



Imarika
SACCO

**REQUEST FOR PROPOSAL(RFP) FOR UPGRADE OF MS DYNAMICS NAVISION TO
DYNAMICS 365 BUSINESS CENTRAL**

RFP NO: IMARIKA/ICT/ERP/07/2026

CLOSING DATE: 27th JULY 2026

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SECTION I – REQUEST FOR PROPOSAL

DATE: 13TH JULY 2026

Dear Prospective Bidder,

RE: REQUEST FOR UPGRADE OF MS DYNAMICS NAVISION TO DYNAMICS 365 BUSINESS CENTRAL.

- 1.1 Imarika DT Sacco invites proposals for the **upgrade of Microsoft Dynamics Navision to Dynamics 365 Business Central.**
- 1.2 Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to all qualified and interested Tenderers
- 1.3 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 0900 to 1600 hours at the address given below.
- 1.4 A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of Ksh. 2,000 in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website www.imarika.org. **Tender documents obtained electronically will be free of charge**
- 1.5 Tenderers who download the tender document must forward their particulars immediately to procurementunit@imarika.org to facilitate any further clarification or addendum. Tenderers shall indicate; Tender reference No; Tender Name; official Email Address and the Telephone number and the complete name and Designation of the Person to be contacted.
- 1.6 The tender includes the following documents:

Section I	-	Request For proposals
Section II	-	Information to Bidder
		Specific Information to Bidder
Section III	-	Technical Proposal
Section IV	-	Financial Proposal
Section V	-	Terms of Reference
Section VI	-	Tendering Forms
- 1.7 Tenders shall be quoted in Kenya Shillings and shall include all taxes. Tenders shall remain valid for (120) days from the date of opening of tenders.
- 1.8 **All Tenders must be accompanied by a tender Security of Ksh. 500,000 (Kenya Shillings Five Hundred Thousand.)**
- 1.9 The Tenderer shall chronologically serialize all pages of the tender documents submitted.
- 1.10 Completed tenders must be delivered & deposited in the tender box to the address below on or before **10am Monday 27th July 2026**. Electronic Tenders will not be permitted
- 1.11 Tenders will be opened immediately after the deadline date and time specified above or any deadline date and times specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

1.12 Late tenders will be rejected.

1.13 The addresses referred to above are:

Address for obtaining further information and for purchasing tender documents

Imarika DT Sacco Ltd
Imarika Plaza, Along Kenyatta Road
P.O. Box 712-80108 Kilifi
Tel: 041 7522572
Cell: 0792712712
Email: info@imarika.org
Website: www.imarika.org

Address for Submission of Tenders.

The Chief Executive Officer,
Imarika DT Sacco
P. O. Box 712 – 80108
Kilifi.

Imarika Plaza, Along Kenyatta Road, Ground Floor

Address for Opening of Tenders.

Imarika DT Sacco Ltd
Imarika Plaza, Along Kenyatta Road
Imarika Boardroom, 2nd Floor

Yours sincerely,

George Yongo Ngala

The Chief Executive Officer

SECTION II -INFORMATION TO BIDDERS

2.1 Introduction

- 2.1.1 Imarika DT Sacco will select a firm among those that will submit a proposal, in accordance with the terms in this request for proposal.
- 2.1.2 The bidder is invited to submit a Technical Proposal and a Financial Proposal, for services and solutions required in this request for proposal. The Proposals will be the basis for negotiating and ultimately signing the Contract with the selected firm.
- 2.1.3 The bidder should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including liaising with Imarika DT Sacco regarding any information that the bidder may require before submitting a proposal and/or attending a pre-proposal conference if one is specified. Attending any such pre-proposal conference is optional and is at the bidder's expense.
- 2.1.4 Please note that the costs of preparing the proposal and of negotiating the contract, including any visit to Imarika DT Sacco are not reimbursable as a direct cost of the assignment and that Imarika DT Sacco is not bound to accept any of the proposals submitted
- 2.1.5 Imarika DT Sacco will timely provide, at no cost to the bidders, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in this RFP.
- 2.1.6 The price to be charged for the online bid document shall be free. Any printed bid document shall attract a fee to be charged at Kshs. 2,000

2.2 Clarification and Amendment of RFP Documents

2.2.1 Bidders may request a clarification of any of the RFP documents only up to seven (7) calendar days before the submission date of the proposal. Any request for clarification must be sent in writing by electronic mail to procurementunit@imarika.org. Imarika DT Sacco shall respond by electronic mail to such requests (including an explanation of the query but without identifying the source of inquiry) copying all invited bidders who indicated intention to or submitted proposals.

2.2.2 At any time prior to the deadline for submission of Proposals, the Procuring Entity may amend the RFP by issuing addenda.

2.2.3 Any addendum issued shall be part of the RFP and shall be communicated in writing to all who have obtained the tendering document from Imarika DT Sacco. Imarika DT Sacco shall also promptly publish the addendum on the web page.

2.2.4 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Tenders, Imarika DT Sacco shall extend, as necessary, the deadline for submission of proposals.

2.3 Corrupt and Fraudulent Practices

Bidders shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. Bidders or any of its members that are proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.

2.4 Preparation of technical Proposal

2.4.1 The bidder's proposal shall be prepared/written in English language

2.4.2 in preparing the technical proposal, the bidder is expected to examine the documents constituting this RFP in detail including the attachments. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.4.3 While preparing the Technical proposal, the bidder must give particular attention to the following;

- i. If you consider that you do not have all the expertise for the assignment, you may obtain a full range of expertise by associating with other firms or entities in a joint venture or sub-consultancy as appropriate
- ii. The proposal shall indicate the number of professional staff time estimated by the firm
- iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it
- iv. Proposed professional staff must as a minimum, have the experience indicated in the technical evaluation attribute, preferably working under conditions similar to those prevailing in Kenya.
- v. Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.4.4 The Technical Proposal shall provide the following information using the attached Standard Forms.

- i. A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- ii. Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by Imarika DT Sacco.

- iii. A description of the methodology and work plan for performing the assignment.
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- vi. Estimates of the total staff input (professional and support staff -time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- vii. A detailed description of the proposed methodology, staffing and monitoring of training
- viii. Additional information and improvement on Terms of Reference

2.4.5 The Technical Proposal shall not include any financial information.

2.5 Preparation of Financial Proposal

2.5.1 In preparing the Financial Proposal, the Bidder is expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. It lists all costs associated with the assignment including remuneration for staff (in the field and at headquarters), and; allowable reimbursable expenses as indicated in the financial proposal submission form. Where appropriate, these costs should be broken down by activity.

2.5.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the Bidder, and their personnel.

2.5.3 Commissions and gratuities, if any, paid or to be paid by Bidder and related to the assignment will be listed in the Financial Proposal submission Form.

2.5.4 The Proposal must remain valid for 120 days after the submission date. During this period, the Bidder is expected to keep available, at his own cost, the professional staff proposed for the assignment. Imarika DT Sacco will make her best effort to complete negotiations within this period. If Imarika DT Sacco wishes to extend the validity period of the proposals, the Bidder shall agree to the extension.

2.6 Submission, Receipt, and Opening of Proposals

2.6.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared and submitted in hard copies. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person authorized to sign the proposals.

2.6.2 The technical and financial proposals should be submitted SEPARATELY , both clearly marked with the Procurement Reference Number above, the firm's name, Imarika DT Sacco and either "Technical Proposal" or "Financial Proposal" as appropriate.

2.6.3 Proposals (both technical and financial) must be submitted in **hard copies to the Imarika Plaza Tender Box located at the ground floor** with clear subject line RFP number and name.

2.6.4 Imarika DT Sacco shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by Imarika DT Sacco after the deadline for submission of bids shall be declared late, rejected, and shall not be considered.

2.6.5 After the deadline for submission of proposals, the Technical Proposal shall be opened by the evaluation committee. The Financial Proposal shall remain un-opened and kept with a responsible officer of Imarika DT Sacco up to the time for opening of financial proposals.

2.6.6 Eligibility Criteria:

Bidders are required to meet the following criteria to qualify to participate in the procurement exercise:

No.	Item Description	Bidder's Response with Evidence Referenced pages – Where applicable YES /NO
M1.	Must submit two (2) copies of the Tender Document, clearly marked original and copy.	
M2.	Certificate of Incorporation/ Registration.	
M3.	Attach valid copy of KRA Tax Compliance Certificate.	
M4.	Provide a Current CR12 issued not more than 12 Months from the date of closing the tender issued by Registrar of Companies	
M5.	Must submit A valid business permit from the respective County Government.	
M6.	Submit a duly filled price schedule in the format provided	
M7.	Submit a valid and current ICTA Certificate for Category 2 and above.	
M8.	Submit a valid and current Microsoft SPA (Microsoft Solution Provider Agreement). Certificate – Licensed to provide and implement Microsoft Solutions.	
M9.	Submit certified copies of audited accounts for the company for the accounting years 2023, 2024 and 2025 and Bank Statement from year January 2025 to December 2025	
M10.	Attach a duly filled, signed and stamped Form of Tender in the format provided.	

M11.	Attach a duly filled signed and stamped Confidential Business Questionnaire in the format provided	
M12.	Attach a duly filled signed and stamped Certificate of Independent Tender Determination	
M13.	Must submit duly filled signed and stamped Declaration of non-debarment form in the format provided Form SD 1	
M14.	Must dully fill signed and stamped anti-corruption declaration form in the format provided SD 2	
M15.	Must submit a duly filled signed and stamped Declaration and Commitment to the code of ethics form in the format provided	
M16.	The tender must be duly signed by the person lawfully authorized to do so. Attach an authorization letter (Power of Attorney) appointing authorized Officer to sign the tender documents	
M17.	Bidder's document must be properly bound and paginated/serialized from the first page to the last page including attachments in the format 1, 2, 3.....	
M18.	Letter of commitment indicating Delivery Period	
M19.	Submit a valid and current Manufacturer's Authorization Form	
M20	Must submit a tender security or Ksh. 500,000 inform of a bank guarantee form a reputable bank regulated by the CBK or from an approved (PPRA) insurance firm regulated by the IRA	
M21	Must submit certificate of compliance with data protection act	
Tenderers bids will either be Responsive or Non- Responsive. Failure to Meet Any of the Above Mandatory Requirements will lead to Automatic disqualification.		

Evaluation Areas: Score must be at least 70 percent (%)

AREA OF EVALUATION	MAXIMUM POINTS	SCORED POINTS
Must submit at least four (4) references from registered and regulated financial institutions and/or SACCO where you have supplied, installed, commissioned and implemented similar SACCO Microsoft Dynamics Business Central that best illustrates your ability to carry out this assignment. Provide information on each assignment for which your firm	12	

either individually, as a corporate entity or in association, was legally contracted. This is for current i.e. contracts are still active. (3 Points for each) NB: Reference checks will be carried out and the references must be contactable. Non-adherence to this will nullify the reference.		
Must submit at least three (3) references from registered and regulated financial institutions and/or SACCO where you have supplied, installed, commissioned and implemented similar SACCO Microsoft Dynamics Business Central that best illustrates your ability to carry out this assignment. Provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted. This is for previous clients i.e. contracts are not active legally. (1 point for each)	3	
Adequacy of the proposed work plan and Methodology in responding to the terms of reference as per the TOR. Demonstrate experience and capability in project management by giving dedicated technical team for the Microsoft Dynamics Business Central implementation/integration and support and Maintenance. a) Technical approach and methodology (12 marks) <i>Implementation methodology, Support & Maintenance Structure, Service Level Agreement, Documentation & Reporting</i> b) Work plan (4 marks) <i>Allocated Resources, Project Scope Vs Timelines, Presentation (Gantt Charts etc.)</i> c) Organization and staffing (4 marks) <i>Establishment (Representative Organogram, Functions), Help Desk and Support Escalation)</i>	20	
Duration to complete the assignment and well documented and implementable Project Charter	5	
Training & knowledge transfer Form and extent of training to be offered to the Imarika DT Sacco ICT team and transfer of knowledge to the SACCO. The training duration and expected milestone of the training and what is intended to achieve.	5	
KEY STAFF QUALIFICATIONS AND EXPERIENCE <i>(Requirement of the Tenderer's Technical Team for the Project)</i>	15	

Qualifications and competence of the key staff for the assignment, technical specialists with at least 5 years' experience in installing and configuring the proposed Microsoft Dynamics Business Central solution. Submit CVs of at least 2 lead staff members of the team and other proposed staff for the project. Attach Certificate of good conduct for all the staff to be engaged in the project. Further provide evidence of adequate capacity of staff and other technical resources to undertake the exercise of this magnitude. Lead Staff Attach Detailed Cvs (0.5marks x2) Academic qualification- Attach copies of certificates (Degree in IT or related field) (1mark x2) Professional qualification- Attach copies of certificates (PMP Certification OR similar certification, Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g., CISA, SQL etc.) (1mark x2) Experience- 7 years' experience or more in development, implementation & support of ERP systems (1mark x2) Technical personnel (at least 4) Attach Detailed Cvs (0.5 marks x4) Academic qualification- Attach copies of certificates (Degree in IT or related field) ((0.5 marks x4) Professional qualification- Attach copies of certificates (Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g., SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.) (0.5 marks x4) Experience- 5 years' experience or more in development, implementation & support of MS Dynamics 365 BC ERP, SharePoint, BI, Web Portals and/or CRM systems in an integrated environment. & Support of ERP systems (0.5 marks x4)		
Company profile. You should have been in operation as a supplier and/or installer of Microsoft Dynamics Business Central (or previous versions) for a minimum period of 5 years.	5	
Registration & Certification from Statutory, Regulatory and Professional body - Provide certified copies. i.e. Communications Authority (Kenya), Microsoft, Internet Service providers, Mobile money transfer companies, vendor professional body	5	
Cost of work and any cost-related basis	20	

TOTAL POINTS		
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Oral presentation and Practical Demonstration

Oral presentations will be part of the technical evaluation. Firms will be invited for oral presentations. Where necessary, Imarika DT Sacco may conduct due diligence by visiting selected clients where the bidder has successfully implemented the system based on the references provided. Oral presentations will be scored using the following criteria:

Criteria	Score	Remarks
Understanding of the assignment Via Practical Demo on key ERP modules Functionality	5	
Clear and sure steps methodology	5	
Sub-total	10	
Total Technical Score (Pass mark; 56/80)		

FINANCIAL REQUIREMENT – 20 MARKS

FINANCIAL EVALUATION
$\frac{A \times 100 \times 20}{B} \%$ Where: A= Lowest price, B= Price quoted by each bidder lowest to the highest, 30= the value attached to the price evaluation

TOTAL TECHNICAL & FINANCIAL SCORE

	REQUIREMENT	MARKS
1	TECHNICAL SCORE	80
2	FINANCIAL SCORE	20
	TOTAL MARKS	100

Nationality of Personnel: All personnel employed under the bidder should be Kenyan citizens

NOTE: Failure to submit the above required documents will lead to disqualification and your proposal will not be considered for technical and financial evaluations.

