



**NATIONAL AIDS CONTROL COUNCIL**

**TENDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF  
ENTERPRISE RESOURCE PLANNING APPLICATION**

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TENDER NO. NACC/T/004/2017/2018

CLOSING DATE: SEPTEMBER 12, 2017

**ISSUED BY:**

**National AIDS Control Council (NACC)  
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## INTRODUCTION

- 1.1 This standard tender document for supply, installation and commissioning of plant and equipment has been prepared for use by public entities in Kenya.
- 1.2 The following general conditions should be observed when using the document.
  - a) Specific details should be furnished in the tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - b) The instructions to the tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contracts and the appendix to instructions to the tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations as a letter of invitation addressed to tenderers who have expressed interest following an advertisement of a prequalification tender.
- 1.5 The cover of the tender document shall be modified to include:
  - i. Tender number.
  - ii. Tender name.
  - iii. Name of procuring entity.

## SECTION I INVITATION TO TENDER

**Date: August 22, 2017**

**Tender No. NACC/T/004/2017/2018**

**TENDER NAME: *TENDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF ENTERPRISE RESOURCE PLANNING (ERP)***

- 1.1 The National AIDS Control Council (NACC) invites sealed tenders from eligible candidates for the supply, installation and commissioning of an Enterprise Resource Planning Application (ERP System).
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents from the Procurement Division - National AIDS Control Council P.O.BOX 61307-00200 Nairobi, Kenya and download the documents from the NACC Website: **www.nacc.or.ke** at no fee or upon payment of a non- refundable fee of Kshs. 1000/= in cash or bankers cheque payable to Chief Executive Officer, National AIDS Control Council for the printed documents.
- 1.3 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for period of (120) days from the closing date of the tender.
- 1.4 All Tenders must be accompanied by **Bid Bond of Kshs. 600,000** in the form of bankers cheque or bank guarantee and must be addressed to **Chief Executive Officer, National AIDS Control Council**.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the **tender number** and be deposited in the tender box provided at the on 9th Floor of Landmark Plaza situated on Agwings Kodhek Rd Opposite Nairobi Hospital on or before September 12, 2017 at 10.00am
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at NACC Headquarters, Landmark Plaza situated on Agwings Kodhek Rd Opposite Nairobi Hospital

Head Procurement

For: **Chief Executive Officer**

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## **SECTION II – INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall complete the supply, install and commissioning of the equipment by the intended completion date 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 the Act.

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

2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Eligible Equipment**

2.2.1 All equipment to be supplied and installed under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the equipment(s) are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of equipment is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

### **2.3 Cost of Tendering**

2.3.1 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.

2.3.2 The price to be charged for the tender document shall not exceed Kshs 1,000.00

2.3.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.4 Contents of Tender Document**

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

- (i) Invitation to Tender
- (ii) Instructions to Tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire Form
- (xiv) Self Declaration Forms - on Debarment
- (xv) Self Declaration Forms - Anti Corruption Declaration
- (xvi) Bank Details Form- Mandatory
- (xvii) Request for Review Form

2.4.2 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.

## **2.5 Clarification of Tender Documents**

2.5.1 A prospective tenderer making inquiries of the tender documents may notify the Procuring entity in writing or by post 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 not 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 that have received the tender document.

2.5.2 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.

## **2.6 Amendment of Tender Documents**

2.6.1 At any time prior to the deadline for submission of tender, 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.

2.6.2 All prospective tenderers that have obtained the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 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.

## 2.7 Language of Tender

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that 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.

## 2.8 Documents Comprising the Tender

2.8.1 The tender prepared by the tenderers shall comprise the following components.

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.13 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14
- (e) Confidential Business Questionnaire

## 2.9 Tender Form

2.9.1 The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the equipment to be supplied, installed and commissioned and a brief description of the equipment, their country of origin, quantity, and prices.

## **2.10 Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices where applicable and total tender price of the equipment and installation it proposes to supply under the contract.

2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) the price of the equipment quoted EXW (ex works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable;
- (ii) charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and
- (iii) installation charges shall also be indicated separately for each equipment

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

## **2.11 Tender Currencies**

2.11.1 Prices shall be quoted in the following currencies:

- (a) For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and
- (b) For equipment that the tenderer will supply from outside Kenya, the prices may be quoted in US Dollars or in another freely convertible currency.
- (c) Cost of installation and commissioning will be in Kenya Shillings.

## **2.12 Tenderers Eligibility and Qualifications**

2.12.1 Pursuant to paragraph 2.1, the tenderers 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.

- 2.12.1 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.2 The documentary evidence of the tenderes qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction;
- (a) that, in the case of a tenderer offering to supply equipment under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the equipment, Manufacturer or producer to supply the equipment
  - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

### **2.13 Goods Eligibility and Conformity to Tender Document**

- 2.13.1 Pursuant paragraph 2.13.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all equipment which the tenderer proposes to supply under the contract
- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.13.3 The documentary evidence of conformity of the equipment to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- a) a detailed description of the essential technical and performance characteristic of the equipment
- b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the equipment for a period of two (2) years, following commencement of the use of the equipment by the Procuring entity; and
- c) a clause-by-clause commentary on the Procuring entity's 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.

2.13.4 For purposes of the commentary to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.14.2 The tender security shall be in the amount not exceeding 2 percent of the tender price.

2.14.3 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 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of

- a) Cash
- b) A bank guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22

2.14.6 Unsuccessful Tenderer's tender 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.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 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 2.27.1 or
  - ii) to furnish performance security in accordance with paragraph 2.28
- c) If the tenderer rejects correction of an arithmetic error in the tender.

## **2.15 Validity of Tenders**

2.15.1 Tenderers shall remain valid for 120 days or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.20. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.15.2 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 2.14 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.

## **2.16 Format and Signing of Tender**

2.16.1 The Procuring entity 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.

2.16.2 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.

2.16.3 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.

## **2.17 Sealing and Marking of Tenders**

### **2.17.1**

The original proposal (Technical Proposal and, if required, Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

### **2.17.2**

For each proposal, the consultants shall prepare the number of copies indicated in Appendix “A”. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.17.3

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and is clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE**”.

2.17.4

The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective bidder unopened.

2.17.5

After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.17.6 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 SEPTEMBER 12, 2017 at 10.00 AM**”. 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”.

2.17.7

If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## 2.18. Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.20.1 not later than **September 12, 2017 at 10.00 AM**

### 2.18.2

The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.2 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.

### 2.18.3

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

## **2.19 Modification and Withdrawal of Tenders**

2.19.1 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 tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.19.4 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 2.14.8

## **2.20 Opening of Tenders**

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on SEPTEMBER 12, 2017 at 10.00AM and in the following location.

**National AIDS Control Council (NACC)**

**Landmark Plaza, 9<sup>th</sup> Floor**

**Argwings Kodhek Road**

**P. O. Box 61307 – 00200**

**NAIROBI (KENYA)**

**Email: erpteam@nacc.or.ke**

**TEL: +254-020-2715109/2711261/2715144, 2896000**

The tenderers' representatives who are present shall sign a tender opening register evidencing their attendance.

2.20.2 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.

2.20.3 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

2.21.1 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 of the tender shall be sought, offered, or permitted.

2.21.2 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.

## **2.22 Preliminary Examination and Responsiveness**

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.3 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 effect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.24 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.
- 2.22.5 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 non conformity.

## **2.23 Conversion to Single Currency**

**2.23.1** 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.

## **2.24 Evaluation and Comparison of Tenders**

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The Procuring entity's evaluation of a tender will exclude and not take into account

- (a) in the case of equipment manufactured in Kenya or equipment of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
- (b) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.24.5 and in the technical specifications:

- (a) delivery and installation schedule offered in the tender;
- (b) deviations in payment schedule from the specifications in the Special Conditions of Contract;
- (c) the cost of components, mandatory spare parts and service;
- (d) the availability in Kenya of spare parts and after-sales service for the equipment offered in the tender;

2.24.5 Pursuant to paragraph 2.24.4 the following evaluation methods will be applied

(a) *Delivery schedule*

(i) The Procuring entity requires that the equipment under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries 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 of 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) *Spare parts and after sales service facilities*

Tenderers must offer items with service and spare parts back-up. Documentary evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give a documentary evidence and assurance that he will establish adequate back-up for items supplied.

2.24.6 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.7 Preference where allowed in the evaluation of tenders shall not exceed 15%

**2.25 Contacting the Procuring Entity**

2.25.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.25.2 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 Tenderer's tender.

## **2.26 Award of Contract**

### **(a) Post-Qualification**

2.26.1 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.

2.26.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

2.26.3 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**

2.26.4 The Procuring entity will award the contract to the successful tenderer(s) 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.

2.26.5 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.

**(c) Procuring Entity's Right to Accept or Reject Any or All Tenders**

2.26.6 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 tenderer of the grounds for the procuring entity's action

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

2.26.8 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.

2.26.9 A tenderer who gives false information in the tender document about is 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.

**2.27 Notification of Award**

2.27.1 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.

2.27.2 The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneous other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will simultaneously inform the other tenderers that this tenders have not been successful

## **2.28 Signing of Contract**

2.28.1 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.

2.28.2 Within 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.

2.28.3 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.

## **2.29 Performance Security**

2.29.1 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.

2.29.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 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 Candidate or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

- 2.30.1 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 and will not be involved in corrupt or fraudulent practices.
- 3.30.2 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.
- 3.30.3 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 Tenderers**

### **Notes on the Appendix to the Instructions to Tenderers**

1. The Appendix to instructions to the tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the instructions to Tenderers including in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirement specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

## APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision 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.

INSTRUC TIONS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>Paragraph 2.1.1</b>	<i>All tenderers who meet requirements as Indicated in the tender document</i>
<b>Paragraph 2.1.4</b>	<i>Bidders must sign and submit an Anti Corruption Declaration Form</i>
<b>Paragraph 2.3.2</b>	<i>The cost of purchasing the tender is Kshs 1,000</i>
<b>Paragraph 2.8.1</b>	<i>The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.</i>
<b>Paragraph 2.10</b>	<i>The <b>Total Price Per Module</b> should be inclusive of taxes, the price of the equipment/software, all charges, insurance, transportation, delivery, installation, testing, commissioning, maintenance and any other costs associated with the tender.</i>
<b>Paragraph 2.10.1</b>	<i>All prices shall be quoted in Kenya shillings.</i>
<b>Paragraph 2.13.3 (c)</b>	<i>Clause by clause commentary on the Technical specifications demonstrating Substantive responsiveness</i>
<b>Paragraph 2.14</b>	<i>The tender security shall be <b>Kshs 600,000.00</b></i>
<b>Paragraph 2.15</b>	<i>The tender validity is 120 days from the date of submission of the tenders</i>
2.17.2	<i>Bidders shall provide 1 ORIGINAL, 1 COPY and a CD of the TECHNICAL PROPOSAL and 1 ORIGINAL, 1 COPY and a CD of FINANCIAL PROPOSAL. The Technical and Financial proposals shall be in separate envelopes</i>

	<ul style="list-style-type: none"> <li>• The original technical proposal and the Financial Proposal; shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder themselves. The person who signed the proposal must initial such corrections.</li> <li>• An authorized representative of the bidder shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign.</li> <li>• The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the Tender Number and the item description and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and tender, and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE, <b>September 12, 2017 at 10.00 AM</b>”. The NACC shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Proposals must be sent to the address/addresses indicated in the Appendix to instructions to Tenderers and received by the NACC no later than <b>September 12, 2017 at 10.00 AM</b>. Any proposal received by the Client after the deadline for submission shall be returned unopened.</li> <li>• The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored. No Financial Proposal shall be included in the Technical Proposal. Failure to comply with this requirement will lead to automatic disqualification.</li> </ul>

	<ul style="list-style-type: none"> <li>From the time the tender is opened to the time the Contract is awarded, the bidders should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by bidders to influence the Client in the examination, evaluation, ranking of tenders, and recommendation for award of Contract may result in the rejection of the bids tender.</li> </ul>
	<p>The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the preliminary evaluation, mandatory requirements, manufacturer authorization, required client reference sites with similar assignments undertaken, verification of reference sites and responsiveness to the technical specification applying the evaluation criteria, sub criteria, and point system specified in the bidding document. Each responsive tender will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the tender and mandatory requirements, or if it fails to achieve the minimum technical score of 70%.</p> <p>FORMULA; TECHNICAL AND FINANCIAL</p> <ul style="list-style-type: none"> <li>The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-</li> </ul> <p><math>Sf = 100 \times \frac{Fm}{F}</math> where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration.</p> <p>Proposals will be 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 given to the Financial Proposal; T + p = 1) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows: - <math>S = St \times T \% + So \times P \%</math>.</p> <p>The firm achieving the highest combined technical and financial score will be invited for negotiations.</p> <p>Technical Score will constitute 80% of the overall score  Financial Score will constitute 20% of the overall score</p>

	<ul style="list-style-type: none"> <li>• The Financial proposals opened are for bidders who meet the tender requirements only. The name of the bidder who met tender requirements and mandatory requirements shall be read aloud. The Financial Proposal of the bidders who met the tender and mandatory requirements will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</li> <li>• The Evaluation Committee will NOT correct any computational errors.</li> <li>• The bidder meeting the tender requirements and mandatory requirements and with least cost financial proposal and meeting the Commercial Evaluation criteria will be considered for award of tender</li> </ul>
<b>Paragraph2.17.3</b>	<p>The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “<b>TECHNICALPROPOSAL, HARD COPY and CD Copy</b>” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>” and warning: “<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL</b>”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and is clearly marked, “<b>DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE</b>”.</p>

<b>Paragraph2.20.1</b>	<p><i>The address of submission of tenders is: Chief Executive Officer, National AIDS Control, P.O Box 61307 -00200, Nairobi 9<sup>th</sup> floor Landmark Plaza, Argwings Kodhek Rd, Opp. Nairobi Hospital <a href="tel:+254202896000">Tel:+254202896000</a>, email: <a href="mailto:erpteam@nacc.or.ke">erpteam@nacc.or.ke</a>.</i></p>
<b>Paragraph2.18.3</b>	<p>Bulky tenders which will not fit in the tender Box shall be delivered and deposited in the Chief Executive Officer’s Office where the deliverer shall sign in a register.</p>
<b>Paragraph2.20.2</b>	<p>The tender sum submitted and read out during Opening shall be absolute and final and shall Not be subject of correction, adjustment or amendment in any way by any person or entity.</p>
<b>Paragraph2.29</b>	<p>10% of the awarded sum as performance security</p>

**Paragraph 2.5**

**All tenderers are required to send email to; [erpteam@nacc.or.ke](mailto:erpteam@nacc.or.ke)**  
As a confirmation that they have downloaded the tender document and that they will participate in the tender for ease of issuance of clarification if need be. The request for clarifications shall be received at least seven (7) days prior to the deadline for closing of the tender.

### SECTION III: GENERAL CONDITIONS OF CONTRACT

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## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

3.1.1 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 Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

### **3.2 Application**

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment to the extent that they are not superceded by provisions of other part of contract.

### **3.3 Country of Origin**

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer and will be treated thus in the evaluation of the tender.

### **3.4 Standards**

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

### **3.5 Use of Contract Documents and Information**

3.5.1 The Candidate shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

### **3.6 Patent Rights**

3.6.1 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 Goods or any part thereof in the Procuring entity's country

### **3.7 Performance Security**

3.7.1 Within twenty eight (28) 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.

3.7.2 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.

3.7.3 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) Cash
- b) Bank guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit

3.7.4 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 obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the equipment 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.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer. All reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.8.3 Should any inspected or tested equipment fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.

3.8.4 The Procuring entity's right to inspect test and where necessary, reject the equipment after the equipment arrival and installation shall in no

way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

3.9.1 The tenderer shall provide such packing and packaging of the equipment as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

### **3.10 Delivery and Documents**

3.10.1 Delivery of the equipment, documents and installation of the same shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

3.11.1 The equipment supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

### **3.12 Payment**

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

### **3.13 Prices**

3.13.1 Prices charged by the tenderer for equipment delivered and installation performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

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

### **3.14. 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

### **3.15. Subcontracts**

3.15.1 The tenderer shall notify the Procuring entity 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 tenderer from any liability or obligation under the Contract

### **3.16. Termination for Default**

3.16.1 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 deliver any or all of the equipment 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

3.16.2 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, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar equipment.

### **3.17. Termination for convenience**

### **3.18. Liquidated Damages**

3.18.1 If the tenderer fails to deliver and/or install any or all of the items within the period(s) specified in the contract, the procuring entity 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. After this the tenderer may consider termination of the contract.

### **3.19. Resolution of Disputes**

3.19.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract

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

### **3.20. Language and Law**

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

### **3.21. Force Majeure**

3.21.1 The Tenderer 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.

### **3.22 Notices**

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

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

## **SPECIAL IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

- 4.1 The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
- 4.2 The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.
- (a) Information that complement provisions of Section III must be incorporated and
  - (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1 Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

4.2 Special conditions of contract as relates to the GCC

<b>REFERENCE OF GCC</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>	<b>REQUIREMENT</b>
3.7.3	<i>Indicate particulars of performance security required</i>	<i>Bank guarantee</i>
3.12.1	<i>Indicate terms of payment</i>	<i>30 after submission of invoice for verified milestone</i>
3.18.1	<i>Indicate resolutions of disputes</i>	<i>Mediation, Negotiation or Arbitration</i>

## **SECTION - V- SCHEDULE OF REQUIREMENTS AND PRICES**

### **Notes on Schedule of Requirements and Prices**

- 5.1 The Procuring entity must state whether the contract is for procurement, installation and commissioning OR whether it is for installation and commissioning only, in which case, the equipment will have been procured separately.
  
- 5.2 The tenderers may use additional paper as will be necessary to indicate the details of their costing.

## SECTION V - SCHEDULE OF REQUIREMENTS

### **Important Information**

The NACC has about 170 staff and majority are based at the Head Office, Landmark Plaza, and Nairobi. NACC has regional offices in the following towns;

<b>REGIONAL OFFICES</b>	<b>COUNTIES COVERED</b>	<b>LOCATION</b>
<input type="checkbox"/> Mombasa	<input type="checkbox"/> TaitaTaveta <input type="checkbox"/> Kwale <input type="checkbox"/> Kilifi <input type="checkbox"/> Mombasa	4TH FLOOR UHURU NA KAZI BUILDING,MOMBASA
<input type="checkbox"/> Garissa	<input type="checkbox"/> Lamu <input type="checkbox"/> Tana River <input type="checkbox"/> Garissa	1ST FLOOR, REGIONAL COORDINATOR'S OFFICES, GARISSA
<input type="checkbox"/> Wajir	<input type="checkbox"/> Wajir <input type="checkbox"/> Mandera	MINISTRY OF HEALTH OFFICES, WAJIR TOWN
<input type="checkbox"/> Machakos	<input type="checkbox"/> Machakos <input type="checkbox"/> Kitui <input type="checkbox"/> Makueni	COUNTY COMMISSIONER'S OFFICES, MACHAKOS
<input type="checkbox"/> Nairobi	<input type="checkbox"/> Nairobi <input type="checkbox"/> Kajiado <input type="checkbox"/> Kiambu	NYAYO HOUSE, NAIROBI CBD
<input type="checkbox"/> Isiolo	<input type="checkbox"/> Isiolo <input type="checkbox"/> Marsabit	1ST FLOOR ISIOLO NORTH CDF OFFICES, ISIOLO TOWN
<input type="checkbox"/> Embu	<input type="checkbox"/> Meru <input type="checkbox"/> Tharaka <input type="checkbox"/> Embu	GROUND FLOOR, FORMER PROVINCIAL COMMISSIONER'S OFFICES, EMBU
<input type="checkbox"/> Nakuru	<input type="checkbox"/> Nakuru <input type="checkbox"/> Narok <input type="checkbox"/> Bomet <input type="checkbox"/> Kericho	BLOCK A, 1ST FLOOR, REGIONAL COMMISSIONER'S OFFICES, NAKURU TOWN
<input type="checkbox"/> Kisii	<input type="checkbox"/> Kisii <input type="checkbox"/> Nyamira	COUNTY COMMISSIONER'S OFFICES, KISII
<input type="checkbox"/> Kisumu	<input type="checkbox"/> Homabay <input type="checkbox"/> Migori	RHC BASED IN KISUMU
<input type="checkbox"/> Kisumu	<input type="checkbox"/> Kisumu <input type="checkbox"/> Siaya	6TH FLOOR, FORMER PROVINCIAL COMMISSIONER'S OFFICES, KISUMU
<input type="checkbox"/> Bungoma	<input type="checkbox"/> Busia <input type="checkbox"/> Bungoma	1ST FLOOR DEPARTMENT OF IMMIGRATION, BEHIND COUNTY COMMISSIONERS OFFICES, BUNGOMA
<input type="checkbox"/> Kakamega	<input type="checkbox"/> Vihiga <input type="checkbox"/> Kakamega	2ND FLOOR, REGIONAL COMMISSIONER'S OFFICES, KAKAMEGA TOWN

<input type="checkbox"/> Lodwar	<input type="checkbox"/> Turkana	IEBC COMPOUND/FORMER TURKANA DC OFFICES, LODWAR TOWN
<input type="checkbox"/> Kitale	<input type="checkbox"/> West Pokot <input type="checkbox"/> Trans Nzoia	MINISTRY OF HEALTH OFFICES, KITALE TOWN
<input type="checkbox"/> Eldoret	<input type="checkbox"/> Baringo <input type="checkbox"/> ElgeyoMarakwet <input type="checkbox"/> UasinGishu <input type="checkbox"/> Nandi	2ND FLOOR, COUNTY COMMISSIONER'S OFFICE, ELDORET
<input type="checkbox"/> Nyeri	<input type="checkbox"/> Nyeri <input type="checkbox"/> Kirinyaga <input type="checkbox"/> Murang'a	FORMER PROVINCIAL COMMISSIONER'S OFFICE, NYERI
<input type="checkbox"/> Nyahururu	<input type="checkbox"/> Laikipia <input type="checkbox"/> Nyandarua <input type="checkbox"/> Samburu	FORMER NYANDARUA COUNTY COUNCIL OFFICES, NYAHURURU TOWN

### **Stage 1- Preliminary Evaluation Criteria- Mandatory**

1. PIN and VAT Certificate
2. Certificate of incorporation/registration
3. Valid Tax Compliance Certificate
4. Bid Bond of Kshs 600,000
5. Company profile and organization structure and names of directors
6. Form of Tender duly executed
7. Anti-Corruption Declaration duly executed
8. Self-Declaration on Debarment
9. Manufacturer Authorization
10. Valid license from manufacturer of the proposed solution
11. Numbering/pagination of tender documents
12. Confidential Business Questionnaire

### **Stage 2- Conformity to specifications**

This will be done to check the bidder's level of conformity to specifications.

- The bidder must provide a solution illustrating their technical proposal that must include the underlying physical and database infrastructure, the Application modules, the data flows and solution structure.
- Bidders who do not conform to specifications shall be considered to be non-responsive and shall be rejected at this stage.

The bidder must provide relevant evidence of deployment of the requisite software engineers/technical staff with the necessary qualifications with the attendant CVs, employment contracts as commitment to the resultant contract.

Nb: Involvement of women, youth and persons with disabilities in the project and indication of their role and remuneration will be an added advantage

### **Stage 3- Client Reference sites**

Bidders who conform to specifications shall be assessed on the client's reference sites.

*Bidders must have the required operational client sites employing a similar solution as per specifications provided in the tender documents. The sites must be from different clients and tenderers must submit **client reference sites duly** filled and signed by the client(s) plus other supporting documents namely; Local Service Order/Contract/Service Level Agreement (SLAs) and Completion Certificates. The NACC will conduct physical verification of the client sites indicated by the tenderer before opening of the financial proposals. Bidders who do not meet this requirement shall be considered non responsive and their proposals shall be rejected at this point.*

- Proof of the bidder's capability to offer seamless integration of back up office systems.
- The bidder must provide proof of valid/current license from the manufacturer for the proposed solution.

#### **Stage 4- Financial Evaluation**

Only Firms that attain 70% and above in technical evaluation shall qualify to the final stage of the financial evaluation

The firm must provide audited financial results (profitability trends) for last three financial years with a turnover of at least Kshs 100,000,000

The tenderers shall complete Price Schedule furnished in separate Financial Proposal Envelop as required indicating the services to be performed and the costing per module.

