KENYA RURAL ROADS AUTHORITY

TENDER FOR

SUPPLY, INSTALLATION, CONFIGURATION, CUSTOMIZATION, TESTING, COMMISSIONING AND MAINTENANCE OF AN ERP SOLUTION (FINANCE, PROCUREMENT AND PROJECT MANAGEMENT MODULES)

TENDER NO. KeRRA/011/37/5/2018-2019

FEBRUARY, 2018

THE DIRECTOR GENERAL
KENYA RURAL ROADS AUTHORITY
P.O. BOX 48151–00100
NAIROBI

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TENDER NO: TENDER NO. KeRRA/011/37/5/2018-2019

TENDER FOR SUPPLY, INSTALLATION, CONFIGURATION, CUSTOMIZATION, TESTING, COMMISSIONING AND MAINTENANCE OF AN ERP SOLUTION (FINANCE, PROCUREMENT AND PROJECT MANAGEMENT MODULES)

Kenya Rural Roads Authority (KeRRA) is a statutory body established by the Kenya Roads Act 2007. Under Section 7 (1), the objective and purpose for the Authority, is to manage, develop, rehabilitate, and maintain rural roads (Class D, E and Others).

The Authority hereby invites bids from eligible bidders for Supply, installation, Configuration and Customization of ERP covering operation areas of Finance, Procurement and Project management.

Interested Bidders may obtain further information and inspect the tender documents from the Procurement Office, Blue shield towers 5th Floor, Hospital Road, Nairobi during normal office working hours (08:00 to 17:00 hours Mondays to Fridays). Bidders may also view and download the bidding document free of charge from KeRRA website: www.kerra.go.ke and /or www.tenders.go.ke.

Completed tender documents duly serialized and enclosed in separate plain sealed envelope and clearly marked with the tender number. '**KeRRA/011/37/5/2018-2019'** and tender name: '**Supply, Installation, Configuration, Testing, Commissioning and Maintenance of an ERP Solution'**, should be deposited in the Tender Box located on 6th Floor Blue Shield Towers, Hospital Road Upper Hill or be addressed and sent to the address below:

The Director General
Kenya Rural Roads Authority
Blue Shield Towers, 6th Floor
P. O. Box 48151-00100
NAIROBI

So as to be received on or before **Friday 8th March, 2019 at 11.00 am**. Late bids will be rejected. Tenders will be opened immediately thereafter on the same day at the 6th Floor Boardroom Blue Shield Towers in the presence of bidders or their representatives who choose to attend.

DEPUTY DIRECTOR – SUPPLY CHAIN MANAGEMENT
FOR: DIRECTOR GENERAL

SECTION II: INSTRUCTIONS TO BIDDERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.

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

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this invitation for tenders.

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Cost of Tendering

2.2.1 The bidders shall bear all costs associated with the preparation and submission of their bids, and the purchaser will in no case be responsible or liable for those costs, regardless of the outcome of the bid process.

2.2.2 The price to be charged for the tender document shall not exceed Kshs.1, 000/=

2.2.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be considered for award

2.3 **The Tender Document**

2.3.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

i. Invitation to Tender
ii. Instructions to tenderers
iii. General Conditions of Contract
iv. Special Conditions of Contract
v. Schedule of requirements
vi. Technical Specifications
vii. Tender Form and Price Schedules
viii. Tender Security Form
ix. Contract Form
x. Performance Security Form
xi. Bank Guarantee for Advance Payment Form
xii. Manufacturer's Authorization Form
xiii. Confidential Business Questionnaire

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required in accordance with the tender documents or submission of a tender not substantially responsive as per the tender documents in every respect will be rejected.

2.4 **Clarification of Documents**

2.4.1 A prospective tenderer requiring any clarification in respect of the tender documents may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the response by the Procuring Entity (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that will have received the tender documents.

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 **Amendment of Documents**

2.5.1 At any time prior to the deadline for the submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification request by a bidder, modify the bid documents by amendment.

2.5.2 All prospective bidders that will have received the tender documents will be notified of the amendment in writing by post and will be binding on them.

2.5.3 In order to give the bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

2.6 Documents Comprising the Tender

The bid submitted by the bidders shall comprise the following format and content as a minimum:-

2.6.1 **(i) Technical Proposal**

Documents establishing bidder's qualifications are expounded in the section: *"Documents Establishing Bidder's Qualifications"*

a) Company profile
b) certified audited accounts
c) Firms Experience & References
d) Functional proposals
e) Service Proposals
    i. Description of Products, training & Service Features, including warranties
    ii. Outline of Delivery, installation, training and maintenance plan

(ii) Financial Proposal

A summary of financial proposal

2.7 Submissions, Receipt and Opening of Proposals

2.7.1 The original proposals, both Technical and Financial, shall be prepared in indelible ink. It shall contain no interlineations or overwriting except as necessary to correct errors made by the firm it. Person who signs the proposals must initial any such corrections.

2.7.2 An authorized representative of the firms initials all pages of the proposals

2.7.3 For each proposal, the tenderer shall prepare two copies and mark 'original' and 'copy' as appropriate. If there are any discrepancies between the original and the copy, the original shall prevail.

The original and copy of the technical proposal shall be placed in a sealed envelope clearly marked '**Technical proposal'** and the original and copy of the financial Proposal be placed in a sealed envelope clearly marked **'Financial proposal'**. Both envelops shall be placed in an outer envelope marked '**SUPPLY, INSTALLATION, CONFIGURATION, TESTING, CUSTOMIZATION AND MAINTENANCE OF ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM** and sealed.

2.7.4 This outer envelope shall be addressed to Kenya Rural Roads Authority at the following address:

Kenya Rural Roads Authority
Blue shield towers, Upper hill, 6th floor
P. O. Box 48151-00100- NAIROBI
Tel +254 20-2495418
Website: www.kerra.go.ke

2.7.5 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.7.6 If the outer envelope is not sealed and marked as required by paragraph 14.2, Kenya Rural Roads Authority will assume no responsibility for the tender's misplacement or premature opening.

2.7.7 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposal shall be returned unopened.

2.7.8 After the deadline for submission of proposals, the Technical proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed until all qualifying proposals are opened publicly.

2.7.9 Evaluators of Technical Proposals shall have no access to the financial proposals until the technical evaluation is concluded.

2.8 Evaluation of Technical Proposals

2.8.1 The evaluation committee, appointed by Kenya Rural Roads Authority, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system as specified. Each responsive proposal will be given a technical score. A proposal will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the data sheet.

2.8.2 The selection method being the QCBS, the highest ranked firm will be invited to negotiate its proposal and the contract on the basis of the technical proposal and the Financial Proposal submitted according to the given instructions

2.9 **Tenderers Eligibility and Qualifications**.

2.9.1 The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

2.9.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to Kenya Rural Roads Authority's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.10 Validity of Tenders

2.10.1 Tenders shall remain valid for 180 days or as specified in the tender documents after date of tender opening prescribed by Kenya Rural Roads Authority. Kenya Rural Roads Authority shall reject a tender valid for a shorter period as non-responsive.

2.13.1 In exceptional circumstances, Kenya Rural Roads Authority may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 **Format and Signing of Tender**

2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialled by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialled by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.
The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: **"DO NOT OPEN BEFORE 8th March, 2019"**

2.15.2 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late". —

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16 Dateline for Submission of Tenders

Tenders must be received by Kenya Rural Roads Authority at the address specified not later than **12.00 noon 8th March, 2019**

Kenya Rural Roads Authority may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of Kenya Rural Roads Authority and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.2 **Modification and Withdrawal of Tenders**

2.16.3 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Kenya Rural Roads Authority prior to the deadline prescribed for submission of tenders.

2.16.4 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in allowed by Kenya Rural Roads Authority. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.16.5 No tender may be modified after the deadline for submission of tenders.

2.16.6 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security.

2.17 Public Opening and Evaluation of Financial proposals

2.17.2 **Opening of Tenders**

2.17.3 After the dateline for submission of tenders, the evaluation committee will open the technical proposals in the presence of the tenderers representatives who chose to attend at the time indicated.

2.18 Preliminary Examination

2.18.2 Kenya Rural Roads Authority will examine the tenders to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.18.3 Kenya Rural Roads Authority may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.18.4 Prior to the detailed evaluation, Kenya Rural Roads Authority will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. Kenya Rural Roads Authority's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.18.5 If a tender is not substantially responsive, it will be rejected by Kenya Rural Roads Authority and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.19 Opening of the financial proposals

2.19.2 Upon completion of the evaluation of technical proposals, Kenya Rural Roads Authority will notify those tenderers whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the TORs that their financial proposals will be returned unopened after the completion of the evaluation exercise. Kenya Rural Roads Authority will simultaneously notify those tenderers that have secured the minimum qualifying mark indicating the date and time set for opening of the financial proposals. Registered letter, cable, facsimile or electronic mail may send the notification.

2.19.3 The financial proposal shall be opened publicly in the presence of the tenderers representatives who chose to attend at the set date, in the corporation's Boardroom.

2.19.4 The tenderers' representatives who are present shall sign a register. Evidencing their attendance. The name of the tenderer, the technical scores and the proposal prices shall be read aloud and recorded and minutes of the opening recorded.

2.19.5 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

2.19.6 **Clarification of Tenders**

2.19.7 To assist in the examination, evaluation and comparison of tenders Kenya Rural Roads Authority may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.19.8 Any effort by the tenderer to influence Kenya Rural Roads Authority in Kenya Rural Roads Authority's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Evaluation Criteria

Tenders received will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Preliminary Requirements
2. Stage 2: The Technical Evaluation (Capacity to Deliver the Service)
3. Stage 3: The Financial Evaluation (quoted prices)

Stage 1: Preliminary Requirements: ***Firms that do not meet any of the following mandatory requirements shall be rejected at this stage***.

No	**Requirements** ***(All copies attached must be certified by a Commissioner of Oaths as true copies of the original)***	**Bidder's Response with evidence reference**
1	Certified copy of Certificate of Incorporation	
2	Current CR12 Certificate from the Registrar of Companies.	
3	Certified copies of VAT and PIN Certificate.	
4	Certified Copy of the company's valid Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA)	
5	Copies of financial statements for the company for the last three years	
6	Tenderers shall provide a Tender Security of Kshs. 1,000,000.00 (Kenya Shillings One Million only) from a reputable bank or reputable insurance company recognized by the Public Procurement Regulatory Authority) valid for 30 days beyond the tender validity period.	
7	Valid Authorization certificate from the product Developer/Solutions copyright holder	
8	Current Single Business permit.	
9	Submit a written power of attorney authorizing the signatory of the bid to commit the bidder.	
10	Dully-filled up Confidential Business Questionnaire, stamped and signed in the format provided by the authorized person.	
11	Working Capital of a minimum of Kshs 30 Million	
12	Financial Turnover of Kshs. 300 Million for the last 3 financial years	

Stage 2: The Technical Evaluation (Capacity to Deliver the Service)

Section 1: Conformity to Technical requirement of the solution as provided in section VII –"technical specifications"

Section 2: In addition to meeting the technical specifications in section VII the following detailed aspects of the technical requirements and competency of the firm will be evaluated as per the following criteria

Evaluation Attribute	Weighting Score	Score
Technical Specifications Detailed Methodology/Approach including; i. The Proposed Solution – 1mark ii. The proposed implementation methodology Bidders must follow standard international recognized software quality processes such as CMMI level 3/5 and above and/or ISO, etc. (6marks) iii. Responsiveness to the Implementation Approach and Methodology section of RFP including detailed Project Plan/ work plan/ implementation schedule – (4marks) iv. Delivery and Installation plan for ERP software, Database system licenses and hardware if applicable and development including system customization and adequate licenses (at least 150 concurrent users) – (5marks) v. Pre-commissioning , Testing Plan and Data migration Plan including a 2 Years Post implementation support and maintenance schedule with a sample issues log – (4marks)		20
Training Plan i. Bidders must demonstrate Strong ability to provide Training and Local Support. International bidders may associate with local companies to enhance their ability to provide Training and Local Support (2marks) ii. Bidders with Local Training Facilities will have an added advantage. (3marks) iii. The bidders should have a training plan for both users; novice and technical staff including a knowledge transfer mechanism well thought out and clearly articulated. (3marks)		8
Partnership The bidder should be a certified partner in the proposed technology (ERP Solution)		1
Company Core Business Nature of Business, Reputation of Organization and Staff, Credibility, Reliability, Industry Standing and should be an IT company and must have been in existence for at least 10 Years		4
Business Continuity, Backup and Development Instance The bidders should provide resilience mechanisms for the ERP solution detailing the business continuity aspects including backups and a development instance/test environment.		3
Specific Experience i. Experience in implementing the Proposed Technology of which Three projects must have been implemented in Africa. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics ii. Experience in implementing Similar Systems in Kenya within the Parastatal Domain will have added advantage iii. Bidders must have experience in executing IT related projects within the Government of Kenya. (Evidence of Customer	2marks each upto a maximum of 3 evidenced projects	6

Testimonial or UAT MUST be provided).		
Key Staff Qualification and Experience (Project team)		
Project Management/Team Leader as per Clause 5.3.10.1		2
Senior Functional Consultant as per Clause 5.3.10.2. (a)		2
Senior Technical consultants as per Clause 5.3.10.2. (a)		2
Implementers (4 No.) as per clause 5.3.10.3	(2 marks each)	8
Financial Stability: a) Average Annual turnover of Ksh. 300,000,000 in the last 3 years to be evidenced by Audited Accounts, for years 2017, 2016, and 2015	Turnover below 300Million =0 score	2
b) Liquidity Ratio	2:1 – 2 marks; 1:1 – 1 marks; 0.5:1- 0.5 marks; less than 0.5 no mark	2
Site Visit		
Site Visit This will include site visit to the clients where the bidder has successfully implemented the system based on the references provided. At this stage, bidders shall be evaluated on a score basis	Functionality of the system deployed and its compliance with the authority's technical requirements and user satisfaction.	10
Bidders must attain the mark of 55 points to proceed to the next section of demonstration/POC.		
Demonstration Compliant bidders will be requested to make a presentation of their proposal for clarification and existence of selected features to be determined by the evaluation committee.	Demonstration of selected features and functionality	10
Bidders must attain the pass mark of 65 out of 80 in order to proceed to the due-diligence stage.		**80**
DUE-DILIGENCE The Authority shall conduct due diligence to confirm and verify the qualifications of the bidder. At the due diligence stage, the bidder shall be evaluated on a PASS/FAIL basis to ascertain the information provided at the technical capacity stage. The Authority will conduct due diligence on any of the references provided by the bidder in their tender documents to confirm information provided. In addition, the Authority may seek information about the bidder from any other source whether or not the individuals or organizations contacted have been referenced by the bidder.	YES/NO Basis	YES
The Authority may disqualify bids based on the outcome of the Due Diligence.		

Stage 3: The Financial Evaluation (20%)

a) Bidders whose technical proposals will have met technical evaluation criterion described above shall be invited for the opening of the financial proposals. The other financial proposals shall be returned unopened. Any effort by a bidder to influence the evaluation or contract award decisions shall result in the rejection of the bidder's proposal.

b) The Financial Proposals shall be opened publicly in the presence of only the Technically Responsive bidder's representatives who choose to attend. The name of the bidding firm, the technical Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Authority shall prepare minutes of the public opening.

c) The evaluation committee will determine whether the financial proposals are complete i.e. whether the bidder has priced all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

d) The financial proposal will be ranked according to the most economically advantageous bid based on a combined technical (St) and financial (Bid price) (Sf) scores.

The technical specification compliance will have a maximum score (St) of 80 while the bid price will have a maximum score of 20 (Sf).

The financial scores (Sf) of the other bids (F) shall be computed as follows:

$$\mathbf{Sf = 30\,\frac{Fm}{F}}$$

Total score S = St + Sf

e) The overall ranking will be computed as follows:

S/N	DESCRIPTION	WEIGHT
1	Technical Score	80
2	Financial Score	20
	Total Score	**100**

The bidder with the **Highest Combined Score** from the above formula shall be considered the winner.

2.21 **Evaluation of Tenders**

2.21.1 Kenya Rural Roads Authority will evaluate and compare the technical proposals, in accordance with the criteria set. Those proposals meeting the minimum score will proceed to the opening of the financial proposals.

2.22 Award Criteria

2.21.1 Kenya Rural Roads Authority will award the contract to the successful tenderer whose tender has been determined to have achieved the highest combined score, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.22 Contacting Kenya Rural Roads Authority

2.22.1 No tenderer shall contact Kenya Rural Roads Authority on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.22.2 Any effort by a tenderer to influence Kenya Rural Roads Authority in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender

2.23 Award of Contract

2.23.0 Post-qualification

Kenya Rural Roads Authority will determine to its satisfaction whether the tenderer that is selected as having submitted the highest combined score is qualified to perform the contract satisfactorily.

2.23.1 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, as well as such other information as Kenya Rural Roads Authority deems necessary and appropriate.

2.23.2 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event Kenya Rural Roads Authority will proceed to the next highest combined scorer to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.24 Kenya Rural Roads Authority's Right to Vary quantities

2.24.1 Kenya Rural Roads Authority reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

2.25 Kenya Rural Roads Authority Right to Accept or Reject Any or All Tenders

2.25.1 Kenya Rural Roads Authority reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for Kenya Rural Roads Authority's action.

2.26 Notification of Award

2.26.1 Prior to the expiration of the period of tender validity, Kenya Rural Roads Authority will notify the successful tenderer in writing that its tender has been accepted.

2.26.2 The notification of award will constitute the formation of the Contract.

2.27 Signing of Contract

2.27.1 At the same time as Kenya Rural Roads Authority notifies the successful tenderer that its tender has been accepted, Kenya Rural Roads Authority will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.27.2 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to Kenya Rural Roads Authority.

