HIGHER EDUCATION LOANS BOARD

Financing Higher Education now and in the future

HELB/RFP/ 02/2022-2023

PROVISION OF UPGRADE, ENHANCEMENT OF MICROSOFT DYNAMICS AX 2012 R2 ENTERPRISE RESOURSE PLANNING SYSTEM TO MICROSOFT DYNAMICS 365 FINANCE AND OPERATIONS, SUPPORT AND MAINTENANCE

(Microsoft Dynamic AX 2012 R2 to Microsoft Dynamics 365 Finance and Operations)

Higher Education Loans Board
Anniversary Towers, 18th floor
P. O. Box 69489 – 00400
Nairobi – Kenya

Tel: 0711052411/308/297/307

Email: procurement@helb.co.ke
Website: www.helb.co.ke

Tender closing date: Completed tender documents to be received on or before **11.00 a.m** on **Wednesday, 3rd August 2022.**

TENDER DOCUMENT TO BE DROPPED IN THE TENDER BOX LOCATED ON 18TH FLOOR LIFT LOBBY, ANNIVERSARY TOWERS

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HIGHER EDUCATION LOANS BOARD

INVITATION TO TENDER

HELB/ RFP/02/2022-2023 – UPGRADE, ENHANCEMENT OF MICROSOFT DYNAMICS AX 2012 R2 ENTERPRISE RESOURCE PLANNING SYSTEM TO MICROSOFT DYNAMICS 365 FINANCE AND OPERATIONS, SUPPORT AND MAINTENANCE.

The Higher Education Loans Board is a state corporation whose mandate is to source for funds and provide loans, scholarships and bursaries to Kenyans studying in recognized institutions of higher learning.

HELB intends to engage a reputable consultant in the provision of **UPGRADE AND ENHANCEMENT OF MICROSOFT DYNAMICS AX 2012 R2 ENTERPRISE RESOURSE PLANNING SYSTEM TO MICRSOFT DYNAMICS 365 FINANCE AND OPERATIONS, SUPPORT AND MAINTENANCE**. Interested and eligible firms may view the detailed tender advert, respective tender document, and further details regarding the tender submission from our website www.helb.co.ke/tenders/ or Public Procurement Information Portal https://tenders.go.ke. Tender documents downloaded from the two websites are free of charge. All bidders interested in participating in the tender are required to forward their contact details on email to procurement@helb.co.ke in case of any further tender addendum.

Interested bidders shall be required to submit **one (1) original** and **one copy** of their **technical** and **financial** proposals, which shall be clearly marked "ORIGINAL'' and "COPY'' as appropriate. The original and copy of the technical proposal shall be sealed

in an envelope clearly marked "**Technical Proposal**" and the original and copy of financial proposal shall be sealed in an envelope clearly marked "**Financial Proposal**" with a warning, "**Do not open with technical proposal**." All Bidders **MUST serially number all the pages including the inserts in their tender proposal submission from the 1st page to the last page** in the format 1,2,3,4,5....as the number of pages received in each bidder's tender submission proposal will be recorded during the tender opening.

The envelope containing the financial proposal should have the bidders name and address clearly marked on the outside. Both Envelopes shall be placed in an outer envelope and sealed. The outer envelope, bearing no indication of the bidder and clearly marked: **HELB/RFP/02/2022-2023: PROVISION OF UPGRADE AND ENHANCEMENT OF MICROSOFT DYNAMICS AX 2012 R2 ENTERPRISE RESOURSE PLANNING SYSTEM TO MICROSOFT DYNAMICS 365 FINANCE AND OPERATIONS, SUPPORT AND MAINTENANCE** should be deposited in the tender box located at Anniversary Towers 18th floor lift lobby, University Way, Nairobi or sent by post to:

The C.E.O & Board Secretary
Higher Education Loans Board
P. O. Box 69489 – 00400
NAIROBI

To be received not later than **Wednesday, 3rd August 2022** by **11.00 a.m.** Interested bidders are invited to witness the opening, **however due to COVID-19** a restricted number will be allowed as per the Ministry of Health and WHO guidelines to be held at the main boardroom on 19th floor on the same day at 11.15 a.m.

All tenders **MUST** be accompanied by a tender security of **KShs 600,000** in the **form of a bank guarantee** from a reputable bank**, a banker's cheque**, **insurance from companies authorized to transact in bid bonds, letter of credit or a guarantee by a deposit taking microfinance institution, Sacco Society, Youth Enterprise Fund or Women Enterprise Fund** and valid for a period of **120 days** from the day of opening the tender. **The tender security shall be placed in the envelope containing the technical proposal.** AGPO registered firms are not required to

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submit a tender security but **MUST** **fill, sign, and submit the Tender Securing Declaration form** and **MUST** **submit the valid AGPO registration certificate.** Please note that any tender that shall not be accompanied by a tender security or a filled and signed **Tender Securing Declaration form** and valid **AGPO certificate** shall be deemed to be non-responsive and disqualified.

Bidders are hereby advised that any tender that shall not be submitted in the prescribed format (a separate technical proposal and a separate financial proposal) shall be deemed nonresponsive and disqualified. The Higher Education Loans Board may at any time terminate the procurement proceedings without entering a contract and also reserves the right to accept or reject any or all tenders and is not bound to give reasons for its decision.

Prices quoted should be net inclusive of all applicable taxes, **MUST** be in Kenya Shillings and shall remain valid for **(120) days** from the closing date of the tender.

C.E.O & Board Secretary

HIGHER EDUCATION LOANS BOARD

SECTION II   -   INFORMATION TO CONSULTANTS

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SECTION II   -   INFORMATION TO CONSULTANTS

2.1   Introduction

2.1.1   The Higher Education Loans Board will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.

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

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

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

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

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

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

2.2   Clarification and amendment to the RFP documents

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

2.2.2   At any time before the deadline for submission of the proposals, HELB may for any reason; either at its own initiative or in response to a clarification requested by an intended individual consultant amends the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. HELB may at its discretion extend the deadline for the submission of the proposals.

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

2.2.4   HELB shall reply to, and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

2.3.1 The individual consultant's proposal shall be written in English language.

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

2.3.3 While preparing the technical proposal, the individual consultant **MUST** give particular attention to the following:

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

(b) For all the staff who will be involved in the exercise of the proposals to consultant **MUST** indicate their responsibility in the assignment and the staff time, as necessary.

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

2.3.4 The Technical proposal shall provide the following information.

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

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

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

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

(Refer to this tender document for technical proposal submission requirements specific to this tender)

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

2.4 **Financial proposal**

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

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

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

2.4.5   The financial proposal **MUST** comply with the law governing the profession of the consultant.

(Refer to this tender document for financial proposal submission requirements specific to this tender)

2.5   Submission, Receipt and opening of proposals.

2.5.1   The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultants. Any such corrections **MUST** be initialed by the individual consultant.

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

2.5.3   The original and all copies of the technical proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL", and the original and all copies of the financial proposal in a sealed envelope duly marked "FINANCIAL PROPOSAL". Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear HELB's address and other information indicated in the appendix to the instructions to consultants and clearly marked "DO NOT OPEN before **Tuesday 3rd August 2022** at **11.00 a.m.**

2.5.4   The completed Technical and Financial proposals **MUST** be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual consultant unopened. For this

purpose, the inner envelope containing the technical and financial proposals will bear the address of the individual consultant submitting the proposals.

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

2.6   Evaluation of the Proposal (General)

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

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

2.7   Evaluation of Technical Proposals

2.7.1   The evaluation committee appointed by HELB to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the set-out criteria.

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

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

2.8   Opening and Evaluation of Financial Proposals

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

2.8.2   The financial proposals shall be opened by HELB in the presence of the individual consultants who choose to attend the opening. The name of the individual consultant, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

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

SF = **100 x FM / F**

Where;

SF - **is the financial score.**

FM - **is the lowest fees quoted and**

F - **is the fees of the proposal under consideration.**

The lowest fees quoted will be allocated the maximum score of 100.

2.8.4 The individual consultants' proposals will be ranked according to their combined technical score (ST) and financial score (SF) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formulae for the combined scores shall be as follows;

S = ST x T% + SF x P%

Where;

S - **is the total combined scores of technical and financial scores.**

ST - **is the technical score.**

SF - **is the financial score.**

T is the weight given to the technical proposal and P is the weight given to the financial proposal.

Note: P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

2.9   Negotiations

2.9.1   Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for HELB and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.

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

2.9.3   The negotiations will be concluded with a review of the draft contract. If negotiations fail, HELB will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

2.10   Award of Contract

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

2.10.2   The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with HELB.

2.11   **Confidentiality**

2.11.1   Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the

process, until the winning individual consultant has been notified that he/she has been awarded the contract.

Appendix to Information to Consultants

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

Clause Reference

The name of the Client is: **Higher Education Loans Board**

The method of selection is: **The firm that achieves the highest combined technical and financial scores.**

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

The name, objectives, and description of the assignment are **PROVISION OF UPGRADE, ENHANCEMENT OF MICROSOFT DYNAMICS AX 2012 R2 ENTERPRISE RESOURSE PLANNING SYSTEM TO MICROSOFT DYNAMICS 365 FINANCE AND OPERATIONS, SUPPORT AND MAINTENANCE.** For the objectives and description of the assignment, see section III of this tender document.

The name(s), address(es) and telephone numbers of the Client's official(s) are:

Josphat Nzuki - Chief Innovation & Technology Officer,

P. O. Box 69489 – 00400, Nairobi.

Telephone No: 0711052241

Email: jnzuki@helb.co.ke

Elijah W. Wekesa - Procurement Manager,

P. O. Box 69489-00400, Nairobi.

Telephone No: 0711052486

Email: ewekesa@helb.co.ke

The Client will provide the following inputs:

i.   Any other information that may be required by the consultant to respond adequately to the Request for Proposal.

ii. The estimated number of professional staff required for the assignment is; The client expects the successful bidder to deploy the following staff for the project.

   i.   **Project Manager (1)**
   ii.   **Financial Consultants (2)**
   iii. **Supply Chain Consultants (1)**
   iv.   **HR Consultant (2)**
   v.   **Technical Consultant - Database Expert (1)**
   vi.   **Technical Consultant – Software Developer (2)**
   vii. **Technical Consultant – Integration Expert (1)**

iii. Training is a specific component of this assignment: **Yes.**

Additional information in the Technical Proposal includes; there is no additional information. Bidders are to respond as per the terms of reference.

Taxes: The bidder shall be responsible for all taxes relevant to the exercise. HELB shall provide status/scenario at the Board to the winning bidder.

Consultants **MUST** submit an original and one additional copy of each proposal. i.e.,
Technical Proposal - one original and one copy.
Financial Proposal - one original and one copy.

The proposal submission address is: **Chief Executive Officer, P. O. Box 69489 – 00400, Nairobi.** Information on the outer envelope should also include: The Tender reference number and description of tender.

Proposals **MUST** be submitted no later: **Tuesday 3rd August 2022** at **11.00 am, strictly.**

The address to send information to the Client is: **P. O. Box 69489 – 00400, Nairobi, Anniversary Towers, University Way.**

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

There shall be no alternative formulae for determining the financial scores except the one in the tender document.

The weights given to the Technical Proposal (T) and Financial Proposal (P) are:

T = 80

P = 20

The assignment is expected to commence by **October 2021** at *Anniversary Towers.*

SECTION III -   TERMS OF REFERENCE (TOR)

HIGHER EDUCATION LOANS BOARD

TERMS OF REFERENCE FOR PROVISION OF UPGRADE, ENHANCEMENT OF MICROSOFT DYNAMICS AX 2012 R2 ENTERPRISE RESOURSE PLANNING SYSTEM TO MICROSOFT DYNAMICS 365 FINANCE AND OPERATIONS, SUPPORT AND MAINTENANCE

INTRODUCTION

The Higher Education Loans Board is a state corporation whose mandate is to source for funds and provide loans, scholarships and bursaries to Kenyans studying in recognized institutions of higher learning.

1.1.1 BACKGROUND

Higher Education Loans Board (HELB) wishes to invite tenders from qualified and committed firms to re-implement, enhance and upgrade Microsoft Dynamic AX 2012 R2 ERP System installed at HELB HQ according to the specifications described in this Tender.

The Higher Education Loans Board is a state corporation whose mandate is to source for funds and provide loans, scholarships and bursaries to Kenyans studying in recognized institutions of higher learning.

HELB currently runs on MS Dynamics AX 2012 R2, with the plans of upgrading to MS Dynamics 365 Finance & Operations in the financial year 2022/2023. To this end, HELB intends to engage a reputable consultant in the provision of Microsoft Dynamics 365 Finance & Operations ERP Upgrade to its current Business and Technical users. The winning Bidder will be engaged in a constructive negotiation on the scope and project timelines.

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The envisioned upgrade will cover the below areas.

i. Financial Management

ii. End Year Financial Reporting

iii. Supply Chain Management & E-Procurement

iv. Lending Management

v. Human Resource & Payroll

vi. Recovery Operations

vii. Internal Audit

viii. External Funds Management and Loan Self Protection Scheme

ix. Legal & Case Management

x. Intelligence and Analytics

xi. System Administration

xii. Integrations with Ms Dynamics 365 CRM, EDMS, Portals, 3rd Party Stakeholders (Safaricom, KCB etc.)

xiii. DB High Availability set up (Hot Disaster Recovery)

xiv. Database Tune-up and Load Balancing

xv. Database Log Configuration (Audit Trail set-up)

xvi. Comprehensive Training and User Certification undertaking

xvii. Comprehensive System Design Documentation

1.1.2 Current Status of the ERP Solution and Business Processes

In the year 2014, the Board procured and implemented Microsoft Dynamics AX 2012 R2 ERP and the following modules were installed: Finance Management, Supply Chain Management, Lending, Recovery, Human Resource Management and Reporting. Each module has a set of workflows that allows users' documents processing and approvals on the system.

The Service Provider is required to make previous implementation improvement and enhancements by customizing, optimizing, and adding relevant modules according to user requirements. The Service Provider should take users through the newly customized modules by educating and training on the changes made and ensuring they are able to work effectively with the upgraded system. The re-customization will cover standard reports as mentioned in this tender document.

The proposed program will cover sections within the Supply Chain Management, Finance, Lending Management, Recovery Operations, Legal & Case Management, Internal Audit, Human Resources External Funds and Loan Self Protection Scheme, and Business Intelligence & Analytics.

The Service Provider is required to carry out an upgrade of the current system, MS Dynamics AX 2012 R2 to MS Dynamics 365 Finance & Operations and train both technical and key business champions. The successful bidder should negotiate with the procuring entity and agree on a schedule where both parties **MUST** commit themselves to an agreed time frame. The project should be completed within fifteen (15) months after project contracting. Bidders are required to provide post implementation support and maintenance services for 3 years, renewable for a period of 2 years thereafter.

All HELB Offices are interconnected at Head Quarters to an MPLS Network and joined to a central domain server which is virtual in nature. It has three main virtual servers installed at Data Center; one of the servers is dedicated to Microsoft SQL Database and ERP service that runs on Microsoft Windows Server 2012 R2.

1.1.3 Objectives of the Assignment

To enhance service delivery the Board desires to:

i. To upgrade and implement a genuine licensed Enterprise Resource Planning System (Microsoft Dynamics 365 Finance & Operations) 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 plus users at the various Regional Offices (28 Huduma Centers). Customers and stakeholders will access part of the system through a web portal (Intranet and Internet based access).

ii. 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.

iii. Improve efficiency and minimize costs by providing flexible, integrated systems that eliminate the need for redundant data entry for effective operational control.

iv. Facilitate corporate communication and sharing of information electronically throughout the Board to improve all aspects of customer service delivery.

v. Ensure that HELB users and IT administrators are suitably trained, certified, and equipped in the usage and support of the ERP.

vi. Make the necessary changes and customizations based on the user requirements by either coding or modifying the program to achieve the desired results.

vii. Test the system by allowing users to work with the modified module/component until it achieves the desired and agreeable results.

viii. Upgrade and enhance existing modules under Microsoft Dynamics AX 2012 R2 to Ms Dynamics 365 Finance & Operations.

ix. Integrate with existing systems such as MS Dynamics CRM, Banks, EDMS, ESB Portals and loan repayment channels.

x. Ensure adequate documentation of technical specifications, solution designs, process and data flow diagrams plus the Database Entity Relationship Diagrams

xi. Provide post implementation support services.

1.1.4 Scope of Implementation Work required

The Scope of work entails and not limited to, implementation of the following main elements at HELB HQs and Regional offices as per the Specifications. The service provider will be required to review comprehensively all the functionalities of the current implementation, requirements document previously done and identify gaps, re-engineer processes with an aim of improving the overall performance of the

systems, code conversions as well as ensure a seamless and timely data migration from the Portals to the ERP.

a) Upgrade, enhancement, support and maintenance of genuine Microsoft Dynamics 365 Finance & Operations Enterprise Resource Planning and functionalities required.

b) Upgrade, enhancement, support and maintenance genuine licensed ERP Database System and related software utilities and add-ons

c) Integrate with the latest genuine Microsoft Windows Server operating system compatible with the proposed ERP (Microsoft Dynamics 365 Finance & Operations) and Database system.

d) Upload of licenses for upgraded Database System and Microsoft Dynamics 365 Finance & Operations.

e) Project Implementation Services

- Requirements gathering, fit gap analysis and requirements documentation.
- Design and development of various modules as per the agreed upon requirements.
- User Acceptance Testing (UAT)
- Integration with existing systems
- Data Migration from current data formats
- Live environment deployment and Post Go Live hand holding support.
- System Documentation and User manuals preparation

f) Training & Certification

- Business User Training
- Administrators & Super Users Training

g) Post Implementation Services

- Annual Technical Support (ATS) for Application Software and Users
- Additional Customization, add-ons setup and upgrade rollout
- Supply of additional Licenses for Packaged Solution Modules
- Warranty for the ERP System and Database system supplied.

2. TECHNICAL SPECIFICATIONS OF THE ERP SYSTEM

2.1 SUMMARIZED ERP REQUIREMENTS

    i.   Key Financial Management

    ii.   End Year Financial Reporting

    iii.   Supply Chain Management & E-Procurement

    iv.   Lending Management

    v.   Human Resource & Payroll

    vi.   Recovery Operations

    vii.   Internal Audit

    viii.   External Funds Management and Loan Self Protection Scheme

    ix.   Legal & Case Management

    x.   Intelligence and Analytics

    xi.   System Administration

    xii.   Integrations with Ms Dynamics 365 CRM, EDMS, Portals, 3rd Party Stakeholders (Safaricom, KCB etc.)

    xiii.   DB High Availability set up (Hot Disaster Recovery)

    xiv.   Database Tune-up and Load Balancing

    xv.   Database Log Configuration (Audit Trail set-up)

    xvi.   Comprehensive System Design Documentation

KEY ERP 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. HELB looks at acquiring an integrated adaptable and scalable ERP solution that fully supports enterprise-wide Processes and functionality.

Desired Key Features

1. Intuitive graphical interface for a short learning curve
2. Network ready with multi-user password control
3. Web access with full functionality
4. Employee and member Self Service
5. Workflow and Alert Management
6. Email Integration
7. Integrating with other systems e.g., CRM, Enterprise Service Bus, EDMS & Service Portals
8. Process Workflow, Alerts, and embedded Document attachment
9. Business Intelligence & Analytics
10. High Availability and Fail Over
11. Efficient Audit Trail Management
12. System Load Balancing capability

2.2 FUNCTIONAL REQUIREMENTS BY MODULE

Below is a list of Key minimum desired Modules and Features (Detailed requirements to be reviewed with respective business units):

1. FINANCIAL MANAGEMENT MODULE

- General Ledger and Chart of Accounts
- Accounts Payables
- Accounts Receivables
- Financial Dimension with Multi-Dimensional hierarchy
- Multiple Sites to support Regional Offices as Cost centers
- Intercompany functionality
- Bank Management and Setup
- Bank Reconciliation

- Vendor Check Runs, ageing Analysis and Electronic Payments

- Budgeting with Revisions and Approvals

- Commitments (Vote Book management) & Commitment Budgeting

- Dynamic planning, budgeting, and forecasting

- Invoicing, Receipting and payment Vouchers management.

