



KENYA URBAN ROADS AUTHORITY

Efficient and Safe Urban Roads

**TENDER FOR PROVISION OF UPGRADE, ENHANCEMENT OF
ENTERPRISE RESOURCE PLANNING SYSTEM(ERP)**

TENDER NO: KURA/RMLF/HQ/324/2020-2021

(ALL CATEGORY)

**DIRECTOR (CORPORATE SERVICES)
KENYA URBAN ROADS AUTHORITY
P.O.BOX 41727-00100
NAIROBI**

**DIRECTOR GENERAL
KENYA URBAN ROADS AUTHORITY
P.O.BOX 41727-00100
NAIROBI**

TABLE OF CONTENTS

1. SECTION I: INVITATION TO TENDER.....	1
2. SECTION II – INSTRUCTIONS TO TENDERERS	2
APPENDIX TO INSTRUCTIONS TO THE TENDERERS	12
TENDER EVALUATION CRITERIA.....	13
1. MANDATORY REQUIREMENTS	14
2. TECHNICAL EVALUATION STAGE.....	15
3. FINANCIAL EVALUATION	19
3.0 SECTION III GENERAL CONDITIONS OF CONTRACT.....	28
4.0 SECTION IV: SPECIAL CONDITIONS OF CONTRACT	35
5.0 SECTION V TERMS OF REFERENCE	38
FUNCTIONAL REQUIREMENTS BY MODULE.....	46
A. DESCRIPTION OF SERVICE AND DETAILED TECHNICAL SPECIFICATION	46
1) FINANCIAL MANAGEMNENT REQUIREMENTS	46
2) AUDIT SERVICES REQUIREMENTS	66
3) HUMAN RESOURCE SECTION REQUIREMENTS	67
4) ADMINISTRATION SECTION USER REQUIREMENTS	86
5) SUPPLY CHAIN MANAGEMENT (SCM) REQUIREMENTS	91
6) URBAN ROADS DEVELOPMENT (URD) & ROAD ASSET AND CORRIDOR MANAGEMENT (RACM) ERP USER REQUIREMENTS.....	101
7) PSC USER REQUIREMENTS	105
8) TECHNICAL REQUIREMENTS.....	107
ON PREMISE DOMAIN REQUIREMENTS	109
OPERATIONAL REQUIREMENTS	109
SYSTEM ADMINISTRATION.....	111
ENTERPRISE WIDE.....	112
WEB BASED ENTERPRISE PORTAL & ERP CLIENT.....	113
GENERAL ADMINISTRATION.....	113
REPORTS.....	116
TRAINING	117
DOCUMENTATION	117
SUPPORT	118
B. WORK METHODOLOGY.....	119
7.0 SECTION: VI - PRICE SCHEDULE	120
8.0 SECTION VII- STANDARD FORMS.....	121

1. SECTION I: INVITATION TO TENDER

See www.kura.go.ke/tender notices.

2. SECTION II – INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1** This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2** The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3** Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and sub consultants) 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 services under this Invitation for tenders.
- 2.1.4** Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1** The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2** The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3** The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1** The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
 - i.Instructions to tenderers
 - ii.General Conditions of Contract
 - iii.Special Conditions of Contract
 - iv.Schedule of Requirements
 - v.Details of service
 - vi.Form of tender
 - vii.Price schedules
 - viii.Contract form
 - ix.Confidential business questionnaire form
 - x.Tender security form
 - xi.Performance security form
 - xii.Principal's or manufacturers' authorization form

- xiii. Declaration of undertaking not to engage in corrupt cases
- xiv. Power of Attorney

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 by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Documents

2.4.1 A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who 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 submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, or email and such amendment will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender. The tender security

shall be in the amount of Kshs. 400,000.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

a) Such Bank guarantee approved by the Authority.

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) In the case of a successful tenderer, *if* the tenderer fails:
 - i. To sign the contract in accordance with paragraph 2.26 **or**
 - ii. To furnish performance security in accordance with paragraph 2.27.
- (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for **90 days** or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity 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 initialed 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 initialed 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.

- 2.15.2 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 (Date indicated in the tender notice).”**

- 2.15.3 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”.

- 2.15.4 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 Deadline for Submission of Tenders

- 2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Date and time indicated in the tender notice**

- 2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

- 2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and withdrawal of tenders

- 2.17.1 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 tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

- 2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. 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.

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

2.17.4 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, pursuant to paragraph 2.12.7.

2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, **on the date and time indicated in the tender notice** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity 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 shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

2.20.1 The Procuring entity will examine the tenders to determine

whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Correction of Error

Tenders determined to be substantially responsive shall be checked by the employer for any arithmetic errors in the computation and summation. Errors will **NOT** be corrected by the employer. Any bid found to have arithmetic errors shall be disqualified.

2.20.3 The Procuring entity may waive any minor informality or nonconformity 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.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity 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. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenderers offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

(c) ***Liquidated damages***

If the tenderer fails to deliver or provide any or all of the goods, works or services within the period(s) specified in the contract, shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods, works and or services. After this the termination of the contract may be considered.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:

- (a) Necessary qualifications, capability experience, services, Equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23 Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

(a) **Post qualification**

2.24.1 In the absence of pre-qualification, the Procuring entity will

determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 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 the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

2.24.4 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as the Procuring entity notifies the successful

tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 After fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 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.

2.28.2 The procuring entity 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;

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

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the Instructions to Tenderers.

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1.1	The tender is eligible to all registered (verifiable) suppliers and dealers of Certified Enterprise Resource Planning Solutions
2.4.1	A prospective tenderer requiring any clarification of the tender document may notify KURA in writing (email in PDF format or by facsimile) at the following address: One copy to: - Deputy Director, Supply Chain Management Kenya Urban Roads Authority Headquarter Office, P.O. Box 41727 – 00100 NAIROBI, KENYA E-mail: info@kura.go.ke KURA will respond in writing (e-mail in PDF format) to any request received at least seven (7) days prior to the deadline for the submission of tenders. NB: Any request for clarification must be in the firm's letterhead, signed
2.20.2	Prices quoted shall be in Kenya Shillings inclusive of VAT <u>No correction of arithmetic errors.</u> The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or <u>amendment in any way by any person or entity.</u>
2.12.2	The tenderer shall furnish an un-conditional bank guarantee, as part of its tender security in the amount of Kshs. 400,000 . The tender security should be valid for a period of 30 days beyond the tender validity period. i.e., 120 days from the date of tender opening.
2.13.1	The tender validity period is 90 days from the date of tender opening. A tender valid for a shorter period shall be considered as non-responsive and shall be rejected.