2.7 Proposal Evaluation: General

2.7.1 From the time the bids are opened to the time the Contract is awarded, if the bidder wishes to contact Imarika DT Sacco on any matter related to their proposal, they should do so in writing via email address procurementunit@imarika.org. Any effort by the bidder to influence Imarika DT Sacco in the proposal evaluation exercise or Contract award decisions may result in the disqualification of the bidder's proposal.

2.7.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7.3 Imarika DT Sacco's Bid Evaluation Committee shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

a) **Eligibility Criteria:** The proposal shall be rejected at this stage if it does not meet the eligibility criteria of the Terms of Reference

b) **Technical score:** The mark required to pass the technical evaluation is **56/80** which is 70% of the total technical score. The proposal shall be rejected at this stage if it does not attain this mark.

c) **Financial Criteria:** Pricing information should not appear in any other section of the proposals other than the financial proposal. Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

d) **Total scores:** Total scores shall be determined using a weighting of **80 points for technical proposals and a weighting of 20 points for financial proposals.**

e) **Currency:** Proposals should be priced in Kenyan Shillings. And whenever required, currency conversion shall follow the average exchange rate published by the Central Bank of Kenya (KSH) at the date of bid submission.

f) **Best Evaluated Bid:** The best -evaluated bid shall be the firm with the highest combined score and shall be recommended for award of contract.

g) **Right to Reject:** Imarika DT Sacco reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

Due Diligence

Imarika DT Sacco reserves the right to conduct due diligence to confirm and verify the qualifications and suitability of the bidder before award.

2.8 Negotiations

2.8.1 Negotiations will be held between Imarika DT Sacco and the successful bidder. The aim is to reach agreement on terms and conditions followed by signing of the contract.

2.8.2 Negotiations will include a discussion of both Technical and Financial Proposals, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. The financial negotiations shall

establish if the costs per unit reflect reasonable market rates. Imarika DT Sacco and the successful bidder will then update and agree on final Terms of Reference, staffing, logistics, methodology and workplan, reporting, reimbursable expenses and any other aspects critical to the successful implementation. The agreed final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to clearly defining the inputs required from Imarika DT Sacco to ensure satisfactory implementation of the assignment.

2.8.3 Having selected the successful bidder on the basis of, among other things, an evaluation of proposed key professional staff, Imarika DT Sacco expects to negotiate a contract on the basis of the key professional staff named in the proposal. Before contract negotiations, Imarika DT Sacco will require assurances that the key professional staff will be sufficiently involved and available through the implementation. Imarika DT Sacco will not consider substitutions of key professional staff during contract negotiations unless there is a compelling and justifiable cause or that such changes are critical to meet the objectives of the assignment. If

this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the bidder may be disqualified. Proposed replacements of key professional staff must have equivalent or higher expertise and experience to the staff they are to replace, and such a request is subject to Imarika DT Sacco prior written approval

2.8.4 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations, Imarika DT Sacco and the successful bidder will initial the agreed Contract. If negotiations fail, the project collapses and Imarika DT Sacco shall decide on the next course of action.

2.8.5 Imarika DT Sacco shall appoint a team for the purpose of contract negotiations.

2.9 Award of Contract

2.9.1 The Contract will be awarded following negotiations.

2.9.2 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.

2.9.3 Imarika DT Sacco may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.9.4 Imarika DT Sacco shall give prompt notice of the termination to the bidder and on request give its reasons for termination within 14 days of receiving the request from any bidder.

2.9.5 To qualify for contract awards, the bidder shall show evidence of having the following:

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

(d) Shall not be debarred from participating in public procurement.

2.10 Liquidated Damages

If the successful bidder fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract Imarika DT Sacco may, without prejudice to any other right of action / remedy, it may deduct from the Contract Price, as liquidated damages, a sum of money as per the following schedule:

- i. @0.25% per day of the proportional contract cost, for first 30 -days
- ii. @2% per day of the proportional contract cost for, next one week after expiry of first 30 days
- iii. @3% per day of the proportional contract cost thereafter following expiry of the first 37 days

which is attributable to such part of the Services / the Works as cannot, in consequence of the failure / delay, be put to the intended use, between the scheduled delivery date(s), with any extension of time thereof granted by Imarika DT Sacco, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the total Contract Price.

2.11 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders or to other persons not officially concerned with the process, until the evaluation is completed, and report approved.

2.12 Corrupt or fraudulent practices

2.12.1 Imarika DT Sacco requires that all bidders observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The bidder shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices. **See appendix F.**

2.13.2 Imarika DT Sacco will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.13.3 Further, a bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in Imarika DT Sacco procurements.

2.13 Specific Information to Bidder

The following information shall complement or amend the provisions of the information to Bidder, wherever there is a conflict between the provisions of the information to Bidder and the provisions of the specific information to bidder, the provisions of the specific information to bidder herein shall prevail over the provisions of the information to Bidder.

Clause Reference	Details
2.13.1	The name of the client is: Imarika DT Sacco P.O. Box 712 – 80108, Kilifi
2.13.2	The method of selection is Quality & Cost Based Selection (QCBS)
2.13.3	Technical and Financial Proposals are requested: Yes
2.13.4	The name of the Assignment is: Upgrade to Microsoft Dynamics 365 Business Central. Objectives, and description of the assignment are: Imarika DT Sacco intends to engage a successful bidder to Upgrade the following software components: i.) The ERP Software with key modules, ii.) The technical environment to accommodate the full stack of software implemented.
2.13.5	A pre -proposal conference will be held: No
2.13.6	Submission of Proposal to be in hard copies delivered at Imarika Plaza tender box Ground Floor. The official email for correspondences are: E-mail: procurementunit@imarika.org NB: Bidder requiring a clarification of the documents must notify Imarika DT Sacco in writing not later than seven (7) days prior to the proposal submission date
2.13.7	Imarika DT Sacco will provide the following inputs: i) Office Space & Stationery ii) Counterpart personnel
2.13.8	i) The expected number of professional staff months required for each module for this assignment is as stated in the TOR ii) The minimum required experience of proposed professional staff is: [as per TOR below]
2.13.9	i) Training is a specific component of this assignment: Yes ii.) On -site support is a specific component of this assignment: Yes iii) Additional information in the Technical Proposal: Yes
2.13.10	<u>Taxes: Local tax liability, insurances</u> Tax Liability The bidder shall indicate the applicable tax and its impact on the bid price. The basis of the prices and costs including applicable taxes required are adequately defined so that they can be meaningfully compared and later inserted into any resulting contract to represent the full cost of the procurement requirement. Insurance The Bidder (a) shall take out and maintain and shall cause any Sub-Bidder to take out and maintain, at their (or the Sub-Bidder', as the case may be) own cost, insurance against insurable risks.

2.13.11	The Bidder proposal shall be written in English language
2.13.12	The Proposal must remain valid for 120 days after the submission date.
2.13.13	Bidder must submit the Technical and Financial proposals SEPARATELY Submission of the Proposal to be in hard copies delivered at Imarika Plaza tender box Ground Floor.
2.13.14	The subject of the proposal should be as “Bid No. and Bid Name”, “ Proposal for the Upgrade to Microsoft Dynamics 365 Business Central” NB: The Technical and Financial proposal shall be submitted in separate envelopes inside the main sealed envelope and clearly marked as indicated above specifying Technical or Financial proposal respectively.
2.13.15	Proposals must be submitted no later than the following date and time: 10:00a.m. 27th July 2026
2.13.16	The minimum overall technical score required to pass: 56/80 or 70%
2.13.17	The assignment is expected to commence immediately after signing the contract
2.13.18	The Tender opening shall take place at: Physical Address: Imarika Plaza Floor/Room number: 2nd Floor, Imarika Plaza Board room City: Kilifi Country: KENYA Date: MONDAY 27TH JULY 2026 Time: 10:00AM

SECTION III: - TECHNICAL PROPOSAL

3.1 Notes on the preparation of the Technical Proposals

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

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

The Technical proposal shall not include any financial information.

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____ [Name and address of Client)

Ladies/Gentlemen:

We, the undersigned, offer to provide the services for

_____ [Title of services] in accordance with your Request
for

Proposal (RFP) dated _____ [Date] and our Proposal. We are
hereby submitting our Proposal, which includes this Technical Proposal, [and a
Financial Proposal submitted through a separate email].

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

We remain,

Yours sincerely,

[Authorized Signature]:

[Name and Title of Signatory]

[Name of Firm]

_____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out 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	Approx. Value of the contract (Kshs.)
Country:	Duration of assignment (months):
Name of Procuring entity:	Total Number of staff-months of the assignment:
Contact Address:	Approx. Value of the services provided by your firm under the contract (Kshs.)
Start Date (Monthly/year) _____ Completion Date: _____	Number of Professionals staff-months provided by associated consultants

Role of assignment:	Name of Senior professional staff of your firm involved and functions performed
Narrative Description of assignment ▪	
Description of actual services provided by your staff within the assignment ▪	
Name of Consulting Firm	
Name & Title of Signatory	

3. COMMENTS AND SUGGESTIONS OF THE BIDDER ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY IMARIKA DT SACCO.

On the terms of reference

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by Imarika DT Sacco

- 1.
- 2.
- 3.
- 4.
- 5.

4.0 DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task
-------------	-----------------	-------------

1. Support Staff

Name	Position	Task
-------------	-----------------	-------------

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

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff Member's experience and training most pertinent to tasks on assignment.

Describe degree of responsibility held by staff Member on relevant previous assignments and give

dates and locations].

Education:

[Summarize college/university and other specialized education of staff Member, giving names of

schools, dates attended and degree[s] obtained.]

Employment Record:

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

Certification:

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

Date: _____ [Signature of staff Member] _____

Full name of staff Member: _____

Date: _____ [Signature of authorized representative of the firm] _____

Full name of authorized representative: _____

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	No of Months
------	----------	---------------------------	---	---	---	---	---	---	---	---	---	----	----	----	-----------------

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a) Field Work Items

1st, 2nd etc are months form the start of the assignment

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------

Activity (Work)

(b) Completion of milestones and submission of reports

Milestone or report	Description and target date of Completion
1.	
2.	
3.	
4.	
5.	

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

The Financial proposal prepared by the Bidder should list the costs associated with the assignment.

These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc. as may be applicable. The costs should be broken down to be clearly understood by Imarika DT Sacco.

4.1 The financial proposal shall be in Kenya Shillings and shall specify all applicable taxes and cost of insurances.

4.2 Expenses will be reimbursed on the basis of payment invoices or other supporting documents, and according to the work progress, with a limit as specified in the contract.

4.3 Imarika DT Sacco eligible reimbursable expenses includes ONLY standard economy flight tickets, accommodation, and airport transfers expenses, local transport, communication, visa, and they should be reasonable and in line with Imarika DT Sacco guidelines.