The financial evaluation will involve:

- a Checking whether the quotation is as per requirements in the tender documents
- b Checking whether all Taxes have been included
- c Check that the bidder has costed all items as per specifications
- d Check unit cost and total cost
- e Check the validity of the tender
- f Check Terms of payment
- g Quotation for modules separately. The modules quoted may be implemented in phases depending on the requisite budgets
- h Check licensing regime; concurrent license (Mandatory)
- i Check sample of Service Level Agreement and the attendant costing submitted by the bidder



**PAST EXPERIENCE/REFERENCE CLIENTS DETAILS FOR  
TENDER NO. NACC/T/004/2017/2018 SUPPLY, INSTALLATION AND  
COMMISSIONING OF ENTERPRISE RESOURCE PLANNING (ERP)  
APPLICATION**

**Please provide at least THREE SIMILAR ASSIGNMENTS you have undertaken in the last three years. The referees MUST sign and stamp below;**

**Client name (Organization) -----**

**Address-----**

**Tel.No. (Office) -----Mobile No-----**

**Contact person-----**

**Position in the organization-----**

**Value of the Contract: Kshs -----**

**Modules implemented**

- (i) -----**
- (ii) -----**
- (iii) -----**
- (iv) -----**
- (v) -----**
- (vi) -----**
- (vii) -----**
- (viii) -----**

**Commencement Date of Project; -----**

**Date project completed-----**

**Completion Certificate issue date; -----**

**Signature and stamp of client-----**

**Date; -----**

## SCHEDULE OF EVALUATION CRITERIA

Description of Criteria	Total	Minimum	Vendor
	Required Points	Score	Evaluation Points
Section 1			
(A) MANDATORY REQUIREMENTS- PRELIMINARY			
• Confidential Business Questionnaire	M		
• Certificate of Incorporation	M		
• KRA PIN Certificate	M		
• Valid Tax compliance certificate	M		
• Power of Attorney (duly executed authorizing the person signing and committing the firm to the tender)	M		
• Anti-Corruption Declaration	M		
• Self-Declaration on debarment	M		
• Numbering and Pagination of the Tender Document	M		
• Manufacturer's Authorization Form & valid manufacturer	M		
Firms average turnover over last three (3) years <b>2014, 2015 and 2016- (3 Points)</b>			
150 m and above = 3 points,			
Less than 150-100 m=2 points,			
Less than 100-80= 1 point			
Less than 80 m= 0.5 point			
<b>A. Organization structure and Company profile</b>			
<b>(i) The Firm</b>			
(a) Age =>5 years= <b>3 points,</b>			
(b)Less than 5-3years= 2points,			
(c)Less than 3-1 years= 1 point,			
(d)Less than 1 year = 0 points)			
<b>B. Staff Establishment (3 Points)</b>			
(a) Size (staff compliment= >10 = <b>3 Points,</b>			
(b) Less than 10- 6= 2 points,			
(c )Less than 6= 0			
<b>C. Management (3 point)</b>			
(a) Directors (>50% Kenyan owned ( <b>3 points)</b>			
(b) Less than 50% ( <b>2 point)</b>			
<b>D. Insurance</b>			
(a) Insurances (indemnity cover, equipment covers) ( <b>2 points)</b>			

<b>Evidence of technical professionals with relevant certifications proposed as the project team structure to deliver the project</b>			
CV's of key staff (16 points)			
<b>A. CEO (4 Point)</b>			
i. Degree in the relevant area from a recognized university (1 Point)			
ii. Professional qualifications-(Systems management, computer networking, information management) (1 points)			
iii. General experience in management of at least 10 yrs(1points)			
iv. Specific experience (Systems management, computer networking, information management)-5yrs (1 Points)			
<b>B. IT Specialists (3 Experts) 3 Points each (9 points)</b>			
(i) Bachelor's degree in IT or related field, 2 professional qualifications (MCSE, MCDBA or any other recognized 2 qualification ) (1 points)			
(ii) General experience in IT field 3 yrs(1 points)			
(iii) Specific experience (Installation, configuration and support of ERP system) 5 yrs(1 points)			
<b>C. Other relevant personnel ( 3 technical support staff ) (3 Points)</b>			
i. Finance (1 point)			
ii. Human Resource (1 point)			
iii. Procurement (1 point)			
Clear project plan indicating start and end of project implementation milestones and responsibility. (3 points)			
<b>Supply, installation, configuration, testing and commissioning lead time</b>			
• Upto 90 days (3 points)			
• Upto 100 days (2 points)			
• beyond 120 days (1 points)			
<b>Firms after sales maintenance support (5 points)</b>			
(i) Trained local support personnel (engineers, technicians etc) (2 points)			
(ii) Warranty terms and conditions (2 points)			
(a) >= 1 year (2 points)			
(b) < 1 year (1 points)			
(iii) Upgradeability of the software (0.5 point)			
(iv) Evidence of two (2) SLA and Annual Technical Support Service Contract currently under implementation or implemented in at least one the last one year (0.5 point)			
<b>REFERENCE SITES (13 points)</b>			
Evidence of projects implemented with completion certificates			

At least 5 similar projects/implemented with reference letters from the agencies of Not more than five years. The references should demonstrate similar experience in installation, configuration, testing, commissioning and maintenance of Enterprise Resource Planning system and the firm's capability to offer seamless integration of back-office systems. Bidder must list five clients in the last five years and attach the following;			
i. Letters of recommendations (1 point for each of 5 sites)			
ii. Recognition and Awards (1 point)			
<b>Site visit to confirm the following:</b>			
- Existence of the site (0.5 Point)			
- Is it an active site (0.5 point)			
- Whether they have at least one local site (1 point)			
- Integration with other systems (2.5 Point)			
- Range of Modules (2.5 Point)			
- Systems Security (1 Point)			
- Management information system (Dashboard) (0.5 Point)			
- User alerts (0.5 Point)			
- Ease of use (1 point)			
- Reporting capability (1 point)			
<b>Methodology And Work Plan</b>			
Adequate demonstration of the Implementation methodology (7 point)			
i. Work plan (1 point)			
ii. Process discovery and documentation (1 point)			
iii. Development of the module (1 point)			
iv. Integration of modules and databases (1 point)			
v. UAT (1 point)			
vi. Knowledge Transfer (1 point)			
vii. Go live (1 point)			
<b>Solution technology and Framework as per the systems</b>			
<b>Requirements questionnaire</b>			
• Adequate provision of the General Systems Requirements (Operating Environment, Systems Architecture, Interface and security) (3 point)			
• Adequate provision of the ERP System with the following components(32 points);			
i. Requisition Management (4 points)			
ii. Core Accounting (GL, AR, AP, Asset Accounting) (4 points)			
iii. Procurement & Asset and Inventory Management (4 points)			
iv. Human Resources & Payroll (4 points)			
v. Fleet Management (4 points)			
vi. Help desk(4 points)			

vii.	EDMS including relevant scanning hardware(4 points)			
viii.	Grants Management (4 points)			
	• Adequate provision of the other back office processes – (3 points)			
	• Customer Relationship Management (CRM) Self Service Web portal integrated with the proposed solution (2 points)			
	• Provision of a clear technical design of the solution including Application and Infrastructure architecture. (2 Points)			

## PRICE SCHEDULE

No.	Module	Quantity	Unit Cost (Kshs)	Installation Price (Kshs)	Incidentals charges (if any)	Total Price Kshs. Inclusive of all taxes (Kshs)
1.	Requisition Management					
2.	Core Accounting as defined in tender					
3.	Procurement and Inventory Management					
4.	HR & Payroll					
5.	Fleet Management					
6.	Help Desk					
7.	Grant Management					
8.	Service Level Agreement for NACC ERP					

9	Proposed skills set training for NACC key technical staff by the vendor at the vendors regional HQs or other town outside Nairobi					
10	Unit cost of Training of day to day implementers(technical operators) of the system in Nairobi					
11	Unit Cost of training of general users of the system in Nairobi					

Authorized Official: .....

Name.....

Signature .....

Date .....

## SECTION VI - TECHNICAL SPECIFICATIONS

### 6.1 **GENERAL**

6.1.1. These specifications describe the basic requirements for equipment. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.

6.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.

6.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products

6.1.4 The tenderers are requested to present information along with their offers as follows;-

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses

## SECTION VI – TECHNICAL SPECIFICATIONS

### 6.2 PARTICULARS

*[Text of Technical Specifications to be inserted in the tender documents by the Procuring entity, as applicable]*

<b>DETAILED TECHNICAL SPECIFICATIONS FOR THE ERP UPGRADE</b>			
<b>Bidders must provide a response to each of the requirements stated below:</b>			
Please respond to each requirement on the space provided on the sheet with a "Y" if your solution meets the requirement or if you intend to comply with the requirement. Bidders should respond with an "N" if their solution does not meet the requirement.			
A response of "N" to any of the mandatory requirements shall disqualify the bidder and he/she shall not be evaluated further.			
	<b>Technical Mandatory Compliance</b>		<b>Compliance</b>
<b>Requirement</b>		<b>Mandatory(M) Optional(O)</b>	<b>To Requirements (Y or N)</b>
<b>Number</b>	<b>Requirement description</b>		
1	The implementation will be done at the NACC offices at Landmark Plaza, Argwings Kodhek Road, Nairobi, Kenya.	M	
2	The ERP system shall be proprietary software and not open source.	M	
3	The set of applications shall be by one software manufacturer. NACC will not accept different software vendors.	M	
4	The proposed solution must be accessible to users remotely and securely through the internet	M	
5	The consultant shall develop a dummy environment to allow users to test the system before full implementation. The test environment shall be similar to the live environment	M	
6	The proposed solution shall be capable of importing data from files formatted in common formats such as XML, MS Word, PDF, Excel, CSV, Access, etc.	M	
7	The proposed solution must integrate with the Microsoft Active Directory and Microsoft Exchange to allow for sending of alerts and other information to targeted recipients.	M	
8	The proposed ERP solution shall have an interface with the ability to integrate with other systems, notably NACC's	M	
	- Outlook email client / MS Exchange Server,		
	-Microsoft Active Directory, Directory Services		
	- Microsoft Office Applications,		
	- PDF Viewers		
9	The proposed ERP solution at a minimum must have the following on Employee Self Service:	M	
	- Leave management: Leave application, approval and viewing of leave balances.		
	- Staff advance/imprest, application and surrender.		
	- Requisition of goods/services by staff.		

10	The bidder must offer trial licences for use during project implementation. NACC licences should only get into production after go-live . The bidder will be expected to offer post implementation support free for minimum of 1 Year after commissioning.	M	
11	The bidder must be ready to enter into a contract with the client with regard to warranty, support and annual preventive maintenance services.	M	
<b>REQUISITION MANAGEMENT REQUIREMENTS (The bidder will be able to advise the NACC based on the COBIT framework in this module)</b>			
	<b>The system should have a functionality that allows the user to make requisition for either "Stationeries", "assets" or "Activity Approval"</b>		
	<b>A. Requisition for Activity Approval</b>		
1	The system MUST allow the initiation of a request for approval for an activity by a user.	M	
2	The system must have a functionality that allows requisition generation for Program based activity and/or procurement based activity	M	
	In this request for approval, the system should have fields to input;		
	- The Title of the activity		
	- Select the Budget Vote line		
	- Performance Contract indicator		
	- Select Strategic Plan Goal & Area		
	- Description of the activity	M	
	- Justification		
	- Expected output		
	- Venue (County, Region)		
	- Number of persons (including drivers)		
	- Number of days		
	- Activity Dates (from – To)		
3	Once the request is made, the system should electronically allow the approver(s) to access the request and make the appropriate approval within the system and must have an audit trail of changes. The system must have a workflow approvals for creating, uploading, reviewing, updating and approving the requisition.	M	
4	The system should allow the user to indicate the state of urgency for the activity.	M	
5	The system should have an interface with the budget module	M	
6	The system should not allow the user budget for the activity to exceed the budget line' budget balance	M	
7	The system should have an interface with the procurement module and be linked to the procurement plan. .	M	
8	The system should not allow the user to include the supply of item/services not included in the procurement plan in the Procurement based activity.	M	
9	The system should not allow the budget for purchase of items/services in the Procurement based activity beyond the budget allocation in the procurement plan.	M	
10	The system should have an interface with the HR Module.	M	
11	The system should have a functionality that allows the user to include either NACC staff or Non-NACC staff or Both in the requisition	M	
12	The system should allow the user to select NACC staff as the activity participants for a Program based activity and include them in the requisition. The system should not allow the user to select individuals beyond the indicated Number of the activity participants	M	
14	The system should notify the user on the participants selected with overlapping activities as per the activity dates. It should caution the user and allow him/her to continue with without making changes or allow him/her to make changes. It should allow the management to view individuals included in the activity despite having overlapping activities.	M	

15	The system shall allow the user to develop activity budget from the main budget. The user shall define expenditure items and determine the total expenditure per expenditure item.	M	
16	In the budget creation, the system should allow the user to input;	M	
	- Expenditure item		
	- The rate per item		
	- Number of items		
	- Number of days		
17	The system should not allow the user to input number of days beyond the indicated activity number of days.	M	
18	The system shall allow the user to include DSA (where applicable) expense only for the selected participants of an activity. The system should not allow the user to submit the requisition unless the DSA (where applicable) for all selected participants have been included in the budget.	M	
19	The system should allow the user to indicate whether the expense item is ;	M	
	- Procurement related		
	- User related		
	Finance related.		
20	It should clearly indicate the total budget amount for the separate expenses.	M	
21	The system should have functionality that allows the user to submit the requisition as draft copy to the supervisor for review and/or as a final copy to the AIE Holder Budget Manager for budget approval.	M	
22	The system shall not allow the AIE holders to approve commitments outside their budget allocation.	M	
23	The budget should allow the supervisor to review and make comment on the draft requisition and revert back to the user for corrections. It should allow the user to make corrections and resubmit to the supervisor for review and approval as a final requisition.	M	
24	The system should not allow "Draft requisition" be submitted to the AIE Holder for commitment approval. It should only allow "Final requisition" be submitted for approval.	M	
25	The system should not allow the user to submit the requisition to the management for approval before clearance by the AIE Holder.	M	
26	The system should provide notification to the AIE holder once the "Final requisition" has been submitted for commitment approval	M	
27	The system should provide a notification to the user once the budget commitment is approved by the AIE Holder.	M	
28	The system should allow the user to submit the requisition to the management for reviewing, commenting and approval. It should allow the user to make corrections where the requisition has been reverted for clarification and further justification before resubmission to the management for approval.	M	
29	The system should allow the user to track the approval process of the requisition.	M	
30	Upon submission to the CEO, system should have a functionality that allows the CEO to "Accept", "Reject" or "Hold" a requisition subject to advise from relevant staff (DDFA/HF/HOD/HODIV or any other staff). It should not allow the CEO to hold a requisition for more than pre-defined time.	M	
31	The system should allow the CEO to "Hold" a requisition and get clarification from relevant officers without the knowledge of the user and later "Accept" or "Reject (with reasons)" the requisition subject to the advise given	M	
32	The system should allow the CEO to "reject " a requisition subject to further clarification or "reject" a requisition permanently with reason. And on rejection the requisition should be sent into the document repository in the EDMS and the funds de-committed.	M	
33	The system should allow the user to make corrections and resubmit to the CEO for further consideration where the requisition was rejected subject to further clarification.	M	
34	The system should have a functionality that allows the CEO/HOD/HODIV to delegate the approval function to the relevant staff. It should provide a notification of such delegation to the person delegated to.	M	

35	The system should enable the CEO to make any changes in the requisition before approval.	M	
36	The system should not allow any staff to make changes to the requisition once approved by the CEO. The approved requisition should be automatically converted to PDF and stored in the Document repository into the EDMS	M	
37	The system should provide a notification to the User, to all activity participants, HHR&A, Finance and the Procurements once requisition has been "Accepted" by the CEO.	M	
	<b>B. Requisition for Stationeries/consumables</b>		
1	The system should have a functionality that allows the user to make a request to the procurement officer for office consumables.	M	
2	The system should have an interface with inventory management module	M	
3	The system should allow the user to all select consumables they require before submission of the request for consideration by the approvers.	M	
4	The system should not allow the user to submit the requisition to the procurement officer without the approval of the HP	M	
5	The system should notify the user and the procurement officer once the requisition has been approved by the HP	M	
6	The system should notify the user on the item requested is out of stock	M	
7	The system should notify the user once the consumables are ready for collection.	M	
8	The system should have a repository of the items requested by the users which were out of stock and notifies the user once the items have been procured. It should allow the user to resubmit the previous requisition to the procurement officer without making a new requisition.	M	
9	The system should track the time taken from the submission of the request to the collection of the consumables.	M	
	<b>C. Requisition for Asset</b>		
1	The system should have a functionality that allows the user to request for assets from the relevant Divisions.	M	
2	The system should have a functionality that allows the user to request for assets either "ICT Assets" or "Other Assets" (this includes assets other than ICT assets)	M	
3	The system should have an interface with inventory management module	M	
4	The system should allow the user to select all assets they require before submission of the request for consideration by the approvers.	M	
5	The system should not allow the user to submit the requisition to the procurement officer without the approval of the HODIV/HP.	M	
6	The system should notify the user and the procurement officer once the requisition has been approved by the HODIV/HP.	M	
7	The system should notify the user whether the item is in stock	M	
8	The system should not allow the procurement officer to issue the ICT asset without approval of Head, MIS	M	
9	The system should not allow the procurement officer to issue the "Other assets" without approval of Head, Human Resource	M	
10	The system should o notify the user once the asset(s) are ready for collection.	M	
11	The system should have an interface with Activity Requisition Module.	M	
12	The system should allow the user to make a "Procurement Activity requisition" through the "Activity Requisition Module" once the items requested is out of stock	M	
13	The system should have a repository of the items requested by the users which were out of stock and notifies the user once the items have been procured. It should allow the user to resubmit the previous requisition to the procurement officer without making a new requisition.	M	
14	The system should track the time taken from the submission of the request to the collection of the consumables.	M	

15	The system should have a functionality that allow the user to indicate the reason why the are requesting for an asset (eg New staff, lost, change, etc). It should not allow the staff to be issued with more than one same asset.	M	
16	Where the asset is lost, the system should allow the staff to make request subject to approval from Top Management after processes have been followed	M	
<b>A: General Ledger</b>			
<b>A1: Chart of Accounts</b>			
7.1.1	One must be able to define and maintain the structure of the Chart of Accounts	M	
7.1.2	The system should allow for the same Chart of Accounts that can be used by multiple Company setups	M	
7.1.3	The Chart of Accounts must provide for a unique alpha-numeric, flexible account code Structure.	M	
7.1.4	The Chart of Accounts must provide for user-defined number of segments	M	
7.1.5	Changes to the Chart of Accounts must be controlled and require necessary approval or amendment to be restricted to authorized personnel	M	
7.1.6	The system must be able to maintain budgets tied to specific GLs	M	
7.1.7	The system must be able to create/setup GL accounts and deactivate the same without erasing	M	
7.1.8	Enable the viewing and extraction of GL accounts listing	M	
7.1.9	The chart of accounts MUST be flexible to accommodate the future business expansions in the segments & GL codes	M	
7.1.10	The application should facilitate summary account reporting based on all dimensions available in the database	M	
7.1.11	The system must be able to support reporting on different reporting templates	M	
7.1.12	The system MUST have the capability to create sub ledgers within the accounts defined or account categories for all possible combinations. The system MUST be able to generate reporting for specific accounts.	M	
7.1.13	The application should facilitate summary account reporting based on all dimensions available in the database	M	
7.1.14	The system must be able to support reporting on different reporting templates	M	
7.1.15	The application MUST have the capability to generate parent-child within the accounts defined or account categories for all possible combinations. The system MUST be able to generate reporting for specific accounts.	M	
<b>Reporting Requirements for the Chart of Accounts</b>			
7.1.16	Dynamic reports with the provision for a drill-down capability.	M	
7.1.17	Create customized reports (user defined). <i>Users who perform this function will have to be trained on use of the tools</i>	M	
7.1.18	Reports with the following parameters:	M	
	Expenditure/Revenue by GL code either individually or as consolidated		
	Expenditure/Revenue by Cost center		
	Supplier/Staff/Customer accounts		
	Budget Vs Actual expenditure		
	Based on posting date, date of data capture		
	Reversed journals		
	Based on transaction numbers, type, document totals etc.		
7.1.19	Able to translate amounts from functional currency or source currency in the originating ledger, based on a specified exchange rate	M	
7.1.20	Should be able to perform foreign exchange gain/loss per transaction and post in the designated account.	M	
7.1.21	The application MUST support currency Conversion:	M	
7.1.22	The application MUST support currency Revaluation.	M	

7.1.23	The application MUST maintain all effective exchange rates for all foreign currency transactions.	M	
7.1.24	The system must be able to support the Kenya Shilling as the functional currency and should further be able to support other currencies.	M	
7.1.25	The system should allow upload of currency exchange rates downloaded in predefined file formats	M	
<b>Reporting Requirements for Currencies</b>			
7.1.25	Dynamic reports with the provision for a drill-down capability.	M	
7.1.26	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.1.27	Reports with the following parameters:	M	
	- Foreign currency trends		
	- Currency loss/gain per transaction		
	- Currency loss/gain translation at defined periods		
	- Invoices/Credit Notes/Debit Notes in foreign currency		
7.1.28	The system must be able to create and post automatic journal entries	M	
7.1.29	The system MUST provide a facility to input, update, copy, balance, and post the Journals. Journal Voucher Number MUST be automatically generated by the system.	M	
7.1.30		M	
7.1.31	The system MUST restrict updates to the GL of a Journal Voucher after posting.	M	
7.1.32	The system must allow the holding of journal entries pending approval.	M	
7.1.33	The system must enable held journals to be viewed and posted	M	
7.1.34	For any transaction posted through this system, it must allow for Correction or reversal of the same through an approved workflow process	M	
7.1.35	When reversing a transaction, the system must maintain the previous transaction historically without erasing. However, for rejected journals, the system should cancel the transaction without keeping its record.	M	
7.1.36	The system should be able to handle different types of journals	M	
7.1.37	The system must be able to maintain a history of full details of all transactions and avail them for printing when required	M	
7.1.38	Maintain a closed period history on-line.	M	
7.1.39	A facility to enable enquiry on archived data and reports	M	
7.1.40	The system must be able to import/upload journal vouchers in batch from a Spreadsheet document or text files. There should be workflow for approving such uploads.	M	
7.1.41	The system must be able to export journal transactions in batch to spreadsheet or text file	M	
7.1.42	The application MUST have categories for single journals and batches	M	
7.1.43	The application MUST provide the capability to identify source documents or module references which are associated with the journal entry (e.g., Invoice No., Payment Voucher No., Telephone No. etc.) for reporting purposes.	M	
7.1.44	The application SHOULD provide for Recurring Journals.	M	
7.1.45	Recurring Journal Entries may be based on templates with predefined schedules.	M	
7.1.46	Posting to control accounts must only take place via business partners (employees, customers, suppliers etc)	M	
7.1.47	The system must provide for period closing functionality	M	
<b>Reporting Requirements for Journals</b>			
7.1.49	Dynamic reports with the provision for a drill-down capability.	M	
7.1.50	Create customized reports (user defined). <i>Users who perform this function will have to be trained on use of the tools</i>	M	
7.1.51	Reports with the following parameters	M	

	- Foreign currency journals		
	- Journals reports by preparer, reviewer, date posted etc		
	- Journals held (pending posting)		
	- Journal reversal		
	- Journals by date/user defined period		
7.1.52	The system must have a mechanism for defining a financial year and setting up accounting periods it contains.	M	
7.1.53	The system should be able to close accounting periods at pre-defined frequencies	M	
7.1.54	The system must allow for setup and updating separate accounting periods for adjusting and closing entries	M	
7.1.55	The system should only allow posting to the current period. Posting to closed periods must be subject to approved workflow procedure. Future posting MUST NOT be allowed.	M	
7.1.56	Dynamic reports with the provision for a drill-down capability.	M	
7.1.57	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.1.58	Reports with the following parameters	M	
	Notifications on due date		
	Change of dates		
	Calendar by due date		
	Calendar by competed activities		
	Calendar by pending activities		
<b>A5: Other General Ledger Requirements</b>			
7.1.59	Setting up GL parameters that will ensure:	M	
7.1.60	Ledger validity and approvals are captured		
7.1.61	Handling of bank payments (A function on its own)		
7.1.62	Definition of currency rules such as payment limits, currency rates, tolerance levels, and other currency related parameters		
7.1.63	Authorization matrix		
7.1.64	Unique identification/numbering of all transactions		
7.1.65	Audit trail showing name of originator, details of the GL affected, date, etc.		
7.1.66	Query functionality must be sufficient to query all information that has been captured		
7.1.67	Capable of allocating costs across cost centers		
7.1.68	The system must be able to consolidate several general ledgers into one at reporting		M
7.1.69	The system should enable one to preview all open items such as open purchase orders, open invoices, etc.		
7.1.70	Ability to meet requirements of the following types of tax and have provision for setting up any additional tax requirements:		
	Corporation tax		
	Withholding tax		
	Withholding Value Added Tax	M	
	Pay As You Earn (PAYE)	M	
	Value Added Tax (VAT)	M	
	Any other defined taxes	M	
	Reverse VAT		
7.1.79	The system must import opening balance of assets & liabilities (suppliers, customers, staff loans, Staff advances etc.)		