2.22.4	If the tenderer fails to deliver or provide any or all of the goods, works or services within the period(s) specified in the contract, KURA shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods, works and or services. After this the termination of the contract may be considered.
2.14.1	The tenderer should submit an Original and two (2) copies of the tender document. <i>All pages of the tender, except for unamended printed literature, shall be paginated, serialized, well bound with table of content and initialed by the person or persons signing the tender.</i>
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 by the tenderer.
2.16.1	The Tender Closing date is on t h e Date and time indicated in the tender notice
2.22.4	The completion of supply and implementation period shall be a maximum of twelve (12) months and twelve (12) months of support
Mandatory Requirements.	The evaluation will be as follows: a) PRELIMINARY EVALUATION STAGE As provided below (1): Tender Evaluation Criteria Mandatory requirement NB: Bidders who will not meet the mandatory requirements will be declared non-responsive and their bids will not be evaluated further. b) TECHNICAL EVALUATION STAGE Only bidders who pass the Preliminary stage will be evaluated at the technical evaluation stage. Bids will be evaluated based on a must meet criteria, where bidders are expected to attain the minimum set criteria.
2.24.5	c) FINANCIAL EVALUATION STAGE The winning bidder shall be the firm that shall attain the highest combined technical and financial score provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
2.27.1	The performance security shall be 10% of the contract price in the form of a bank guarantee issued by a reputable local bank.

TENDER EVALUATION CRITERIA

Stages of evaluation

A) **Mandatory requirements** will determine the satisfactory responsiveness of a Tenderer, failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified/not proceed for Technical Evaluation.

B) **Technical Evaluation:** Bids will be checked on compliance to the technical requirements specified below and bids that do not meet the minimum set criteria shall not be evaluated further.

1. MANDATORY REQUIREMENTS

Tenderers to submit **certified** copies of the following **MANDATORY** documents as instructed.

No	Requirement
1	Dully filled, Signed & Stamped Tender Form & Price Schedules
2	Original Tender Security in the amount of Ksh 400,000 in the form of bank guarantee valid for a period of 120 days from the date of tender opening.
3	Attach a copy of certificate of Incorporation/Registration certified by commissioner of oaths.
4	Attach a copy of a Valid Business Permit certified by commissioner of oaths.
5	Attach a copy of CR12 (Valid within the last 6 months) certified by commissioner of oaths.
6	Attach a copy of Tax Compliance Certificate valid at the time of tender opening. (KURA shall confirm the Certificate validity from KRA tax checker.)
7	Duly filled and signed Confidential Business Questionnaire
8	Dully Filled and Signed Declaration of Undertaking not to engage in corrupt fraudulent practice in the format provided
9	Attach a duly signed and authorized power of attorney in the format provided
10	The bidder must provide certification / authorization from the manufacturer or distributor to do business as an authorized vendor for the proposed solution.
11	Whether the bidder has filled the confidential business questionnaire form
12	Whether the bidder has submitted the tender submission letter

NB: Please note that the authenticity of the above documents provided SHALL be verified with the relevant authority and any forgery or false presentation in any one of the above shall lead to

automatic disqualification and render the tenderers bid non-responsive.

2. TECHNICAL EVALUATION STAGE

Only bidders who pass the Preliminary stage will be evaluated at the technical evaluation stage.

The technical evaluation is in two stages:

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

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

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

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

- a. **FS** - (Fully Supported) the application fully supports the requirement without any modifications.
- b. **PS** - (Partially Supported) the application supports the requirement with use of a workaround.
- c. **CR** - (Customization required) the application will be customized to meet the requirement(s).
- d. **NS** - (Not Supported) the system is not capable of supporting the requirement and cannot be modified to accommodate the requirement.

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

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

For each SPECIFICATION, bidders are requested to provide a clear and concise explanation in the DETAILED DESCRIPTION section or provide a cross-reference to where that explanation or supporting information can be found in other part of the technical proposal. Please fill in the COMPLIANCE column as appropriate to indicate one of the responses listed above for each item and add as many comments, diagrams, maps and/or screenshots

in the DETAILED DESCRIPTION column.

Technical Responsiveness Checklist

Compliance / Responsiveness to Scope of works and fully completed technical specification sheet.

2. Technical Evaluation

This will be based on the technical proposal submitted in accordance to the criteria. The criteria shall be merit based where bidders must meet the minimum set criteria.

No.	Description of Criteria.	Requirements	Documentation	Compliance Requirement
1.	Number of Years the firms has been in Existence offering Similar services/assignment	Provide a copy of Certificate of Incorporation / Business Registration in Kenya • In existence for a minimum of five years.	A copy of Certificate of Incorporation to be certified by a commissioner of Oaths	Must submit as required and bidders who meet the requirement are marked YES, those that do not meet are marked NO
2.	Similar Experience/ Technical Capacity	Tenderers are required to demonstrate Experience or technical capacity; (a) Provide at least three (3) reference clients of similar magnitude for the tendered products. (b) Provide at least three (3) contracts copies / LPOs from (a) above. (c) Three (3) completion certificates or recommendation letters referring to the awarded contracts from the three (3) institutions. <i>Note: Recommendation letters should be in letter head of the company that issued LPO's or Contracts.</i>	All copies to be certified by a commissioner of Oaths.	
3.	Technical specifications	Meet all the technical specifications (refer to Section V - Description of Service and Detailed Technical Specification)		

4.	Financial Performance	(a) Submission of audited financial statements acceptable to the Employer, for the last three [3] years and authenticated bank statement for the last six (6) months to demonstrate: i. the current soundness of the applicant's financial position and its prospective long term profitability, and capacity to have a cash flow equivalent to 20% of the tender sum.	Attach evidence on the requirement of this Section, a) The audit report must be in the form and format approved by ICPAK.. KURA shall verify the registration of the firm and engagement partner on ICPAK website. Cash flow shall be determined by working capital based on the most current financial statements. (b) All pages in the bank statement must be initialized and stamped by the issuing bank.	
5.	Average Annual Consultancy Turnover	Average annual turnover of KShs. 30,000,000.00 [Thirty Million] calculated from the audited financial statements and supported by certified payments received for contracts in progress or completed, within the last three [(3)] years		

6	Work Methodology	Submission of a brief work methodology in accordance with sub-clause 5.3 The tenderer shall provide the following; - i.) Signed work programme - ii.) Proposals on work scheduling including the response time - iii.) Detailed method statement on how to carry out the intended works - iv.) Complete training plan for technical, super users and end users Data migration plan - v.) Vendor support mechanism/plan after go-live. - vi.) Clear and concise project implementation /execution plans with logical sequence of tasks and milestones - vii.) Project organization chart with clear roles, responsibilities and reporting lines		
7	Business permit and office location	Should have a physical address and Current business Permit	Must meet requirement	
8	Litigation History	The applicant to provide a valid Sworn affidavit for the tender.	Must meet requirement	