2.28 Confidentiality

2.28.1 Information relating to evaluation of proposal and recommendations concerning awards shall not be disclosed to the tenderers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract

2.29 Corrupt or Fraudulent Practices

2.29.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.29.2 KeRRA will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.29.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

SECTION III: GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

a) “The contract” means the agreement entered into between Kenya Rural Roads Authority and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.

c) “The services” means services to be provided by the vendor including materials and incidentals which the tenderer is required to provide to Kenya Rural Roads Authority under the Contract.

d) “The Procuring entity” means the organization sourcing for the services under this Contract.

e) “The vendor means the individual or firm providing the services under this Contract.

f) “GCC” means general conditions of contract contained in this section

g) “SCC” means the special conditions of contract

h) “Day” means calendar day

3.1 Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

3.2 Standards

The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements.

3.3 Patent Right’

3.3.1 The tenderer shall indemnify Kenya Rural Roads Authority against all third-party claims of infringement of patent, trademark, or industrial design tights arising from use of the services under the contract or any part thereof.

3.4 Performance Security

3.4.1 Within twenty fourteen (14) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Kenya Rural Roads Authority the performance security where applicable in the amount specified in Special Conditions of Contract.

3.4.2 The proceeds of the performance security shall be payable to Kenya Rural Roads Authority as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.4.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to Kenya Rural Roads Authority and shall be in the form of:

a) Cash.

b) A bank guarantee.

c) Such insurance guarantee approved by the Authority.

d) Letter of credit.

3.4.4 The performance security will be discharged by Kenya Rural Roads Authority and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.5 Inspections and Tests

3.5.1 **Kenya Rural Roads Authority or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. Kenya Rural Roads Authority shall notify the tenderer in writing,** in a timely manner, of the identity of any representatives retained for these purposes.

3.5.2 The inspections and tests may be conducted on the premises of the tenderer or its subvendor (s). If conducted on the premises of the tenderer or its subvendor (s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.5.3 Should any inspected or tested services fail to conform to the Specifications, Kenya Rural Roads Authority may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.5.4 Nothing in paragraph 4.6 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.6 Payment

3.6.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.7 Prices

3.7.1 Prices charged by the vendor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.8 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the Authority's prior written consent.

3.9 Termination for Default

3.9.1 Kenya Rural Roads Authority may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

a) If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

b) If the tenderer fails to perform any other obligation(s) under the Contract.

c) If the tenderer, in the judgment of Kenya Rural Roads Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

d) In the event Kenya Rural Roads Authority terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to Kenya Rural Roads Authority for any excess costs for such similar services.

3.10 Termination of insolvency

3.10.1 Kenya Rural Roads Authority may at the anytime terminate the contract by giving written notice to the vendor if the vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the vendor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.11 Termination for convenience

3.11.1 Kenya Rural Roads Authority by written notice sent to the vendor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for Kenya Rural Roads Authority convenience, the extent to which performance of the vendor of the contract is terminated and the date on which such termination becomes effective.

3.11.2 For the remaining part of the contract after termination Kenya Rural Roads Authority may elect to cancel the services and pay to the vendor on agreed amount for partially completed services.

3.12 Resolution of disputes

3.12.1 The Authority and the vendor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

3.12.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.13 Governing Language

3.13.1 The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.14 Force Majeure

3.14.1 The vendor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.15 Applicable Law.

3.15.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.16 Notices

3.16.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

3.16.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

4.1.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.1.2 Special conditions of contract with reference to the general conditions of contract.

4.1.3 **Implementation support:** The successful tenderer will be required to offer a 2 year post implementation support under warranty and training for the project to ensure that all the benefits associated with procuring the ERP pass to the client. Thereafter, the bidder will be offered a one (1) year renewable contract for post implementation support.

4.1.4 **Hardware requirements:** The successful tenderer shall give a clear indication as to the hardware requirements to the client while exercising due care.

SECTION V: TERMS OF REFERENCE

Kenya Rural Roads Authority (KeRRA) is a State Corporation established under the Kenya Roads Act 2007. The Authority's operations are spread across 47 Regions/Counties. The procurement and accounting functions for each of the regional offices is semi-autonomous with consolidated reporting at the head office. The Authority seeks to improve efficiency in her operations by overhauling the existing Enterprise Resource Planning (ERP) solution, key deliverable of the new ERP being to allow for coherent management (initiation, processing and reporting) of the Authority's transactions centrally (HQ)

The Authority is currently running the following systems at the head office which the new ERP system shall be required to integrate with for purposes of exchanging information:

1. Microsoft Dynamics Navision Human Resource Management System and Payroll which includes a self-service online portal.
2. PHP based Staff web portal currently supporting HR functions including Leave management, incident reporting, fleet management etc.
3. A Java and MySQL based API extending capabilities of Sage System (in-house development).
4. C-Sharp and Ms SQL based Road Management System.
5. An Email system based on the Zimbra Platform

5.2 Supply, Installation, Training and Commissioning ERP solution.

The Authority requests the services of an ERP vendor to implement and integrate with existing module (Human Resource), an ERP to support the following operational areas;

- (i) Finance/Accounting management
- (ii) Purchasing/Procurement and Inventory Management
- (iii) Asset Management
- (iv) Project Management

The purpose of this document is to set out the terms of reference for the implementation of the above modules and seeks to establish to the greatest possible extent complete clarity regarding the requirements for both parties to the agreement resulting from this request for proposal. The implementation will be done in phases based on the agreement between the Authority and the successful bidder.

5.2.1 Scope of Services for the ERP Solution

The scope of the services required for the ERP solution shall include:

1. Implementation of a financial management module as specified and supporting autonomous operating nature of our regional offices and at the same time allowing for real-time reporting of Authority wide transactions centrally (HQ). Database supporting the ERP shall be hosted centrally.

2. The finance module shall allow multi-warehousing.
3. Implementation and integration to the existing staff Web portal, user level processes/activities such as purchase requisition, Imprest requisition and surrender, store requisition, contract progress reporting etc .
4. Implementation of supply chain management module as specified complete with merchant management support through web APIs. Intended to support online binding (Quotations, RFPs etc).
5. Implementation of a project management module as specified.

5.2.2 Professional Services

Provisions of professional services are as follows:

1. Training of technical and end users
2. System documentation and Testing
3. Knowledge transfer to KeRRA staff
4. On-going support and maintenance of the ERP solution for a minimum period of 2 years period under warranty.

5.3 Technical Proposal Response Format

To facilitate the analysis of responses to this RFP, the Bidder is required to prepare their proposals in accordance with the instructions outlined in this section. Bidders must respond in full to all RFP sections and follow the RFP format (section numbering, etc.) in their response. Failure to follow these instructions may result in disqualification. For each question asked in the RFP, the proposer shall provide in their response, the question asked and their answer using the section numbering of the RFP.

Proposals shall be prepared to satisfy the requirements of the RFP. EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. All parts, pages, figures, and tables should be numbered and labelled clearly. The proposal should be organized as follows:

5.3.1 Executive Summary

This part of the response to the RFP should be limited to a brief narrative & not to exceed two (2) pages describing the proposed solution. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The executive summary should not include cost quotations.

5.3.2 Firms Experience

Bidders must provide the firms experience in providing services of a similar nature and size to at least 5 organizations and details of work under way or contracted. Attach the names, addresses and contact details of these organizations.

5.3.3 Proposed Implementation Plan

The Bidder is to provide an implementation plan in narrative format supported by an activity- level project plan that details how the proposed solution is to be implemented.

This implementation plan should include the following elements:

5.3.4 General Implementation Approach

Provide a general overview of the implementation approach you plan to use for the implementation of the different modules.

5.3.5 Hardware, Software and Storage Design and Installation Consulting

The Authority has an Ms Navision compliant hosting environment. In case proposing a different ERP the bidder is advised to provide details of the required hardware and related technologies capable of supporting the system.

5.3.6 Implementation and Training

Upon successful implementation, the Authority shall require the solution provider to provide training as specified below;

i. **End -User Training:** All end-user and technical training will be performed on-site through implementation and be performed by the Bidder. End user implementation training will be provided by the Bidder and include joint participation by the relevant KeRRA process owner team lead supporting the process area in the new software system. Technical Implementation training will include training for Authority's IT staff on the technologies required to support the new modules

ii. **Train the Trainer:** The Vendor will incorporate a "train the trainer" approach where only key KeRRA team leaders will be trained through implementation on the solution and then they will train the remainder of the Authority staff in their respective areas.

Technical implementation training will include training of 10 staff from ICT and Finance Department to support the system. The Bidder should provide an overall description of **both** training methods, including the general time frames in which both types of training will be conducted. The Bidder must list the nature, level, and amount of training to be provided for both options in each of the following areas:

- Technical training (e.g., programming, operations, etc.)
- User training

5.3.7 System Documentation, manuals and Testing

The successful bidder shall be required to provide user manuals (technical and End user) to the Authority as part of the initial training and on-going operational support. The Bidder should also describe their recommended approach to the following types of testing that are anticipated to be performed on the project and the type of assistance they anticipate providing to the Authority related to such testing:

- System testing
- Integration testing (in relation to the ERP modules)
- Stress/performance testing

- User acceptance testing (UAT)

5.3.8 Knowledge Transfer

The Bidder should describe their process for ensuring that a transfer of knowledge occurs back to the KeRRA staff such that staff are capable of supporting and maintaining the application in the most proficient manner once the implementation engagement is complete.

5.3.9 On-going Support Services

In this section, the bidder is required to specify the nature and conditions of any post-implementation support options including:

- Post-go live support that is included in the proposal response
- Onsite support (e.g. system tuning, application configuration, interface issues, report development, -network optimization, user training and tips to optimize the user experience)
- Telephone support, Help
- Desk services (If there is a service level agreement for your help desk, please provide a copy with your response to the tender)
- Toll-free support line
- Online knowledge base (i.e. – how it accesses, who updates it, etc.)

5.3.10 Key Personnel, Experience and Qualifications

The bidder shall be required propose suitable personnel plan capable of delivering the project within a period of one (1) year.

Core Development Team

The plan should include the activities and personnel timelines during the period.
Bidder will be expected to propose personnel planned for use in the project with expertise in the following areas;

- ERP Core Setup and Installation
- Financials – Finance Management, Procurement and Project Management functionalities.
- ERP Development
- Web Development specifically in PHP and MySQL

For each of the above area the proposed persons shall be required, at minimum, to have a degree in Computer Science or equivalent.

For each of the persons proposed provide references of an institution where they have deployed an ERP of similar scope. The reference contacts (email and Phone no should be provided).

5.3.10.1 Project Manager/Team Leader

Implementing team proposed shall have a team leader whose main duty will be to ensure that implementation of the system adheres to planned schedules and budgets;

The lead implementer shall have the following qualifications and experience;

- Bachelor's Degree in Computer Science, IT or related field
- Must be PMP Certified
- Must be Certified in the Proposed Technology
- CPA Certification will be an added advantage
- Prince 2 Certification will be an added advantage
- Must have more than 5 Years' Experience in Project Management
- At least 10 Years' Experience in execution of IT Solutions
- Good analytical, problem solving and facilitating skills with high sense of responsibilities and result orientation
- General understanding of the environment in which the system will be implemented

5.3.10.2 Developer

a) Senior Functional Consultant

Core Duty: Customization of the system to be aligned to KeRRA's procedures and Work Flows for the three areas highlighted in the scope (Finance, Procurement and Project Management)

- Must have a Bachelor's Degree in Computer Science, IT, Finance, or Economics
- Must have relevant Certifications in the proposed technology
- Must have good knowledge in the Proposed technology, Good analytical, problem solving and facilitating skills
- Over 5 Years experience in execution of IT solutions

b) Senior Technical Consultants (2 No)

Core Duty: Development of the Technical solutions per KeRRA's requirements.
The System Developer shall have the following qualifications and experience;

- Bachelor's Degree in Computer Science or related field
- Experience of a minimum of 3 years in Web Development specifically in PHP and MySQL
- Must have a Bachelor's Degree in IT, Computer Science or related field
- Must have relevant certifications in the proposed technology
- Must have good knowledge in the Proposed technology, Good analytical, problem solving and facilitating skills
- Atleast 5 Years experience in execution of IT solutions

5.3.10.3 Implementers (4 No.)

Core Duty: Requirement gathering, In-charge of all Training, Data Migration and Deployment. The Implementers must have a good understanding of Procurement, Finance and Project Management processes.

The Implementers shall have the following qualifications and experience;

- Must have a Bachelor's Degree in IT, Computer Science, Commerce or related field
- Certifications in Accounting will be an added advantage
- Must have relevant certifications in the proposed technology
- Must have good knowledge in the Proposed technology, Good analytical, problem solving and facilitating skills
- Atleast 3 Years' experience in execution of IT solutions

5.3.11 **License** ***and Maintenance Agreements***

Sample license and maintenance agreements must be provided in this part of the Bidder's response for all components of the recommended solution. ERP licences shall be perpetual and concurrent. The system shall provide for unlimited number of users allow a total of 150 concurrent users at any given moment in time. The bidder is required to give some notes on increasing the no. Of licences as and when needed.

SECTION VI: TECHNICAL SPECIFICATIONS

6.1Introduction to Requirements

This section specifies the minimum technical requirements as deduced from the major application package offerings.
Bidders are invited to quote against the minimum specifications given in the section below.
It is emphasized that proposals which exceed the minimum specifications will be evaluated and ranked higher than those which meet only the minimum specifications.

6.1.1 General Conditions

- All the software listed below must run on a network in a modern ICT environment
- All bidders must provide a comprehensive implementation plan
- All bidders must provide an elaborate service plan
- All shortlisted bidders must be able to demonstrate on the software

General Technical Requirements

I. Language Support: All information technologies must provide support for the national or business language(s) of the end-user(s*).*

II. DATES: All information technologies MUST properly display, calculate, and transmit date data, including, but not restricted to 21st-Century date data.

III. Electrical Power: All active (powered) equipment must operate on voltage range and frequency range, e.g, 50Hz +/- 2Hz All active equipment must include power plugs standard in Purchaser’s Country

IV. Safety: Unless otherwise specified, all equipment must operate at noise levels no greater than *55* decibels.

1.0 Software Requirements

No	Item	Description	Required
1	ERP Solution	Licenses Required	The licensing should be solution based rather than server based. The License provided shall cover deployment of the ERP solution in a virtualized environment where it shall rely on mirrored databases without copyright infringement. The solution licensing shall include licenses for an enterprise level relational database capable of being deployed in the virtualized environment without infringing on copyright. The licensing shall support extension of solution's capability via web with unlimited user access without infringement on copyright. The solution edition shall fully support Business Intelligence reporting including real time monitoring of defined KPIs. Solution The Solution license shall support extension of the system capabilities through a custom made web extensions accessible by all KeRRA staff (Currently KeRRA has over 700 staff). All licenses shall be required to be perpetual and concurrent The ERP solution shall be domiciled at KeRRA Datacentre. The Licenses must be the Most Current ERP Version
2	Server Operating System	Server Operating System	Server Operating System (Most Current Version) Required 1 No. Server Licenses
3	Two-year Support	Two -year Support for software and Licenses renewal	Two-year Support
4	ERP Software Implementation and Customization services	-	-

2.0 Hardware Specifications

The bidder shall include in the proposal a section for the optimal hardware requirements to utilize the proposed software. This will consist of but not limited to the optimal number and type of servers and how they are distributed, desktop requirements, Storage solution, etc.

Note: The Tender **Does Not include** hardware delivery

2.1 System Requirements

The client wishes to procure a comprehensive ERP business management solution that is Public Sector Inclined, Web based and Supports Workflow with enhanced Graphical User Interface for simplicity and ease of use.

An integrated adaptable and scalable ERP solution that fully supports enterprise wide Processes and functionality.

<u>Key Functional areas to be automated: (Key Modules)</u>

1. Financial Management
2. Supply Chain management (Procurement Services)
3. Inventory Management
4. Process Workflow and Alerts
5. Project Accounting
6. Business Intelligence BI, Analytics and Reporting
7. General Administration and IT Helpdesk
8. Axle load Permit Module*
9. Way-leave Permit Applications Module* – (Self Service Portal for KeRRA clients. e.g. Exemption Permit Online Application, Road Reserve Usage Online Application.)