4.4 The financial proposal should be prepared using the Standard forms provided in this section below;

1. Financial proposal submission Form
2. Summary of costs
3. Breakdown of price/per activity

4. Breakdown of remuneration per activity
5. Reimbursables per activity
6. Miscellaneous expenses

1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

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

We remain,

Yours sincerely,

[Authorized Signature]

[Name and Title of Signatory]:

[Name of Firm]:

[Address]:

2. SUMMARY OF COSTS

The financial proposal shall contain appropriate breakdown of costing and fees. The financial proposal to be prepared and submitted shall at least contain the following:

Module	Description	Price
BOSA MANAGEMENT MODULE	Upgrading Add-on BOSA Management Module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise and Implementation of LOANS and SASRA reporting module.	
FOSA MANAGEMENT MODULE	upgrading Add-on FOSA Management Module and Finance Module Add-on from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise	
SUPPLY CHAIN MODULE	Upgrading Add-on Supply Chain Module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise and Implementation of E-Procurement/E-Tendering portal.	
HRM AND PAYROLL MANAGEMENT MODULE	Upgrading Add-on Advanced HRM and Payroll Management Module from Version 2016 to Dynamics	

	Business Central 2025 release wave 1(BC26) on Premise.	
MEMBER REGISTRATION MANAGEMENT MODULE	Upgrading Add-on Member registration Management Module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise and Implementation.	
BUSINESS INTELLIGENCE & INTERNET BANKING	Upgrading Business Intelligence (BI) System and Internet Banking Portals module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise.	
API MODULES	Upgrading and migrating API Modules from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise. Office 365 integration, CRM and Call centre	
EMDS/SHAREPOINT SYSTEM	Upgrading and migrating MS 365 Sharepoint system module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise.	
EMPLOYEE	Implementation of an Employee Staff Portal (ESS) and Employee Recruitment Portal.	
TRAINING AND USER MANUALS	Cost of end User Training and development of user Manuals.	
	SUB-TOTAL	
	VAT	
	GRAND TOTAL	

Annual software maintenance and costs

SECTION V: - TERMS OF REFERENCE

5.1 Sacco Profile and Background

5.1.1 Sacco Profile

Imarika DT Sacco Ltd was registered in 1974 with the primary objective of providing members with opportunities to save money and offering credit facilities. Members benefit from a pool of savings from which various types of loans and advances are issued. Imarika DT Sacco Ltd operates through Back Office Service Activities (BOSA), Front Office Service Activities (FOSA) and Micro-Savings and Credit Service Activities (MSCA), collectively forming the organization's service framework.

Imarika DT Sacco Ltd is regulated by the Sacco Society Regulatory Authority (SASRA), which prescribes minimum compliance standards for all regulated SACCOs, including liquidity, capital adequacy, loan quality and other asset quality ratios. The Sacco is head quartered in Kilifi and has 8 branches and one site office all located within the coast region.

5.1.2 Background

Imarika DT Sacco Ltd is seeking to upgrade its Microsoft Dynamics NAV 2017, to the Microsoft Dynamics 365 Business Central version. Imarika DT Sacco Ltd is continuously working to improve her operational effectiveness and efficiency to provide a better working experience for its 130 staff. As part of this process, Imarika DT Sacco Ltd is seeking to upgrade the current Microsoft ERP to the higher version of Microsoft Dynamics 365 Business Central.

The core modules in the new ERP are expected to include BOSA and FOSA management systems, supply chain management, financial management, budgeting, asset management, human resources management and payroll management systems, Sharepoint, Business intelligence and member portal, and critical API modules that support integration of different e-channels and other service systems.

The new ERP is expected to provide a seamless end to end automation and integration of processes and activities in all the modules. The process flows in each module and the integration thereof shall incorporate Imarika DT Sacco's operational needs, best practices, and latest system capabilities including artificial intelligence capabilities.

5.1.3 Description and Objective of the Assignment

The detailed specifications and functional requirements of the ERP and individual modules shall seek to have a system that is implementable within a reasonable timeline, provides operational efficiency, is cost effective, provides end to end integration and is user friendly.

Imarika DT Sacco seeks to acquire a solution that will provide a seamless end to end automation and integration of processes and activities in all the modules. It is envisaged that each module and the integration thereof shall incorporate Imarika DT Sacco's operational needs, best practices, and latest system capabilities. Additionally, Artificial Intelligence capabilities are envisaged to greatly improve service delivery to our members especially in the areas of predictive analysis, credit scoring, marketing and customer care.

The vendor seeking to carry out the implementation should make an assessment and provide an estimate for all the hardware and software required to implement the full suite of software, to be validated against the hardware once on site. The solutions proposed should run in a redundant format on both a primary computing site and with a fail-over site currently as is available at the Sacco. The system should be secure, scalable and modular architecture that future -proofs our operations to meet the infrastructure and market challenges of today and tomorrow.

Imarika DT Sacco recognizes that this is an extensive undertaking and therefore, it would want the bidders to understand its vision and understand that the solution is not just a matter of outsourcing but is meant to be a critical strategic tool for the achievement of its short-term and long-term strategic goals. To this end, the response to the RFP needs to focus on the transformation of technology and processes and a commitment of people for the entire period of the contract.

The upgrade being sought for is expected to:

- ✓ Improve operational efficiency and effectiveness
- ✓ Reduce operational costs

- ✓ Improve productivity and fund utilization
- ✓ create a more secure and scalable system infrastructure
- ✓ Enhance the availability of management information
- ✓ Enable complete integration with other IT systems in use at the Sacco
- ✓ Ensure availability and sharing of information across modules.
- ✓ Ensure ability to segregate duties, define and restrict levels of access for different users within the organization.

The vendor should give as much information as possible about their capability to design, plan, customise, install, implement and test the ERP solution as well as manage the process from end to end using structured methodologies and skilled personnel including after sale service.

5.1.4 Roles and responsibilities

5.1.4.1 Implementation includes requirements reconfirmation, gap analysis, solution design, customization, user training, and thoroughly testing all modules - including all related software necessary for the smooth running of the system within Imarika DT Sacco, and successful transition to live use of the upgraded system.

5.1.4.2 Good industry practices, applicable laws, and technical specifications of components stated in this document

5.1.4.3 Deploy suitably skilled personnel (dedicated team) for this project.

5.1.4.4 Submit detailed design, specifications, documentation, and manuals (softcopy) of system/s being implemented.

5.1.4.5 Establish formats, standards, database parameters, and protocols for communication among the different sub systems.

5.1.4.6 Adhere to within the project implementation timelines estimated in this RFP

5.1.4.7 Provide bi -weekly and monthly, implementation progress reports

5.1.4.8 Ensure quality, robustness, security, and functionality of all hardware, software components associated with applications provided.

5.1.4.9 Implement a secure and protected access control system to control access software application systems and databases, limiting access to authorized personnel only.

5.1.4.10 Advise on and help to set up appropriate security measures for the information and data generated from operations of the solutions provided and deploy standard disaster recovery procedures.

5.1.4.11 Management procedures, contingency plans, and back -up plans to cope with any system failure.

5.1.4.12 Document a detailed support for the software/s offered covering each module including a maintenance plan. The plan must cover procedures and parameters for preventive and break -down maintenance, as well as maintenance review procedures.

5.1.4.13 Sacco up-time and adequate performance of software/s at the Central Data centre

5.1.4.14 Sacco smooth functioning of all functionalities and software

5.1.4.15 Integrate with other Imarika DT Sacco 's software's and API's add-ons in an efficient and secure manner where applicable.

5.1.4.16 Ensure efficient services, polite and courteous behaviour of your employees. The Service Provider shall be liable for any misconduct or unreasonable offense of its employees and shall take prompt and appropriate action.

5.1.4.17 Participate in all meetings, committees, etc. as directed by Imarika DT Sacco from time to time.

5.1.4.18 Imarika DT Sacco during the period of the contract, based on its technical and functional requirements can add additional third -party application interfaces to the Solution.

5.1.4.19 Bidder has to extend all necessary support and assistance for addition to the Solution with the required third -party applications and interfaces desired by Imarika DT Sacco

5.1.4.20 Bidder should provide application integrity statements in writing certifying for reasonable level of assurance about the proposed applications and solutions and it being free of malware at the time of sale, free of any obvious bugs, and free of any covert channels in the code (of the version of the applications being delivered as well as any subsequent versions/modifications done thereafter)

5.1.4.21 The successful bidder shall impart Training and Knowledge Management to Imarika DT Sacco 's management and personnel – End users, Train the Trainers, Technical and hand hold the users post migration for a defined time period.

5.1.4.22 The Bidders must factor in all licenses, including licenses for suitable databases for all applications/solutions proposed in the RFP response for the purpose of the Solution.

5.1.4.23 The successful Bidder will be responsible for successful quality data migration from the existing systems to the proposed solution.

5.1.5 Response to the Functional Requirements

The vendor is required to indicate the degree of support provided by the solution against each requirement by completing the detailed functional requirements in **Appendix A**. Whenever a requirement is not “Fully Supported”, the vendor is required

to provide a clear and concise explanation in the comments' column. The degree of support has been classified as:

- FS - (Fully Supported) the solution fully supports the requirement without any workarounds or modifications.
 - PS - (Partially Supported) the solution supports the requirement with use of a system or workflow workaround.
 - RM - (Requires Modification) the solution requires modification in order to support the requirement.
- NS - (Not Supported) the system is not capable of supporting the requirement and cannot be modified to accommodate the requirement.

5.1.6 REPORTS AND TIME SCHEDULE

The implementation is expected to take at most **6 months** from assignment kick - off.

The Bidder should develop a project implementation timeline aligned to the scope of work indicating the detailed activities and assignment of key staff using the guideline below (A Gantt Chart can also be used as appropriate):

		Weeks from Assignment start date								Estimated duration from Assignment start date (no. Of weeks)
Deliverable	Staff assigned	1	2	3	4	5	6	7	8	

5.1.7 Facilitation and other information

a. Office & Stationery

The Bidder is made aware that the provision of the following facilities/services will be their responsibility:

- The provision of accommodation and office facilities/equipment

- (ii) The provision of all vehicles and transport arrangements
- (iii) Medical arrangements for its staff
- (iv) Maintenance of security and cleanliness in and around the facilities occupied by its staff
- (v) Other support services as may be necessary

b. IMARIKA DT SACCO Staff

Imarika DT Sacco will assign staff to coordinate the provision of information and access as may be required by the successful Bidder during the duration of the assignment. The assigned staff will form part of the project steering committee and Project Teams.

5.1.8 TRAINING

The successful Bidder will undertake to conduct training in the identified areas. In this regard, the Bidder will propose suitable training approaches and methods to undertake this task. In addition, the Bidder will include all its costs, necessary to carry out the training in its Financial Proposal, including time, training materials, and transport. Further, the Bidder will provide a detailed programme outline. The Bidder may suggest an alternative duration and sequencing for training.

5.1.9 IMPROVEMENT OF TOR

The Bidder may offer suggestions and improvements in the Terms of Reference, which it considers would result in better implementation of the project. Such proposals if accepted will form part of the Terms of Reference of the proposals submitted by the Bidder. The effect on time and cost estimates given under the above clause shall be clearly identified and agreed upon by both parties.

5.1.10 DELIVERABLES/MODULES IN THE ERP

ITEM NO.	MODULE/DELIVERABLE	KEY FEATURES
1	Upgrading Add-on BOSA Management Module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise and Implementation of LOANS and SASRA reporting module.	
2	upgrading Add-on FOSA Management Module and Finance Module Add-on from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise	
3	Upgrading Add-on Supply Chain Module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on	

	Premise and Implementation of E-Procurement/E-Tendering portal.	
4	Upgrading Add-on Advanced HRM and Payroll Management Module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise.	
5	Upgrading Add-on Member registration Management Module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise and Implementation.	
6	Upgrading Business Intelligence (BI) System and Internet Banking Portals module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise.	In-built Artificial Intelligence, power BI and machine learning futures to support data analytics, predictions and forecasting
7	Upgrading and migrating API Modules from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise. Office 365 integration, CRM and Call centre	
8	Upgrading and migrating MS 365 Sharepoint system module from Version 2016 to Dynamics Business Central 2025 release wave 1(BC26) on Premise.	
9	Implementation of an Employee Staff Portal (ESS) and Employee Recruitment Portal.	
10	System integration to online portals and other third-party systems such as Mpesa and card payment	
11	User Training and development of user Manuals.	

APPENDIX - A

Functional Requirements

The bidder must demonstrate the ability to migrate ALL current modules from Microsoft NAV 2017 to Microsoft Business Central 365. Additionally, the bidder must ensure the continued functionality of all systems currently connected to the core banking system, including but not limited to:

- Mobile banking applications
- ATM systems
- IPRS (Integrated Personnel and Payroll System)
- Helpdesk systems
- Member portal
- Loyalty programme
- Sacco Agency

- CRM and Call centre
- Any other systems currently integrated with the existing core banking system (Microsoft NAV

2017)

The bidder must ensure that the database and the Microsoft 365 installations are done on different servers but same network

Bidders response : compliance or not compliant

.....

Key Requirements:

1. Comprehensive understanding of Microsoft NAV 2018 and Microsoft Business Central 365.
2. Proven experience in successfully migrating core banking systems.
3. Ability to ensure seamless integration with all currently connected systems.
4. Demonstrated expertise in mobile banking, ATM integration, IPRS, helpdesk management, and
online loan application systems.
5. Clear documentation and communication throughout the migration process.
6. Timely completion of the project with minimal disruption to ongoing operations.

1.1 Technical Requirements

Ref	Requirement	FS	PS	RM	NS	COMMENTS
1.1.1	System Flexibility					
1.1.1.1	Ability to handle multi-user capability System should allow multiple users to log on to the system concurrently					
1.1.1.2	Multi-tasking capability System should accept, process and grant requests of all concurrent users					

1.1.1.3	Ability to provide various licensing scheme or model options e.g.: Number of users Number of Partner/Supplier/Customer/grantee and, or donor organization Accounts maintained Unlimited Others (Please specify) Provide details of your licensing structure: licensing model per user, acquisition costs, annual maintenance costs					
1.1.1.4	Comment on licensing model for both system administrators and normal users for Databases Application Developer Interface users Channels Business Enhancement Plan Other					
1.1.1.5	Propose hardware capacity and infrastructure design including database					

	design, Disaster Recovery and other hardware requirements. Explain how this design will enable IMARIKA DT SACCO achieve optimal performance through efficient system resource allocation. This should include database clustering if supported					
1.1.1.6	Indicate the separation of your implementation environments; namely, development, Testing/Quality Assurance and Production					
1.1.2	Application Architecture					

1.1.2.1	Open Architecture capability Is it possible to move system between different hardware and software infrastructure? System should be hardware and software platform independent					
1.1.3	Scalability					
1.1.3.1	Comment on what to expect in terms of capacity utilization relative to changes in: Transaction volume Concurrent users Number of accounts etc.					
1.1.3.3	Please comment on the tested upper limits above. Comment should include how these limits were determined and tested.					
1.1.3.4	List any database management procedures required for system scalability Please comment					
1.1.3.5	Comment on the additional hardware / software requirements with increased utilization Storage space CPU cores and speed / utilization Server Operating System Others (Please specify)					
	Replication management software; infrastructure management software, VMWare etc.					