7.1.80	The system must have facility for adjusting entries after closing of the posting period/ financial year.		
<b>Reporting Requirements for Other General Ledger Requirements</b>			
7.1.69	The system must allow for posting of invoices based on LPOs/LSOs, GRNs or on account. It should allow for capturing of all invoice details	M	
7.1.70	The system must provide for raising of payment voucher based on invoice posted. Payment maybe full or partial payment.	M	
7.1.71	The system must allow advance payment (down payment) based on purchase document.	M	
	The system must have provision for cancellation/reversal of posted invoice		
	The system must have a facility for capturing supplier credit notes		
	The system must link an invoice with the approval request (requisition) and the expenditure item.		
	The system must calculate tax for vendor invoices and record tax transactions separately. The system must support different taxes and tax rates on an invoice.		
	Automate the generation of remittance advice and tax certificate		
	The system should be able to process payments in multiple currencies, capture the foreign exchange rate, and date.		
7.1.72	The system must have controls that prevent duplicate processing of payments or over-payment.	M	
<b>B: Accounts Payables</b>	The system should be able to indicate payment type: cash, physical cheque, EFT, Card, Mobile money transfer/pay, and RTGS		
7.1.73	The system must be able to maintain a complete payment history and enable extraction for analysis	M	
7.1.74	The system should automatically notify the payment recipient upon completion of the payment process.	M	
7.1.75	System should be capable of grouping several invoices to be settled as a single payment or settled individually	M	
7.1.76	Support matching: Requisition, Purchase/Service Order, Goods/Service Receipt Note, Invoice & payment:	M	
7.1.77	The system should be able to close a purchase order upon payment of the full amount. The system should also be able to close unutilized commitments.	M	
7.1.78	The system must be able to create and maintain supplier payment information (if not captured in the procurement when creating a supplier)	M	
7.1.79	The setting up of all supplier details should be via a workflow/process	M	
7.1.80	The system must interface with the procurement module so as to be able to retrieve all other supplier master details relevant for the payment.	M	
	The system must be able to capture payment terms such as payment discount conditions and penalty conditions.		
	The system must interface with the HR module so as to be able to retrieve employee master details relevant for payment.		
	The system must be able to interface with the online banking platforms for uploading approved payments and notifications from the bank (accepted/rejected payments).		
	The payment application MUST stop payment clearance for all the vendors whose payments are on hold due to specific reasons		
	The application MUST support payment interventions such as partial payments, stop payments, void payments, write offs etc.		
<b>Reporting Requirements for Accounts Payables Requirements</b>			
7.1.101	The system must be able to generate the following AP reports:	M	
	· Invoice Aging Report (using specific criteria -- department, date range, specific vendor or all vendors and suppliers)		
	· Down payments/payment advances listing		

	· Supplier Payment history report		
	· Supplier statement		
	· Contract Payment history report		
	· Contract Payment History Report		
	· Project Payment History Report		
	· AP posting status reports per period		
<b>C: Accounts Receivables</b>			
7.1.102	Ability to record different types of receivables and revenues	M	
7.1.103	Integrated with GL and provides capability to update GL with A/R transaction	M	
7.1.104	Ability to bill based on various or combination of billing types with variable rates by customer	O	
7.1.105	The system must be able to automate the receipting process and generate Payment Receipt.	M	
7.1.106	The system must be able to update accounts receivables and cash/bank as a result of receipting	M	
7.1.107	The application MUST provide facilities to query accounts receivables	M	
7.1.108	The system should be configurable so as to allocate receipts into various GL accounts.	M	
7.1.109	The application must be able to restrict posting of receipts by users to specific accounts.	M	
7.1.110	The application MUST support the reversals, corrections of the payments and the receipts.	O	
7.1.111	The application MUST capture receipts other than revenue.	M	
7.1.112	The application MUST allow matching of receipts to invoices based on different parameters like customer id, name, invoice numbers etc.	M	
7.1.113	The receivable module MUST define Payment terms such as penalties and/or fines.	M	
7.1.114	The system must allow one to print a comprehensive customer account statement showing all transactions.	M	
7.1.115	The application must be able to process receipts in multiple currencies	M	
7.1.116	The system should be able to produce cumulative reports on receipts per customer, per bank, etc.	M	
7.1.117	The application should interface with the bank so as to support creation of automatic receipts based on the bank files having customers depositing the cash directly into the corporate account.	M	
7.1.118	The system must be able to interface with other modules so as to be able to retrieve customer details (such as: customer codes, customer name, location, contact details, etc.) and invoices being settled (licenses, penalties, etc.).	M	
7.1.119	The system must be able to set up payment parameters for customers such as: currency of payment, payment frequency, etc.	M	
7.1.120	The system must be able to handle suppliers who are also customers.	M	
7.1.121	The system must be able to detect duplicate customers by comparing a combination of unique customer details like the NACC internal generated numbers and the tax PIN.	M	
7.1.122	The system must be able to capture and maintain a complete history of customer transactions and generation of customer statements that can be emailed.	M	
7.1.123	Alerts and notifications when accounts receivables are due.	M	
7.1.124	The system must be able to produce exceptional reports so as to determine customers whose credit limit is older than a specified number of days.	M	
7.1.125	The System MUST generate dunning or collection letters, to have credit limit and credit hold functions.	M	
7.1.126	The system should be able to handle payments in excess of the receivable amount	M	
7.1.127	Ability to define Customer credit policies/limits.	M	
7.1.128	Ability to track a customer's credit balance and issue alerts upon attainment of a set threshold.	M	

7.1.129	The system must support bad debt provisioning.	M	
7.1.130	The application MUST have write off limits defined for users and inbuilt approval process for bad debts or adjustments.	M	
7.1.131	The system should have an employee self-service functionality that allows the staff to clear all outstanding balances before they apply for new per diem/impres.	M	
<b>Reporting Requirements for Accounts Receivables</b>			
7.1.148	The system must be able to generate the following AR reports:	M	
	<ul style="list-style-type: none"> <li>AR Aging Report:</li> </ul>		
	<ul style="list-style-type: none"> <li>Using specific criteria -- department, date range, specific customer or all</li> </ul>		
	Customers. The report MUST have details in terms of payment terms, customer profile class, customer category, the amount overdue and the payment mode.		
	Aging report categorizes receivables from clients based on time intervals:		
	<ul style="list-style-type: none"> <li>Down payments/payment advances listing</li> </ul>		
	<ul style="list-style-type: none"> <li>Client Payment history report</li> </ul>		
	<ul style="list-style-type: none"> <li>AR posting status reports per period</li> </ul>		
	<ul style="list-style-type: none"> <li>Cash Receipts Report</li> </ul>		
<ul style="list-style-type: none"> <li>Client Statement</li> </ul>			
<b>Imprest Management</b>			
7.1.140	The system must be able to address imprest management process	M	
7.1.141	The system must embed a workflow for application, verifying, reviewing and approving staff imprest	M	
	The system must have a facility for defining per diem rates applicable to staff based on job group for different towns.		
	The system must interface with the requisition module.		
7.1.142	The system should have an employee self-service functionality that allows the staff to Apply and account for outstanding balances before they apply for new imprest.	M	
7.1.143	The system should automatically reject imprest application for staff with unclearly advances	M	
	The system should automatically reject imprest application for staff not included in the requisition.		
7.1.144	The system must embed a workflow for verifying, reviewing and approving accountability of staff imprest	M	
	The system must have a facility for uploading accountability supporting documents.		
7.1.145	Imprest Management module should be interfaced with payroll processing component to enable correct recovery of overdue advances/imprest to the employee. This process is subject to approval by an authorized user	M	
7.1.146	The system should enable posting of imprest and their accountabilities entries to the GL.	M	
7.1.147	Raise alerts/Reminders or notifications on overdue petty cash/imprest both to the applicant and the issuer(cash office/Finance).	M	
<b>Reporting Requirements for Imprest</b>			
7.1.148	The system must be able to generate the following imprest management reports:	M	
	<ul style="list-style-type: none"> <li>Imprest disbursements by individual/amount/date/division/department</li> </ul>		
	<ul style="list-style-type: none"> <li>Ageing staff imprest</li> </ul>		
	Aging report categorizes receivables to clients/staffs based on time intervals		
	<ul style="list-style-type: none"> <li>Client/staff Payment history report</li> </ul>		

	• Client/staff Statement		
<b>D: Cash and Bank Management</b>			
7.1.149	The system must be able to capture advances.		
7.1.150	Staff must be able to apply for petty cash request online with the defined limits.	M	
7.1.151	System must have a workflow for processing approved petty cash requests.	M	
7.1.152	Automatic tracking of petty cash balance for purposes of replenishment.	M	
7.1.153	The system should provide for definition of petty cash float limits. The system must raise alerts when the limits are exceeded.	M	
7.1.154	The system should enable posting of petty cash transactions to the GL.	M	
7.1.155	The system should provide for creation and definition of bank accounts. This facility should define type of account and also capture important details such as account name, number branch, swift code etc.	M	
<b>Reporting Requirements for Cash Management</b>			
7.1.158	Dynamic reports with the provision for a drill-down capability.	M	
7.1.159	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
<b>D2: Bank Reconciliation</b>			
7.1.161	The system must provide for uploading of electronic bank statements	M	
7.1.162	Functionality for matching and reconciling entries in the cashbook with those on the bank statements by amounts, PV ref etc. The bank balance MUST be automatically updated online based on clearances.	M	
7.1.163	The system SHOULD interface with the bank banking platform to initiate payment receipts based on credits in the bank.	M	
7.1.164	The system MUST provide for creation of miscellaneous transactions to record bank- initiated activities like interest gained, bank charges etc.	M	
7.1.165	The system SHOULD have facilitate definition of matching rules and report on both reconciling and non-reconciling items	M	
<b>Reporting Requirements for Bank Reconciliations</b>			
7.1.172	Dynamic reports with the provision for a drill-down capability.	M	
7.1.173	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.1.174	The system must be able to generate the following: - Bank reconciliation report - Direct debits/credits - Unreconciled items	M	
<b>D3: Bank Accounts</b>			
7.1.175	Bank details to be captured in full: - Bank code - Status (active/inactive) - Bank name - Bank branch - Sort code - Address - Account name	M	

	- Account number		
	- Lookup code		
	- Transaction details:		
	Transaction limit		
	Transaction reference		
	Comments		
	Transaction type		
	Supplier code		
	Customer code		
<b>Reporting Requirements for Bank Accounts</b>			
7.1.176	Dynamic reports with the provision for a drill-down capability.	M	
7.1.177	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.1.178	- Deposit List	M	
	- Deposit Report		
	- Cash payments (supporting electronic fund transfer)		
	- Cash receipts (supporting direct debit)		
	- The reports conforming to NACC's existing bankers requirements		
	- Bank by Bank name/staff/amount		
<b>D4: Cash Forecasting</b>			
7.1.178	The application MUST provide cash flows projections based on the transactions	M	
7.1.179	Processed in the integrated modules including receivables and payables.	M	
	The application MUST provide the facility to define cash forecast templates such as:		
	- Forecasting periods		
7.1.180	- Selection criteria for each source	M	
7.1.181	The application MUST be able to generate cash forecast in any currency based on the users parameters assigned	O	
<b>Reporting Requirements for Cash Forecasting</b>			
7.1.182	Dynamic reports with the provision for a drill-down capability.	M	
7.1.183	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.1.184	- Forecast Report	M	
<b>E: Management Accounting (Budgeting)</b>			
<b>E1: Budgeting Process</b>			
7.1.185	The system should incorporate online budget preparation functionality and should be able to cover all budgetary elements whether capital or operational expenses	M	
7.1.186	The system must possess functionality that allows budget preparation at activity, divisional and departmental levels prior to merging into a corporate budget.	M	
7.1.187	System should be able to maintain and track budgets and expenditure at activity, divisional, departmental and corporate level. It must be able to provide alerts upon attainment of defined threshold.	M	
7.1.188	The system must have a workflow approvals for creating, uploading and updating the company's annual and supplementary budgets	M	

7.1.189	The system must be able to keep historic budget information	M	
7.1.190	The system must keep track of all changes to the budget.	M	
7.1.191	The system must link payments and invoices to budget line items for cost management purposes.	M	
7.1.192	The system MUST link payments to project budget line items for cost management purposes (where applicable)	M	
7.1.193	The system MUST be able to accommodate a budget calendar that may be different from a financial calendar	M	
7.1.194	The system should support rolling over of budget amounts/lines year on year	M	
7.1.195	The system should provide functionality to view actual data against budgeted data	M	
7.1.196	The system must be able to support reallocation of budgets between budget lines	M	
7.1.197	The system must support Activity Based Budgeting providing for a facility to capture objectives, activities and outcomes at item and sub item level	M	
7.1.198	The system must facilitate multiple years budgeting – prior years and at least 3 future years.	M	
7.1.199	The system must facilitate allocation of budget ceilings by activity and account code.	M	
7.1.200	The system must have ability to allow for creation of special budgets (Monthly, Quarterly, Biannual, Annually) etc.	M	
7.1.201	The system must support both Bottom-Up and Top-Down budgeting.	M	
7.1.202	The system must support commitment control by not allowing spending on a line item without a budget.	M	
7.1.203	The system MUST be able to link advances to staff (imprest) and regional offices to budget. Funds so advanced must remain as commitments until they are accounted.	M	
7.1.204	The system MUST allow for importation of Budget from excel.	M	
7.1.205	The application should support copying of budgets from a financial period to another.	M	
7.1.206	The copied budget should be modifiable through application of percentages or absolute figures.	M	
7.1.207	The system must link all procurements and payments to the budget.	M	
7.1.208	The system must facilitate viewing of each department/function budget and expenditure to date.	M	
<b>Reporting Requirements for Budgeting Process</b>			
7.1.213	Dynamic reports with the provision for a drill-down capability.	M	
7.1.214	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.1.215	The reports must conform to the defined reporting templates:	M	
	- Monthly budget reports		
	- Quarterly budget reports		
	- Annual budget reports		
	- Actual vs. Budget		
	- Year expenditure/revenue reports		
	- Reallocation reports		
	- Cost center budget reports in user defined period		
	- Performance contracting reports		
	-Un utilized commitments		
-Variance reports.			
<b>E2: Budgetary Controls</b>			

7.1.216	When preparing the budget out-turn report, one must be able to generate it with the options of:	M	
	- Factoring in all actual payments and committed funds (i.e. funds whose purchase requisition has been approved but the actual payment has not been made)		
	- Factoring in only actual payments made		
7.1.217	The budget out-turn should not include future payments (not yet incurred) as a result of scheduled LPOs or journals.	M	
7.1.218	The system must be able to capture funded program budgets (e.g. GoK, World Bank, etc. ) and report on them per the funder's reporting template.	M	
7.1.219	The system must enable tracking of budget expenditure and produce a report of the Same	M	
7.1.220	Produce comparative financial statements showing:	M	
	- Prior year budget data		
	- Year to date budget		
	- Annual budget		
7.1.221	The system must be able to produce reports on committed budgets, actual expenditures and balances per budget line/account holder	M	
7.1.222	System prevents department level users from updating budget information after it has been submitted.	M	
7.1.223	Allows Budget Office to "push" worksheets out to departments electronically for budget preparation.	M	
<b>F: Financial Reporting Requirements</b>			
7.1.224	The system MUST facilitate forecasting of costs and revenue in terms of trends based on historical data.	M	
7.1.225	The application MUST have following types of reports by date range	M	
7.1.226	- Profit & Loss account monthly, quarterly annual, comparative	M	
	- Trial balance		
	- Performance report		
	- Forecasted Income Statement		
	- Cash Flow Statement		
	- Statement of changes in equity		
	User defined		
	Complete IPSAS formats including notes, IFRS formats,		
	Complete Quarterly financial statements reports in IPSAS & IFRS formats		
	User defined period reports		
Notes to the financial statements			
<b>Requirement Number</b>	<b>Requirement description</b>		
<b>A: Organizational Structure</b>			
7.2.1	System MUST have ability to include Organization structure hierarchy definition and organogram.	M	
7.2.2	System MUST be able to build an organization structure, which caters to various organization types such as departments, Divisions, sub-Divisions, Units, B533costcentres.	M	
7.2.3	System MUST have an ability to have multiple organization (subsidiaries) Hierarchies	M	
7.2.4	System MUST have a functionality to modify the organization structures as and when required and maintain the history of all such changes.	M	
7.2.5	System MUST have an ability to have position-based organizations.	M	

7.2.6	System MUST have a functionality to assign managers to various Organizations and view the managers and sub-ordinates reporting to them.	M	
7.2.7	System MUST have an ability to view positions linked to various Organizations.	M	
7.2.8	System MUST have provision to define various divisions at various locations.	M	
7.2.9	The system must be able to define, develop, analyse/ evaluate and store job descriptions, skills and qualifications required for each position.	M	
7.2.10	Jobs form will include breakdown of approved jobs or staff establishment, (total number, vacant, occupied, blocked, etc.).	M	
7.2.11	The system MUST be able to identify jobs and positions uniquely.	M	
7.2.12	The system MUST be able to maintain history of changes done to the position Details	M	
7.2.13	Ability to show all vacant and occupied positions & jobs (staff in post).	M	
7.2.14	Allow job rotation	M	
7.2.15	Ability for Departmental heads, Division Heads using the self-service to request for “New Jobs”, “Transfer of jobs and positions” and build the required workflow.	M	
7.2.16	Ability to link rewards and salary scales with employees’ position grading.	M	
7.2.17	Ability to integrate staff costs with the budget module	M	
7.2.18	The system must have the ability to maintain changes in employee position and jobs details such as:	M	
	- Position and job Transfer		
	- Position and job Status		
	- Position and job Description		
	- Position and job History		
7.2.18	The system should allow for changes in position title.	M	
7.2.19	The system should allow for upgrading a position.	M	
7.2.20	The system should allow for downgrading a position.	M	
7.2.21	The system should allow for removing or returning a position.	M	
7.2.22	The system should allow for the ability to create several types of employment (terms of service) such as Permanent and Pensionable, contractual, consultant, internship etc.	M	
7.2.23	The system should allow for addition, removal or amendment of types of employment	M	
7.2.24	Ability to create grading levels (managerial, technical and support) and flexibility to adding new levels.	M	
7.2.25	Ability to create employee status (active employment, resigned, suspended, study leave and unpaid leave) and integrate it with affected areas in leave management and payroll	M	
<b>Reporting Requirements for Organizational Structure</b>			
7.2.25	Ability to generate multiple statistical reports for all positions & jobs within the Organization	M	
7.2.26	The system MUST produce the following reports:	M	
	- Organizational structure reporting by location.		
	- Organizational structure reporting by department/divisions.		
	- Open and filled positions reporting.		
	- Positions associated with organizations.		
	- Budget & Actual Head Count Comparison.		
<b>B: Recruitment and selection</b>			
7.2.27	Ability to create and develop employee requisitions/vacancies.	M	

7.2.28	Ability to receive applications during online recruitments and serialized	M	
7.2.29	Ability to allow for information drawn from physical applications to be inputted into the system during recruitments	M	
7.2.30	Ability to accept both internal and external applications.	M	
7.2.31	Ability to screen and select candidates.	M	
7.2.32	Ability to track candidates and recruiter in the placement process.	M	
7.2.33	Ability to manage pre-placement verification, which includes salary authorization.	M	
7.2.34	Ability to advertise vacancies internally (self-service)	M	
7.2.35	Alert the HHRA and the HODs on overdue vacant positions	M	
7.2.36	The system SHOULD enable candidates to apply for available vacancies and allow only those who meet the minimum requirements.	M	
7.2.37	Ability to generate a long list as per the job criteria e.g. experience, technical, academic and competence qualifications.	M	
7.2.38	Ability to capture interviewer notes and feedback.	M	
7.2.39	System MUST have an inbuilt vacancy approval process/workflow.	M	
7.2.40	System must have a recruitment and selection workflow that covers the process from vacancy creation to defining a new employee.	M	
7.2.41	Ability to track recruitment drive and produce reports for management (e.g. recruitment costs, time taken to fill a position, status of recruitment drive, etc.).	M	
7.2.42	Ability to generate resumes from candidate input details.	M	
7.2.43	Ability to upload and share candidate documents (e.g. certificates, CV, etc.).	M	
7.2.44	Ability to verify budget prior to recruitment drive.	M	
7.2.45	Ability to generate offer letters, appointment letters, etc. Ability to send an offer letter electronically or as a print out.	M	
7.2.46	Ability to generate regret letters.	M	
7.2.47	Ability to hire staff on contract for a specified period.	M	
7.2.48	Ability to hire temporary staff and/or interns for a specified period.	M	
7.2.49	The system should be able to shortlist qualified applicants from the long-list at the point of job application. This will assist HR from having to review overwhelming number of applications from unqualified persons.	M	
7.2.50	When employees are rehired, the system should link all previous employment information to the new record.	M	
7.2.51	The system SHOULD have recruitment planning mechanism to capture recruitment plans online	M	
7.2.52	The system MUST be able to track the requisitions for vacancies for a particular job, grade, location or position	M	
7.2.53	Ability to schedule interviews	O	
7.2.54	Ability to track interview results	M	
7.2.55	The requisition form should be flexible to change according to requirements	M	
7.2.56	Ability to register the employment contract, renewal and termination	M	
7.2.57	The system must have the ability to provide an interface for customizing recruitment letters	M	
7.2.58	Ability to implement a specified probation period for newly hired employees	M	
<b>Reporting Requirements for Recruitment and selection</b>			
7.2.59	Ability to generate the following reports:	M	
	- Recruitment Activity reports, Recruitment reports –direct / internal reports		
	- Recruitment reports based on recruiting department.		
	- Vacancies report.		

	- Applicants Qualifications reporting.		
	- Statistical reports of the applicants and provide the management with tabular and graphical reports and other analytic presentations		
	- Statistical report of the requested number of employees for a specific area		
<b>C: Staff orientation / induction</b>			
<b>7.2.60</b>	Should be able to develop induction program within the system with input from HR and user departments.	O	
<b>7.2.61</b>	Ability to allocate employee compensation and benefits (NHIF, NSSF, club membership, advances, loans, etc.).	M	
<b>7.2.62</b>	Ability to confirm/reject new employee after completion of probation period or extend probation period.	M	
<b>7.2.63</b>	At a minimum, the following employee master details must be captured:	M	
	- Staff number (auto-generated)		
	- Nationality		
	- Ethnicity		
	- Disability		
	- Gender		
	- PIN Details		
	- NSSF Details		
	- NHIF Details		
	- HELB status		
	- ID/Passport number		
	- Marital status		
	- Date of birth		
	- Employees names		
	- Contacts (Phone Number, Postal Address, and Email etc.)		
	- Spouse details: name, ID number, occupation and contacts (Phone number, Postal Address, Email etc.)		
	- County of origin		
	- Dependants: Age, Gender, relation (daughter, son, adopted)		
	- Next of kin details: Names, ID number, occupation and contacts		
	- Employee photo		
	- Employee qualifications, experience and skills		
	- Previous employer		
	- Medical related details		
	- Employment date		
	- Position		
	- Category (senior, management, mid management, support)		
	- Department/Division		
	- Employment status (contract, permanent, probation, temporary)		
	- User-defined comments		
	- Ability to add/delete any bio data as necessary by authorized user		
<b>7.2.63</b>	The system must allow an employee to view and update personal data such as names, address, contacts, schools and/or University attended, qualifications, HELB, etc. subject to verification and approval.	M	

7.2.64	The system must allow an employee to view and update payment details such as bank, account name, account number, Bank Branch Codes etc. subject to verification and approval.	M	
7.2.65	The system must allow the user to view and update information on beneficiary and dependents subject to verification and approval.	M	
7.2.66	The system SHOULD have storage repository for certification and other relevant documents for employees	M	
7.2.67	The system SHOULD alert new employees to participate in the induction program coordinated by HR.	O	
7.2.68	The System SHOULD allow grouping of employees based on various aspects such as department/Division and grades	M	
7.2.69	The system MUST be able to store working hour's details, work frequency and normal timings for the employee.	O	
<b>D: Employee Management</b>			
7.2.70	Act as a centralized portal for disseminating static employee information such as benefits, leave information, disciplinary action and appeal process, FAQs, loans application, benefits, etc. which can be updated as need be.	M	
7.2.71	The system must be able to manage staff transfers, acting appointments, relocations, promotions and demotions and track such movements.	M	
7.2.72	The system should be able to address acting appointments. It should be able to capture under an employee's profile:	M	
	- The event of acting appointment		
	- Position		
	- Start and end dates of the appointments		
	- Benefits applicable		
7.2.72	Embed a workflow that supports Employee transfers including acting Appointments	M	
7.2.73	Provision for uploading and attaching documents to an employee's profile such as scanned transfer letters, etc.	M	
7.2.74	Maintain a history of Employee transfers taken and support the ability to profile the same employee	M	
7.2.75	Employee transfers module should be interfaced with payroll processing component	M	
7.2.76	Provision for managing employee disciplinary actions	M	
7.2.77	Embed a workflow that supports the disciplinary process (disciplinary module)	M	
7.2.78	Provision for uploading and attaching documents to an employee's profile such as scanned warning letters, certificates, commendations, etc.	O	
7.2.79	Maintain a history of disciplinary action taken against an employee and support the ability to profile the same employee	M	
7.2.80	Disciplinary module should be interfaced with payroll processing component	M	
7.2.81	Disciplinary module should integrate with the personal development, training and separation modules	M	
7.2.82	The system must be able to adequately address situations where an employee is suspended and capture this event on the employee's profile. This includes provision of workflows for initiating the suspension process, ending suspension and reinstating/rejecting an employee after suspension	M	
<b>Reporting Requirements Employee Management</b>			
7.2.83	Ability to generate the following reports:	M	
	- Employee details by department, location, positions, jobs, grades, payroll, Allowances, etc.		
	- New appointments / joiners report.		
	- Acting appointments report.		
	- Transferred employees report.		
	- Employee addresses and contact details report.		