- Bidders must achieve YES in all the measured parameters to qualify.
- The bidders who pass the technical criteria will be subjected to financial evaluation ~ ranking and comparison of bid

3. FINANCIAL EVALUATION

TECHNICAL EVALUATION CRITERIA

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

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

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

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

Preliminarily, your tender submission will be evaluated to determine:

1. Mandatory Requirements

S/no.	Description of criteria	Complied YES/NO	Reference Number/Remarks
	(Mandatory documents: Failure to which leads to automatic disqualification)		
1	Whether the bidder has serially numbered <u>all</u> the pages in your tender submission proposal from the 1 st page to the last page		
2	Whether the bidder has submitted a tender security of KShs. 500,000 valid for 90 days from the date of tender opening .		
3	Whether the bidder has submitted a signed declaration statement not to engage in corruption and fraudulent practice		
4	Whether the bidder has submitted a signed declaration statement that your company is not debarred from participating in procurement proceedings		
5	Whether the bidder has submitted a copy of the company's certificate of incorporation/Registration. Companies that have changed particulars <u>must</u> submit the original copy of the certificate of incorporation and a copy of the certificate of change of particulars.		
6	Whether the bidder has submitted a copy of the company's valid business permit		

7	Whether the bidder has submitted a copy of your company's valid Tax Compliance Certificate -		
8	Whether the bidder has submitted your company's manufacturer authorization for the proposed ERP solution.		
9	Whether the bidder has submitted your company's latest 3-year certified audited financial statements.		
10	Whether the bidder has filled each of the rows of the bidder's proposal/statements column of the bidders technical response document table (D) of the tender document stating in detail how the proposed solution meets KURA's specific requirements and submitted the filled form/document with your tender.		
11	Mandatory Certifications and Skills (Minimum six different persons) i.) Project Manager (1) ii.) Financial Consultants (2) iii.) Supply Chain Consultants (2) iv.) Human Resource and Administration Consultant (2) v.) Technical Consultant - Database developer and administrator (1) vi.) Technical Consultant – System designer/Software Developer (2) vii.) Technical Consultant – Integration Expert (1) viii.) Civil engineer Consultants (2) ix.) Survey Consultants (1)		
13	Submitted any comments or suggestions on the Terms of Reference , a list of services and facilities to be provided by the Client		
14	Submit a detailed description of the methodology and work plan for performing the assignment		
15	Submitted team composition and task assignments : -The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing		

16	Time schedule for professional personnel: - Submitted estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member		
17	Submitted activity and work schedule		
18	Whether you have filled each of the rows of the bidder's proposal/statements column of the bidder's technical response document with valid and sound comments		
19	Demonstrate Five (5) Years ERP experience (Attach LPO & Contract More than four Years old)		
20	Whether the bidder has a valid ICT Authority Certification/accreditation – (ICTA 4: Systems & Applications)		
AT THIS STAGE THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON RESPONSIVE.THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.			

Notes on Qualifications Sought

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

Financial Consultants (2)	Must possess a bachelor's degree in Commerce, Business or related field. Be a Certified Professional Accountant (CPA-K) Have certification in implementation of the proposed ERP solution (<i>This is a mandatory requirement.</i>) Attach CV, professional and academic certificates. Experience in implementing at least three (3) ERP Systems.
Supply Chain Consultant (2)	Must possess a Bachelor's degree in Commerce, Business or related field. A Certified Professional in Supply Chain. Have certification in implementation of the proposed ERP solution (<i>This is a mandatory requirement.</i>) Attach CV, professional and academic certificates. Experience in implementing at least three (3) ERP Systems.
HR and Administration Consultant (2)	Bachelor's degree in Human Resources, Business Administration, or related field. (<i>This is a mandatory requirement.</i>) Must be a certified member of an HR Body in Kenya Attach CV, professional and academic certificates. Experience in implementing at least three (3) ERP Systems.
Technical Consultant - Database developer and administrator (1)	BSc degree in computer science/IT or relevant field Certification in Database Management Systems (MSSQL) Have experience of at least 3 years in system development/ or in relevant field. Experience in implementing at least three (3) ERP Systems. Attach CV, professional and academic certificates.
Technical Consultant – System designer/ Software Developer (2)	Bachelor's degree in Computer Science, Computer/Software Engineering or related field (<i>This is a mandatory requirement.</i>) Have at least 3 years' experience in programming; systems design development and implementation. Must have certification in the proposed ERP solution. Experience in implementing at least three (3) ERP Systems Attach CV, professional and academic certificates.
Technical Consultant – Integration Expert (1)	Bachelor's degree in Computer Science, Computer/Software Engineering, or related field Have at least 3 years' experience in programming; systems design development and implementation. Must have certification in the proposed ERP solution. Experience in implementing at least three (3) ERP Systems. Attach CV, professional and academic certificates.

Civil engineer Consultants (2)	Must possess University Degree BSc (Civil Engineering) or equivalent and be a registered engineer with Engineers Board of Kenya and a Member of the Institution of Engineers of Kenya or equivalent such as Member of the Institution of Civil Engineers (U.K.), Diplom Ingenieur Hoch und Tiefbau (D) etc. A Masters Degree will be an added advantage. Experience in implementing at least three (3) ERP Systems. Attach CV, professional and academic certificates.
Surveyor Consultants (1)	Must possess University Degree of BSc (Survey & Photogrammetry) or equivalent and be Registered with the Institute of Surveyors of Kenya or equivalent such as Chartered Surveyor of the Royal Institute of Chartered Surveyors (U.K.) etc. A Masters Degree will be an added advantage. <i>Experience in implementing at least three (3) ERP Systems.</i> <i>Attach CV, professional and academic certificates</i>

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

S/no.	Description of criteria	Reference Number/ Remarks	Marks	Score
1	Whether the bidder has submitted a list of at least three reference site/projects in the public sector where the company has successfully implemented or supported the proposed ERP solution. Information required on each project including: • Description/tittle of the project • Name of organization • Name of contact person and telephone number Each site 5 marks 5-site 25 marks 4-site 20 marks 3-site 15 marks 2- sites 10 marks 1-site 5 marks 0-sites 0 marks		25	