1.2 System Performance and Redundancy

Ref	Requirement	FS	PS	RM	NS	COMMENTS
1.2.1	System Performance					
1.2.1.1	Comment on how your system addresses system failure					
1.2.2	Functional requirements					
1.2.2.1	System should be able to send notification messages to users and system administrators; notification messages should be customizable					
	Notification / Messaging is through:					
	Icon change (global / local)					
	Pop up window					
	Others (e.g. SMS) Please specify)					
	Please comment					
1.2.2.2	System notification messages are sent at customizable intervals Ability to specify time interval for sending notification messages to users and system administrators					
	Specify notification interval, if not customizable					
1.2.2.3	System Offline mode					

1.2.2.4	System has offline mode capability and is able to detect link unavailability and automatically initiate offline mode				
1.2.2.5	System Offline mode Alert System can send offline mode notification messages to users and system administrators.				
1.2.2.6	Alert can be sent to global / local / selected users System has online mode capability. Ability to detect link availability and automatically initiate online mode				
1.2.2.7	System Online mode Alert System can send online mode notification messages to users and system administrators				
1.2.2.8	Bulk Posting Ability to accept and upload transaction input from a file and post accurately				
1.2.2.9	The following file formats can be imported into system MS Excel E-mail PDF /text / ASCII file Comma / TAB, other delimited file XML Others (Please specify)				

1.2.2.10	Prioritization of Transactions Ability to specify / customize transaction priority. For example, Debit transactions have highest priority, etc.					
1.2.2.11	Transactions can be prioritized in the system Please comment					
	Comment on how transaction prioritization is handled for interfaces to other channels and applications					
1.2.3	Database					
1.2.3.1	Specify the databases supported for the central server database, including versions					
	State the preferred database type and version and confirm ODBC compliance					
1.2.3.2	Comment on the relationship between you and the: Database vendors, OS vendors, Hardware vendors					
1.2.3.3						
1.2.3.4	Database size restrictions Ability to accommodate					

	increase in database size requirements Please comment.					
1.2.3.5	Comment on any database size restrictions					
1.2.3.6	System has data dictionary facilities Please comment					
1.2.3.7	Confirm the availability of the following in the data dictionary Object definition Table definition Field definition Others (Please specify)					
1.2.3.8	When transactions are posted, tables are immediately updated per transaction Occurrence and the posting account holder gets sms notification as well as the member affected account Please comment					
1.2.3.9	System has data corruption / integrity Checks					
1.2.3.10	Describe the process for periodical checking of the database for data corruption.					
1.2.4	Contingency and Disaster Recovery					

1.2.4.1	Ability to backup and restore application data. Please comment.					
1.2.4.2	Application parameters and settings can be backed up and restored Please comment.					

1.2.4.3	System has database replication capability					
1.2.4.4	System can initiate automatic replication(vendor must be able to ensure replication of database during configuration or upgrade)					
1.2.4.5	Comment on the impact of factors such as: Communication link bandwidth Communication link type Others (Please specify)					
1.2.4.6	Give detailed description of the database replication to backups feature ((whether to cloud or a remote site)					
1.2.4.7	System has redundancy and business continuity Facilities					

1.2.4.8	Explain the redundancy and business continuity features that the system supports, include comments on disk management, swappable disks, raid, etc.					
1.2.4.9	Ability to initiate and perform full, incremental, differential backup during normal system activity					
1.2.4.10	System has an archival facility for historical data.					
1.2.4.11	Archiving can be performed at specified time intervals					
1.2.4.12	Ability to mine archived data for required information					
1.2.4.13	Ability to mine archived data for required information					
1.2.4.14	Give detailed description of archival features of the system, include architectural diagram					
1.2.4.15	Ability to roll back to a specified system state and accurately reapply journals files and historical transactions					
1.2.4.16	Describe the rollback and recoverability feature					
1.2.4.17	Ability to mirror database to a remote location System has mirroring capabilities.					
1.2.4.18	Give detailed description of the system mirroring feature include					

	additional requirements if any					
1.2.4.19	System can switch operations from the central production system to standby machine / server replica in the event of hardware failure or other disasters					
1.2.4.20	Please explain the switch-over procedure					
1.2.4.21	Reconfiguring of client workstations is not required for switch over operations. Ability to switch to a standby machine without reconfiguration of client workstations					
1.2.4.22	This switch from production to standby machine / server replica is automatic and transparent to users.					
1.2.4.23	Ability to switch to a standby production machine without disrupting user requests processing.					

1.2.4.22 Ability for automatically fail over operations to the DR Site within 20minutes

1.2.4. For the proposed solution, please include detailed

design documents on
how this will be achieved.

1.3 Customizations and Upgrades and data migration

Sec	Requirement	FS	PS	RM	NS	COMMENTS
1.3.1	Upgrades and enhancements are developed and made available to the buyer/client (IMARIKA DT SACCO in this case) (Is it automatic or manual and are there conditions? Please comment)					
1.3.2	What is the typical lead-time between notification of a new release and the implementation deadline?					
1.3.3	How are upgrades / enhancements pushed? Please comment.					
1.3.4	Ability of authorized users to add custom / user-defined fields to the database					
1.3.5	Specify the frequency of Server upgrade release					
1.3.6	Comment on how upgrades impact the system					
1.3.7	Specify the frequency of client upgrade release					
1.3.8	Comment on how upgrades impact system					

1.3.9	Upgrades are automatically pushed to clients from the central server. Ability to initiate / push upgrades to client from a central server without local intervention from client Workstation					
1.3.10	Specify data migration strategy and procedures. Indicate specific tasks you will carry out during data cleansing, extraction and loading procedures.					
1.3.11	Provide your cut over plans for the upgrade					
1.3.12	Include tools for data Migration					

2.1 Partner Relationship Management

Ref	Requirement	FS	PS	RM	NS	COMMENTS
2.1.1	General Features					
2.1.1.1	Relational design fully integrated with all other modules in the organization.					
2.1.1.2	Parameter-driven definition of partner relationships, entities, and attributes					

2.1.1.3	Single point of entry for all SACCO (ie iprs coop) Data					
2.1.1.4	On-line help screens for					
	users to understand the system quicker and more effectively					
2.1.1.5	An Organization-wide system that fully integrates with other applications. Ie power bi					
2.1.1.6	Merge all modules To work as one atom system					
2.1.2	Identification					
2.1.2.1	Be able to assigned a unique identification number to sub modules					

2.1.2.3	SACCO ID number can be system generated automatically based on external source such as tax ID, PIN etc to ensure it is Uniqueness (ie all requests requested by power bi should have a unique identifier and requests requested by mobile banking should have a unique identifier same to crb and others)					
2.1.4	Reports / Queries					
2.1.4.1	The system should provide pre-defined periodic reports for the Sacco departments ie FOSA reports credit repots, SASRA reports, system integrity reports, end of day reports etc etc The frequency of these standard reports should be user-defined, with the capability of issuing duplicate reports.					
2.1.4.2	The system should provide consolidated statements, i.e. a Account statement etc					

2.1.4.3	The system should provide pre-defined reports for internal and external regulatory authorities, including internal auditors, tax authorities, and other external Agencies					
	The system should have a facility to define ad hoc reports such as: credit, ICT, audit, finance etc					
2.1.4.4	Should provide Sacco criteria based searches i.e. board reports					
2.1.4.5	Mailing Groupings/labels that reflect particular Entity ie all members , dormant members inactive members deceased etc					
2.1.4.6	Others (criteria: sort, layout, subtotal, user-defined)					
2.1.5	Query Facility					
2.1.5.1	The system should have a standard query facility for easy					
	access. The user need not access the various application modules to initiate a query. Rather, a single inquiry 'gateway' provides access for Querying mechanism and accounts' activities / histories, without retyping or navigating to specific module or account numbers.					

	The system query facility allows users to search the database information based on various parameters available in the database:					
2.1.6	Integration with other applications in use at IMARIKA DT SACCO					
2.1.6.1	The information system must be integrated, as a minimum, with the available bank systems ie online membership application, agency banking, biodata application system, the Imarika DT Sacco mobile banking and Atm System among others					
2.1.6.2	Please explain the approach to /methodology for, integration in a situation where the Organization acquires additional modules in the future. (i.e. how to capture / validate / integrate sacco information from all modules in a consistent manner)					
2.1.8	Data validation					
	The system should provide facilities for the systematic review of the Sacco information to ensure the maintenance of clean and complete Sacco data. The system should enforce non-duplication, standardization, uniformity, and completeness of Sacco information.					

	Explain how the system should sacco data integrity:					
2.1.9	Miscellaneous Features					
2.1.9.1	Maintains IMARIKA DT SACCO list that the Organization does not want to do business with (black list) under Procurement Module					

2.1.9.2	Maintains external organizations' blacklist (e.g. credit bureau)					
2.1.9.3	All new accounts are checked against blacklists, issuing warning to account opener					
2.1.9.4	Permits notation of authorized signatories and limits (individual and joint)					
2.1.9.5	Permits identification of SACCOs involved in bankruptcy proceedings					
2.1.9.6	Permits the ability to enter maximum and minimum withdrawals per transaction/per member/per group etc					
2.1.9.7	Has a facility to identify prospects who may become grant beneficiaries.					

2.1.9.8	Disallows deletion of any SACCO with active accounts.					
2.1.9.9	The SACCO member table should include, as a minimum, the following static data in the SACCO (Grantee Organization) table for ALL SACCOs (Grantee Organizations). The Organization should be able to mark specific fields as mandatory.					
2.1.1	Ability to capture Data elements for Grantees and Grantee Organizations					
2.1.9.3	Individual Grantees					
2.1.10.3	Corporate Partner Organizations (Grantee Organizations)					

2.1.12	Report Requirements					
2.1.12.1	Ability to define and schedule Daily, weekly, monthly, quarterly, half yearly and yearly reports					
2.1.12.3	Capability for users to define own ad hoc custom reports by themselves through a report designer or other similar function					

2.2 Programme set up Management

Ref	Requirements	FS	PS	RM	NS	COMMENTS
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2.2.1	Programme Setup					
2.2.1.1	Ability for user departments to create / update existing Programmes					
	Ability for all the various Programme's and services (existing and new) being run by IMARIKA DT SACCO, to be maintained on a separate module of the application. Features of each Programme or service should be defined					
2.2.1.2	The system should have relevant approval work flows					
2.2.1.3	Ability to update range of parameters during Programme setup. This includes indicator; etc.					
2.2.2	programme Analysis					
2.2.2.1	Ability to carry out impact assessments for each programme based on specified parameters					
2.2.3	Reporting Requirements					
2.2.3.1	Audit trails of all changes made to existing programme records					

2.3 Web-based Operation/Portal

Ref	Requirements	FS	PS	RM	NS	COMMENTS
2.3.1	On line Security Features					
2.3. 1,1	Facilitate adequate security features to ensure information is kept secure. This includes Secure communication protocols; Secure login procedures; Secure procedures for protecting login credential					
2.3.1.2	Audit trail/Transaction History/Logs capability and the ability to configure this					

2.4 Electronic Document Management System

Ref	Requirements	FS	PS	RM	NS	COMMENTS
2.11.1	Document Capture					
2.11.1.1	Ability to capture information / documents in different formats, including Scanned documents; Images; Signatures; Others					

2.11.1.2 Ability to index and catalogue

all the documents to facilitate searching functionality

2.11.1.3 Ability to link DMS indexing

system to the physical documents

2.11.1.4 Ability to capture all pertinent

details of each of the documents, including 📄 Reference numbers

Validity period;

Car registration number;

Title deed number;

Plot number;

Others

2.11.1.5 Ability to validate whether a

document already exists
before it is updated on DMS
This will be done by comparing
existing unique fields

2.11.1.6 The system should be able to

restrict editing of any of the
documents in the DMS

2.11.2 Document Processing and Retrieval

2.11.2. Ability to automatically route

- 1 captured documents for approval based on predefined approval matrices.

