. If the Supplier is a national of Kenya, any dispute between the Procuring Entity and a Supplier arising in connection with the present Contract shall be referred to arbitration in accordance with the laws of Kenya.

SECTION VIII - CONTRACT FORMS

1. **Notification of Intention to Award**
   [*This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.*]
   [*Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form*]

1) For the attention of Tenderer's Authorized Representative Name: .... [insert Authorized Representative's name]

Address: .... [*insert Authorized Representative's Address*]

Telephone/Fax numbers: .... [*insert Authorized Representative's telephone/fax numbers*]

Email Address: .... [*insert Authorized Representative's email address*]

[*IMPORTANT: insert the date that this Notification is transmitted to all participating Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.*]

DATE OF TRANSMISSION: ....This Notification is sent by: [*email/fax*] on[*date*](local time)
Notification of Intention to Award

[Procuring Entity]: .... [*insert the name of the Procuring Entity*]

Project: ....[*insert name of project*]

Contract title: .... [*insert the name of the contract*]

Country: ....[*insert country where ITT is issued*]

ITT No: .... [*insert ITT reference number from Procurement Plan*]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

a)   Request a debriefing inrelation to the evaluation of your Tender, and/ or

b)   Submit a Procurement-related Complaint in relation to the decision to award the contract.

i)   The successful Tenderer

Name:	[*insert name of successful Tenderer*]
Address:	[*insert address of the successful Tenderer*]
Contract price:	[*insert contract price of the successful Tenderer*]
Total combined score:	[*insert the total combined score of the successful Tenderer*]

2) **Other Tenderers** [*INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.*]

Name of Tenderer	Technical Score (If applicable)	Tender price	Evaluated Tender Cost	Combined Score (if applicable)
[*insert name*]	[*insert Technical score*]	[*insert Tender price*]	[*insert evaluated cost*]	[*insert combined score*]

[*insert name*]	[*insert Technical score*]	[*insert Tender price*]	[*insert evaluated cost*]	[*insert combined score*]
[*insert name*]	[*insert Technical score*]	[*insert Tender price*]	[*insert evaluated cost*]	[*insert combined score*]
[*insert name*]	[*insert Technical score*]	[*insert Tender price*]	[*insert evaluated cost*]	[*insert combined score*]
[*insert name*]	[*insert Technical score*]	[*insert Tender price*]	[*insert evaluated cost*]	[*insert combined score*]

3) *Reason/s why your Tender was unsuccessful [Delete if the combined score already reveals the reason]*

[INSTRUCTIONS; State the reason/s why <u>this</u> Tenderer's Tender was unsuccessful. Do NOT include: (a) a point by point comparison with another Tenderer's Tender or (b) information that is marked confidential by the Tenderer in its Tender.]

4) *How to request a debriefing*

DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention: [*insert full name of person, if applicable*] **Title/position**:_____[*insert title/position*]

Agency: [*insert name of Procuring Entity*] **Email address**:_____[*insert email address*] **Fax number**:__

_____[*insert fax number*] ***delete if not used***

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5) How to make a complaint

DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, [*insert date*] (local time).

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement- related Complaint as follows:

Attention: [*insert full name of person, if applicable*] **Title/position**:_____ [*insert title/position*]

Agency: [*insert name of Procuring Entity*] **Email address**:_____ [*insert email address*]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends. <u>Further information</u>:

For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website <u>info@ppra.go.ke</u> or <u>complaints@ppra.go.ke</u>.

In summary, there are four essential requirements:
1. You must be an' interested party'. In this case, that means a Tenderer who submitted a Tender in this procurement, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the deadline stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

6) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens we will notify you of the extension.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Signature:_____

Name:_____

Title/position:

_____**T**

elephone:_____

Email: _____

2   REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO…………….OF…………….20……..

BETWEEN

………………………..………………………………….APPLICANT

AND

…………………………………RESPONDENT (Procuring Entity)

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

REQUEST FOR REVIEW

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

1.

2.

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

1.

2.

SIGNED ……………….(Applicant) Dated on…………….day of ……………/…20……

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on…………day of ………....20………….

SIGNED

Board Secretary

3. Letter of Award

_____)_____

To: _____

This is to notify you that your Tender dated_____for execution of the_____
for the Contract Price in the aggregate of_____, as corrected and modified
in accordance with the Instructions to Tenderers is here by accepted by our Agency.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of
Contract, using for that purpose one of the Performance Security Forms included in Section X, - Contract
Forms, of the Tendering Document.