2	Whether the bidder has submitted copies of LPO or letters of award or signed contracts (At least 3) <i>Each site – 3 marks</i>		9	
3	The Bidder has provided a detailed explanation of how they will undertake regular patching of the proposed ERP solution platform servers' operating system and firm wares as required by KURA.		1	
4	The Bidder has carried out successful integrations for the below systems;		15	
	ERP System Integration to Electronic Document management system or Customer Relationship Management System		5	
	Online Payment platforms such as M-Pesa, Banks, Paypal etc		5	
	Customer Web Portals using API Services		5	
5	Professional Qualifications		38	
	Project Manager (Above 5yrs-5mks, else 3mks)		5	
	Financial Consultants (2) (Above 5yrs-5mks, else 3mks)		5	
	Supply Chain Consultants (2) (Above 5yrs-5mks, else 3mks)		5	
	HR Consultant and Administration (2) (Above 5yrs-5mks, else 3mks)		5	
	Technical Consultant (1) - Database Developer/administrator (1) (Above 5yrs-5mks)		5	
	Technical Consultant – System designer /Software Developer (2) (Above 5yrs-5mks, else 3mks)		5	
	Technical Consultant – Integration Expert (1) (Above 5yrs-5mks)		5	
	<i>Engineering Consultant (2) (Above 3yrs-2mks)</i>		2	
	<i>Surveyor (1) (Above 3yrs- 1 mark)</i>		1	
6	Service & Support Strengths		12	
	Implementation Methodology		3	
	Implementation Workplan		2	

	Documentation & Quality Assurance Plan		2	
	Training & Deployment Approach		3	
	Maintenance & Support Strength		2	
		Total	100	

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

FINANCIAL EVALUATION CRITERIA

Upon completion of the technical evaluation, the evaluation committee shall conduct a financial evaluation and comparison to determine the evaluated price of each tender.

The evaluated price for each bid shall be determined by _____

- a) Taking the bid price in the tender form
- b) Taking into account any minor deviation from the requirements accepted by a procuring entity.
- c) Where applicable, converting all tenders to the same currency using the Central Bank of Kenya exchange rate prevailing at the tender opening date.

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

COMBINED TECHNICAL AND FINANCIAL EVALUATION

If the process was Quality Cost-Based Selection (QCBS), the combined formula in the RFP. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following;

$Sf = 100 \times Fm / F$ in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are;

T = _____ [Insert weight between 0.70 and 0.80] and

P = _____ [Insert weight between 0.20 and 0.30]

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T= the weight given to the Technical Proposal; P = the weight to the Financial Proposal; T + P = 1) as following:

$$S = St \times T\% + Sf \times P\%$$

Ranking of Tenders

Tenders shall be ranked according to their evaluated scores and the successful tender shall be the responsive proposal with the highest score.

Award of tender

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

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

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

3.0 SECTION III GENERAL CONDITIONS OF CONTRACT

(a) **Definitions**

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

- (a) “The contract” means the agreement entered into between the Procuring entity 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 Consultant including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- (e) “The Consultant 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

(b) **Application**

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

(c) **Standards**

- (d) The services provided under this Contract shall conform to the standards mentioned in the Schedule of requirements

(e) **Patent Right's**

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

(f) **Performance Security**

Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

a) A bank guarantee.

The performance security will be discharged by the procuring entity 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.

(g) Inspections and Tests

The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

The inspections and tests may be conducted on the premises of the tenderer or its subConsultant(s). If conducted on the premises of the tenderer or its subConsultant(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.

Should any inspected or tested services fail to conform to the Specifications, the Procuring entity 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.

Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

(h) Payment

Payments shall be made upon sign offs on specific milestones by the users and inspection done by the Project implementation team. The milestones are specified below:

No.	Major activity/Mile stone	Deliverable	% payment of the total project cost
1.	Project Preparation phase	• Agreed and finalized project plan • Inception report • Core team training completion report • Team profile finalization and mobilization sign off	5%

2.	Business Design	• Master list of processes • -as-is process mapping & analysis- • To-be process & gap analysis report • Customization requirement report • Master data structures • Legacy systems integration report • Change management requirement report & strategy • Business design blueprint sign-off	10%
3.	Configuration , customization	• Configuration document • Integration and interface specification • Authorization, security and access control specification • Demonstration report	25%
4.	Training	• Training requirement report • Training curriculum • Training schedule & completion report	
5.	Integration Testing	• Unit test report, integration test report, full load, stress test report & sign-off • User acceptance protocol • Integration testing of ERP • System, user and other manuals	
6.	Audit and quality control	• Quality audit acceptance • System quality assurance undertaking • Action taken report	
7.	Data Migration	• Functional specifications for upload programs • Data migration methodology & completion	
8.	Usage read preparation	• Functional help manual • Cut over strategy report • Back up strategy and Disaster Recovery Plan • Fail over system plan • Test Report	50%
9.	-usage ready and support	• -Usage ready Sign Off • Action taken report • Transition quality gate(s) sign-off	
10.	Operations and managed services	• Performance Evaluation report • SLA report • Action taken report • Transition plan	10% to be retained and paid at the end of the warranty period

(i) **Prices**

Prices charged by the Consultant 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.

(j) **Assignment**

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

(k) **Termination for Default**

The Procuring entity 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 the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Procuring entity 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 the Procuring entity for any excess costs for such similar services.

(l) **Termination of insolvency**

The procuring entity may at the time to terminate the contract by giving written notice to the Consultant if the Consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Consultant, 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.

(m) **Termination for convenience**

3.m.1 The procuring entity by written notice sent to the Consultant 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 the procuring entity convenience, the

extent to which performance of the Consultant of the contract is terminated and the date on which such termination becomes effective.

3.m.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the Consultant on agreed amount for partially completed services.

(n) **Resolution of disputes**

The procuring entity's and the Consultant 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.

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.

(o) **Governing Language**

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.

(p) **Force Majeure**

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

(q) **Applicable Law.**

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

(r) **Notices**

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.

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

4.0 SECTION IV: SPECIAL CONDITIONS OF CONTRACT

- (a) 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.
- (b) Special conditions of contract with reference to the general conditions of contract.