- 2.11.2. Ability to allow custom searches based on:
Document reference;
Processed period;

Document category;

2.5 Work Flows

Ref	Requirements	FS	PS	RM	NS	COMMENTS
2.12.1	Work flow setup					
2.12.1.	Ability to capture all required					

1	work flows at the department level and in the field based on specified parameters, including Approval of transactions is routed to a more senior personnel based on approval limits					
2.12.1.2	Ability to integrate the flow of transactions within each flow with respective documents captured in the DMS					
2.12.1.3	Work flows should be setup based on user roles, not hard coded per each individual.					
2.12.1.4	The system should not allow users to initiate a task and approve it within the same work flow					
2.12.1.5	Ability to upload delegation of authority matrices, which will be used to determine how work flows are set up					
2.12.1.6	The system should enforce a maximum of 2 approval stages for normal transactions					
2.12.2	Work Flow Management					
2.12.2.1	Ability to update work flow parameters					
2.12.2.2	Ability to send alerts to inform relevant approvers that they have outstanding tasks on their dashboards					
2.12.2.3	Ability to delegate work flow tasks					

2.6 Other Channels and Interfaces

Ref	Requirements	FS	PS	RM	NS	COMMENTS
2.13.1	Network					
2.13.1.1	State the minimum and optimal bandwidth requirements / utilization					
2.13.1.2	Please comment on how the application is designed to minimize the effect of limited communication bandwidth on processing speed and response time					
2.13.1.3	Specify minimum and optimal bandwidth requirements					
2.13.1.4	Ability to continue operations in event of limited / unavailable network link availability					
2.13.2	Interfaces					
2.13.2.1	Well defined and flexible interface allowing online receipt, processing of requests, and response to / from other applications and modules such as: HRM Budgeting Fixed Assets Work Flows Business Intelligence Document Management Performance and results management Others					
2.13.2.	Ability to receive requests,					

2	process and send responses through alternate delivery channels used in the Organization Please comment						
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2.13.3 Web Technology

Please describe your web solution Comment should include the following:

Web server

Functionality

Benefits

Web Security

Development

Implementation

Reporting

Provide a sample architecture diagram

4.1 Budgeting

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.1.1	Budget Processing					
4.1.1.1	Have a standard template in the system where applicable.					
4.1.1.2	System is able to spool data for a given period to be used as a guide e.g. Organization performance up to May 20xx.					
4.1.1.3	Consolidate all the budgets from different units					
4.1.1.4	Upload the excel template into the system where applicable.					
4.1.1.5	Assess' liquidity and interest rate risks during budgeting with a view of protecting fund utilization.					
4.1.1.6	Ability to allow input of budget data from remote locations to					

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facilitate central collation and analysis

4.1.1.7 Ability to compute key

performance ratios to facilitate business decision

4.1.1.8 Capacity to compare actual to budget (variance analysis) with a view to providing information for further action

4.1.1.9 Ability to provide comparative analysis of account, Partner Organization (Grantee

Organization), product, sector and group performance showing actual and budgeted figures between periods within same and different financial periods

4.1.1.1 Ability to capture all exceptions

and limit excesses for the purpose of control and management alert

4.1.1.1 Ability to track performance of

portfolios using budget information

4.1.1.1 Ability to provide budget
control reports

Average balances

What if scenarios

Number of accounts e.g. loans,

SACCOs (Grantee Organizations)

Cash flow statement

Revenue modelling e.g. revenue per product

4.1.1.1 Able to allocate budget items

under dimensions to allow
allocation to multiple funders.

4.1.1.1 Ability to split budget under

various categories and cost
centres

4.1.1.1 Allow for seamless budget

revision to expenses as well as budget funding allocations or dimensions

4.2 Project / Contract Management

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.2.1	Projects					
4.2.1.1	Ability to have user-defined					

	project types (construction, operation and maintenance, private, general, etc)					
4.2.1.2	Ability to have user-defined setup of repositories of templates (standard contract clauses or regulations, terms and conditions, statement of work, milestones, etc)					
4.2.1.3	Ability to have user defined standard contractual terms: Criteria Quantities Prices Important Dates Milestones					
4.2.1.4	Ability to have user defined multiple project management lifecycles with project statuses (released, active, on hold, post- handover activities, closed, etc)					
4.2.1.5	Ability to track payments made and flag when payment is overdue for each project					

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4.2.1.6 Ability to have user defined project calendars

4.2.1.7 Ability to define projects

against a contract with the following details

4.2.1.8 Ability to have user defined

multiple project management lifecycles with project statuses (released, active, on hold, post- handover activities, closed, etc)

4.2.1.9 Ability to track payments made
and flag when payment is

overdue for each project

4.2.1.1 Ability to have user defined
project calendars

4.2.1.1 Ability to define projects

against a contract with the
following details

Project Code

Project Type / Classification

Contract No

Sites(s) / Location(s)

Start Date

Completion / End date

Project Manager

Insurance Details

Sub-Contractors

Related Saccos

4.2.1.1 Ability to budget for a project

through interfaces to the Budgeting Module

4.2.1.1 Ability to support integration to

procurement for procurement of
materials and services related to the project

4.2.1.1 Ability to monitor and analyse

project progress based on the project schedule

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4.2.1.1 Ability to track project costs

against the budget and annual procurement plan

Ability to flag variations

4.2.1.1 against

project plan and budget and generate exception reports

4.2.1.1 Ability to certify project

completion through the system and generate a completion certificate

4.2.1.1 Ability to capitalize completed

projects

4.2.2 Transaction Processing 4.2.2.1 Ability to create multiple projects against
a single contract

Ability to record and track amendments to a Project /
Contract

Ability to have approval workflow for Projects /
Contracts

Ability to record variation work against a project

Ability to record penalty clause against a project

Ability to track Retention money in case of projects.

Supports deliverable tracking

system (track all activities
related to a contract, and allows to define dependencies between
contract deliverables)

Ability to put any contract element on hold without impacting any other contract
element

Ability to capture unlimited
milestone events

4.2.2.1 Ability to define conditions
based on a fixed or estimated

date, status, or pre-requisite milestone

4.2.2.1 Ability to support contract

pricing/estimation

4.2.2.1 Ability to support enhanced

reminder feature of

outstanding contractual obligations, deadlines for proposal submission, solicitation (alerts)

4.2.2.1 Ability to apply price discounts

to labour, materials, any cost component, and contract phases

4.2.2.1 Ability to make payment based

on the percentage complete or milestones or as work incurred

4.2.2.1 Ability to define key

performance indicators

4. 2.2.1 Ability to track contract

performance (fund utilization, cost incurred, work percentage completed, deviation from planned, etc)

4.2.2.1 Supports online access to

historical expenditure of

previous projects/contracts (equipment by type/category, total expenses, etc)

4.2.2.1 Ability to record and track bid

bond, performance bonds, payment sacco per contract / tender:

Bond value and percentage of the proposal/contract/tender value

Expiry Date

Extensions

4.2.2.1 Supports alerts or notification

of bonds expiry

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4.2.2.2 Ability to support project wise

costing

4.2.2.2 Ability to update project status

based on site verification

4. 2.2.2 Ability to cancel a project

2

4. 2.2.2 Ability to re-open a closed

3 project

4. 2.2.2 Ability to track variance

4 between estimated

and actual project costs

4.3 Cash Management

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.3.1	Cash Forecasting					
4.3.1.1	Ability to create Cash Forecast template short term & long term including but not restricted to : Opening balance for various bank accounts Forecast Manual input					
4.3.2	Bank Reconciliation					

4.3.2.1 Systems / processes interfaced:
Accounts Payable
General Ledger
Partner banks
Payroll
Other

4.3.2.2 Ability to upload bank statement softcopy into the system and perform manual/Electronic bank reconciliation

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4.3.2.4	Ability to automatically enter the following reconciling items: Charges Interest Amount Other miscellaneous transactions that appears on the bank statement					
4.3.2.5	Ability to re-calculate interest charges based on predefined interest rates					
4.3.2.6	Ability to record various types of facilities					
4.3.3	Investment Management					
4.3.3.1	Ability of the system to automatically post the accounting entries for the accrued interest/coupon based on the payment dates entered in the system at the time of initial investment					

4.3.3.2	Ability to compute gain/loss upon sale of investments and account as realized gain/loss on investment					
4.3.4	Cash Flow Reports					
4.3.4.1	Generate cash movement report for every account showing opening balance, transactions for the period and resulting closing balance					
4.3.4.2	Generate bank reconciliation report showing reconciled, unreconciled amounts as per bank statement					
4.3.4.3	Generate consolidated cash flow forecast report based on opening cash balance, the cash receipt projection from accounts receivable and cash payment requirements from accounts payable					

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4.3.5	Petty Cash					
4.3.5.1	Generate cash movement report for every account showing opening balance, transactions for the period and resulting closing balance					
4.3.6	Costing					
4.3.6.1	Process costing module					

4.4 Procurement

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.4.1	Supplier pre-qualification					
4.4.1.1	Upload the list into the system					
4.4.1.2	Support suppliers' data base					
4.4.2	Purchase Order Processing					
4.4.2.1	Raise LPO and match the same with delivery					
4.4.2.3	Capture the data into the system LPO number; name of the supplier, amount, Vat, goods/services being supplied, date					
4.4.2.3	Issue cheques to the suppliers					
4.4.2.4	Support multiple approvals					
4.4.2.5	Capture payment details and raise cheque					
4.4.3	Reporting Requirements					
4.4.3.1	List of pre-qualified suppliers					
4.4.3.2	LPO raised per month					
4.4.3.3	Cheques printed per month					
4.4.4	Payment of Suppliers					
4.4.4.1	Capture payment details and raise cheque Name of the supplier, type of goods/services supplied, date, and amount.					

	DR (Debit) main a/c CR (Credit) bankers chq a/c OR Dr main a/c; Cr suppliers a/c					
4.4.4.2	Invoice Processing					
4.4.4.3	Inventory Accounting					
4.4.4.4	Tax Accounting					
4.4.5	Reporting Requirements					
4.4.5.1	Payments made at particular month.					
4.4.5.2	Total creditors.					

4.5 Stores / Inventory Management

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.5.1	Maintain Inventory Items					
4.5.1.1	Ability to setup and maintain item codes with different segments					
4.5.1.2	Ability to maintain the following information for items but not restricted to: Item code Item description Purchase lead time per item / supplier Vendor item code Default purchasing unit of measure Minimum stock level Item Status (Active, Obsolete, Blocked, etc) Expiry Date Serial Number					

4.5.2	Ability to group items into categories and sub-categories					
4.5.2.1	System to be capable of linking the supplier item code with the item code in the item master					
4.5.2.2	Ability to maintain conversions between units of measure					
4.5.2.3	System should have provision for serial-number control of items					
4.5.2.4	System must support bar coding and have the ability to scan pre-printed form containing bar codes, quantities, and item descriptions					
4.5.3	Maintain Stock Levels					
4.5.3.1	Ability to maintain minimum stock levels for items					
4.5.3.2	Ability to generate alerts if the quantity falls below pre-defined limits i.e. Reorder levels					
4.5.3.3	Ability to allow for zero stock for specific items and record appropriate costing entries					
4.5.4	Costing					
4.5.4.1	Supports the following costing methods: Standard FIFO Weighted Average					
4.5.4.2	Ability to track the item cost for all material transactions					
4.5.4.3	Ability to setup multiple requirement areas					

4.5.4.4	Ability to integrate consumptions into the General Ledger					
	Transactions					

4.5.4.5 Ability to define transaction

types and set pre-defined rules for each transaction type

4.6 Fixed Assets Management

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.6.1	Fixed Assets Transactions					
4.6.1.1	Define parent child asset relationships					
4.6.1.2	Add additional upgrading cost to an existing asset. System should provide a report showing the history of upgrades and also include the addition into the new depreciation run over the remaining period of the asset. E.g.: Capital construction projects					
4.6.1.3	Capture work/construction in progress (WIP/CIP) assets and later on convert them as normal assets and start depreciating					
4.6.1.4	Add WIP/CIP expenditures to an existing CIP assets through the accounts payable system					

4.6.1.5	The asset system should be allowed to be marked as physical inventory tracking asset and should generate physical inventory reports					
4.6.1.6	Ability to split an asset into multiple assets					
4.6.2	Depreciation					
4.6.2.1	System should be able to depreciate assets using common depreciation methods: Straight line; reducing balance					

	Double declining balance etc.					
4.6.2.2	Ability to calculate depreciation based on groups of assets: By department By cost centre					
4.6.2.3	Ability to recalculate depreciation on asset Based on a change in value Based on a change in depreciation schedule					
4.6.2.4	Ability to capitalize assets					
4.6.2.5	Ability to perform "un- planned" depreciation					
4.6.2.6	Ability to process and post transactions: Depreciation expenses Cost Adjustments, if any					
4.6.2.7	System should allow user definable depreciation formulas					

4.6.2.8	Ability to define depreciation conventions, such as Mid-Month convention, End-of-the-Month Convention etc.					
4.6.3	Transfers					
4.6.3.1	Transfer assets between: Divisions/Departments/ Cost Centres Locations Custodians Projects Job (Specific activity within the work package)					
4.6.3.2	Transfer all or part of an asset					
4.6.3.3	Transfer groups of assets					
4.6.3.4	Ability to generate transfer slips in case of asset transfers					
4.6.4	Asset Retirements					
4.6.41	Fully retire					
	Partially retire Retire by units Retire by cost Reinstate retired assets					
4.6.4.2	Ability to process sales of fixed assets with the Automatic creation of gain/loss transactions					
4.6.4.3	Different retirement accounts for gains and losses					
4.6.5	Revalue assets					
4.6.5.1	Revalue assets (change the basis of depreciation and net book value) and adjust the cost of an asset, e.g. capitalization of renovation cost, useful life, depreciation % and write off amounts					

4.6.5.2	Ability to revalue a single asset or group of assets based on percentage or value					
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4.7 Human Resource Management

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.7.1	HR and Payroll requirements					
4.7.1.1	The system should be able to meet laws and regulations of Republic of Kenya. Including but not limited to working hours, leave requirements, taxes, employee relations and others (Labour Laws)					
4.7.2	Employee and Organization Structure					
4.7.2.1	Ability to maintain key employee and organizational information for personnel and payroll. Details include; Please					
	elaborate					

	Organization structures and organograms Employee Bio Data information (name, passport details, dependents, address, qualifications, Photographs, position, etc.) Employee history, tax & bank related details, Payroll related details such as (retirement fund details, medical insurance, taxes, travel allowances, grades, various deductions Additional user defined fields for other information, etc.					
4.7.1.2	Support multiple position assignments per employee, with the possibility of each position involving a separate employee contract for that employee.					
4.7.1.3	Ability to reinstate an employee who was previously terminated.					
4.7.1.4	The employee code should be independent of the department. However, the department coding should be in line with the Cost Centres.					
4.7.1.5	Ability to accept current employee numbers and provide for the sort code by department, titles and locations. The sort code shouldn't be by numbers.					