	- Employees' summary reporting by specific criteria e.g. by department, grade etc.		
	- Employees Locations report		
	- Employee turnover reporting and analysis		
	- Disciplinary actions taken report		
	- Positions Analysis		
	- Contract Employees		
	- Employees by Cost Centre		
	- Employees Ethnicity Reports		
	- Employees by Education Level		
	- Promoted Employees		
	- Retiring Employees		
	- Terminated Employees		
	- Transferred Employees		
	- Workforce planning		
	- Staffing level analysis		
	- Ages of staff		
	- Dates of employment		
	- Report listing employee NHIF, NSSF, PIN, HELB, NSSF or NITA (National Industrial Training Authority) details		
	- Gender analysis		
	- People with Disabilities (PWD) analysis		
<b>7.2.84</b>	Skill set and competencies status: to list per employee the professional qualifications, academic qualifications, learning / development map, job requirements.	M	
<b>E: Performance management</b>			
<b>7.2.85</b>	System MUST have an inbuilt performance appraisal process/workflow.	M	
<b>7.2.86</b>	Ability to support the 360 degrees appraisal system with the ability to be configured to any other system such as the balanced scorecard.	M	
<b>7.2.87</b>	Ability to define various objectives associated with performance management.	M	
<b>7.2.88</b>	Ability to define and amend KPI's associated with the objectives defined subjected to a workflow approval.	M	
<b>7.2.89</b>	The 360 degrees appraisal system and KPI's must be amendable for different categories of employees.	M	
<b>7.2.90</b>	The system must enable calculations for the KPIs against predefined rules to arrive at the performance measurement.	M	
<b>7.2.91</b>	Ability to monitor and manage performance contract deliverables.	M	
<b>7.2.92</b>	Ability to capture performance requirements per position: qualification requirements, personal attributes, education, experience, skills, etc.	M	
<b>7.2.93</b>	Ability to receive periodic (e.g. quarterly) appraisal reviews/results from various Divisions online.	M	
<b>7.2.94</b>	Ability to send employees / special groups performance appraisal report on the system.	M	
<b>7.2.95</b>	Ability to track performance appraisal results over a period of time per employee, special group, department, etc.	M	
<b>7.2.96</b>	The performance management system should interface with the Training and Development module to enable identification of development requirements during the appraisal process and converting them to training requests in the Training and Development module.	M	
<b>7.2.97</b>	Support the associating of evidence to performance KPI's.	M	
<b>7.2.98</b>	Extraction of performance data to (excel, MS word, pdf etc.) per employee and per department and Divisions.	M	

7.2.99	The system should support self-appraisal.	M	
7.2.100	Assessment of self-appraisals for annual or periodic appraisal process MUST be possible for the managers.	M	
7.2.101	Support electronic signoffs between the appraised and appraiser and other relevant officials.	M	
7.2.102	The system should allow the salary adjustment as defined in the salary progression matrix.	M	
7.2.103	The system must allow the employee to receive performance feedback from their supervisor/manager.	M	
7.2.104	The system must allow KPI tracking and management dashboards.	M	
7.2.105	A workflow must be present for issuing a performance rating to an employee.	M	
<b>Reporting Requirements for Performance management</b>			
7.2.106	The ability to generate the following reports:	M	
	- Performance reporting per individual.		
	- Performance reporting by position.		
	- Performance reporting by department / special group.		
<b>F: Training Management</b>			
7.2.105	Ability to match training needs of an employee against their position's qualification requirements (academic, personal attributes, professional, experience, skills, etc.), organizational growth plans and performance management system.	M	
7.2.106	Ability to identify and evaluate training needs based on the performance appraisal.	M	
7.2.107	Capturing of training requests submissions from user departments.	M	
7.2.108	Ability to create a list of training providers and their details.	M	
7.2.109	Ability to create a training plan, manage and update training plan.	M	
7.2.110	Ability to create a short-list of candidates for training and compare them against the training selection criteria (e.g. competency-based selection).	M	
7.2.111	The system must have an approval/rejection process for a training plan.	M	
7.2.112	Ability to create, manage and update an employee's personal development plan.	M	
7.2.113	Ability to capture information on trainings attended by an employee.	M	
7.2.114	Ability to capture/receive training and development requests from other departments.	M	
7.2.115	Ability to maintain historical data on all information captured e.g. trainees, trainers, vendors, training requirements, attendance, training record, performance, cost etc.	M	
7.2.116	Ability to create (define) training selection criteria and maintain historically (e.g. competencies-based criteria.).	M	
7.2.117	Ability to allocate roles to different personnel in the training development process.	O	
7.2.118	Ability to interface the training request process with financial system e.g. raising invoice, LSO.	M	
7.2.119	Ability to track the status of a training request from requisition through planning to delivery and completion by trainees.	M	
7.2.120	Centralized cataloguing and tracking of training courses	O	
7.2.121	Ability to design, create and deliver online training programs for new staff as part of induction (modules and tests).	O	
7.2.122	The system should have provision for setting the maximum number of trainings and cost a single employee can receive in one financial year.	M	
7.2.123	The system should have functionality to restrict an employee from registering the same training course more than once after successfully undertaking the course	M	

7.2.124	The system MUST facilitate development of a training calendar specific to departments within the company, jobs skills requirements, technical aspects and publish the calendar	M	
7.2.125	The system SHOULD be able to generate training requirements based performance appraisal	M	
<b>Reporting Requirements for Training Management</b>			
7.2.126	Ability to generate the following reports pertaining to training:	M	
	- Competencies reporting along with skills.		
	- Training requirements reporting.		
	- Trainings history reporting.		
	- List of Attendees of a Course		
	- List of Attendees of a Course in a Department		
	- List of Courses for a certain position		
	- List of Courses Taken by Employee during a defined period		
	- List of Employees not Attended a mandatory Course (if expected to attend)		
	- Enrolled For postgraduate courses/ professional courses / scholarship.		
	- Employee Training/development needs		
	- Staff trained		
	- Trainings delivered		
	- Trainings in the pipeline		
	- Training plan		
	- Training feedback reports		
<b>G: Training Attendance (E-Learning / Staff Induction)</b>			
7.2.127	The system should be able to present to employees a list of approved courses from which to choose from	O	
7.2.128	The system MUST facilitate the enrolment for training courses	O	
7.2.129	The system MUST enable the users to maintain a history of the courses attended, status of registrations and passes/fails	O	
7.2.130	The system must be able to track enrolment and maintain enrolment status for all courses	O	
7.2.131	If registrations are received beyond the maximum capacity of the course, the system must be able to keep a waiting list for that course	O	
7.2.132	Ability to send reminders and notifications to employees on upcoming courses which they have registered for	O	
7.2.133	Ability to capture training evaluation and feedback by attendees so as to determine the success of the training delivered	O	
7.2.134	Ability to record skills gained by the trainee after attendance of the training	O	
7.2.135	The system must be able to capture the grade (pass/fail/marks obtained) of an employee upon completion of a course either automatically or manually by the trainer	O	
7.2.136	The system must be able to track on number of hours of training an employee has attended for each course	O	
<b>H: Leave Management</b>			
7.2.136	The system MUST automate the leave application process by enabling end-to-end online leave management	M	
7.2.137	The system must embed a workflow for leave management that can capture comments and approvals related to the task depending on its requirements	M	

7.2.138	Ability to accrue leave days at a configurable rate.	M	
7.2.139	Provide alerts and notifications to users and relevant authority on leave days above 15 leave days, 30 days before the close of the financial year	M	
7.2.140	Ability to deduct leave days.	M	
7.2.141	Ability to suspend leave subject to approval by Head of Department	M	
7.2.142	Capability to track and extract a history of the leave management data of an employee	M	
7.2.143	Calculation of leave balances and how much they are worth	M	
7.2.144	The system must be able to carry forward leave balances as per HR policy and Kenya Statutory laws	M	
7.2.145	Interfaced with payroll component of the HRMS so as to support the conversion of leave balances to payment (during separation only)	M	
7.2.146	Should enable users to perform online leave planning on a <b>Financial Year based</b> system and submission of the same into the leave approval workflow or save plans as draft	M	
7.2.147	Provide alerts and notifications to users and relevant authority on leave anniversary, public holidays, etc.	M	
7.2.148	The system should provide for Public holidays	M	
7.2.149	Enable one to apply different types of leave including:	M	
	- Maternity		
	- Study		
	- Paternity		
	- Compassionate		
	- Annual		
	- Compulsory		
	- Terminal		
	- Sick		
	- Unpaid		
7.2.150	The system must allow initiation of sick leave on behalf of the employee application by HR personnel	M	
7.2.151	At a minimum, the following details on leave application must be captured:	M	
	- Name		
	- Department/Division		
	- Grade		
	- Date of appointment		
	- Leave entitlement (days per annum)		
	- Leave days applied for		
	- Leave start date		
	- Leave end date		
	- Contacts when away		
	- Leave balance carried forward		
	- Leave balance brought forward		
	- Leave balance		
7.2.152	The system MUST have the provision to access leave information online.	M	
7.2.153	The system MUST have a facility to keep a track of number of days of leaves taken, for the various categories of leave	M	
7.2.154	The system MUST have a facility for the supervisors or the HR users to approve or reject the leave applied by the employees	M	

<b>Reporting Requirements for Leave Management</b>			
<b>7.2.155</b>	Ability to generate the following reports: - The system MUST have a provision to report the usages of leave types. - The system MUST have reporting for various types of leaves for employees. - Leave accruals reporting.	M	
<b>I: Employee separation</b>			
<b>7.2.156</b>	A workflow must be present for NACC to initiate the separation of an employee in the event that it is a dismissal and capture comments where necessary	M	
<b>7.2.157</b>	A workflow must be present for processing a request for separation from an employee and capture comments where necessary	M	
<b>7.2.158</b>	A workflow must be present for processing a request for separation through an employee retirement, and demise and capture comments where necessary	M	
<b>7.2.159</b>	The system should store the notice period details of all employees	M	
<b>7.2.160</b>	Employees clearance form should be accessible online	M	
<b>7.2.161</b>	At a minimum, the following should be captured on the clearance form: - Name and Employment Number - Date employed - Forward Contacts - Designation - Department - Type of separation - Last day of service - Leave days due payable - Notice period (adequate/inadequate) - Notice period (to hand over NACC Property) - Pay in lieu of notice - Signoff requirements with relevant personnel, departments or Divisions	M	
<b>7.2.162</b>	Electronic signoff of clearance form between user and relevant personnel and capture comments	M	
<b>7.2.163</b>	Integration with compensation module, loans, mortgages, etc.	M	
<b>7.2.164</b>	Maintain employee exit interview information	M	
<b>7.2.165</b>	The system should capture the separation event and date under an employee's profile. Further to this, it should capture type of separation (dismissal, resignation, death, retirement, and contract expiry), details and allow attaching of relevant separation documentation	M	
<b>7.2.166</b>	The system must have a workflow for processing an employee reinstatement application that allows one to either approve and process the reinstatement or reject the reinstatement application.	M	
<b>7.2.167</b>	The system must be able to address the process of employee reinstatement. During reinstatement, the system should allow one to continue working with the previous data that was captured prior to termination of the employee and register the event of reinstatement on the employee's profile.	M	
<b>7.2.168</b>	The System MUST allow for terminating the employee record at the conclusion of the employment period without deletion.	M	
<b>Reporting Requirement for Employee separation</b>			
<b>7.2.169</b>	The system should have the following reports:	M	

	- Terminated / separated employees report.		
	- Terminated Employees by Termination Reason.		
	- End dated positions reports.		
	- Staff due to retire (in 3 years, 2 years, 1 year, 9 months, 6 months)		
<b>J: Compensation and Benefits Management (Payroll)</b>			
7.2.170	The system should enable compensation planning.	M	
7.2.171	The system must provide a workflow for approval or updating of all compensation related configuration data.	M	
7.2.172	Must be able to capture and maintain all compensation and benefits data such as gross salary, Gratuity, NSSF, NHIF, allowances, benefits, pension contributions, internal loans, insurance relief, Personal Relief, PAYE, HELB etc.	M	
7.2.173	Must be able to capture Employers' Contribution to Registered or Unregistered Pension Scheme or Provident Fund.	M	
7.2.174	Must be able to capture Employees' Contribution to Registered or Unregistered Pension Scheme or Provident Fund.	M	
7.2.175	For the compensation and benefits data above, the system must be able to keep a history of transactions and changes while enabling the extraction of the same separately as a report per employee, department/division for all employees whether current, separated, on leave, etc.	M	
7.2.176	Must be able to capture and maintain pay disbursement details (i.e. pay mode, bank details, cost center, etc.) allow for amendment and keep a history of such amendments	M	
7.2.177	Should enable computation of employee costs per employees, Division or Department.	M	
7.2.178	Must interface with the financial system / accounting module chart of accounts so as to allocate staff costs to the relevant cost/profit centers.	M	
7.2.179	Generation of tax returns (P9 forms) in batch or on singular basis.	M	
7.2.180	The system must be able to perform salary transfers / Payments.	M	
7.2.181	Provision for uploading of payroll data in mass from files such as spreadsheets where necessary. There must be a workflow for approving such uploaded data.	M	
7.2.182	The system must be able to define categories of benefits and assign employees to benefit categories based on an eligibility criteria (i.e. one off payments, periodic, recurring, etc.).	M	
7.2.183	The system must be able to define salary plans (i.e. salary ranges and pay plans) for different categories of employees and associate an employee to a salary plan based on predefined rules/qualification criteria.	M	
7.2.184	Ability to compute employee salary increment based on salary progression matrix.	M	
7.2.185	The system must be able to compute salaries in Kenya Shilling.	M	
7.2.186	The system must be able to compute salaries in Foreign Currency.	M	
7.2.187	The system should enable attaching or referencing of documentation related to employee compensations e.g. garnishment letters, etc.	M	
7.2.188	Staff must be able to view their pay information online.	M	
7.2.189	Provision to enable application for loans and salary advances and facilitate approval of the same through a workflow.	M	
7.2.190	Provision for Alerts when the employee's deductions reach a set threshold – 1/3 of monthly pay.	M	
7.2.191	Provision to Alerts employee and the HHRA 3 months before the end of the contract	M	
7.2.192	The system must be compliant to the legal requirements in Kenya regarding employee compensation earning and deductions.	M	
7.2.193	Ability to process partial deductions if an employee's pay are insufficient to cover the deduction.	M	
7.2.194	Ability to compute associated employee taxes while taking into consideration the employee's benefits.	M	
7.2.195	Ability to facilitate payroll planning and calculations.	M	

7.2.196	Ability to compute gratuity on a monthly / accrued basis as well as compute associated employee taxes the employee's benefits.	M	
7.2.197	Ability to make payment of gratuities as per the CBK regulation on the last month of the contract	M	
7.2.198	Ability to pay mass salary changes retroactively and with different options.	M	
7.2.199	The system must be able to address payments/deductions missed out in the past either to a single employee or a group of employees.	M	
7.2.200	The system must be able to record loans/advances to the employee under the employee's profile.	M	
7.2.201	The system must correctly recover loans / salaries advanced to the employee.	M	
7.2.202	The system must be able to post the recovered amounts correctly to the financial system.	M	
7.2.203	All compensation and benefits must be formula driven / criteria based. The systems MUST NOT allow arbitrary allocation of compensation/benefits to an employee.	M	
7.2.204	The system must have robust security features that will protect sensitive salary related information from unauthorized users.	M	
7.2.205	The system should support multiple payroll cycles	O	
7.2.206	The system must allow one to define the date when the payroll is run and the date when the salary transfer takes place. The system should allow these dates to be changed in the event that they fall on a holiday.	M	
7.2.207	Provision for having different payrolls to cater for:	M	
	- Board Members		
	- Contract employees		
	- Casual employees/Consultant		
7.2.208	- Interns/attachment		
	They system must have flexibility for configuring earnings and deductions so as to capture all earnings and deductions applicable at NACC.	M	
7.2.209	There should be provision to schedule earning and deductions in order to address situations where an earning/deduction is one time or severally over a period of time.	M	
7.2.210	The system must offer functionality to make corrections to a payroll already processed.	M	
7.2.211	There must be a detailed pay slip explaining every earning and deduction made for every payroll run. The pay slip should clearly separate earnings from deductions.	M	
7.2.212	The system should maintain a history of all payroll runs and all their information (payments made and costings generated).	M	
7.2.213	The system must notify HR once the payroll runs and payroll transfers are complete. It must allow HR to track their status and be able to view any error/exceptions in the process and view successfully processed payrolls.	M	
<b>Reporting Requirements for Compensation and Benefits Management (payroll)</b>			
7.2.213	In addition to a flexible reporting facility, the system must be able to extract the following payroll related reports per employee, per department and per company:	M	
	- Pay slip in softcopy that will be sent to the employee by email in an uneditable format		
	- Bank advice.		
	- Payroll per month		
	- Staff journal.		
	- Additions (benefits, allowances, low interest benefits, bonuses, reimbursement, etc.).		
- Deductions (loan repayment, HELB, insurance premiums, pensions, mortgage, etc.).			

	- Contributions (pensions, etc.).		
	- Club subscriptions.		
	- Tax returns (P9 forms).		
	- Employee costs.		
	- Employee compensations details report.		
	- Salary related costing details report.		
	- Overtime payment report.		
	- Payroll related costing reports.		
	- Salary on Hold reporting.		
	- Report for pending payments to employees.		
	- Statutory report such as PAYE reporting.		
	- End of service calculations report.		
	- Reimbursement status report		
	- Employee whose contract is below 3 months to termination/renewal		
	- Gratuity paid per employee		
<b>K: Awards</b>			
<b>7.2.218</b>	The HR system SHOULD have a provision to develop and manage awards /rewards, recognition, and incentive / motivation programs.	M	
<b>7.2.219</b>	The system SHOULD facilitate tracking and recognition of service awards such as gifts, certificates.	M	
<b>7.2.220</b>	The system SHOULD be able to store all the employee related awards history.	M	
<b>7.2.221</b>	The system SHOULD have a provision of reflecting awards related information to an employee's performance.	M	
<b>Reporting Requirements for Awards</b>			
<b>7.2.222</b>	The ability to generate reports pertaining to awards:		
	- Awards issued per period.		
	- Awards issued per employee.		
	- Incentives provided per period.		
	- Incentives provided per employee.	M	
	- Listing of awards type.		
	- Listing of incentive type.		
	- The system SHOULD facilitate reporting of service awards such as gifts, certificates.		
<b>L: Self – Service</b>			
<b>L1: Employee Self – Service</b>			
<b>7.2.223</b>	The system MUST enable the users to maintain their personal data such as name, address, telephone numbers, contacts, qualifications, school and colleges attended, skills attained etc. subject to the supervisor's verification.	M	
<b>7.2.224</b>	The system MUST enable the users to view their pay slips and P9 on-line for all the processed payrolls.	M	
<b>7.2.225</b>	The payment details for employees such as bank name, bank branch, account number etc. MUST be visible to users and they must be able to modify the same. Subject to verification and approval	M	
<b>7.2.226</b>	The system MUST have a facility for the users to upload maintain their beneficiary details and dependents information	M	
<b>7.2.227</b>	The system MUST facilitate the users to maintain their emergency / next of kin contact details. Subject to verification and approval	M	

7.2.228	The system MUST have the leave request functionality, which would enable the users to apply for leave.	M	
7.2.229	The system MUST be able to display the leave balances, leaves taken and eligible leaves for the users.	M	
7.2.230	Allow employees to update their training information.	M	
<b>L2: Manager Self – Service</b>			
7.2.231	Line managers MUST have an access to search and view information pertaining to their team members.	M	
7.2.232	A supervisor MUST have access to view his/her team members’ employment as well as applicant history.	M	
7.2.233	Supervisors MUST have access to view the team members’ leave requests and Approve/reject those	M	
7.2.234	Manager MUST be able to view absence history for his/her entire team.	M	
7.2.235	Manager MUST be able to update their Divisional/Departmental calendar of events to the institutional annual calendar	M	
<b>Intitutional Calendar</b>			
7.2.236	The system should incorporate online annual institutional calendar preparation functionality and should be able to cover all Divisions/Departments programmatic Calendar	M	
7.2.237	The system must possess functionality that allows activity plan preparation at a departmental/Divisional level prior to merging several departments’/Divisions’ activity plan into a singular institutional activities plan.	M	
7.2.238	System should be able to maintain and track of activities at departmental/divisions and institutional level and be able to provide alerts to the user Divisional/Departmental Heads and HP, HF, HHRA 1month, 2 weeks and 1 week before the actual date of the activity	M	
7.2.239	The system must have a workflow approvals for creating, uploading and updating the organization’s annual calendar.	M	
<b>Reporting Requirements for Institutional Calendar</b>		M	
7.2.240	Dynamic reports with the provision for a drill-down capability.	M	
7.2.241	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.2.242	Reports with the following parameters	M	
	- Notifications on due date		
	- Notifications on due date		
	- Calendar by due date		
	- Calendar by completed activities		
	- Calendar by pending activities		
	- Calendar by Division/department		
<b>N: Loans and advances</b>			
7.2.243	Staff must be able to fill loan application form online through the self-service module for the different types of loans and advances:	M	
	- Salary advance		
	- Mortgage/ Car Loan		
7.2.244	An inbuilt workflow(s) for processing applications of the different types of loans and advances must be present that addresses the unique qualification requirements for each loan/advance. The workflow must address the entire loans application, processing and approval process	M	
7.2.245	The system must capture the loan/advance against the employee’s compensation and benefits profile	M	
7.2.246	The system must interface with the payroll component so as to correctly record issued loans, recovered loans/advances.	M	

7.2.247	The system must not allow for issuance of loans/advances that violate the statutory guidance on employee deductions in Kenya	M	
<b>Reporting Requirements for Loans and advances</b>			
7.2.248	Production of the various Payroll forms/reports including:	M	
	- P9A - Tax Deduction Card (Benefits / Owner Occupiers Interest / Normal Cases)		
	- P9A (HOSP) - Tax Deduction Card (Home Ownership Savings Plan)		
	- P9B - Tax Deduction Card (Tax Free Remuneration)		
	- P10 - Employers Covering Certificates End of Year Returns		
	- P10A - Supporting list to End of Year Certificate		
	- P10B - Fringe Benefit Tax Return		
	- P10C - Employer's Certificate (WCPS Cases Only)		
	- P10D - PAYE Quarterly Return Form		
	- P11 - Credit Slip Pay In Book (sample) (only originals are acceptable)		
<b>O: Vehicle management</b>			
7.2.249	The system must cater for the capturing and updating of vehicle related details including:	M	
	- Registration Number		
	- Make		
	- Type of vehicle		
	- Specialized use of the vehicle		
	- Specialized equipment on the vehicle		
	- Year of Manufacture		
	- Insurance		
	- Fuel type		
	- Tire size		
	- Etc.		
7.2.250	The system must cater for the capture of vehicle related maintenance including:	M	
	- Vehicle Service & Repair History		
	- Travel itineraries History (including the start and return odometer readings)		
7.2.251	The system must cater for the capture of vehicle fueling and associated odometer reading	M	
7.2.252	The system must cater for the capture of the vehicle booking and maintain the car booking status detail (e.g. Available, booked, in use, under repair, etc.)	M	
7.2.253	The system must cater for the capture of the driver allocation and maintain the driver's allocation status detail (e.g. Available, allocated, on safari, Not on duty, etc.)	M	
7.2.254	The system should be able to store information on the distance covered by fleet	M	
7.2.255	The system should have the ability to link the vehicle to a specific driver	M	
7.2.256	The system must cater for the capturing and updating of driver related details (Staff No, Class of Driving License, etc.) and should have the provision to be linked to Employee Master details	M	
7.2.257	The system must cater for the capture of the details of vehicle usage and the responsible department and linked to Employee Master details	M	
7.2.258	The system must capture the manufacturer recommended vehicle's Maintenance schedule	M	

7.2.259	The system must produce the Resource utilization and optimization report	M	
7.2.260	The system must capture the details of New Insurance Registration, Renewals, Modifications, and Cancellations.	M	
7.2.261	The system must capture the details of Maintenance Activity Reports	M	
7.2.262	The system must report using Trend Analysis per vehicle with respect to usage, maintenance, and consumables	M	
7.2.263	The system must produce the New and Retiring Vehicles Report	M	
<b>Asset Management System Requirement</b>		<b>Mandatory</b>	
<b>Requirement</b>		<b>/ Optional</b>	
<b>Number</b>	<b>Requirement description</b>		
7.3.1	The system must interface with the procurement and inventory management module. For items defined as assets, there should be an embedded workflow for updating the asset register with all the requisite details	M	
7.3.2	The system should provide a notification to Asset Manager once an item marked as assets is received.	M	
7.3.3	Ability to generate asset tag based on asset class & predefined sequence numbering to help in the process of physical verification process.	M	
7.3.4	Ability to allocate each asset to one or more insurance policies		
7.3.5	Provide alerts for payment of insurance premium before the expiry		
7.3.6	Ability to trigger off alerts as reminders for maintenance for assets	M	
7.3.7	Ability to register and track warranty information	M	
7.3.8	Ability to associate a fixed asset with a regional office and calculate depreciation expense accordingly	M	
7.3.9	The system provides the ability to store manufacturing information	M	
7.3.10	The system provides the ability to store supplier information.	M	
7.3.11	The system provides the ability to track to what system a piece of equipment belongs to	M	
7.3.12	The system provides the ability to track the asset purchased, installed dates, removed dates, original costs, life-to-date repair costs, current replacement costs.	M	
7.3.13	The system provides the ability to allow for categorization of an asset (apply different depreciation methods for different components of a major asset)	M	
<b>B: Asset Movement Management</b>			
7.3.10	The system should have the functionality to request for and get approval of an asset movement/transfer from one location to another	M	
7.3.11	The system should have the functionality to monitor the asset movements within NACC	M	
7.3.12	Provide facility to generate asset movement forms and approvals when asset is moved and identify current location and current user (whenever it is applicable)	M	
7.3.13	Ability to facilitate inter-region / inter-department asset issues and transfers	M	
7.3.14	Ability to facilitate inter-region / inter-department asset receipts	M	
<b>Reporting Requirements for Asset Movement Management</b>			
7.3.15	The system should have the functionality to produce standard reports on the asset movements within NACC	M	
<b>B: Asset Maintenance Management</b>		M	
7.3.16	The system must be able to maintain an Asset Maintenance budget and total life cycle of the assets		