* Custom Web based Modules for online permit application and processing.
The above module should integrate with the already existing Microsoft Navision

1. Human Resources Management Module
2. Payroll Services with web based Employee Self Service

2.2. ERP Key Features & Modules

The bidder shall be tasked to deliver a comprehensive ERP business management solution that is Public Sector Inclined, Web based and supports Workflow with enhanced Graphical User Interface for simplicity and ease of use.
An integrated adaptable and scalable ERP solution that fully supports enterprise wide Processes and functionality

Other Key Features

1. Intuitive graphical interface for a short learning curve
2. Network ready with multi-user password control
3. Web Based
4. Employee Self Service
5. Workflow and Alert Management
6. Integration Email and Other Existing Systems
7. Ability to export and Import data in various formats like Excel
8. Ability to support Single sign - on
9. Audit Trail and Security controls
10. Process Workflow, Alerts and embedded Document attachment

11. Business Intelligence BI, Analytics and Reporting

Below is a list of the desired key Modules and Features (not exhaustive):

2.2.1 Financial Management

- General Ledger and Chart of Accounts Setup
- Accounts Payables
- Payables Analysis
- Accounts Receivables
- Cash Receipt and Receivable Management
- Check Writing
- Tax Processing
- Expense Reporting
- Credit memos
- Financial Dimension with Multi-Dimensional hierarchy
- Multiple Sites / companies to support Regional Offices as Cost centers
- Intercompany (Inter Regional) functionality
- Bank and Cash Management
- Bank Reconciliation
- Foreign Currency Transactions – Multicurrency support
- Treasury Management and Treasury Reports
- Vendor Check Runs, ageing Analysis and Electronic Payments
- Budgeting Management
- Budgeting with Revisions and Approvals
- Commitments (Vote Book management) & Commitment Budgeting
- Dynamic planning, budgeting and forecasting
- Invoicing, Receipting and payment Vouchers management
- Imprest Management Modules (Imprest Issuance and Surrender)
- Petty Cash Management Modules (Petty Cash Issuance and
- Surrender)
- Expense Management, Business policies and Expense rules
- Imprest Management with web application
- Fixed Asset, Depreciation and Disposal
- Project Accounting
- Financial Reports and Analysis
- Workflow and Embedded Document Management and Journal
- Approvals
- Workflow for multi-level expense approvals
- Employee web portal for expense entry
- Ability to attach and view expense receipts and Invoices
- Integration with General Ledger and Accounts Payable
- Reports

2.2.2 Supply Chain Management (Procurement Services)
Requisitions and Purchase Management

- Vendor Management & Vendor Records
- Web based Purchase Requisitions
- Vendor Request for Quotations (RFQ) and Quotes
- Workflow for Requisition and Purchase Approvals
- Automated Purchase Orders

- Procurement Master Planning
- Vendor Managed Inventory
- Automated Vendor notifications
- Automated 3 way matching of Purchase Orders , Invoice and Goods Receipt Note
- Vendor Statistics and Performance Management
- E-Procurement web based interface and ability to generate e-procurement report
- Reports

2.2.3 Inventory Management

- Inventory Details Card
- Item Master configuration
- Item Dimensions including Serial Number, Tags and Location control
- Min Max and Requirements Management
- Commodity classifications
- Inventory Costing including LIFO, FIFO, Standard Costing,
- Bin and Location Management
- Web based Requisitions & issues
- Reports

2.2.4Fixed Assets

- Asset details
- Track Fixed Asset
- Multiple Depreciation methods
- Asset Disposal Register
- GL Integration
- Reports

2.2.5 Project Accounting

- Project Details Data entry and Management
- Project Budgeting and planning
- Project Budgeting tools for tracking project budgets and revisions
- Project Vote / Cost Control
- Tracking of Project Performance Bonds
- Project Progress analysis and Report
- Web Portal for Project Management and Project Data Entry
- Reports

2.2.8 Permit System Module

2.2.8.1 Axle Load Permit Applications and Wayleave Permit Approval

- Online Application Forms
- Vehicle details
- Document attachments
- Workflow and Approvals
- Axle load applications and Licenses Approval
- Way-Leave Permit Applications
- Self Service portal for KeRRA clients. e.g. Axle Load Exemption Permit Online Application, Road Reserve Usage Online Application.
- Axle Load and Wayleave Applications Payments
- Payments Integration with Finance Module
- Ability to support Mpesa Integration

- Reports

2.2.9 General Administration

- ERP Integration to other existing Systems
- Document management
- Work Activity Collaboration
- Records management (File and archive management)
- Legal Case register
- Directive issue Tracking
- Workflow/business information processing and management
- Reports

2.2.10 Audit Trails, Security, Archiving and backups

- Role Based Security Requirements
- Audit Trails and security level controls
- Data Archiving
- Automated backups and restore
- Replication and Availability
- Standard Reports and Custom reports

2.3 Service Specifications

2.3.1 System Integration:

The bidder shall be required to integrate client's system applications on premise. Further details have been captured on system requirements.

2.3.2 Training and Training Materials:

a) The bidder must submit a detailed training plan and training materials.

b) The trainings shall be conducted at the client's premise (Head office and respective regional offices). Each department, section and regional office shall be trained separately and individually for a minimum of 5 Hours divided into a minimum of two sessions. The training schedule shall commence only upon approval by the client's, Project Manager.

c) Trainings shall be conducted as follows:
   - End Users Level Training plan
   - Technical/ Administrative training plan (Technical skills transfer to IT Departments and Administrator Level
   - Key User / Super User training
   - Managerial users
   - any other relevant departments that might need technical skills transfer).

d) The bidder shall indicate the various types of training offered and its related costs

e) The bidder shall indicate the cost of training per unit cost or lot based

f) Note: Provision of user-level training for KeRRA staff at all 47 No. Regional Offices and at the Head Quarters.

g) The bidder shall indicate any other charges or rates applicable for training (if applicable)

2.4 Warranty:

i. Warranty period shall be for 2 years and shall start after the "SIGN OFF" of the project.

ii. Vendor shall support and troubleshoot issues without affecting the live system.

iii. Vendor shall provide support through on site visit, telephone, e-mail, support web site, WebEx, voice mail etc.

iv. All issues raised shall be classified into LOW, MEDIUM and CRITICAL and support and response shall be based on these factors.

v. LOW – 10 days, Medium – 5 days and CRITICAL –1 day.

vi. Vendor shall provide software upgrade and assist in hardware upgrade.

In case needed, vendor shall make an onsite visit to carry out the activity.

DETAILED TECHNICAL REQUIREMENTS

A. General Requirements

1.0 Operating Environment

- Web based & Menu Driven Navigation and Update Capabilities
- Reports, Custom Reporting and adhoc queries
- User Customizable
- Multi-user environment
- Integrated alert system – Allow for user definable event-driven or periodic alerts
- System Platform – the system will be operated on a Local Area Network with Windows XP/7/8 clients and a WINDOWS/ LINUX server

2.0 System Architecture of ERP

- Version: Latest ERP Version and release of Proposed ERP System and
- Database
- Support for a three tier architecture – Client, Application Server/Web Server, Database Server.
- Modular Architecture
- Scalable – should allow phased implementation of applications
- Open Data Architecture – Allow for export to / import from external data file format

3.0 Systems Interfaces

- Simple and Graphical User Interfaces – simple and user friendly Graphical User Interface
- User Aid – Allow users to access help messages without exiting the application screen and Embedded User Help manuals

4.0 Systems Security

- Ability to administer the application level, the database level, or other level
- Security and Audit – allow security rules to be specified for access to individual positions as well as organizational hierarchy. Multiple access responsibilities according to tasks users perform.

- Complete audit log of all changes
- Access Control
- Audit trail for changes to the account. Must include: username, timestamp, what used to be in the field, and what currently is in the field.
- Ability to create group user accounts and assign authorizations
- Auto login Time out
- Multi-user password control and Multi-Level Access rights Control
- Performance Monitoring: ability to give alerts, notification and dashboard of system performance and availability

5.0 Databases

- Latest Version / Release of Database compatible with proposed ERP
- ODBC Compliant Database RDBMS Database like MSSQL
- Ability to support real-time and Batch database update of transactions
- Replication, Backup and Archival.
- Separate database from the application system
- Ability to enforce data integrity and validation
- Genuine and licensed Database with required Cals

6.0 Integration

- Integrated Database
- Outlook Integration
- Integration to existing HRMS portal and Email system
- Ability to integrate with other systems modules

7.0 Reporting

- Reports should include queries, graphical templates and numerical reports.
- Default standard and customized reports with drill down capability
- The application must have a reports generator/ writer for creation of new report
- Application should include a query builder to facilitate the creation of user defined SOL Queries.
- Ability to export and Import data including reports in Excel, Pdf and other formats
- Provide different views, dashboard and levels of access for each user group

8.0 Access – Web, Client and Remote facilities

- Web enabled modules that clients can access within LAN and over the Internet via browsers
- Support, Web based, Client and Remote access facility
- Automatic Log-off for web based functionalities

9.0 Implementation

- Implementation process Project Charter. The vendor should describe the implementation process/methodology and project plan
- Data Migration and Conversion

- The client shall provide Data from current SQL based data formats and the existing systems for instance Sage Pastel during migration phase. The Bidder will Carry out necessary migration as agreed with client during system analysis and during system implementation process

- The system should be able to capture data currently on paper forms and documents as well as existing data in any other system like Sage Pastel

10.0 Training Plan and Technology / Knowledge transfer

- Training: End User Level, Key User, Super User/ Administrator Level and Managerial Overview level
- Training Materials – Provided both in soft and hard copies
- System Help Functionalities – Inbuilt System Help Manual

11.0 Documentation and Support

- Full Documentation of the system in both electronic and hardcopies
- Implementation and customization documentations
- Bidder must have a comprehensive support procedure
- The bidder must have qualified professional/systems engineers to offer functional and technical support
- Access to online support system

Warranty Service: Warranty will be for a period **of two 2 years after go-live**. Support during this period is expected to be on site. Support here being, software issues/bugs/support calls will be raised in formats to be defined as part of project mobilization

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DETAILED FUNCTIONAL MODULE REQUIREMENTS

2.0 Financial Management

2.1 General Functionality

- Verification before updating data
- Approval of transactions before posting
- Provides transaction reference to trace source documents
- Distributed data entry
- Multi-access to data fields
- Workflow, Authorization and Reporting
- Multiple Companies (Branches / supporting Regions as Cost Centers)
- Data Drill Down, referencing and Pop-ups
- Integration with other Modules
- Adding, Editing, Deleting and archiving of records
- Aging Analysis
- Ability to show Flags and Alerts for operations like Prepayments, Overpayments, and journal reversals
- support a customizable home page (dashboard) with user defined for analysis/reports /menus optional

2.2 Modular Functionality

- General Ledger and Chart of Accounts Setup
- Accounts Payables
- Accounts Receivables
- Financial Dimension with Multi-Dimensional hierarchy
- Multiple Companies (Branches / supporting Regions as Cost Centers)
- Intercompany functionality - Regions as Cost Centre functionality
- Bank Management and Setup
- Bank Reconciliation
- Vendor Check Runs and Electronic Payments
- Budgeting with Revisions and Approvals

- Budgeting module, Vote book management & Commitment Budgeting
- Dynamic financial Planning, budgeting and forecasting
- Workflow and Embedded Document Management and Journal Approval
- Imprest and Petty Cash Management Modules with web based access
- Finance / Expense Management
- Invoicing, Receipting and Petty Cash Management Modules
- Imprest Management with web application
- Invoicing, Receipting and payment Vouchers management
- Imprest Management Modules (Imprest Issuance and Surrender)
- Petty Cash Management Modules (Petty Cash Issuance and Surrender)
- Expense Management, Business policies and Expense
- Workflow for multi-level expense approvals
- Employee web portal for expense entry, application and surrender Ability to attach and view expense receipts
- Integration with General Ledger and Accounts Payable
- Imprest Management with web application
- Business Policies and Expense rules
- Workflow for multi-level expense approvals
- Employee web portal for expense entry
- Ability to attach and view expense receipts
- Reports & Custom reporting e.g. Trial Balance, Income /Expenditure, Balance sheet, Custom monthly /quarterly reports, Cash Flow, Payments, Budget reports, statutory ledger reports, Customers, Vendors and, Region Expenditure and allocation report, Fund accountability report among others.

2.3 Detailed Finance Management Requirements

2.3.1 General Ledger

- Ability to support segmented accounts with user defined lengths at the time of installation
- Ability to tag accounts as active or inactive

- Ability to prevent posting to inactive accounts
- Ability to summarize detail accounting information into multiple summary levels as needed
- Ability to distinguish transactions per department and cost centre
- Ability to force balanced transactions (restrict transactions from updating accounts unless there is an offsetting entry)
- Provide for automatic journal entries numbering and support for capturing of supporting/external document numbers such as cheque reference numbers and Comments
- Ability to approve journal entries in the system
- Ability to support reallocation of e.g. reallocation of expenses across cost centers based on user defined criteria
- Display running total of transactions (debits and credits) as they are entered
- Ability to support automated recurring journal entries based on user-defined schedules
- In relation to recurring journals, the ability to:

  a) Set up fixed amount standing journals several periods in advance;

  b) Set up standing journals whereby the user is prompted to enter the appropriate amount each month
- Ability to drill-down from ledger balances into supporting modules for transaction details
- Ability to query transaction history by account or any other relevant parameters
- Month, Quarter, and Year End Closing
- Provide access to multiple years of history with a minimum of 7 years of history
- Ability to delete archived data from the system after a specific period (minimum seven years). This should require authorization
- Ability to automatically generate accrual transactions at the end of the accounting period for e.g. for open purchase orders
- Reports
- Ability to provide transaction journals reports
- Cash Receipts Journal: Show all cash receipts by batch and by period
- Cash Disbursements Journal: Show all cash expenditures by batch and by period e.g. day
- Purchases Journal

- Ability to create custom reports at multiple levels (detail and summary).
- The system should have the capability to view general ledger accounts in a graphical format to compare

2.3.2 Accounts Payables

- Ability of Vote booking of LSO/LPO/Road Works Certificates/Approved Memos & Other Expenditure.
- Ability for LSO/LPO/Road Works Contract approval
- Ability for LSO/LPO/Road Works Contract reversed in the Vote Book.
- Ability for Invoice recorded in the Vote Book.
- Ability for Purchase daybook updated.
- Ability to post purchase day book in the general ledger.
- Ability for Credit Ledger Updating.
- Ability to prepare Payment Voucher and forward for Cheque writing.
- Ability for Creditors Ledger updating.
- Ability to carry prepaid and accrued expenses into a new year
- Allow generation of a payment voucher entry
- Ability to assign payment voucher numbers automatically
- Ability to distribute expenses to multiple accounts per line item
- Ability to approve invoices on the system
- Ability to approve payment vouchers on the system
- Ability to configure error and warning conditions during the posting validation process. E.g. ability to define that department and cost centre must be indicated before posting to an expense account

2.3.3 Payables Analysis

- Ability to age supplier balances
- Ability to report on days/months it took to settle supplier invoices
- Ability to mark an invoice/voucher as held with appropriate approval
- Ability to prevent duplicate invoice numbers per supplier
- Provide reviews/queries of open invoices: By supplier, invoice number, date and expense account
- Produce cash flow projections:

- Including only invoices released for payment or scheduled for payment
- Produce past due payables report
- Support partial payment of specified Invoices: Ability to select specific invoices for payment
- Ability to select specific suppliers for payment
- Ability to pay a designated percentage of the total due
- Ability to place supplier on hold (for payment purposes) with appropriate approval
- Ability to capture invoice date as well as a receipt date
- Ability to specify person/department responsible for authorizing each voucher

2.3.4 Cheque Writing

- Ability to support system printed cheques in accordance with duly approved vouchers.
- Ability to prevent duplicate cheque numbers for a payment account
- Ability of posting of cheques and direct debits in the payments cash book and general ledger.
- Ability to pay multiple invoices with one cheque
- Ability to a print remittance advice
- Ability to print digital signatures on checks
- Ability to specify thresholds/maximum amounts for which digital signatures are applicable
- Ability to support on-line check registers
- Ability to print check register before printing checks
- Ability to support on-line approvals for specific checks or check registers
- Ability to re-print checks. This should be restricted to specific personnel and an audit trail maintained of reprinted cheques
- Ability to void checks. This should be restricted to specific personnel and an audit trail maintained of reprinted cheques

2.3.5 Tax Processing (Must be based on current TAX regime)

- Ability to account for, analyze and report on input and output VAT
- A VAT analysis report should be available over a user defined period
- KERRA is a tax withholding agent and withholds VAT and tax on goods and services before submitting to KRA. The system should therefore have:

- Ability to compute withholding VAT and withholding tax and post them to relevant GL accounts
- Ability to classify customers/suppliers and services/products as VAT exempt or VAT chargeable.
- Ability to generate periodic report on withheld VAT showing details of tax withheld by supplier and invoice and total for the period
- Ability to generate periodic report on withheld tax showing details of tax withheld for each payment and total for the month.
- Ability to setup tax tables and update them when rates change
- Ability to generate withholding tax (VAT/WHIT) certificates from the system

2.3.6 Budgeting

- Ability to capture budgets by:
- Ability to issue instructions/guidelines to heads of departments and regional offices
- Month, quarter and year
- By GL account, department and cost centre etc.
- Ability to generate new budget based on prior year budget and apply a percentage increase or decrease
- Ability to prepare both expense budgets and revenue budget/forecasts
- Ability to retain historical budget data
- Ability to store multiple "proposed" budgets
- Allow automated conversion of "proposed" budget to actual budget
- Ability to support top down and bottom up budgeting
- Ability to reallocate budgets. This should require online approval.
- Ability to allow pre-determined allocating/apportionment of budgets to required departments. Top down budget allocation
- Ability to create balance sheet, profit & loss, cash flow and capital budgets
- Ability to monitor expenses against the budget per department per GL a/c
- Ability to control access to particular budgets
- Ability to provide a comprehensive audit trail of changes to a budget
- Ability to revise and approve a new budget

- Ability to synchronize budget with current GL structure and changes to cost centres and departments
- Ability to reallocate budget items with appropriate audit trail
- Ability to segregate working versions of budgets and forecasts from the approved version

2.3.7 Reporting Analysis

• Ability to generate budget vs. actual reports across multiple levels e.g. departmental, GL codes, cost centre, overall etc.

• Ability to factor commitments e.g. open purchase orders in carrying out analysis of budget against actual

• Ability to import/export budgets or budget information elements from/to spreadsheet

• Ability to print monthly departmental exception reports of actual amounts that exceed a user-defined budget variance

• Ability to create user-defined budget analysis reports

• Ability to compare current year actual/budget/forecast month and YTD, previous year actual/budget month & YTD at any level, department, GL code etc.

2.3.8 Expense Reporting

• Ability to support self-service expense requisition and submission by employees

• Ability to support expense policy definition and compliance – e.g. approval limits for expenses

• Ability to support per diem and mileage calculation

• Ability to upload expenses from excel worksheets

• Ability to capture expenses by individual persons

2.3.9 Reports

• Provide expense reports grouped by: Individual , Cost centers ,Expense Item of Department

• Ability to support expense reporting and analysis by vote

• Ability to consolidate individual expenses into departmental expense reports

2.3.10 Accounts Receivables

•Ability to enter and maintain different types of customer profiles

•Ability to import customer details from the KERRA Financial Management System

•Ability to search or look up customer based on any criteria stored in the customer record

•Allow entry and maintenance of primary contact name and contact information like telephone, fax, email etc..