G C OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
3.1 Definitions	The procuring entity is Kenya Urban Roads Authority(KURA) Barabara Plaza, Mazao Rd-Off South Airport Rd, JKIA, P.O Box 41727-00100, Nairobi. It includes its legal representative, successors or assigns.
3.3 Provision and Standard of service	KURA's Representative shall inspect the Consultant's work and notify the Consultant of any defects that are found. Such inspection shall not affect the Consultant's responsibilities. KURA's Representative may instruct the Consultant to search for a defect and to test any Work that KURA's Representative considers may have a defect. Should the defect be found, the cost of making good shall be borne by the Consultant. KURA's representative will certify the works and only certified works shall qualify for payment.
3.6 Performance Security	The Performance Security shall be in the amount of 10% of the Contract Price in the form of a Local bank guarantee. The Performance security will be cashed if the tenderer shall not deliver the services as per the Schedule of Requirements and as per the Contract Agreement. If obtained from an international bank, the bank must have a local correspondence in Kenya and the performance security should be through the local correspondence. The performance Security shall be discharged by the Procuring entity and returned to the tenderer not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations
3.7 Delivery of Services/Inspection and Tests	The consultant shall provide for the proposed ERP solution, support and maintenance

3.7.3 Performance penalty	Non-	In the event that the bidder does not administer the contract in whole or in part, KURA shall procure, upon such terms and in such manner as it deems appropriate, and without reference to the bidder, services similar to those undelivered, and the Consultant shall be liable to KURA for the actual costs incurred for such procured services. These costs shall be offset from the invoices provided by the Consultant. Non-performance shall also include: a) Failure by the Consultant to adhere to the set implementation /deployment timelines b) Failure by the vendor to offer services/uptime as stipulated in the attached sample SLA during bidding.
3.8 Terms & Conditions	Payment	Payment shall be made by KURA upon successful completion of the contracted services as set out in the Terms of Reference. Subscription payments shall be done quarterly in equal instalments Support of work –proof of payment shall be done by attaching Job Cards, Email print outs and such like. All other conditions of payments in KURA’s Finance Manual Policy and Procedures shall apply.
3.9 Prices		There shall be no price adjustment for the duration of the Contract
3.10.1 Contract	Sub-	The Consultant shall notify KURA in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the Consultant from any liability or obligation under this Contract.

3.12 Termination	KURA may without prejudice to any other remedy accruing to it terminate this Agreement in writing in whole or in part if:- a) By Breach of Contract (i) The Consultant frequently fails to provide services of acceptable standards set by KURA in the performance of this Agreement and (ii) The Consultant fails to perform any other obligation under this Agreement. b) By Agreement Either party may terminate the Agreement by giving to the other party Three (1) months' notice in writing or payment of One (1) month the set fees and charges in lieu of such notice; On termination of this Agreement, howsoever terminated, the Consultant shall be permitted to remove all its equipment which may have been placed by the Consultant upon the employer's premises. c) By Insolvency Either party may at any time terminate the contract by giving written notice to the other party in case of insolvency. d) By Bankruptcy Either party may at any time terminate the contract by giving written notice to the other party in case of bankruptcy.
3.14 Resolution of Disputes	Both parties shall agree on the appointment of an arbitrator for the resolution of any disputes, failure to concur, the arbitrators shall be appointed by the Chairman or vice chairman of the Chartered Institute of Arbitrators Kenya Branch.
3.18 Notices	Where the Contract provides for Notice to be given to any party, such Notice shall be well and sufficiently given if given by way of: - a) A letter posted by registered mail (airmail if international) to the postal address of the party concerned shown below, or delivered to that party by hand at the address shown below or; b) An email sent to the email address of the party concerned shown below. The addresses of the parties for Notices shall be: - KURA: The. Ag. Director General, Kenya Urban Roads Authority(KURA) P.O. Box 41727 – 00100 Nairobi, Kenya or such other address as KURA may designate as its address for this purpose by Notice to the Consultant

5.0 SECTION V TERMS OF REFERENCE

5.1 INTRODUCTION

Kenya Urban Roads Authority (KURA) is a state corporation under the ministry of transport and infrastructure established by the Kenya roads Act 2007 with the core mandate of management, development, rehabilitation and maintenance of national urban trunk roads.

5.2 BACKGROUND

KURA wishes to invite tenders from qualified and committed firms to upgrade Microsoft Dynamic AX 2012 R2 ERP System installed at KURA HQ and the Ten (10) regions according to the specifications described in this Tender.

KURA currently runs on MS Dynamics AX 2012 R2. To this end, KURA intends to engage a reputable consultant in the provision of a robust ERP solution that meets the Authority's requirements. The described processes are typical functionalities required in the ERP solution which are indicative and not exhaustive. The bidder shall undertake scoping to ensure that the proposed ERP solution covers all the requirements, quality standards applicable to each functional area, statutes, rules and regulations applicable to the functions and the international best practice in each discipline.

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

- a. Financial Management
- b. Supply Chain Management
- c. Human Resource and Administration
- d. Audit Services
- e. System Administration
- f. Business Intelligence
- g. Project Management
- h. Traffic Management and road safety
- i. Policy, Strategy and Compliance Management
- j. Comprehensive Training
- k. Urban Roads Development
- l. Quality Assurance in the road projects
- m. Road Asset and Corridor Management
- n. Urban roads Planning and design
- o. Research and innovation
- p. Enterprise Risk Management
- q. Policy Strategy and compliance
- r. Environment and social Safeguard
- s. Corporate communications
- t. ICT
- u. Survey
- v. Legal Services
- w. Director General's office and Board

Current Status of the ERP Solution and Business Processes

The Authority currently runs on Microsoft Dynamics AX 2012R2 with the following modules: Finance Management, Fixed Asset Management, Procurement and Sourcing, Project Management, Human Resource Management that included Organizational structure, Payroll, Leave, Performance Appraisal, Training Needs Assessment, Disciplinary and

Reporting. Each module has a set of workflows that allows user's documents processing and approval on the system. All ten KURA Regional Offices are interconnected at Head Quarters through an MPLS Network and joined to a central domain server which is virtual in nature. It has three main virtual servers installed at Data Center; one of the servers is dedicated to Microsoft SQL Database and ERP service that runs on Microsoft Windows Server 2012 R2.

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

The Consultant should take users through the new modules by educating and training.

The proposed solution will cover requirements from all the departments in the Authority.

The Consultant is required to provide a superior solution to the existing system, MS Dynamics AX 2012 R2 and train technical and end users. The successful bidder should engage with the Authority and agree on a schedule where both parties MUST commit themselves to an agreed time frame. The project should be completed within twelve (12) months after project contracting. Bidders will be required to provide post implementation support and maintenance services for one (1) year, the cost of which should be included in the contract sum.

Objectives of the assignment

To enhance service delivery the Authority desires to:

- i. To upgrade to the required System applications and the required licenses.
- ii. To upgrade and Implement a licensed modern Enterprise Resource Planning System and a database management system that will address the automation of the entire organization. It is envisaged that the ERP will be available to internal users at Headquarters, users at the Ten Regional Offices around the country while customers and stakeholders will access part of the system through a web portal.
- iii. Enhance the ability to support management decision-making based upon access to accurate and timely financial and operational information and reports from the ERP system and database system business intelligence reports.
- iv. Improve efficiency and minimize costs by providing flexible, integrated systems that eliminate the need for redundant data entry for effective operational Control.
- v. Facilitate corporate communication and sharing of information electronically throughout the Authority to improve all aspects of customer service delivery.
- vi. Ensure that KURA users and IT administrators are suitably trained and equipped in the usage and support of the ERP.
- vii. Make the necessary changes noted and customization based on the user requirements by either coding or modifying the program behind the system to achieve the desired results.
- viii. Test the system by allowing users to work with the modified module/component until it achieves the desired and agreeable results.
- ix. Integrate with existing systems such as Banks, and other organization systems.
- x. Provide post implementation support services.