- Imprest Management Modules (Imprest Issuance and Surrender) with web application

- Petty Cash Management Modules (Petty Cash Issuance and Surrender)

- Expense Management, Business policies and Expense rules

- Workflow and Embedded Document Management and Journal Approvals

- Workflow for multi-level expense approvals

- Ability to attach and view expense receipts and Invoices.

- Integration with General Ledger and Accounts Payable

- Financial Reports

- Debt Management

- Performance Analytics

Fixed Assets Management

- Track Fixed Asset movement

- Asset details

- Asset disposals

- Multiple Depreciation methods

- Integration to General Ledger & Procurement

- Contractual details of the asset, including lease, software agreements etc.

- Manage Fixed Assets financial transactions.

- Reports

2. SUPPLY CHAIN MANAGEMENT MODULE

a) Requisitions and Purchase Management

- Vendor Management & Vendor Records

- Web based Purchase Requisitions

- Vendor RFQ and Quotes

- Tender process Management

- Workflow for Requisition and Purchase Approvals

- Automated Purchase Orders

- Procurement Planning

- Automated Vendor notifications

- Automated 3-way matching of Purchase Orders, Invoice and Goods Receipt Note

- Vendor Statistics and Performance Management

- E-Procurement with Vendor Self-service Portal

- Statutory Reports (EACC, PPADA, etc)

b) Inventory Management

- Item Master configuration with Attributes and SKUs

- Item Dimensions including Lot Number, Batch, Serial Number and Location control

- Min Max and Reorder Management

- Demand Consolidation

- Commodity classifications

- Inventory Costing including LIFO, FIFO, Standard Costing,

- Reorder levels for inventory items.

- Web based Requisitions & issues

- Reports

c) Contract Management

- Manage all procurement contracts lifecycle from including the request, author,

  negotiation, execution, compliance, and renewal.

- Capability to review all contract related milestones in a calendar and give

  automated.

  alerts for important tasks.

- Give analysis of contracts awarded in any given period by vendor and type of

  goods or services.

3. LENDING MANAGEMENT

Loan issuing is the core business of Higher Education Loans Board [HELB]. Activities involved therein involve:
   a) Receiving Loan Applications

   b) Validating Loan Applications

   c) Allocating Loans, Scholarships and Bursary and integration with Finance Module

   d) Disbursing Loans, Scholarships and Bursary and integration with Finance Module

   e) Managing Loan Maturity.

As such, for all the above requirements to be effectively met, HELB requires a robust system that can handle its loans management in an efficient, optimized, and real time manner. It is for this reason, that it identified an Enterprise Resource Planning System that would help in management of this as well as integrating with all the other sub modules/activities that are involved within the organization.

4. RECOVERY MANAGEMENT

The proposed Enterprise Resource Planning System will be able:

a) To update loanee accounts based on information from bank statement or from employer deductions repayment schedules.

b) To integrate with other payment channels for real time updating.

c) To allocate the amounts debited to respective loan accounts.

d) To flag loan accounts in default (non-repayment).

e) To ensure loans in default are correctly attached to the debt collectors.

f) To ensure management of Debt Collector payments

g) To ensure Suspense account management

h) To integrate with the Employers Portal and ensure a smooth Loan repayment checkoff process.

i) Allow a seamless loan repayment through the various repayment channels

j) Ensure generation and sending of E-Statements

k) To effectively communicate via email and/ or SMS to loanees when loan repayments are in default.

l) Bill mature loans and send automated bills to the respective employers and / or loanees making self-payments.

m) Ensure automated charge levying on loans as per the credit policy and business requirements given.

n) To send automated demand notices via SMS and/or Email upon delayed repayments.

o) To provide accurate and optimized reports for operational use, analysis and for management decision making.

p) To re-amortize the loan balance remaining and distribute it to the selected guarantors.

q) To flag the loanees' account as a defaulter across all modules.

r) To allow for a returning defaulter to resume repayment of a defaulted loan.

s) To allow for guarantors to stop repayment after loanee has resumed repayment for 3 consecutive months.

t) To allow billings and repayment acknowledgement and loan reconciliation.

u) To allow for bulk posting of employers' schedules against receipts.

v) To perform debt aging analysis.

w) To integrate with CRBs.

5. **HR MANAGEMENT AND PAYROLL MODULE**

    a) Employee Data Management

    b) Human Resource Management

    c) Web Based Leave Management

    d) Employee Self Service Portal

    e) Training Data Management

    f) Performance & Appraisal Management (Balanced Score Card Integration)

    g) Recruitments Process Management

    h) Transport requisition

    i) Integration with the recruitment portal

    j) Integrated Reporting

Payroll Module

a) Network ready with multi-user password control

b) Intuitive graphical interface for a short learning curve

c) User defined earnings and deductions.

d) User defined PAYE, NSSF and NHIF rates

e) Multiple Loans and Savings ledgers

f) Optimized payroll posting with automatic payroll calculation.

g) Entry of hours and/or days worked over flexible payment period.

h) Intelligent carrying forward of payroll transactions.

i) Lump sum tax calculation

j) Monthly PAYE, NSSF and NHIF export files and listings

k) P9A, P10, P10A Tax returns and other related docs

l) Payroll with Pay slips, Sacco Deductions and Reports

m) Multiple payroll summary, payment reports and Pay slip formats.

n) Export reports to various text / spreadsheet formats

o) Integration with Financial management System / GL Integration

p) Integrated and Accessible Via Employee Self Service

Web Portals

a) Web based Enterprise Portal for Most Processes and Workflow

b) Support for Employee Self Service

6. LEGAL & CONTRACT MODULE

The legal department, in its quest to serve the organization, it identified the need for an Enterprise Resource Planning system that will be used to keep record of the day-to-day operations within the department.

The ERP was identified to perform the following activities:

Case Management

a) Ability of users from other departments to report cases to the legal department.

b) Capturing of the case files and the respective evidence electronically

c) Capturing of the law firms and the advocates in those respective law firms.

d) Allocation of the cases to counsels, both internal and external

e) Administration of the cases electronically

f) Monitoring of the case performance

g) Monitoring of the external and internal counsels

h) Capturing of the legal opinions electronically

Contract Management

With increasing number of contracts that the organization have with different vendors/suppliers, the organization has therefore been facing difficulties in maintaining and keeping truck of the contracts. The ERP will help in performing the following activities;

    a)   Requisitioning of contracts by respective departments
    b)   Capturing of the contract details
    c)   Approval workflow of the contract
    d)   Tracking of the performance contractor
    e)   Tracking of the contact dates

Management of Insurance

Due to the need to manage insurance electronically and to increase better maintenance of the management of insurance. The need to ensure that insurable risks are promptly and effectively placed on cover. The system should provide staff with an avenue to report risks that have occurred promptly to the respective administrator who will then inform the insurance brokers.

The following activities will be handled by the system to enable the organization to perform the maintenance of the insurance schemes and the insurance claims.

a)   Requisitioning of insurance covers by staffs.

b)   Approval of the insurance covers by HoDs.

c)   Capturing insurances cover.

d)   Capturing insurable risks of a particular insurance cover.

e)   Administration of the insurance covers.

f)   Application and approval of claims

g)   Tracking of the insurance covers

h)   Capturing of the disputes

Legal Documentation

The organization needed to keep the safe documents electronically and keep truck of the movement of the documents among the staff. The system should be able to perform the following details.

a)   Requisition for document safe keeping

b)   Requisitioning of the use of documents by staff

c)   Approval of the documents

d)   Tracking of documents movement

7. EXTERNAL FUNDS & LOAN SELF PROTECTION SCHEME MODULE

To manage external funders and stakeholders within the eternal funds department, the system should ensure:

a) Provision of accurate and reliable reports for external funds mobilized, disbursed, and recovered.

b) Integration with the Funders Portal for reliable reporting and funds utilization visibility

c) Automated Insurance coverage for all loans under the SLSPS (Student Loan Self Protection Scheme)

d) Accurate financial reports on the SLSP Scheme

2.3 SCHEDULE OF REQUIREMENTS

2.4 BIDDER QUALIFICATION REQUIREMENTS

a) The Bidder **MUST** be a **Microsoft Certified** and **Authorized Partner**

b) The bidder should have been in operation as IT solution provider, with experience as supplier and installer of Ms Dynamics AX 2012 and/ or Ms Dynamics 365 Finance and Operations Enterprise Resource Planning (ERP) Systems for a minimum period of five (5) years.

c) The bidder **MUST** provide a copy of manufacturer certification / authorization from the manufacturer or distributor to do business as an authorized vendor for the proposed ERP software system and database system. The Bidder to provide Authorization Registration Number from Microsoft for Verification.

d) The bidder **MUST** submit at least three (3) sites where the supply, installation and commissioning of Microsoft Dynamics 365 Finance & Operations has been successfully installed.

e) The bidder **MUST** submit at least three (3) sites where the supply, installation and commissioning of Microsoft Dynamics AX 2012 has been successfully done.

f) The bidder **MUST** submit information in the required formats supporting their experience in business needs assessment, workflow analysis, system architecture design, and UML designing and implementing ERP implementations within the last five (5) years.

g) Demonstrate experience and capability in project management.

h) The Bidder **MUST** provide CVs for the proposed project team including project manager and technical specialists.

i) Project manager with at least five (5) years' experience managing management information system installations and configurations. The project manager should have a degree in Information Technology or any other relevant field.

j) Technical specialists with at least five (5) years experiences installing and configuring management information systems. The specialists should have the relevant certificates that indicate skills and training in installing, configuring, and commissioning Ms Dynamics 365 Finance & Operations and/ or Ms Dynamics AX 2012 systems of the nature proposed in the contract.

k) Tenderers **MUST** provide the information regarding their capacity and ability to deliver on the procurement requirements and to take responsibility for it:
Note: It is not enough for the bidder to indicate that they comply but MUST back up their claim with proof by explaining how each of the items has been complied with.

l) Where brochures are provided, the tenderer will be expected to point out the specific pages.

m) Bidders who provide false information regarding any requirement shall have their tender rejected.

2.5 BASIC QUALIFICATION INFORMATION

The tenderers qualification documents should include the following:

1. The necessary qualifications, capability, experience, resources, equipment, and facilities to provide what is being procured.
2. The legal capacity to enter a contract for the procurement.
3. Is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
4. Is not precluded from entering the contract with the person under Section 33 of The Public Procurement and Asset Disposal Act, 2015, limiting the contracts with employees and entities in which they have personal interest or with which they have personal relations;
5. Submit a signed declaration statement that you are not debarred from participating in procurement proceedings under section 33 of The Public Procurement and Asset Disposal Act, 2015
6. A brief description of the company **MUST** be given together with an overview of its product Portfolio, current market focus and strategic direction.
7. The Bidder should have a local office in Kenya that has been in operation for more than ten (10) years and have a minimum of 5 qualified staff on various IT technologies.

2.6 CUSTOMER BASE

Details of relevant customers from the company's existing customer base **MUST** be provided. This should highlight the successful undertaken six (6) ERP Projects (Ms Dynamics 365 Finance & Operations and/ or Ms Dynamics AX 2012) within the last ten (10) years but three (3) of the projects **MUST** be within the last five (5) years.

2.7 TECHNICAL AND FINANCIAL CAPABILITY

The tenderer should provide a list of any similar ERP projects (Ms Dynamics 365 Finance & Operations and/ or Ms Dynamics AX 2012) undertaken by the company in the last ten (10) years with three (3) of the projects having been implemented within the last five (5) years.

including timescales.

Details should include:

- Organization /Country
- Nature of the project including software configuration for similar services.
- Details of technical support staff including qualifications and experience.
- Delivery timeframe
- Financial value / cost of the projects done.
- The Tenderers **MUST** demonstrate verifiable technical capability to carry out similar projects and have a minimum of 3 signed contracts for Microsoft Dynamics 365 Finance & Operations and Ms Dynamics AX 2012 R2.
- The Tenderers **MUST** demonstrate verifiable financial capability to carry out similar projects and have a minimum of 3 signed contracts with a value more than KShs 25 million in the last six (6) years in IT Services or Software Solutions.

2.8 METHODOLOGY

The bidder should clearly provide information 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.

2.9 KNOWLEDGE TRANSFER

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

2.10 TECHNOLOGY

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

a) The proposed ERP System, Module components of the system (Names and Latest versions)

b) The application development environment.

c) The database System proposed (latest version).

d) Operating system supported.

e) Client or end-user operating systems supported.

f) Network environment(s) supported.

g) Hardware requirements proposed.

h) Proposed cloud provision and capacity (the cost estimates will not be part of the tender sum)

2.11 TRAINING

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

a) 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.

b) Training for the system administrators and developers **MUST** be instructor-led.

c) Training for end users will be on-site and scheduled according to the user roles.

d) The bidder should include the training program and cost in detail for HELB to assess its adequacy (The training is not limited to local training). **Requested training schedule to be referenced in this document.**

e) Training manuals in both soft and hard copies should be provided.

2.12 WORKFLOW AND ALERTS

a) Workflow Configuration and Management Alerts
b) Custom reporting services enabled through Business Intelligence and Analytics
c) Development and Integration with other corporate Applications Audit Trails, Archiving and automated backups.
d) Audit Trails, Archiving and Automated backups and restore.

2.13 ARCHITECTURE

The System **MUST** be based on a Service-oriented architecture (SOA) and web based. This design will provide both time-to-market advantages, as well as business agility when implementing enhancements to the system in line with the changing business requirements.

2.14 DATABASE

The system should be compatible on SQL Server Database platforms.

N/B: The bidder shall supply the latest database solution compatible with the latest version of Microsoft Dynamics 365 Finance & Operations solution and ensure appropriate tuning for performance.

2.15 SECURITY

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

2.16 SCALABILITY

The system should be robust and scalable to 3rd Party enterprises.

The upgrade should ensure full integration to 3rd party business applications by building appropriate connections for all critical interfaces. These interfaces include (but are not limited to):

a) Regulatory authority portals (Tax, Insurance Returns, etc.)
b) Banking Portals & Systems.
c) Data Warehouse & Business Intelligence.
d) Bulk SMS Platform.
e) EDMS System.
f) Mobile money transfer platforms.
g) Other third-party systems.

2.17 WARRANTY

a) Demonstrate capability to offer post commissioning support services on warranty basis, within Kenya, for a period of one (1) year after date of commissioning of the system.

b) First year annual support **MUST** be included as part of the proposal.

c) Documentation or a clear statement of undertaking, committing the bidder to provide the warranty, **MUST** be included in the proposal.

d) Bidders **MUST** include a sample Warranty Agreement that describes the warranty terms and conditions. During warranty period, the contractor will be required to work after hours to fix problems that would negatively impact normal operations of the Commission.

e) 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.

f) During the warranty period, the supplier will make available at no additional cost to HELB 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.

g) The supplier hereby represents and warrants that the software as delivered does not and will not infringe on 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 HELB 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.

2.18 IMPLEMENTATION SCHEDULE

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

2.19 TECHNICAL & FUNCTIONAL RESPONSIVENESS CHECKLIST

Note to Bidders: The following checklist is provided to help the Bidder organize and consistently present its Technical Bid. For each of the following Technical Requirements, the Bidder **MUST** describe how its Technical Bid responds to the requirements.

In addition, the Bidder **MUST** provide cross references to the relevant supporting information, if any, included in the bid. The cross reference should identify the relevant document(s) and page number(s). The cross reference should be indicated in the column "DETAILED DESCRIPTION".

The Technical Responsiveness Checklist does not supersede the rest of the Technical Requirements (or any other part of the Bidding Documents). If a requirement is not mentioned in the Checklist that does not relieve the Bidder from the responsibility of including supporting evidence of compliance with that other requirement in its Technical Bid. One- or two-word responses (e.g., "Yes," "No,", "Will comply," etc.) are normally not sufficient to confirm technical responsiveness with Technical Requirements, thus the bidder should attach support document and brochures.

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:

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

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

3. **CR - (Customization Required)** the application will be customized to meet the requirement(s).

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

Where customizations are required, clearly and comprehensively indicate the plan, design and/or approach to be undertaken to achieve the requirements.

A clause-by-clause commentary on the Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications is required.

For each SPECIFICATION, bidders are requested to provide a clear and concise explanation in the DETAILED DESCRIPTION section or provide a cross-reference to where that explanation or supporting information can be found in other part of the technical proposal.

Please fill in the COMPLIANCE column as appropriate to indicate one of the responses listed above for each item and add as many comments as possible, diagrams, maps and/or screenshots in the DETAILED DESCRIPTION column.