7.3.17	The system should have the functionality to manage Preventive maintenance. It should have the ability to:	M	
	- Define PM (preventative maintenance) parameters per asset		
	- Define PM inspection schedules per asset		
	- Capture PM inspection feedback reports per asset		
	- Capture PM actions carried		
	- Update PM next inspection date		
	Capture the team (internal or outsourced) scheduled to carry out the PM		
	Track all stock items issued towards the asset maintenance work order		
7.3.18	The system should have the functionality to manage Breakdown Maintenance. It should have the ability to:	M	
	- Capture repairs reported per asset		
	- Capture repairs inspection feedback reports per asset		
	- Capture repairs actions carried		
	- Define repairs next inspection date		
	- Define the next repair actions		
	- Capture the team (internal or outsourced) scheduled to carry out the repairs		
	- Track all stock items issued towards the asset maintenance work order		
Reporting Requirements for Asset Maintenance Management			
7.3.19	Provide reports on:	M	
	- PM scheduled, conducted on time, conducted after due date, and not yet done		
	- Per selected period/department/organization unit actions carried out under:		
	- Per selected period/department/organization unit the costs incurred under:		
	The system should generate the following reports:		
	- Assets beyond their useful life		
	- Assets that have been maintained over a select period		
	- Assets with maintenance costs over a select threshold		
	Assets with +/- maintenance budget balances		
	The system should be able to generate the following work order reports:		
	- How many work orders in a certain time period were scheduled or non-Scheduled		
	- How many work orders in a certain time period by reason, subassembly and/or repair type		
	- Open work orders by type, by status (pending, waiting parts, etc. ), by location, and/or by asset category		
	The system should be able to generate the Asset/Equipment downtime report by summary or detail by user defined periods for:		
	- Each location		
- Cost center			
- Asset Category			

7.3.20	Ability for creating annual disposal plans	M	
7.3.21	The system should have the functionality to manage different types of	M	
7.3.22	asset disposals at NACC.	M	
7.3.23	The system should have the functionality to manage asset disposals through Sale by Public Tender process	M	
7.3.24	The system should have the functionality to manage asset disposals through Sale by Public Auction process	M	
7.3.25	The system should have the functionality to manage asset disposals through Donation process	M	
7.3.26	The system should have the functionality to manage asset disposals through Trade-In process	M	
7.3.27	The system should have the functionality to manage asset disposals through Waste/Destruction/burying Disposal process	M	
7.3.28	Ability to mark assets, in the approved disposal plan, for disposal as well as re-admit assets back into the assets listing.	M	
7.3.29	Ability to calculate and create automated journals and reverse accumulated depreciation at the time of sale, scrap, and retirement of asset	M	
7.3.30	The system should have the functionality for the estimation of disposal costs, and ensuring that costs recovered are sent to the appropriate location in budget module	M	
<b>D: Asset Disposal Management</b>			
7.3.31	Manage all asset disposal related data including dates, rates and attachable documents.	M	
7.3.32	Allow for the management of important dates in the asset disposal plan (deadlines, stages and conditions).	M	
7.3.33	Create individual reports for presenting data on asset disposal	M	
7.3.34	The system must enable various divisions to develop their disposal plans for the year whose view can be broken down to enable viewing as per various periods e.g. month-on-month, week-on-week, etc.	M	
7.3.35	Consolidation of disposal plans of various divisions into a single disposal plan and vice versa	M	
7.3.36	Ability to view and print divisional and consolidated disposal plan	M	
7.3.37	Have a workflow for disposal plan preparation and approval	M	
7.3.38	Enable the attachment of documentation to disposal plans submitted by divisions and avail the same during consolidated viewing	M	
7.3.39	The system must be able to address the requirement of updating the disposal plan on a periodic basis by having an inbuilt workflow for updating the disposal plan	M	
7.3.40	Ability to track disposal requisitions against the disposal plan at divisional level and company-wide level	M	
7.3.41	The system should be able to allow categorization of disposal plan requests	M	
7.3.42	The system should be able to set alerts with respect to initiation of disposal plans preparation	M	
7.3.43	The system should have a functionality that allows one to generate a number of different standard reports, including:	M	
	- Current asset tagging listing		
	List of fixed asset transferred between locations or custodian during the period		
	- List of newly added fixed asset		
	Assets disposed during the period indicating the reserve disposal price, Actual disposal price, and Variance		
	- Assets earmarked for disposal listing		
7.3.44	All these reports can have their layout changed and have fields included / excluded depending on the users' needs.	M	
7.3.45	The system must be able to perform fixed assets registration. The registration should be from the procurement/AP process.	M	
<b>Reporting Requirements for Asset Disposal Management</b>			

7.3.47	- Asset tag (Barcode)	M	
	- An asset to be uniquely identified	M	
	- An asset classification(s)	M	
	- An asset to be adequately described	M	
	- The status of the asset to be monitored (whether active, suspended, or disposed)	M	
	- Impact on the depreciation accounts (balance sheet and profit & loss) when different periods are selected	M	
	- The location and holder (responsible person) of the asset to be determined and transfers to be approved and recorded	M	
<b>E: Asset Accounting</b>		M	
7.3.48	- Quantity and value of fixed assets per category and in summary to be determined	M	
	- Categorization of fixed assets		
	- Depreciation value to be computed using various methods and parameters		
	- Quantity and value of fixed assets per category and in summary to be determined		
	- Fixed asset details to be retrieved such as cost, useful life, salvage value, date of commissioning, etc.		
	- Warranty & licensing information to be captured and renewal alerts		
	- Inspection data to be recorded (tagging)		
	- Revaluation		
- Impairments			
7.3.49	The system should have flexible reporting functionality that enables one to extract any information above as a report. It should have a report on assets whose residue book value is fully depreciated.	M	
7.3.50	The system must be able to perform fixed assets disposal through a workflow. This disposal may be a full or partial disposal.	M	
7.3.51	The system must be able to perform fixed assets depreciation with options for using different depreciation methods	M	
7.3.52	The system must be able to post fixed assets ledger entries to the general ledger	M	
7.3.53	Automated calculation of net book value and gains/loss of asset value	M	
7.3.54	The system should allow for revaluations of fixed assets	M	
7.3.55	Ability to automatically check and stop depreciation on reaching the user defined residual values for assets or predefined service years	M	
7.3.56	Provide facility to account for the retrospective change in depreciation rate/ method (i.e. calculate depreciation for prior periods as per revised depreciation rate/method)	M	
7.3.57	Provide facility to distribute depreciation expenses among reporting units & department	M	
7.3.58	Ability to handle impairment of fixed assets and its accounting Treatment	M	
7.3.59	Ability to permit accounting of sale of fixed assets as per statutory requirements	M	
7.3.60	The system should have a functionality that allows one to generate a number of different standard reports, including:	M	
	- Fixed assets register		
	- Fixed asset valuation report		
	- Fixed asset depreciation report		
	- Fixed asset reports by asset type and other asset category		
	- Depreciation forecasting report		
	- Accumulated depreciation list by category by Location		
- List of fixed asset transferred between locations or custodian during the period			

	- List of newly added fixed asset		
7.3.60	All these reports can have their layout changed and have fields included /excluded depending on the users' needs	M	
<b>Division VII - 7.1.4 Procurement Management System Requirements</b>			
<b>Requirement Number</b>	<b>Requirement description</b>		
<b>A: Formulation of procurement plan</b>			
7.4.1	Ability to create annual procurement plan	M	
7.4.2	The system to allow work flow process for preparation and approval of the procurement plan based on various initiators/processors and approvers.		
7.4.3	The system must enable various divisions to develop their procurement plans for the year whose view can be broken down to enable viewing as per various periods e.g. month-on-month, week- on-week, etc.	M	
7.4.4	Ability to allow end users to create a procurement requisition based on the procurement plan.	M	
7.4.5	Automatic confirmation of procurement plans against departmental/divisional budget codes	M	
7.4.6	Consolidation of procurement plans of various department/division into a single procurement plan and vice versa	M	
7.4.7	Ability to create, print and view of divisional, departmental and the consolidated procurement plan	M	
7.4.8	Enable the attachment of documentation to procurement plans submitted by departments and avail the same during consolidated viewing	M	
7.4.9	The system must be able to address the requirement of updating the	M	
7.4.10	procurement plan on a periodic basis by having an inbuilt workflow for updating and approval of the procurement plan	M	
7.4.11	Ability to track requisitions against the procurement plan at divisional, departmental and organization-wide level	M	
7.4.12	Ability to follow different requisition approval processes depending on the value of goods	M	
7.4.13	The system should be able to allow procurement personnel to group	M	
7.4.14	procurement plan requests into categories	M	
7.4.15	The system should be able to set alerts with respect to initiation of procurement plans preparation	M	
7.4.16	Ability to indicate the approved method of purchasing for the requisition e.g. some requisition require open tender, this should trigger the tender initiation process while others can trigger a purchase order directly.	M	
7.4.17	Provide a report of all pending requisitions as at a certain date showing how long they have been pending. Give periodic alerts to Procurement Division and the users for orders pending in the system.	M	
<b>Formulation of procurement plan – Reporting</b>			
7.4.8	Ability to track and report on purchasing trends against the procurement plan	M	
7.4.9	Procurement Plan implementation report based on a defined criteria e.g. per period, division, department etc.	M	
<b>B: Registration/Prequalification of suppliers</b>			
7.4.10	The system must support the registration and prequalification of suppliers	M	
7.4.11	The system must support an on-line supplier portal that shall allow interaction between suppliers and NACC.	M	
7.4.12	The suppliers should be able to:	M	
	- Track on-line the status of their procurement documents (e.g. Order, invoice, etc.).		

	- Maintain supplier information (e.g. Contacts, Directors, bank details, etc.)		
	- Register as a supplier and submit bids and seek clarifications pertaining to open bids.		
<b>7.4.13</b>	Embed a workflow for the supplier registration and prequalification process and capture approvals and comments associated with this process		
	Should be able to capture the following supplier details and maintain a central repository (supplier master database):		
	- Supplier number (auto-generated)		
	- Supplier type		
	- Category of service		
	- Items / services supplied		
	- Supplier's name		
	- Multiple supplier addresses		
	- Office address		
	- Physical location		
	- Nature of business		
	- Telephone		
	- E-mail address		
	- Trade license no		
	- Certificate of incorporation/registration		
	- Registration no. & date		
	- Tax compliance certificate number		
	- Tax compliance certificate expiry date		
	- VAT Certificate Number		
	- VAT number		
	- PIN Certificate		
	- PIN number		
	- Details of directors (name, nationality, shares)		
	- Share capital		
	- Name of bankers		
	- NSSF Compliance Certificate		
	- NHIF Compliance Certificate		
	- Certificate of Good Conduct		
	- Access to Government Procurement Opportunities (AGLPO/LSO) Certificate		
	- Maximum value of business which can be handled by your firm at any given time		
	NCA Registration Certificate Number and date of registration (where applicable)		
	NCA Registration expiry date		
	NCA Approved Classification		
	IATA Registration Certificate Number and date of registration (where applicable)		
	IATA Registration expiry date		
<b>7.4.14</b>	- Bank details	M	
<b>7.4.15</b>	- Supplier status (Inactive)	M	

7.4.16	- Comments on the supplier	M	
7.4.17	- Ownership/directorship of the company	M	
7.4.18	The system must allow users in the procurement division to update the status of a successfully registered or prequalified supplier to various status e.g. active to inactive and vice versa.	M	
7.4.19	Allow sharing of supplier data in the central repository.	M	
7.4.20	Detection of duplicate suppliers based on unique multiple supplier identification number such as PIN, Internal NACC reference numbers, etc.	M	
7.4.21	For suppliers with more than one location, the system should be able to capture all the alternate locations of the supplier under one profile (belonging to the supplier).	M	
7.4.22	Enable the attachment of documents to supplier prequalification tasks e.g. tender advertised, supplier responsiveness, filled business questionnaire, prequalification document, etc.	M	
7.4.23	The system MUST be able to block the suppliers who have been debarred		
7.4.24	The system MUST be able to unblock the supplier by appropriate authority		
7.4.25	The system MUST be able to record complaints about the supplier.		
7.4.26	The system MUST maintain a list that shows the items supplied by different suppliers.		
7.4.27	The application MUST facilitate assignment of different items/products to a supplier upon prequalification/registration.		
7.4.28	The application MUST facilitate assignment of different items/products to a supplier upon prequalification/registration.	M	
<b>Registration/Prequalification of suppliers – Reports</b>			
7.4.30	The system should maintain Purchases Year to Date (YTD) in number and currency per supplier	M	
7.4.31	The system MUST support LSO/LPO reporting of supplier performance analysis in a given period e.g. quality defects, delivery performance, cost/price amongst others.	M	
7.4.32	The system MUST support LSO/LPO reporting of supplier performance in a given period e.g. Price, quality, delivery, rejected items in number and currency amongst others.	M	
7.4.33	The system MUST support LSO/LPO generation of a report on shortlisted suppliers	M	
7.4.34	The system MUST support LSO/LPO generation of a report on status of supplier prequalification process.	M	
7.4.35	The system MUST support LSO/LPO generation of a report history of bidders who have been given work many times (to promote fairness). The report should have the following details:	M	
7.4.36	• Name of supplier	M	
7.4.37	• Date of award	M	
	• Nature of work		
	• Value of work		
	• Date of prequalification		
	The system MUST support LSO/LPO generation of reports for supplier company ownership		
	The system MUST support LSO/LPO generation of historical information on purchase order/contract cancelled by Company, if any		
7.4.38	The system MUST support generation of reports for supplier company Ownership	M	
7.4.39	The system MUST support generation of historical information on purchase order/contract cancelled by Company, if any	M	
<b>C: Tendering and Requests for Quotations</b>			
7.4.40	The system must be able to capture the following tender details. At a minimum, these details are:	M	

	- Tender number		
	- Name / description of service, goods or works		
	- Tender submission format e.g. combined technical and financial proposal		
	- Location of the bid document e.g. on website or obtained from procurement office		
	- Tender submission location		
	- Deadline for tender submission		
	- Date of tender opening		
	- Bid Bond/ Bid Declaration Certificate		
	- Purchasing fee for tender documents & mode of submission (banker's cheque, cash, insurance bond, etc. )		
	- System generated evaluation criteria		
	- Ability of online evaluation and scoring		
	- System supported evaluation START of Tender closure and end Date after 30 days from closure		
	- Tender evaluation results (both technical and financial results)		
	- Currency of the quotations		
	- Tender Validity period		
	- Tender document (specifications, terms & conditions, etc. )		
	- Status (Evaluation, under negotiation, awarded, advertised, etc. )		
	- Value of tender/quotation		
	- Name of bidder		
	- Number of tenders issued		
	- Responder details: Name of responders, value, technical and financial scores, etc.		
	- System should be able to capture the tender opening proceedings and registration of attendees.		
	- Location of the suppliers		
	- Performance bond value		
	- Expected date of start and completion		
	- Source of funds/budget availability for the tender		
	- User department		
	- Date of contract signing		
	- Name of persons signing the contract/signatories		
	- Date of advertisement		
	System generated evaluation report		
	System generated professional opinion		
	- Date of tender award		
	- Method of tender procurement (direct procurement, open tender, restricted, etc.)		
	- Reasons for using the method of procurement		
<b>7.4.41</b>	- Persons who approved the tender	M	
<b>7.4.42</b>	- Tender termination details: tender number, reasons for Termination	M	
<b>7.4.43</b>	The system should support LSO/LPO the generation of tender number for the different types of tender	M	
<b>7.4.44</b>	The system must be able to print out the tender details above for purposes of advertisement and reporting	M	

7.4.45	The system should have the functionality to manage procurements through Open Tendering process	M	
7.4.46	The system should have the functionality to manage procurements through Request for Proposals process	M	
7.4.47	The system should have the functionality to manage procurements through Two-Stage Tendering process	M	
7.4.48	For all the above tendering processes, based on the Procurement Plan, it should then provide alerts (to user and procurement divisions) within a pre-defined advance period to initiate tender requests.	M	
7.4.49	The value based on which the system determines whether an RFQ or a tender is needed should be configurable as per the procurement method.	M	
7.4.50	The system should support the RFQ process by providing a workflow that allows procurement Division to:	M	
7.4.51	- Receive purchase requisitions from the user department/division	M	
7.4.52	- Convert the purchase requisition into an RFQ if it is less than a specified amount	M	
7.4.53	- Allow prequalified suppliers to be selected.	M	
7.4.54	- Automatically send the RFQ to the selected suppliers via email or allow for printing	M	
7.4.55	- Convert an RFQ to the procurement division's purchase Requisition	M	
	- Convert the procurement division's purchase requisition to an LPO/LSO upon approval		
	- Email the approved LPO/LSO to a supplier.		
	The workflow must be able to clearly capture all approval stages that have taken place.		
	Provide functionality for evaluating and ranking supplier responses to an RFQ so as to determine the lowest quoting vendor.		
	For each RFQ sent, the system should be able to capture the following details:		
	- RFQ reference number		
- Description of service			
7.4.55	- Names of suppliers to whom the RFQ was sent	M	
7.4.56	- Name of responders	M	
7.4.57	- Prices quoted	M	
	- Results of evaluation		
	- User defined comments		
	Ability to keep track of the tender evaluation process and stages and time frames through the process including:		
	- Tender opening:		
	- Technical evaluation		
	- Financial evaluation		
- Management of tender opening/evaluation committees			
7.4.58	- Supplier notification	M	
	The management tender opening/evaluation committee's access rights are only valid for 30 days. System to provide alerts and reminders to the committee members.		
	Ability to track timelines for each stage of the procurement process		
	Ability to maintain documents associated with the tender process such as:		
	- Minutes of opening of tenders		
	- Evaluation reports		
	- Contracts		
- LPO/LSOs			

7.4.59	Ability to create a "single "contract number per physical contract that can be utilized across all operations of the ERP, and other NACC systems.	M	
7.4.60	Create standardized contracts quickly and easily by utilizing standard	M	
7.4.61	menus, lists and auto-fills for LPO/LSO population of contract data.		
	Ability to create contracts using standard terms and Clauses.		
	The system support LSO/LPOs required fields to avoid missing information		
	The system differentiates between prospective and existing vendors.		
	Allow special item products to be defined as needed		
7.4.62	The system should have the ability for contract specialists to document the products covered by the contract. This should include general and specific product information.	M	
7.4.63	Build mechanisms for pricing and service-level agreement flexibility into the contract.	M	
7.4.64	Support for document management to maintain a tender library of templates and sample documents for the various elements of a tender including tender terms and conditions, draft contract terms and conditions, specifications and related documents	M	
7.4.65	Ability to track timelines associated with each stage in the contract process and flag where these are exceeded	M	
7.4.66	Ability to track status of bid bonds. Bid bonds for unsuccessful bidders should be returned when sending regret letters.	M	
<b>Tendering and Requests for Quotations – Reporting</b>		M	
7.4.73	The system MUST be able to generate reports on tenders in the pipeline and their status	M	
7.4.74	The system MUST be able to generate reports on status of the tendering process e.g. contract being drawn, awarded, evaluating, advertised as per specified periods. Alerts should be created to remind users.	M	
7.4.75	The system MUST be able to generate reports on a list of tenders whose submission dates were extended.	M	
7.4.76	The system MUST be able to generate reports on a list of RFQ sorted by different criteria e.g. RFQ number, supplier, material group, material/product etc.	M	
7.4.77	The system MUST be able to generate reports on a price comparison list for RFQs.	M	
7.4.78	The system MUST be able to generate reports on a summary of tender awards by procurement method, value, reserved tenders etc.	M	
7.4.79	The system should generate reports on the responsiveness in a particular period e.g. How many responsive tenders in a particular period.	M	
7.4.80	The system should generate monthly contract status alerts to user divisions.	M	
7.4.81	The system should generate a list of tenders that have been terminated.	M	
<b>D: Purchase requisition and Purchase Order Management</b>		M	
7.4.81	Embed a workflow for the purchase requisition process and capture approvals, comments and documentation associated with this process/task.	M	
7.4.82	The system should allow for requisition approvals based on the set thresholds for the different approvers in the work flow process.	M	
7.4.83	Avail online a purchase requisition form for internal users for raising purchase requisitions to the procurement division. The purchase requisition form should capture the following details:	M	
	- Department and Division raising the request		
	- Requisition date		
	- Description of the item requested		
	- Quantity of items		

	- Reasons for purchase		
	Technical specifications (e.g. ToR, engineering specifications,etc.)		
	- Budget code		
	- Budget Officer to confirm availability (this should be the funds available as at the time of making the requisition)		
	- Name of requestor		
	- User divisional/departmental/Director approval		
	- Date of approval		
	Once the purchase requisition is submitted to procurement, the procurement division should be able to input extra data that will enable the requisition to be converted to a Purchase Requisitioning Order:		
	- Name of suggested supplier		
<b>7.4.83</b>	- Address of suggested supplier	M	
	- Quantity & unit of measure		
	- Description/quality of goods		
	- Costs		
	- Name of alternative supplier		
	- Address of alternative supplier		
	- Delivery address		
	- Delivery date of goods		
	- Deadline of submission of the quotation/tender		
	- Discount (percentages, amount)		
	- VAT		
	- Tender/quotation number		
	- Opening Date		
	- System generated price comparison		
<b>7.4.83</b>	- System generated comments/opinion for recommendation for award	M	
<b>7.4.84</b>	The system should have a workflow that allows the following to be carried out when raising a purchase requisition: Enables verification of the requisition against departmental budget so as to confirm the availability of funds	M	
	- Capturing approval/rejection of the requisition by the user departments/Divisional head		
	- Verification by Budget Officer that the budget code has been allocated correctly		
	- Computation of divisional budget balance following the final approval of the purchase requisition		
<b>7.4.85</b>	The workflow for raising a purchase requisition must be set up such that approval of the budget code associated with a purchase requisition is subjected to the approved procurement plan and the available budget	M	
<b>7.4.86</b>	The system should be able to perform funds reservation for budgeted Items	M	
<b>7.4.87</b>	For purchase requisitions that have been rejected, the system must be able to release the commitment of funds	M	
<b>7.4.88</b>	The system must automate the raising of purchase requisition for stocked and non-stocked goods, and services from short listed suppliers	M	
<b>7.4.89</b>	The system MUST capture the following details for Purchase order header	M	
	- LPO/LSO Number		
	- LPO/LSO description		
	LPO/LSO type (maintenance & repair , one time purchase, and service contract)		

	- Requestor ID		
	- Supplier physical address		
	- Suppliers' contact person/directors		
	- Expected delivery date		
	- Comments		
	- Delivery address		
	- Terms		
	- Payment term		
	- Full /Partial Delivery		
	- P.O date		
	- Warranty		
	- Total value of the LPO/LSO/Contract		
	- Quantity		
	And any other necessary details for a LPO/LSO		
	- Local Agent		
	- Audit Trail of the Creator, Approver and Modifier of the LPO/ LSO		
<b>7.4.90</b>	The system SHOULD be able to print the LPO/LSO information with company logo only once as an original copy. The re-print option SHOULD indicate duplicate copy.	M	
<b>7.4.91</b>	The system must have a workflow for generation / raising of local purchase orders following approval of purchase requisition	M	
<b>7.4.92</b>	Ability to record purchase order acknowledgement from vendor when LPO/LSO is sent by email.	M	
<b>7.4.93</b>	The system should be able to generate Purchase Orders (LPO/LSO) through a workflow.	M	
<b>7.4.94</b>	System should automatically generate an alert if acknowledgement is not received within a specified time from LPO/LSO issue date	M	
<b>7.4.95</b>	All LPO/LSOs generated should include terms and conditions; the system should allow for the definition and maintenance of the terms and conditions.	M	
<b>7.4.96</b>	The system shall allow an authorized user to update delivery or payment method for a purchase order	M	
<b>7.4.97</b>	Ability to consolidate related procurements	M	
<b>7.4.98</b>	The system shall notify the user about any changes made to the order.	M	
<b>7.4.99</b>	Confirmation of item stock levels prior to raising a purchase requisition	M	
<b>7.4.100</b>	The system should have a workflow for processing Purchase Requisitions where:	M	
	- The supplier and prices have been identified (Prequalified)		
<b>7.4.101</b>	The system must be able to capture all approvals related to the purchase requisitions. These include:	M	
	- Electronic signoff/approvals at the user department level (name, department, Division, date of approval)		
	- Approval references such as referencing to tender		
	deliberation minutes/reports etc.		
<b>7.4.101</b>	- All approvals on the system must be clearly captured.	M	
<b>7.4.102</b>	The system should have provision for raising purchase requisition for recurring services automatically	M	
<b>7.4.103</b>	The system should have provision for raising purchase requisition for recurring services that do not issue an invoice such as invoices from utility companies, etc.	M	
<b>7.4.104</b>	The system should be able to provide for supplementary Purchase Orders and Purchase Requisitions	M	