Scope of Implementation work required

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

- (a) Upgrade, Enhancement, Support and Maintenance of Enterprise Resource Planning and functionalities required.
- (b) Upgrade, Enhancement, Support and Maintenance licensed ERP Database System and related software utilities and add-ons
- (c) Supply of Latest Microsoft Windows Server operating system and licenses compatible with the proposed ERP solution and its database
- (d) Project Implementation Services
 - Implementation and customization of various modules and reports
 - User Acceptance Testing (UAT)
 - Data Migration from current data formats
 - Test & Live Implementation
 - Launch and Go Live hand holding support.
 - Integration with existing systems – (E-board, RMS, EDMS)

Training & Certification

- Business User Training
- Administrators & Super Users

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

Financial management

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

- (q) Imprest processing
- (r) Internal Order cost controlling
- (s) Project management
- (t) Statutory reporting- interface with other systems to facilitate statutory reporting

Human Resource management and administration

- a. Organization structure and establishment
- b. Employee master database
- c. Recruitment management
- d. Training and development
- e. Payroll administration
- f. Benefits administration
- g. Retirement/resignation/termination and death cases
- h. Human capital planning
- i. Disciplinary action rules (Dar) and vigilance
- j. Medical insurance and group life assurance
- k. General insurance
- l. Employee transfer, postings and promotion
- m. Leave administration
- n. Time management (attendance system)
- o. Statutory reporting - interface with other systems for statutory reporting
- p. Performance management
- q. Document management system
- r. Security management and biometric access control
- s. Occupational safety and health
- t. Career and succession planning tool
- u. Property management and maintenance
- v. Fleet management
- w. Employee self service
- x. Asset management and distribution
- y. Asset maintenance
- z. Asset tagging and allocation among others
- aa. Replacement, scrapping and decommissioning
- bb. Physical verification and reconciliation
- cc. Surveys such as employee satisfaction, work environment, gender mainstreaming among others.

Risk assessment

- a. Reporting to the Risk Management Committee
- b. Reporting to the Audit and Risk Committee
- c. Integration with the risk management system

Supply Chain Management

- a. Procurement and asset disposal planning
- b. Procurement plan monitoring
- c. Registration of suppliers
- d. Purchase/stores requisition management
- e. Sourcing of goods, works and services
- f. Evaluation process
- g. Preparation of professional opinions
- h. Award of contracts
- i. Procurement and contract management

- j. Contract administration, implementation and monitoring
- k. Inventory management
- l. Supplier performance management
- m. Store issues and stock taking
- n. Board of survey
- o. Inspection and acceptance
- p. Statutory reporting- interface with IFMIS among other systems used for statutory reporting
- q. Sale or disposal of assets

Strategic planning

- a. Development of the strategic plan
- b. Implementation, monitoring and reporting
- c. Evaluation and review
- d. Stakeholder analysis

Performance contracting

- a. Development of the performance contract
- b. Implementation, monitoring and reporting
- c. Evaluation

Monitoring and evaluation process

- a. Planning
- b. Execution
- c. Reporting

Policy formulation, analysis and review

- a. Development
- b. Approval
- c. Implementation
- d. Monitoring and evaluation
- e. Review

Business research

- a. Planning
- b. Research execution
- c. Analysis
- d. Reporting
- e. Implementation of research recommendations.

Project Management

- a. Integration with the existing road management system and other National Treasury systems

Legal services

- b. Integrate with the e- Board system.
- c. Legal compliance matters.
- d. Preparation of legal documents including contracts.
- e. Governance audit and related issues

6.0 Post Implementation Services

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

5.3 KEY MINIMUM ERP FEATURES

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

Desired Key Features

1. Intuitive graphical interface for a short learning curve
2. Network ready with multi-user password control
3. Web access with full functionality which enables stakeholders' accessibility.
4. Employee and member Self Service
5. Workflow and Alert Management
6. Email Integration
7. Integrating with other systems e.g. Risk Management System & Service Portals e.t.c.
8. Process Workflow, Alerts and embedded Document attachment
9. Business Intelligence & Analytics
10. MIS reports on dash board for different category of users
11. Enterprise performance management
12. Enterprise information management
13. Creation of ad hoc query, reporting, analysis, dashboard, and user- friendly information search and navigation functionality,
14. Installation and configuration of the Business Intelligent Tool
15. Ability to create ad-hoc reports
16. Set up the role based access for each user

5.4 METHODOLOGY

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

5.5 KNOWLEDGE TRANSFER

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

5.6 TECHNOLOGY

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

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

5.7 TRAINING

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

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

5.8 WORKFLOW AND ALERTS

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

5.9 ARCHITECTURE

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

5.10 DATABASE

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

5.11 SECURITY

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

5.12 SCALABILITY

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

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

5.13 WARRANTY

- Demonstrate capability to offer post commissioning support services on warranty basis, within Kenya, for a period of three (3) years after date of commissioning of the system.
- First year annual support must be included as part of the proposal.
- Documentation or a clear statement of undertaking, committing the bidder to provide the warranty, must be included in the proposal.
- Bidders must include a sample Warranty Agreement that describes the warranty terms and conditions. During warranty period, the Consultant will be required to work after hours to fix problems that would negatively impact normal operations of the Authority.
- The supplier warrants, for the duration of the warranty period commencing from the date of acceptance of each product, that all systems supplied under this contract shall have no defect arising from design or workmanship.
- During the warranty period, the supplier will make available at no additional cost to KURA all product and documentation updates and new software version releases within 30 days of their availability in Kenya, and no later than 12 months after they are released in the country of origin of the product.
- The supplier hereby represents and warrants that the software as delivered does not and will not infringe any intellectual property rights held by any third party and that it has all necessary rights or at its sole expense shall have secured in writing all transfers of rights and other transfers of intellectual property rights. The warranties set forth in the contract, and for KURA exclusively to own or exercise all intellectual property rights as provided in the contract. Without limitation, the Supplier shall secure all necessary written agreements, consents and transfers of rights from its employees and other persons or entities whose services are used for development of the software.