4.7.1.6	Option to prompt the users on expiry of items such as contracts, probation periods,					
	etc.					
4.7.2	Payroll					
4.7.2.1	Integration with key functions such as finance, budgets and General ledger					
4.7.2.2	Ability to integrate with external applications such as bank payment applications, EFT, etc.					
4.7.2.3	Ability to specify payroll period i.e. weekly, fortnightly and monthly.					
4.7.2.4	Ability to calculate, capture and track payroll related information on one or more employees, such as; elaborate pay rates Deductions (various, on net and gross) Tax Pension rates Social security salary/ part time, overtime hours multiplication factors, Job groups and codes Department/ unit special rates bulk updates (payments, salaries, deductions) Various calculations (one off pay, advance, travel, bonus, etc.) Other information					

4.7.2.5	Ability to provide various payment means (bank,					
	cheque, EFT, direct debit/ credits), periodic payments, weekly, monthly, daily one off. Bulk and individual payments. Please elaborate					
4.7.5.6	Ability to handle instances where deductions are greater					

	than the gross pay.					
4.7.2.7	Ability to prevent additional payroll calculation once complete and authorized					
4.7.2.8	Perform reducing balance calculations.					
4.7.2.9	Consolidation of multiple payments (e.g. union deductions) to enable one cheque to be printed.					
4.7.2.9	Ability to maintain archive of previous payment details for no less than 5 years.					
4.7.2.10	The system should be able to automatically allocate payroll costs to: Departments; Cost Centres; GL/job/plant code.					
4.7.2.11	Support online time recording by employee or batch entry.					
4.7.2.12	Availability of various pay roll related reports, including but not limited to; Please provide key payroll reports available					
4.7.2.13	Payroll amounts per department, cost centre, activity code and employee.					

4.7.2.14	Payslips - restrictions on reprinting, multiple pay slips, etc.					
4.7.3	Payroll analysis					
4.7.3.1	Deductions analysis (social security, tax, travel, etc.)					
4.7.3.2	Payroll management reports					
4.7.3.3	Perform various payroll related queries,					
4.7.3.4	Payment method analysis, etc.					
4.7.4	Recruitment, Selection and Induction Management					
4.7.4.1	Ability to track and maintain vacancy related information					
4.7.4.2	vacant and filled positions (per organograms)					
4.7.4.3	Details of vacant positions, such as grades, required qualifications, skill sets etc.					
4.7.4.4	Ability to input a Master Career and Employee Career Plan. The system MUST have the ability of matching employees to selected jobs.					
4.7.4.5	Ability to store application details including Bio data, personal details, address, confidential details, employment details, Organization structure details, current salary details, employee history, tax, and employee qualifications, photos.					

4.7.4.6	Ability to track key recruitment statistics such as; Total applicants; Regretted applicants Total internal applicants Total external applicants; and Total male and female applicants.					
4.7.4.7	Ability to track and maintain recruitment costs such as;					
4.7.4.8	advertising, placement fee, hiring, and any other costs; and Ability to track recruitment workflows such as; internal applicants checks; recruitment stages up to acceptance and contracting automatic letter generation to applicants;					
4.7.4.9	Display history of all stages of the recruitment Process Add/update or attach competencies for each position; Add proposed salary for the applicant Maintain induction checklist Maintain file of applicants for future vacancies					
4.7.4.10	Generate application checklist according to stored checklist items					

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4.7.4.11	Provide links to					
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	documentation or document management system					
4.7.5	Leave Management					
4.7.5.1	Ability to maintain leave records of all employees including leave types, rates, history due dates etc. Please elaborate					
4.7.5.2	Ability to maintain a leave planner/ schedules by business unit or department.					
4.7.5.3	Ability to provide online leave self-entry applications					
4.7.5.4	Ability to calculate accurate detailed departmental and individual accruals for holiday entitlements at any point in time.					
4.7.5.5	Record rules on carrying over excess leave and reports in advance on employees' status.					
4.7.5.6	Provide electronic leave forms which can be filled and submitted by employees.					
4.7.5.7	Ability to amend leave balance and financial implications once leave entered and approved in the system, is not subsequently taken in full.					
4.7.5.8	Check for overlapping leave dates.					

4.7.5.9	Allow departmental heads or managers to authorize leave.					
4.7.5.10	Calculate total leave and remaining leave days.					
4.7.5.11	Leave self-service for employees to apply for leave, see balance of leave, and retract leave if necessary.					
4.7.5.12	Provide various leave related reports. Please elaborate with a list of reports in the system					
4.7.6	Health and Safety					
4.7.6.1	Maintain incident and accident					

	details.					
4.7.6.2	Maintain hazard register.					
4.7.6.3	Be able to attain the register of competency levels.					
4.7.6.4	Provide various health and safety related reports. Please elaborate with a list of reports in the system					
4.7.7	Employee Relationship					
4.7.7.1	Ability to track and maintain disciplinary related information per employee.					
4.7.7.2	The system should be able to maintain and classify employee cases i.e. disputes, grievances, discipline, appeals, conciliation, arbitration, labour court, operational requirements, incapacity, and counselling.					

4.7.7.3	Provide the following sample templates: Specimen Contract of Employment; Specimen Grievance procedure; Specimen Grievance form; Specimen Disciplinary code and procedure; Specimen Disciplinary incident form; Specimen Warning - breach of disciplinary code;					
	Specimen Final Written Warning; Specimen Retrenchment policy and procedure; Specimen Retrenchment letter.					
4.7.8	Skills Analysis, Training and Development					
4.7.8.1	Ability to maintain and track					
	pre-determined career development goals.					

4.7.8.2	Ability to maintain training and skills development related information such as among other; Skill development needs for staff. Training plan for each employee. course attended with details for the employees course details and schedules course evaluation information Produce standard letters for course administration Monitor and track all training costs i.e. o Ability to calculate total cost of each course; and Ability to develop costs of each course per individual.					
4.7.9	Training Budgets					
4.7.9.1	Provide pre work notification, confirmation and updates when a course is scheduled.					
4.7.9.2	Ability to perform various skills development administrative tasks, such as add/ delete a course, book a venue, calculate course start & end dates, book a facilitator, cancel a course, delete venue bookings, delete a course, and delete a facilitator.					
4.7.9.3	Ability to check if the course is full, venue is already booked, learner has already booked the same course, and all prerequisites have been					

	completed.					
4.7.9.4	Option to transfer bookings, courses and waitlists.					
4.7.10	Termination					
4.7.10.1	Ability to block salary entries, block and recover loans, block medical aid details, block pension details, create termination checklist, create exit interview questionnaire, check for any outstanding comments, and calculate final payment.					
4.7.11	Re-engagement					
4.7.11.1	Ability to re-engage a terminated employee. Enable an employee who was previously terminated to be re-engaged with a new start date.					
4.7.12	Re-Instatement					
4.7.12.1	Re-instate a terminated employee (with a continuation of the old date). This enables an employee who was previously terminated to be re-engaged with a start date (reversal of termination).					

4.7.13 Career & Succession Planning

4.7.13.1 Ability to input a Master Career and Employee Career Plan. The system MUST have the ability of matching employees to selected jobs.

4.7.14 Reporting Features

4.7.13.1 Ability to generate, edit and customize Human Resource related reports, including the following; please provide a list of reports

4.7.13.2 Registers i.e. employee register, employee details register, deduction listing, and allowance listing;

4.7.13.3 Payroll reports i.e. payroll calculation, coinage, pay slips, gross pay analysis, gross and net pay summaries;

4.7.13.4 Pay control i.e. payroll budget, payroll exception, GL transaction list, analysis of pay run by GL account code,

4.7.13.5 direct credit and deduction schedule, cash and/or cheque payment lists, and superannuation schedule;

4.7.13.6 Overtime report;

4.7.13.7 Deduction report by deduction with accumulation of similar deductions (e.g. different rate

of union fees);

4.7.13.8 Allowance report;

4.7.13.9 Monthly reports (stating the number of workers, industrial relations, welfare status, temporary employees);

4.7.13.1 Medical scheme payment
0 details;

4.7.13.1 Leave pay analysis

1

4.7.13.1 Exception reports

2

3 4.7.13.1 Summary accumulation
enquiries, last pay
summary, month-to-
date summary,
HR tax reports
Statutory deduction
reports

4 4.7.13.1 Ability to generate the
List of
Employees with Position /
following reports:

Gender percentage
Transfer
Separation (Termination,
summary
dismissal, medical ground,
death, retirement,
resignation etc)

4.7.13.1 Ability to generate report on

- 5 perks / benefits provided to an employee
- 4.7.13.1 Ability to generate report on
- 6 leave history of an employee along with balance available and expiry date
- 4.7.13.1 Ability to track list of
- 7 employees due for leave settlement including / excluding paid leave
- 4.7.13.1 Ability to track employees due
- 8 for retirement
- 4.7.13.1 Ability to generate report for the following
- 9 Leave Pay
Social Security, other statutory deductions, PAYE
- 4.7.13.2 Ability to track
- 0 bonus/incentives paid to employees period-wise
- 4.7.13.2 Ability to track bank details of

1 an employee

4.7.13.2 Ability to generate report on

2 total amount due to an employee while leaving the Organization and link it to the amount deductible as per contract terms

4.7.13.2 Ability to customize reports to
3 fit user needs.

4 report into another applications like MS Word, Excel, Adobe Acrobat, and Email.

4.7.14 Appraisal requirements

4.7.14.1 Ability to define probation term for employees

4.7.13.2 Ability to record Reporting-to / Appraiser details in system

4.7.13.3 Ability to record confirmation appraisal details in system

4.7.13.4 Ability to record appraisal details in system with rating

4.7.13.5 Ability to generate increment letters and update salary structure, if applicable

4.7.13.6 Ability to generate promotion

letter and update position/job/grade, if applicable

4.7.13.7 Ability to record Individual development plan for employees at the end of appraisal process

4.7.13.8 Ability to record show cause notice / warnings, interdiction, suspensions, etc issued to employees

4.7.13.9

Ability to terminate an employee with reason

4.7.13.1 Ability to generate

0 confirmation/te

mination letters

4.7.14 Performance Evaluation

4.7.14.1	Ability to set goals and system	performance plans for each	staff SACCO in the
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4.7.14.2	Ability for managers and via automated workflow with	employees to set, review and online approval	change goals online
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4.7.14.3	Ability to describe key result	areas when setting goals
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4.7.14.4	Ability to have the goals and performance plans approved staff supervisor	on the system by the relevant
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4.7.14.5 Ability to conduct performance appraisals on the system and record the result of the appraisal. Scores are assigned by a supervisor against each goal. A percentage score is then computed based on a balanced score card that defines a weighting of each category of goals for each employee

4.7.14.6 Ability to maintain historical information pertaining to an employee's performance including review dates and outcomes

4.7.14.7 Ability to maintain history of promotion and demotion data including effective date, amount of pay change, reason for promotion/demotion

4.7.14.8 Ability to define dates in the system when performance appraisals are due for each staff member. The system should issue reminders to staff when these dates are due.

4.7.14.9 Ability to restrict access to appraisal information to only relevant personnel. Only HR and line managers should have access to their staff appraisals. Staff should only access their current and previous appraisals.