7.4.105	System should be able to support LSO/LPO procurement of different services i.e. fixed rate contract service/fixed rate temporary labor/rate based temporary labor	M	
7.4.106	Manage the entry of Service Entry Sheets i.e. the acknowledgement of the of services received against an LPO/LSO or Contract	M	
7.4.107	System should be able to show International commercial terms and display clearly the terms with selection options for Countries and their city (s). the final output on LPO/LSO should be e.g. Free On Board(FOB)	M	
7.4.108	Ability of the system to input and analyze price trending per item and units of Services (Market Survey)	M	
7.4.109	Ability of the system to track the total cost of Ownership for projects. The system to provide traceability of all cost relating to initial acquisition, installation, maintenance/support LSO/LPO as well as disposal /residual value especially for projects.	M	
7.4.110	The system should be able to generate an acceptance certificate provide flex fields for end user acceptance of goods and comments for both the NACC internal processes and the supplier.	M	
7.4.111	Ability of system to generate material requests based on the set up min-max levels.	M	
7.4.112	Ability to have the material requests generated go through an approval process and a purchase order or requisition created from them.	M	
7.4.113	Ability of the system to allow for multiple line description per LPO/LSO	M	
	- Processes multi-item type LPO/LSOs		
7.4.114	The system should be able to process LPO/LSOs with multiple delivery Locations	M	
7.4.115	The system Checks for duplicate Purchase order numbers	M	
7.4.116	Purchase order/requisition numbers to be system assigned	M	
7.4.117	System should allow reprint of LPO/LSO with 'copy, amendment no., reprint' marked on the print out	M	
7.4.118	Ability to enter project details while creating purchase order and interface the details to budget module	M	
7.4.119	Ability to print purchase order terms and conditions	M	
7.4.120	Ability to allow authorized users to track status of approval their purchase requisitions and related purchase orders	M	
7.4.121	Ability to restrict information that end users should view in the procurement process	M	
7.4.122	Ability to enforce requirement for a contract based on the nature of items/service or value	M	
		M	
<b>Purchase requisition and Purchase Order Management-Reporting</b>		M	
7.4.123	The system MUST Provide a report of all requisitions for a specific Period.	M	
7.4.124	The system MUST provide a report of all pending requisitions as at a certain date showing how long they have been pending	M	
7.4.125	The system MUST generate reports on Frequency and volumes purchased and seasonal trending of items	M	
7.4.126	The system MUST generate reports on a list of open purchase orders	M	
7.4.127	The system MUST generate multi-dimensional reports on open purchase order e.g. By cost center etc.	M	
7.4.128	The system MUST generate reports on overdue supplies, which can be used to follow-up with suppliers for the material to be supplied.	M	
7.4.129	The system MUST generate reports on Purchase order commitment for the specified period.	M	
7.4.130	The system MUST generate reports on Purchase order detail showing the details of all type of purchase orders specified by the user. It MUST display the quantity received against the purchase order.	M	

<b>E: Goods/Services Receipts and Inspections</b>			
7.4.130	The system allows for the receipt of goods, services, works, repaired items, inter stores transfers, etc.	M	
7.4.131	The system automates generation of Goods Received Note (GRN) that must be associated / matched with an open Purchase Order(s).	M	
7.4.132	The system allows for full or partial receipts against a purchase order or contract	M	
7.4.133	The system must allow for the inspection of goods/services/works	M	
7.4.134	The system must allow for ad hoc set up of the Inspection and Acceptance Committee	M	
7.4.135	The system must be able to capture the Inspection and Acceptance Committee reports after a workflow approval process	M	
7.4.136	The system must be able to address situations where the goods have been received but needs to be returned to the supplier.	M	
7.4.137	The system should be able to provide alerts to key stakeholders on attainment of certain GRN status	M	
7.4.138	System should allow invoicing only for an approved GRN or for consolidated GRNs	M	
7.4.139	The system SHOULD have the ability to support one time vendors	M	
7.4.140	The system SHOULD have the ability to maintain approved supplier catalogue/lists for inventory items	M	
<b>Goods/Services Receipts and Inspections – Reporting</b>			
7.4.141	The system should have the ability to generate reports on pending Purchase Requisition /LPO/LSO	M	
7.4.142	By supplier, by item and by department.	M	
<b>Stores Management</b>			
<b>Inventory Item</b>			
7.4.143	The system MUST allow the definition and maintenance of alpha numeric character codes for items	M	
7.4.144	The system should have templates with predefined set of item attributes	M	
7.4.145	The system MUST capture the following important information for each Item:	M	
	Item Number/code (barcode or QR Code)		
	Item description(brief information)		
	Unit price		
	Minimum stock quantity, maximum stock quantity		
	Safety stock level, re-order stock quantity		
	Last stock date, last stock quantity		
	Cycle count code		
	Physical attributes such as weight, volume, length etc.		
	Lot number, serial number, bar code number		
	Supplier information, country of origin		
	Expiry date, purchase date		
7.4.146	The system MUST allow the definition of the following inventory types inside the application e.g. Consumables, Assets etc.	M	
7.4.147	The system MUST have an ability to define new Item categories and Catalogues based on their characteristics	M	

7.4.148	The system MUST allow the assignment of Inventory items to one of these categories and catalogues defined	M	
7.4.149	The systems allows collecting of item information using barcodes or QR codes during receiving and issuing of items.	M	
7.4.150	The system allows for the issuance of goods and assets and collecting of the data using barcodes/QR Codes , inter stores transfers, etc.	M	
7.4.151	The system should allow approval of issuance of all stores or assets through the requisition form by the officer in charge of the procurement function or only delegated officer	M	
7.4.152	The system automates generation of Goods Issue Note that must be associated / matched with a stores requisition note.	M	
7.4.153	The system allows for full or partial issues/receipts against a stores requisition note or contract	M	
7.4.154	System should allow for creation and maintenance of approved items price lists	M	
7.4.155	System should allow for creation and maintenance of supplier items catalogues	M	
7.4.156	System should allow for creation of an internal Catalogue for all items /Services	M	
7.4.157	The system allows for the delivery of goods to a specific store	M	
	The system must allow for the generation of:		
	- stores issue notes		
	- stores receipt notes		
	- goods in transit notes		
7.4.158	- proof of delivery notes	M	
7.4.159	The system has the functionality that allows different movements of stock items from one store location to another	M	
7.4.160	The system has the functionality to close a store for stock take Purposes	M	
7.4.161	The system has the functionality to open a store after a stock take	M	
	The system has the ability to create a new storage location including:		
	- A new store		
	- A new stock room		
7.4.162	- A new bin location	M	
	The system has the ability to retire an existing storage location including:		
	- A store		
	- A stock room		
	- A bin location		
<b>Inventory Item – reporting</b>			
7.4.163	The system can generate, per storage location, the store movement reports including:	M	
	- Current stocks (Value and Quantity reports, reorder level, balance to reorder level, etc.)		
	- Receipts per a selected period (Value and Quantity LPO/LSO reports)		
	- Issues per a selected period (Value and Quantity reports)		
	- Transfers ((Value and Quantity reports))		
	- Damaged stocks (Value and Quantity reports)		
	- Expired stocks (Value and Quantity reports)		
	Stock Analysis Report: this report gives information classifying all the items available based on their importance and value.		
	- Item categories Report		
- Stock issues			

	- Per user		
	- Per department/Division		
<b>G: Inventory maintenance</b>			
7.4.163	Embed a workflow for the receipt/rejection of inventory (including related procurement and stores movements) and capture approvals, comments and documentation associated with this process/task and updating of the inventory data.	M	
7.4.164	Automatic updating of inventory levels and balances after issuance/reception of inventory (stocked items and services)	M	
7.4.165	Valuation of stock: The following options must be available for calculating the unit cost of a good in the store:	M	
	- Last In First Out (LIFO)		
	- First in First Out (FIFO)		
	- Simple average		
7.4.166	The following details should be captured for updating the stock levels:	M	
	- Item / part number		
	- Item name		
	- Inventory type/category		
	- Item description		
	- Stock date		
	- Comments		
	- Goods Receipt Note (GRN) number		
	- Delivery note number		
	- Quantity in		
	- Cost of items		
	- Quantity out		
	- Expiry date		
	- Supplier number (referenced to the supplier master data in the procurement module)		
- Supplier name (referenced to the supplier master data in the procurement module)			
7.4.165	Allow the receiving of inventory both at once and partially	M	
7.4.166	Should maintain a central access-controlled items master database	M	
7.4.167	The system must give alerts and notifications when stocks are at the re-order level and on expiry dates	M	
7.4.168	Embed a workflow for the disposal of items (fixed assets and store items) and capture approvals, comments and documentation associated with this process/task and updating of the information in the fixed asset register or inventory.	M	
7.4.169	Support the identification of items for disposal both manually and through preconfigured rules e.g. expired, useful life exhausted, damaged, etc.	M	
7.4.170	Automatic generation of disposal codes	M	
<b>Inventory maintenance – Reporting</b>			
7.4.171	The system must have provision for extracting any or all of the information above as a report.	M	
<b>H: Stock takes</b>			
7.4.172	The system should be able to generate a Stock take count lists	M	

7.4.173	Allow the manual stock verification stock counts capture by the system, reconcile the physical count against the system count and produce a variance report	M	
7.4.174	The system should allow for the different actions to be carried out to address the identified variances (e.g. adjustments of the system values, or capture of missing store movements, etc)	M	
7.4.175	The system should allow for approval of the stock take through a workflow process	M	
7.4.176	The system should allow for the following types of stock takes:	M	
	- Annual stock take	M	
	- Periodic stock takes	M	
	- Ad hoc stock takes	M	
	- Select (e.g. Fast moving items, etc.) stock takes	M	
7.4.177	The system should have the ability to stop, complete, approve/cancel, and/or suspend the movement freeze the stock movements during the period of stock take.	M	
7.4.178	The system should allow for scheduled stock takes alerts	M	
7.4.179	The system should have the ability to set up an ad hoc Stock take and Physical Verification Committee	O	
7.4.180	The system should have the ability to set up access rights to the ad hoc Stock take and Physical Verification Committee for only the duration of the stock take	M	
7.4.181	The system should have the ability to carry out the stock take for a Division or stock room of the store	M	
7.4.182	The system should have the ability to generate all standard reports with respect to stock takes	M	
7.4.183	The system should allow for capture of stock take notes/observations to accompany the physical counts	M	
<b>I: Additional Reporting requirements</b>			
7.4.184	In addition to providing a flexible reporting mechanism, the system must be readily able to generate the following reports must be readily able to generate the following reports:	M	
	- Value of store with options for calculating the value of the Store		
	- With items flagged for disposal		
	- Minus items flagged for disposal		
7.4.185	The officer in charge of the procurement function should have access to a screen that provides him/her with an update on the status of all workflows in his/her division. The objective of this is to allow the officer in charge of the procurement function to have an overview of the status of all requests and activities of his department.	M	
<b>Division VII - 7.1.5 Project Administration and Accounting</b>			
<b>Requirement Number</b>			
<b>A: Project Administration</b>	<b>Requirement description</b>		
7.5.1	The system is expected to provide fully automated interfaces with the following systems/modules:	M	
	§ Procurement module to receive supplier invoices		
	§ Human Resources - Payroll and other employee related transactions		
7.5.1	The system MUST perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established in the General Ledger.	M	
7.5.2	The system should have the ability to differentiate transactions between operating and capital budget items.	M	

7.5.3	The system should provide budget forecasting for multi-year periods, which can support development of a Capital Improvement Plan and an Operating Project Improvement Plan.	M	
7.5.4	The system should allow for multiple fiscal year budgets for projects.	M	
7.5.5	The system should provide multiple revisions and amendments to the budget in the above detail.	M	
7.5.6	The system should track projects over multiple years.	M	
7.5.7	The system should track projects by budgets.	M	
7.5.8	The system should allow users to create and maintain project schedule templates.	M	
7.5.9	The system should support the recording of scanned supporting documentation, and will link the document from the document management system (DMS) with the ERP transaction.	M	
<b>B: Project Accounting</b>			
7.5.10	The system MUST be completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include but are not limited to the following:	M	
	· Purchasing		
	· Payroll		
7.5.10	The system MUST track both outsourced contracts and in-house spending to a project.	M	
7.5.11	The system should track multiple contracts to a single project	M	
<b>C: Project Budgets</b>			
7.5.12	The system should allow for inquiries into project budgets, pre-encumbrances/encumbrances, revenues, and expenditures at any level described above.	M	
7.5.13	The system should access prior years' project cost.	M	
7.5.14	The system should establish reimbursable budgets for projects.	M	
7.5.15	The system should track Reimbursable budgets control expenditures available for project billing only.	M	
7.5.16	The system should report actual project cost-to-date for the capital or operating budget.	M	
<b>Reporting Requirement for Project Administration and Accounting</b>			
7.5.17	The system should provide multiple levels of reporting	M	
7.5.18	Dynamic reports with the provision for a drill-down capability.	M	
7.5.19	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.5.20	Following additional reports:	M	
	§ Monthly budget reports		
	§ Quarterly budget reports		
	§ Reallocation reports		
	§ Actual vs. Budget		
	§ Year expenditure/revenue reports		
	§ Annual budget reports		
	§ Cost center budget reports in user defined period		
§ Performance contracting reports			
<b>Division VII - 7.2.1 System</b>			

Administration Requirements			
Requirement Number	Requirement Description		
<b>A: System Administration</b>			
7.6.1	The System MUST have ability to provide adequate audit trails that can be reviewed for information. These records MUST be non – editable and be secured from unauthorized access.	M	
7.6.2	Electronic records MUST maintain the old and new values to the change and the transaction used to generate the record.	M	
7.6.3	The system parameters, including application controls, authorizations and standard security configuration MUST be clear, well defined and can allow processing in an efficient and controlled manner, while protecting valuable data.	M	
7.6.4	The system MUST support multiple levels of security. This includes protecting certain fields from unauthorized access. In addition, access to certain functions and data MUST be protected until they are approved by policy makers (e.g. budget scenarios that are created for analysis prior to publishing a formal recommendation.) Application security MUST be integrated with database security and Microsoft Active Directory.	M	
7.6.5	Templates or group functions MUST be provided to facilitate maintenance. Changes in assignment or termination MUST automatically trigger a review of the employee’s security privileges. Comprehensive logs of transactions and security incidents MUST be maintained for auditing purposes.	M	
7.6.6	The system MUST allow administrator to export logs on various formats for further offline analysis.	M	
<b>B: System Access</b>			
7.6.7	The System MUST have a robust security active directory integrated administration and authorization profiles that assure system access.	M	
7.6.8	The system user and security administration functions MUST provide necessary controls to ensure that not more than one individuals can access the system or perform specific operations	M	
7.6.9	The system MUST execute authority checks in its security administration and authorization profiles to ensure only authorized individuals can access the system or perform specific operations.	M	
7.6.10	The system MUST record changes to authorization profiles.	M	
7.6.11	The system MUST facilitate archival of documents from the ERP System to a Separate repository and MUST be accessible.	M	
7.6.12	Access to archived records MUST be secured using standard authorization profiles.	M	
7.6.13	System MUST prohibit multiple users from updating the same record simultaneously.	M	
7.6.14	The number of failed attempts allowed MUST be configurable	M	
7.6.15	The system MUST have features that prevent the user from further access when the SET number of failed attempts is exceeded	M	
7.6.16	The system MUST allow one to define security events / incidents which upon occurrence, the system generates an email and sends it to a defined distribution list to notify the security administration "in an immediate and urgent manner". The messaging system MUST also have the capability of being interfaced to send this message externally to Microsoft Exchange or SMS system.	M	
7.6.17	The system MUST have the ability to log out the user automatically after a specified period of an idle session.	M	
7.6.18	The “profiles” user defined or system defined MUST be maintained at different levels for better security usage.	M	
7.6.19	The system MUST have the ability to support single sign-on.	M	
7.6.20	The users in the systems MUST have controlled access to different business areas such as modules and /or menus in the system. The system administrator MUST control this access.	M	
7.6.21	The user MUST be able to access a single or multiple menus / modules in the system as granted by the system administrator.	M	
7.6.22	The system MUST have facility to run an individual job schedule request / group of job schedule requests.	M	

7.6.23	The system MUST have facility to create a group of job schedule requests that would be accessible to a single or group of users.	M	
7.6.24	The system should have the facility to create user defined menus and attach different business functions to it.	M	
7.6.25	The system MUST provide default data groups or user defined data groups to enable access to different business data in the system.	M	
7.6.26	The system MUST have an inbuilt System Administrator Role with the ability to monitor all the requests submitted in the system.	M	
7.6.27	The system MUST have the flexibility to create user defined responsibilities / profiles to which different requests / functions / reports can be attached.	M	
7.6.28	The system MUST be able to define policies for different levels of users e.g. a “High Security” profile for power users whose requirements are stricter than “Medium Security” profile for business end users	M	
7.6.29	Clear segregation of privileges must be presented and implemented by security matrix of roles against authority. Security matrix will be gathered and created by vendor during the project analysis phase	M	
7.6.30	Data masking/encryption of sensitive data MUST be supported	M	
7.6.31	The system MUST support digital signatures	M	
<b>C: User Interface</b>		M	
7.6.32	The system MUST provide an intuitive, user-friendly, and easy – to - use interface that minimizes the need for training.	M	
7.6.33	The system SHOULD have a common look and feel across all modules.	O	
7.6.34	Online help MUST be available for all modules.	M	
7.6.35	The system MUST identify errors, inconsistencies or additional requirements at the time data is entered. Processing of the transaction MUST be suspended and / or re-routed to resolve the problem in “real time”.	M	
7.6.36	The system SHOULD provide quick menus (favorites) which would be helpful to store the most used menu for a user.	O	
7.6.37	The language of the system and all its components MUST be English.	M	
<b>D: Date and Time Stamping (Audit Trails)</b>			
7.6.38	The system MUST automatically generate all records and logs when creating, modifying, or deleting data.	M	
7.6.39	These records and logs MUST be date and time stamped and MUST include the user ID of the individual who is logged onto the system and performed the action.	M	
<b>E: System Flexibility</b>		M	
7.6.40	All records generated by the system MUST be accurate, complete, and presented in a readable format.	M	
7.6.41	The system MUST support open systems interfaces with complementary software partners.	M	
7.6.42	The system MUST be available in mobile and must be operating system independent.	M	
7.6.43	The system MUST support Graphical User Interface (GUI) input and output screen design.	M	
7.6.44	The system MUST support web based architecture.	M	
7.6.45	The system MUST provide a multi-user access solution capability of supporting an unlimited number of work stations while at the same time providing high speed simultaneous multi-user response times.	M	
7.6.46	The System MUST be scalable	M	
7.6.47	<b>The system MUST have interface capabilities feeding into the back-office from other systems (such as, including, but not limited to, legacy systems and web-based systems).</b>	M	
7.6.48	The system MUST be vendor agnostic. It must be compatible with standard hardware, operating system, database management software, networking hardware, internet and intranet supporting the applications software.	M	
7.6.49	The system MUST be a complete, fully developed, integrated and operationally proven system offering unsurpassed reliability.	M	

7.6.50	The system MUST be easily reconfigured to respond to changes in business practices, policy directives, organization structure, statutes and regulations. As business requirements change, the system MUST also be able to change to support the new requirements.	M	
<b>F: Output Controls</b>			
7.6.51	The system MUST ensure that the processed data is provided to users in a consistent and secure manner.	M	
<b>G: Multiple Environments</b>			
7.6.52	In addition to the production environment, the system MUST support independent copies for training, development, and test.	M	
7.6.53	The multiple environments MUST be sufficiently isolated from production and from each other so that operations in one environment will not affect those of another.	M	
<b>H: System Performance</b>			
7.6.54	The system MUST be responsive and available. Any volume processing MUST not interfere with online responsiveness or availability.	M	
<b>I: Disaster Recovery</b>			
7.6.55	Bidders MUST propose a number of disaster recovery configurations and should indicate the level of protection offered by each alternative.	M	
7.6.56	The system MUST support replication and rapid fail-over or redeployment in the event of problems or planned maintenance.	M	
<b>J: Reporting</b>			
7.6.57	The system MUST include comprehensive reporting tools that allow for easy access to authorized data.	M	
7.6.58	Standard reports SHOULD be included that will serve as models for customized reporting as well as provide for basic functional reports.	M	
7.6.59	Report wizards or similar techniques SHOULD be available to guide users through report creation.	M	
7.6.60	The system MUST be designed such that reporting activities do not compromise the responsiveness of the interactive system.	M	
7.6.61	The system MUST be able to provide departments the ability to develop ad hoc reports at their discretion. The system MUST include a data dictionary or similar provision to allow non - technical users to identify the appropriate data elements for inclusion in their reports.	M	
7.6.62	Reports MUST have output flexibility i.e. can be printed or exported into several industry-standard formats such as Adobe PDF, XML, XLS, XLSX, CSV, TXT (tab delimited), etc.	M	
<b>Division VII - 7.1.6 E - Tendering Requirements</b>			
<b>Requirement Number</b>	<b>Requirement description</b>		
<b>A: E-Tendering</b>			
<b>A1: Access E – Tendering Portal</b>			
7.1.6.1	Access to the e-tendering system should be by way of either User ID/Password		
7.1.6.2	for some Tenders and through digital signatures and an existing Telegram bot for some Tenders (based on NACC criteria). All ways of Access should be available. NACC should be able to decide which Tenders will be accessed through User ID/Password and which will be through digital signatures.		
7.1.6.3	The portal MUST be able to interface with the Telegram Application in a predefined bot.	M	
7.1.6.4	It should be possible for the Administrator to create Tender Owners and Users with any of the two modes i.e. User ID and Password or with digital signatures		
7.1.6.5	The system should have at least 3 levels of Access Control:		

7.1.6.6	▪ Administrator - who will be the super User and create Internal Users		
7.1.6.7	▪ Tender Owners - who can approve Tenders		
7.1.6.8	▪ Users - Third Level will be the Users who will create Tenders, create corrections, attend pre-bid meetings, download Tender documents of Vendors, evaluate etc.	M	
7.1.6.9	▪ Users (Outside the Organization)		
7.1.6.10	The system should cover full life cycle of purchase (from Initiation to Purchase Order)		
<b>A2: Types of Tender</b>			
7.1.6.11	Should support various types of Bids applicable at NACC namely:		
	▪ Open Tendering		
7.1.6.12.	▪ Request for Proposals	M	
	▪ Request for Quotations		
	▪ Restricted Tendering		
	▪ Direct Procurement		
	▪ Low Value Procurement		
	▪ Design Competition		
	▪ Electronic Reverse Auction		
	▪ Framework Agreements		
	▪ Force Account		
	▪ Two-Stage Tendering		
7.1.6.13	The system should have the facility of tender preparation/indent / Creation that allows for one to:		
	▪ Approve and reject Indent	M	
	▪ Split Single Indent into multiple Tenders		
<b>A3: Tender Notice Creation</b>			
7.1.6.14	It should be possible to float Tender notice in any format including emailing of tender notice Government Advertising Agency, selected or pre-qualified bidders	M	
7.1.6.15	Notices should be visible to Vendors only after it is approved	M	
7.1.6.16	System should allow Archival of Tenders and allow retrieval when required.	M	
7.1.6.17	System should allow Cancelled Tender to be revived	M	
7.1.6.18	It should be possible to categorize a Tender as New, Live, Archived, on-hold, Cancelled, etc.		
7.1.6.19	There should be provision for attaching images with Tender Notice	M	
7.1.6.20	The system should have the capability of assigning unique internal reference number to each Tender.		
7.1.6.21	There should be a facility for Online Pre-bid Meeting, if required	O	
<b>A4: Tender Setting</b>			
7.1.6.21	System should support Tenders with or without RFP cost	M	
7.1.6.22	System should support Tenders with bid security requirements (or Earnest Money Deposit)		
7.1.6.23	System should support Tenders with our without Pre-Bid Meeting	M	
7.1.6.24	System should support Tenders with our without pre-qualification phase	M	
7.1.6.25	System should support Tenders with our without Technical Bid	M	
7.1.6.26	System should have provision for inviting EOI and issuing RFP to only pre-qualified bidders of EOI		