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Web based & Menu Driven Navigation and Update Capabilities		
	Reports, Custom Reporting and adhoc queries		
	User Customizable		
	Multi-user environment		
	Integrated alert system – Allow for user definable event-driven or periodic alerts		
	System Platform –the system will be operated on a Local Area Network with Windows clients and server		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Version : Latest ERP Version and release of Proposed System		
	Central Depository and Distributed Access – Maintain a single information warehouse for use by all business applications. The system should allow access LAN (TCP/IP)		
	Modular Architecture		
	Scalable – should allow phased implementation of applications		
	Open Data Architecture – Allow for export to / import from external data file format		
	Simple and User-friendly Graphical User Interfaces		
	User Aid – Allow users to access help messages without exiting the application screen		
	Embedded user Help manuals		
	Security and Audit – allow security rules to be specified for access to individual		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	positions as well as organizational hierarchy. Multiple access responsibilities according to tasks users perform. Complete audit log of all changes		
	Access Control -Audit trail for changes to the account. **MUST** include username, timestamp, what used to be in the field, and what currently is in the field. -Ability to create group user accounts and assign authorizations		
	Multi-user password control and Multi-Level Access rights Control		
	ODBC Compliant Database		
	Latest Version / Release of Database compatible with proposed ERP (Ms Dynamics 365 Finance & Operations)		
	Multi-client environments - Capable of running on a WINDOWS/UNIX/LINUX Server OS & Windows 10/8/7, Linux client's environments		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Archival – able to roll back and roll forward the status of the system if any errors are encountered. Ability to automatically archive transactional data to media-based archives based. on administrator defined retention		
	Replication Server setup		
	Genuine and licensed Database with required Cals		
	Integrated Database		
	Outlook Integration		
	Ability to integrate with other systems		
	Reports should include queries, graphical templates and numerical reports.		
	Default standard and customized reports.		
	The application **MUST** have a reports generator/ writer for creation of new reports.		
	Application should include a query builder to facilitate the creation of user defined SOL Queries.		
	Ability to export reports in Excel, Pdf and other formats		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Web enabled modules that clients can access within LAN and over the Internet for specified application		
	The web facility should allow authorized users log enquires, make requests and enquiries related to customer information, debt status, applications, service information and customer statements.		
	Automatic Log-off for web-based functionalities.		
	Implementation process Project Charter. The vendor should describe the implementation process/methodology and project plan		
	Data Migration and Conversion. The system should be able to capture data currently on paper forms and documents as well as existing data in any other storage media. The vendor should prepare a conversion plan describing		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	how the proposed system will transform all existing records (or older/current databases) into a suitable format.		
	System Testing & User Acceptance Testing		
	Backup and Recovery Strategy - The vendor is expected to develop a backup and recovery strategy during the implementation of the system, and which will also be applicable during system operation.		
	System Access -Describe hardware, software, and telecommunications capabilities that would be needed to access the vendor's system. Describe any other means of access the vendor can provide for users.		
	Operational Management - The vendor should prepare an operation plan for the proposed system. The vendor should describe standard operating		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	procedures for the proposed system.		
	Training: End User Level, Key User, Super User/ Administrator Level, developer and Managerial Overview		
	Training Materials – Provided both in soft and hard copies		
	System Help Functionalities – Inbuilt		
	Full Documentation of the system in both electronic and hardcopies		
	Implementation and customization documentations		
	Maintain an employee e-file with all correspondences, testimonials etc.		
	Provide capability to Data mine and generate reports on all HR spheres such as, recruitment, payroll, performance, leave, benefits, learning & development etc;		
	The system should have automatic number generation for new		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	employees and applicants and retain existing employee numbers.		
	The system should maintain - employee data and details which includes (but is not limited to) following detailed employee Information: Employee Name, Employment Number, NHIF (National Hospital Insurance Fund) Number, PIN Number (Tax Number), NSSF (National Social Security Number) Number, National Identity Card Number, Age, Driving License, Labor Contracts, Passport Number, status, photograph, Assets/Company Property assigned, multiple employee addresses and contact details etc.		
	The system should maintain detailed professional and educational information (experience with other companies, details of job assignments, transfer, training, performance		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	appraisals, career planning information).		
	Accept the details of unlimited number of dependents details (name, gender, date of birth, relationship, etc.).		
	Ability to attach copies or any other relevant document.		
	Monitor Employee Contract expiry dates / renewals and flag expired ones.		
	The system to keep track of each employee's history right from hiring, grades, job assignment, probation/confirmation, transfer, promotions, salary/ benefits changes (including reasons/background), rewards, recognition, warning, grievances, disciplinary action, etc. till the employee leaves the Agency. (Including reasons for leaving in order to analyze turnover).		
	The solution **MUST** allow for terminating the employee		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	record at the conclusion of the employment period without deletion.		
	EMPLOYEE SELF-SERVICE PORTAL		
	Allow employees to make requests such as; salary advance, update employee records, request for medical card, apply for leave, change bank account details etc.;		
	Allow employee to request for Learning and Development		
	ORGANIZATIONAL STRUCTURE & PLANNING		
	Capability to develop and maintain a live organization structure with hierarchies such as directorate, department, sections with approved staff establishment;		
	The system should be able to identify vacancies when they arise		
	The system shall provide the capability to store, review and update Job descriptions and specifications`		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	RECRUITMENT		
	Ability to accept online applications and summarize the same into report for easier evaluation		
	Capability to conduct recruitment effectively and efficiently with ability to report on progress and profile applications against a set criterion;		
	Ability to generate correspondence to staff such as offer letter, contracts, acting appointments etc.;		
	PAYROLL REQUIREMENTS		
	Accurate computation of payroll information, including payables, taxation, other statutory deductions and checkoff;		
	The system should be able to define the compensations elements, allowances, associated benefits, remunerations and other facilities based on employee grade.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	The system should support various deduction of loans and payments		
	The solution **MUST** produce pay slips, in an approved format; showing both deduction and cumulative balances		
	Provide for generation of earnings and deduction reports		
	Provides the facility to apply future commencement and completion dates for all allowances		
	The system should interface with the GL and other applicable applications		
	Allow running of multiple payrolls to reflect different group of employees or different payroll calendars.		
	Ability to integrate to a clocking/biometric system		
	LEAVE MANAGEMENT		
	Provide functionality to facilitate application for all leave types - Annual, maternity, paternity, sick,		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	compassionate, study, unpaid etc.		
	Provide leave approval workflows and ability to capture handover details		
	Maintain leave balances and carry over leave days with ability to set the maximum carry over days		
	Link leave application to the payroll module for leave allowance		
	PERFORMANCE MANAGEMENT		
	Allow Line Managers and employees to set SMART objectives and track performance of the employee ensuring that employee performance and objectives are aligned to the overall corporate objectives		
	Have functionality to enable 360 performance appraisals		
	Support self-appraisal		
	Have capability to define and amend KPI's associated with the SMART objectives defined and subjected to a workflow approval		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Enable calculations for the KPIs against predefined rules to arrive at the performance measurement		
	Monitor and manage performance contract deliverables;		
	Ability to receive periodic (e.g. monthly, quarterly) appraisal reviews/results from various departments 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.		
	Support the associating of evidence to performance KPI's;		
	Support performance data export to excel, MS word, pdf etc. per various grouping such as employee, department		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Support electronic signoffs between the appraised and appraiser and other relevant officials		
	Integrated Financial Systems: GL and other financial systems should be integrated. Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down, End-user reporting, Data import/export etc.		
	Object linking the package should enable linking of objects such as images, scanned images of documents, MS Word documents, MS Excel spreadsheets etc. to the screens and the reports. For example, a spreadsheet may be attached to a JV to support how the values of the JV were derived.		
	Report Writer An end-user driven online report writer should be available within the package. Up to the moment data from the GL and the other financial		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	systems should be available to the end-users for reporting purposes.		
	The system should be able to analyze financial information.		
	The system should provide an online facility to maintain a centralized, flexible, company level Chart of Account.		
	The structure, coding scheme and the maintenance will be controlled centrally. All sub-systems should make use of this Chart of Accounts.		
	The Chart of Account should provide for an alpha-numeric, flexible account code structure with a user-defined number of segments and lengths per segment. Example: Account structure may consist of the segments Company, Account No., Profit Centre, Sub-Account Type and Code, Region, Location, etc.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Examples: - Sub-account may be mandatory for an account. - Only Profit Centers 101010, 101020 and 101030 are valid for account number – 10001000. - Profit Centers 101010, 101020 and 101030 are not valid for account number- 10002000.		
	It should be possible to add new account segments whenever required and to delete the segments that have never been in use and hence not required.		
	System should have capability to classify accounts into assets, liability, equity, income, expense, etc.		
	Maintain non-financial data along with account numbers and segments. Example: Description etc.		
	Provide the capability to perform mass updates to the Chart of Accounts.		
	Define Parent-Child relationship at multiple		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	levels. The system should not allow posting to the parent account.		
	Online facilities should be available to inquire/print the Chart of Account.		
	An online facility should be provided to input, update, copy, balance and post the Journals. JV No. should be automatically generated by the system.		
	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.		
	Maintain a reason code to indicate the purpose of the journal entry (e.g., general, reconciliation, late entry, amortization, etc.)		
	Provide the capability to hold a JV, even if it is error free, for later recall by the user.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Provide the capability to copy a JV (with or without reversing the signs).		
	Restrict updates to account structure and amounts of a JV after posting.		
	Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.		
	Journals may be created by sub-systems (Accounts Receivable, Accounts Payable, Fixed Assets, Materials, Budgeting/forecasting etc.) These journals will be transferred to the General Ledger system directly or through interfaces, edited, validated and posted in the General Ledger system. The frequency of the interface will be established by the users. The interfaces should be automated.		
	The system should be able to detect and prevent duplicate journals.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	The General Ledger and the subsystems should support an accrual method of accounting.		
	The system should allow the user to post to the G/L from the sub-modules in detail or summary.		
	Provide a daily transaction log of all postings made during the day. Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.		
	Auto Reversal Journal: This is a journal that posts an accrual to an account. The reversal date is also input in the accrual Journal. The system automatically generates the reversal JV and posts it. Reversal need not be in the same fiscal year.		
A	**Journals – Input/Processing Authorization**		
	It should be possible to control the posting period		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	both at the company level or user level.		
	Restrict access of a user to view JVs only or data entry only or post etc.		
	Provide a workflow management feature to create/review/post online journals according to the journal type, amount etc.		
	It should be possible to re-open an already closed year, post journals in that year and then re-close that year. Account balances should be automatically carried over to the subsequent years.		
	The module should allow for multiple open periods.		
	The system should keep minimum 7 (seven) years of data (General Ledger and the subsystems) online.		
	Budget		
	User-friendly on-line budget preparation and input tools should be available.		
	It should be possible to import Budget data from Excel sheets.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Templates shall be provided to prepare and input budgets.		
	Ability to Restrict transfer of budget between two groups of account such as recurrent expenses budget and capital expenditure budgets.		
	Commitment Accounting & Fund Checking		
	Ability to automatically generate Purchase Requisition (PR) commitment journals when a PR is created/amended/cancelled. When a PR is converted into P.O., reverse PR commitment and increase the PO commitment. When the PO is closed or cancelled reverse the PO commitment		
	Ability to Provide a link to the Commitment journal and the Obligating document.		
	Budget Balance Checking		
	Ability to Provide option to set up account codes to check funds.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Ability to Allow funds to be reserved at different instances. Example: While creating/forwarding the Purchase Request for approval or while finally approving the Purchase Request		
	Ability to Recheck for funds availability when changes are made to commitments		
	Ability to Provide inquiries based on budget, commitment and actual.		
	Multi -Currency Management		
	Currency Table: The system should support multiple currencies. For this purpose, it should maintain a currency table that is common to GL and the sub-systems.		
	Exchange gain/loss: The system should automatically generate Exchange gain/loss entries for Supplier/Customer transactions.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Foreign Currency Valuation: System should be able to carry out foreign currency valuation of Foreign currency Balance sheet accounts.		
	General Requirements		
	Import of data: It should be possible to import Journals, Chart of Account, General Ledger, Sub-ledgers, Budget etc. from text files or Excel sheets. All imported data should go through respective data validation.		
	Export of data: Flexible data export capability based on user-defined selection criteria should be available to support decision support modules and reporting needs.		
	Bank Reconciliation: The module should provide the bank reconciliation function (manual and electronic).		
	Cash Flow Management: The module should provide the Cash Flow Management function.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Drill-down facility: It should be possible to seamlessly drill down from the summary level to each subsequent hierarchy level below it, including the data from the sub-systems.		
	Audit Trails: All data entry and changes to online JVs, interface JVs, Chart of Account etc. should be audit trailed with user name, date and time of entry/change etc. System generated recurring JVs, allocation JVs etc. also should be audit trailed. Online facility should be provided to review these Audit trails.		
	Planning and Budget Requirements		
	Ability to Support different methods of Budgeting such as: top down, bottom up		
	Ability to Enter budget by GL code, period (e.g., monthly), in summary or in detail		
	Consolidate various budget sections/departments etc. to a single master budget		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Ability to integrate the budgets to all relevant modules.		
	Maintain budgets by: Account, sections, departments, stations etc.		
	Ability to produce a starter set of data for new budget year and send to various departments through desktop integrators or spreadsheets through email. Actual to be downloaded from General ledger		
	Ability to provide formula tools for calculating the budgets based on statistical / prior year figures		
	Ability to Upload budget from spreadsheets.		
	Ability to record and keep an original budget, budget changes, and a revised budget for each cost account at each level in the hierarchy.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Budgetary Controls		
	Maintain encumbrance Accounting (absolute) basis.		
	Ability to stop processing the RFQ / PO / invoice when the commitment exceeds budget		
	Ability to encumber the budgets at Purchase order / invoice level on absolute check. The commitment checks to be made at detailed and top level of each expense account and to be passed if cleared at either level		
	Support commitment accounting interlinked with Purchasing module		
	Ability to reverse commitment once the concerned RFQ / PO are cancelled		
	Verify that funds distributed do not exceed the amount of funds available for allocation or sub-allocation at each distribution level.		
	Ability to amend / reallocate budgets at any time during the year with subject to management approval.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Fund Checking & Commitment Accounting		
	Absolute, advisory and no fund checking option to be possible for: • All commitment transactions • All actual transactions including direct journals		
	Allow funds to be reserved at different instances. e.g.: While creating and forwarding the PR for approval or while finally approving the PR		
	Recheck for funds availability when changes are made to commitments.		
	Create commitment journals automatically when a PR or a PO is created, amended or cancelled		
	Budget Reporting		
	An on-line query system with flexible options to show the budget (original, revised, encumbered, actual, statistical etc.) at top and		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	detailed level of cost codes, the details filtered based on user privileges.		
	Ability to produce reports on the same basis as above with variations / percentages / ratios and graphical presentations if needed		
	Ability to produce reports on budget changes and transfers		
	Ability to produce exception reports		
	The ability to download and upload information		
	To capture budgets for reporting at pre-defined times per year (PTD, QTD, YTD, etc.)		
	Accounts Payable (AP) Requirements		
	State of the art Technology: Accounts Payable and the other financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics,		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Charts, Object linking, Internet, email, Workflow, Drill-down		
	Provide an online facility to maintain the vendor master		
	Main data to be kept for each vendor. - Vendor No. (alphanumeric, system generated, or user assigned) - Legal name of a vendor, Other Name, Short name - Vendor category/type for reporting purposes - Remittance-to addresses (minimum 5 nos.) including phone no., contact name, fax no., email id. - Bank information (e.g., Bank code, Bank account number, etc.) - Vendor PIN Number - Vendor VAT Number - Default payment currency - Status (active/inactive/on-hold etc.) - User defined data		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Prevention of duplicate Vendor Master records: The system should not allow for duplicate vendors		
	Maintain Vendor History (Invoices, payments etc.) online for the required no. of years. Minimum 7 (seven) years.		
	Provide an online facility to register recurring payments with following data. - Vendor no. - Invoice/Contract no. - Recurring payment amount - Accounting information - Begin and End payment date - Frequency of payment (Weekly, Monthly, Quarterly, Biannually, annually etc.) - Recurring payment type - Business reason for the payment etc.		
	Provide an online data entry facility to register and maintain vendor invoices. Display default information obtained from vendor master such as Vendor name,		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Remit-to address, Payment terms, Payment due date, Payment mode, Payment grouping indicator, Payment currency, Bank information, Discount terms etc. that may be overridden by the user.		
	Prohibit the entry of duplicate vendor invoices.		
	Permit the user to specify multiple accounting entries per line item to facilitate the proper allocation of expenses across the organization.		
	Require the entry of the employee number if the expense involves an employee (e.g., imprest, petty cash etc.)		
	The Accounts Payable System should support entry, approval, and payment of advances to employees (Salary advances, Duty travel advances, Expense Reports etc.).		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	The Accounts Payable system should integrate with Payroll module to ensure that the employee number is valid, and the employee is currently in service.		
	Provide an alert to the employee responsible for processing the payment when the expense is scheduled for payment.		
	Certification of Invoices for Payment		
	Validate invoices entered through a user defined approval hierarchy with amount limits and pass it for payment		
	Provide invoice approval workflow module.		
	Payment should not be cleared unless goods are accepted by the concerned department and electronic approval is provided.		
	Accept payment or reject it while seeking further clarifications for the rejected payments.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Payment Features		
	Enable Partial payments of invoices and payments in installments and manage the balances.		
	Consolidate multiple payments to a single payee.		
	The system should support. - Part payment of invoices, Payment of invoices in installments - Recurring Payment as per contracts, Pre-paid Invoices - Petty cash payment		
	Allow defining multiple bank accounts (normally, depending on currency).		
	Hold Payments - Enable to hold Payments for a specific vendor/ specific invoice. - Automatically hold payment of invoices that do not match with PO. - Provide user definable hold types. - Hold removal should be based on password control.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Interface to General Ledger		
	Option to interface accounting entries to GL in detail or in summary.		
	Should be able to post Expense accounting entries and Payment entries.		
	Capability to pass accruals for invoices.		
	General Requirements		
	Goods and services may be received as a single receipt or multiple receipts. An invoice may contain multiple Purchase Orders.		
	Prevent duplicate payment and overpayment of invoices/Purchase-orders.		
	Close the P.O. Automatically upon final matching of invoices.		
	Fixed Assets should be automatically interfaced into the Fixed Assets System from Accounts Payable System.		
	Accounts Receivable (AR) Requirements		
	State of the art Technology: Accounts Receivable and the		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	other Financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-Down		
	Main data to be kept for each customer. These includes: - Customer Id. (alphanumeric, system generated, or user assigned) - Legal name of the customer, short name - Multiple addresses (Sold-to, Bill-to, Shipment-to, Statement-to etc.) names and addresses including phone no., contact name and designation, fax no., email id. Web address etc. - Customer category/type for reporting purposes (Internal/External, Local/Foreign, Private/Government etc.) - Default Currency		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	-Default Payment/Credit/Discount terms (Payment days, Interest rates on overdue payments, Prepayments, Minimum charge etc.). Default standard customer terms may be overridden by the user. - Allow different Payment terms by the billing address. - Credit Rating and Limit - Method of payment		
	Maintain a Customer Master for each company with the facility to identify common customers within the Corporation.		
	Provide an online facility to maintain the Customer Master. Customer master may be interfaced from external applications to Accounts Receivable System.		
	Customer Invoices		
	Provide for various types of invoices. Every document type should have its own document sequence.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	The system should prevent inputting duplicate invoices.		
	Receipts from Customers		
	Receipts from Customers may be interfaced from a feeder module. However, provide an online facility to input and maintain receipts.		
	Provide facility to print Cash Receipt form (customer copy).		
	Maintain collections history for every customer.		
	Application of Receipts to Invoices		
	Enable to apply Credit Notes to invoices.		
	Inquiries		
	Summary screen showing following details by customer. - Sales year to date - Last invoice date and amount - Last receipt date and amount - Outstanding invoice balance, ageing - Overdue invoice balance, ageing		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- Unapplied receipts It should be possible to drill-down these details to Invoices and Receipts level.		
	Online inquiry of invoices/receipts by - Invoice No. - Customer No. - Customer Name - Cheque / Receipt No. - Invoice amount - Invoice date - Receipt amount - Receipt date		
	Online inquiry of Period-to-date/Year-to-date invoices/Receipts/Voided-Receipts etc. by Customer or Customer-type		
	The module should provide cash flows projections from the integrated modules		
	Module should allow the recording of bank statements automatically or manually		