Authorized Signature:_____

Name and Title of Signatory:_____

Name of Agency:_____

Attachment: Contract Agreement

4   <u>Contract Agreement</u>

THIS CONTRACT AGREEMENT is made on the ***........[insert: ordinal]*** day of .... *[insert: month], [insert: year].* BETWEEN (1) ***................. [insert: Name of Procuring Entity],*** a *[insert: description of type of legal entity, for example, an agency of the Department of……..]* of the Government of Kenya*,* or corporation incorporated under the laws of Kenya and having its principal place of business at *[insert: address of Procuring Entity]* (here in after called "the Procuring Entity"), and (2).......................*[insert: name of Supplier],* a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (here in after called "the Supplier").

WHEREAS the Procuring Entity desires to engage the Supplier to supply, install, achieve Operational Acceptance of, and support the following Information System *[insert: brief description of the Information System]* ("the System"), and the Supplier has agreed to such engagement upon and subject to the terms and conditions appearing below in this Contract Agreement.

NOW IT IS HERE BY AGREED as follows:

Article 1. Contract Documents
1.   Contract Documents (Reference GCC Clause1.1(a) (ii))
   The following documents shall constitute the Contract between the Procuring Entity and the Supplier, and each shall be read and construed as an integral part of the Contract:
   a)   This Contract Agreement and the Appendices attached to the Contract Agreement
   b)   Special Conditions of Contract
   c)   General Conditions of Contract
   d)   Technical Requirements (including Implementation Schedule)
   e)   The Supplier's tender and original Price Schedules
   f)   *[Add here: any other documents]*

1.2   Order of Precedence (Reference GCC Clause 2)
   In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above, provided that Appendix 7 shall prevail over all provisions of the Contract Agreement and the other Appendices attached to the Contract Agreement and all the other Contract Documents listed in Article 1.1above.

1.3   Definitions (Reference GCC Clause1)
   Capitalized words and phrases used in this Contract Agreement shall have the same meanings as prescribed to them in the General Conditions of Contract.

   Article 2.
   Contract Price and Terms of Payment
2.1   Contract Price (Reference GCC Clause 1.1(a)(viii) and GCC Clause 11) The Procuring Entity here by agrees to pay to the Supplier the Contract Price in consideration of the performance by the Supplier of its obligations under the Contract. The Contract Price shall be the aggregate of: [*insert: amount of foreign currency A in words], [insert: amount in figures],* plus *[insert: amount of foreign currency B in words], [insert: amount in figures],* plus *[insert: amount of foreign currency C in words], [insert: amount in figures], [insert: amount of local currency in words], [insert: amount in figures],* as specified in the Grand Summary Price Schedule.

   The Contract Price shall be understood to reflect the terms and conditions used in the specification of prices in the detailed price schedules, including the terms and conditions of the associated incoterms, and the taxes, duties and related levies if and as identified.

   Article 3.
   Effective Date for Determining Time for Operational Acceptance
3.1   Effective Date (Reference GCC Clause 1.1(e) (ix))
   The time allowed for supply, installation, and achieving Operational Acceptance of the System shall be

determined from the date when all of the following conditions have been fulfilled:

a) This Contract Agreement has been duly executed for and on behalf of the Procuring Entity and the Supplier;

b) The Supplier has submitted to the Procuring Entity the performance security and the advance payment security, in accordance with GCC Clause 13.2 and GCC Clause13.3;

c) The Procuring Entity has paid the Supplier the advance payment, in accordance with GCC Clause 12; Each party shall use its best efforts to fulfill the above conditions for which it is responsible as soon as practicable.

3.2 If the conditions listed under 3.1 are not fulfilled within two (2) months from the date of this Contract Agreement because of reasons not attributable to the Supplier, the parties shall discuss and agree on an equitable adjustment to the Contract Price and the Time for Achieving Operational Acceptance and/or other relevant conditions of the Contract.

Article 4. Appendixes

4.1 The Appendixes listed below shall be deemed to form an integral part of this Contract Agreement.

4.2 Reference in the Contract to any Appendix shall mean the Appendixes listed below and attached to this Contract Agreement, and the Contract shall be read and construed accordingly.