4.7.14.10 Ability for staff fill a self-appraisal online

4.7.14.11 Ability to capture training needs arising from the appraisal and link them to the training module to feed into the training needs assessment report

4.7.14.12 Ability to capture mitigating factors for non-performance

4. 7.14.1 Assign to define managers and

3 link employees to their
relevant managers/supervisors

To enforce discussions between line managers and staff on appraisal result, the system should have the ability for both the manager and staff

	to indicate on the system that the discussion has taken place					
4.7.15	Employment related expenses					
4.7.15.1	Ability to make travel advance for employees					
4.7.15.2	Ability to have an online workflow for advance payment requisition with approval					
4.7.15.3	Ability to record expense details against travel advance. Employee payroll should be credited / debited for the difference amount. The entire advance is debited from employee payroll if the expense details are not submitted within 'N' number of days					
4.7.15.4	Ability to record claim for medical re-imbursements					

4.7.15.5	Ability to keep track of employee medical facility usage limit as per grade. This should provide a notification in case an employee is almost bursting/exceeding their medical cover limit					
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4.8 General Ledger Reporting

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.8.1	Chart of Accounts					
4.8.1.1	Ability to maintain alphanumeric account code					
4.8.1.2	Ability to define the chart of accounts in such a manner that account balances can be tracked by the following dimensions. These dimensions					
	are only indicative and need to be finalized during the design phase. Organization Name Branch Service Centre Department/Cost Centre Sub department/cost centre Main GL accounts/ sub-ledgers Profit Centre Location					

4.8.1.3	Ability to setup different analysis codes one level below the GL account code combination without increasing the size of chart of accounts					
4.8.1.4	Ability to define parent					

	child relationship at multiple levels. The system should not allow posting to the parent account.					
4.8.1.5	Ability to group the accounts by different types (user defined) e.g. assets, current assets, etc.					
4.8.1.6	Centralized account maintenance capability. This will ensure that any addition or change in the account code in the master chart of account will be available automatically in all the ledgers of various Services within the Company.					
4.8.2	Module Setup					
4.8.2.1	Flexibility in defining accounting periods.					
4.8.2.1	Account level security by user should be available. E.g.: The system should restrict user entering or viewing balances for certain account or range of account					
4.8.3	Transaction Processing					
4.8.3.1	System should allow standard Journals (amounts change each period)					

4.8.3.2	Ability to enter transaction description on: Transaction level Transaction line item level					
4.8.3.3	Ability to have an on-line journal entries approval process through workflow management and according to the journal amount					
4.8.3.4	On-line facility to check wrong posting of the document and its details					
4.8.3.5	Ability of the system to allow;					
	standard Journals (amounts change each period) Accrual Journals Recurring Journals (amounts unchanged) Reversing Journals Copy Journals previously processed					
4.8.3.6	Ability to provide batch journal transactions					
4.8.3.7	Ability to automatically generate journal numbers based on the batch					
4.8.4	Period Closing					
4.8.4.1	Generate period closing reports that ensures consistency check with the sub-ledgers					
4.8.4.2	Have separate period closing capability by sub ledgers					

4.8.4.3	Selectively close or open periods for posting (with adequate security)					
4.8.4.4	Soft close and hard close periods					
4.8.5	Year End Closing					
4.8.5.1	Closing checklist indicates to various tasks as completed or outstanding e.g. manual automatic entries are not posted, X sub-module are not closed yet, etc.					
4.8.5.2	Generate closing exception reports					
4.8.6	Reports					
4.8.6.1	Generate transaction detail report for a single account or for a range of account by: Period to date Year to Date Funder Project to date (Project to date reports will help in analysing expenses for a project; expenses are spread for more than a financial accounting year) Summarized Detailed					
4.8.6.2	Generate trial balance summarized and detailed (Both in systems and functional currency)					

4.8.6.3 Print journal vouchers from the system before and after posting with the status shown separately

4.8.6.4 Produce general ledger reports for user selected accounts and periods

4.8.6.5 Generate the following financial reports in user defined format:

Balance sheet

Income and Expenditure

Account

Cash flow statement

Budget status report (budget vs. actual by selected accounts/groups of accounts, by funding allocations) Reports generated in preferred currency

4.8.6.6 Generate Balance Sheet and Income and Expenditure by branches, analysed by account

heads

4.8.6.7 Generate consolidated balance sheet and income and expenditure for the Organization as a whole

4.8.6.8 Ability to carry out variance analysis such as plan/actual comparisons, fiscal year comparisons, and so on for

Balance sheet and P&L.

4.8.6.9 Balance Sheet Report should have the facility of grouping a customer into Assets or Liabilities based on the balance and grouping made. If grouping is not done on the liability side for the customer it should show it in brackets on the asset side.

4.8.6.1 Provide Financial Analysis
capability/tools

4.8.6.1 Ability to generate the variance

analysis report

(Budget Vs

Actual)

PTD/YTD

4.8.7 Cash Book Maintenance

4.8.7.1	Ability to carry out bank details	maintenance
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4.8.7.2	Ability to carry out cashbook	year end procedure
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4.8.8 Cash Book Processing

4.8.8.1	Ability to process receipts
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4.8.8.2	Ability to process sundry	cashbook payments
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4.8.8.3	Ability to process cashbook
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journals

4.8.8.4	Ability to support EFT payments to vendors by providing an automated interface to the EFT system
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4.8.9 Cash Book Reconciliation
Processing

4.8.9.1 Carry out/ run cashbook/bank reconciliation procedure

4.8.9.2 Ability to integrate with external banking system

4.8.9.3 Ability to support accounting of imprests/advances

4.8.9.4 Ability to allow at least two levels of approval for imprest request.

4.8.9.5 Cashbook/Bank reconciliation summary

4.8.10 Cash Book Reports

4.8.10. Ability to generate cashbook

detailed report -

receipts,

payments and adjustments

4.8.10. Ability to produce un-

reconciled

cashbook transactions listing

4.8.10. Ability to produce un-

reconciled bank

transactions listing

4.8.10. Ability to produce open

batches for journals

4.8.10. Ability to generate daily cash

flow reports

4.8.11 Cash Flow Reports

4.8.11. Ability to generate cash

1 movement report for
every bank account
showing opening
balance, transactions
for the period and
resulting closing
balance

4.8.11. Ability to generate bank

2 reconciliation report
showing reconciled,
unreconciled amounts
as per bank statement

4.9 Accounts Payable

Ref	Requirements	FS	PS	RM	NS	COMMENTS
4.9.1	Accounts Payable					
4.9.1.1	Ability to define vendor bank accounts and assign to various vendors					
4.9.1.2	Ability to assign more than one vendor bank account to a single vendor for the purpose of bank transfer					
4.9.1.3	Generation of Debit Notes & Credit Notes					
4.9.1.4	Ability to prepare the manual debit notes and credit note for the following purposes. Adjustments Rectification of errors and mistakes For various charges					

4.9.1.5 Ability to provide for the user to perform generation of manual debit notes and credit notes

Invoice Processing

4.9.2

4.9.2.1 Ability to enter invoices in batches and individually

4.9.2.2 Ability to handle 2/3/4 way matching such as PO, GRN, Inspection with the purchase invoice

4.9.2.3 Ability to match single invoice with multiple purchase orders and multiple invoices to single purchase order

4.9.2.4 Ability to automatically close the purchase order on posting a final invoice

4.9.2.5 Ability to define multiple payment terms.

4.9.2.6 Ability to have approval workflow for invoices & payments

4.9.2.7 Ability to enter debit/credit memo and apply it to the invoice and
adjust invoices against debit memos

Adjust invoices against advance payments

4.9.2.8 Ability to track asset-related
information while recording the invoice and later on transfer to the asset
management module

4.9.2.9 Ability to record reason codes for returned and adjusted invoices.

4.9.2.1 Ability to support auto creation

0 of Debit Notes for return to suppliers
against matched

POs (Purchase
Orders)

4.9.3 Payment Processing

4.9.3.1	Ability to support following payment methods: Cash Cheque automated or handwritten Bank transfer (handle electronic payments to suppliers) Ability to process payments for a group of invoices or individually Ability to make partial payments of invoices Ability to handle scheduled payments (Just record the receipt with no financial entry generation Ability to handle Petty cash payment Generate financial entries on presentation/due date of PDC					
4.9.3.2	Cheque& Bank Transfer payments					
4.9.3.3	Ability to define customizable cheque layout for each disbursing bank					
4.9.3.4	Ability to generate Bank Transfer letters with Vendor bank A/C number and Bank Branch details					
4.9.3.5	Ability to print remittance advices for all payments with the ability to define contents					
4.9.4	Retention Money control					
4.9.4.1	Ability to calculate retention according to a set percentage					

	or a fixed amount while recording an invoice					
4.9.4.2	Ability to query on total Retention for a particular vendor					
4.9.4.3	Ability to print Report showing Retention Amount, outstanding Payment due, and total payment for this invoice on Job wise level					
4.9.5	Hold Payments					
4.9.5.1	Ability to hold Payments for specific vendors/invoices					
4.9.5.2	Ability to hold payment of invoices with unmatched PO					
4.9.5.3	Ability to have approval for removal of holds					
4.9.6	Supplier/Customer Netting					
4.9.6.1	Ability to set off vendor balance with customer balance					
4.9.6.2	Ability to notify the existence of a related customer outstanding					
4.9.6.3	Ability to generate warning while making payment to vendors who is also a customer if any outstanding amount is due from him					
4.9.7	Reports					
4.9.7.1	Ability to generate bank transfer advice from the system Based on payment voucher Cash requirement report (proposed payments listing based on due date)					
4.9.7.2	Ability to generate aging reports by:					

	Due date Cost Centre Invoice date					
4.9.7.3	Ability to generate vendor Statement of Account					
4.9.7.4	Ability to generate report on penalty imposed					
4.9.7.5	Ability to Inquire / report on Vendor PTD/YTD for purchases/purchase returns/cash disbursements					
4.9.7.6	Ability to report on: Unapproved invoices Approved invoices by batch					
4.9.7.7	Ability to generate accounts payable trial balance in summary and in detail showing the vendor balances that matches with the control account balances in the General Ledger					
4.9.7.8	Ability to generate for analysis of various credit periods					

5.0 Business Intelligence (MIS)

Ref	Requirements	FS	PS	RM	NS	COMMENTS
5.1	Technical Requirements					
5.1.1	State business Object Requirements necessary to support BI					
	State Data Warehouse Requirements Submit the design of proposed data structure					

5.2	Management Information System					
5.2.1	Ability to dynamically define KPIs to be used by BI for reporting and analysis.					
5.2.2	Business intelligence capabilities/module (BI tool) with ability to report cost/revenue/fund					

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	utilization/activities in various dimensions e.g. fund utilization/cost/revenue per customer, per funder, per product, per segment, per company, per agency, as a group per division etc					
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5.2.3	Ability to support the following business intelligence capabilities: Data Mining Ability to provide different scenarios such as Actuals, Plan etc Dashboards Graphical report presentation for specific online operations like sales, performance, etc Exception Reporting Automatic report by email Variance Trail Analysis Ability to Integration into other tools (Project management, Excel, etc.) Export data to other formats Sensitivity Analysis drill down reporting capabilities data grouping capabilities					
5.2.4	Ability of the BI tool to report analysis on the different KPIs on any defined period of time (daily, weekly, monthly etc) in relation to Organization performance					
5.2.5	The system must provide full integration with other					
	operational existing systems including the following. Explain your systems ability to easily integrate/interface with other existing or new systems and infrastructure.					

	Ability of the system to support web based access with relevant security measures through Tablets, laptop, Smartphone etc					
5.2.6	Ability of the system to support business growth in number of customer, accounts and product range both locally and internationally (system scalability). The system should be scalable to accommodate growth in customer numbers, account numbers, into different locations locally and internationally					
5.2.7	Is your system/solution fully integrated to provide for: Batch processing Both online and offline processing in case links are down; please provide methodology of processing and synchronization of data, simultaneous on-line and batch processing. Describe how balances are handled during the overlapping of batch/on-line transactions.					

5.2.8	Ability of the system to support parameter driven settings. Examples include: Creating and maintaining product group/ type definition system settings (branches, service centres, departments, divisions and sections codes/name – cost centres) Menu and system security levels					
5.2.9	Ability of the system to log all events in the system and timestamp on them with no capability of switching off the functionality.					
5.2.10	Ability of the system to generate exception report for any attempts to turn off the audit trail					
5.2.11	The system should have capability to allow filtering the logs e.g. by date, activity, username					
5.2.12	Ability to down load data to other applications such as audit software (e.g. IDEA) in international standard formats. Please specify in details					
5.2.13	The system must provide audit trails that allow transactions to be traced from source documents, original input, other systems, system-generated transactions, and internal assignment transactions through the entire system.					

5.2.14	The system should allow for fine grain auditing at the DB level					
5.2.15	The backend audit module should be outside the core such that it does not affect performance of the core database i.e. capacity of updating audit trails on tables outside core system in order to avoid clogging the system but at the same time have the best on audit trails					
5.2.16	Reports to be structured in a way that allows for discretion on who can print certain reports and who can not					
5.2.17	Ability to print exceptional reports on unauthorized transactions for the day					
5.2.18	Allow for multiple or “select all” field selection for inquiry criteria.					
5.2.19	Any field in the database shall be accessible by the report utility for extract and printing with the right controls.					
5.2.20	The report utility shall support simple arithmetic functions (addition, subtraction, multiplication, division) and calculation of percentages. It shall also support grouping, maximum, minimum, average, mode median etc and ability to sort by ascending and descending.					

5.2.21	Perform formatting capability. The report utility shall provide both a report format default and manual override that allows the user to control					
	column headings and data arrangement on the report. The system should be capable of building an extract file based on report utility selection and sort criteria, for easy loading to other software packages (e.g. word processing or spreadsheets).					
5.2.22	Ability of the system to add a new report to the list of existing reports					
5.2.23	Ability of the system to allow access to reports according to access groups					
5.2.24	Ability of the system to define reporting schedules as required by users					

APPENDIX - B

Current Software and Hardware Status

No.	SOFTWARE	Solution
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1	ERP	MS DYNAMICS NAVISION 2017
2	Electronic Document Management	No dedicated document management system.
3	Database	Microsoft SQL server
4	Email	
5	Antivirus	
6	Domain Controller	
7	Program management solution (Performance and results system)	
8	IT Performance Monitoring	N/A
9	Intranet	The System is an intranet
10	Asset Management and tracking	N/A
11	Voice Communication	N/A
12	Virtualization	Yes
HARDWARE		
1	Servers	HP ProLiant
2	Storage	
3		
4	Switches	

Proposed Hardware and Software requirements.