	Users should be able to reconcile bank statements automatically or manually.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Users should be able to reconcile with payments and receipts in the payables and receivables programs and external modules		
	State of the art Technology: Fixed Assets and the other Financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down		
	Depreciation Setup and Processing: Capitalized assets are setup within asset groups. Provide online facility to maintain depreciation method, depreciation schedule and the first-year convention for the asset groups. Support depreciation methods such as Straight line, Declining balance.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	For an asset, the system assigns the depreciation method and schedule that correspond to the group of the asset. However, these values may be overridden by the user.		
	Allow the user to specify how depreciation should be applied. Depreciation can be applied to: - Active (asset currently in use) - Inactive (asset currently not in use e.g., in storage) - All (All fixed assets, both active and inactive)		
	Allow the user to switch depreciation methods for a specific fixed asset or group of fixed assets during the life of the asset(s) (e.g., switch from an accelerated method to straight line in order to maximize depreciation).		
	Prorate depreciation when changes occur.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Compute depreciation as per the depreciation method and depreciation schedule specified for the asset. Post appropriate accounting entries in GL.		
	Provide the ability to calculate the annualized and forecast depreciation expense.		
	Allow comparison of different methods of depreciation for an asset.		
	Fixed Assets Addition		
	Main data to be kept for each asset: - Asset Serial No. (system generated as well as manually numbered) - Manufacturer, Model, Description - Asset bar code - Asset Type or Group, Account No. - Vendor, Invoice reference, P.O. reference, Acquisition Date - Commissioned date or Depreciation start date		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- Original cost, Multiple add-on costs, Salvage value, Useful life - Main and Subcategory - Asset Status (active, inactive) - Location, Profit Centre		
	Provide an indicator to record assets that are received free of charge.		
	Fixed Assets Disposal		
	Should support Asset disposal workflows. Assets may be disposed off at any point of time. There may be various types of disposals. Examples: - Donation - Sale - Write-off - Trade-in etc.		
	The users will input all information necessary to record the disposal. - Type of disposal - Date of disposal (may be in past accounting period) - Reason for the disposal - Proceeds in the case of a sale or trade-in		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- Disposal quantity in case of super asset		
	Enable mass disposals.		
	Fixed Assets Transfer		
	Provide for various types of asset transfers. Examples: - Change of location (Inter-department, Inter-company etc.) - Change of commissioned date to retrospective/future date - Change of Asset account number - Upgrading or Value addition to the asset - Mass asset transfers from one account, project, location, or responsibility center to another. - Revaluation of assets (Change the basis of depreciation and net-book value) - Adjustment to the cost of the asset (e.g. capitalization of renovation cost)		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Reports		
	An asset register (showing net book value) as per user defined selection criteria and sorting order		
	List of Fixed assets transactions (Asset additions, Asset changes, Asset disposals etc.)		
	Gains/Losses report for all sales and trade-in disposal assets		
	The Bidder will be required to customize the ERP solution to provide Imprest functionalities and handle imprest items given below. There are various types of Imprest Requests i.e. International Travel, Local Travel, Office Standing Imprest and Other Imprest. All Imprest requests **MUST** get final approval from the Chief Executive officer. Line Items claimed for both local and internal travel as specific as detailed below.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	1. Local Travel Items: Imprest items include the following: - Subsistence Allowance (Per Diem) - Taxi Fare. Transport – Air, Rail and Bus - Breakfast/Lunch/Dinner. - Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)		
	2. International Travel Items: - Subsistence Allowance (Per Diem). - Taxi Fare. - Transport – Air, Rail and Road - Warm Clothing Allowance – Once claimed on one travel, it can only be claimed again after 3 years. - Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	3. Office Standing Imprest – Account selected from Chart of Accounts		
	4. Other Imprest (This is purchase of any items needed. They might not be specific) Account selected from Chart of Accounts		
	Process flows:		
	STEP 1: INTERNAL MEMO APPROVAL - An Internal Memo is raised for the Expenditure Request. - Requestor Sends approval to Supervisor. Approval is done as per Organization reporting hierarchy. - Finance checks the Internal Memo - Last and final approval is given by the CEO.		
	STEP 2: IMPREST APPROVAL - Once the Internal Memo gets final approval from the CEO, the requestor then raises an Imprest request as per the Memo. - The requestor sends the Imprest request for approval. The approval		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	follows the organization reporting hierarchy approval. - Finance to Approve before CEO approval - Final approval is done by the CEO. - Notifications and Emails are sent to the respective employees - Notification is sent to Finance - Finance then processes the payment. - Funds are then disbursed to the requestor by Finance.		
	STEP 3: IMPREST SURRENDER - Surrender of International Travel, Local Travel, Office Standing Imprest and Other Imprest - There is a requirement that the Imprest is surrendered. - Surrender is more of a proof to confirm the requestor did travel on duty. The proof will be either be a receipt for e.g. an air ticket, bus ticket, train ticket or any other Receipts		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	(Office Standing Imprest and Other Imprest) - This **MUST** be attached to the surrender. The line item surrendered in the Imprest is therefore TRANSPORT ONLY (For Local or/and International Travel), Office Standing Imprest and Other Imprest. - Supervisor to approve Before Finance. - The surrender is then submitted to finance. Finance checks the date of travel on the tickets. This is done by the Accounts Assistant and Management accountant. - Once the checks are done approval is sent to the Finance Manager. - Final approval of the surrender is done by the CEO. Process of surrendering less. Surrender of amounts less than the advanced amount > The Employee will surrender the fewer amounts the		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	system will create a refund in receivables. The refund will generate a document in Internet Expense with the refund amount. This (Transaction) will create an Expense report in payables which will net off the remaining amount in payables. The concept in this scenario is that a credit will be done in Accounts receivables as a refund (Clearing account) and a DR of the Expense Report will be done in payables thus netting off. DR: Payables Expense report (Clearing account) CR: Accounts Receivable Refund (Clearing account) STEP 4 CLAIMS Claims will use the Claim responsibility. Claims will be captured by individual users where the users either used his/her personal money or money		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	that was not advanced during the Imprest process. Approval process User claims >Supervisor Approves > Finance Approves > CEO Approves		
	Additions		
	1. Cater for the Acting Positions		
	2. Cater for Notifications to End users once payment advice is done to bank (e.g. End user gets notification of money sent to bank etc.) 4. After the 3 notifications the Imprest and/or Surrender, claim automatically escalates to next Approver (Supervisor) 5. Approvals/Rejection should also be done via Email (Sometimes our Approvers or Supervisors are out of office).		
	General requirements		
	Ability to initiate, approve and publish all procurement cycle processes for goods, services and works;		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	The system shall support a wide variety of procurement agreements including Technical/Works, Goods/Services, Consulting Services, In-Licensing Agreements, etc.		
	The system should provide a mechanism to enforce the business rules and functions required to execute the business.		
	If the system is dependent on incoming data feeds, for a user to perform a task, and then the system **MUST** be able to accommodate such feeds.		
	MUST include sub modules / functionalities for: - Procurement and disposal plans to be catered for - User Requisitions - Tendering / Request for Quotation processing - Contract preparation - Contract Administration - Inventory management / Stores (support requisition		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	of items from the store by departmental users)		
	Module **MUST** store and access all contracts (for all contract types, divisions, subsidiaries and affiliates) in a single database, or otherwise searchable with a single search query.		
	MUST keep track of all these related documents, and all related agreements, with sub-folders or other structured hierarchy (e.g., original agreement and all amendments; master consulting agreement and all statements of work)		
Contract information			
	Execute contract processing such as: - Maintain Contract - Change Contract with proper approvals - Maintain Contract Supplement - Create and send a Message for Contract - Release/approve contracts		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Contract Management		
	The system should allow contracts to be automatically/manually created, based on contract 'types'. (i.e.-Advertising Revenue, Other Revenue, Purchasing Agreements, Lease Agreement, procurement/sales, general, single, and multi-supplier etc.		
	Easily capture, index, and manage contracts.		
	Each contract should have a unique ID. This unique ID should exist for both manual and auto-created contracts.		
	Contract Creation		
	Need to have the ability to create contracts using standard terms and clauses through reuse of templates configurable with individual company style guides		
	Accelerate contract review and approval with scanning, workflows, and digital signatures. Easily manage		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	drafts and revisions to contracts		
	Build mechanisms for pricing and service-level agreement flexibility into the contract.		
	Attach supporting documents in any format, e.g., MS Word, Adobe PDF, and .rtf		
	The Contract Management module should display the status of the contract.		
	Every revised contract **MUST** have a valid revision reason associated with it.		
	Contract Admin and Maintenance		
	Provide capabilities that minimize cost, risk, delay, and complexity in contract management.		
	Proactively manage contract renewal. The system should inform all parties of expiring contracts way before expiry date as per configured time.		
	Allow rapid documentation of finalized renewal of contract by coping existing contract and allowing for		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	modification (content and dates) to previously established contract.		
	Manage financial performance like price compliance, milestones, renewal and amendments.		
	Need to have the ability to store and access all contracts in a single location. The system should provide searchable contracts archive that is accessible anywhere, anytime with ability to search on keywords		
	Provide for permission-based contract access and modification.		
	System Integration		
	The Contract Management Module should support integration with other ERP modules including, Purchasing		
	Auditing and Controls		
	The system should have the ability to Maintain audit trails of the contract lifecycle.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Supplier Master Information- Supplier code		
	Allow Supplier code to be created as follows: - Manual alphanumeric Supplier code - System generated alphanumeric supplier code		
	Centralized Supplier Information		
	Ability to create Supplier master centrally for the entire Organization. However, the Suppliers should be grouped by business functions		
	Supplier file can be shared by both Finance and Supply Chain Management departments with different authority levels.		
	Ability to attach Company's internal banks to suppliers or supplier group from where the payment is made		
	Duplication		
	System should avoid creation of duplicate suppliers. System should check for duplicate Suppliers		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Purchase Requisitions - Create Purchase Requisitions		
	Allow Online requisition entry and update		
	Purchase Requisition (PR) Header should facilitate at least the following information: - PR Number - PR Description - PR Type - Requester id & Service - Total Value of PR in default currency - Remarks - PRs originated either manually or from PNR (Procurement Notification Report)		
	Purchase Requisition line facilitate at least following information: - Item Code - Item Description if requesting non coded item / service - Unit of Measure - Currency for purchase		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- Estimated Price in both Local and foreign currency (if any) - Multiple delivery dates for the PR header and for each line item - Delivery instruction & Address for delivery (allow delivery at multiple locations) - Suggested Supplier(s) - Contact person(s) - Justification for requisition - Note for approver - Note for buyer / purchasing agent - Note for receiver Note to Payable clerk - General Notes - Multiple Charge Accounts / Cost Center - Tolerance limit for quantity receiving with proper authority approvals. - Tolerance limit for price when PR line is converted into PO/Contract with proper authority approvals.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- System should provide the functionality of three-way matching Concept.		
	Linking Purchase/Service Requisitions to Budget and option of reserving budget at the time of creating PR or at its approval		
	Have the capability to consolidate multiple purchase requisition from multiple departments in one PO/Contract per supplier		
	User can check the budget online against different charge account mentioned on the lines of PR		
	Ability to attach documents (e.g. Word, excel etc.) with the header and lines of purchasing documents (PR, RFQ, Quotes and PO/Contract)		
	The purchasing document should be integrated with supplier module.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Validating Purchase Requisitions		
	Receive PRs electronically in a central admin Office		
	Check PR for completeness of information and proper authorization, if incomplete, do not allow for further processing. Send PR electronically back to originator with reasons for doing so and indicating action required by originator		
	Check items in PR against the Standardized list (list of approved suppliers) and categorize PR as not from the Standardized list		
	Change status of PRs		
	Allow Printing of PR		
	Return PR requesting further Information		
	Track time taken to process Purchase Requisitions in system		
	Transfer the Purchase Requisition electronically to the concerned person through workflow as per authority level		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	View supplier database		
	Cancel all or part of PR at any time and record the reason for canceling it, this Should be done only with proper authority		
	Purchase Orders Processing- Purchase order information		
	POs/Contracts are maintained on-line		
	Different PO/Contract sequential numbering per purchase order type		
	POs/Contracts can be printed (Original PO/Contract should be printed only once with the company stamp; the next print should say "Duplicate copy", or the like): -On-line -Batch -Tracks Pos/Contracts for at least the following status: -Unapproved -Approved -Held -Released (in case of release order only)		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	-Issued -Received -Closed -Canceled		
	Purchase Order Header facilitate following information: - PO Number - PO Description - PO Type (call off order, maintenance & repair, one-time purchase, and service contract) - Description - Buyer - Requester id - Supplier id - P.O. Date - Expiry Date - Extension Date - Total Value of the PO/Contract		
	Purchase order line facilitate following information: - Item code - Item description - Quantity ordered - Price - Tax if applied - Total Value of the line item		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- Units of purchase		
	Ability to convert the PR budget reservation into commitment and adjusting any difference in PR and PO prices to budget		
	Set authority levels to approve Pos		
	Automatically generate a PO serial number which satisfies the following: · Includes the PR serial number · Denotes the section that has placed the order		
	Purchase Order History		
	System maintains a purchase order history		
	Purchase order history file is maintained on-line		
	Approval Hierarchies		
	System supports on-line approval processing for purchase orders and call off orders		
	Ability to designate approval hierarchies to approve Purchase Requisitions, Purchase Orders and		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	supplier Quotations on the following criteria: - Amount limit - Item ranges - Types of purchases		
	Ability to send an electronic notification to approver to take action on the Purchasing document submitted for approval		
	Ability to send an electronic notification on approval or rejection of purchasing document (PR, PO and Quotation) to initiator		
	Ability to include a person more than one time in hierarchy if he is sharing more than one role (designation) in organization.		
	Goods Receiving information		
	Receiving information is maintained on-line with on-line validation		
	Receiving Header facilitate at least following information. - P.O. Number		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- Buyer - Requester id - Date required - Comments - Receipt location - Contract Number		
	Receiving line facilitate at least following information. - Quantity required - Quantity delivered - Price - Units of issue/purchase - Expiry date - Item required date - Delivery date - Item description - Comment lines - Destination		
	Receipt numbers can be automatically generated		
	Receipt entry screen displays latest purchase order data		
	Validates receipts on-line against: - An open purchase order line item - A scheduled quantity - A scheduled delivery date		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
Goods Inspection and Acceptance Information			
	Specifications provided in the PR shall be available under the inspection information		
	Provision to accept or reject the specification		
Invitation to Quote (ITQ) / Invitation to Tender (ITT)- Create ITT / ITQ (Herein after referred as Bids)			
	Ability to create ITQ / ITT by converting PR		
	Create ITQ / ITT by selecting items from different PRs		
	Annotate the PR as pending whilst requesting further information from the services at any stage prior to dispatch of ITQ / ITT		
	Amend ITQ / ITT specification at any stage prior to the closing date		
	Monitor closing date extensions		
	Send ITQs / ITTs electronically to suppliers		
	Send amendments to ITQ/ITT electronically		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Documentation for reason of selection/rejection can be included with the ITQ / ITT		
	Quotations/Bids Received from Suppliers- Recording quotations		
	Ability to receive quotations electronically from suppliers		
	Ability to open quotation electronically through an authorized committee		
	Ability to accept quotations only from suppliers who purchased tender documents (in case of ITT)		
	Ability to record date and time of receipt of supplier quotations		
	Ability to record the username of staff acknowledging receipt of quotation/ to be minimum of three unsealers		
	Ability to register details (value, currency etc.) for all the supplier quotations received against each tender. Sometimes one supplier provides multiple quotations against the same tender.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Record supplier's response to the tender (Offer, Regret, No Bid)		
	Retrieve ITQ/ITT details by entering ITQ/ITT Reference		
	Insert bids details in the ITQ/ITT specification pricing schedule		
	Create a record of suppliers who submitted their bids by retrieving supplier names from database		
	Record details of samples received or any remarks		
	Cost Comparison Worksheet - Compiling Cost Comparison Worksheet		
	System should automatically generate cost Comparison sheet for Quotations/bids received from different suppliers		
	Bids Evaluation		
	Ability to conduct evaluation process via the system for the submitted bids, declaration of conflict of interest, scoring and moderation exercise and		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	selection of the winning bidder		
	Record when and to whom the item specification details were sent		
	Input various technical assessment criteria in the form of points or percentages, where applicable.		
	Generate, based on the technical assessment report and the cost comparison sheet, the best supplier(s)/item combination		
	Select the best supplier(s)/item combination, and record the reason for choosing a specific supplier		
	Maintain audit trail of supplier selection		
	Ability to Analyze supplier's Quotations/ Tenders (Technically, Financially)		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
INVENTORY MANAGEMENT REQUIREMENTS			
	Maintain Inventory Item / Products		
	Ability to maintain alpha numeric Character Item / Product code		
	Ability to break item / product code in individual segments		
	Ability to identify alternate items for the item / product		
	Ability to issue goods to the Department assets and/or to employees' custody		
	Group inventory Item / Products		
	Ability to group the inventory Item / Products in user defined groups		
	Maintain stock levels		
	System alerts on the Item / Products to be replenished / transferred for the Item / Products below the pre-defined minimum levels		
	Ability to ensure the inventory at desired level, and as stock varies the		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	insurance value should be adjusted		
	Inventory costing -Define costing methods		
	Supports the following costing methods: - FIFO - Weighted Average - LIFO		
	Inventory transfers- Transfer stock Item / Products		
	Ability to generate Stock transfer requests		
	Issue stock (other than sale transactions)		
	Issue Stock for internal Transfer		
	Each user should be able to do their personal requisition, then the system consolidates per directorates for approval and issues channeled through one staff per division		
	Ability to pick and dispatch Item / Products based on internal requests and track the following: - Internal request number		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	- Requestor		
	Issue stock on delivery order		
	Ability to dispose surplus items		
	Easy to Learn. and Use		
	Tool **MUST** be intuitive and user friendly		
	Visualization		
	i. Allow for a single presentation layer of reports, dashboards, BI portals, of all reports from Finance, HR and Procurement Modules. ii. Defined workflows for system processes of all modules. iii. Audit Trails: All data entry and changes to master files and transactions should be audit trailed with username, date and time of entry/change etc.		
	Information Data Model		
	i. Business rules and filters are already applied to the underlying data. It should be seamless to internal audit users.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	ii. Static and dynamic reports. iii. Exception reports, alerts etc. iv. Ability to run simple, complex, and multiple queries. v. Provides for a central data store of financial, HR and Procurement Data. vi. Provides for preconfigured financial information data model. vii. Provides for capability to extract data from different ERP Modules in various formats. E.g., Microsoft Excel spreadsheets, PDF		
	Analytic Applications/Processing		
	i. User can define criteria of the data required. ii. Fast performance is required. iii. Interactive data analysis. iv. The ability to slice and dice data according to specific dimensions.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Performance Dashboards		
	i. Monitor key business metrics (KPIs) in Financial, Human Resource & Supply Chain Management. ii. KPIs are presented in visual formats that highlight performance, trends, forecasts and alerts clearly and concisely. iii. Dashboard is integrated with underlying analytics applications to support drill-down to the details.		
	Enable Scorecards		
	i. Monitor many metrics historically and with a strong focus on trends / targets. ii. The Agency is viewed from 4 perspectives: Financial e.g., Enhanced self-sufficiency and financial management. Business Processes E.g., Enhanced efficiency in service delivery, Improved Trade Networks. Learning and Growth e.g. training per employee, hours of training etc.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Financial Reporting and Analysis		
	i. Reporting daily on key business processes. ii. Perform Ad hoc reporting iii. Perform Variance analysis iv. Forecasting v. Follows international reporting standards such as IFRS		
	Budgeting and Planning		
	i. Ability to automate the budget process. ii. Budgeting process should follow a configurable business process. iii. Handle both bottom up and top-down budgeting processes. iv. Tight integration with Excel v. Create different planning scenarios. vi. Roll department planning up to corporate level. vii. Support real time planning and analysis viii. Enable Cross Functional Enterprise Planning		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	ix. Facilitates dynamic forecasting. x. Support Rolling period plans for continuous planning xi. Event-based planning incorporating internal and external events		
	Case Management		
	Contract Management		
	Management of Insurance contracts		
	Legal Documentation		
	Loans Application -Allow straight through process from portal to ERP		
	Loans Verification Allows for acknowledgement of receipt of printed loan application form.		
	Loan Validation Checking that all mandatory attachments necessary for loan have been attached.		
	Loan Allocation Subjecting validated loans to the MTI.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Loans Review Reviewing allocated loans Execute Loan actions (Downgrades, Upgrades, Cancellation, Suspension etc.)		
	Loans Disbursement • Book bulk records for payment • Pay to bank. • Pay to University. • Pay to smartcard. • Pay to Mobile Phone		
	Assorted Disbursement Reports		
	Assorted performance reports		
	Loan Book detailing all products		
	Maturing of debts Ensure maturity of various products as per policy and duration		
	Billing Ensure billing and maturity. Billing compliance reports		
	Use third party databases to profile loanees.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Direct Debit Payments • Map direct debits to billings		
	Recovery of Defaulted loans • Allow for contacting Guarantor details to repay defaulted loan.		
	Certificate of Completion • Issue certificates of compliance / Completion		
	Risk management • Enable Capture details of loanee with regards to death		
	Penalties • Allow for penalty charge. • Allow for penalties waiver.		
	Statements • Generate individual statements. • Generate bulk statements and send on email. • Generate statement for all products.		