APPENDIXES
Appendix 1. Supplier's   Representative
Appendix 2. Adjudicator *[If there is no Adjudicator, state **"not applicable"**]*
Appendix 3. List of Approved Subcontractors
Appendix 4. Categories of Software
Appendix 5.   Custom   Materials
Appendix 6. Revised Price Schedules (if any)
Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

IN WITNESS WHEREOF the Procuring Entity and the Supplier have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

i) **For and on behalf of the Procuring Entity**
Signed:

in the capacity of *[insert: title or other appropriate designation]*
in the presence of_____

ii) **For and on behalf of the Supplier**
Signed:

in the capacity of *[insert: title or other appropriate designation]*
in the presence of_____

5. **Appendices**

a) **Appendix 1. Supplier's Representative**

In accordance with GCC Clause 1.1 (b) (iv), the Supplier's Representative is:

Name: ....*[insert: name and provide title and address further below, or state "to be nominated within fourteen (14) days of the Effective Date"]*

Title: ....*[if appropriate, insert: title]*

In accordance with GCC Clause 4.3, the Supplier's addresses for notices under the Contract are:

Address of the Supplier's Representative: ....*[**as appropriate, insert: personal delivery, postal, cable, facsimile, electronic mail, and/or EDI addresses.]**

Fallback address of the Supplier: ....*[**as appropriate, insert: personal delivery, postal, cable, facsimile, electronic mail, and/or EDI addresses.]**

b) **Appendix**

2. Adjudicator in accordance with GCC Clause1.1 (b) (vi), the agreed-upon Adjudicator is: Name:

.... *[**insert: name]** Title: ....

*[**insert: title]** Address: ....***[insert: postal address]*** Telephone:

.... *[**insert: telephone]** in accordance with GCC Clause 43.1.3, the

agreed-upon fees and reimbursable expenses are: Hourly Fees: ....

*[**insert: hourly fees]** Reimbursable Expenses: ....***[list: reimbursables]***

Pursuant to GCC Clause 43.1.4, if at the time of Contract signing, agreement has not been reached between the Procuring Entity and the Supplier, an Adjudicator will be appointed by the Appointing Authority named in the SCC.

c)   Appendix 3. List of Approved Subcontractors

The Procuring Entity has approved use of the following Subcontractors nominated by the Supplier for carrying out the item or component of the System indicated. Where more than one Subcontractor is listed, the Supplier is free to choose between them, but it must notify the Procuring Entity of its choice sufficiently in advance of the time when the subcontracted work needs to commence to give the Procuring Entity reasonable time for review. In accordance with GCC Clause 20.1, the Supplier is free to submit proposals for Subcontractors for additional items from time to time. No subcontracts shall be placed with any such Subcontractors for additional items until the Subcontractors have been approved in writing by the Procuring Entity and their names have been added to this list of Approved Subcontractors, subject to GCC Clause20.3.

[specify: item, approved Subcontractors, and their place of registration that the Supplier proposed in the corresponding attachment to its tender and that the Procuring Entity approves that the Supplier engage during the performance of the Contract. Add additional pages as necessary.]

Item	Approved Subcontractors	Place of Registration

d)   Appendix 4. Categories of Software

The following table assigns each item of Software supplied and installed under the Contract to one of the three categories: (i) System Software, (ii) General-Purpose Software, or (iii) Application Software; and to one of the two categories: (i) Standard Software or (ii) Custom Software.

Software Item	(select one per item)			(select one per item)	
	System Software	General-Purpose Software	Application Software	Standard Software	Custom Software

Software Item	(select one per item)			(select one per item)	
	System Software	General-Purpose Software	Application Software	Standard Software	Custom Software

e)   Appendix 5. Custom Materials

The follow table specifies the Custom Materials the Supplier will provide under the Contract.

Custom Materials

f.   Appendix 6. Revised Price Schedules

The attached Revised Price Schedules (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the Price Schedules contained in the Supplier's Tender. These Revised Price Schedules reflect any corrections or adjustments to the Supplier's tender price, pursuant to the ITT Clauses 30.3 and 38.2.

f)   Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

The attached Contract amendments (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the relevant clauses in the GCC, SCC, Technical Requirements, or other parts of this Contract as defined in GCC Clause 1.1 (a) (ii).

6 Performance and Advance Payment Security Forms

5.1 Performance Security Form (Demand Bank Guarantee)

[The bank, as requested by the successful Tenderer, shall fill in this form in accordance with the instructions indicated] [Guarantor Form head or SWIFT identifier code]

....