•Allow entry and maintenance of comment fields per customer

•Age the receivables by Months if Less than 1 year and years for others

Indicate time (**days/months)** taken to receive the receivables

2.3.11 Cash Receipts/ Receivables Managements

- Ability to support different types of customer remittances for example check, EFT, Real time gross settlement (RTGS) payments etc.
- Ability to support multiple bank accounts. Bidder to specify no. of bank accounts the system can support
- Levies and penalties received from schemes and registration fees received from service providers will be receipted in the KERRA functional units system. The financial system should have the ability to import cash receipts from the supervision system and update the cash book and revenue accounts.
- Ability to support creation of suspense accounts for funds received without allocation details
- Ability to receive cash and cheques from debtors and others.
- Ability of Receipting of the cash, cheques and direct bank credits in the receipt book.
- Banking
- Posting of the receipts cash book into the general ledger.
- Ability to reports receivables outstanding by set days if outstanding for less than 1 year and years if more than an year

2.3.12 Standing Imprest

- Staff will make an imprest requisition and surrender on a self-service web portal.
- Staff Approval of the Requisition.
- Enter return date and surrender date
- Funds would be processed and dispatched to the staff.
- Funds recorded as amounts issued to the staff under the imprest register.
- Age the receivables by days
- Report on time taken (days) to surrender Staff surrenders expenditure receipts
- Preparation of reimbursement vouchers.
- Checking expenditure vouchers against imprest register.
- Analyzing the expense of the imprest surrender.
- Reconciliation
- Posting of the imprest surrender expenditures in the general ledger.

2.3.13 Invoices Billing

- Ability to Generate Invoices
- Ability to import information and automatically create invoices from the KeRRA Financial Management System for levies and penalties

2.3.14 Credit Memos

- Ability to import credit notes captured in the KERRA Financial Management System
- Ability to import data on refunds processed in the system. This should update the cash book and revenue accounts

2.3.15 Reports

- Produce Aged debtors listing reports
- Ability to provide Invoice reports based on different parameters for example, Customer, Date range etc.
- Ability to provide receipt reports based on different parameters for example, customer, date range

2.3.16 Fixed Assets

- Asset Maintenance
- Ability to create a fixed asset and capture fixed asset information (e.g. asset serial number, warranty period, Tag nos. etc.) at the point of purchase through a purchase order in the system
- Ability to maintain a fixed assets register
- Ability to create fixed asset categories for grouping fixed assets for reporting purposes e.g. Furniture, by department
- Ability to record comprehensive asset details including original cost, insured cost, asset description, asset type, location, serial numbers, barcodes etc.
- Ability to assign different life spans to assets and process accordingly
- Ability to register assets but not depreciate them
- Able to add, transfer, dispose, revalue, write off and re-life assets
- Ability to account for part disposals of assets
- Automatically calculating gains / losses on disposal of assets and creating the journal in the GL
- Maintain cost of improvements to existing assets as component of asset value
- Ability to report on life left on the asset
- Comprehensive search facility based on details captured on the assets
- Prompt for insurance cover on asset addition
- Prompt for renewal insurance cover on assets requiring insurance cover

- Automatic capture of fixed asset items into the GL account as assets and not expenses

2.3.17 Depreciation

- Ability to use flexible depreciation methods and change as required and to vary these over the asset life)
- Ability to support the following depreciation methods:
- Reducing balance
- Straight-line
- Sum of the years
- Ability to define depreciation/amortization method by asset
- Ability to calculate future depreciation based upon budgeted additions and disposals
- Ability to project depreciation charges for budgeting up to 5 years using existing depreciation rates.
- Ability to calculate allowable depreciation expense and compare with the actual depreciation expense
- Ability to calculate depreciation cost and post automatically to GL across multiple cost centres /departments
- Ability to effectively date an asset for commencement of depreciation.

2.3.18 Assets Disposals

- Ability to mark assets to be disposed on the system
- Ability to provide for at least three levels of approval for items being disposed
- Support for various statuses for the items to be disposed. E.g. items marked for disposal, items approved for disposal, assets valued for disposal, and items disposed off.
- Ability to hold the net book value of the asset (computed from depreciation process) as well as capture valuation amount (where a valuation is carried out prior to disposal and the reserve price (where a reserve price is set prior to disposal)
- Ability to store quotations received for the items to be disposed off.
- Ability to keep track of the final amount paid for a disposed off item
- Ability to split both new and existing assets and allow partial disposals
- Support asset cycle count facility (prompting the counting and reconciliation of certain classes of assets).
- Ability to transfer assets with history of the asset to other departments, etc.

2.3.19 Reporting/Analysis

- Ability to aid in making decisions about capital requirements in future based upon life of existing assets. (e.g. Motor Vehicles etc..), assess lease vs. buy, carry out 'what if', scenarios etc.., and assist in decision making of Retain vs. replace, (i.e. based on value of vehicles etc.)
- Print asset details showing cost, salvage value, accumulated & current depreciation, and book value
- Provide a report of all disposed off items showing the reserve price, valued amount, disposal amount and variances. Allow filtering and sorting by date, asset class, amounts etc.

2.3.20 Bank and Cash Management

- Ability to print bank deposit slips automatically
- Ability to support automated bank reconciliation (i.e. ability to accept from our bankers an electronic file of transactions passed through our bank account and then to match that off against our own records, highlighting un presented payments, etc..) for all bank accounts
- Ability to support manual bank reconciliation
- Ability to flag large value discrepancies from the reconciliation process for management attention
- Generate bank reconciliation report (as per provided format)
- Ability to support EFT payments to vendors by providing an automated interface to the EFT system
- Ability to process and record manual payments
- Ability to set up payment tolerance levels and reason codes for writing off payment differences.
- Ability to support at least two levels of approval for withdrawal of cash, maintain petty cash and support accounting for petty cash
- Ability to define petty cash limits in the system. The system should not allow petty cash accounts to exceed defined petty cash limits
- Ability to prevent issue of new advances until prior advances have been accounted for

2.3.21 Foreign Currency Transactions

- The system should have full multi-currency functionality
- Ability to setup periodic foreign currency rates in the system. All foreign currency transactions will be converted to local currency at rates held on the system
- Ability to override system rates and enter transaction specific rates. This should be restricted to authorized individuals and an audit trail should be retained

- For each foreign transaction the currency code, currency amount and base currency amount should be retained on the system
- Ability to provide a facility to revalue foreign currency balances and generate appropriate postings to an unrealized currency gains/losses account
- On transaction enquiries the system should display the foreign currency value, base currency at historical rate and base currency at current rates

2.3.22 Treasury Management

- Ability to capture and retain a register of treasury investments such as call deposits
- Ability to capture the principal and interest components
- Ability to support approval process for treasury investments with at least two levels of approval
- Ability to keep track of investments made and expected returns as well as handling reinvestments
- Ability to prompt on the maturity dates

2.3.23 Treasury Reports

- Ability to provide detailed reports on:
- Cash receipts
- Reconciling differences
- Daily reconciled cashbook position
- Reconciled items and un-reconciled items
- Mismatched items

2.3.24 Project Accounting

- Project Creation Features and functions to support detailed contract management and its sub-unit levels
- A new project type may be created by creating a new task sequence and assigning a cost code structure
- A project can be created from a default table containing different project templates, which in turn contain definitions and separate coding structures
- An existing project structure may be duplicated with no data being transferred Permits multiple phase project definitions ,Support for multiyear projects
- Tracks a contract change order from identification, where it is reported as pending; to formal approval, when it is included in the contract and automatically transferred to commitment
- Project and code structure Features and functions

- Contract reporting is separate from the coding structure and supports rollups by contract of all the related project activities
- Defines summary accounts in a multilevel hierarchy, including features associated with posting accounts
- Free-form notes or text comments can be posted at any level of the structure, with optional notes history, notes notification, and notes display at summary details
- Permit user definition of the sizes of each segment
- Provide an option to budget or commit project expenditures by periods
- Provide cut, copy, and paste of coding structure elements between projects
- Provide for user definition of project or cost code segments
- Use the project and cost coding structures for selection required in reporting
- User-defined number of actual, commitment, budget, and statistical accounts for each level of the account structure
- User-defined sub-project coding can be applied at any level of the regular cost coding structure to provide a unique breakdown of costs, with optional inclusion or exclusion in project reports
- Uses date sensitivity in a structure, such as particular roll-up of tasks, which will take effect within a certain period of time
- Cost Coding Structure creation and Maintenance Features and functions
- Cost codes may be added to the structure without affecting existing projects
- Cost codes to general ledger account conversion is maintained in an online table
- A cost code may not be deleted if there are any values for that code in existing projects
- When deleting a cost code the system either automatically deletes all references to the code from other parts of the system, or disallows the deletion
- Retains statistical accounts in a manner that allows the statistical amount to be defined as either a balance forward account or as a balance only account
- Uses the same accounting calendars as the general ledger
- Transaction Processing Features and functions
- A running total shows the total debits and credits as they are being entered
- An accounting date or effective date, indicating which cost ledger accounting period is to be posted
- Automatic creation of general ledger transactions with appropriate debit or credit offsets

- Distribution to unlimited project and cost codes accounts
- E-mail and workflow routing and tracking of un posted transactions and related images for approval
- Posting of budget, commitment, or statistical data to any open or future period
- Posting of financial transactions to open periods
- Provide for recording and tracking of contingent liabilities by project
- Provide for recording and tracking of preliminary notices by project and contract
- Support a posting interface which permits simultaneous updates of the general and cost ledgers when financial transactions are posted to either ledger
- The system should be able to track a transaction either as income or expense to particular projects
- Line item Features and functions
- A transaction description field of at least sixty characters in the summary or header
- Transaction number, transaction type, and general reference fields by line
- A line item description initially taken from the sixty-character description field in the journal header and optionally overridden by operator
- A source or subsidiary accounting system reference field
- Reporting format and tools Features and functions
- Actuals, Authorized funds, Commitments, Current budget
- Estimate-to-complete and Original budget
- Pending commitments (change orders in process)
- Permits inter-project comparisons at the user-defined level of detail
- Prior budget
- Provides an online query tool or direct link to query tool, and real-time spreadsheet interface (specifies spreadsheets, i.e. Excel)
- Retentions
- Supports reporting of posted transactions, un-posted transactions, or both
- Uses the cost coding structure to allow online drill-downs from summary to detail; drills-through to source transactions and related documents and images, including estimates and supporting detail, contracts and change orders (actual and pending commitments), and invoices (actuals)
- Ability to generate ad-hoc reports base on users needs
- The system should be able to provide seamless integration with other systems/modules

- Reports to be able to filter those items specifically related to the project the organization is controlling.

3.0 Supply Chain Management / Procurement services Requisitions and Purchase Management

- Vendor Management and vendor records
- Web based Purchase Requisitions
- Vendor RFQ and Quotes
- Workflow for Requisition and Purchase Approvals
- Automated Purchase Orders
- Procurement Planning
- Vendor Managed Inventory
- Automated Vendor notifications
- Automated 3 way matching of Local Purchase Orders LPO, Invoice and Goods Receipt Note
- Vendor Statistics and Performance Management
- E-Procurement web based module interface
- Generation of e-procurement reports and other custom procurement report

3.1 Inventory Management

- Item Master configuration with Attributes and SKUs
- Item Dimensions including Lot Number, Batch, Asset Tag Id no, Serial Number and Location control
- Min Max and Requirements Management
- Commodity classifications
- Inventory Costing including LIFO, FIFO, Standard Costing,
- Bin and Location Management
- Web based Requisitions & issues

4.0 Project Management, Performance Management and Project Accounting

- Projects and Vote Management
- Invoicing Management
- Project & Vote Budgeting
- Time and Expense Tracking to Projects
- Track project due dates and progress with ease
- Time Sheet

- Performance management and Reporting
- Web Portal for Project Management and Project Data Entry
- Projects costs and payments Management

5.0 Fixed Assets Management

- Track Fixed Asset
- Multiple Depreciation methods
- GL Integration
- Asset details
- Reports

6.0 Reporting and Business Intelligence

- Custom Reports
- Database SQL Reporting Services enabled
- Development and Integration with other corporate Applications Support for Business Intelligence reporting of all modules data and ability to define adhoc views and reports
- Ability to support analysis of financial reports using graphs and charts

- Ability to define key performance indicators and monitor them through the reporting and analysis tool.
- Ability to support analysis of financial reports using graphs and charts
- Ability to perform 'what if' analysis based on data in the system
- Provide a user friendly ad-hoc reporting and analysis tool to assist users in generating reports based on data in the system.
- Ability to define key performance indicators and monitor them through the reporting and analysis tool. Examples include performance on levy collection, actual expenditure vs. budget, ratio of recurrent to development expenditure, rate of cost reduction
- Ability to preview reports before printing
- Ability to use multiple querying capabilities to feed the results of one query into another and roll them up into a single report

7.0 Audit Trails, Security and Controls

- Ability to maintain detailed and summary transaction history by account with audit trail
- Ability to secure data and reporting information to appropriate individuals associated with specific departments, roles or functions
- Ability to log reversals or corrections without allowing complete deletion

- Ability to query audit trails by transaction, by user, by account or GL code for both transactions and standing data
- Allow definition of roles with different system permissions which can be assigned to user accounts to ensure segregation of duties including segregation between transaction creator and approver roles
- Allow user access to be controlled at numerous levels e.g. menu level, screens level, transaction level and field level

8.0 Integration, Archiving and backups

- Data Archiving
- Ability to support Replication and automated scheduled backups
- System Integration
- Integration with Corporate Emails for workflow and ability to support other systems
- ERP Integration to EDMS
- Work Activity Collaboration
- Records management (File and archive management)
- Workflow/business information processing and management
- Reports

6.1.2 Technical Responsiveness Checklist

Bidders shall use the following options to indicate the "**DEGREE OF SUPPORT OF COMPLIANCE**" their solution provides for each of items listed in this section:
1. **FS -** (Fully Supported) the application fully supports the requirement without any modifications.
2. **PS** - (Partially Supported) the application supports the requirement with use of a workaround.
3. **CR** (Customization required) the application will be customized to meet the requirement(s).
4. **NS** - (Not Supported) the system is not capable of supporting the requirement and cannot be modified to accommodate the requirement.

Please fill in the COMPLIANCE column as appropriate to indicate one of the responses listed above for each item.