SN		DEGREE OF SUPPORT OF COMPLIANCE	DETAILED DESCRIPTION
	Debt Collectors • Manage debt collector's profile. • Attach loanees to debt collectors. • Manage commission for debt collectors.		
	Assorted Debt performance reports		
	Loanee Tracing • Use third party databases to match loanees		
	Loan Self Protection Scheme • Automatically charge insurance premium on allocated loans. • Ensure investment of collected premiums. • Ensure offsetting of claims upon student demise.		

2.20 DURATION FOR THE ASSIGNMENT

It is envisaged that the entire implementation duration will be a maximum of fifteen (15) Months. However, bidders are encouraged to propose a lesser duration as may be practically possible while meeting all the requirements of the Terms of Reference. The project implementation duration does not include the warranty period and annual support, which will commence immediately after commissioning the system, for a period of one (1) year annual support for software and database.

2.21 DELIVERABLES

i	Inception Report giving a detailed understanding of the assignment.
ii	Project charter
iii	A detailed work plan with the resource requirements schedule.
iv	Risk management report
v	Functional Requirements Document
vi	Technical Design Document / Data Flow Diagrams
vii	Installed and Configure Licensed windows server operating system
viii	Installed Modules and Commissioned ERP system
ix	Databases created / ERD Diagrams
x	Weekly status reports
xi	User Acceptance Test reports of fully implemented customized and tested
xii	Technical Training (Administrators, Developers, Super Users) s i g n o f f s
xiii	Milestone signoffs
xiv	List of standard and Customized Reports
xv	Data migration and Entry Reports
xvi	Go-Live Report
xvii	Final Project Report
xviii	Warranty of 1 year for Software and database
xix	Warranty Report
xx	Annual Support Agreement after the warrant period lapses.
xxi	Certificate of Commission.

SECTION IV   -   TECHNICAL PROPOSAL (TP)

Notes on the Preparation of Technical Proposal

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following:

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

(To be prepared by the consultant as appropriate)

SUBMISSION OF TENDER PROPOSAL DOCUMENTS

The tender is a **two (2) bid envelope submission** system where the technical proposal containing the bid security to be read out during the tender opening **MUST** be submitted in its own envelope without any financial details i.e., without the financial proposal submission form and summary of costs form.

The financial proposal that contains the financial proposal submission form and summary of costs form **MUST** be submitted in its own envelope.   *The cloud implementation proposal cost estimates to be given separately and hence be an annex to the tender financial proposal*. Both envelopes i.e., technical envelope and the financial envelope should be wrapped together in one big envelope during the tender submission – ***This is a Mandatory requirement***

SUBMISSION OF TECHNICAL PROPOSAL REQUIREMENTS

You are required to submit your tender arranged in the under listed format to facilitate easier evaluation by the Evaluation Committee. You **MUST serially number all the pages (including inserts) in your tender proposal submission from the 1st page to the last page.** This is a mandatory requirement under the Public Procurement Asset and Disposal Act 2015 that came into effect on 7th January 2016. This is to be done in the format of 1,2,3,4,5……… up to the last page manually by hand or by use of a numbering machine. **Ensure that all pages of the tender submission document including inserts are serialized in a continuous manner from the 1st page to the last page.** Failure to **serially number all the pages in** your tender proposal submission from the 1st page to the last page will lead to automatic disqualification.

1. Submit a **filled** and **signed technical proposal submission form (**Form on page 39 of this tender document) –*This is required but not mandatory.*

2. Submit your **Tender security of Kshs.600,000/=** in form of Bank guarantee, Banker's cheque or Insurance from companies authorized to transact in bid bonds, letter of credit or a guarantee by a deposit taking microfinance institution, Sacco Society, Youth Enterprise Fund or Women Enterprise Fund and valid for a period of **120 days** from the day of opening the tender – *This is a mandatory requirement.*

   Note: AGPO groups are not required to submit a tender security but **MUST** submit a **valid AGPO certificate of registration** and **MUST** fill, sign and submit the **Tender Securing Declaration form** - *This is a mandatory requirement.*

3. Submit a copy of the company's **valid tax compliance certificate** – *This is a mandatory requirement.*

4. Submit your company's **certificate of registration/incorporation** - *This is a mandatory requirement.*

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5. Submit a duly **filled**, **signed, rubber stamped declaration statement** that you will **not engage in any corrupt or fraudulent practice** (Form on page 41 of this tender document)– *This is a mandatory requirement.*

6. Submit a duly **filled, signed, and rubber-stamped declaration statement** that you are **not debarred from participating in procurement proceedings**. **(**Form on page 42 of this tender document) – *This is a mandatory requirement.*

7. **Proposed key technical personnel:** Submit the under listed academic and professional qualifications of **at least five (5)** proposed key personnel who will be engaged in the assignment if awarded the tender (Collective Basket of Skills).

Resource	Qualification(s)
Project Manager (1)	The Project Manager **MUST** have at least a university degree preferably in Computer Science or Information Technology **OR** a Business-related Degree with a relevant IT certification with 10 years' experience in Project Management and Implementation or Process Consulting. Professional qualification in project management e.g., Project Management Professional (PMP) or Prince2 Certified (*This is a mandatory requirement*.) Experience in implementing at least five (5) ERP Systems. Attach CV, professional and academic certificates.
Financial Consultants (2)	**MUST** possess a bachelor's degree in Commerce, Business, or related field.

	Have at least one of the Functional Consultants certified as a Certified Professional Accountant (CPA-K) Have a **Microsoft Dynamics 365 Finance & Operations Core Finance & Operations Certificate or Microsoft Certified Technology Specialist Dynamics AX financials** (_This is a mandatory requirement._) Attach CV, professional and academic certificates.
Supply Chain Consultant (1)	**MUST** possess a bachelor's degree in Commerce, Business, or related field. Have a **Microsoft Dynamics 365 Finance & Operations Core Finance & Operations Certificate or Microsoft Certified Dynamics Specialist-Microsoft AX 2012 Trade and Logistics** (_This is a mandatory requirement._) A Certified Professional in Supply Chain is an added advantage. Attach CV, professional and academic certificates.
HR Consultant (2)	Bachelor's degree in Human Resources, Business Administration, or related field. (_This is a mandatory requirement._) **MUST** be a certified member of an accredited HR Body in Kenya Attach CV, professional and academic certificates.
Technical Consultant - Database Expert (1)	BSc degree in computer science / IT or relevant field Certification in Database Management Systems (MSSQL)

	Have experience of at least 3 years in system development/ or in relevant field. Attach CV, professional and academic certificates.
Technical Consultant – Software Developer (2)	Bachelor's degree in Computer Science, Computer/Software Engineering, or related field (*This is a mandatory requirement.*) Have at least 3 years' experience in programming; systems design development and implementation. **MUST have an Azure DevOps Engineer Expert Certificate OR Azure DevOps Engineer Associate Certificate** Attach CV, professional and academic certificates.
Technical Consultant – Integration Expert (1)	Bachelor's degree in Computer Science, Computer/Software Engineering, or related field Have at least 3 years' experience in programming; systems design development and implementation. **MUST have an Azure Devops Engineer Expert Certificate OR Azure Devops Engineer Associate Certificate** Attach CV, professional and academic certificates.

8. **Company Experience and reputation:**
    a) Fill and submit the confidential **business questionnaire form.**

b) Submit a **list of a minimum of six (6) reference sites/projects** where your company has implemented Microsoft Dynamics 365 Finance & Operations and/ or Ms Dynamics AX 2012 R2 ERP Implementation in the recent past.

Note: A minimum of three (3) sites/ projects provided out of the six (6) should be Ms Dynamics AX 2012 implementations while the rest three (3) sites/ projects should be Ms Dynamics 365 Finance & Operations implementations.

Information required on each project should include:
  i.   Name of the organization/ Address of the project
  ii.   Description of the assignment/project
  iii.   Contract amount/value
  iv.   Name of person and mobile number.

c) Submit **six (6) recommendation letters or Project Go-Live sign-offs** from the six (6) reference sites provided in **8 (b)** above as confirmation of having successfully undertaken ERP support and related integrations. HELB shall refer when carrying out due diligence in evaluating the bidders on past performance.

d) Submit evidence of having been awarded the **six (6)** assignments for which you have submitted recommendation letters **or Project Go-Live signoffs** in **8 (c) above** by the submission of **copies of contracts or letters of award or LPO's.**

9. Provide **Audited financial statements for the last three (3) years (2017/2018, 2018/2019 and 2019/2020).** Demonstrate financial capability to deliver the project.

10. Submit **any comments or suggestions on the Terms of Reference**, a list of services and facilities to be provided by the Client. (Form on page 45 of this tender document).

11. Submit a detailed description of the **methodology and work plan** for performing the assignment. (Form on page 46 of this tender document)

12. **Submit your team composition and task assignments:** -The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing. (Form on page 47 of this tender document)

13. **Time schedule for professional personnel**: - Submit estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member. (Form on page 50 of this tender document). Note that HELB desires that the assignment is completed within a period of **one month** effective the date of the contract.

14. Submit your **activity and work schedule.** (Form on page 51 of this tender document)

15. **Number all the pages** (including inserts) in your technical proposal submission **from the first page to the last page in the format 1,2,3,4.......** This can either be done manually by hand or by use of a numbering machine. -*This is a mandatory requirement*. **Failure to number all the pages or partially numbered documents will be automatically disqualified.**

16. Whether you have submitted your company's manufacturer authorization for Microsoft Dynamics 365 Finance & Operations - *This is Mandatory*

17. Whether you have filled each of the rows of the bidder's proposal/statements column of the bidder's technical response document **of the tender document** stating how the proposed products meets HELB's specific requirements and submitted the filled form/document with your tender. -*This is mandatory.*

18. **Proposal on** Regular patching of the Microsoft Dynamics 365 Finance & Operations solution platform servers' operating system and firm wares as required by HELB and as recommended by MICROSOFT.

19. Statement on approaches to **UPGRADE, ENHANCEMENT OF MICROSOFT DYNAMICS AX 2012 R2 ENTERPRISE RESOURSE PLANNING SYSTEM To Dynamics 365 Finance and Operations** platform components as may be required by the BOARD.

20. Write up on Quarterly Onsite Preventive maintenance and support of the Microsoft Dynamics 365 Finance & Operations; onsite support shall entail 2 visits per quarter – where each visit is a minimum of five days.

21. Proposal on upgrade for:

- Financial Management
- Supply Chain Management
- Lending Management
- Human resource & Payroll
- Recovery Operations
- Internal Audit
- Legal & Case Management
- Intelligence and Analytics
- Comprehensive Training (System Admins, Developers, Super Users)

22. Statement on **unlimited Offsite** Support for the Microsoft Dynamics 365 Finance & Operations

23. Bidder should explain on Cluster of MSSQL database implementations and tuning (Explain critical areas of Performance enhancement)

24. Bidder to explain Training approach (Explain Approaches to training for efficient service deliver)

25. Proposal on Product Enhancement (Explain critical areas of focus to bring about innovations for ease of service delivery

26. Bidder approach on Security: ERP is a mission critical deployment. (Explain security considerations in the face of dynamic cybersecurity threats)

For the ease of detailed technical evaluation these are tabulated as below:

Bidders Technical Response (Mandatory)

SN	Requirements	Bidders Response
1	Web based & Menu Driven. Navigation and Update Capabilities	
2	Reports, Custom Reporting and adhoc queries	
3	User Customizable	
4	Multi-user environment	
5	Integrated alert system – Allow for user definable event-driven or periodic alerts	
6	System Platform – the system will be operated on a Local Area Network with Windows clients and server	
7	Version: Latest ERP Version and release of Proposed System	
8	Central Depository and Distributed Access – Maintain a single information warehouse for use by all business applications. The system should allow access LAN (TCP/IP)	
9	Modular Architecture	
10	Scalable – should allow phased implementation of applications	
11	Open Data Architecture – Allow for export to / import from external data file format	
12	Simple and User-friendly Graphical User Interfaces	
13	User Aid – Allow users to access help messages without exiting the application screen	
14	Embedded user Help manuals	
15	Security and Audit – allow security rules to be specified for access to individual positions as well as organizational hierarchy. Multiple	

SN	Requirements	Bidders Response
	access responsibilities according to tasks users perform. Complete audit log of all changes	
16	Access Control -Audit trail for changes to the account. **MUST** include username, timestamp, what used to be in the field, and what currently is in the field -Ability to create group user accounts and assign authorizations	
17	Multi-user password control and Multi-Level Access rights Control	
18	ODBC Compliant Database	
19	Latest Version / Release of Database compatible with proposed ERP	
20	Multi-client environments - Capable of running on a WINDOWS/UNIX/LINUX Server OS & Windows 10/8/7, Linux client's environments	
21	Archival – able to roll back and roll forward the status of the system if any errors are encountered. Ability to automatically archive transactional data to media-based archives based on administrator defined retention	
22	Replication Server setup	
23	Genuine and licensed Database with required Cals	
24	Integrated Database	
25	Outlook Integration	
26	Ability to integrate with other systems	

SN	Requirements	Bidders Response
27	Reports should include queries, graphical templates, and numerical reports.	
28	Default standard and customized reports.	
29	The application **MUST** have a reports generator/ writer for creation of new reports.	
30	Application should include a query builder to facilitate the creation of user defined SOL Queries.	
31	Ability to export reports in Excel, Pdf and other formats	
32	Web enabled modules that clients can access within LAN and over the Internet for specified application	
33	The web facility should allow authorized users log enquires, make requests and enquiries related to customer information, debt status, applications, service information and customer statements.	
34	Automatic Log-off for web-based functionalities.	
35	Implementation process Project Charter. The vendor should describe the implementation process/methodology and project plan	
36	Data Migration and Conversion
The system should be able to capture data currently on paper forms and documents as well as existing data in any other storage media. The vendor should prepare a conversion plan describing how the proposed system will transform all existing records (or	

SN	Requirements	Bidders Response
	older/current databases) into a suitable format.	
37	System Testing & User Acceptance Testing	
38	Backup and Recovery Strategy - The vendor is expected to develop a backup and recovery strategy during the implementation of the system, and which will also be applicable during system operation.	
39	System Access -Describe hardware, software, and telecommunications capabilities that would be needed to access the vendor's system. Describe any other means of access the vendor can provide for users.	
40	Operational Management - The vendor should prepare an operation plan for the proposed system. The vendor should describe standard operating procedures for the proposed system.	
41	Training: End User Level, Key User, Super User/ Administrator Level, developer, and Managerial Overview	
42	Training Materials – Provided both in soft and hard copies	
43	System Help Functionalities – Inbuilt	
44	Full Documentation of the system in both electronic and hardcopies	
45	Implementation and customization documentations	

SN	Requirements	Bidders Response
46	Maintain an employee e-file with all correspondences, testimonials etc.	
47	Provide capability to Data mine and generate reports on all HR spheres such as, recruitment, payroll, performance, leave, benefits, learning & development etc;	
48	The system should have automatic number generation for new employees and applicants and retain existing employee numbers.	
49	The system should maintain - employee data and details which includes (but is not limited to) following detailed employee Information: Employee Name, Employment Number, NHIF (National Hospital Insurance Fund) Number, PIN Number (Tax Number), NSSF (National Social Security Number) Number, National Identity Card Number, Age, Driving License, Labor Contracts, Passport Number, status, photograph, Assets/Company Property assigned, multiple employee addresses and contact details etc.	
50	The system should maintain detailed professional and educational information (experience with other companies, details of job assignments, transfer, training, performance appraisals, career planning information).	
51	Accept the details of unlimited number of dependents details (name, gender, date of birth, relationship, etc.).	

SN	Requirements	Bidders Response
52	Ability to attach copies or any other relevant document.	
53	Monitor Employee Contract expiry dates / renewals and flag expired ones.	
54	The system to keep track of each employee's history right from hiring, grades, job assignment, probation/confirmation, transfer, promotions, salary/ benefits changes (including reasons/background), rewards, recognition, warning, grievances, disciplinary action, etc. till the employee leaves the Agency. (Including reasons for leaving in order to analyze turnover).	
55	The solution **MUST** allow for terminating the employee record at the conclusion of the employment period without deletion.	
	EMPLOYEE SELF-SERVICE PORTAL	
56	Allow employees to make requests such as; salary advance, update employee records, request for medical card, apply for leave, change bank account details etc;	
57	Allow employee to request for Learning and Development	
	ORGANIZATIONAL STRUCTURE & PLANNING	
58	Capability to develop and maintain a live organization structure with hierarchies such as directorate, department, sections with approved staff establishment;	

SN	Requirements	Bidders Response
59	The system should be able to identify vacancies when they arise	
60	The system shall provide the capability to store, review and update Job descriptions and specifications`	
	RECRUITMENT	
61	Ability to accept online applications and summarize the same into report for easier evaluation	
62	Capability to conduct recruitment effectively and efficiently with ability to report on progress and profile applications against a set criterion;	
63	Ability to generate correspondence to staff such as offer letter, contracts, acting appointments etc;	
	PAYROLL REQUIREMENTS	
64	Accurate computation of payroll information, including payables, taxation, other statutory deductions, and checkoff;	
65	The system should be able to define the compensations elements, allowances, associated benefits, remunerations and other facilities based on employee grade.	
66	The system should support various deduction of loans and payments	
67	The solution **MUST** produce pay slips, in an approved format; showing both deduction and cumulative balances	

SN	Requirements	Bidders Response
68	Provide for generation of earnings and deduction reports	
69	Provides the facility to apply future commencement and completion dates for all allowances	
70	The system should interface with the GL and other applicable applications	
71	Allow running of multiple payrolls to reflect different group of employees or different payroll calendars.	
72	Ability to integrate to a clocking/biometric system	
	LEAVE MANAGEMENT	
73	Provide functionality to facilitate application for all leave types - Annual, maternity, paternity, sick, compassionate, study, unpaid etc.	
74	Provide leave approval workflows and ability to capture handover details	
75	Maintain leave balances and carry over leave days with ability to set the maximum carry over days	
76	Link leave application to the payroll module for leave allowance	
	PERFORMANCE MANAGEMENT	
77	Allow Line Managers and employees to set SMART objectives and track performance of the employee ensuring that employee performance and objectives are aligned to the overall corporate objectives	

SN	Requirements	Bidders Response
78	Have functionality to enable 360 performance appraisals	
79	Support self-appraisal	
80	Have capability to define and amend KPI's associated with the SMART objectives defined and subjected to a workflow approval	
81	Enable calculations for the KPIs against predefined rules to arrive at the performance measurement	
82	Monitor and manage performance contract deliverables;	
83	Ability to receive periodic (e.g. monthly, quarterly) appraisal reviews/results from various departments online	
84	Ability to send employees / special groups performance appraisal report on the system	
85	Ability to track performance appraisal results over a period of time per employee, special group, department, etc.	
86	Support the associating of evidence to performance KPI's;	
87	Support performance data export to excel, MS word, pdf etc. per various grouping such as employee, department	
88	Support electronic signoffs between the appraised and appraiser and other relevant officials	
89	Integrated Financial Systems: GL and other Financial systems should be integrated. Graphics, Charts, Object linking, Internet, email,	

SN	Requirements	Bidders Response
	Workflow, Drill-down, End-user reporting, Data import/export etc	
90	Object linking The package should enable linking of objects such as images, scanned images of documents, MS Word documents, MS Excel spreadsheets etc. to the screens and the reports. For example, a spreadsheet may be attached to a JV to support how the values of the JV were derived.	
91	Report Writer An end-user driven online report writer should be available within the package. Up to the moment data from the GL and the other financial systems should be available to the end-users for reporting purposes.	
92	The system should be able to analyze financial information.	
93	The system should provide an online facility to maintain a centralized, flexible, company level Chart of Account.	
94	The structure, coding scheme and the maintenance will be controlled centrally. All sub-systems should make use of this Chart of Accounts.	
95	The Chart of Account should provide for an alpha-numeric, flexible account code structure with a user-defined number of segments and lengths per segment. Example: Account structure may consist of the segments Company, Account No., Profit Centre, Sub-Account Type and Code, Region, Location, etc.	