5.14 IMPLEMENTATION SCHEDULE

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

FUNCTIONAL REQUIREMENTS BY MODULE

A. DESCRIPTION OF SERVICE AND DETAILED TECHNICAL SPECIFICATION

Supply, installation, configuration and implementation of Enterprise Resource Planning

1) FINANCIAL MANAGEMNENT REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2) AUDIT SERVICES REQUIREMENTS

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

3) HUMAN RESOURCE SECTION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4) ADMINISTRATION SECTION USER REQUIREMENTS

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

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

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

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

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

5) SUPPLY CHAIN MANAGEMENT (SCM) REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

6) URBAN ROADS DEVELOPMENT (URD) & ROAD ASSET AND CORRIDOR MANAGEMENT (RACM) ERP USER REQUIREMENTS

GENERAL REQUIREMENTS	Priority	Compliance (FS, PS, CR, NS)	DETAILED DESCRIPTION
• The upgraded system should allow for data capture and storage for major projects within the aforementioned directorates. The data includes: • Project code • Project Title • Directorate • (Financier), GOK, Donor funded (should allow more than 1 financier) • Brief scope of works • Performance bond amount and expiry date (Should automatically generate expiry of the bond 1 month earlier and notify the RE, PE and ENGINEER (DIRECTOR) via emails. • Insurances and the expiry date (allow for more than 1); Work Injury and Benefits Assurance, Consultants All risks, Third party, any other • Road Length (In Kilometers and Lane Kilometres separately) • Project completion status (% (percentage) completed and Kms of black top) as at any date • Contract period and No. of months elapsed • HIV/AIDS Status • Substantial completion date and outstanding works (Should allow for uploading the minutes and the certificate. • Completion date with provisions for notes. • Total certified payments (Kshs.) as at any date • Total disbursements (Kshs.) as at any date • Advance payment amount • Recovery of the advance payment (system to automatically notify RE to commence recovery when amount	Mandatory		

certified equal or above 20% of the contract amount • GoK pending bills (Kshs.) as at any date • Development Partner pending bills (Kshs.) as at any date • Name of Consultant and address of Consultant • Name of Assistant Resident Engineer, mobile phone number and official email address. • Name of the Project Engineer, mobile phone and official email address. • Name of Resident Engineer, mobile phone number and official email address. • Project Location (County, Constituency and Ward) (should allow for more than 1) • Scope of upgrading or rehabilitation works • Project Contract Sum (Original and Revised) • Project Start date • Project Original End date • Project Revised End date (Should allow multiple rev • Budget provision (per financial year) • Penalties and interest accrued (The system should automatically generate the number of days and the interest accrued on each delayed IPC) • Claims (Cost)(should allow for more than 1) • Project Challenges • GPS coordinates of project (Start and End points)-should allow for more than 1 road • Relocation of services; Power, water and sewer:- quotation amount, amount paid, pending bill and status of relocation in % and remarks • Benefits of the project and how it is aligned to the Big Four Agenda • Persons assigned Project vehicles • The system should be able to capture the main challenges from time to time • Planned projects – Linked to the strategic plan			
---	--	--	--

• Feasibility studies undertaken (uploaded reports) • Preliminary & Detailed Engineering design reports • Tender Documents and Engineer's estimates • Road Safety • Report on safety audits carried out. • The system should also allow for uploading of complaints or issues raised on aspects of safety (damaged bridge, loose railing, open excavations e.t.c) by members of the public, with a prompt to the relevant officer (RE, Head of Department e.t.c) • Should allow for uploading of ESIA certificates • The system should also allow for uploading of complaints or issues raised on encroachments on the road reserves by members of the public, with a prompt to the relevant officer (Director (RACM)) • The system should include a list of appointed Project Implementation Team (PIT) members. Any delay in the appointment of the PIT (one month beyond the order to commence) should lead to a prompt to the Director (URD) • The system should show the status of approval of Prime cost sums. Any delay in the approval of PC sums (one month beyond the order to commence) should lead to a prompt to the Director (URD). • Other Remarks			
1. The upgrade should allow for uploading for project photographs (At least Two (2) no. per project with a brief description.	Mandatory		
2. The upgraded system should also allow for filtering (columns or rows) of the captured data as and when required.	Mandatory		
3. It should be possible to access and edit the data in the upgraded system remotely.	Mandatory		
4. The upgraded system should allow for system generated reports (regular and adhoc) with a KURA logo and dated.	Mandatory		
5. We propose to update the aforementioned data bi-monthly, and as such we propose a notification system in form of emails to	Mandatory		

the responsible persons (Resident Engineer) when the data is due for updating.			
6. The system should be linked to a mobile web based application to allow for routine (regular and <i>ad hoc</i>) updating by the RE. (Such as % progress, months lapsed, no. of km of black top, challenges and photographs)	Mandatory		
7. The system should indicate when the last update was done and by whom for traceability	Mandatory		
8. Ability to export the reports in various formats	Mandatory		
9. The upgraded system should allow for uploading of information on the validity of the Advance Payment Guarantee, Performance Guarantee and Insurances of works (Amount and Expiry date) and notify the Resident Engineer (captured in 1.) above) via email of the expiry of the Guarantees and Insurances, two weeks prior to their expiry.	Mandatory		
10. For RACM, since most of the data is generated from the Regional offices, we propose that heads of regional offices or their representatives are allowed access to the system remotely.	Mandatory		
11. The upgraded system should allow for evaluation of Consultant performance by the Project Implementation Team. The review can be in form of a checklist which can be linked to the vendor evaluation tool under procurement.	Mandatory		
12. The System should have a link between the Programme of Works in MS project and send a prompt to the Resident Engineer when there is a large deviance between the time elapsed and the % progress of works (greater than 20%).			

7) PSC USER REQUIREMENTS

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

TECHNICAL REQUIREMENTS

- 1. ON PREMISE DOMAIN REQUIREMENTS**
- 2. OPERATIONAL REQUIREMENTS**
 - Architecture
 - Server
 - Database
 - Remote Access
 - Network Protocol
 - Network response time
- 3. SYSTEM ADMINISTRATION**
 - System Administration User Interface
 - System Change Management
 - Performance Monitoring
- 4. ENTERPRISE WIDE**
 - Data Importing and Exporting
 - Reporting
- 5. WEB BASED ENTERPRISE PORTAL & ERP CLIENT**
 - Web base client access
 - CRM incident management
- 6. GENERAL ADMINISTRATION**
 - Reporting and Business Intelligence
 - Audit Trails, Security and Controls
 - Integration, Archiving and backups
- 7. REPORTS**
 - All Users and login time
 - Online Users
 - User Role Matrix
 - Audit trails reports for all transactions
 - Security and controls reports
 - CRM reports
- 8. TRAINING**
 - Certified Professional Technical training for ICT officers
 - User Training
- 9. DOCUMENTATION**
- 10. SUPPORT**

8) TECHNICAL REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

TRAINING, DOCUMENTATION AND SUPPORT

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

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

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

B. WORK METHODOLOGY

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

- i. Project Preparation.
- ii. System Study/Business Process Design. /scoping
- iii. Realization/configuration/customization/development. Integration, Testing and Acceptance.
- iv. (Validation.
- v. Data extraction, transformation and migration.
- vi. (User and Technical training.
- vii. User adoption and support.
- viii. System stabilization support.
- ix. Post implementation support.