6.2Finance and Accounting

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
1	Provide an interface that allows cash receipts captured in all regions to be automatically reflected on the GL and cash book on a real time basis.	Mandatory	
2	Allow authorized users to post transactions to the current, future and previous periods throughout the system, with the appropriate approval and audit trails	Mandatory	
3	Provide workflow capabilities for authorizations on transaction processing, journals, asset transfers, exception reports, etc.	Mandatory	
4	Provide a common chart of accounts across the departments but allow flexibility in definition of account codes to allow reporting at departmental level	Mandatory	
5	Provide flexible mechanisms for allocation of organizational costs to specified cost centres.	Mandatory	
6	Ability to flag prepayments to show periods they relate to (and system creates required entries)	Mandatory	
7	Ability to support a customizable home page (dashboard) with user defined “favourites” for analysis/reports /menus optional	Mandatory	
8	Ability to edit existing journals	Mandatory	
9	Ability to support reversal of journal entries	Mandatory	
10	Ability to compare invoices relating to a specific period (based on invoice date and date processed) with the related accrual that were made previously to try and gauge the accuracy of accrual processes.	Mandatory	
11	Ability to flag as "matched off" certain G/L transactions (e.g. in a clearing account) with automatic reconciliation, and be able to alternately include or exclude “matched" items in subsequent reporting	Mandatory	
12	Facility of an extended narrative to describe what should / should not get posted to particular G/L accounts	Mandatory	
13	Ability to "Attach" scanned supporting documents to entries	Mandatory	
14	Ability to drill down from GL entries into supporting documentation/transactions (may be multi-level drill down) to see original entry	Mandatory	
15	Allow nominated GL accounts to be only updated by subsidiary ledger transactions and blocked	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
	from journal entries.		
16	When making queries, ability to filter and sort transaction entries on every field, and to filter based on multiple criteria	Mandatory	
17	Provide a flexible and customizable user interface	Mandatory	
18	Provide a robust and fault tolerance error management functionality that ensures data integrity and prevents incomplete entries or corrupt data e.g. if there is a power failure in the middle of processing a transaction	Mandatory	
19	Allow seamless integration with MS Office applications specifically MS Word and MS Excel as well as outlook	Mandatory	
20	Allow to define transaction default values	Mandatory	
FINANCIAL REPORTING			
Provide the following reports:			
21	Trial Balance	Mandatory	
22	Income Expenditure statement/ Profit & Loss statement	Mandatory	
23	Balance Sheet (Statement of Financial Position)	Mandatory	
24	Cash Flow Statement	Mandatory	
25	Quarterly reports to treasury- Should provide variance and comparison in current period expenditure and income with prior periods. Treasury provides standard template forms for these reports	Mandatory	
26	Monthly Management Report- This should be a financial report for each votes in the ledger for the purpose of budget monitoring	Mandatory	
27	Ability to generate Budget report	Mandatory	
28	Ability to compare financial reports such as Income and expenditure and Balance sheet against budget, across periods e.g. month, year to date, previous three cumulative years, and provide variances	Mandatory	
29	Ability to export reports to MS Excel	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
30	Ability to generate management accounts and statutory accounts reports from the ledger. Allow for Tax computation and analysis	Mandatory	
31	Automatic re-categorization of accounts for balance sheet reporting purposes, depending whether the balance is debit or credit.	Mandatory	
32	Fund accountability statement: Ability to generate fund accountability statement pre funding source per period. And compare last year to this year	Mandatory	
33	Allow for creation of customized reports to serve various requirements	Mandatory	
Business Analytics			
34	Support for business intelligence	Mandatory	
35	Ability to perform 'what if' analysis based on data in the system	Mandatory	
36	Provide a user friendly ad-hoc reporting and analysis tool to assist users in generating reports based on data in the system.	Mandatory	
37	Ability to define key performance indicators and monitor them through the reporting and analysis tool. Examples include performance on levy collection, actual expenditure vs. budget, ratio of recurrent to development expenditure, rate of cost reduction	Mandatory	
38	Ability to preview reports before printing	Mandatory	
39	Ability to use multiple querying capabilities to feed the results of one query into another and roll them up into a single report	Mandatory	
40	Ability to reprint documents(Invoices, Credit memos, receipts)	Mandatory	
41	Ability to support analysis of financial reports using graphs and charts	Mandatory	
42	Ability to generate report on accounting ratios	Mandatory	
43	Ability to support business intelligent reporting in inventory, payables and receivables including graphical presentation	Mandatory	
SECURITY AND CONTROLS			
44	Allow user access to be controlled at numerous levels e.g. menu level, screens level, transaction level and field level	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
45	Ability to maintain detailed and summary transaction history by account with audit trail showing who, when and why	Mandatory	
46	Ability to log reversals or corrections without allowing complete deletion	Mandatory	
47	Ability to query audit trails by transaction, by user, by account or GL code etc. for both transactions and standing data	Mandatory	
48	Allow definition of roles with different system permissions which can be assigned to user accounts to ensure segregation of duties including segregation between transaction creator and approver roles	Mandatory	
49	Ability to secure financial and reporting information to appropriate individuals associated with specific departments, roles or functions	Mandatory	
GENERAL LEDGER			
Chart of Accounts			
50	Maintain alphanumeric account code	Mandatory	
51	Ability to support segmented accounts with user defined lengths at the time of setup	Mandatory	
52	Ability to support segmented Entry Selection (Global level, Local Account Level, Cost centre/Branch, project Code)	Mandatory	
53	Ability to define the chart of accounts in such a manner that account balances can be tracked by following dimensions: a. Department/Cost Center b. Sub department/cost center c. Main GL accounts/ sub-ledgers d. Projects e. Location f. Profit Center	Mandatory	
54	Ability to setup different analysis codes one level below the GL account code combination without increasing the size of chart of accounts	Mandatory	
55	Ability to group the accounts by different types (user defined) e.g. assets, current assets, etc.	Mandatory	
56	Ability to flag account for deletion	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
57	Ability to tag accounts as active or inactive	Mandatory	
58	Ability for users to define account mask. (E.g. numeric, alpha, alphanumeric etc.)	Mandatory	
59	Ability to restrict access to specific accounts as per pre-defined rules	Mandatory	
60	Ability to summarize detail accounting information into multiple summary levels as needed	Mandatory	
61	Ability to quick search on chart of accounts at transaction entry	Mandatory	
62	Ability to show budget allocation / balance at entry of transaction	Mandatory	
63	Ability to Flag transaction entry if the budget is exhausted	Mandatory	
64	Ability to create logs of user activity	Mandatory	
65	Ability to retain log of deleted transactions / journals	Mandatory	
66	Ability to retain data integrity between sub-ledgers and the general ledger even in cases of system shut-down	Mandatory	
67	Ability to generate alerts in cases where data integrity is compromised	Mandatory	
68	Ability to import / export data in various formats e.g. Excel, PDF, RTF, CSV, TXT	Mandatory	
69	Ability to drill down transactions from the GL	Mandatory	
70	Ability to display fields that fully describes the transactions	Mandatory	
71	Ability to print GL in a specified period	Mandatory	
Transaction Processing			
72	Ability to pass journal	Mandatory	
73	Ability to approve journal entries in the system	Mandatory	
74	Ability to enter comments with journal entries	Mandatory	
75	Ability to support automated recurring journal entries based on user-defined schedules	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
76	Ability to provide for automatic journal entries numbering and support for capturing of supporting/external document numbers such as cheque reference numbers. It should be possible to make transaction queries based on the automatic system numbers and the external document numbers	Mandatory	
77	Ability to prevent posting to inactive accounts	Mandatory	
78	Ability to force balanced transactions (restrict transactions from updating accounts unless there is an offsetting entry)	Mandatory	
79	Ability to support reallocation of e.g. reallocation of expenses across cost centres based on user defined criteria	Mandatory	
80	Display running total of transactions (debits and credits) as they are entered	Mandatory	
81	In relation to recurring journals, the ability to: a) Set up fixed amount standing journals several periods in advance; b) Set up standing journals whereby the user is prompted to enter the appropriate amount each month	Mandatory	
82	Ability to drill-down from ledger balances into supporting modules for transaction details	Mandatory	
83	Ability to query transaction history by account or any other relevant parameters	Mandatory	
Month, Quarter, and Year End Closing			
84	Generate period closing reports that ensures consistency check with the sub-ledgers	Mandatory	
85	Have separate period closing capability by sub ledgers	Mandatory	
86	Selectively close or open periods for posting (with adequate security)	Mandatory	
87	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.	Mandatory	
88	Generate closing exception reports	Optional	
Reports			
89	Ability to print cost centres report with budget allocations, variance analysis in absolute and percentage	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
90	Generate transaction detail report for a single account or for a range of account by: a. Period to date b. Year to Date c. Project to date (Project to date reports will help analysing expenses for a project expenses are spread for more than a financial accounting year) e. Summarized f. Detailed	Mandatory	
ACCOUNTS RECEIVABLE			
Customer/Credit Management			
91	Ability to enter and maintain different types of customer profiles	Mandatory	
92	Ability to import customer details from the Excel	Mandatory	
93	Ability to search or look up customer based on any criteria stored in the customer record	Mandatory	
94	Allow entry and maintenance of primary contact name and contact information like telephone, fax, email etc..	Mandatory	
95	Ability to show Active or Inactive Customers	Mandatory	
96	Ability to set Credit Limit for Customer	Mandatory	
97	Ability to notify if Customer Invoice Aging Limit has been reached	Mandatory	
98	Ability to support customer Authorisation	Mandatory	
99	Ability to set customer Defaults(Payment method, Tax, Default Territory, Default Sales Person, Posting Account)	Mandatory	
100	Ability to write dunning messages/comments	Mandatory	
101	Ability for automatic numbering of receipts	Mandatory	
102	Ability to print statements(Print hard copy , soft copy and forwarding to email)	Mandatory	
103	Allow entry and maintenance of comment fields per customer	Mandatory	
Cash Receipts/Receivables Management			
104	Ability to create a Receipt if paying Cash/cheque/EFT/Mobile	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
105	Ability to create Invoice if not paying immediately	Mandatory	
106	Ability to link payments to invoice	Mandatory	
107	Ability to deposit payments to an invoice/ receipt to an account	Mandatory	
108	Ability to request for Approval for unmatched payments (Payment not matched to invoice)	Mandatory	
109	Ability to generate deposit vouchers	Mandatory	
110	Ability to support different types of customer remittances for example cash, cheque, EFT ,Real time gross settlement (RTGS) payments etc.	Mandatory	
111	Ability of Receipting of the cash, cheques and direct bank credits in the receipt book.	Mandatory	
112	Ability to receive cash and cheques from debtors and others.	Mandatory	
113	Ability to integrate with Online Banking	Mandatory	
114	Ability to edit receipts before posting	Mandatory	
115	Ability to settle receipts to invoices	Mandatory	
116	Posting of the receipts cash book into the general ledger.	Mandatory	
117	Facility to monitor accounts receivable total against budget	Mandatory	
118	Ability to raise after the fact invoices(Invoices that do not involve movement of stocks)	Mandatory	
119	Ability to raise credit Memo's	Mandatory	
120	Ability to support multiple bank accounts. Bidder to specify no. of bank accounts the system can support	Mandatory	
121	Staff standing Imprest	Mandatory	
122	Ability to support Staff imprest requisition.	Mandatory	
123	Ability to support imprest requisition approval	Mandatory	
124	Ability to support imprest payment processing	Mandatory	
125	Ability to support Funds recorded as amounts issued to the staff under the imprest register.	Mandatory	
126	Ability to support Staff imprest accounting using expenditure receipts	Mandatory	
127	Ability to support Preparation of reimbursement	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
	vouchers.		
128	Ability to support Checking expenditure vouchers against imprest register.	Mandatory	
129	Ability to support analysis of expense of the imprest surrender.	Mandatory	
130	Ability to support posting of the imprest surrender expenditures into the general ledger.	Mandatory	
Reports			
131	Debtors statements	Mandatory	
132	AR reconciliation report	Mandatory	
133	Credit memo report	Mandatory	
134	Produce Aged debtors listing reports	Mandatory	
135	Ability to provide Invoice reports based on different parameters for example, Customer, Date range etc.	Mandatory	
136	Ability to provide receipt reports based on different parameters for example, customer, date range	Mandatory	
ACCOUNTS PAYABLE			
Invoice Processing			
137	Ability to maintain vendors master data	Mandatory	
138	Ability to Pay bills to vendors	Mandatory	
139	Ability to set recurring bills	Mandatory	
140	Ability to Set reminder for when a bill is due	Mandatory	
141	Ability to show/track unpaid bills	Mandatory	
142	Ability to Pay from an account	Mandatory	
143	Allow generation of a payment voucher entry	Mandatory	
144	Ability to prepare Payment Voucher and forward for Cheque writing.	Mandatory	
145	Ability to assign payment voucher numbers automatically	Mandatory	
146	Ability to approve invoices on the system	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
147	Ability to approve payment vouchers on the system	Mandatory	
148	Accept different payments	Mandatory	
149	Ability to write cheques	Mandatory	
150	Ability for Creditors Ledger updating.	Mandatory	
151	Ability to carry prepaid and accrued expenses into a new year	Mandatory	
152	Ability to distribute expenses to multiple accounts per line item	Mandatory	
153	Ability to configure error and warning conditions during the posting validation process. E.g. ability to define that department and cost centre must be indicated before posting to an expense account	Mandatory	
154	Ability to generate alerts on approved documents	Mandatory	
Payables Analysis			
155	Ability to age supplier balances	Mandatory	
156	Ability to mark an invoice/voucher as held with appropriate approval	Mandatory	
157	Ability to prevent duplicate invoice numbers per supplier	Mandatory	
158	Ability to raise debit memo	Mandatory	
159	ability to settle payments	Mandatory	
160	Provide reviews/queries of open invoices:	Mandatory	
161	a. By supplier	Mandatory	
162	b. By invoice number	Mandatory	
163	c. By due date	Optional	
164	d. By expense account	Mandatory	
Produce cash flow projections:			
165	a. By invoice due date:	Mandatory	
166	b. Including all obligations, regardless of status	Mandatory	
167	c. Including only invoices released for payment	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
168	d. Including only invoices scheduled for payment	Mandatory	
169	e. By user-defined time periods	Mandatory	
170	Ability to show how much you owe	Mandatory	
171	Produce past due payables report	Mandatory	
172	Ability to project annual cash flows	Mandatory	
173	Ability to merge and report actual / historical cash flow utilization and future cash flow projections	Mandatory	
174	Ability to merge bank / cash accounts with respect to cash flows	Mandatory	
175	Ability to generate cash flows in different currencies	Optional	
Support partial payment of specified Invoices:			
176	a. Ability to select specific invoices for payment	Mandatory	
177	b. Ability to select specific suppliers for payment	Mandatory	
178	c. Ability to pay a designated percentage of the total due	Mandatory	
179	Ability to place supplier on hold (for payment purposes) with appropriate approval	Mandatory	
180	Ability to capture invoice date as well as a receipt date	Mandatory	
181	Ability to specify person/department responsible for authorizing each voucher	Mandatory	
Cheque Writing			
182	Ability to support system printed cheques in accordance with duly approved vouchers.	Mandatory	
183	Ability to prevent duplicate cheque numbers for a payment account	Mandatory	
184	Ability of posting of cheques and direct debits in the payments cash book and general ledger.	Mandatory	
185	Ability to pay multiple invoices with one cheque	Mandatory	
186	Ability to a print remittance advice	Mandatory	
187	Ability to print digital signatures on checks	Mandatory	
188	Ability to specify thresholds/maximum amounts for which digital signatures are applicable	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
189	Ability to support on-line check registers	Mandatory	
190	Ability to print check register before printing checks	Mandatory	
191	Ability to support on-line approvals for specific checks or check registers	Mandatory	
192	Ability to re-print checks. This should be restricted to specific personnel and an audit trail maintained of reprinted cheques	Optional	
193	Ability to void checks. This should be restricted to specific personnel and an audit trail maintained of reprinted cheques	Mandatory	
Tax processing			
194	***KeRRA is a tax withholding agent and withholds VAT and tax on goods and services before submitting to KRA. The system should therefore have:***	Optional	
195	a. Ability to compute withholding VAT and withholding tax and post them to relevant GL accounts	Mandatory	
196	b. Ability to classify customers/suppliers and services/products as VAT exempt or VAT chargeable.	Mandatory	
197	c. Ability to generate periodic report on withheld VAT showing details of tax withheld by supplier and invoice and total for the period	Mandatory	
198	d. Ability to generate periodic report on withheld tax showing details of tax withheld for each payment and total for the month.	Mandatory	
199	e. Ability to setup tax tables and update them when rates change	Mandatory	
200	f. Ability to generate withholding tax certificates from the system	Mandatory	
BUDGETING			
Budget creation			
201	***Ability to capture budgets by:***		
202	Month, quarter and year	Mandatory	
203	By GL account, department and cost centre etc.	Mandatory	
204	Ability to generate new budget based on prior year budget and apply a percentage increase or decrease	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
205	Ability to prepare both expense budgets and revenue budget/forecasts	Mandatory	
206	Ability to retain historical budget data	Mandatory	
207	Ability to store multiple "proposed" budgets	Mandatory	
208	Allow automated conversion of "proposed" budget to actual budget	Mandatory	
209	Ability to support top down and bottom up budgeting	Mandatory	
210	Ability to reallocate budgets. This should require online approval.	Mandatory	
211	Ability to allow pre-determined allocating/apportionment of budgets to required departments. Top down budget allocation	Mandatory	
212	Ability to create balance sheet, profit & loss, cash flow and capital budgets	Mandatory	
213	Ability to monitor expenses against the budget per department per GL a/c	Mandatory	
214	Ability to control access to particular budgets	Mandatory	
215	Ability to provide a comprehensive audit trail of changes to a budget	Mandatory	
216	Ability to revise and approve a new budget	Mandatory	
217	Ability to synchronize budget with current GL structure and changes to cost centres and departments	Mandatory	
218	Ability to reallocate budget items with appropriate audit trail	Mandatory	
219	Ability to segregate working versions of budgets and forecasts from the approved version	Mandatory	
Reporting/Analysis			
220	Ability to generate budget vs. actual reports across multiple levels e.g. departmental, GL codes, cost centre, overall etc.	Mandatory	
221	Ability to factor commitments e.g. open purchase orders in carrying out analysis of budget against actual	Mandatory	
222	Ability to import/export budgets or budget information elements from/to spreadsheet	Mandatory	
223	Ability to print monthly departmental exception reports of actual amounts that exceed a user-defined budget variance	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
224	Ability to create user-defined budget analysis reports	Optional	
225	Ability to compare current year actual/budget/forecast month and YTD, previous year actual/budget month & YTD at any level, department, GL code.	Mandatory	
Expense reporting			
226	Ability to support self-service expense requisition and submission by employees	Mandatory	
227	Ability to support expense policy definition and compliance – e.g. approval limits for expenses	Mandatory	
228	Ability to support per diem and mileage calculation	Mandatory	
229	Ability to upload expenses from excel worksheets	Mandatory	
230	Ability to capture expenses by individual persons	Optional	
Reports			
231	*Provide expense reports grouped by:*	Mandatory	
232	a. Individual	Mandatory	
233	b. Cost centres	Mandatory	
234	c. Expense Item	Mandatory	
235	d. Department	Mandatory	
236	Ability to support expense reporting and analysis by vote	Mandatory	
237	Ability to consolidate individual expenses into departmental expense reports	Mandatory	
FIXED ASSETS			
Asset Maintenance			

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
238	Ability to create a fixed asset and capture the following fixed asset information : a. Asset description b. Asset serial number c. Asset bar code e. Location f. Asset main category g. Asset sub category h. Department/Cost Centre i. Custodian j. Purchase date k. Depreciation start date l. Service start date m. Vendor n. PO reference o. Invoice reference p. Warranty period, e.g. start and end dates q. Original cost r. Salvage value s. Useful life in month/years t. Depreciation method	Mandatory	
239	Ability to maintain a fixed assets register	Mandatory	
240	Ability to assign different life spans to assets and process accordingly	Mandatory	
241	Able to add, transfer, dispose, revalue, write off and re-life assets	Mandatory	
242	Ability to account for part disposals of assets	Mandatory	
243	Ability to support automatically calculate gains / losses on disposal of assets and creating the journal in the GL	Mandatory	
244	Maintain cost of improvements to existing assets as component of asset value	Mandatory	
245	Ability to report on life left on the asset	Mandatory	
246	Comprehensive search facility based on details captured on the assets	Mandatory	
247	Prompt for insurance cover on asset addition	Mandatory	
248	Prompt for renewal insurance cover on assets requiring insurance cover	Optional	
245	Automatic capture of fixed asset items into the GL account as assets and not expenses	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
Asset Acquisition			
246	Ability to support various methods of asset acquisition	Mandatory	
247	Ability to capture work/construction in progress (WIP/CIP) assets and later on convert them as normal assets and start depreciating	Mandatory	
248	Add WIP/CIP expenditures to an existing CIP assets through the accounts payable system	Optional	
249	The asset system should be allowed to be marked as physical inventory tracking asset and should generate physical inventory reports	Mandatory	
Depreciation			
250	Ability to use flexible depreciation methods and change as required and to vary these over the asset life	Mandatory	
251	Ability to support the following depreciation methods:	Mandatory	
252	a. Reducing balance	Mandatory	
253	b. Straight-line	Mandatory	
254	c. User defined method of depreciation	Mandatory	
255	Ability to calculate depreciation based on groups of assets: a. By dept b. By cost center c. By Category	Mandatory	
256	Ability to recalculate depreciation on asset: a. Based on a change in value b. Based on a change in depreciation schedule c. Based on a change in asset life	Mandatory	
257	Ability to capitalize assets	Mandatory	
258	Ability to perform "un-planned" depreciation	Optional	
259	Ability to process and post transactions: a. Depreciation expenses b. Cost Adjustments, if any	Mandatory	
Asset Transfer			