SN	Requirements	Bidders Response
	Examples: - Sub-account may be mandatory for an account. - Only Profit Centers 101010, 101020 and 101030 are valid for account number – 10001000. - Profit Centres 101010, 101020 and 101030 are not valid for account number-10002000.	
96	It should be possible to add new account segments whenever required and to delete the segments that have never been in use and hence not required.	
97	System should have capability to classify accounts into assets, liability, equity, income, expense, etc.	
98	Maintain non-financial data along with account numbers and segments. Example: Description etc.	
99	Provide the capability to perform mass updates to the Chart of Accounts.	
100	Define Parent-Child relationship at multiple levels. The system should not allow posting to the parent account.	
101	Online facilities should be available to inquire/print the Chart of Account.	
102	An online facility should be provided to input, update, copy, balance and post the Journals. JV No. should be automatically generated by the system.	

SN	Requirements	Bidders Response
103	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.	
104	Maintain a reason code to indicate the purpose of the journal entry (e.g., general, reconciliation, late entry, amortization, etc.)	
105	Provide the capability to hold a JV, even if it is error free, for later recall by the user.	
106	Provide the capability to copy a JV (with or without reversing the signs).	
107	Restrict updates to account structure and amounts of a JV after posting.	
108	Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.	
109	Journals may be created by sub-systems (Accounts Receivable, Accounts Payable, Fixed Assets, Materials, Budgeting/forecasting etc.) These journals will be transferred to the General Ledger system directly or through interfaces, edited, validated and posted in the General Ledger system. The frequency of the interface will be established by the users. The interfaces should be automated.	
110	The system should be able to detect and prevent duplicate journals.	
111	The General Ledger and the subsystems should support an accrual method of accounting.	

SN	Requirements	Bidders Response
112	The system should allow the user to post to the G/L from the sub-modules in detail or summary.	
113	Provide a daily transaction log of all postings made during the day. Provide facility to inquire/report posted/unposted journals satisfying user specified selection criteria.	
114	Auto Reversal Journal: This is a journal that posts an accrual to an account. The reversal date is also input in the accrual Journal. The system automatically generates the reversal JV and posts it. Reversal need not be in the same fiscal year.	
A	**Journals – Input/Processing Authorization**	
115	It should be possible to control the posting period both at the company level or user level.	
116	Restrict access of a user to view JVs only or data entry only or post etc.	
117	Provide a workflow management feature to create/review/post online journals according to the journal type, amount etc.	
118	It should be possible to re-open an already closed year, post journals in that year and then re-close that year. Account balances should be automatically carried over to the subsequent years.	
119	The module should allow for multiple open periods.	

SN	Requirements	Bidders Response
120	The system should keep minimum 7 (seven) years of data (General Ledger and the subsystems) online.	
	Budget	
121	User-friendly on-line budget preparation and input tools should be available.	
122	It should be possible to import Budget data from Excel sheets.	
123	Templates shall be provided to prepare and input budgets.	
124	Ability to Restrict transfer of budget between two groups of account such as recurrent expenses budget and capital expenditure budgets.	
	Commitment Accounting & Fund Checking	
125	Ability to automatically generate Purchase Requisition (PR) commitment journals when a PR is created/amended/cancelled. When a PR is converted into P.O., reverse PR commitment and increase the PO commitment. When the PO is closed or cancelled reverse the PO commitment	
126	Ability to Provide a link to the Commitment journal and the Obligating document.	
	Budget Balance Checking	
127	Ability to Provide option to set up account codes to check funds.	
128	Ability to Allow funds to be reserved at different instances. Example: While creating/forwarding the Purchase Request for	

SN	Requirements	Bidders Response
	approval or while finally approving the Purchase Request	
129	Ability to Recheck for funds availability when changes are made to commitments	
130	Ability to Provide inquiries based on budget, commitment and actual.	
	Multi -Currency Management	
131	Currency Table: The system should support multiple currencies. For this purpose, it should maintain a currency table that is common to GL and the sub-systems.	
132	Exchange gain/loss: The system should automatically generate Exchange gain/loss entries for Supplier/Customer transactions.	
133	Foreign Currency Valuation: System should be able to carry out foreign currency valuation of Foreign currency Balance sheet accounts.	
	General Requirements	
134	Import of data: It should be possible to import Journals, Chart of Account, General Ledger, Sub-ledgers, Budget etc. from text files or Excel sheets. All imported data should go through respective data validation.	
135	Export of data: Flexible data export capability based on user-defined selection criteria should be available to support decision support modules and reporting needs.	
136	Bank Reconciliation: The module should provide the bank reconciliation function (manual and electronic).	

SN	Requirements	Bidders Response
137	Cash Flow Management: The module should provide the Cash Flow Management function.	
138	Drill-down facility: It should be possible to seamlessly drill down from the summary level to each subsequent hierarchy level below it, including the data from the sub-systems.	
139	Audit Trails: All data entry and changes to online JVs, interface JVs, Chart of Account etc. should be audit trailed with username, date and time of entry/change etc. System generated recurring JVs, allocation JVs etc. also should be audit trailed. Online facility should be provided to review these Audit trails.	
	Planning and Budgets Requirements	
140	Ability to Support different methods of Budgeting such as: top down, bottom up	
141	Ability to Enter budget by GL code, period (e.g., monthly), in summary or in detail	
142	Consolidate various budget sections/departments etc. to a single master budget	
143	Ability to integrate the budgets to all relevant modules.	
144	Maintain budgets by: Account, sections, departments, stations etc.	
145	Ability to produce a starter set of data for new budget year and send to various departments through desktop integrators or spreadsheets through email. Actual to be downloaded from General ledger	

SN	Requirements	Bidders Response
146	Ability to provide formula tools for calculating the budgets based on statistical / prior year figures	
147	Ability to Upload budget from spreadsheets.	
148	Ability to record and keep an original budget, budget changes, and a revised budget for each cost account at each level in the hierarchy	
	Budgetary Controls	
149	Maintain encumbrance Accounting (absolute) basis.	
150	Ability to stop processing the RFQ / PO / invoice when the commitment exceeds budget	
151	Ability to encumber the budgets at Purchase order / invoice level on absolute check. The commitment check to be made at detailed and top level of each expense account and to be passed if cleared at either level	
152	Support commitment accounting interlinked with Purchasing module	
153	Ability to reverse commitment once the concerned RFQ / PO are cancelled	
154	Verify that funds distributed do not exceed the amount of funds available for allocation or sub-allocation at each distribution level.	
155	Ability to amend / reallocate budgets at any time during the year with subject to management approval.	
	Fund Checking & Commitment Accounting	
156	Absolute, advisory and no fund checking option to be possible for:	

SN	Requirements	Bidders Response
	- All commitment transactions - All actual transactions including direct journals	
157	Allow funds to be reserved at different instances. e.g.: While creating and forwarding the PR for approval or while finally approving. the PR	
158	Recheck for funds availability when changes are made to commitments.	
159	Create commitment journals automatically when a PR or a PO is created, amended, or cancelled	
	Budget Reporting	
160	An on-line query system with flexible options to show the budget (original, revised, encumbered, actual, statistical etc.) at top and detailed level of cost codes, the details filtered based on user privileges.	
161	Ability to produce reports on the same basis as above with variations / percentages / ratios and graphical presentations if needed	
162	Ability to produce reports on budget changes and transfers	
163	Ability to produce exception reports	
164	The ability to download and upload information	
165	To capture budgets for reporting at pre-defined times per year (PTD, QTD, YTD, etc.)	
	Accounts Payable (AP) Requirements	

SN	Requirements	Bidders Response
166	State of the art Technology: Accounts Payable and the other financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down	
167	Provide an online facility to maintain the vendor master	
168	Main data to be kept for each vendor. - Vendor No. (alphanumeric, system generated, or user assigned) - Legal name of a vendor, Other Name, Short name - Vendor category/type for reporting purposes - Remittance-to addresses (minimum 5 nos.) including phone no., contact name, fax no., email id. - Bank information (e.g., Bank code, Bank account number, etc.) - Vendor PIN Number - Vendor VAT Number - Default payment currency - Status (active/inactive/on-hold etc.) - User defined data	
169	Prevention of duplicate Vendor Master records: The system should not allow for duplicate vendors	

SN	Requirements	Bidders Response
170	Maintain Vendor History (Invoices, payments etc.) online for the required no. of years. Minimum 7 (seven) years.	
171	Provide an online facility to register recurring payments with following data. - Vendor no. - Invoice/Contract no. - Recurring payment amount - Accounting information - Begin and End payment date - Frequency of payment (Weekly, Monthly, Quarterly, Biannually, annually etc.) - Recurring payment type - Business reason for the payment etc.	
172	Provide an online data entry facility to register and maintain vendor invoices. Display default information obtained from vendor master such as Vendor name, Remit-to address, Payment terms, Payment due date, Payment mode, Payment grouping indicator, Payment currency, Bank information, Discount terms etc. that may be overridden by the user.	
173	Prohibit the entry of duplicate vendor invoices.	
174	Permit the user to specify multiple accounting entries per line item in order to facilitate the proper allocation of expenses across the organization.	

SN	Requirements	Bidders Response
175	Require the entry of the employee number if the expense involves an employee (e.g., imprest, petty cash etc.)	
176	The Accounts Payable System should support entry, approval, and payment of advances to employees (Salary advances, Duty travel advances, Expense Reports etc.).	
177	The Accounts Payable system should integrate with Payroll module to ensure that the employee number is valid and the employee is currently in service.	
178	Provide an alert to the employee responsible for processing the payment when the expense is scheduled for payment.	
	Certification of Invoices for Payment	
179	Validate invoices entered through a user defined approval hierarchy with amount limits and pass it for payment	
180	Provide invoice approval workflow module.	
181	Payment should not be cleared unless goods are accepted by the concerned department and electronic approval is provided.	
182	Accept payment or reject it while seeking further clarifications for the rejected payments.	
	Payment Features	
183	Enable Partial payments of invoices and payments in installments and manage the balances.	

SN	Requirements	Bidders Response
184	Consolidate multiple payments to a single payee.	
185	The system should support. - Part payment of invoices, Payment of invoices in installments - Recurring Payment as per contracts, Pre-paid Invoices - Petty cash payment	
186	Allow defining multiple bank accounts (normally, depending on currency).	
187	Hold Payments - Enable to hold Payments for a specific vendor/ specific invoice. - Automatically hold payment of invoices that do not match with PO. - Provide user definable hold types. - Hold removal should be based on password control.	
	Interface to General Ledger	
188	Option to interface accounting entries to GL in detail or in summary.	
189	Should be able to post Expense accounting entries and Payment entries.	
190	Capability to pass accruals for invoices.	
	General Requirements	
191	Goods and services may be received as a single receipt or multiple receipts. An invoice may contain multiple Purchase Orders.	
192	Prevent duplicate payment and overpayment of invoices/Purchase-orders.	

SN	Requirements	Bidders Response
193	Close the P.O. Automatically upon final matching of invoices.	
194	Fixed Assets should be automatically interfaced into the Fixed Assets System from Accounts Payable System.	
Accounts Receivable (AR) Requirements		
195	State of the art Technology: Accounts Receivable and the other Financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-Down	
196	Main data to be kept for each customer. These includes: - Customer Id. (alphanumeric, system generated, or user assigned) - Legal name of the customer, short name - Multiple addresses (Sold-to, Bill-to, Shipment-to, Statement-to etc.) names and addresses including phone no., contact name and designation, fax no., email id. Web address etc. - Customer category/type for reporting purposes (Internal/External, Local/Foreign, Private/Government etc.) - Default Currency - Default Payment/Credit/Discount terms (Payment days, Interest rates on overdue payments, Prepayments, Minimum charge etc.).	

SN	Requirements	Bidders Response
	Default standard customer terms may be overridden by the user. - Allow different Payment terms by the billing address. - Credit Rating and Limit - Method of payment	
197	Maintain a Customer Master for each company with the facility to identify common customers within the Corporation.	
198	Provide an online facility to maintain the Customer Master. Customer master may be interfaced from external applications to Accounts Receivable System.	
Customer Invoices	
199	Provide for various types of invoices. Every document type should have its own document sequence.	
200	The system should prevent inputting duplicate invoices.	
Receipts from Customers	
201	Receipts from Customers may be interfaced from a feeder module. However, provide an online facility to input and maintain receipts.	
202	Provide facility to print Cash Receipt form (customer copy).	
203	Maintain collections history for every customer.	
Application of Receipts to Invoices	
204	Enable to apply Credit Notes to invoices.	

SN	Requirements	Bidders Response
	Inquiries	
205	Summary screen showing following details by customer. - Sales year to date - Last invoice date and amount - Last receipt date and amount - Outstanding invoice balance, ageing - Overdue invoice balance, ageing - Unapplied receipts It should be possible to drill-down these details to Invoices and Receipts level.	
206	Online inquiry of invoices/receipts by - Invoice No. - Customer No. - Customer Name - Cheque / Receipt No. - Invoice amount - Invoice date - Receipt amount - Receipt date	
207	Online inquiry of Period-to-date/Year-to-date invoices/Receipts/Voided-Receipts etc. by Customer or Customer-type	
208	The module should provide cash flows projections from the integrated modules	
209	Module should allow the recording of bank statements automatically or manually	
210	Users should be able to reconcile bank statements automatically or manually	

SN	Requirements	Bidders Response
211	Users should be able to reconcile with payments and receipts in the payables and receivables programs and external modules	
212	State of the art Technology: Fixed Assets and the other financial systems should be parts of an integrated Enterprise solution based on the state-of-the-art Information Technology, fusing the technologies GUI, Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down	
213	Depreciation Setup and Processing: Capitalized assets are setup within asset groups. Provide online facility to maintain depreciation method, depreciation schedule and the first-year convention for the asset groups. Support depreciation methods such as Straight line, Declining balance	
214	For an asset, the system assigns the depreciation method and schedule that correspond to the group of the asset. However, these values may be overridden by the user.	
215	Allow the user to specify how depreciation should be applied. Depreciation can be applied to: - Active (asset currently in use) - Inactive (asset currently not in use e.g., in storage) - All (All fixed assets, both active and inactive)	
216	Allow the user to switch depreciation methods for a specific fixed asset or group of fixed assets during the life of the asset(s) (e.g., switch from	

SN	Requirements	Bidders Response
	an accelerated method to straight line in order to maximize depreciation).	
217	Prorate depreciation when changes occur.	
218	Compute depreciation as per the depreciation method and depreciation schedule specified for the asset. Post appropriate accounting entries in GL.	
219	Provide the ability to calculate the annualized and forecast depreciation expense.	
220	Allow comparison of different methods of depreciation for an asset.	
	Fixed Assets Addition	
221	Main data to be kept for each asset: - Asset Serial No. (system generated as well as manually numbered) - Manufacturer, Model, Description - Asset bar code - Asset Type or Group, Account No. - Vendor, Invoice reference, P.O. reference, Acquisition Date - Commissioned date or Depreciation start date - Original cost, Multiple add-on costs, Salvage value, Useful life - Main and Subcategory - Asset Status (active, inactive) - Location, Profit Centre	
222	Provide an indicator to record assets that are received free of charge.	

SN	Requirements	Bidders Response
	Fixed Assets Disposal	
223	Should support Asset disposal workflows. Assets may be disposed off at any point of time. There may be various types of disposals. Examples: - Donation - Sale - Write-off - Trade-in etc.	
224	The users will input all information necessary to record the disposal. - Type of disposal - Date of disposal (may be in past accounting period) - Reason for the disposal - Proceeds in the case of a sale or trade-in - Disposal quantity in case of super asset	
225	Enable mass disposals.	
	Fixed Assets Transfer	
226	Provide for various types of asset transfers. Examples: - Change of location (Inter-department, Inter-company etc.) - Change of commissioned date to retrospective/future date - Change of Asset account number - Upgrading or Value addition to the asset - Mass asset transfers from one account, project, location, or responsibility center to another.	

SN	Requirements	Bidders Response
	- Revaluation of assets (Change the basis of depreciation and net-book value) - Adjustment to the cost of the asset (e.g. capitalization of renovation cost)	
	Reports	
227	An asset register (showing net book value) as per user defined selection criteria and sorting order	
228	List of Fixed assets transactions (Asset additions, Asset changes, Asset disposals etc.)	
229	Gains/Losses report for all sales and trade-in disposal assets	
230	The Bidder will be required to customize the ERP solution to provide Imprest functionalities and handle imprest items given below. There are various types of Imprest Requests i.e. International Travel, Local Travel, Office Standing Imprest and Other Imprest. All Imprest requests **MUST** get final approval from the Chief Executive officer. Line Items claimed for both local and internal travel as specific as detailed below.	
231	Local Travel Items: Imprest items include the following: - Subsistence Allowance (Per Diem) - Taxi Fare. Transport – Air, Rail and Bus - Breakfast/Lunch/Dinner.	

SN	Requirements	Bidders Response
	- Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)	
232	International Travel Items: - Subsistence Allowance (Per Diem). - Taxi Fare. - Transport – Air, Rail and Road - Warm Clothing Allowance – Once claimed on one travel, it can only be claimed again after 3 years. - Other Costs - This are miscellaneous costs incurred (Account selected from Chart of Accounts as per the memo)	
233	Office Standing Imprest – Account selected from Chart of Accounts	
234	Other Imprest (This is purchase of any items needed. They might not be specific) Account selected from Chart of Accounts	
	Process flows:	
235	STEP 1: INTERNAL MEMO APPROVAL - An Internal Memo is raised for the Expenditure Request. - Requestor Sends approval to Supervisor. Approval is done as per Organization reporting hierarchy. - Finance checks the Internal Memo - Last and final approval is given by the CEO.	

SN	Requirements	Bidders Response
236	STEP 2: IMPREST APPROVAL - Once the Internal Memo gets final approval from the CEO, the requestor then raises an Imprest request as per the Memo. - The requestor sends the Imprest request for approval. The approval follows the organization reporting hierarchy approval. - Finance to Approve before CEO approval - Final approval is done by the CEO. - Notifications and Emails are sent to the respective employees - Notification is sent to Finance - Finance then processes the payment. - Funds are then disbursed to the requestor by Finance.	
237	STEP 3: IMPREST SURRENDER - Surrender of International Travel, Local Travel, Office Standing Imprest and Other Imprest - There is a requirement that the Imprest is surrendered. - Surrender is more of a proof to confirm the requestor did travel on duty. The proof will be either be a receipt for e.g. an air ticket, bus ticket, train ticket or any other Receipts (Office Standing Imprest and Other Imprest) - This **MUST** be attached to the surrender. The line item surrendered in the Imprest is therefore TRANSPORT ONLY (For Local or/and	

SN	Requirements	Bidders Response
	International Travel), Office Standing Imprest and Other Imprest.	
	- Supervisor to approve Before Finance.	
	- The surrender is then submitted to finance. Finance checks the date of travel on the tickets. This is done by the Accounts Assistant and Management accountant.	
	- Once the checks are done approval is sent to the Finance Manager.	
	- Final approval of the surrender is done by the CEO.	
	Process of surrendering less.	
	Surrender of amounts less than the advanced amount > The Employee will surrender the fewer amounts the system will create a refund in receivables.	
	The refund will generate a document in Internet Expense with the refund amount. This (Transaction) will create an Expense report in payables which will net off the remaining amount in payables.	
	The concept in this scenario is that a credit will be done in Accounts receivables as a refund (Clearing account) and a DR of the Expense Report will be done in payables thus netting off.	
	DR:	
	Payables Expense report (Clearing account)	
	CR:	
	Accounts Receivable Refund (Clearing account)	

SN	Requirements	Bidders Response
	STEP 4 CLAIMS Claims will use the Claim responsibility. Claims will be captured by individual users where the users either used his/her personal money or money that was not advanced during the Imprest process. Approval process User claims >Supervisor Approves > Finance Approves > CEO Approves	
	Additions	
238	1. Cater for the Acting Positions	
	2. Cater for Notifications to End users once payment advice is done to bank (e.g. End user gets notification of money sent to bank etc.) 4. After the 3 notifications the Imprest and/or Surrender, claim automatically escalates to next Approver (Supervisor) 5. Approvals/Rejection should also be done via Email (Sometimes our Approvers or Supervisors are out of office).	
	General requirements	
239	Ability to initiate, approve and publish all procurement cycle processes for goods, services and works;	
240	The system shall support a wide variety of procurement agreements including Technical/Works, Goods/Services, Consulting Services, In-Licensing Agreements, etc.	