7.0 SECTION: VI ~ PRICE SCHEDULE

The bidders are required to provide their price breakdown as tabulated;

NO	DESCRIPTION	QUANTITY	TOTAL
1.	Supply, installation and configuration of ERP solution	Packages	
2.	Number of Licenses (to state the different type of licenses as per proposed design)	300	
3.	Configuration, installation and Data Migration	Service	
4.	Training	Certified Professional Technical Training of ICT officers at Microsoft certification centre.	16
		User Training to All KURA staff	300
5.	Annual Subscription – Licenses fee (to state the different type of licenses as per proposed design)	300	
6.	Annual Support Services (to state the different type of licenses as per proposed design)	SLA	
TOTAL			

No correction of arithmetic errors.

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

NB: ALL Prices quoted must be inclusive of VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Delivery Period: _____

8.0 SECTION VII~ STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.

2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause

12.3

3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.

4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.

5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

Grand total cost transferred to form of tender inclusive of all taxes and other related charges for the **Supply, installation, configuration and implementation of ERP solution**

8.1 FORM OF TENDER

Date_____

Tender No._____

To.....

.....

[Name and address of procuring entity] Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda

Nos.. *[insert numbers]*, the of which is hereby duly acknowledged, we, the undersigned, offer _____ to _____ provide..... *[description of services]* in conformity with the said tender documents for the sum of.....*[total tender amount in words andfigures]* 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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the performance guarantee in a sum 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 abide 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Date: _____ 20
(Signature) *[In the capacity of]*

Duly authorized to sign tender for and on behalf of _____

8.2 CONTRACT FORM

THIS AGREEMENT made the ____ day of _____ 20____ between.....
[Name of procurement entity] of [Country of Procurement
entity](Hereinafter called “the Procuring entity”) of the one part and
..... [Name of tenderer] of [City and country of
tenderer](Hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares.
Viz.....[brief description of materials and spares] and has accepted a
tender by the tenderer for the supply of those materials and spares in the sum of
[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as
part of this Agreement, viz.:

- (a) the Tender Form and the Price Schedule submitted by the tenderer; (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring entity's Notification of Award.

3. In consideration of the payments to be made by the Procuring entity to the tenderer
as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to
provide the materials and spares and to remedy defects therein in conformity in all
respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the
provision of the materials and spares and the remedying of defects therein, the
Contract Price or such other sum as may become payable under the provisions of the
contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in
accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)
Signed, sealed, delivered by _____ the _____ (for the tenderer)
in the presence of _____.

8.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 - General:

Business
name.....
.....

Location of business
premises.....

Plot No. Street/Road
.....

Postal Address..... Tel No. Email address
.....

Nature of
business.....

Current Trade Licence No. Expiring date
.....

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

Kshs.....

Name of your bankers

Branch.....

Part 2(a) - Sole Proprietor:

Your name in full

Age.....

NationalityCountry of origin

*Citizenship details

Part 2(b) - Partnership:

Give details of partners as follows:

Name	Nationality	Citizenship Details•
Shares		

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

Part 2(c) - Registered Company:

Private or Public

State the nominal and issued capital of the company~

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows:

Name	Nationality	Citizenship Details•	Shares
1.....			
2.			
3.			
4.			
5.....			

- *Attach proof of citizenship (Compulsory)*
- *Attach certified copy of Form CR12 (Compulsory)*

Part 3: Interest in the Firm:

Is there any person / persons in the Kenya Urban Roads Authority (KURA) who has interest in this firm? Yes /No**.....

I certify that the information given above is correct.

.....

Date

Signature of Bidder

- ** Delete as necessary

8.4 TENDER SECURITY FORM

Note: The bidder shall complete only this form of Bank guarantee. No other Form of Bid Bond or any other forms of security will be accepted. Bidders who fail to comply with this requirement will be disqualified.

WHEREAS [Name of bidder].

.....

(herein after called “the Bidder”) has submitted his bid dated

TENDER NAME: PROVISION OF UPGRADE, ENHANCEMENT OF ENTERPRISE RESOURCE PLANNING SYSTEMS (ERP)

CONTRACT NO: KURA/RMLF/HQ/324/2020-2021

hereinafter called “the bid” KNOW ALL MEN by these presents that we [Name of Bank]

.....of [Name of Country]

having our registered offices at

(hereinafter called the Bank) are bound unto the Director General, Kenya Urban Roads Authority, (hereinafter called “the Employer”) in the sum of (in words Kshs).....

(In figures Kshs).....

for which payment will be well and truly made to the said Employer 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 bidder withdraws his Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity

(i) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to Tenderers when required or

(ii) Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty days after the date of expiration of the bid validity, as stated in the Instructions to Bidders.

SIGNATURE AND SEAL OF THE BANK

NAME _____ OF _____ DATE _____ SIGNATORY _____

NAME OF THE WITNESS

SIGNATURE OF THE WITNESS DATE

ADDRESS OF THE WITNESS

8.5 PERFORMANCE SECURITY FORM

To:

.....

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called “the tenderer”) has undertaken, in pursuance
of Contract

No. _____ [reference number of the contract] dated _____ 20
_____ to

supply.....

[Description services](Hereinafter called “the contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
..... *[amount of the guarantee in words and figures]*,

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil 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 _____ day of 20
the _____

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

8.6 MANUFACTURER'S AUTHORIZATION FORM

To [name of the Procuring entity]

WHEREAS[name of the manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No.[reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

8.7 DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project. We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-consultants/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company) (Signature(s))

8.8 POWER OF ATTORNEY

To [name of the Procuring entity]

Note: This power of attorney should be on the letterhead duly signed and stamped nominating a representative to transact and sign document on behalf of your company.

8.9 : ANTI CORRUPTION DECLARATION / COMMITMENT / PLEDGE FORM

I/We of
Post Office Box declare that
I/ We recognize that Public Procurement is based on a free, fair and competitive
tendering process which should not be open to abuse.

I/We Declare
that I/We will not offer or facilitate, directly or indirectly, any inducement or reward
to any public officer, their relations or business associates, in connection with tender
No.

..... for or in the subsequent performance
of the contract if I/We am/are successful.

Signed by C.E.O. or Authorized Representative. Name
.....

Designation.....
Signature.....
Date.....

In case of sub-contracting

Signed by CEO of the firm to be subcontracted

Name.....
Designation.....
Signature.....
Date.....