7.1.6.27	System should have inbuilt check to ensure that incomplete bids in any manner is not accepted		
7.1.6.28	Bid withdrawal option should be available such that Vendor is allowed to withdraw bid, that they might have submitted on or before due date and time.		
7.1.6.29	System should have facility of sending emails to all Registered Vendors		
7.1.6.30	System should have the ability to set maximum size of single file upload	M	
7.1.6.31	System should have ability for uploading various types of documents	M	
7.1.6.32	System should have facility for Vendor Registration & Administration	M	
7.1.6.33	It should be possible to down load Tenders free of cost or at determined cost	M	
7.1.6.34	System should maintain Vendor details of those Vendors who have downloaded the Tender		
7.1.6.35	It should be possible to specify online brief description of the Tender to enable Vendors to view		
7.1.6.36	System should allow upload of multiple documents for a Tender.	M	
7.1.6.37	System should have the facility of virus scan for uploading documents	M	
<b>A5: Electronic document formats</b>			
7.1.6.38	Support the capture of records created in native file formats from commonly used Software applications such as:		
	▪ standard office applications (word processing, spread-sheets, presentation, simple databases)		
	▪ email client applications		
	▪ imaging applications	M	
	▪ web authoring tools		
<b>A6: Online Pre-Bid Queries</b>			
7.1.6.39.	The system should allow Vendors to post any number of questions.	M	
7.1.6.40.	It should be possible for Vendors to upload pre-bid queries within the timeline prescribed		
7.1.6.39.	The system should have the facility of masking the name of the Vendors who have raised the questions and should be visible only to NACC		
7.1.6.40.	It should be possible to upload corrigendum and correlate them to the main Tender		
7.1.6.39.	Corrections should be maintained chronologically	M	
7.1.6.40.	Corrigendum should be made visible to all those who have already downloaded the original Tender.		
<b>A8: Vendor Registration</b>			
7.1.6.55.	Only those Vendors who Register with NACC for each Tender shall have access to the Tender		
7.1.6.56.	It should be possible to provide different levels of access to the employees of the Vendors as required by them		
7.1.6.57.	New vendors have to register online on the E-procurement website by providing requisite details and obtain valid username, password and Vendor ID for participating in the bidding process		
	The system should have Provision for uploading / updating of vendors.		
7.1.6.58.	Authorized NACC users should have the authority to change the vendor details.	M	
7.1.6.59.	Option to be provided to upload the Public Documents like Terms & Conditions, Calendar of Events, etc.		
7.1.6.60.	Option to add / modify the different taxes like, VAT, Withholding Taxes, Excise Duties, Customs duty		
7.1.6.59.	Option to Approve/Reject the vendor based on his technical suitability for each item is to be provided.		
<b>A9: Bid Submission</b>			
7.1.6.62.	System should allow online submission along with attachments	M	
	Allow extension of tenders opening date before closure of tender		

7.1.6.63.	Tender Opening links should not get activated before due date and time	M	
7.1.6.64.	As each phase gets completed the comparative chart of Vendors should get auto generated	M	
7.1.6.65.	Rejected Vendors should not qualify for next round automatically	M	
7.1.6.66.	System should have the facility to export data to spread sheets	M	
	System should support online Tender Opening where Vendors can participate online from their respective offices		
7.1.6.67.	“Generate Bid Comparison Sheet”, Comparative Statement should be generated automatically. The Comparative Statement will be in MS Excel format.	M	
<b>A10: Bid Opening</b>			
7.1.6.69.	In case of multi envelope Tender, it should not be possible to open the second stage envelope unless the first stage (envelope) is completed		
7.1.6.70.	System should have a provision that NACC can see the name of the Vendors who are present online at the time of online Tender Opening event		
	System should have a provision such that Suppliers can mark their presence online when they try to participate in online Tender opening event		
7.1.6.71.	Financial tender opening links should not get activated before due date and time.	M	
7.1.6.72.	Should support appointment the online appointment of the various Procurement Committees (e.g. Tender Opening, Evaluation, Disposal, Inspection and Verification, Specialized Contract Implementation Team) with the various approval level.	M	
<b>A11: Reverse Auctioning</b>			
7.1.6.73.	System should have provision of Reverse / Forward auctions, including Rank bidding, Anonymous & Alias bidder etc.		
7.1.6.74.	System should have provision for Parameters Defining and Setting of Opening Price, Historic Price, Reserve Price etc		
7.1.6.75.	The System should display and record Start and End Time	M	
7.1.6.76.	There should have flexibility for Extensions of closing rules and/or Times		
7.1.6.77.	There should be facility of Uploading file attachments	M	
7.1.6.78.	There should be facility for Message Broadcast to Vendors during auction for information and clarification		
	Administration features like Roles and Rights, Checking login status of participants etc. should be available		
	The system should be capable of providing event-wise history, Vendor-wise, Product-wise, date-wise reports		
7.1.6.81.	System should have the provision to generate L1, L2, L3 chart dynamically	M	
	Audit Trail - logs should be available for all User Transactions and administrative actions		
7.1.6.82.	The system should have the ability to set:		
	▪ Auction Opening Price		
	▪ Auction Historic Price		
	▪ Auction Reserve Price		
7.1.6.83.	▪ Revised Extension Times	M	
	▪ Auction Start and End Time		
	The system should have the ability to set Data validation rules, Auction Rules like lowest / highest bid wins or highest / lowest quality wins etc.		
7.1.6.85.	Facility is provided to NACC to define criteria for accepting bids during the auction, with any one of the following options:	M	
	▪ ‘Meet or Beat on Start Price’ and also ‘Beat on Rank-1 Bid’		
	▪ ‘Meet or Beat on Start Price’, and also ‘Meet or Beat on Rank-1 Bid’		
7.1.6.87.	▪ ‘Beat on Starting Price’, and also ‘Beat on Rank-1 Bid’	M	

	▪ 'Meet or Beat on Start Price', 'Beat on own Last Bid'		
7.1.6.88.	Should have ability to provide for selection of the 'Currency' for bidding.		
	The system's Disclosure Norms for Security & Transparency capabilities should allow for:		
	a) Display of system-generated 'Pseudo-Identity' in lieu of each Bidder's 'Actual-Identity'		
	b) Display of Rank-1 Bid Details (i.e. Rank-1 Bidder's Identity)		
7.1.6.89.	c) Display of Bidder's Own Rank	M	
	d) Display of Other Bidders' Details		
	e) Display of Reserve-Price		
7.1.6.90.	The system maintains a complete Audit-trail of the various activities of the auction process.		
<b>A12: Purchase Indent Management</b>			
7.1.6.91.	Indent Creation/tender preparation - Facilitate online creation of the works and goods indents in standardized formats. Facilitate upload of documents (Drawings-scanned or NACC format, technical specifications, etc. ) with the indent. The system should auto generate a unique indent number for each new indent.		
	Demand Aggregation - In case of goods procurement, provide online templates for demand estimation from several divisions locations. Support LSO/LPO consolidation of several indents into a single indent by a centralized indenting authority.		
7.1.6.92.	Estimate Preparation – In case of works and goods procurements facilitate preparation of estimates should be supported.		
7.1.6.93.	Indent Approval Workflow - Facilitate hierarchy-based workflow in the system for creation and approval of the indent. In the workflow system, comments made by an approver at each stage or creator should be frozen, stored and viewable. In case of works procurement, facilitate the workflow for creation and approvals (Administrative & Technical Approvals) of plans and estimates. Facilitate configuration of separate workflows depending on the type & value of work selected at the time of creating the indent (e.g. major or minor work, original or repair, etc. )		
7.1.6.94.	Indent Approval - Facilitate online review of submitted indent by the approver. In case of works procurement, support LSO/LPO use of Digital Certificates for providing administrative approval and technical sanction online. Facilitate providing comments, etc. with the indent. System should capture comments of the approvers at each stage. Update/cancel the indent number based on the results of the review by the authorized approver. Provision for modifications/ amendments after publication of indent	M	
7.1.6.95.	Identification of indents under project code - Allow linking of the indent number with the overall project code, if the procurement is part of a bigger project with multiple procurements (indents). Facilitate computation of the overall project expenditure based on the expenditures of the individual procurements (indents) linked to the project code		
7.1.6.96.	Integration with Budgeting Module - Allow integration with existing budgeting module to facilitate validation of project (indent) cost with available departmental budget, to avoid project cost overruns	M	
7.1.6.97.	Indent Tracking - Allow tracking of the indent throughout the creation and approval cycle using the unique indent number	M	
<b>B: Vendor Contract management</b>			
	The system should support the automatic/balanced allocation of the file(s) to the contract drafting officer for drafting the contract		
7.1.6.99		M	
	The system should support the sending of an allocation alert to the drafting officer and contract reviewer(s)	M	
	The system should support the reallocation instructions by the reallocating officer and capture the reason for the reallocation	M	

7.1.6.102	The system should support the upload, storage, versioning and tracking of iterations of draft documents in their original form (e.g. MS Word, MS Excel, PDF, etc.)	M	
	The system should support the insertion of annotations on the draft contract document by each reviewer	M	
	The system should support the tracking of comments made by reviewers (i.e. both internal and external reviewers)	M	
7.1.6.105	The system should support the final editing of the penultimate contract (i.e. Notification of award, Letter of acceptance, negotiation minutes, draft contract, etc.) by the drafting officer	M	
7.7.5	The system should support the uploading of the signed contract by authorized personnel	M	
	System should enable supplier(s) to digitally sign the contract upon granting of access rights.		
	The system should support the sending of alerts upon uploading of the signed contract to the relevant internal stakeholders (e.g. Finance, Procurement, user departments, etc.)		
	The system should support the flagging of the file serialized number with the various statuses such as opened, signed, registered, open, on-hold, closed.		
<b>Division VII - 7.2.2 Project Management Requirements</b>			
<b>Number</b>	<b>Requirement Description</b>		
7.8.1	The bidder MUST provide information on the proposed, recognized methodology for implementing the integrated Enterprise Resource Planning including the functional analysis, installation, configuration, testing, staging, data migration deployment activities, risk management, and training services.	M	
7.8.2	The vendor MUST develop an overall implementation strategy which includes a comprehensive project implementation plan; it shall include, but not be limited to,	M	
	- Tasks estimation		
	- Project planning		
	- Work allocation		
	- Progress tracking and monitoring		
	- Reporting scenarios		
7.8.3	The vendor MUST develop an issues resolution methodology.	M	
7.8.4	The vendor must be verifiable with manufacturer of the system	M	
7.8.5	The vendor MUST develop a risk identification and mitigation strategy and develop a contingency plan.	M	
7.8.6	The vendor MUST develop technical standards for modifications, security, conversion, and system administration for all modules.	M	
7.8.7	The bidder MUST describe what tools and techniques will be used in managing this project.	M	
7.8.8	The bidder MUST describe the project management team structure, along with their technical qualifications and roles and responsibilities of all team members.	M	
7.8.9	The bidder MUST describe the approach that will be used for task management and tracking as well as project meetings and documentation, as well as the updating of the senior management on timely status of the project.	M	
7.8.10	The bidder MUST describe what resources (Business & IT resources) will be necessary for the project to succeed including clear resource roles and responsibilities during the project and how to better utilize these resources, and transfer the knowledge for them.	M	
7.8.11	The bidder MUST describe what procedures will be used to keep the project on track, and what escalation procedures will be used to address any problems with project progress.	M	
7.8.12	The bidder MUST describe process of transferring the knowledge and training of NACC admin.	M	
7.8.13	The bidder MUST provide specifications and a list of all project deliverables.	M	
7.8.14	The bidder MUST NOT propose a development, customization or implementation model where offshore resources are required to log on to onshore servers, instead the vendor MUST propose a plan for performing all development activities on – site.	M	

<b>Division VII - 7.2.3 Data Migration Requirements</b>			
<b>Requirement</b>	<b>Requirement Description</b>		
<b>Number</b>			
7.9.1	The system MUST have capability for data conversion.	M	
7.9.2	The system MUST have exception reports to capture items not converted automatically during data conversion.	M	
7.9.3	The system MUST have functionality for methods to verify conversion, e.g. file comparisons, balance / totals / count comparisons.	M	
7.9.4	The system MUST have Parameters for successful conversion, e.g. Percentages consistency.	M	
7.9.5	The System MUST have capability for scheduling and sequencing of tasks.	M	
7.9.6	The Bidder MUST provide in the Technical proposal, sufficient details covering the data conversion approach to be adopted to ensure sound data migration:	M	
	§ Database analysis		
	§ Data mapping.		
	§ Post - conversion clean up.		
	§ Conversion coding development.		
	§ Data integrity checking and audit methodology.		
<b>Requirement</b>	<b>Division VII - 7.2.4 Business Value Enhancements Requirements</b>		
<b>Number</b>	<b>Requirement Description</b>		
7.10.1	The Vendor MUST work with the relevant user departments / Divisions to identify all business requirements	M	
7.10.2	The vendor MUST provide services to implement “best practice” business processes associated with the supplied systems.	M	
7.10.3	The vendor MUST provide “best practice” business process documentation for business processes associated with the supplied systems.	M	
7.10.4	The bidder MUST describe how they will assist the organization in maximizing the business value out of the supplied systems.	M	
7.10.5	The vendor must describe a detailed methodology for undertaking business process improvement activities and execute business process improvement activities	M	
7.10.6	The vendor should highlight experience of the firm for delivering the following services:	M	
	- Gap analysis of the “best practices” business processes as brought by the bidder with the organization’s current business processes.		
	- Developing a “To-Be” business model based on the proposed system solution and best practices.		
	- Creating Key Performance Indicators (KPIs) to measure the efficiency of the new processes.		
<b>Integration Requirements</b>			
<b>Requirement Number</b>	<b>Requirement Description</b>		
7.11.1	Vendors MUST conduct an integration review workshop. The outcome of the workshop will be a complete mapping of all existing points of system integration, the identification of new points of integration and the identification of existing points of integration which may benefit from re – design or re – implementation.	M	
7.11.2	The vendor must implement all integration requirements identified as a result of the integration review workshop.	M	
7.11.3	Bidders MUST describe their interface development process.	M	

7.11.4	Vendors MUST implement an interface management methodology and process, that will assist NACC maintain the interfaces in the future.	M	
7.11.5	Vendors MUST implement operational processes for the monitoring and management of points of systems integration.	M	
7.11.6	The vendor must conduct an integration training workshop for the ERP Core Team to provide knowledge transfer with the objective of building internal capacity for:	M	
	- Providing in-house maintenance and support to the Interface	M	
	- Development of interfaces	M	
7.11.7	The vendor must supply all documentation, manuals and guides necessary for maintaining the integration platform	M	
7.11.8	The system MUST support modern “best business practices”, with data located in one integrated system and a centralized location, shared across NACC’s departments. The system MUST support enterprise-wide business processes with a goal of eliminating multiple handling of data and increasing accuracy.	M	
7.11.9	The vendor must provide an open integration platform that will be used for integrating the ERP with current information systems and future information systems yet to be identified. The platform must not limit integration to particular vendors/products.	M	
<b>Division VII - 7.2.6 Documentation Standards</b>			
<b>Requirement</b>	<b>Requirement description</b>		
<b>Number</b>			
7.12.1	All project documentations (softcopy and hardcopy) MUST be handed over by the <b>vendor and will be considered FINAL once approved by NACC ERP Core Team.</b>	M	
7.12.2	The documentation provided should be done at all the phases of the implementation	M	
7.12.3	All project documentation versions MUST be controlled by the use of a Project Library directory. All relevant documentation MUST be handed over to NACC after the project implementation.	M	
7.12.4	All documents MUST be submitted in English language, including user manuals.	M	
7.12.5	The following project documentation, among others, MUST be provided:	M	
	- Requirements and Business Process documents including customization, modification or extensions Solution document, Architecture and design document,		
	- Data Migration Strategy (to be reviewed by the NACC ERP Core Team and amended as appropriate)		
	- Testing Strategy (to be reviewed by the NACC ERP Core Team and amended as appropriate) and amended as appropriate)		
	- Training / User guide manuals for each module,		
	- Technical administration guide for all the technical components of the Solution		
	- Backup and restore document, and any documentation needed to transfer the knowledge.		
<b>Training and Knowledge Transfer</b>			
<b>Requirement</b>	<b>Requirement Description</b>		
<b>Number</b>			
7.13.1	The Bidder MUST provide information on the types of training to be offered for super users, end users IT personnel, among others.	M	
7.13.2	The information provided should include:	M	
	- Training strategy and plan for pre and post implementation		

	- Location		
	- Training provider (in-house, external)		
	- Type of training and modules provided		
	- Medium (class room, e-learning etc.)		
7.13.3	The bidder MUST provide Knowledge Transfer Plan. The approach MUST cover the following:	M	
7.13.4	Functional Area: by which the key-users MUST be able to configure, setup, and handle any new requirements after the implementation. This will allow NACC to continue with process improvement exercises after the completion of the implementation.	M	
7.13.5	Assistance and guidance with development of the business rules and applying them to the software.	M	
7.13.6	Fit and gap analysis and systems analysis.	M	
7.13.7	Technical Area: by which the IT personnel of NACC MUST have the sufficient knowledge that qualify them to carry out: - System administration (ability to maintain, install, configure) especially in the initial stages of testing and implementation. - Database Administration, during the initial stages of implementation and subsequent performance tuning later in the implementation. - Workflow and Graphical User Interface (GUI) customization support Release management support - Development of data interfaces to / from external entities. - Conversion of data.	M	
7.13.7	The knowledge transfer plan MUST include a component where NACC's staff is involved in all phases of the project's design, development, implementation and support.	M	
7.13.8	Knowledge transfer for the solution implemented should include, and not limited to, operating system administration, database administration, application administration, modules management, troubleshooting, backup and restore.	M	
7.13.9	The bidder MUST provide a list of expected training documents and material to be delivered during the project.	M	
<b>Division VII - 7.2.8 Testing and Acceptance</b>			
<b>Requirement</b>	<b>Requirement Description</b>		
<b>Number</b>			
7.14.1	The Vendor MUST design and develop detailed functional test specifications and scripts that cover all possible business scenarios with the help of business users for all the modules.	M	
7.14.2	The vendor must participate in the User Acceptance Testing processes and be available for consultation during this process.	M	
7.14.3	The vendor must implement results of all test activities conducted during the project	M	
7.14.4	The Vendor MUST designs, develop, manage and conduct Integration System	M	
7.14.5	Testing (IST). The scope and results of this testing must be presented to NACC's ERP Core Team for approval.	M	
7.14.6	The Vendor MUST design, develops, manage and conduct Performance and Volume Testing. The scope and results of this testing must be presented to NACC ERP Core Team and Management for Approval	M	
7.14.7	The Vendor MUST provide test reports on all conducted tests.	M	
7.14.8	The Vendor MUST design, develop and conduct regression testing following the correction of problems identified during the testing cycle.	M	

<b>Division VII - 7.2.9 Implementation Schedule and Location</b>			
<b>Requirement</b>	<b>Requirement Description</b>		
<b>Number</b>			
<b>7.15.1</b>	The Implementation schedule should be no more than 6 months, addressing the following requirements, among others: § Project organization and management plan § Full customization, implementation and commissioning of the ERP System. § Regular updates to the NACC’s ERP Core Team on the progress of the project § Hardware procurement, where necessary. § Testing schedules such as unit testing, integration testing, etc. § User Acceptance testing, Performance testing and regression testing. § Training for NACC Executives, Managers, end users and power users. § Soft launch § Final Go live § Provision of all documentation and manuals. § Sign – offs § Official handover and commissioning of the system. § Task, time and resource scheduling	M	
<b>7.15.2</b>	As part of the implementation plan, the bidder should clearly demonstrate how the following reporting components will be incorporated as part of their implementation schedule:	M	
<b>7.15.3</b>	Updates to the NACC ERP Core Team and Management summarizing: - Results accomplished between the reporting periods - Deviations from project plan/milestones and reasons for such Corrective actions to be taken and their due dates - Other issues and outstanding problems and proposed corrective actions that should be undertaken - Actions that should be undertaken by NACC and due dates - Other issues that the bidder foresees could impact on the project’s progress or Effectiveness - Project management reports - Inspection and quality assurance reports - Training participants test results - Log of service calls and problems resolution	M	
<b>7.15.4</b>	The Bidder is required to provide the specification and description of the different phases and activities of the project. The plan shall clearly specify the start and end dates (relative to contract signing) of each of the project phases specifying key milestones allowing visibility of project progress.	M	
<b>Division VII - 7.2.10 Hardware and Operating System Requirements</b>			
<b>Requirement</b>	<b>Requirement Description</b>		
<b>Number</b>			

7.16.1	The bidder MUST indicate whether the system will work optimally in a Virtual Environment running VMware and Windows Server operating systems.	M	
7.16.2	While it is expected that the vendor will conduct a technical architecture /sizing exercise during the Definition Phase to determine the required infrastructure to host and run the solution appropriately, the bidder MUST estimate from previous experiences the following:	M	
	§ The Computer servers' configuration and architecture including number of applications and database servers, requisition size requirements, CPU power requirements and hard disk capacity requirement for each server.		
	§ Assess and evaluate the current infrastructure and recommend the best way to utilize it in order to get the maximum reuse of the current hardware.		
	§ Assess current network connectivity, speed, stability, and recommend any required updates.		
	§ Recommend other communication requirements, backup, printing, development tools, etc.		
7.16.3	The Vendor MUST Conduct a technical architecture/sizing exercise during the Definition Phase to determine the required infrastructure required to host and run the solution appropriately	M	
7.16.4	The Vendor MUST ensure that the implementation is secure and reliable for access to the implemented solution.	M	
7.16.5	The Bidder MUST propose the optimal connectivity required for the solution within a WAN environment while utilizing the NACC's current infrastructure. The Bidder MUST also recommend any additional optional bandwidth and security requirements to the existing infrastructure.	M	
<b>Division VII - 7.2.11 Warranty, Post implementation and Annual Maintenance Support</b>			
<b>Requirement</b>	<b>Requirement Description</b>		
<b>Number</b>			
7.17.1	The Bidder MUST describe the approach and plan to provide on-site support for three months.	M	
7.17.2	The Bidder MUST describe the services and activities that will be provided during the nine months off-site support.	M	
7.17.3	The Bidder will be expected to provide comprehensive maintenance of the ERP system after the post-implementation support period. This will include all aspects of the system support including software updates, among others. This will be spelt out in a comprehensive Service Level Agreement (SLA) between the bidder and NACC. (The SLA must clearly describe Warranty and Licensing mechanism and mode and currency of payment)	M	
7.17.4	Clearly indicate the channel of communication between the vendor and the NACC	M	
	<b>Grants Management</b>		
	<b>A. Registration</b>		
7.18.1	The System MUST support Grant Management process	M	
7.18.2	The system supports implementers registration capturing details like:	M	
	- The Group Registered Name		
	- Location (County, Sub - County, Constituency, District, Location, Sub-Location)		
	- Location Address		
	- Group Contact Details (Email and Tel Number)		
	- Details of the Directors/Top Officials (Names, Tel Number, ID number, Profession, Academic Qualification)		
	- The Type of Group (NGO, Self Help Group, CBO, FBO)		

	- Group Registration Number		
	- Registration Date		
	- Renewal Date (where Necessary)		
	- The Group Bank Details		
	- The Details of Bank Signatories( names, Position, ID and Tel Number)		
7.18.3	The system must assign a unique code to every registered implementer which will be unique to the location of the group ie the code's prefix should be the same for all implementers in the same county e.g for Nairobi County, NA0001, NA0002....)	M	
7.18.4	The system should allow the implementer to apply for more than one grants without registering more than once. It should clearly differentiate the number of grants awarded by assigning a grant number in addition to the implementer's unique code eg. NA0001/G1, NA0002/G2 (this is to different the two awarded grants)	M	
7.18.5	Detection of duplicate implementers based on group name and registration number	M	
7.18.6	Detection of group officials/bank signatories/Directors belonging to more than one group	M	
7.18.7	The system supports 'blacklisting' or 'bad listing' of an implementer and its officials or officials alone	M	
7.18.8	Enable attachment of documents during the registration process such as registration certificate, copies of ID of the Officials/Directors/Bank Signatories and avail the same during Grant Application and review process/.	M	
	<b>B. Call for Proposal</b>	M	
7.18.9	The system MUST allow for uploading for call for proposal documents	M	
7.18.10	The system should allow the registered group in the system to download call for proposal documents	M	
7.18.11	The system should enable groups to apply for the call for proposal	M	
7.18.12	The system MUST allow for online submission of application for grants	M	
7.18.13	Ability to upload and share implementer documents	M	
7.18.14	Embed a work flow for reviewing and approving Grants Proposals and various stages	M	
7.18.15	Ability to capture reviewer notes and feedback	M	
7.18.16	The system supports automatic generation of letters to implementers who fail or pass an evaluation	M	
7.18.17	The system allows evaluation of proposals in the system – the firm to indicate whether this can be done by more than one person.	M	
7.18.18	The system must have an audit trail for all operations done in the system	M	
7.18.19	The system to export reports in formats like Excel, Word, pdf, Crystal Reports etc	M	
7.18.20	The system must be able to handle a multi – year grant	M	
	<b>C. PRE - DISBURSEMENT ASSESSMENT</b>		
7.18.21	The system MUST support pre - disbursement assessment for the approved implementer	M	
7.18.22	The PDA module be interfaced with registration module and call for proposal module	M	
7.18.23	The system MUST allow for the capturing of the implementers details that were not capture during the registration eg	M	
	- Implementers Name		
	- Physical Location		
	- CFP area		
	- Approved Amount		
	- Period of the Project		
	- Type of the institution		