No.	SOFTWARE	Solution	Vendor Compliance/ Compatibility Statement
1	ERP	Microsoft Dynamics 365 Business Central	
2	EDMS		
3	Database	MS SQL Server	
4	Email	MS365	

5	Antivirus		
6	Domain Controller	Active directory	
8	IT Performance Monitoring		
9	Intranet		
10	IT Asset Management		
11	Voice Communication		
12	Virtualization		

No.	HARDWARE	Model	Vendor recommendation
1	Servers	Vendor to suggest recommendation	
2	Storage	Vendor to suggest recommendation	
3	Switches	Vendor to suggest recommendation	

	Features	Vendor Compliance Statement
1.	Solution that have web based / browser based access technologies to support all delivery channels	
2.	Straight through processing for all delivery channels	
3.	Separate application and database servers	

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	Features	Vendor Compliance Statement
4.	Discrete sets of master data for customers, products and contracts	

5.	Auto failover between primary and secondary (disaster recovery) sites (HQ and Branches)	
6.	Support archival solution	
7.	Support log management	
8.	Ability to make system changes faster, easier in each aspect of operations – including transactions, processes, rules, data – in isolation, without triggering the need to cascade changes to other parts of the system	
9.	Solution includes versioning control	
10.	De-duplicated and isolated business processes, business logic and the business rules that govern their relationships	
11.	Solution supports best practices in interfacing and integration technologies	
12.	Briefly describe your change management approach	
13.	Briefly describe your detailed quality assurance plan including methodology.	
14.	Briefly describe your risk management plan	
15.	Briefly describe your communications management plan	
16.	Briefly describe your solution's proposed hardware/equipment requirements along with warranties.	
17.	Briefly describe how you would handle process testing	
18.	Briefly describe how you would handle compliance testing	
19.	Briefly describe how you would handle interoperability testing	
20.	Briefly describe how you would handle acceptance testing	
21.	Briefly describe how you would handle load and stress testing	

APPENDIX - C List of Deliverables

- a) Inception report
- b) Kick-off meetings
- c) Project Charter
- d) Blue Prints
- e) Customization documentation
- f) User Acceptance Test scripts, schedules/plans and UAT exercise
- g) UAT report
- h) Data Migration Strategy, Data migration activity and validation results
- i) Training plan/Strategy and schedules
- j) Training Manuals
- k) Training of end users
- l) Training and Capacity Building report
- m) Software (and Hardware) licences
- n) Management Presentation workshops
- o) Go-live report
- p) Implementation and handover Report
- q) Support Contract

r) Service Level Agreements

s) Maintenance Contracts

APPENDIX -D System Control and Security (SC) Requirements

The vendor should provide information as to how the identified challenges are to be addressed as part of the upgrade process.

Once a journal has been posted the journal should go back to the open status (i.e. allow new entries)

Ensure once approved, only specific people should have rights to view and amend and also log amendments

Introduce controls that make it impossible to delete personal data by one user – especially those allowed to amend data, let there always be a checker and maker, and user be prompted before changes take effect.

Block transactions if account lacks key/ mandatory information

Make important contact information like postal addresses, telephone numbers, national ID besides the normal KYC details mandatory during account creation

Transfer of funds from one account to another should be done through the system

The system should have capability to provide Change Log

Reports: Report on Changes on Grantee information, staff, vendor etc. Categorize by date range, user ID, time range etc. The system should have capability to provide Permission

Reports: The System should be able to provide current and historical records of the users' allocation of system permissions.

System to have an input control which will prevent the granting of incompatible/ conflicting system rights. Rights should have expiration dates.

System Control and Security (SC) Requirements

The vendor should provide information as to how the identified challenges are to be addressed as part of the upgrade process.

The system to be able to flag and send alerts on suspicious transactions for instance based on the frequency of occurrence, transaction amounts etc.

The system should have capability to enforce Maker Checker control

Any user regardless of his/her security profile including the

Systems Administrator must not be able to modify audit trail and log files.

Direct posting to control accounts should be barred and alerts sent during attempts.

The system should have capability to route direct debits/credits through the appropriate defined approval workflow for authorization

The system should provide for a journal report that will be checked by supervisor; journal batch entries must be printable instead of maintaining the manual journal book. Documents in ERP need to be printable or can be saved as pdf. The system should allow a supervisor to see the list of journals passed for a period to enable review and control checks

The person approving a journal should be able to view whatever he/she is approving in the same window (and also not be allowed to alter the journal once it is approved, or post during approval process)

Each user should have their own journal.

Users should not directly initiate the use of system-based journals

No modification of records in approved journal batch.

The vendor should provide information as to how the identified challenges are to be addressed as part of the upgrade process.

Once a journal has been posted the journal should go back to the open status (i.e. allow new entries)

No user should be able to approve journals created by the same user

Each transaction without exception must have date/time and User stamped before storage in the on-line or history files

System rights – User rights – each role should have its own set of rights (Specific users will then be mapped to specific roles) and only accept the input of specified types of transactions if certain authorized user passwords are used.

Users should not be able to grant themselves rights.

The System should not allow any balances in suspense accounts over a certain limited period determined by the nature of the underlying transactions

Access to suspense accounts should be limited

Provide end of day exceptional reports for suspense and control accounts.

Provide for means of terminating for idle sessions using a set time that can be varied. Show all unapproved jobs, track and control posting transactions outside working hours by staff. Provide for locking of the system during non-working hours e.g. weekends and public holidays

The vendor should provide information as to how the identified challenges are to be addressed as part of the upgrade process.

System should have a provision for an approval workflow to allow multiple staff to approve documents/ journals and provide for alerts informing an approver of items waiting approval. Let there be alternate approvers.

Developers representing Vendors should not have accounts that access the live system or Archived system.

System to have controls to prevent capture of hanging transactions e.g. Credits without corresponding Debit entries in the system. Master data creation should be by authorised staff only. System to prevent the editing of a journal batch by the initiator once it has been approved by the checker. Possibly have the checker post

Maker checker process to be strictly observed – especially when using journals

In case of errors, the system should allow other correct transactions to continue being processed and should not hang.

The system should ensure there is balancing of listings and inventory GL.

The system should provide/have an interface for other service providers to plug into the system (middleware) or APIs

APENDIX E Format Template for work done and key staff for the bid firms

Assignment name:	Approx. value of the contract [KSH.]:
Country:	Duration of assignment (months):
Name of Procuring Entity:	Total N° of staff-months of the assignment:
Contact Address:	Approx. value of the services provided by your firm under the contract:
Start date (month/year): _____ Completion date: _____	N° of professional staff-months provided by associated Consultants:
Role on Assignment:	Name of senior professional staff of your firm involved and functions performed: •
Narrative description of Assignment: •	
Description of actual services provided by your staff within the assignment: • •	

Name of Consulting Firm: of Signatory:	Name and Title
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APPENDIX F - CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND SERVICES PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Kenya; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with IMARIKA DT SACCO. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of IMARIKA DT SACCO that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.

- (1) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organizations with the intention of depriving IMARIKA DT SACCO of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of IMARIKA DT SACCO; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the IMARIKA DT SACCO;
- (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the IMARIKA DT SACCO.

I agree to comply with the above code of ethical conduct in business.

NAME OF COMPANY AUTHORISED SIGNATORY

SIGNATURE

3. Deliverables and Timeline

- **Inception Report:** Project plan, methodology, and risk management plan.
- **Functional Requirement Specification (FRS) Document:** Finalized business requirements mapping.
- **System Testing:** User Acceptance Testing (UAT) report signed off by the client.
- **Data Migration Report:** Validation of data integrity from the old system.
- **Final System Deployment:** Go-live and post-implementation support.

Terms of Reference (ToR) for a Microsoft Dynamics 365 (Navision) project—typically involving implementation, upgrade, or support of Dynamics 365 Business Central—outline the scope, deliverables, and responsibilities for a consultancy partner or internal team.

Based on standard procurement documentation for this software, here is a breakdown of the key components:

Imarika DT Sacco +2

1. Background and Objectives

- **Purpose:** To upgrade, migrate, or implement Microsoft Dynamics 365 Business Central (cloud-based) to replace legacy systems (such as Dynamics GP, NAV 2017, or manual processes).

- **Objectives:** Enhance financial management, streamline HR and payroll, improve procurement, enhance supply chain management, and improve monitoring and evaluation capabilities.
- **Problem Statement:** Addressing challenges like high data duplication, lack of mobility, weak reporting, and inefficient workflows.

Imarika DT Sacco +2

2. Detailed Scope of Services

- **System Design & Configuration:** Configuration of core modules (Financials, Sales, Purchasing, Inventory, Project Management).
- **Migration/Upgrades:** Migrating data from existing Microsoft Dynamics NAV (e.g., 2017) to Business Central.
- **Customization:** Developing customized reports, workflows, and functionality extensions (using AL language) to meet specific organizational processes.
- **Integration:** Integration with other systems (e.g., banking systems, HR software, or Microsoft 365/Teams).
- **Training & Capacity Building:** Training of trainers (ToT) and end-user training for different departments.

Imarika DT Sacco +4

3. Deliverables and Timeline

- **Inception Report:** Project plan, methodology, and risk management plan.
- **Functional Requirement Specification (FRS) Document:** Finalized business requirements mapping.
- **System Testing:** User Acceptance Testing (UAT) report signed off by the client.
- **Data Migration Report:** Validation of data integrity from the old system.
- **Final System Deployment:** Go-live and post-implementation support.

Imarika DT Sacco +2

4. Technical Requirements and Standards

- **Platform:** Microsoft Dynamics 365 Business Central (SaaS/Cloud preferred).
- **User Licenses:** Definition of user types (e.g., Business Central Essentials/Premium, Team Members for read-only).

- **Security:** Compliance with data protection regulations and establishment of user roles/permissions.

Imarika DT Sacco +4

5. Required Qualifications and Experience

- **Microsoft Partner Status:** Must be a certified Microsoft Dynamics 365 Partner.
- **Experience:** Proven track record in implementing Dynamics NAV/Business Central (at least 3-5 years).
- **Team Composition:** Qualified functional consultants, technical developers, and a dedicated project manager.

Imarika DT Sacco +1

6. Post-Implementation Support

- **Support Level:** Provision of support for a set period post-launch (e.g., 6–12 months).
- **Maintenance:** Handling system bugs, updates, and minor enhancements.

Imarika DT Sacco +1

7. Evaluation Criteria for Bidders

- **Technical Proposal (60-70%):** Experience, methodology, and consultant qualifications.
- **Financial Proposal (30-40%):** Cost of licenses, implementation fees, and annual support fees.

SECTION VI TENDERING FORMS

1. FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

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

ii) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded

that this is a mandatory requirement.

iii) Tenderer must complete and sign **CERTIFICATE OF INDEPENDENT TENDER DETERMINATION** and the **SELF DECLARATION FORMS OF THE TENDERER** as listed under (s) below.

Date of this Tender submission:.....[insert date (as day, month and year) of Tender submission] **Tender Name** **and** **Identification:**.....[insert identification] **Alternative** **No.:**.....[insert identification No if this is a Tender for an alternative]

To [Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with Instructions to Tenderers (ITT 8);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 4.8;
- d) **Conformity:** We offer to provide design, supply and installation services in conformity with the tendering document of the following: [insert a brief description of the IS Design, Supply and Installation Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: [Insert one of the options below as appropriate]
[Option1, in case of one lot:] Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];
Or
[Option 2, in case of multiple lots:] (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];
- (f) **Discounts:** The discounts offered and the methodology for their application are:
 - i) The discounts offered are: [Specify in detail each discount offered.]
 - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS ITT 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS ITT 23.1 (as amended if applicable)), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- g) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;

- h) **One Tender per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 13;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Laws of Kenya or official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 4.7];*
- k) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

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

- l) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- m) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- n) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- Name of the Tenderer:** **[insert complete name of person signing the Tender]*
- o) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from www.pppra.go.ke during the procurement process and the execution of any resulting contract.

- q) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- r) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
- i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - i) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya. Further, we confirm that we have read and understood the full content and scope of fraud and corruption as in formed in “**Appendix1-Fraud and Corruption**” attached to the Form of Tender.

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

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

Tender] **Signature of the person named above:** *[insert signature of person whose name*

and capacity are shown above] **Date signed** *[insert date of signing]* **day of** *[insert month],*

[insert year].

(1) **TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE**

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.*

Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

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

General and Specific Details

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

Name in full _____ Age _____
 _____ Nationality _____
 _____ Country of Origin _____
 _____ Citizenship _____

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

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

(i) Private or public Company

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

Nominal Kenya Shillings
(Equivalent).....

Issued Kenya Shillings
(Equivalent).....

- (iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

- i) are there any person/persons in.....(*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/

No..... If yes, provide details as follows.

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

ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		

6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

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

Full Name

Title or Designation

(Signature)

(Date)

1) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

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

every respect:

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

- i). I have read and I understand the contents of this Certificate;
- ii). I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
- iii). I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
- iv). For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
- v). The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
- vi). In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
- vii). In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;
- viii). The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b) above.

Name _____ Title _____

Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

(3) SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/ TENDERER IS NOT DEBARRED IN

**THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT
2015.**

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

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal
Officer/Director of
.....(*insert name of the Company*) who is a Bidder in
respect of **Tender**
No..... for..... (*insert tender title/description*) for
.....
(*insert*
name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred
from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and
belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD2

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

I,of P. O. Box.

 being a
 resident of in the Republic of..... do
 hereby make a
 statement as follows: -

1. THAT I am the Chief Executive /Managing Director/ Principal Officer/ Director
 of.....
 (*insert name of the Company*) who is a Bidder in
 respect of **Tender No.**
 for (*insert tender title/description*) for

 (*insert name of
 the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in
 any corrupt or fraudulent practice and has not been requested to pay any inducement to
 any member of the Board, Management, Staff and /or employees and /or agents of
 (*insert
 name of the Procuring
 entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and /or agents /subcontractors have not offered
 any inducement to any member of the Board, Management, Staff and/ or employees and/
 or agents of..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice
 with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and
 belief.

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

Bidder Official Stamp