*[insert: **Bank's Name, and Address of Issuing Branch or Office**]*
Beneficiary: .... *[insert: **Name and Address of Procuring Entity**]*
Date: .... *[insert: **date**]*
PERFORMANCE GUARANTEE No.: .... *[insert: **Performance Guarantee Number**]* **Guarantor:**
.... *[Insert name and address of place of issue, unless indicated in the Form head.]*

We have been informed that on *[insert: **date of award**]* you awarded Contract No. *[insert: **Contract number**]* for *[insert: **title and/or brief description of the Contract**]* (hereinafter called "the Contract") to *[insert: **complete name of Supplier which in the case of a joint venture shall be in the name of the joint venture**]* (hereinafter called "the Applicant"). Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor here by irrevocably undertake to pay you any sum(s) not exceeding *[insert: **amount(s)**[1] **in figures and words**]* such sum being payable in the types and proportions of currencies which the Contract Price is payable upon receipt by us of the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the contract without the Beneficiary needing to prove or to showgrounds or reasons for their demand or the sum specified there in.

On the date of your issuing, to the Supplier, the Operational Acceptance Certificate for the System, the value of this guarantee will be reduced to any sum(s) not exceeding.......................... *[insert: **amount(s) 4 in figures and words**]*. This remaining guarantee shall expire no later than.......................*[insert: **number** and select: **of months/of years** (of the Warranty Period that needs to be covered by the remaining guarantee)]*] from the date of the Operational Acceptance Certificate for the System[2], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under 15 (a) is hereby excluded.

_____

[Signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

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[1] *The bank shall insert the amount(s) specified and denominated in the SCC for GCC Clauses 13.3.1 and 13.3.4 respectively, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.*

[2] *In this sample form, the formulation of this paragraph reflects the usual SCC provisions for GCC Clause 13.3. However, if the SCC for GCC Clauses 13.3.1 and 13.3.4 varies from the usual provisions, the paragraph, and possibly the previous paragraph, need to be adjusted to precisely reflect the provisions specified in the SCC.*

5.2 Advance Payment Security

Demand Bank Guarantee

[Guarantor Form head or SWIFT identifier code]

Beneficiary: .... *[insert: **Name and Address of Procuring Entity**]*

Date: .... *[**insert date of issue**]*

ADVANCE PAYMENT GUARANTEE No.: .... *[insert: **Advance Payment Guarantee Number**]*

Guarantor: .... *[Insert name and address of place of issue, unless indicated in the Form head]*

We have been informed that on.....................................*[insert: **date of award**]* you awarded Contract No. *[insert: **Contract number**]* for ....*[insert: **title and/or brief description of the Contract**]* (here in after called "the Contract") to *[insert: **complete name of Supplier, which in the case of a joint venture shall be the name of the joint venture**]* (here in after called" the Applicant").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of ***[insert: amount in numbers and words, for each currency of the advance payment]*** is to be made to the Supplier against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, here by irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of................................ *[Insert amount in figures]* ( ) *[insert amount in words]*[1] upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

(a)   Has used the advance payment for purposes other than toward delivery of Goods; or

(b)   has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number............................*[insert number]*at............................*[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety
(90) percent of the Accepted Contract Amount, has been certified for payment, or on the............................*[insert day]* day of..*[insert month]*, 2 *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No.758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

7. Installation and Acceptance Certificates *(insert format)*

Installation Certificate

Date: .... *[insert: date]*

ITT: .... *[insert: title and number of ITT]*

Contract: .... *[insert: name and number of Contract]*

To: .... *[insert: name and address of Supplier]*

Dear Sir or Madam:

Pursuant to GCC Clause 26 (Installation of the System) of the Contract entered into between yourselves and the...................... *[insert: name of Procuring Entity]* (hereinafter the "Procuring Entity") dated........................... *[insert: date of Contract],* relating to the...........................*[insert: brief description of the Information System],* we hereby notify you that the System (or a Subsystem or major component thereof) was deemed to have been correctly installed on the date specified below.

1.   Description of the System (or relevant Subsystem or major component: .... *[insert: description]*

2.   Date of Installation: .... *[insert: date]*

Notwithstanding the above, you are required to complete the outstanding items listed in the attachment to this certificate as soon as practicable. This Form shall not relieve you of your obligation to achieve Operational Acceptance of the System in accordance with the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Procuring Entity

Signed: ....