	- Registration Number		
	- Date of Registration		
	- Authorized Representatives plus their personal details		
	- Authorized Bank Signatories plus their personal details		
<b>7.18.24</b>	Embed a PDA check list covering the following areas:		
	<b>i. Governance and Risk Management Capacity Assessment</b>	M	
	<b>ii. Financial Management Capacity Assessment</b>		
	<b>iii. Monitoring Evaluation</b>		
	<b>iv. Procurement Capacity</b>		
	<b>v. Operation and Technical Capacity to Implement</b>		
<b>7.18.25</b>	The system should allow awarding of scores on each and every area of assessment and calculate the overall score. The scores will range from 1 (lowest) to 3 (highest).	M	
<b>7.18.26</b>	Ability to capture reviewer notes on Strengths and Weakness of every implementer in support of the scores awarded	M	
<b>7.18.27</b>	The system should allow for rating of the group based on the overall scores as follows:		
	- Scores 2.0 - 3.0 = "Green"	M	
	- Scores 1.0 - 1.9 = "Amber"		
	- Scores 0.5 - 0.9 = "Red"		
	- Scores below 0.5 = "Double Red "		
<b>7.18.28</b>	The system MUST allow for identification of training/capacity requirement for implementer based on the score ratings	M	
<b>7.18.29</b>	Capability to track and monitor proposals rating status as follows:		
	· Approved proposals received	M	
	· Analysis and rating of approved proposals (as Green, Amber or Red)		
	<b>D. Implementers Training</b>	M	
<b>7.18.30</b>	The implementers module be interfaced with PDA module	M	
<b>7.18.31</b>	The system should be able to present to implementer the list of the expected training/capacity enhancement areas as per the PDA rating	M	
<b>7.18.32</b>	The system MUST facilitate the enrolment for the training as schedule by the NACC	M	
<b>7.18.33</b>	Ability to send reminders and notifications to implementer on upcoming training which they are require to attend. The system should be able to send this notification through email.	M	
<b>7.18.34</b>	Ability to capture training evaluation and feedback by attendees so as to determine the success of the training delivered	M	
<b>7.18.35</b>	Ability to record skills gained by the trainee after attendance of the training	M	
<b>7.18.36</b>	The system must be able to capture the score of the implementer upon completion of a training either automatically or manually by the trainer. Score range from 1 (lowest) to 3 (highest)	M	
<b>7.18.37</b>	The system should be able to rate the implementer after the training to determine their capacity to implement the project after the training	M	
<b>7.18.38</b>	The rating of the group based on the training scores as follows:		
	- Scores 2.0 - 3.0 = "Green"	M	
	- Scores 1.0 - 1.9 = "Amber"		
	- Scores 0.5 - 0.9 = "Red"		
	- Scores below 0.5 = "Double Red "		

7.18.39	The system should allow the implementer to apply for another training if their score after training is less than 2.0	M	
7.18.40	The system should not allow the implementer to apply for another training if their score after training is above 2.0	M	
	<b>Reporting</b>		
7.18.41	The system should be able to generate reports on:	M	
	Implementers trained and their scores		
	Implementers trained with their rating		
7.18.42	Capability to track and monitor proposals rating status as follows:	M	
	· CSOs capacity building status		
	· Second round rating of CSOs initially rated Amber and Red(after capacity building)		
	· Third round rating of CSOs initially rated Red (after capacity building)		
	· CSOs remaining Red and not funded.		
	<b>E. Work plan and Budget preparation</b>		
7.18.43	The system should incorporate online work plan preparation functionality for the implementers that covers all activities and admin expenses	M	
7.18.44	The system should allow the implementer to capture all project objectives and the activities relating to those objectives. The objectives must be delivered from the call for priority area	M	
7.18.45	The system must allow the implementer to set target per each and every activity included in their work plan. The system must not allow the implementer to include any activity in their work plan without set target.	M	
7.18.46	The system must not allow the implementer to adjust set targets and work plan has been approved by NACC	M	
7.18.47	The system should incorporate online budget preparation functionality for the implementers and should be able to cover all budgetary elements whether activity or admin expenses	M	
7.18.48	The system must possess functionality that allows for a detailed budget preparation per activity before combining all activity budget and administration budget into one implementer budget	M	
7.18.49	The system MUST not allow the implementer budget be beyond the Approved Project Amount as captured by PDA module	M	
7.18.50	Should have an interface with PDA module and training module	M	
7.18.51	The system should not allow the Administration budget per every implementer to go beyond the set limit as per the donor requirement e.g not to go beyond 15% of the total approved amount	M	
7.18.52	System should be able to maintain and track budgets and expenditure per budget line be able to provide alerts upon attainment of an alert threshold (e.g. 80% of the budget)	M	
7.18.53	The system must have a workflow review, update and approvals of the implementers work plan and budget by NACC.	M	
7.18.54	The system should alert or send a notification through email to the implementer once the work plan and budget has been approved by NACC		
7.18.55	The system should not allow the implementer to make any further adjustment to the work plan and budget after it has been approved by NACC.		
7.18.56	The system must allow the implementer to seek for budget adjustment after approval to NACC. The adjustment made should not affect the set limit for admin expenses		
7.18.57	The system must be able to keep historic budget information	M	
7.18.58	Budget amounts must be allocated to accounting periods defined in the system as per the donor requirement	M	
7.18.59	The system must be able to maintain budget version number and approval status where the activity budget has been updated through budget reallocation	M	
7.18.60	The system should be able to trace payments to budget line items for cost management purposes	M	
7.18.61	Capability to copy an entire budget from one grant to another	M	

7.18.62	Should provide functionality to view actual data against budgeted data	M	
7.18.63	The system must be able to support reallocation of budgets between budget lines subject to approval if its above 10%	M	
7.18.64	Support Activity Based Budgeting providing for a facility to capture objectives, activities and outcomes at item and sub item level	M	
7.18.65	Multiple years budgeting – prior years	M	
7.18.66	Facility to allocate budget ceilings by programmes and by account code.	M	
7.18.67	Ability to allow budgeting for any time period (Monthly, Quarterly, Biannual, Annually etc. ).	M	
7.18.68	Support both Bottom-Up and Top-Down budgeting.	M	
7.18.69	Support commitment control of the budget not to allow spending on a line item in the absence of a budget	M	
7.18.70	The application MUST provide online facilities to view actual data with original budget or revised budgets.	M	
7.18.71	The application MUST be able to view each implementer’s budget, spending to date and expected expenditures for the rest of the period.	M	
<b>Reporting Requirements for Budgeting Process</b>			
7.18.72	Dynamic reports with the provision for a drill-down capability.	M	
7.18.73	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools	M	
7.18.74	The reports must conform to the National Treasury reporting requirements:	M	
	- Monthly budget reports per implementer/CFP area		
	- Quarterly budget reports per implementer/CFP area		
	- Reallocation reports per implementer/CFP area		
	- Actual vs. budget per implementer/CFP area		
	- Year expenditure report per implementer/CFP area		
	- Annual budget reports per implementer/CFP area		
	- Set targets against actuals per quarter		
	<b>F. DRAFTING AND REVIEWING OF CONTRACTS AND SIGNING</b>		
7.18.75	The system should have a work flow for preparation, reviewing and approving Grants contracts	M	
7.18.76	The system should enable the user to prepare batch contracts for a lot of implementers based on a standard contract	M	
7.18.77	The system should have an inbuilt functionality that enables its to pick specific implementers details required for the contract preparations during batch processing these details may include;	M	
	- Implementers Name		
	- Physical Location		
	- CFP area		
	- Approved Amount		
	- Period of the Project		
	- Type of the institution		
	- Registration Number		
	- Date of Registration		
	- Authorized Representatives plus their personal details		
	- Authorized Bank Signatories plus their personal details		

7.18.78	The system should support the automatic/balanced allocation of the file(s) to the contract drafting officer for drafting the contract	M	
7.18.79	The system should support the sending of an allocation alert to the drafting officer and contract reviewer(s)	M	
7.18.80	The system should support the upload, storage, versioning and tracking of iterations of draft documents in their original form (e.g. MS Word, MS Excel, PDF, etc.)	M	
7.18.81	The system should support the insertion of annotations on the draft contract document by each reviewer	M	
7.18.82	The system should support the tracking of comments made by reviewers (i.e. both internal and external reviewers)	M	
7.18.83	The system should support the final editing of the penultimate contract package (i.e. Notification of award, Letter of acceptance, negotiation minutes, draft contract, etc.) by the drafting officer	M	
7.18.84	The system should support the uploading of the signed contract by authorized Personnel	M	
7.18.85	The system should support the sending of alerts upon uploading of the signed contract to the relevant internal stakeholders (e.g. Finance) and the implementers through email.	M	
	<b>G. DISBURSEMENTS OF FUNDS</b>		
7.18.86	The system should support disbursement of funds to implementers	M	
7.18.87	Embed a work flow for disbursement approval	M	
7.18.88	should interface with bank module	M	
7.18.89	Should interface with budget module and contract module	M	
7.18.90	The system should not allow for disbursement of fund to implementers beyond the approved budget	M	
7.18.91	The system should not allow disbursement of fund to implementers with score rating "Red" as per the training module.	M	
7.18.92	The system should not allow for batch disbursement	M	
7.18.93	The system should be able to detect implementers included more than once in the same disbursement schedule	M	
7.18.94	The system should not allow further disbursement for implementers whose accountability of the disbursed amount is less than 75%.	M	
7.18.95	The system should not allow the disbursement of funded beyond the project period.	M	
7.18.96	Capability to track ,monitor each grant as follows:	M	
	· Approved total amount		
	· Amount disbursed to date		
	· Amount properly accounted for		
	· Balance unaccounted for		
	· Budget balance un-disbursed		
7.18.97	Report showing total amount approved, disbursed amount, amount accounted for, amount unaccounted for and balance of approved funds and other user defined reports.	M	
	<b>H. EXPENSES POSTING AND REPORTING</b>		
7.18.98	The system must allow for posting of implementers expenses into the system	M	
7.18.99	The system should not allow the posting of implementers' expense more than 10% on the budget amount. This does not apply to admin expense.	M	
7.18.100	The system should not allow the posting of admin expense more than 15% of the total project budget	M	
7.18.101	The system should allow for uploading of the implementers expenditures in batch from excel	M	
7.18.102	The system should allow the NACC user to capture the implementers set targets actuals as per the work plan.	M	

7.18.103	Reports:		
	- Actual vs Budget per implementer		
	- Actual vs Budget per CFP area periodically		
	- Implementers un-accounted balances (individual, per county, constituency, location etc)	M	
	- PSI statements		
	- Actuals vs set targets as per the work plan		
<b>ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REQUIREMENTS</b>			
<b>Regional Barcoding / OCR and Follow Fields</b>			
7.19.1	Sections on any page can be assigned to capture as OCR or barcode fields.	M	
	"Follow fields" functionality shows relevant section of document enlarged for each field when indexing.	M	
	"Quick Find OCR" allows users to draw round the required index field content on the document	M	
	<b>Revisions</b>		
	Automatic document revisions are created when physical changes are made to the structure of a document such as burning in annotations or appending additional pages to image type files, or changes made to Microsoft Office type documents when they are altered by editing.	M	
	Full Audit history of actions performed on documents, and by whom, such as when documents have been scanned, e-mailed, annotated, indexed, edited, etc.	M	
	<b>Save as</b>		
	Documents (or pages of image type files) from within The EDMS Document Management can be saved to any volume on the network.	M	
	File format can be changed from or to BMP, JPEG, PCX, DCX, PDF, TIFF types etc. The saved document is a copy of the document in the EDMS Document Management system.	M	
	<b>Scan drivers</b>		
	TWAIN drivers supported.	M	
	<b>Scanning paper documents</b>		
7.19.9	Uses The EDMS Document Management interface	M	
	Scanners: directly connected or network devices (some features only available with directly connected scanners). Network Devices scan to a route folder for auto collection by The EDMS	M	
	Access to all functions of chosen scanner (native Interface)	M	
	Scan directly to other user in-trays or a user's own in-tray folder	M	
	Can be used just as a scanning tool to save documents elsewhere	M	
	<b>SIMPLE Scan (TWAIN ONLY)</b>		
7.19.14	Select multi-page / single page	M	
	Choose filename	M	
	Save as most image types inc. JPEG, TIFF (various), PDF,	M	
	Scan more (auto append).	M	
	<b>Advanced Scan Panel (TWAIN)</b>		
	Scan profiles can be set up for different types of scanning jobs. Options offered (in addition to simple scan) include:	M	

7.19.19	Take specified number of pages from ADF allowing document grouping.	M	
	Numbered pages	M	
	Document orientation choices	M	
	Drop blank pages or pages smaller than ...KB	M	
	Auto Correct (module required)	M	
	Separate by Blank Sheet Barcode and / or OCR values (modules required)	M	
7.19.25	Separate by looking for a BLACK DOT on a predefined area on the documents.	M	
	Automatic OCR documents: assign document recognition: (module req.)	M	
	Auto Imprint numbers from selected number groups	M	
	Choose filename inc. option to stamp an auto date, time or specified numeric patters	M	
	Set SCAN PAGE counter	M	
	Profile summary	M	
7.19.31	Import / Export profiles easily between work stations	M	
	Multiple scanners can scan into one shared in-tray.	M	
	<b>Search Capability</b>		
	<b>Index search</b>		
	Index values (or any part of) across selected cabinets or all cabinets inc. greater than, less than, Not equal to, starts with, ends with, a range of, and contains values	M	
	<b>OCR Search</b>		
7.19.34	Search OCR text in document and its attachments, including ALL words, ANY words, Whole words, and Exact Phrase.	M	
	<b>Further Search</b>		
	Search by system flags, Email header info, actioned by, workflow status, file name or any part of	M	
	<b>General</b>		
	Further Filter by a selected date range (system entered or last modified).	M	
	Save searches for future use.	M	
7.19.38	Option to Automatically open results or show all index fields for multiple cabinet searches	M	
	<b>CABINET Search</b>		
	All documents in a cabinet plus pre-defined or customized filters	M	
	Pre-defined, including all checked-out and locked documents. All items overdue or in a workflow.	M	
	All deleted documents	M	
	<b>Word Search</b>		
7.19.42	Quickly locate a word or phrase in any OCR'd document and all its attachments	M	
	View the relevant document or attachment image and move through each occurrence of the selected word / phrase.	M	
	<b>Send to</b>		
	Allows documents to be sent within The EDMS from one user to another. Indexed documents will be sent as copies.	M	
	<b>System Reports</b>		
	Standard and customized reports available	M	
	<b>Thumbnail caching</b>		
	Thumbnails cached on local system for quicker access.	M	

	Thumbnails automatically created/re-created when required.	M	
	<b>Total current documents / pages</b>		
	Shows the total number of documents in an Inbox/cabinet, and pages of selected documents.	M	
	<b>User Interface &amp; Viewing options</b>		
<b>7.19.49</b>	Easy to use, intuitive screens.	M	
	Customizable and pre-definable Quick Access Toolbar.	M	
	View documents as list files, thumbnails (variable size) or images.	M	
	Work with Multiple Tabs for more versatile use.	M	
	Thumbnail views: multi-page files are initially displayed as one thumbnail detailing the total number of pages.	M	
	User Editable lists: versatile List view with user-configurable columns, multiple sorting, split image and split single page view. In list view throughout the system, documents can be viewed in any sort order.	M	
<b>7.19.55</b>	Move order of columns, hide/reveal columns, retains column widths.	M	
	Specify up to 3 sort orders on columns.	M	
	Over 300 file formats can be viewed as thumbnails or images: PDF • raster • vector • autodesk/hybrid • AutoCAD/colour • TIFF • PCX • GIF • JPEG • Sun raster • PNG • Photoshop • Office • Word • Acrobat / PDF •HTML • ASCII • PowerPoint • Excel etc, etc.	M	
	Option to view PDF documents using built-in viewer or Adobe Acrobat viewer.	M	
	Documents of different file types can be grouped together as attached documents.	M	
	Split single page view: selected pages of Image documents, viewed as thumbnails of a multi-page document, can be deleted, repositioned or appended to other pages, creating new documents of varying size ready for indexing.	M	
<b>7.19.61</b>	Full screen image view with continued page / file selection.	M	
	Split image allows list or thumb view plus resizable image view.	M	
	Visual indication of document status in all views.	M	
	Customizable list view columns for each cabinet and each user's own inbox.	M	
	Progress indication of time-consuming operations with Cancel button where applicable.	M	
	<b>User messaging</b>		
<b>7.19.66</b>	internal messaging system for The EDMS Document Management users, incorporating a history of messages sent and received.	M	
	Messages can be sent with a link to a document search. The recipient can access these same documents upon receipt of the message by opening the link.	M	
	Reply to or forward messages received	M	
	<b>ADDITIONAL MODULES</b>		
	<b>Web Module</b>		
	Provides external access to The EDMS Document Management data over the Internet, or via an internal intranet	M	
<b>7.19.70</b>	Upload new files and search for existing files from any PC with internet access, even without The EDMS Document Management installed on that PC.	M	
	<b>Workflow</b>		
	Enables documents to be routed to specific users in predefined order for specific tasks to be performed (e.g. invoice approval)	M	
	Documents can be automatically assigned to a Workflow when indexed or when a new document is created by The EDMS.	M	
	Set up unlimited Workflow Processes	M	
	Route documents to individual / multiple or selected users	M	
<b>7.19.74</b>	Set time scales before alerting users.	M	

	Set time limits to tasks	M	
	Assign a 'Workflow Manager' who will be notified when items are overdue allowing appropriate action to be taken	M	
	All system tools available for use in 'Workflow'	M	
	Each document displays the stage reached including the 'assigned user'	M	
	Full Workflow History available to selected users	M	
<b>7.19.80</b>	Workflows with unfinished tasks cannot be deleted	M	
	Workflow Manager can cancel tasks	M	
	<b>Advanced OCR</b>		
	Enables the creation of unlimited advanced OCR profiles as well as providing automatic document recognition. This includes automatic filing to a selected Cabinet	M	
	Comprehensive Correction Tool for OCR	M	
	<b>Barcode Module</b>		
<b>7.19.84</b>	Includes one barcode licence	M	
	Automatically indexes by barcode contents.	M	
	11 barcode types supported plus variations.	M	
	Barcodes can be created and "burned" into documents.	M	
	Created barcodes are stored in the database for re-use.	M	
	<b>Email Notification Module</b>		
<b>7.19.89</b>	Sends all The EDMS system messages as email notifications to users when they are not logged into The EDMS.	M	
	<b>Server OCR Module</b>		
	Groups OCR tasks to be performed by the server at scheduled times	M	
	<b>Generic CSV Module</b>		
	Enables documents and index details to be imported into The EDMS	M	
	<b>Backup Scheduling Module</b>		
<b>7.19.92</b>	Performs scheduled The EDMS backups.	M	
	<b>CSV/XML Import Module</b>		
	Enables CSV or XML data to be imported & filed into The EDMS whilst creating an image (includes 2 days customization)	M	
	<b>The EDMS API</b>		
	Unlimited license to develop your own code to access The EDMS data	M	
	<b>The EDMS Web Service API</b>		
<b>7.19.95</b>	Unlimited license to use the Web Service to develop your own web based code to access The EDMS data via the web server	M	
	<b>Document Retention Module</b>		
<b>7.19.96</b>	Set dates for automatic destruction of documents	M	
<b>MIS Helpdesk</b>			
7.2.12.1	The Bidder MUST provide an Employee Self Service and ICT Helpdesk approach and plan to provide a Portal where staff can log in to send their request to ICT. ICT help Desk will assist the ICT officer to keep track of the ICT issues and solutions both for hardware and software	M	
7.2.12.2	The staff once they have any ICT issue they will fill the ICT Helpdesk request form.	M	
7.2.12.3	The user information should come automatically once the staff creates a new request. The staff will only choose the technical information either hardware or software issues then send the request.	M	

7.2.12.4	The staff will keep track of the issue in the request status form	M	
7.2.12.5	The ICT staff will assign the request to one of the ICT staff to deal with the issue	M	
7.2.12.6	The ICT staff will get the request and be able to act on the issue.	M	
7.2.12.7	The ICT staff will assign the request to one of the ICT staff to deal with the issue.	M	
7.2.12.8	The staff who was assigned to deal with the issue will attend to it by making diagnosis and then add the action taken then send to the technical officer to give remarks.	M	
7.2.12.9	The technical ICT staff will add remarks then send for user to make remarks.	M	
7.2.12.10	The staff will then add remarks concerning the issue if it has been solved and any other comment concerning the issue then return to ICT	M	
7.2.12.11	ICT will close the request once the staff who sent the issue is fully satisfied the issue was solved.	M	
7.2.12.12	All closed issues will be in the Request history form	M	
7.2.12.13	Be able to print out report of how many tickets are Pending, waiting, bleaching SLA and closed.	M	

## SECTION VII - STANDARD FORMS

### *Notes on the Standard Forms:*

#### **7.1 Form of Tender**

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

#### **7.2 Confidential Business Questionnaire Form**

This form must be completed by the tenderer and submitted with tender documents

#### **7.3 Tender Security Form**

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

#### **7.4 Contract Form**

The Contract form shall not be completed by the tenderer at the time of submitting the tenderer at the time of submitting the tender. The contract form shall be completed after contract award.

#### **7.5 Performance Security form**

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the sum provided herein or in another form acceptable to the procuring entity.

#### **7.6 Bank Guarantee for Advance Payment.**

When there is an agreement to have Advance payment, this form must be duly completed.

### **7.7 Manufacturer's Authorization Form**

When required by the tender document, this form must be completed and submitted with the tender document. This form will be completed by the manufacturer of the goods where the tender is an agent.

- 7.8 Letter of Notification
- 7.9 Form RB1
- 7.10 Self-Declaration Form on Debarment
- 7.11 Anti-Corruption Declaration
- 7.12 Bank Details Form

7.1 **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 receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... *(insert equipment description)* in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_   
 [signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## 7.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

### *Part 1 – General:*

Business Name .....  
 Location of business premises. ....  
 Plot No..... Street/Road .....  
 Postal Address ..... Tel No. .... Fax ..... E mail ..... Nature  
 of Business,.....  
 Registration Certificate No. ....  
 Maximum value of business which you can handle at any one time – Kshs...  
 Name of your bankers ..... Branch .....

### Part 2 (a) – Sole Proprietor

	Your name in full ..... Age ..... Nationality ..... Country of origin ..... • Citizenship details ..... •																				
	<h3>Part 2 (b) Partnership</h3> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. ....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....				2.....				3. ....				4. ....			
Name	Nationality	Citizenship Details	Shares																		
1.....																					
2.....																					
3. ....																					
4. ....																					
	<h3>Part 2 (c) – Registered Company</h3> Private or Public ..... State the nominal and issued capital of company- Nominal Kshs. .... Issued Kshs. .... Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. ....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Date.....Seal/Signature of Candidate .....	Name	Nationality	Citizenship Details	Shares	1.....				2. ....											
Name	Nationality	Citizenship Details	Shares																		
1.....																					
2. ....																					

**7.3 TENDER SECURITY FORM**

Whereas ..... [*name of the tenderer*]  
(hereinafter called “the tenderer”) has submitted its tender dated .....  
[*date of submission of tender*] for the supply, installation and commissioning  
of ..... [*name and/or description of the equipment*]  
(hereinafter called “the Tender”) .....

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

..... of ..... having our  
registered office at ..... (hereinafter called “the Bank”), are  
bound unto ..... [*name of Procuring entity*] (hereinafter called “the  
Procuring entity”) in the sum of ..... for which  
payment well and truly to be made to the said Procuring entity, the Bank binds  
itself, its successors, and assigns by these presents. Sealed with the Common  
Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_

20 \_\_\_\_\_ .

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

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

\_\_\_\_\_  
*[Signature of the bank]*

## 7.4 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 goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

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 goods and to remedy the defects therein in conformity in all respects with the provisions of this Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods 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  
\_\_\_\_\_)

**7.5 PERFORMANCE SECURITY FORM**

To .....

*[name of 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 of goods]* (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 figure]* 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 you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_

*[name of bank or financial institution]*

\_\_\_\_\_

*[address]*

*[date]*

*(Amend accordingly if provided by Insurance Company)*

**7.6 BANK GUARANTEE FOR ADVANCE PAYMENT**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,

Signature and seal of the Guarantors

---

[name of bank or financial institution]

[address]

---

[date]

**7.7 MANUFACTURER’S AUTHORIZATION FORM MANDATORY**

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 an authorized person.

7.8. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

7.9

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

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

**REQUEST FOR REVIEW**

I/We.....the above named Applicant(s), of address:

Physical address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned decision on  
the following grounds , namely:-

- 1.
- 2. etc.

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

- 1.
- 2. etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

SIGNED  
Board Secretary

7.10 *SELF DECLARATION FORMS (r 62) MANDATORY*

*REPUBLIC OF KENYA*

*PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)*

*FORM SD1*

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

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

1. THAT I am the Company Secretary/ Chief Executive/Managing  
Director/Principal Officer/Director of .....

..... (insert name of the Company) who is a Bidder in respect  
of **Tender No.** ..... for .....(insert tender  
title/description) for .....( insert name of the Procuring entity)  
and duly authorized and competent to make this statement.

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

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

.....

(Title)

(Signature)

(Date)

Bidder Official Stamp

7.11 FORM SD2 MANDATORY

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

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

I, .....of P. O. Box ..... being a resident of

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of  
(insert name of the Company) who is a Bidder in respect of **Tender No.**  
..... for .....(insert tender title/description) for  
.....( insert name of the Procuring entity) and duly authorized  
and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....( insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title)

(Signature)

(Date)

Bidder's Official Stamp

**7.12 BANK DETAILS FORM- MANDATORY**

*Provide the following bank details for electronic transfer purposes*

*Name of the Bidder:.....*

*Bank Name :.....*

*Bank branch name .....*

*Bank code :.....*

*Bank account  
:.....*

*PIN Number  
:.....*

*VAT Number  
:.....*

*Bank signatory(s) :.....  
.....*