SN	Requirements	Bidders Response
241	The system should provide a mechanism to enforce the business rules and functions required to execute the business.	
242	If the system is dependent on incoming data feeds, for a user to perform a task, and then the system **MUST** be able to accommodate such feeds.	
243	**MUST** include sub modules / functionalities for: - Procurement and disposal plan to be catered for - User Requisitions - Tendering / Request for Quotation processing - Contract preparation - Contract Administration - Inventory management / Stores (support requisition of items from the store by departmental users)	
244	Module **MUST** store and access all contracts (for all contract types, divisions, subsidiaries, and affiliates) in a single database, or otherwise searchable with a single search query.	
245	**MUST** keep track of all these related documents, and all related agreements, with sub-folders or other structured hierarchy (e.g., original agreement and all amendments; master consulting agreement and all statements of work)	

SN	Requirements	Bidders Response
Contract information		
246	Execute contract processing such as: - Maintain Contract - Change Contract with proper approvals - Maintain Contract Supplement - Create and send a Message for Contract - Release/approve contracts	
	Contract Management	
247	The system should allow contracts to be automatically/manually created, based on contract 'types'.(i.e.-Advertising Revenue, Other Revenue, Purchasing Agreements, Lease Agreement, procurement/sales, general, single and multi-supplier etc.	
248	Easily capture, index, and manage contracts.	
249	Each contract should have a unique ID. This unique ID should exist for both manual and auto-created contracts.	
	Contract Creation	
250	Need to have the ability to create contracts using standard terms and clauses through reuse of templates configurable with individual company style guides	
251	Accelerate contract review and approval with scanning, workflows and digital signatures. Easily manage drafts and revisions to contracts	
252	Build mechanisms for pricing and service-level agreement flexibility into the contract.	
253	Attach supporting documents in any format, e.g., MS Word, Adobe PDF, and .rtf	

SN	Requirements	Bidders Response
254	The Contract Management module should display the status of the contract.	
255	Every revised contract **MUST** have a valid revision reason associated with it.	
	Contract Admin and Maintenance	
256	Provide capabilities that minimize cost, risk, delay and complexity in contract management.	
257	Proactively manage contract renewal. The system should inform all parties of expiring contracts way before expiry date as per configured time.	
258	Allow rapid documentation of finalized renewal of contract by coping existing contract and allowing for modification (content and dates) to previously established contract.	
259	Manage financial performance like price compliance, milestones, renewal and amendments.	
260	Need to have the ability to store and access all contracts in a single location. The system should provide searchable contracts archive that is accessible anywhere, anytime with ability to search on keywords	
261	Provide for permission-based contract access and modification.	
	System Integration	
262	The Contract Management Module should support integration with other ERP modules including, Purchasing.	

SN	Requirements	Bidders Response
	Auditing and Controls	
263	The system should have the ability to Maintain audit trails of the contract lifecycle	
	Supplier Master Information- Supplier code	
264	Allow Supplier code to be created as follows: - Manual alphanumeric Supplier code - System generated alphanumeric supplier code	
	Centralized Supplier Information	
265	Ability to create Supplier master centrally for the entire Organization. However, the Suppliers should be grouped by business functions	
266	Supplier file can be shared by both Finance and Supply Chain Management departments with different authority levels.	
267	Ability to attach Company's internal banks to suppliers or supplier group from where the payment is made	
	Duplication	
268	System should avoid creation of duplicate suppliers. System should check for duplicate Suppliers	
	Purchase Requisitions - Create Purchase Requisitions	
269	Allow Online requisition entry and update	
270	Purchase Requisition (PR) Header should facilitate at least the following information: - PR Number - PR Description	

SN	Requirements	Bidders Response
	- PR Type - Requester id & Service - Total Value of PR in default currency - Remarks - PRs originated either manually or from PNR (Procurement Notification Report)	
271	Purchase Requisition line facilitate at least following information: - Item Code - Item Description if requesting non coded item / service - Unit of Measure - Currency for purchase - Estimated Price in both Local and foreign currency (if any) - Multiple delivery dates for the PR header and for each line item - Delivery instruction & Address for delivery (allow delivery at multiple locations) - Suggested Supplier(s) - Contact person(s) - Justification for requisition - Note for approver - Note for buyer / purchasing agent - Note for receiver Note to Payable clerk - General Notes - Multiple Charge Accounts / Cost Center - Tolerance limit for quantity receiving with proper authority approvals.	

SN	Requirements	Bidders Response
	- Tolerance limit for price when PR line is converted into PO/Contract with proper authority approvals. - System should provide the functionality of three-way matching Concept.	
272	Linking Purchase/Service Requisitions to Budget and option of reserving budget at the time of creating PR or at its approval	
273	Have the capability to consolidate multiple purchase requisition from multiple departments in one PO/Contract per supplier	
274	User can check the budget online against different charge account mentioned on the lines of PR	
275	Ability to attach documents (e.g., Word, excel etc.) with the header and lines of purchasing documents (PR, RFQ, Quotes and PO/Contract)	
276	The purchasing document should be integrated with supplier module	
	Validating Purchase Requisitions	
277	Receive PRs electronically in a central admin Office	
278	Check PR for completeness of information and proper authorization, if incomplete, do not allow for further processing. Send PR electronically back to originator with reasons for doing so and indicating action required by originator	

SN	Requirements	Bidders Response
279	Check items in PR against the Standardized list (list of approved suppliers) and categorize PR as not from the Standardized list	
280	Change status of PRs	
281	Allow Printing of PR	
282	Return PR requesting further Information	
283	Track time taken to process Purchase Requisitions in system	
284	Transfer the Purchase Requisition electronically to the concerned person through workflow as per authority level	
285	View supplier database	
286	Cancel all or part of PR at any time and record the reason for canceling it, this Should be done only with proper authority	
	Purchase Orders Processing- Purchase order information	
287	POs/Contracts are maintained on-line	
288	Different PO/Contract sequential numbering per purchase order type	
289	POs/Contracts can be printed (Original PO/Contract should be printed only once with the company stamp; the next print should say "Duplicate copy", or the like): -On-line -Batch -Tracks Pos/Contracts for at least the following status: -Unapproved	

SN	Requirements	Bidders Response
	-Approved -Held -Released (in case of release order only) -Issued -Received -Closed -Canceled	
290	Purchase Order Header facilitate following information: - PO Number - PO Description - PO Type (call off order, maintenance & repair, one-time purchase, and service contract) - Description - Buyer - Requester id - Supplier id - P.O. Date - Expiry Date - Extension Date - Total Value of the PO/Contract	
291	Purchase order line facilitate following information: - Item code - Item description - Quantity ordered - Price - Tax if applied - Total Value of the line item - Units of purchase	

SN	Requirements	Bidders Response
292	Ability to convert the PR budget reservation into commitment and adjusting any difference in PR and PO prices to budget	
293	Set authority levels to approve POs	
294	Automatically generate a PO serial number which satisfies the following: · Includes the PR serial number · Denotes the section that has placed the order	
	Purchase Order History	
295	System maintains a purchase order history	
296	Purchase order history file is maintained on-line	
	Approval Hierarchies	
297	System supports on-line approval processing for purchase orders and call off orders	
298	Ability to designate approval hierarchies to approve Purchase Requisitions, Purchase Orders and supplier Quotations on the following criteria: - Amount limit - Item ranges - Types of purchases	
299	Ability to send an electronic notification to approver to take action on the Purchasing document submitted for approval	
300	Ability to send an electronic notification on approval or rejection of purchasing document (PR, PO and Quotation) to initiator	

SN	Requirements	Bidders Response
301	Ability to include a person more than one time in hierarchy if he is sharing more than one role (designation) in organization	
	Goods Receiving information	
302	Receiving information is maintained on-line with on-line validation	
303	Receiving Header facilitate at least following information. - P.O. Number - Buyer - Requester id - Date required - Comments - Receipt location - Contract Number	
304	Receiving line facilitate at least following information. - Quantity required - Quantity delivered - Price - Units of issue/purchase - Expiry date - Item required date - Delivery date - Item description - Comment lines - Destination	
305	Receipt numbers can be automatically generated	

SN	Requirements	Bidders Response
306	Receipt entry screen displays latest purchase order data	
307	Validates receipts on-line against: - An open purchase order line item - A scheduled quantity - A scheduled delivery date	
	Goods Inspection and Acceptance Information	
308	Specifications provided in the PR shall be available under the inspection information	
309	Provision to accept or reject the specification	
Invitation to Quote (ITQ) / Invitation to Tender (ITT)- Create ITT / ITQ (Herein after referred as Bids)		
310	Ability to create ITQ / ITT by converting PR	
311	Create ITQ / ITT by selecting items from different PRs	
312	Annotate the PR as pending whilst requesting further information from the services at any stage prior to dispatch of ITQ / ITT	
313	Amend ITQ / ITT specification at any stage prior to the closing date	
314	Monitor closing date extensions	
315	Send ITQs / ITTs electronically to suppliers	
316	Send amendments to ITQ/ITT electronically	
317	Documentation for reason of selection/rejection can be included with the ITQ / ITT	
318	**Quotations/Bids Received from Suppliers-Recording quotations**	

SN	Requirements	Bidders Response
319	Ability to receive quotations electronically from suppliers	
320	Ability to open quotation electronically through an authorized committee	
321	Ability to accept quotations only from suppliers who purchased tender documents (in case of ITT)	
322	Ability to record date and time of receipt of supplier quotations	
323	Ability to record the username of staff acknowledging receipt of quotation/ to be minimum of three unsealers	
324	Ability to register details (value, currency etc.) for all the supplier quotations received against each tender. Sometimes one supplier provides multiple quotations against the same tender.	
325	Record supplier's response to the tender (Offer, Regret, No Bid)	
326	Retrieve ITQ/ITT details by entering ITQ/ITT Reference	
327	Insert bids details in the ITQ/ITT specification pricing schedule	
328	Create a record of suppliers who submitted their bids by retrieving supplier names from database	
329	Record details of samples received or any remarks.	

SN	Requirements	Bidders Response
	Cost Comparison Worksheet - Compiling Cost Comparison Worksheet	
330	System should automatically generate cost Comparison sheet for Quotations/bids received from different suppliers	
	Bids Evaluation	
331	Ability to conduct evaluation process via the system for the submitted bids, declaration of conflict of interest, scoring and moderation exercise and selection of the winning bidder	
332	Record when and to whom the item specification details were sent	
333	Input various technical assessment criteria in the form of points or percentages, where applicable.	
334	Generate, based on the technical assessment report and the cost comparison sheet, the best supplier(s)/item combination	
335	Select the best supplier(s)/item combination, and record the reason for choosing a specific supplier	
336	Maintain audit trail of supplier selection	
337	Ability to Analyze supplier's Quotations/ Tenders (Technically, Financially)	
INVENTORY MANAGEMENT REQUIREMENTS		
	Maintain Inventory Item / Products	
338	Ability to maintain alpha numeric Character Item / Product code	
339	Ability to break item / product code in individual segments	

SN	Requirements	Bidders Response
340	Ability to identify alternate items for the item / product	
341	Ability to issue goods to the Department assets and/or to employees' custody	
	Group inventory Item / Products	
342	Ability to group the inventory Item / Products in user defined groups	
	Maintain stock levels	
343	System alerts on the Item / Products to be replenished / transferred for the Item / Products below the pre-defined minimum levels	
344	Ability to ensure the inventory at desired level, and as stock varies the insurance value should be adjusted	
	Inventory costing -Define costing methods	
345	Supports the following costing methods: - FIFO - Weighted Average - LIFO	
	Inventory transfers- Transfer stock Item / Products	
346	Ability to generate Stock transfer requests	
	Issue stock (other than sale transactions)	
347	Issue Stock for internal Transfer	
348	Each user should be able to do their personal requisition, then the system consolidates per directorates for approval and issues channeled through one staff per division	

SN	Requirements	Bidders Response
349	Ability to pick and dispatch Item / Products based on internal requests and track the following: - Internal request number - Requestor	
350	Issue stock on delivery order	
351	Ability to dispose surplus items	
	Easy to Learn and Use	
352	Tool **MUST** be intuitive and user friendly	
	Visualization	
353	Allow for a single presentation layer of reports, dashboards, BI portals, of all reports from Finance, HR, and Procurement Modules. ii. Defined workflows for system processes of all modules. iii. Audit Trails: All data entry and changes to master files and transactions should be audit trailed with username, date and time of entry/change etc.	
	Information Data Model	
354	Business rules and filters are already applied to the underlying data. It should be seamless to internal audit users. Static and dynamic reports. Exception reports, alerts etc. Ability to run simple, complex, and multiple queries. Provides for a central data store of financial, HR and Procurement Data. Provides for	

SN	Requirements	Bidders Response
	preconfigured financial information data model. Provides for capability to extract data from different ERP Modules in various formats. E.g., Microsoft Excel spreadsheets, PDF	
	Analytic Applications/Processing	
355	User can define criteria of the data required. Fast performance is required. Interactive data analysis. The ability to slice and dice data according to specific dimensions.	
	Performance Dashboards	
356	Monitor key business metrics (KPIs) in Financial, Human Resource & Supply Chain Management. KPIs are presented in visual formats that highlight performance, trends, forecasts, and alerts clearly and concisely. Dashboard is integrated with underlying analytics applications to support drill-down to the details.	
	Enable Scorecards	
357	Monitor many metrics historically and with a strong focus on trends / targets. ii. The Agency is viewed from 4 perspectives: Financial e.g., Enhanced self-sufficiency and financial management. Business Processes E.g., Enhanced efficiency in service delivery, Improved Trade Networks.	

SN	Requirements	Bidders Response
	Learning and Growth e.g., training per employee, hours of training etc.	
	Financial Reporting and Analysis	
358	i. Reporting daily on key business processes.	
	ii. Perform Ad hoc reporting	
	iii. Perform Variance analysis	
	iv. Forecasting	
	v. Follows international reporting standards such as IFRS	
	Budgeting and Planning	
359	i. Ability to automate the budget process.	
	ii. Budgeting process should follow a configurable business process.	
	iii. Handle both bottom up and top-down budgeting processes.	
	iv. Tight integration with Excel	
	v. Create different planning scenarios.	
	vi. Roll department planning up to corporate level.	
	vii. Support real time planning and analysis	
	viii. Enable Cross Functional Enterprise Planning	
	ix. Facilitates dynamic forecasting.	
	x. Support Rolling period plans for continuous planning	
	xi. Event-based planning incorporating internal and external events	
360	**Case Management**	
361	Contract Management	
362	**Management of Insurance contracts**	

SN	Requirements	Bidders Response
363	**Legal Documentation**	
364	**Loans Application** **-Allow straight through process from portal to ERP**	
365	**Loans Verification** Allows for acknowledgement of receipt of printed loan application form.	
366	**Loan Validation** Checking that all mandatory attachments necessary for loan have been attached.	
367	**Loan Allocation** Subjecting validated loans to the MTI.	
368	**Loans Review** Reviewing allocated loans	
369	**Loans Disbursement** • Book bulk records for payment • Pay to bank. • Pay to University. • Pay to smartcard. • Pay to Mobile Phone	
370	Assorted Disbursement Reports	
371	Assorted performance reports	
372	Loan Book detailing all products	
373	Maturing of debts Ensure maturity of various products as per policy and duration	
374	Billing Ensure billing and maturity. Billing compliance reports	

SN	Requirements	Bidders Response
375	Use third party databases to profile loanees	
376	Direct Debit Payments • Map direct debits to billings	
377	Recovery of Defaulted loans • Allow for contacting Guarantor details to repay defaulted loan.	
378	Certificate of Completion • Issue certificates of compliance / Completion	
379	Risk management • Enable Capture details of loanee with regards to death	
380	Penalties • Allow for penalty charge. • Allow for penalties waiver.	.
381	Statements • Generate individual statements. • Generate bulk statements and send on email. • Generate statement for all products.	
382	Debt Collectors • Manage debt collector's profile. • Attach loanees to debt collectors. • Manage commission for debt collectors.	
383	Assorted Debt performance reports	
384	Loanee Tracing • Use third party databases to match loanees	

SN	Requirements	Bidders Response
385	**Loan Self Protection Scheme** • Automatically charge insurance premium on allocated loans. • Ensure investment of collected premiums. • Ensure offsetting of claims upon student demise.	
Major Integrations		
386	CRM 365	
387	EDMS-Case 360	
388	Employer Portal	
389	Student Portal	
390	ESB	
391	IVR	
392	Institutional Portal	
393	Finance to all modules	

REMINDER:

The technical proposal submission MUST contain the tender security as it will be read out during the tender opening and the technical submission MUST be in its own envelope during submission and MUST NOT contain any financial details. (i.e. It MUST NOT contain the financial proposal submission forms and summary of costs form - Otherwise you will be automatically disqualified).

SUBMISSION OF FINANCIAL PROPOSAL

1. Submit a filled **Financial Proposal Submission form clearly indicating the total tender sum inclusive of taxes in words and figures**. Sign the form and authenticate with the company seal or company rubber stamp -*This is a mandatory requirement.* **(**Form on page 35 of this tender document)

2. Submit filled **Summary of costs, Breakdown of fees per activity**, **Breakdown of reimbursable costs/expenses per activity** and **miscellaneous expenses forms**. (Form on pages 40-46 of this tender document). Sign these forms and authenticate with the company seal or company rubber stamp -*This is a mandatory requirement.*

3. **The <u>financial proposal</u> submission containing the <u>financial proposal submission form,</u> <u>Breakdown of reimbursable</u> <u>costs/expenses per activity form</u> and miscellaneous <u>expenses form</u> MUST be in its own envelope during submission and marked 'Financial Proposal' Do not open with the technical proposal'.**

4. **The technical proposal envelope and the financial proposal envelope shall be <u>submitted separately</u> in different envelopes, but both shall be <u>enclosed in one big</u> <u>envelope</u> during the tender submission.**

N/B: Use the standard forms provided for in this tender document.

TECHNICAL EVALUATION CRITERIA

Your tender proposal submission will be evaluated in three (3) stages namely:

- Preliminary evaluation in stage 1
- Detailed technical evaluation in stage 2.
- Financial evaluation in stage 3

The following under listed criteria will be used in the evaluation of all potential bidders in the determination of the tender responsiveness and as per the submitted documents requested for in the **submission of tender proposal requirements as** from **no.1-14 on pages 29-32 of the tender document**. The tender proposal submitted by the bidders shall be evaluated and awarded marks up to a maximum of **100%.** Only bidders that shall score **80%** and above in the detailed technical evaluation shall proceed to the next level of financial evaluation. Technical proposal shall carry a weight of **80 points** while the financial proposal shall carry a weight of **20 points**.

Only bidders who shall meet **all** the mandatory requirements in the preliminary evaluation and further score **80%** and above in the detailed technical evaluation shall have their financial proposals considered.

(For ease of evaluation, kindly arrange your documents in the order of the evaluation criteria below).