Date: ....

in the capacity of: ....[*state: "Project Manager" or*
state the title of a higher-level authority in the Procuring Entity's organization]

1.1 Operational Acceptance Certificate

Date: ....*[insert: date]*

ITT: ....*[insert: title and number of ITT]*

Contract: ....*[insert: name of System or Subsystem and number of Contract]*

To: ....*[insert: name and address of Supplier]*

Dear Sir or Madam:

Pursuant to GCC Clause 27 (Commissioning and Operational Acceptance) of the Contract entered into between yourselves and the......................*[insert: name of Procuring Entity]* (hereinafter the "Procuring Entity") dated...................... *[insert: date of Contract],* relating to the......................*[insert: brief description of the Information System],* we hereby notify you the System (or the Subsystem or major component identified below) successfully completed the Operational Acceptance Tests specified in the Contract. In accordance with the terms of the Contract, the Procuring Entity here by takes over the System (or the Subsystem or major component identified below), together with the responsibility for care and custody and the risk of loss thereof on the date mentioned below.

1. Description of the System (or Subsystem or major component): ....*[insert: description]*

2. Date of Operational Acceptance: ....*[insert: date]*

   This Form shall not relieve you of your remaining performance obligations under the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Procuring Entity

Signed: ....

Date: ....

in the capacity of: ....*[state: "Project Manager" or higher-level authority in the Procuring Entity's organization]*

7.   Change Order Procedures and Forms

Date: ....*[insert: date]*

ITT: ....*[insert: title and number of ITT]*

Contract: ....*[insert: name or System or Subsystem and number of Contract]*

General
This section provides samples of procedures and forms for carrying out changes to the System during the performance of the Contract in accordance with GCC Clause 39 (Changes to the System) of the Contract.

Change Order Log

The Supplier shall keep an up-to-date Change Order Log to show the current status of Requests for Change and Change Orders authorized or pending. Changes shall be entered regularly in the Change Order Log to ensure that the log is kept up-to-date. The Supplier shall attach a copy of the current Change Order Log in the monthly progress report to be submitted to the Procuring Entity.

References to Changes

1) Request for Change Proposals (including Application for Change Proposals) shall be serially numbered CR-nnn.

2) Change Estimate Proposals shall be numbered CN-nnn.

3) Estimate Acceptances shall be numbered CA-nnn.

4) Change Proposals shall be numbered CP-nnn.

5) Change Orders shall be numbered CO-nnn. On all forms, the numbering shall be determined by the original CR-nnn.

Annexes

7.1 Request for Change Proposal Form

7.2 Change Estimate Proposal Form

7.3 Estimate Acceptance Form

7.4 Change Proposal Form

7.5 Change Order Form

7.6 Application for Change Proposal Form

7.1 Request for Change Proposal Form

(Procuring Entity's Form head)

Date: ....*[insert: date]*
ITT: ....*[insert: title and number of ITT]*
Contract: ....*[insert: name of System or Subsystem or number of Contract]*
To: ....*[insert: name of Supplier and address]*
Attention: ....*[insert: name and title]*

Dear Sir or Madam:

With reference to the above-referenced Contract, you are requested to prepare and submit a Change Proposal for the Change noted below in accordance with the following instructions within ***[insert: number]*** days of the date of this Form.

1. Title of Change: [***insert: title]***

2. Request for Change No./Rev.: [***insert: number]***

3. Originator of Change: ***[select Procuring Entity / Supplier (by Application for Change Proposal), and add: name of originator]***

4. Brief Description of Change: *[**insert: description]***

5. System (or Subsystem or major component affected by requested Change): [***insert: description]***

6. Technical documents and/ or drawings for the request of Change: Document or Drawing No.

   Description

7. Detailed conditions or special requirements of the requested Change: [***insert: description]***

8. Procedures to be followed:
   a) Your Change Proposal will have to show what effect the requested Change will have on the Contract Price.
   b) Your Change Proposal shall explain the time it will take to complete the requested Change and the impact, if any, it will have on the date when Operational Acceptance of the entire System agreed in the Contract.
   c) If you believe implementation of the requested Change will have a negative impact on the quality, operability, or integrity of the System, please provide a detailed explanation, including other approaches that might achieve the same impact as the requested Change.
   d) You should also indicate what impact the Change will have on the number and mix of staff needed by the Supplier to perform the Contract.
   e) You shall not proceed with the execution of work related to the requested Change until we have accepted and confirmed the impact it will have on the Contract Price and the Implementation Schedule in writing.