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
260	Ability to Transfer assets between: a. Divisions/Departments/Cost Centers b. Locations c. Custodians d. Projects	Mandatory	
261	Ability to transfer all or part of an asset	Optional	
262	Ability to transfer groups of assets	Mandatory	
Asset retirement			
263	Ability to retire assets via different methods: a. Fully retire b. Partially retire c. Retire by units	Optional	
264	Ability to reinstate retired assets	Optional	
Other requirements			
265	Ability to split both new and existing assets and allow partial disposals	Mandatory	
266	Support asset cycle count facility (prompting the counting and reconciliation of certain classes of assets).	Optional	
267	Ability to transfer assets with history of the asset to other departments, etc.	Mandatory	
Reporting/Analysis			
268	Ability to generate fixed assets register by: a. Department/Section b. Location c. Gain and Loss on asset sales d. Custodian e. Cost Center wise	Mandatory	
269	Generate asset depreciation register (detail and summary)	Mandatory	
270	Report on fixed asset transactions history (i.e., fixed asset movements)	Mandatory	
271	Generate unposted depreciation calculation report before transferring them to GL but after running depreciation in the assets module	Mandatory	
272	Asset cost report	Mandatory	
273	Asset report by major and minor category	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
274	Ability to generate the following Asset activity reports: a. Asset transfer b. Asset Disposals c. Asset retirement in the form of sale, scrap, write off etc. d. Asset Acquisition	Mandatory	
275	Ability to generate automatic reconciliation report for GL and depreciation register	Mandatory	
276	Ability to generate Retirement Register by month / asset number: by department a. by location/region b. by account c. by account segment d. by retirement type	Optional	
CASH MANAGEMENT			
Banking and Cash Management			
277	Ability to support the following Bank Master details: a. Bank Country code b. Bank Code and name c. Branch code and name	Mandatory	
278	Ability to support maintenance of bank accounts for the business	Mandatory	
279	List/show all undeposited payments	Mandatory	
280	Deposit payments to bank accounts	Mandatory	
281	Ability to specify which bank account the money goes to	Mandatory	
282	Ability to print deposit slips or summary of deposit records	Optional	
283	Ability to define petty cash limits in the system. The system should not allow petty cash accounts to exceed defined petty cash limits	Mandatory	
Cash book processing			
284	Ability to process receipts	Mandatory	
285	Ability to process sundry cashbook payments	Mandatory	
286	Ability to process cashbook journals	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
287	Ability to process and record manual payments	Mandatory	
288	Ability to set up payment tolerance levels and reason codes for writing off payment differences.	Mandatory	
289	Ability to support at least two levels of approval for withdrawal of cash.	Mandatory	
290	Maintain petty cash and support accounting for petty cash	Mandatory	
291	Ability to process manual bank transactions	Mandatory	
292	Support inter bank transfers	Mandatory	
Reconciliation Processing			
293	Ability to Carry out/ run cashbook/bank reconciliation procedure	Mandatory	
294	Ability to support automatic Cashbook/Bank reconciliation	Mandatory	
295	Ability to support EFT payments to vendors by providing an automated interface to the EFT system	Mandatory	
Foreign Currency			
296	The system should have full multi-currency functionality	Optional	
297	Ability to setup periodic foreign currency rates in the system. All foreign currency transactions will be converted to local currency at rates held on the system	Optional	
298	Ability to override system rates and enter transaction specific rates. This should be restricted to authorized individuals and an audit trail should be retained	Optional	
299	For each foreign transaction the currency code, currency amount and base currency amount should be retained on the system	Optional	
300	Ability to provide a facility to revalue foreign currency balances and generate appropriate postings to an unrealized currency gains/losses account	Optional	
301	On transaction enquiries the system should display the foreign currency value, base currency at historical rate and base currency at current rates	Optional	
302	Ability to define forex rates for future periods in multiple currencies	Optional	
303	Ability to change forex rates for future periods	Optional	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
304	Ability to generate journal for exchange loss / gain based on the actual forex rates	Optional	
Reports			
305	Ability to provide detailed reports on: a. Reconciling differences b. Daily reconciled cashbook position c. Reconciled items and un-reconciled items d. Mismatched items	Mandatory	
306	Ability to generate cashbook detailed report - receipts, payments and adjustments	Mandatory	
307	Generate bank reconciliation report	Mandatory	
308	Ability to print outstanding transactions reports	Mandatory	
309	Ability to import bank statements	Mandatory	
PROJECT ACCOUNTING			
310	Project Creation Features and functions to support detailed contract management and its sub-unit levels		
311	A new project type may be created by creating a new task sequence and assigning a cost code structure	Mandatory	
312	A project can be created from a default table containing different project templates, which in turn contain definitions and separate coding structures	Mandatory	
313	An existing project structure may be duplicated with no data being transferred	Mandatory	
314	Permits multiple phase project definitions	Mandatory	
315	Support for multiyear projects	Mandatory	
316	Tracks a contract change order from identification, where it is reported as pending; to formal approval, when it is included in the contract and automatically transferred to commitment	Mandatory	
Project and code structure Features and functions			
317	Provide an option to budget or commit project expenditures by periods	Mandatory	
318	Provide cut, copy, and paste of coding structure elements between projects	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
319	Provide for user definition of project or cost code segments	Mandatory	
320	Use the project and cost coding structures for selection required in reporting	Mandatory	
321	User-defined number of actual, commitment, budget, and statistical accounts for each level of the account structure	Mandatory	
322	User-defined sub-project coding can be applied at any level of the regular cost coding structure to provide a unique breakdown of costs, with optional inclusion or exclusion in project reports	Mandatory	
323	Uses date sensitivity in a structure, such as particular roll-up of tasks, which will take effect within a certain period of time	Mandatory	
Cost Coding Structure creation and Maintenance Features and functions			
324	Cost codes may be added to the structure without affecting existing projects	Mandatory	
325	Cost codes to general ledger account conversion is maintained in an online table	Mandatory	
326	A cost code may not be deleted if there are any values for that code in existing projects	Mandatory	
327	When deleting a cost code the system either automatically deletes all references to the code from other parts of the system, or disallows the deletion	Mandatory	
328	Retains statistical accounts in a manner that allows the statistical amount to be defined as either a balance forward account or as a balance only account	Mandatory	
329	Uses the same accounting calendars as the general ledger	Mandatory	
Transaction Processing Features and functions			
330	A running total shows the total debits and credits as they are being entered	Mandatory	
331	An accounting date or effective date, indicating which cost ledger accounting period is to be posted	Mandatory	
332	Automatic creation of general ledger transactions with appropriate debit or credit offsets	Mandatory	
333	Distribution to unlimited project and cost codes accounts	Mandatory	
334	E-mail and workflow routing and tracking of un posted transactions and related images for approval	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
335	Posting of budget, commitment, or statistical data to any open or future period	Mandatory	
336	Posting of financial transactions to open periods	Mandatory	
337	Provide for recording and tracking of contingent liabilities by project	Mandatory	
338	Provide for recording and tracking of preliminary notices by project and contract	Mandatory	
339	Support a posting interface which permits simultaneous updates of the general and cost ledgers when financial transactions are posted to either ledger	Mandatory	
340	The system should be able to track a transaction either as income or expense to particular projects	Mandatory	
Line item Features and functions			
341	A transaction description field of at least sixty characters in the summary or header	Mandatory	
342	Transaction number, transaction type, and general reference fields by line	Mandatory	
343	A line item description initially taken from the sixty character description field in the journal header and optionally overridden by operator	Mandatory	
344	A source or subsidiary accounting system reference field	Mandatory	
Reporting format and tools Features and functions			
345	Actuals vs budget	Mandatory	
346	Authorized funds	Mandatory	
347	Commitments	Mandatory	
348	Current budget	Mandatory	
349	Estimate-to-complete	Mandatory	
350	Original budget	Mandatory	
351	Pending commitments (change orders in process)	Mandatory	
352	Permits inter-project comparisons at the user-defined level of detail	Mandatory	
353	Prior budget	Mandatory	

No	Finance and Accounting	Priority	Compliance (FS, PS, CR, NS)
354	Provides an online query tool or direct link to query tool, and real-time spreadsheet interface (specifies spreadsheets, i.e. Excel)	Mandatory	
355	Retentions	Mandatory	
356	Supports reporting of posted transactions, un-posted transactions, or both	Mandatory	
357	Uses the cost coding structure to allow online drill-downs from summary to detail; drills-through to source transactions and related documents and images, including estimates and supporting detail, contracts and change orders (actual and pending commitments), and invoices (actuals)	Mandatory	
358	Ability to generate ad-hoc reports base on users needs	Mandatory	
359	The system should be able to provide seamless integration with other systems/modules	Mandatory	
360	Reports to be able to filter those items specifically related to the project the organization is controlling.	Mandatory	

6.3 Budgeting module specs

No.	Budget creation	Priority	Compliance (FS, PS, CR, NS)
	Ability to capture budgets by:		
361	Month, quarter and year	Mandatory	
362	By GL account, department and cost centre etc.	Mandatory	
363	Ability to generate new budget based on prior year budget and apply a percentage increase or decrease	Mandatory	
364	Ability to roll over budget over multiple periods	Mandatory	
365	Ability to prepare both expense budgets and revenue budget/forecasts	Mandatory	
366	Ability to retain historical budget data	Mandatory	
367	Ability to store multiple "proposed" budgets	Mandatory	
368	Allow automated conversion of "proposed" budget to actual budget	Mandatory	
369	Ability to support top down and bottom up budgeting	Mandatory	
370	Ability to reallocate budgets. This should require online approval.	Mandatory	
371	Ability to allow pre-determined allocating/apportionment of budgets to required departments. Top down budget allocation	Mandatory	
372	Ability to create balance sheet, profit & loss, cash flow and capital budgets	Mandatory	
373	Ability to monitor expenses against the budget per department per GL a/c	Mandatory	
374	Ability to control access to particular budgets	Mandatory	
375	Ability to provide a comprehensive audit trail of changes to a budget	Mandatory	
376	Ability to revise and approve a new budget	Mandatory	
377	Ability to synchronize budget with current GL structure and changes to cost centres and departments	Mandatory	
378	Ability to reallocate budget items with appropriate audit trail	Mandatory	
379	Ability to segregate working versions of budgets and forecasts from the approved version	Mandatory	

No.	Budget creation	Priority	Compliance (FS, PS, CR, NS)
	Reporting/Analysis		
380	Ability to generate budget vs. actual reports across multiple levels e.g. departmental, GL codes, cost centre, overall etc.	Mandatory	
381	Ability to factor commitments e.g. open purchase orders in carrying out analysis of budget against actual	Mandatory	
382	Ability to import/export budgets or budget information elements from/to spreadsheet	Mandatory	
383	Ability to print monthly departmental exception reports of actual amounts that exceed a user-defined budget variance	Mandatory	
384	Ability to create user-defined budget analysis reports	Optional	
385	Ability to compare current year actual/budget/forecast month and YTD, previous year actual/budget month & YTD at any level, department, GL code.	Mandatory	
	Expense reporting		
386	Ability to support self-service expense requisition and submission by employees	Mandatory	
387	Ability to support expense policy definition and compliance – e.g. approval limits for expenses	Mandatory	
388	Ability to support per diem and mileage calculation	Mandatory	
389	Ability to upload expenses from excel worksheets	Mandatory	
390	Ability to capture expenses by individual persons	Mandatory	
	Reports	Mandatory	
	Provide expense reports grouped by:		
391	a. Individual	Mandatory	
392	b. Cost centres	Mandatory	
393	c. Expense Item	Mandatory	
394	d. Department	Mandatory	
395	Ability to support expense reporting and analysis by vote	Mandatory	
396	Ability to consolidate individual expenses into departmental expense reports	Mandatory	

No	INVENTORY/STORES MANAGEMENT	Priority	Compliance (FS, PS, CR, NS)
	Inventory Maintenance		
397	Ability to create an inventory item and capture the following information: a.Inventory description b.Inventory code c.Inventory bar code e. Location f.Inventory main category g.Inventory sub category h. Custodian j. Purchase date k. GRN No. l. Re-order Level m. Vendor n. PO reference o. Invoice reference p. Expiry dates q. Price	Mandatory	
398	Ability to maintain a Inventories register	Mandatory	
399	Stock Cards Management	Mandatory	
400	Comprehensive search facility based on details captured on the Inventories	Mandatory	
401	Automatic capture of Inventory items into the GL account as Inventories and not expenses	Mandatory	
402	Inventory Acquisition		
403	Issuance		
Inventory Transfer			
404	Ability to Transfer Inventory between: a. Sections/Departments/Cost Centers b. Locations c. Custodians d. Projects	Mandatory	
Asset retirement			

No	INVENTORY/STORES MANAGEMENT	Priority	Compliance (FS, PS, CR, NS)
Other requirements			
405	Ability to split both new and existing Inventories and allow partial transfer	Mandatory	
406	Support Inventory cycle count facility (prompting the counting and reconciliation of certain classes of Inventories).	Mandatory	
Reporting/Analysis			
407	Ability to generate Inventories register by: a. Department/Section b. Location C. Cost Center wise	Mandatory	
408	Report on Inventory transactions history (i.e., Inventory movements)	Mandatory	

6.5 Procurement system

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
409	Ability to distribute costs to multiple G/L accounts based on a pre-set percentage split.	Mandatory	
410	The ability to allocate costs to a particular department	Mandatory	
411	Ability to handle expense and capital purchases	Mandatory	
412	For all forms of the LPO, apply corporate formats, logos and stylised designs; manage designs so that individuals do not adjust corporate standards. Provide a facility for printing to a Mandatory quality that does not require pre-printed stationary	Mandatory	
413	Ability to archive LPOs, without deleting them	Mandatory	
414	Ability to view information relating to enquiries, quotations, purchase orders and delivery progress with easy access and user-friendly	Mandatory	
415	Ability to capture terms and conditions and print them with LPOs	Mandatory	
416	Ability to maintain detailed audit trails on all transactions	Mandatory	
417	Ability to integrate with an Short Messaging System	Optional	
SUPPLIER MAINTENANCE			
418	Ability to maintain the following information per vendor: a. Vendor code b. Vendor name c. Multiple Contact Name d. Multiple Vendor address e. Multiple Postal address f. E-mail address g. Phone number (multiple) h. Fax number i. Default payment / credit term j. Default currency k. Multiple Vendor bank account number l. Default delivery options m. Product Description/category	Mandatory	
419	Ability to classify vendors e.g. Overseas and local vendors, preference and reservations	Mandatory	
420	Ability to maintain the supplier register/list	Mandatory	

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
421	Ability to flag a supplier as active, inactive or blacklisted	Mandatory	
422	Ability to provide enquiry access to users with necessary authorisation and for Prequalification: ability to dispatch e-mail communication to vendors on areas where they qualify.	Mandatory	
423	Ability to facilitate for one-off (cash, miscellaneous) supplier accounts subject to approval/authorisation levels	Mandatory	
424	Ability to attach text to a supplier account for historical information or any other purpose	Mandatory	
425	Ability to support prequalification of suppliers. The system should enable capturing of a prequalification criteria checklist and indicate which for each bidder whether they have met the criteria e.g. criteria includes years of experience, compliance to KRA requirements etc.	Optional	
426	Ability to allow suppliers/contractors to capture their data via an online form for prequalification	Optional	
427	Ability to restrict raising of LPOs for certain items to only pre-qualified suppliers/contractors	Mandatory	
428	Ability to blacklist selected suppliers. This should be restricted to authorised personnel and an audit trail retained	Mandatory	
429	Ability to track annual review of suppliers/contractors with contracts	Mandatory	
430	Ability to rate suppliers performance against all aspects of agreements such as delivery times, quality of goods and services, availability of product, pricing, support	Mandatory	
431	Ability to maintain detailed audit trails on changes to the supplier/contractor master data	Mandatory	
432	Provide system generated supplier/contractor numbers	Mandatory	
433	Ability to support multiple payment methods per supplier/contractor	Mandatory	
434	Allow for multiple creditor control accounts in the GL based on supplier/contractor categories	Mandatory	

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
435	Ability to support quick supplier review with: a. Outstanding balance b. Last payment date c. Last payment amount d. Invoices paid e. Last purchase date f. Last purchase amount g. Year-to-date purchases h. Purchases in previous years i. Year-to-date purchases	Mandatory	
436	Analyse expense accounts by suppliers/contractors	Mandatory	
437	Ability to support vendor specific payment terms	Mandatory	
Reporting			
438	List of prequalified suppliers/contractors	Mandatory	
439	Report on supplier/contractors balances	Mandatory	
440	Provide a consolidated report on expenditure per supplier	Mandatory	
PROCUREMENT PLAN			
441	Ability to capture departmental procurement needs in the system against the budget	Mandatory	
442	Provide for the approval of departmental procurement needs by the Head of Department.	Mandatory	
443	Ability to consolidate the approved procurement needs into the annual procurement plan.	Mandatory	
444	Provide for approval of the organization procurement plan.	Mandatory	
445	Ability to change the procurement plan with approval.	Mandatory	
446	Ability to track and store different versions of the Procurement Plan (only latest version should be active)		
447	Ability to check if the item being procured is in the procurement plan at the point of raising a purchase requisition or purchase order	Mandatory	
Procurement Plan Reporting			
448	Provide a report on all items procured	Mandatory	
449	Ability to track and report on compliance of purchases to the procurement plan	Mandatory	