1. **Preliminary Evaluation – stage 1 (OFFICIAL USE ONLY)**

Preliminarily, your tender submission will be evaluated to determine:

Mandatory Requirements
2. **Preliminary Evaluation – stage 1 (OFFICIAL USE ONLY)**

Preliminarily, your tender submission will be evaluated to determine:

1. **Mandatory Requirements**

S/no.	Description of criteria	Complied YES/NO	Reference Number/Remarks
	(Mandatory documents: Failure to which leads to automatic disqualification)		
1	Whether you have serially numbered all the pages in your tender submission proposal from the 1st page to the last page -***This is Mandatory***.		
2	Whether you have submitted a tender security of **KShs. 500,000** valid for **120 days** from the date of tender opening or a valid AGPO certificate and a filled, signed and submitted Tender Securing Declaration form for AGPO groups - ***This is Mandatory.***		
3	Whether you have submitted a signed declaration statement not to engage in corruption and fraudulent practice -***This is Mandatory.***		
4	Whether you have submitted a signed declaration statement that your company is not debarred from participating in procurement proceedings- ***This is Mandatory.***		

5	Whether you have submitted a copy of the company's certificate of incorporation/Registration **- *This is Mandatory.*** Companies that have changed particulars **MUST** submit the original copy of the certificate of incorporation and a copy of the certificate of change of particulars.		
6	Whether you have submitted the company's valid business permit -*This is Mandatory.*		
7	Whether you have submitted a copy of your company's valid Tax Compliance Certificate- *This is Mandatory.*		
8	Whether you have submitted your company's manufacturer authorization for Microsoft Dynamics 365 Finance & Operations -*This is Mandatory*		
9	Whether you have submitted your company's latest 3-year certified audited accounts -*This is Mandatory*		
10	Whether you have filled each of the rows of the bidder's proposal/statements column of the bidders technical response document table (D) **of the tender document** stating in detail how the proposed products meet HELB's specific requirements and submitted the filled form/document with your tender. -*This is mandatory.*		
11	Mandatory Basket of Certifications and Skills (Minimum six different persons) **Project Manager (1)** Financial Consultants (2) Supply Chain Consultants (1) Human Resource Consultant (2)		

	Technical Consultant - Database Expert (1)		
	Technical Consultant – Software Developer (2)		
	Technical Consultant – Integration Expert (1)		
13	Submitted **any comments or suggestions on the Terms of Reference**, a list of services and facilities to be provided by the Client		
14	Submit a detailed description of the **methodology and work plan** for performing the assignment		
15	**Submitted team composition and task assignments:** -The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing		
16	**Time schedule for professional personnel**: - Submitted estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member		
17	Submitted **activity and work schedule**		
18	Demonstrate Five (5) Years on Ms Dynamics AX 2012 R2/ Microsoft Dynamics 365 Finance & Operations ERP experience (Attach LPO & Contract More than four Years old)- ***This is Mandatory.***		
AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON RESPONSIVE.THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.			

Notes on Qualifications Sought

Resource	Qualification(s)
Project Manager (1)	The Project Manager **MUST** have at least a university degree preferably in Computer Science or Information Technology **OR** a Business-related Degree with a relevant IT certification with 10 years' experience in Project Management and Implementation or Process Consulting. Professional qualification in project management e.g., Project Management Professional (PMP) or Prince2 Certified (_This is a mandatory requirement._)Experience in implementing at least five (5) ERP Systems. Attach CV, professional and academic certificates.
Financial Consultants (2)	**MUST** possess a bachelor's degree in Commerce, Business or related field. Have at least one of Functional Consultants certified as a Certified Professional Accountant (CPA-K) Have a **MS Dynamics 365 Core Finance & Operations Certificate or Microsoft Certified Technology Specialist Dynamics AX financials** (_This is a mandatory requirement._) Attach CV, professional and academic certificates.
Supply Chain Consultant (1)	**MUST** possess a bachelor's degree in commerce, business, or related field. Have a **MS Dynamics 365 Core Finance & Operations Certificate or Microsoft Certified**

	Dynamics Specialist-Microsoft AX 2012 Trade and Logistics (*This is a mandatory requirement*.) A Certified Professional in Supply Chain is an added advantage. Attach CV, professional and academic certificates.
HR Consultant (2)	Bachelor's degree in Human Resources, Business Administration, or related field. (*This is a mandatory requirement*.) **MUST** be a certified member of an accredited HR Body in Kenya Attach CV, professional and academic certificates.
Technical Consultant - Database Expert (1)	BSc degree in computer science/IT or relevant field. Certification in Database Management Systems (MSSQL) Have experience of at least 3 years in system development/ or in relevant field. Attach CV, professional and academic certificates.
Technical Consultant – Software Developer (2)	Bachelor's degree in Computer Science, Computer/Software Engineering or related field (*This is a mandatory requirement*.) Have at least 3 years' experience in programming; systems design development and implementation. **MUST have an Azure Devops Engineer Expert Certificate OR Azure Devops Engineer Associate Certificate** Attach CV, professional and academic certificates.
Technical Consultant – Integration Expert (1)	Bachelor's degree in Computer Science, Computer/Software Engineering, or related field Have at least 3 years' experience in programming;

	systems design development and implementation. **MUST have an Azure Devops Engineer Expert Certificate OR Azure Devops Engineer Associate Certificate** Attach CV, professional and academic certificates.

2. Detailed technical evaluation: Stage 2 (OFFICIAL USE ONLY)

S/no.	Description of criteria	Reference Number/ Remarks	Marks	Score
1	Whether you have submitted a **a list of a minimum of six (6) reference sites/projects** where your company has implemented Microsoft Dynamics 365 Finance & Operations and Ms Dynamics AX 2012 R2 ERP Implementation in the recent past. **Note: A minimum of three (3) sites/ projects provided out of the six (6) should be Ms Dynamics AX 2012 implementations while the rest three sites/ projects should be Ms Dynamics 365 F & O implementations.** Information required on **each** project including: ✓ Description/tittle of the project ✓ Name of organization ✓ Name of contact person and telephone number Each site 5 marks		30	

	6-sites 30 marks 5-sites 25 marks 4-sites 20 marks 3-site 15 marks 2- sites 10 marks 1-site 5 marks 0-sites 0 marks			
2	Whether you have submitted six (6) copies of LPO or letters of award or signed contracts of the reference sites provided in 1 above. **(Three (3) recommendation letters or Project Go-Live sign-offs provided out of the six (6) should be Ms Dynamics 365 Finance & Operations** **implementations and three (3) recommendation letter or Project Go-Live sign-offs should be for the Ms Dynamics AX 2012 implementation undertaken)** *Each site – 3 marks*		9	
3	Whether you have filled the confidential business questionnaire form		2	
4	Whether you have submitted the tender submission letter		2	
5	The Bidder has provided a detailed explanation of how they will undertake Regular patching of the Microsoft Dynamics 365 Finance & Operations solution platform servers' operating system and firm wares as		2	

	required by HELB and as recommended by MICROSOFT.		
6	The Bidder has carried out successful integrations for the below systems;		
	Customer Relationship Management System – Ms Dynamics AX 2012 R2 and/ or Microsoft Dynamics 365 Finance & Operations ERP System Integration	3	
	Payment platforms such as M-Pesa, Banks, Paypal, Stripe with Ms Dynamics AX 2012 R2 and/ or Microsoft Dynamics 365 Finance & Operations ERP System Integration	3	
	Customer Web Portals using API Services with Ms Dynamics AX 2012 R2 and/ or Microsoft Dynamics 365 Finance & Operations ERP System Integration	2	
7	**Professional Qualifications**		
	• Project Manager (Above 5yrs-5mks, else 3mks)	5	
	• Financial Consultants (2) (Above 5yrs-5mks, else 3mks)	5	
	• Supply Chain Consultants (1) (Above 5yrs-5mks, else 3mks)	5	
	• HR Consultant (1) (Above 5yrs-5mks, else 3mks)	5	
	• Technical Consultant - Database Expert (1) (Above 5yrs-5mks, else	5	

	3mks)			
	• Technical Consultant – Software Developer (2) (Above 5yrs-5mks, else 3mks)		5	
	• Technical Consultant – Integration Expert (1) (Above 5yrs-5mks, else 3mks)		5	
8	**Service & Support Strengths**			
	Implementation Methodology		3	
	Implementation Workplan		2	
	Documentation & Quality Assurance Plan		2	
	Training & Deployment Approach		3	
	Maintenance & Support Strength		2	
		Total	**100**	

As per section 86 (2) of the Public Procurement and Disposal Act 2015, Citizen contractors or those entities in which Kenya citizens own at least 51% shares, shall be entitled to 20% of their total score in the evaluation, provided the entities or contractors have attained the minimum technical score.

Due Diligence

The evaluating committee will be expected to carry out due diligence before the financials to ascertain the facts on the ground. The committee shall recommend the sites to be visited as per the received submissions.

> ***Note: Due diligence will be carried out on at least four reference sites (2 sites MS Dynamics AX 2012 , 2 sites MS Dynamics 365 Finance & Operations), for the successful candidates at the technical evaluation**

phase, to confirm the authenticity of the sites referenced, proof of scope of work done in relation to this Tender, ERP version implemented in relation to this Tender, proof of completion or Go-Live of assignment, qualification of team at site and client satisfaction for work done in relation this Tender. A good status report on any four sites evenly spread (MS Dynamics AX 2012, MS Dynamics 365 Finance & Operations) would suffice for progression. Upon satisfactory results of the due diligence exercise, the successful bidders will proceed to the financial evaluation phase. (This is mandatory)

FINANCIAL EVALUATION CRITERIA

Financial proposal evaluation criteria

Your financial proposal will be evaluated to determine:

1. Whether the **Financial Proposal Submission Form** has been filled clearly indicating the tender sum in words and figures, signed and authenticated with the company seal or company rubber stamp – ***This is a Mandatory requirement***.

2. Whether the **Summary of costs**, **Breakdown of fees per activity**, **Breakdown of reimbursable costs/expenses per activity** and **miscellaneous expenses forms** have been filled and submitted - ***This is a Mandatory requirement.***

Note: As per section 82 of the Public Procurement Asset and Disposal Act 2015, 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 any way by any person or entity. The formulae for determining the financial score **(SF)** shall be as follows:

SF **= 100 x FM / F**

Where;

SF - **is the financial score.**

FM - **is the lowest fees quoted and**

F - is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100 marks (a score 20 points).

Firms shall then be ranked in accordance with the scores earned in the technical and financial scores.

Award of tender

The winning bidder shall be the firm that shall attain the **highest combined technical and financial score** provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

Competitive negotiations as prescribed in the Public Procurement and Asset Disposal Act 2015 shall be conducted:

1. Where firms shall tie in the highest combined technical and financial score,
2. With tenderers whose evaluated price are <25% above available budget.

TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

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

Ladies/Gentlemen:

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

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

We remain,
Yours sincerely,

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]*

_____ *[Name of Firm]*

_____ *[Address]*

Tender-Securing Declaration Form(r.22)
[The Bidder shall complete in this Form in accordance with the instructions
indicated]

Date: [insert date (as day, month and year) of Bid Submission] **Tender No.** [insert number
of bidding process]

To: [insert complete name of Purchaser]
We, the undersigned, declare that:
1 We understand that, according to your conditions, bids **MUST** be supported by a
Bid-Securing Declaration.

2 We accept that we will automatically be suspended from being eligible for bidding
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 Bid during the period of bid validity specified by us in the
Bidding 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 ITT.

3 We understand that this Bid Securing Declaration shall expire if we are not the
successful Bidder, upon the earlier of;
(i) our receipt of a copy of your notification of the name of the
successful Bidder; or
(ii) twenty-eight days after the expiration of our Tender.

4 We understand that if we are a Joint Venture, the Bid 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 Bid Securing Declaration shall be
in the names of all future partners as named in the letter of intent.

Signed: [insert signature of person whose name and capacity are shown]
in the capacity of [insert legal capacity of person signing the Bid Securing Declaration]
Name: [insert complete name of person signing the Bid Securing Declaration]
Duly authorized to sign the bid for and on behalf of: [insert complete name of
Bidder]

Dated on ………………….. day of ……………., ………………. [insert date of signing.

Note: AGPO registered firms **MUST** fill, sign and submit this form and the AGPO
registration certificate.

FORM SD2

SELF DECLARATION FORMS   (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

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 hereinabove is true to the best of my knowledge information and belief.

…………………………….…   ………………………….. ……………………….
(Title)   (Signature)   (Date)
Bidder's Official Stamp

SELF DECLARATION FORMS   (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD1

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 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 hereinabove is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

Part 1 – General:

Business Name ....

Location of business premises. ....

Plot No.. Street/Road ....

Postal Address .... Tel No. .... Fax .... E mail ....

Nature of Business ....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs. ....

Name of your bankers .... Branch ....

	Part 2 (a) – Sole Proprietor
	Your name in full .... Age ....
	Nationality .... Country of origin ....
	• Citizenship details ....
	Part 2 (b) Partnership
	Given details of partners as follows:
	Name Nationality Citizenship Details
	Shares
	1. ....
	2. ....
	3. ....
	4. ....
	Part 2 (c) – Registered Company
	Private or Public ....
	State the nominal and issued capital of company-
	Nominal Kshs. ....
	Issued Kshs. ....
	Given details of all directors as follows
	Name Nationality Citizenship Details
	Shares
	1..
	2. ....
	3. ....
	4. ....
	5 ....
Date .... Signature of Candidate	

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications

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

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

Firm's Name: _____

Name and title of signatory; _____

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

On the Terms of Reference:

1.

2.

3.

4.

5.

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

1.

2.

3.

4.

5.

TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Education:

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

Employment Record:

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

Certification:

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

_____ Date: _____
[Signature of staff member]

_____ *Date; _____*
[*Signature of authorized representative of the firm*]

Full name of staff member: _____
Full name of authorized representative: _____

Months in a year (in the Form of a Bar Chart)

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

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

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

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

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	

4. Interim Progress Report
    (a) First Status Report
    (b) Second Status Report	

3. Draft Report	
4. Final Report	

SECTION V-   FINANCIAL PROPOSAL (FP)

Notes on the Preparation Financial Proposal

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

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

(to be prepared by the consultant as appropriate)

FINANCIAL PROPOSAL SUBMISSION FORM

_____[Date]

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

Ladies/Gentlemen:

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

We remain,

Yours sincerely,

_____*[Authorized Signature]:*
_____ *[Name and Title of Signatory]:*
_____ *[Name of Firm]*
_____ *[Address]*

2. SUMMARY OF COSTS (Price Schedule) - Mandatory

SN	Costs	Currency (Kes)	Amount(s)
	Core Modules Development, Code Conversion and Migration		
1	Financial Management Module		
2	Supply Chain Management		
3	Lending Management (Student Loans)		
4	Human resource & Payroll		
5	Loan Recovery Operations (Debt Management)		
6	Legal & Case Management		
7	Intelligence and Analytics		
8	Internal Audit		
	Integrations		
9	Microsoft Dynamics 365 Finance & Operations TO CRM 365		
10	Microsoft Dynamics 365 Finance & Operations TO EDMS-Case 360		
11	Microsoft Dynamics 365 Finance & Operations TO Employer Portal		
12	Microsoft Dynamics 365 Finance & Operations TO Student Portal		
13	Microsoft Dynamics 365 Finance & Operations TO ESB		
14	Microsoft Dynamics 365 Finance & Operations TO IVR		
15	Microsoft Dynamics 365 Finance & Operations TO Institutional Portal		
16	Finance to all modules		
Others			
17	Database Performance Tune-ups		
18	General Support ERP o365, Yearly		
Comprehensive Training			
19	Microsoft Dynamics 365 Finance & Operations –		

SN	Costs	Currency (Kes)	Amount(s)
	Functional training – **(21 Pax)**		
20	Microsoft Dynamics 365 Finance & Operations – Technical training -(**5 Pax**)		
21	Development & Extensions for Microsoft Dynamics 365 Finance & Operations & Web Applications -(**6 Pax)**		
22	Microsoft Azure Platform Deployment & Administration-**(13 Pax)**		
23	SQL Database Infrastructure Optimization & Management-**(6 Pax)**		
24	Microsoft Dynamics 365 Finance & Operations security and threat management- **(7 Pax)**		
25	Windows Server Fundamentals & Instance Clustering – **(8 Pax)**		
26	**Any other (Lot)**		
	Subtotal Taxes Total Amount of Financial Proposal		

3. BREAKDOWN OF PRICE PER ACTIVITY

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Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration Reimbursables Miscellaneous Expenses Subtotal	 _____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No.	**Name:**			
Names	Position	Input (Staff months, days or hours as appropriate)	Remuneration Rate	Amount
Regular staff (i) (ii) Consultants Grand Total				

5. REIMBURSABLES PER ACTIVITY

Activity No: _____   Name:_____

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

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

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

SECTION VI -   STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS
(lump-sum payments)
The contract form shall be completed by the procuring entity after the award of the contract and negotiation of the contract. It will be signed by both parties pursuant to the information to consultants' clause 2.10.2

This Agreement, [hereinafter called "the Contract") is entered into this _____ [insert starting date of assignment], by and between.

_____[insert Client's name] of [or whose registered office is situated at] _____[insert Client's address] (hereinafter called "the Client") of the one part AND

_____[insert Consultant's name] of [or whose registered office is situated at] _____ _____[insert Consultants address] (hereinafter called "the Consultant") of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as "the Services", and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:-
1.   **Services**   (i)   The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Service, "which is made an integral part Of this Contract.

(ii)   The Consultant shall provide the personnel listed Appendix B, "Consultant's Personnel," to perform the Services.

(iii)   The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, " Consultant's Reporting Obligations."

(Appendices A, B, and C to be prepared as appropriate)

2. **Term**   The Consultant shall perform the Services during the
period commencing on _____[insert starting date] and
through to _____ [insert completion date],
or any other period(s) as may be subsequently agreed by
the parties in writing.

3. **Payment** A.   Ceiling
For Services rendered pursuant to Appendix A, the
Client shall pay the Consultant an amount not to
Exceed _____ [insert amount]. This amount
has been established based on the understanding
that it includes all the Consultant's costs and
profits as well as any tax obligation that may be
imposed on the Consultant.

B.   Schedule of Payments
The schedule of payments is specified below
(Modify in order to reflect the output required
as described in Appendix C.)

Kshs._____ upon the Client's receipt of the
Draft report, acceptable to the Client; and

Kshs._____ upon the Client's receipt of the
Final report, acceptable to the Client.

Kshs._____ Total

C.   Payment Conditions
Payment shall be made in Kenya Shillings unless
otherwise specified not later than thirty (30) days
following submission by the Consultant of
invoices in duplicate to the Coordinator designated
in Clause 4 here below. If the Client has delayed
payments beyond thirty (30) days after the due
date hereof, simple interest shall be paid to the
Consultant for each day of delay at a rate three
Percentage points above the prevailing Central
Bank of Kenya's average rate for base lending.

4. **Project**   A.   Coordinator
Administration The Client designates _____
[insert name] as Client's Coordinator; the
Coordinator will be responsible for the
Coordination of activities under this Contract,
for acceptance and approval of the reports and of
other deliverables, by the Client and for receiving
and approving invoices for payment.

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B. Reports
The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the Course of the assignment and will constitute the basis for the payments to be made under paragraph 3.

5 **Performance Standards** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. **Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration **Disclose any proprietary or confidential** Information relating to the Services, this Contract Or the Client's business or operations without the Prior written consent of the Client.

7. **Ownership of Material** Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. **Consultant Not to be Engaged in certain Activities** The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

9. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.

10. **Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

11. **Law Governing Contract and Language** The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English language

12.	**Dispute Resolution**	Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, On the request of the applying party.

For the Client   For the Consultant

Full name _____   Full name _____

Title   _____   Title   _____

Signature   _____   Signature _____
Date   _____   Date   _____

2.   **REQUEST FOR REVIEW FORM**

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO……………OF…………20……...

BETWEEN

…………………………………………APPLICANT

AND

………………………………RESPONDENT *(Procuring Entity)*

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

REQUEST FOR REVIEW

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

1.

2.

etc.

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

1.

2.

etc

SIGNED ………………. (Applicant)

Dated on……………. day of ……………/…20…

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on

…………. day of …………..20………….

SIGNED
Board Secretary