9. As next step, please respond using the Change Estimate Proposal form, indicating how much it will cost you to prepare a concrete Change Proposal that will describe the proposed approach for implementing the Change, all it's elements, and will also address the points in paragraph 8 above pursuant to GCC Clause 39.2.1. Your Change Estimate Proposal should contain a first approximation of the proposed approach, and implications for schedule and cost, of the Change.

For and on behalf of the Procuring Entity

Signed: ....

Date: ....

in the capacity of: ....[*state: "Project Manager" or higher-level authority in the Procuring Entity's organization]*

7.2 Change Estimate Proposal Form

(Supplier's Form head)

Date: ....[insert: date]

ITT: ....[insert: title and number of ITT]

Contract: ....[insert: name of System or Subsystem and number of Contract]

To: ....[insert: name of Procuring Entity and address]

Attention: .... [insert: name and title]

Dear Sir or Madam:

With reference to your Request for Change Proposal, we are pleased to notify you of the approximate cost of preparing the below-referenced Change in accordance with GCC Clause 39.2.1 of the Contract. We acknowledge that your agreement to the cost of preparing the Change Proposal, in accordance with GCC Clause 39.2.2, is required before we proceed to prepare the actual Change Proposal including a detailed estimate of the cost of implementing the Change itself.

1. Title of Change: ....[insert: title]

2. Request for Change No./Rev.: ....[insert: number]

3. Brief Description of Change (including proposed implementation approach): ....[insert: description]

4. Schedule Impact of Change (initial estimate): ....[insert: description]

5. Initial Cost Estimate for Implementing the Change: ....[insert: initial cost estimate]

6. Cost for Preparation of Change Proposal: ....[insert: cost in the currencies of the Contract], as detailed below in the breakdown of prices, rates, and quantities.

For and on behalf of the Supplier Signed: ....

Date: ....

in the capacity of: ....[state: "Supplier's Representative" or other higher-level authority in the Supplier's organization]

7.3 Estimate Acceptance Form

(Procuring Entity's Form head) Date: ....*[insert: date]*

ITT......................*[insert: title and number of ITT]*

Contract: ....*[insert: name of System or Subsystem and number of Contract]*

To: ....*[insert: name of Supplier and address]* Attention: ....*[insert: name and title]* Dear Sir or Madam:

We hereby accept your Change Estimate and agree that you should proceed with the preparation of a formal Change Proposal.

1.   Title of Change: *[insert: title]*

2.   Request for Change No./ Rev.: *[insert: request number /revision]*

3.   Change Estimate Proposal No./ Rev.: *[insert: proposal number/ revision]*

4.   Estimate Acceptance No./ Rev.: *[insert: estimate number/ revision]*

5.   Brief Description of Change: *[insert: description]*

6.   Other Terms and Conditions:

In the event that we decide not to order the Change referenced above, you shall be entitled to compensation for the cost of preparing the Change Proposal up to the amount estimated for this purpose in the Change Estimate Proposal, in accordance with GCC Clause 39 of the General Conditions of Contract.

For and on behalf of the Procuring Entity

Signed: ....

Date: ....

in the capacity of: ....*[state: "Project Manager" or higher-level authority in the Procuring Entity's organization]*

7.4 Change Proposal Form

(Supplier's Form head)

Date: ....*[insert: date]*
ITT: ....*[insert: title and number of ITT]*
Contract: ....*[insert: name of System or Subsystem and number of Contract]*

To: ....*[insert: name of Procuring Entity and address]*

Attention: ....***[insert: name and title]***

Dear Sir or Madam:

In response to your Request for Change Proposal No. *[insert: number],* we here by submit our proposal as follows:

1.   Title of Change: *[insert: name]*

2.   Change Proposal No./ Rev.: *[insert: proposal number /revision]*

3.   Origin at or of Change: *[select: Procuring Entity /Supplier; and add: name]*

4.   Brief Description of Change: *[insert: description]*

5.   Reasons for Change: *[insert: reason]*

6.   The System Subsystem, major component, or equipment that will be affected by the requested Change: *[insert: description]*

7.   Technical documents and/ or drawings for the requested Change: Document or Drawing No. Description

8.   Estimate of the increase/ decrease to the Contract Price resulting from the proposed Change: *[insert: amount in currencies of Contract],* as detailed below in the breakdown of   prices, rates, and quantities. Total lump sum cost of the Change:

     Cost to prepare this Change Proposal (i. e., the amount payable if the Change is not accepted, limited as provided by GCC Clause 39.2.6):