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
450	Provide a report on items procured but not in the procurement plan	Mandatory	
451	Ability to retrieve purchase orders or tender documents related to a requisition	Mandatory	
PURCHASE REQUISITION MANAGEMENT			
452	Provide approval of store requisition by Head Of Department of respective users		
453	Ability for users to create purchase requisitions for items and services not in store	Mandatory	
454	Provide approval of purchase requisition by Head Of Department of respective users		
455	Ability to default cost centres and departments on the requisitions based on the user creating it	Mandatory	
456	Ability to consolidate multiple purchase requisition from different departments	Mandatory	
457	Ability to follow different requisition approval processes depending on the value of goods, through different approval routes	Mandatory	
458	Ability to monitor the status of purchase requisition raised	Mandatory	
459	Ability to attach documents (e.g. Word, excel, pdf e.t.c.) with the header and lines of purchasing documents (PR, RFQ, Quotes and PO).	Mandatory	
460	Ability to raise Purchase Requisition against a project	Mandatory	
461	Ability to raise Purchase Requisition for service contract with vendors	Mandatory	
462	Ability to allow requisition based on the budget balance	Mandatory	
463	Ability to create purchase orders from data imported from approved purchase requisitions	Mandatory	
QUOTATION MANAGEMENT			
464	Ability to prepare Request for Quotation against a purchase requisition	Mandatory	
465	Ability to electronically send the request for quotation and link it to multiple suppliers	Mandatory	
466	Ability for suppliers to submit the quotes electronically /online	Mandatory	
467	Ability to have an expiry date for the Quote	Mandatory	
468	Ability to secure submitted quotes by encryption until the time and date of opening		
469	Ability to copy vendor's quotation into PO either as a whole or selected lines	Mandatory	

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
470	Ability to rank and report submitted quotations	Mandatory	
PURCHASE ORDER MANAGEMENT			
471	Ability to generate a purchase order against a quotation	Mandatory	
472	Ability to create multiple purchase orders against a single quotation/requisition	Mandatory	
473	Ability to create purchase order for goods and services	Mandatory	
474	Ability to give alerts on approved order requisitions	Mandatory	
475	Ability to generate pending orders and give alerts	Mandatory	
476	Ability to give expiry period to an order and gives alert to the user who requested	Mandatory	
477	Ability to maintain records of the cancelled/expired orders	Mandatory	
478	Ability to set lead time, minimum reorder levels and prompt for reordering and maximum stock level	Mandatory	
479	Ability to link the order to supporting documents e.g. quotations	Mandatory	
480	Ability to forward approved purchase orders to the supplier on email	Mandatory	
481	Ability to track PO/SO's by vendor, service provider, department, order date, requested delivery date and order number	Mandatory	
482	Ability to cancel an order on approval	Mandatory	
483	Ability to view available inventory at PO/SO entry	Mandatory	
484	Ability to scan and attached relevant documents to the PO/SO	Mandatory	
485	Ability to define PO/SO line types (i.e., service, goods, fixed assets)	Mandatory	
486	Ability to route order authorisation based on the set thresholds	Mandatory	
487	Ability to create an order using a previous open or closed order as a template	Mandatory	
488	Facility for adding text notes to purchase order (as total) or to individual line items e.g., delivery information, etc.	Mandatory	
489	Facilities to consolidate orders for suppliers	Mandatory	
490	Flexibility to effect price on purchase order according to terms agreed to with supplier i.e. price effective if within a certain period or price effective	Mandatory	

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
	if a certain quantity is purchased		
491	Ability to modify purchase order with appropriate authorisation. The same approval process as creating a new purchase order has to be followed	Mandatory	
492	Ability to provide alerts of unfulfilled orders and orders about to lapse	Mandatory	
493	Ability to define Local Purchase Order, Local Service Order and Overseas Purchase Orders in the system	Mandatory	
494	Ability to record purchase order acknowledgement from vendor	Mandatory	
495	System should automatically generate an alert if acknowledgement is not received within specified duration from PO issue date	Mandatory	
496	Ability to enter price, payment terms, special discounts, delivery instructions, delivery schedule e.t.c. in purchase order/release	Mandatory	
497	Ability to set receiving tolerance limits in purchase order	Mandatory	
498	System should allow reprint of PO with 'copy, amendment no., reprint' marked on the print out	Mandatory	
499	Ability to search for orders on a number of criteria e.g. Order Number, Supplier, Product, Product category, expected delivery date, etc.	Mandatory	
GOODS RECEIVED (GR)			
500	Ability to receive un-ordered receipts or substitute items with proper authorization	Optional	
501	Ability to match goods received note to Purchase Order	Mandatory	
502	Support for multiple and partial receipts against the same purchase order or service order	Mandatory	
503	Ability to generate goods receipt note with facility to amend/reprint as necessary	Mandatory	
504	Ability to attach scanned documents to support the Goods Received Note eg. the inspection report	Optional	
505	Ability to process good returns e.g. if rejected by inspection committee	Mandatory	
INVOICE VERIFICATION			
506	Ability to Match quantity on an invoice to a Goods receipt and Purchase Order	Mandatory	
507	Ability to Match Value on an invoice to a Goods receipt and Purchase Order	Mandatory	
508	Report on stock issues per department or user	Mandatory	

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
REPORTING			
509	Ability to query/report on all LPOs status	Mandatory	
510	Able to reports on purchasing history of items showing changes to pricing for a user defined periods e.g. last year, 1st quarter, last 5 years	Mandatory	
511	Ability to generate report showing order quantity against quantity received	Mandatory	
512	Ability to report unfulfilled orders (by date period e.g. due next month) and issue to supplier for them to update order status.	Mandatory	
513	Provide a report of all requisitions for a specific period	Mandatory	
514	Ability to query/report on all requisition status	Mandatory	
515	Ability to generate award letter	Mandatory	
ASSET DISPOSAL MANAGEMENT			
516	Manage all asset disposal related data including dates, rates and attachable documents.	Mandatory	
517	Allow for the management of important dates in the asset disposal plan (deadlines, stages and conditions).	Mandatory	
518	Create individual reports for presenting data on asset disposal	Mandatory	
519	The system must enable various departments to develop their disposal plans for the year whose view can be broken down to enable viewing as per various periods e.g. month-on-month, week-on-week, etc.	Mandatory	
520	Consolidation of disposal plans of various departments into a single disposal plan and vice versa	Mandatory	
521	Ability to print both a summarised and a detailed view of the disposal plan	Mandatory	
522	Have a workflow for disposal plan preparation and approval	Mandatory	
523	Enable the attachment of documentation to disposal plans submitted by departments and avail the same during consolidated viewing	Mandatory	
524	The system must be able to address the requirement of updating the disposal plan on a periodic basis by having an inbuilt workflow for updating the disposal plan	Mandatory	

No	GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)
525	Ability to track disposal requisitions against the disposal plan at departmental level and company-wide level	Mandatory	
526	The system should be able to allow categorization of disposal plan requests	Mandatory	
527	The system should be able to set alerts with respect to initiation of disposal plans preparation	Mandatory	
528	The system should have a functionality that allows one to generate a number of different standard reports, including:	Mandatory	
529	Current asset tagging listing	Mandatory	
530	List of fixed asset transferred between locations or custodian during the period	Mandatory	
531	List of newly added fixed asset	Mandatory	
532	Assets disposed during the period indicating the reserve disposal price, actual disposal price, and variance	Mandatory	
533	Assets earmarked for disposal listing	Mandatory	
534	All these reports can have their layout changed and have fields included / excluded depending on the users' needs.	Mandatory	
535	The system must be able to perform fixed assets registration. The registration should be from the procurement/AP process.	Mandatory	
536	The system must be able to capture all relevant asset accounting details	Mandatory	

6.6 Project Management System

	Requirements	Priority	Compliance (FS, PS, CR, NS)
537	Ability to have user-defined project/program types (construction, operation and maintenance, private, general, e.t.c.)	Mandatory	
538	Ability to have user-defined setup of repositories of templates (standard contract clauses or regulations, terms and conditions, statement of work, milestones, e.t.c.)	Mandatory	
	Ability to have user defined standard contractual terms:		
540	a. Criteria	Mandatory	
541	b. Quantities	Mandatory	
542	c. Prices	Mandatory	
543	d. Important Dates	Mandatory	
544	e. Milestones	Mandatory	
	f. Drawings	Optional	
546	Ability to have user defined multiple project management lifecycles with project statuses (planned, ongoing, completed, stalled, maintenance/defects liability period)	Mandatory	
547	Ability to have user defined project calendars	Mandatory	
	PROJECT MASTER		
548	Ability to define projects against a contract with the following details	Mandatory	
549	a. Project Code	Mandatory	
550	b. Project Type/ Classification	Mandatory	
551	c. Contract No.	Mandatory	
552	d. Site(s)/ Location(s)	Mandatory	
553	e. Award Date	Mandatory	
554	f. Start Date	Mandatory	

	Requirements	Priority	Compliance (FS, PS, CR, NS)
555	g. Initial Completion Date	Mandatory	
556	Revised Completion Date	Mandatory	
557	Initial Contract Sum	Mandatory	
558	Revised Contract Sum	Mandatory	
559	Insurance Details specific to the Project	Mandatory	
560	i. Sub-contractors	Mandatory	
561	j. Related Guarantees	Mandatory	
562	Work Breakdown Structure	Mandatory	
563	Ability to define WBS against a project (Main tasks and sub-tasks under it)	Mandatory	
564	Ability to have multiple levels in WBS	Mandatory	
565	Ability to define milestones for each level in WBS	Mandatory	
566	Ability to monitor status of the project at each level in WBS	Mandatory	
567	Ability to track the cost incurred at each level in WBS	Mandatory	
568	Ability to generate a project schedule with start and end date for each level in WBS	Mandatory	
569	Ability to generate graphical representation of the project schedule (eg gantt chart)	Mandatory	
570	Ability to export to different formats (pdf, tiff, bmp, giff, excel)	Mandatory	
571	Ability to issue material against a project / level in WBS	Mandatory	
572	Ability to attach quality plan to a project / level in WBS	Mandatory	
573	Ability to track percentage completion with work certificate	Mandatory	
574	Ability to record labour cost against a project	Mandatory	
	PROJECTS TRANSACTIONS		
575	Ability to create multiple lots against a single contract	Mandatory	

	Requirements	Priority	Compliance (FS, PS, CR, NS)
576	Ability to record and track amendments to a Project / Contract	Mandatory	
577	Ability to have approval workflow for Projects / Contracts	Mandatory	
578	Ability to record variation work against a project	Mandatory	
579	Ability to record penalty clause against a project	Mandatory	
580	Ability to track Retention money in projects.	Mandatory	
581	Ability to track Advance Repayment in projects.	Mandatory	
582	Supports deliverable tracking system (track all activities related to a contract, and allows to define dependencies between contract deliverables)	Mandatory	
583	Ability to put any contract activity on hold without affecting the contract	Mandatory	
584	Ability to capture unlimited milestone events	Mandatory	
585	Ability to define conditions based on a fixed or estimated date, status, or pre-requisite milestone	Mandatory	
586	Ability to support contract pricing/estimation	Mandatory	
587	Ability to support enhanced reminder feature of outstanding contractual obligations, deadlines for proposal submission, solicitation (alerts)	Mandatory	
588	Ability to support enhanced reminder feature of outstanding contractual obligations, deadlines for proposal submission, solicitation (alerts)	Mandatory	
589	Ability to make payment based on the percentage complete or milestones or as work incurred	Mandatory	
590	Ability to define key performance indicators	Mandatory	
591	Ability to track contract performance (profitability, cost incurred, work percentage completed, deviation from planned, e.t.c.)	Mandatory	
592	Supports online access to historical expenditure of previous projects/contracts (equipment by type/category, total expenses, e.t.c.)	Mandatory	
593	Ability to record and track bid security, performance guarantee, payment guarantee per contract / tender:	Mandatory	

	Requirements	Priority	Compliance (FS, PS, CR, NS)
594	a. Security value and percentage of the proposal/contract/tender value	Mandatory	
595	b. Expiry Date	Mandatory	
596	c. Extensions	Mandatory	
597	Ability to Supports alerts or notification prior to the expiry of guarantees	Mandatory	
	PROJECT CLOSURE		
598	Ability to have workflow for project closure	Mandatory	
599	Ability to terminate a project	Mandatory	
600	Ability to resume a suspended/stalled project	Mandatory	
601	Ability to track variance between estimated and actual project costs	Mandatory	
PROJECT REPORTS			

6.7 Systems Management Requirements

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
602	The system should have been developed using modern programming languages and development tools that will make it easy to support and maintain.	Mandatory	
603	The system should provide report writing tools that make it easy to define new reports and customize existing reports.	Mandatory	
604	The system should be compatible with commercial off the shelf query and report writing tools such as Crystal reports or provide report writing tools.	Mandatory	
605	Mandatory degree of parameterization and scalability to allow easy customization of the system to meet the road Agencies' current and future requirements	Mandatory	
606	The bidder shall include in the proposal a section for the optimal hardware requirements to utilize the proposed software. This will consist of but not limited to the optimal number and type of servers and how they are distributed, desktop requirements, Storage solution, Printers, magnetic readers and Scanners needed to run the proposed solution etc.	Mandatory	
OPERATING REQUIREMENTS			
ARCHITECTURE			
607	Support for a three tier architecture – Client, Application Server/Web Server, Database Server.	Mandatory	
SERVER			
608	Ability to run on current versions of Windows and Linux operating systems.	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
609	Ability to run on Mandatory End or mid-range servers from leading manufacturers such as HP	Mandatory	
DATABASE			
610	Ability to support real-time database update of transactions	Mandatory	
611	Ability to support relational databases (RDBMS) on MS SQL Server	Mandatory	
612	Ability to support database replication for disaster recovery purposes.	Mandatory	
613	Ability to support batch system in case of network failure of a remote location i.e. working offline and upload the data into the system once connectivity resumes	Mandatory	
614	Separate database from the application system	Mandatory	
REMOTE ACCESS			
615	Allow remote access to system administrators for support purposes.	Mandatory	
616	Ability to support access from various web browsers such as Internet Explorer and Firefox.	Optional	
Network Protocol			
617	Ability to use dynamic addresses (DHCP) on client computers.	Mandatory	
618	Ability to provide a Mandatory level of security and controls to remote/roaming users	Mandatory	
SYSTEM ADMINISTRATION			
System Administration User Interface			

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
619	Ability to administer the application level, the database level, or other level	Mandatory	
620	Provide a user friendly GUI based system administration module.	Mandatory	
System Change Management			
621	Provide a development and Testing environment before migration to the production environment	Mandatory	
622	Provide tools to log any changes to system configuration settings, installation of patches and changes to system files.	Mandatory	
Performance Monitoring			
623	Provide tools to monitor the system. For example, monitor system response time, system usage, reliability and availability etc.	Mandatory	
624	Provide tools for alerts due to serious violations of the systems access and controls and malfunctioning	Mandatory	
625	Provide help system within it for users to be able to address simple issues within the system	Mandatory	
626	Provide a dashboard summarizing all the activities of the system with levels of attentions.	Mandatory	
ENTERPRISE WIDE			
Data Importing and Exporting			
627	Support Integration with IFMIS	Mandatory	
628	Full integration of all sub-systems and modules required to support Road Agencies' finance, HR, procurement and inventory needs.	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
629	Ability to import and export data into and out of MS Office suite packages and text files	Mandatory	
630	Ability to import account balances and master data from the existing Pastel Partner systems.	Mandatory	
631	Ability to automatically schedule data imports and exports to occur based on defined criteria such as, for example, time of the day and day of the week.	Optional	
Reporting			
632	Ability to generate ad-hoc reports online and to save them within the system for future use.	Mandatory	
633	Ability to schedule reports to run periodically at a predetermined time (for example at midnight on Sunday).	Optional	
634	Ability to combine multiple reports to be run as a batch	Optional	
635	Ability to support drill down capabilities to supporting detail in inquiry screens	Mandatory	
636	Ability to provide a dashboard summary reports for Mandatory level officers	Mandatory	
637	Provide different views and levels of access for each user group	Mandatory	
638	Graphical view of the Reports on Business Intelligence	Mandatory	
TECHNICAL SUPPORT			
639	Bidder must have a comprehensive support procedure for Road Agency.	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
640	The bidder must have qualified professional/systems engineers to offer functional and technical support	Mandatory	
641	Access to online support system	Mandatory	
642	Warranty Service: Warranty will be for a period of Twenty Four (24) Months after go-live. Support during this period is expected to be on site. Software issues/bugs/support calls will be raised in formats to be defined as part of project mobilization.	Mandatory	
643	Post-warranty maintenance services: User support after warranty period is expected to be within working hours from 8AM to 5PM Kenyan time including weekends and public holidays. Expected response time will be 12hrs after raising a support call in line with the format to be agreed on before Go-Live.	Mandatory	
644	Bidder must have a permanent local office in Kenya which has all the required technical support staff.		
645	Data Conversion and Migration: The Data will be migrated into their respective functional management systems and before go-live each functional area will be required to sign-off the data migrated. The data to be migrated includes but not limited to payroll, finance system data, personnel details, procurement items, assets etc.	Mandatory	
646	Ability to assign Road agencies' internal users with unique user access accounts	Mandatory	
647	Ability to enforce creation of strong passwords requiring a mix of alphanumeric and special characters as per the Road agencies' Password Policy.	Mandatory	
648	Ability to define minimum password length	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
649	Ability to define frequency of changing passwords	Mandatory	
650	Ability to prevent users from re-using former passwords or easily guessable passwords such as their User ID	Mandatory	
651	Ability to lock User IDs automatically after 3(three Attempts) number of incorrect passwords are entered	Mandatory	
652	Ability to store User IDs and passwords with strong encryption.	Mandatory	
653	Ability to timeout users after a pre-defined period of inactivity	Mandatory	
SECURITY ARCHITECHTURE			
654	Ability to define role based user access where user rights are determined by their role in the system	Mandatory	
655	Ability to restrict user access, depending on user login, to certain(Predefined Roles):	Mandatory	
656	• Modules/functions	Mandatory	
657	• Screens	Mandatory	
658	• Data tables in the underlying database	Mandatory	
658	• Fields	Mandatory	
659	Ability to restrict user access to specific data items to:		
660	• Read only	Mandatory	
661	• Read and write	Mandatory	
662	Ability to modify existing user accounts	Mandatory	
SECURITY ADMINISTRATION USER INTERFACE			

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
663	Security management	Mandatory	
SECURITY CHANGE MANAGEMENT			
664	Limit access to create and amend user profiles to authorized users	Mandatory	
665	Maintain an audit trail of all changes to the security management setting	Mandatory	
USER GROUP			
666	Ability to group users into different user groups for ease of security administration and reporting (for example, it should be possible to group users into data capture, supervisors, administrators)	Mandatory	
MONITORING AND AUDIT TRAILs			
667	Ability to provide tools for monitoring the security environment and security events. For example, ability to obtain reports on expired passwords, successful and failed access attempts, suspicious activity, etc.	Mandatory	
668	Ability to record the User ID, date and time that a data record was last changed.	Mandatory	
669	Ability to define what changes to what data items should be logged	Mandatory	
670	Ability to maintain flexible activity tracking and reporting that allows logs to be maintained per group of users and specified Mandatory risk activities.	Mandatory	
671	Provide security alerts which are escalated	Mandatory	
672	Ability to customize audit trail reports (i.e., run query for specific field changes made on specific dates)	Mandatory	
DATA INTEGRITY			
673	Ability to lock records while they are being updated, for example user lockout or data locking.	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
674	Ability to define required fields on a data entry screen that must be completed before the transaction is accepted by the system and can be processed further	Mandatory	
675	Ability to validate entered data against pre-defined criteria, such as valid date ranges, to ensure data quality before the transaction is accepted by the system for further processing.	Mandatory	
676	Ability to automatically assign sequential numbers to transactions.	Mandatory	
677	Ability to have approval levels prior to updating master records	Mandatory	
BACKUPS AND RECOVERY			
678	Ability to automate daily and weekly back-ups on the already existing storage and backup solution.	Mandatory	
679	Provide alerts on backup process -whether successful or unsuccessful	Mandatory	
SYSTEM TECHNICAL REQUIREMENTS			
680	Look and Feel of a webpage, OpenOffice or MS product such as word Excel	Mandatory	
681	View of reports through web interface	Mandatory	
682	Support several open windows for different components or menus	Mandatory	
683	Support drop-down menus for selections on restricted fields	Mandatory	
684	Provide online help on any windows	Mandatory	
685	Support graphical tools such as charts and graph on reports	Mandatory	
686	Issue automatic alerts for reminders of pending actions	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
687	Support unlimited note fields	Mandatory	
688	User Defined Macro Commands/ default Values/ screen editing	Mandatory	
689	Integration of all modules and ability to update all financial general ledgers.	Mandatory	
690	Supports Workflow Based Menu Structure	Mandatory	
691	Daily Procedures list/Display of all function keys	Mandatory	
TECHNOLOGY			
692	Run the RDMS preferably MySQL, MS SQL, Oracle, Sybase, or DB2	Mandatory	
693	Run Microsoft server platform later than 2008R2 Server	Mandatory	
694	Support XML and XMHTML	Mandatory	
695	Ability to email reports directly using MS outlook, O365 and such platforms	Mandatory	
696	Publish Internet accessible reports	Mandatory	
697	Ability to integrate with light weight database and synchronize remotely VIA PDA	Mandatory	
698	Ability to scale in database size to store data for 5 years	Mandatory	
699	Internet enabled access	Mandatory	
700	Ability to integrate with our already running applications as described in RFP	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
SYSTEM DOCUMENTATION			
701	Functionality sensitive online help	Mandatory	
702	On-line Reference Manual, Help screen, Menus and Tutorials	Mandatory	
703	Online User’s Manual	Mandatory	
704	Entity Relationship documentation for any customization	Mandatory	
705	Source code and/ or Escrow agreement	Mandatory	
706	Customization Design Reports	Mandatory	
Security and Controls			
707	Definable password security permission with read, add, update, delete and post	Mandatory	
708	Separate system access and administration from the operating system	Mandatory	
709	User attached roles with role-based access for System Modules, functions, Files and Reports	Mandatory	
710	At least four levels of access	Mandatory	
711	Audit Users, Functions accessed and Master file changes	Mandatory	
712	File and Records lockout	Mandatory	
713	Data Entry Control Reports	Mandatory	
714	Forced Audit Trail Print Prior to Posting	Mandatory	
715	Ability to scale in database size to store data for 5 years	Mandatory	

	DETAIL	Priority	Compliance (FS, NS, CR, NS)
716	Maintain Disk storage of Audit trails (long password restricted)	Mandatory	
717	Built in backup Functions/ File Recovery Utility/ Automatic Recovery Utility	Mandatory	
718	Password security (Systems, Modules, Functions, Files and Reports)	Mandatory	
719	Transactions Rollback After Crash, System Integrity Check for Corruption	Mandatory	
720	Prompts User to Verify Input/Valid commands only/ Nature of Errors	Mandatory	
721	Audit trails linked to all subsystems	Mandatory	
722	Integration with the existing Active Directory	Mandatory	
Training:			
723	Provide technical training for 6 No application support staff (technical support, security administration, development tools and report writer tools).	Mandatory	
724	Provide training for End users covering application usage and report writer tools.	Mandatory	
725	Provide training for senior management on how to access key reports and query transaction and standing data.	Mandatory	
726	Provide training for senior management on how to access key reports and query transaction and standing data.	Mandatory	
727	Provide a continuous training plan for the users	Mandatory	

IMPLEMENTATION SCHEDULE

Implementation Schedule Table

The Project Implementation Period will be one (1) Year. Post implementation Support will be for a period of two years under warranty and thereafter one year renewable.

The Bidder shall develop a comprehensive Implementation Schedule.

Line Item No.	Subsystem / Item	Site / Site Code	Delivery (Bidder to specify in the Preliminary Project Plan)	Installation (weeks from Effectiveness)	Acceptance (weeks from Effectiveness)	Liquidated Damages Milestone
				- -	- -	- -
1.	Develop detailed Work Plan	Head Office				
2.	Requirement Analysis, Design and Documentation	Head Office				
3.	Delivery and installation of software	Head Office				
4.	Customization and configuration of system modules and workflows	Head Office &all 47 No.Regions				
5.	System Testing	Head Office &all 47 No.Regions				
6.	Operational Acceptance of Entire system	Head Office &all 47 No. Regions				

Line Item No.	Subsystem / Item	Site / Site Code	Delivery (Bidder to specify in the Preliminary Project Plan)	Installation (weeks from Effectiveness)	Acceptance (weeks from Effectiveness)	Liquidated Damages Milestone
7.	Training	Head Office &all 47 No. Regions Included				
8.	Project handover	Head Office				
9.	Go-live and Handover	Head Office				
10.	Post Implementation support	Head Office &all 47 No. Regions				

SECTION VII: COST PROPOSAL

The Authority will not consider time and materials pricing. Vendors shall provide firm and fixed Pricing based on the functionality described. For each item, indicate if the cost is one-time, annual, or other.

- The Bidder shall provide price information for each separate component, as well as the costs of any modifications necessary
- Vendor shall provide prices in Kenya shillings
- Vendor shall make clear the rationale and basis of calculation for all fees.
- Vendors shall show separate subtotals for the required elements of the proposed solution, and for any layers of optional elements.

In presenting software license fees, the Bidders shall:

- Explain all factors that could affect licensing fees;
- Make clear what type of license is offered for each price (named user, concurrent user, installed copies, processor-based, etc.);
- Indicate which product versions, operating platform(s), and machine classes are included for each price;
- Indicate whether a product is for "server" or "client," as applicable; and,
- Make clear the extent of any implementation services that are included in the license fees (installation, configuration, training, etc.)
- To the extent possible, Bidders shall show any applicable discounts separately from the prices for products and services.
- The Authority prefers that Bidders provide separate prices for each item in the proposed solution.
- The Authority reserves the right to pursue direct purchase of all items and services proposed.

ITEM	DESCRIPTION	AMOUNT (KSHS)
(A)	Implementation Cost (Total in table 7.2)	
(B)	Maintenance and Support (Total in table 7.3)	
GRAND TOTAL CARRIED FORWARD TO FORM OF BID		

7.1GRAND SUMMARY MODULE COSTS, LICENSING AND MAINTANANCE

NB: The Total price in above should equal the price stated in the Financial Proposal Submission Form.

7.2 One-time Implementation Cost

S.No.	Task Detail	Unit	Cost
1	Implementation of All ERP Modules		
2	150 Concurrent user ERP Solution -licences (Perpetual)		
3	Fully licensed Microsoft Server Operating system (Latest edition)		
4.	Fully Licensed Enterprise level relational Database system		
5	Training		
		Total Cost:	

7.3 One (1) years support and Maintenance

S.No.	Task Detail	Unit	Cost
1.	System Support and Maintenance	1 Years	
		Total Cost:	

Note:

- KeRRA shall enter into a one (1) year agreement for the support and maintenance of the system. The support contract shall commence **upon expiry of the 2 year warranty period.**
- The cost of maintenance and support for the one (1) year period shall be as per table 9.3. The agreement shall be renewable annually at the same cost on expiry.

SECTION VIII: STANDARD FORMS

FORM OF TENDER

The Director General,
Kenya Rural Roads Authority
Blue Shield Towers, 6th Floor
P. O. Box 48151-00100,
NAIROBI, KENYA

Dear Sir

We, the undersigned, offer to supply deliver, install and commission (…………………………………………… (*insert item description*) in conformity with the said tender documents for the sum of ………………………………………………………. (*total tender amount in words and figures*) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to ______________percent of the Contract Price for the due performance of the Contract , in the form prescribed by ………………. ……………….(*Procuring entity).*

4. We agree to a bid by this Tender for a period of …… [*number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this ________________ day of ___________________ 20 _________

_______________________________ _______________________________

[Signature] [In the capacity of]

Duly authorized to sign tender for an on behalf of ___________________________

TECHNICAL PROPOSAL SUBMISSION FORM

[ON LETTERHEAD OF THE

BIDDER] Date:

Subject: Technical Proposal Submission Form

Director General
Kenya Rural Roads Authority
Blue Shield Towers, 6th Floor
P.O Box 48151-00100
NAIROBI

Dear Sir,

We, the undersigned offer to provide the ERP Modules in accordance with your Request for Proposal dated ……………………... and our proposal.

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

If negotiations are held during the period of validity of the proposal, i.e. before…………………….. we undertake to negotiate on the basis of this proposal.

Our proposal is binding upon us and subject to the modifications resulting from the contract negotiations.

We understand you are not bound to accept any proposal you receive and confirm we have no objection to your making enquiries regarding this proposal from our referees.

We remain Yours
sincerely, [Authorized
Signatory]
[Name and Title of Signatory]
Name of Firm]

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

NB. Attach Company Registration Certificate or Certificate of Incorporation, Valid Tax Compliance certificate from KRA, Valid Trade Licenses from NCC/ Municipal Centre, and VAT Certificate with this form.

Part 1 – General

Business Name:____

____

[Attach Copy of Registration Certificate/Certificate Incorporation]

Location of business premises____

Tel. No________________________________

Plot No____

Street/Road___________________________

Postal address_______________________________________

Fax _______________________E-mail___________________

Mobile No's_______________________Website______________________

Nature of Business___________________________________

Registration Certificate No______________________________________

Current Trade License (from Local Authority) No________________________

Expiring Date________________________

[Attach Copy of Valid Trade License]

V.A.T No:____

[Attach Copy of V.A.T Certificate]

Tax Compliance Certificate No:___________________________

Expiring Date_________________________

(Attach Copy of Valid Tax Compliance from K.R.A.)

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

Name of your bankers____

Branch____
Account No____
Swift Code____

Part 2 (a) – Sole Proprietors
Your name in full____
Age____
Nationality ____
Country of origin____
Citizenship details____

Part 2 (b) –Partnership
Given details of partners as follows:
Name Nationality Citizenship Details Shares in %
1. ____
____
2. ____
____
3. ____
____

Part 2 (c) –Registered Company
Private or Public____
____
State the nominal and issued capital of company-
Nominal KES____ Issued KES____ Given details of all directors as follows
Name Nationality Citizenship Details Shares in %

1.

____

____

2.

____

____

3.

____

____

4.

____

____

5.

____

____

Date ____Seal/Signature of Candidate__________________________________

Note - if a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

BIDDER'S ORGANIZATION AND EXPERIENCE

A - Bidder's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment.]

B - Bidder's experience

Relevant Services carried for at least five organizations and details of work under way or contracted that best illustrate qualifications

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Firm's Name:

____

____

Assignment name:	Approx. value of the contract (in current Ksh.):
Country: Location within country:	Duration of assignment (months):
Name of Client: Key Contact Person and Telephone No.:	Total No. of staff-months of the assignment:
Postal Address: Physical Address:	Approx. value of the services provided by your firm under the contract (in current Ksh.):
Start date (month/year):	No. of professional staff-months provided

Completion date (month/year):	by associated Bidders:
Name of associated Bidders, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

[Authorized Signatory]
[Name and Title of Signatory]
[Name of Firm]
[Date]

TEAM COMPOSITION AND TASK ASSIGNMENTS

Managerial Staff		
Name	**Position Task**	**Task**
Technical Staff		
Support Staff		

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:	
Name of Firm *[Insert name of the firm proposing the staff]:*	
Name of Staff [Insert full name]:	
Date of Birth:	
Nationality:	
Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*	
Membership of Professional Associations:	
Other Training: *[Indicate significant training since degrees under and where obtained]:*	
Countries of Work Experience: *[List countries where staff has worked in the last ten years]*	
Languages: *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*	
Employment Record: *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*	

From: [Year] ________________ To [Year]:_______________________ *Employer:_______________________________* ________________________ *Positions held:___________________________________* _______________	
Detailed Tasks Assigned *[List all tasks to be performed under this assignment]*	**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** *[Among the assignments in which the staff has been involved, indicate the following* *Information for those assignments that best illustrate staff capability to handle the tasks listed]* *Name of assignment or project:______________________________* *Year:________________________________* *Location:_____________________________* _______________________ *Client:* ______________________________________ _________________ *Main project features:_____________________________* __________ *Positions held:________________________________* _____________

	Activities *peiformed* ·------------------

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff]
[Date:]
[Full name of authorized representative:]

ACTIVITY (WORK) SCHEDULE

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

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

FINANCIAL PROPOSAL SUBMISSION FORM

[ON LETTERHEAD OF THE

BIDDER] Date:

Subject: Financial Proposal Submission Form

The Director General,
Kenya Rural Roads Authority
Blue Shield Towers, 6th Floor
P. O. Box 48151-00100,
NAIROBI, KENYA

Dear Sir/Madam,

We, the undersigned offer to provide the ERP in accordance with your request for proposal dated ……………………… and our proposal (Technical and Financial Proposals) our Attached Financial proposal is for the sum of ………………………………………..only. This amount is exclusive of the local taxes, which we have estimated at ………………………….…..………….only.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e…………………………………..

We understand you are not bound to accept any proposal you receive.

We remain Yours
sincerely, [Authorized
Signatory]
[Name and Title of Signatory]
[Name of Firm]

PERFORMANCE SECURITY

To:
The Director General,
Kenya Rural Roads Authority
Blue Shield Towers, 6th Floor
P. O. Box 48151-00100,
NAIROBI, KENYA

WHEREAS *[name of bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. [Reference number of contract] dated ___________________2016 to supply, install, implement, test, train users and commission an Enterprise Resource Planning (ERP) modules, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with bank guarantee of 10% of the contract amount by reputable bank, the sum specified therein being security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidder a guarantee:-
THEREFORE we hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee in words and figures]* and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without civil or argument any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.
This guarantee is valid until the conclusion of the first year after the date of acceptance by Kenya Rural Roads Authority of the installation of the ERP Financial Management system.

[Authorized Signatory]
[Signature and seal of the Guarantors]
[Address]
[Date]

TENDER SECURITY FORM (Submitted with Technical Proposal)

Whereas ………………………………………..[name of the tenderer] (hereinafter called "the tenderer")has submitted its tender dated………………..[date of submission of tender] for the provision of …………………………………………….. [name and/or description of the services] (hereinafter called "the Tenderer")…………………………………………………..

KNOW ALL PEOPLE by these presents that WE………………………………………

Of……………………………………………having registered office at

[name of procuring entity](hereinafter called "the Bank")are bound unto………………

[name of procuring entity](hereinafter called "the procuring entity") in the sum of ………..

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this___________ day of 20_________.

THE CONDITIONS of this obligation are:
1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

(a) fails or refuses to execute the Contract Form, if required; or
(b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.
This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

____

[signature of the bank]

DECLARATION FORM (Submitted with Technical Proposal)

I/We……………………………………………………………………declare that

Pursuant to Section 62 of the Public Procurement and Asset Disposal Act (PPADA) 2015, that I/we will not engage in any corrupt and fraudulent practice and that I/we and my/our sub-contractor(s) are not debarred from participating in procurement proceedings.

Name(s) of Representative ………………………………………………………………………………………

Signature(s)…………………………..……………………Date……………………..……..………………

Stamp………………………………………………………………………………