9.   Additional Time for Achieving Operational Acceptance required due to the Change: *[insert: amount in days/ weeks]*

10. Effect on the Functional Guarantees: *[insert: description]*

11. Effect on the other terms and conditions of the Contract: ***[insert: description]***

12. Validity of this Proposal: for a period of ....*[insert: number]* days after receipt of this Proposal by the Procuring Entity

13. Procedures to be followed:
     a)   You are requested to notify us of your acceptance, comments, or rejection of this detailed Change Proposal within......*[insert: number]* days from your receipt of this Proposal.
     b)   The amount of any increase and / or decrease shall be taken into account in the adjustment of the Contract Price.

For and on behalf of the Supplier

Signed: ....

Date: ....

in the capacity of: …… *[state: "Supplier's Representative" or other higher-level authority in the Supplier's organization]*

7.5 Change Order Form

(Procuring Entity's Form head)

Date: ....*[insert: date]*

ITT: ....*[insert: title and number of ITT]*

Contract: ....*[insert: name of System or Subsystem and number of Contract]*

To: ....*[insert: name of Supplier and address]*

Attention: ....*[insert: name and title]*

Dear Sir or Madam:

We hereby approve the Change Order for the work specified in Change Proposal No. *[insert: number*], and agree to adjust the Contract Price, Time for Completion, and/ or other conditions of the Contract in accordance with GCC Clause 39 of the Contract.

1. Title of Change: [*insert: name]*

2. Request for Change No./ Rev.: [*insert: request number/ revision]*

3. Change Order No./ Rev.: [*insert: order number/ revision]*

4. Origin at or of Change: [*select: Procuring Entity / Supplier; and add: name]*

5. Authorized Price for the Change: Ref. No.: *[insert: number]* Date: *[insert: date]*

    [insert: amount in foreign currency A] plus *[insert: amount in foreign currency B]* plus *[insert: amount in foreign currency C]* plus *[insert: amount in local currency]*

6. Adjustment of Time for Achieving Operational Acceptance: *[insert: amount and description of adjustment]*

7. Other effects, if any: *[state: "none" or insert description]*

For and on behalf of the Procuring Entity

Signed: ....

Date: ....

in the capacity of: ....*[state: "Project Manager" or higher-level authority in the Procuring Entity's organization]*

For and on behalf of the Supplier

Signed: ....

Date: ....

in the capacity of: ....[*state "Supplier's Representative" or higher-level authority in the Supplier's organization]*

7.6 Application for Change Proposal Form

(Supplier's Form head)

Date: ....[insert: date]

ITT: ....[insert: title and number of ITT]

Contract: ....[insert: name of System or Subsystem and number of Contract]

To: ....[insert: name of Procuring Entity and address]

Attention: ....[insert: name and title]

Dear Sir or Madam:

We hereby propose that the below-mentioned work be treated as a Change to the System.

1.   Title of Change: ....[insert: name]

2.   Application for Change Proposal No./ Rev.: ....[insert: number/ revision] dated: [insert: date]

3.   Brief Description of Change: ....[insert: description]

4.   Reasons for Change: ....[insert: description]

5.   Order of Magnitude Estimation: ....[insert: amount in currencies of the Contract]

6.   Schedule Impact of Change: ....[insert: description]

7.   Effect on Functional Guarantees, if any: ....[insert: description]

8.   Appendix: ....[insert: titles (if any); otherwise state "none"]

For and on behalf of the Supplier

Signed: ....

Date: ....

in the capacity of: ....[state: "Supplier's Representative" or higher-level authority in the Supplier's organization]

7.7 BENEFICIAL OWNERSHIP DISCLOSURE FORM

Tender Reference No.:_____[*insert identification no*] Name of the Assignment:_____*[insert name of the assignment]* to:__*[insert complete name of Procuring Entity]*

In response to your notification of award dated_____*[insert date of notification of award]* to furnish additional information on beneficial ownership:_____*[select one option as applicable and delete the options that are not applicable]*

I)   We here by provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

ii)   We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or

equivalent governing body of the Tenderer.

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]"

Name of the Tenderer: ....*[insert complete name of the Tenderer]_____

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender: .... [insert complete title of the person signing the Tender]

Signature of the person named above: .... [insert signature of person whose name and capacity are shown above]

Date signed .... [insert date of signing] day of....................... [Insert month], [insert year